Always remember that, when writing a paper where information is taken and utilized from different sources, not of your own words, citation and references are a necessity. Whenever we use words in the form of direct quotes or even ideas, that are not our own, and don’t provide appropriate citation, we are stealing that person’s property. Think of it this way, what if you came up with an idea, told it to someone, then they took it and made money off of it or got a promotion based on your idea? It’s the same principle with citation and referencing.

Here is a little “cheat sheet” to make sure you are providing appropriate citation and giving credit where credit is due to references you use.

|  |  |
| --- | --- |
| **BOOKS1,2** | |
| Citation Type | Instruction and Examples |
| Single Author | Author AA. *Title of Work*. Location: Publisher; Year:Page-Page. |
| Saver, Cynthia. *Anatomy of Writing for Publication for Nurses*. Indianapolis, IN: Sigma Theta Tau International; c2011:51-53. |
| Two to Six Authors | Author AA. Author BB. *Title of Work.* Location: Publisher; Year:Page-Page. |
| Doane GH, Varcoe C. *Family Nursing as Relational Inquiry: Developing Health-Promoting Practice.* Philadelphia, PA: Lippincott Williams & Wilkins; c2005:72-76. |
| Seven or More Authors | Author AA, Author BB, Author CC, et al. *Title of Work.* Location: Publisher; Year:Page-Page. |
| London ML, Ladewig PW, Ball JW, et al. *Maternal & Child Nursing Care.* Upper Saddle River, NJ: Pearson Education; c2011:10-15. |
| Electronic Book | Author AA. *Title of Work.* Nth Ed. Location: Publisher; Year:Page-Page. |
| Reed PG, Shearer NB. *Nursing Knowledge and Theory Innovation: Advancing the Science of Practice.* New York, NY: Springer; 2011:37-39. http://0-lib.myilibrary.com. innopac.lib.bcit.ca/Open.aspx? id=301779. Accessed September 18, 2012. |
| Dictionary or Encyclopedia | Entry Author AA. Title of entry. In: Editor AA, ed. *Title of Work.* Location: Publisher; Year:Page-Page. |
| Pesut DJ. Change Agents and Change Agent Strategies. In: Feldman HR, ed. *Nursing Leadership: A Concise Encyclopedia*. New York, NY: Springer; c2008:103-105. |
| Dictionary or Encyclopedia: Online | Entry Author AA. Title of entry. In: Editor AA, ed. *Title of Work.* Name of website. URL. Accessed date. |
| Maceration. In: Koren H. *Illustrated Dictionary and Resource Dictionary of Environmental & Occupational Health*. CRCnetBASE Website. http://0-www.crcnetbase.com.innopac.lib.bcit.ca/ isbn/9781420032239. Accessed September 18, 2012. |
| **JOURNAL ARTICLES & OTHER PERIODICALS1,2** | |
| One to Six Authors | Author AA, Author BB, Author CC. Title of article. *Journal Name/Abbr. Journal Name.* Year;Volume(Issue):Page-Page. |
| Wolf ZR. Nursing practice breakdowns: Good and bad nursing. *Medsurg Nursing*. 2012;21(1):16-36. |
| Seven or More Authors | Author AA, Author BB, Author CC, et al. Title of article. *Journal Name/Abbr. Journal Name.* Year;Volume(Issue):Page-Page. |
| Bond AE, Eshah NF, Bani-Khalid M, et al. Who uses nursing theory? A univariate descriptive analysis of five years’ research articles. *Scand J Caring Sci*. 2011;25(2):404-409. |
| Electronic Journal Article | Author AA. Title of article. *Abbreviated Journal Title.* Year;Volume(Issue):Page-Page. |
| Davidson Baer E. Key ideas in nursing’s first century. *Am J Nursing*. 2012;112(5):4855. http:// journals.lww.com/ajnonline/Abstract/2012/05000/Key\_Ideas\_in\_ Nursing\_s\_First\_Century.27.aspx Published May 2012. Accessed September 23, 2012. |
| Electronic Journal Article: DOI | Author AA, Author BB. Title of article. *Abbreviated Journal Title.* Year;Volume(Issue):Page-Page. Doi:xx.xxxx/xxxxxxxxxxxxxx. |
| Watts T. Initiating end-of-life care pathways: A discussion paper. *J Adv Nursing*. 2012;68(10):2359-2370. doi: 10.1111/j.1365-2648.2011.05924.x. |
| Newspaper or Magazine Article | Author AA. Title of article. *Title of Magazine or Newspaper.* Month Day, Year:Page-Page. |
| Masoud T. The tyrant’s brutal legacy. *Newsweek*. July 2, 2012:34-39 |
| Electronic Newspaper or Magazine Article | Author AA. Title of article. *Title of Magazine or Newspaper.* Month Day, Year:Page-Page. URL. Published date or Last updated date. Accessed date. |
| Galloway G. Liberals go on the attack after Harper says they stand for nothing. *The Globe and Mail*. September 19, 2012. http://www.theglobeandmail.com/news/politics/ liberals-go-on-the-attack-after-harper-says-they-stand-for-nothing/article4554914/. Updated September 19, 2012. Accessed September 19, 2012. |
| **WEBPAGES1,2** | |
| Webpage: Author | Author AA. Webpage title. Name of Website. URL. Published or Updated date. Accessed Date. |
| Webpage: Organization | Webpage title. Name of Website or Organization. URL. Published or Updated date. Accessed date. |
| What nurses do. College of Registered Nurses of British Columbia. https://www.crnbc.ca/ WhatNursesDo/Pages/Default.aspx. Published 2012. Accessed September 23, 2012. |
| Website: No Author or Organization | Often, no author(s) are given. Follow this general guide if this is the case:  Title of the specific item cited (if none is given, use the name of the organization responsible for the site). Name of the Web site. URL [provide URL and verify that the link still works as close as possible to publication]. Published date. Updated date (if available) Accessed date. |

In text citations – when citing a reference within the text of your paper utilization of superscript numbers is appropriate. These numbers are to coincide with the numbers found on the reference page. Whenever borrowing an idea quotation marks are not needed, although should still receive a citation, however when directly quoting, the use of quotation marks is required, followed by the use of proper citation via superscript number. If the idea(s) borrowed are taken from multiple sources, then both references are to be cited via superscript numbers and separated by commas with no spaces between them. When citing multiple pages from a reference, these are to follow the reference number, still in superscript, within parenthesis.2

References should always appear on a fresh page at the end of your paper, and be titled: References. All references should be listed in numerical order and in the order they are found within the text of your paper. In other words, the superscript number used within the actual text of your paper should match the number of its’ corresponding reference found on your reference page. References should also be single spaced and not indented.2

References:

1. Iverson C, Christiansen S, Flanigan A, et al. *AMA Manual of Style: A Guide for Authors and Editors 10th Edition*. New York, NY: Oxford University Press;c2007
2. AMA Citation Style Guide. British Columbia Institute of Technology. <http://www.bcit.ca/files/library/pdf/bcit-ama_citation_guide.pdf>. Published 2015. Accessed November 2, 2015.