## 2.1 Author name is last name first.

### 2.1.1 Variant Forms

- Non-Latin alphabet names (e.g., Chinese). Pseudonyms (may add; in parenthesis; if commonly known, not necessary).
- Cross-reference option (pseudonyms, married/birth names)

### 2.1.2 Titles / Suffixes

- Drop from author names (e.g., PhD, Sister, Sir, Saint).
- Keep those tied to familial name (e.g., Jr., IV)

### 2.1.3 Corporate Authors

- If, *author and publisher is the same*, start with title.

**Government author** use a hierarchical sequence (top to bottom); e.g., United States, Department of Justice, Federal Bureau of Investigation.

- Use 3 hyphens for repeated elements in sequential listings.

**Congressional documents** options number and session, chamber, type of publication

## 2.2 Titles

- Stated in full (title: subtitle)

### 2.2.1 Introduction, Preface, Foreword, Afterword

- Enter term after author.
- If any of these has a unique title, put it first and in quotes (e.g., “Title for the Preface.” Preface.). Continue with the book title

### 2.2.2 Foreign titles

- English translation follows in brackets.

## 2.3 Versions

- Numbers (3rd, 60th).
- Abbreviate type (rev., ed.). Descriptive term is written in full (e.g., expanded ed.). Unique editions are written in full (e.g., Authorized King James Version).

## 2.4 Publisher

- Copublishers: list all, in order separated by a forward slash (Jones Publications / Buffalo History Museum).
- Cite publishing division only, not the parent company of that division or group.
- Ignore brand name imprint (e.g., Penguin Classics) and list publisher (Penguin Books)

## 2.5.1 pp. 1+

- Periodical article pages not sequential, list first page number and add a plus sign.

## 2.5.2 URL, DOI

- URL -- omit http://, https://
- DOI – sample: doi:10.1016/j.pss.2015.01.003
### 2.6 Punctuation

- Periods: after author, title, end of container.
- Commas used between author name and container elements.

#### 2.6.1 Square Brackets

Use to identify missing information identified from other sources, **approximate** [circa xxxx], or **guessed** [2008?].
- Add city of publication for newspapers. (e.g., Black Rock Gazette [Buffalo]).
- Not necessary for those nationally published (e.g., The Washington Post).

#### 2.6.2 Forward Slash

Use / to separate multiple pieces in one entry (e.g., copublishers).

### 2.7 Format, Order of Works Cited

- **Headings:** Works Cited [for multiple entries]; Work Cited [for 1 entry].
- Hanging indent format.
- Entries in alphabetical order by first term of entry (usually author’s last name; sometimes title’s first word).

#### 2.7.1 Alphabetical


#### 2.7.2 Multiple books

- Author with multiple works, after first complete entry, use 3 hyphens in place of the author’s name in all subsequent entries.
- If an entry has co-authors, use full name.

#### 2.7.3 Coauthor Multiple books

- Multiple entries by the same team of co-authors, use 3 hyphens in subsequent entries. Non-identical order or coauthors is a new entry.

#### 2.7.4 Title order

- Numbers should be alphabetized as spelled out words (e.g., 1920 = nineteen twenty)

#### 2.7.5 Cross-Reference

Citing multiple works from one entry (e.g., items in an anthology).
1. Create a full entry for the main collection.
2. Cross reference its individual items by
   1. listing the author(s) and title of the source (close with a period) and
   2. a short form of the collection’s title {author, title [if author has multiple titles, inclusive page numbers]}

<table>
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