

Writing References

WRITTEN WORK NOTE: All work should be written in 12 pt, Times New Roman or Calibri font and double spaced. Paragraphs should be indented and margins set at one inch.

CITATION NOTE: Pay attention to Capitalization Practices, Words/Items in Italics, Location of Periods, Location of Commas, Items in Parenthesis. Correct uses of these formatting techniques are important and cannot be overlooked.

COVER PAGE NOTE: The running head must be listed on the first line, and the Title itself should be written in all caps. The Title, Name and School & class must be centered both vertically and horizontally on the page. Double spacing required!

REFERENCE PAGE NOTE: References should be listed in alphabetical order, double spaced, and use a hanging indent.

Book

Author. (Year). *Title of Book*. City of Publication: Publisher.

DeLeeuw, C. (1970). *Benedict Arnold: Hero and traitor*. New York: G.P. Putnam's Sons.

Encyclopedia

Article Title. (Year). In Title of book. (Vol. #, pp. ##). City of Publication: Publisher.

Islam. (1992). In *The new encyclopedia Britannica* (Vol. 22, pp. 1-43). Chicago: Encyclopedia Britannica.

Journals or Magazines

Hard Copy

Author. (Year). Title of article. *Magazine Title*, Vol#, page#'s.

Oguisso, T. (1999). Professional nursing in Brazil. *International Nursing Review*, 43, 81-94.

Internet Based

Author. (Year). Title of article. *Magazine Title*, Vol#, page#'s. **Retrieved** Date retrieved **from** website address.

Outbreak news. (2001, February 23). *Weekly Epidemiological Record*, 76, 57-64. Retrieved February 28, 2001 from <http://www.who.int/wer/pdf/2001/wer7608.pdf>

Websites

No Author

Title of page. (Date). **Retrieved** Date retrieved **from** Name of Organization **Web site:** website address.

The Amish, the Mennonites, and the Plain People. (n.d.). Retrieved May 30, 2000 from Pennsylvania Dutch Country Welcome Center Web site: <http://www.800padutch.com/amish.shtml>

Author Listed

Author. (Date). *Title of article*. **Retrieved** Date retrieved **from** website address.

Smith, R.N. (1994). *The Surprising George Washington*. Retrieved January 28, 2009 from <http://www.archives.gov/publications/prologue/1994/spring/george-washington-1.html>.

Running head: TITLE OF PAPER

Title of Paper

Student Name

School - Class

References

Essex, N.L. (2008). *School Law and the Public Schools: A Practical Guide for Educational Leaders*. Boston, MA: Pearson Education Inc.

Hurwitz, Emanuel. (1996). *Critical Issue: Developing and Maintaining Safe Schools*.

Retrieved June 6, 2008, from North Central Regional Educational Laboratory

Web site: <http://www.ncrel.org/sdrs/areas/issues/envrnmnt/drugfree/sa200.htm>

The Alberta's Teacher Association. (n.d.). *Alberta Teachers' Association - Teachers' Rights, Responsibilities and Legal Liabilities - Chapter 3: Teacher Liability*.

Retrieved June 7, 2008, from

[http://www.teachers.ab.ca/Templates/SecondaryPage.aspx?NRMODE=Published
&NRNODEGUID=%7bA6CB322A-152D-4D47-9D01-](http://www.teachers.ab.ca/Templates/SecondaryPage.aspx?NRMODE=Published&NRNODEGUID=%7bA6CB322A-152D-4D47-9D01-)

[1DA38C8F9873%7d&NRORIGINALURL=%2fQuick%2bLinks%2fPublications
%2fOther%2bPublications%2fTeachers%2b%2bRights%2bResponsibilities%2ba
nd%2bLegal%2bLiabilities%2fChapter%2b3%2ehtm&NRCACHEHINT=Guest#](http://www.teachers.ab.ca/Templates/SecondaryPage.aspx?NRMODE=Published&NRNODEGUID=%7bA6CB322A-152D-4D47-9D01-1DA38C8F9873%7d&NRORIGINALURL=%2fQuick%2bLinks%2fPublications%2fOther%2bPublications%2fTeachers%2b%2bRights%2bResponsibilities%2band%2bLegal%2bLiabilities%2fChapter%2b3%2ehtm&NRCACHEHINT=Guest#)