**A Style Guide for Citations**

Books and Reports

**Author. *Title*. Publisher. Publication Date. Access Date <Web Address (if online)>.**

*Water Sector-Specific Plan: An Annex to the National Infrastructure Protection Plan.* U.S. Department of Homeland Security. 2010. Accessed 1 Jun. 2012 <www.dhs.gov>.

Falco, Joe, Karen Scarfone, and Keith Stouffer. *Guide to Industrial Control Systems (ICS) Security*. National Institute of Standards and Technology. Jun. 2011. Accessed 6 Jun. 2012 <www.csrc.nist.gov>.

Newspaper, Magazine, And Journal Articles And Book Chapters

**Author. “Article Title.” *Publication Title*. Publication date. Access date <Web Address (if online)>.**

Gross, Doug. “How to Prepare for Google’s Privacy Changes.” *CNN*. 29 Feb. 2012. Accessed 8 Mar. 2012 <www.cnn.com>.

“Google Privacy Policy Changes Spark Europe-Wide Inquiry.” *The Guardian*. 1 Mar. 2012. Accessed 8 Mar. 2012. <www.guardian.co.uk>.

Bhagwatwar, Akshay. “Disaster Preparedness.” *Reflections on Risk*. Tautegory Press. Feb. 2012.

Web Pages

**Author. “Web Page Title.” Web Page Publisher. Publication Date. Access Date <Web Address>.**

“National Security Letters.” American Civil Liberties Union. n.d. Accessed Feb. 16, 2013 <www.aclu.org>.

“LinkedIn Terms of Service.” LinkedIn Inc. 13 May 2013. Accessed Jun. 2013 <www.linkedin.com>.

Kohn, Stephen M. "Sarbanes-Oxley Act: Legal Protection for Corporate Whistleblowers." NWC - National Whistleblowers Center. n.d. Accessed 4 Oct. 2012 <www.whistleblowers.org>.

Database Materials

***Database Name,* *Description of Information*. Publisher. Access Date. <Web Address>.**

*Local Area Unemployment Statistics, Seasonally Adjusted, Washington, Statewide*. Bureau of Labor Statistics, U.S. Department of Labor. Accessed Dec. 2013 <www.data.bls.gov>.

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In general, all citations should include the author, title, publisher, publication date and URL is applicable. If a piece of information is missing, omit it from the citation (except “n.d.” for no publication date).

**Author Names**

* Last name first and spell out first name if given
* For two authors, list both authors separated by “and”
	+ Anderson, Mark H. and Blackstone, Brian. “Tobacco Loses DOJ Case but Escapes Financial Penalties.” *Dow Jones Chinese Financial News Wire*. Aug. 2006.
* For three or more authors, list first author followed by “et al.”
	+ Growe, Christopher R., et al. *Tobacco Stock Perspective: Domestic Tobacco Analysis – Philip Morris USA*. A.G. Edwards. Dec. 2006.

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	+ “Dermatology: Specialists Warn Against Indoor Tanning for the Holiday Season.” Cancer Weekly. 19 Dec. 2006.
* United States: Use “U.S.” when referring to the United States (not spelled out, not “US” without periods).

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