
Basic Steps:
1. Find the pattern and example for the type of resource you need to cite (for example: a book, a journal article, a personal interview)
2. Follow the example exactly, knowing that sometimes information you need isn’t there (such as date published).
3. Confused? Get help from the Writing Center or Library!

What if there isn’t an author or publication date?
If there is no author found, start citation with the title.
If there is no date found, write this instead: n.d. (for “no date”)

Which words should be capitalized?
People’s names, Corporation Names, and the first word of each title and subtitle, regardless of how it appears in the original.

What order are citations listed on the References list?
Alphabetically by first word of the citation, ignoring A, An, The.

How are websites and online database articles cited?
They are cited as you would a print source, with URL included to help others to locate the source you cited. In most cases this means copy and pasting the URL to the end of your citation after the words “Retrieved from”. When your source came from a database it’s important to copy and paste from the “permalink” or “persistent link” rather than from the address in your browser.

How should dates be written?
Year, Month Date. For example: 1971, August 27.

Can publisher names be shortened?
Yes. Shorten by eliminating unimportant words, such as “Inc.” and “Publishers.” Retain “Books” and “Press”

How are publisher locations written?
Include the city, and use 2-letter abbreviations for states

How should author names be listed?
For all: Last name, First initial. Middle initial. Example: Doe, J.Q.
2 to 7 authors: List authors in order given, with an & before the last author. For example: Yang, T.-X., Chan, R.C.K., & Shum, D.
More than 7 authors: list the first 6 authors, an ellipsis … then the last author’s name.
Editor names: Write (Ed.) for one or (Eds.) for multiple editors after their names. For large editorial boards use only the lead author or editor’s name followed by et al.
Government authors: write complete department name. For example: U.S. Department of Health and Human Services, National Institutes of Health.

What about in text citations?
That is a topic for another handout. See the Library website for help: guides.kirkwood.edu/citation.

Book: print
Author, A. A. (Year Published). Title of book (Edition if given). PublisherCity, State Abbreviated: PublisherName.


Book: chapter or selection from an anthology or entry in a dictionary or encyclopedia
ChapterAuthor, A. A. (Year Published). Title of chapter or entry. In B.B. BookEditor (Ed.), Title of book (pp. number). PublisherCity, State Abbreviated: PublisherName.


Book: online (Ebsco eBook, Virtual Reference Library)
Follow the pattern above for book or chapter, replacing publisher information with “Retrieved from http://xxx”


DSM-5: print (book, corporate author, multiple ed.)

DSM-5: online edition (ebook with a DOI number)
For citing the online book:

For citing only one chapter or section (note unique DOIs):
Article: Print

Author, A. A. (Date Published). Title of article. Title of Journal, volume(issue), page numbers.


Article: without DOI number, accessed online (URL is the homepage of the journal on the Web)


Article: with DOI number, Print or accessed online, journal or magazine (PsychArticles)

Author, A. A. (Date Published). Title of article. Title of Journal, volume(issue), page numbers. doi:xx.xxxx


Article: Newspaper, Print

Author, A. A. (Date Published). Title of article. Title of Newspaper, pp. xx.


Article: Newspaper, Web or database accessed

Author, A. A. (Date Published). Title of article. Title of Newspaper. Retrieved from http://xxxx


Motion Picture (Film, DVD, Television Series)


Capra, F. (Producer), & Capra, F. (Director). (1946). It’s a wonderful life [DVD]. United States: RKO.


Video, Online (YouTube, CNN, PBS, etc.)

DirectorName, A. (Date posted). Title of video [Video file]. Retrieved from xxx


Map retrieved online


Blog post


Personal Communications (letter, email, personal interview, etc.)

Personal communications are not included in the reference list. Instead they are cited in-text only. See in-text handout for examples.

References to classical works

For references to classical works that have standardized sections across different editions are not included in the reference list. Instead they are cited in-text only. See in-text handout for examples.