

CITE TYPING GUIDE

BOOK (single author)

Author's last name, Qualification, Date

[First Name, Title of Book, Publisher, page #]

Kaplowitz, Michigan State political science professor, '98

[Donna Rich, ANATOMY OF A FAILED EMBARGO, Lynne Rienner]

BOOK (two authors)

First author's last name, Qualification, and second author's last name, Qualification, Date

[First Names, Title of Book, Publisher, page#]

BOOK (multiple authors)

First author's last name, Qualification, Date

[First name, et al, Title of Book, Publisher, page#]

CHAPTER OF BOOK BY AN AUTHOR WHO IS NOT THE EDITOR

Author's last name, Qualification, Date

[First name, Title of Book, Editor's name (*Ed.*), Publisher, page #]

PERIODICALS/JOURNALS/NEWSPAPER ARTICLES WITH QUALIFIED AUTHORS

Author's last name, Qualifications, Date

[First name, Title of Journal, Complete Date, Volume #, page #]

PERIODICALS/JOURNALS/NEWSPAPERS WITH NO QUALIFIED AUTHOR (STAFF WRITER)

Title of Publication, Date, Page #

e.g. NEW YORK TIMES, 4 – 24 – 99, p. Lexis

LAW JOURNALS/REVIEWS WITH LAW STUDENTS AS THE AUTHOR

Title of law review, Date

[Student author's full name, Volume#, page #]

CONGRESSIONAL HEARINGS IN PAPER

Last name of person speaking, Qualifications, Date

[First name, Title of Hearing, Su Doc or Y4 #, page #]

CONGRESSIONAL RECORD

Senator/Representative, last name, Date

[First name, (R-OH), CONGRESSIONAL RECORD, full date, page#]

REPRINTED ARTICLES

Author's last name, Qualification, Date originally published

[First name, Title of Publication, (Editor if any), *Reprinted in:* Title, Date, page #]

WEB DOCUMENTS

Author's last name, Qualification, Date published

[First name, "Title of Document," Full URL, Download date]

LEXIS NEXIS/EBSCO/PROQUEST/DOW JONES ARTICLES

Author's last name, Qualification, Date

[First name, Title of Publication, p. Lexis]

NOTES ON FINDING AND TYPING QUALIFICATIONS:

1. Type place of work first.

e.g. Mary Washington College Speech Professor instead of Professor of Speech at Mary Washington College.

e.g. Heritage Senior Fellow instead of Senior Fellow at Heritage

2. Simplify qualifications

e.g. Brookings fellow instead of Brookings Institution Senior Fellow

e.g. Harvard law professor instead of Harvard associate law professor

e.g. Virginia biology professor instead of Virginia biology professor and CATO Institute fellow.

3. Places to look for qualifications (there is no standard place)

- Front of book
- Back of book
- Dusk jacket of book which has most likely been removed by the library staff
- Acknowledgements/Preface
- Bottom of page in an article
- End of article (especially in electronic form)
- If all else fails type the author's name into www.google.com (or some other search engine) and/or track down other publications that your author has written.

- 4. You are responsible for finding the qualifications**
- 5. If the author is merely a staff writer then put the name of the publication – this is true of newspapers, newswires, popular magazines, and many law reviews.**
- 6. If the author is a law student then put the name of the Law Journal.**
- 7. Red Flags that you have failed at finding the cite**
 - Federal News Service is not a source
 - FOREIGN AFFAIRS is not a source
 - FDCH Clearing House is not a source
 - DOW JONES INTERACTIVE is not a source

ADDITIONAL REMINDERS FOR TYPING CITES IF YOU WILL CUTTING AND PASTING CITES TO CARDS USING SCISSORS AND TAPE: 1. Use copy and paste function to produce the number of cites you need. 2. Always print a few extras. 3. Double and Triple check the full URL for accuracy. 4. Leave ½ inch between cites for ease in processing. 4. Consider typing cites in two columns to conserve paper (especially if the cite is short) but don't do this if the line of the cite you will read ends up extending over two columns.