

REFERENCES FOR ON-LINE SOURCES

As with all other types of references, the purpose of on-line references is to allow the reader to verify and retrieve sources of information quickly and easily. You should provide:

- The last name and first initial(s) of the author(s)
- The year
- The title of the article or document
- The name of the publication (if it is an article in a publication)
- The date (if there is no date available, use n.d.—“no date”)
- The page numbers (if there are page numbers listed)
- The date on which you retrieved the source
- The full web address, or “URL”. Note that, for most Internet sources, page numbers do not exist.

The URL (Uniform Resource Locator) should be as complete as possible and should, when this is feasible, send the reader to the exact webpage that you cited. The citation should also be current and active. If you need to break the URL, do NOT use a hyphen—create a new line after a slash (/) or period (.). Each line after the first should be indented for each reference (this is called a “hanging indent”). To do this, select “hanging” under “Format/Paragraph/Special” in MS Word.

STANDARD ON-LINE REFERENCES

On-line Periodical Article

The information you must provide includes:

- The last name and first initial(s) of the author(s)
- The year
- The title of the article or document
- The name of the publication (if it is an article in a publication)
- The date (if there is no date available, use n.d.—“no date”)
- The volume number (if applicable)
- The issue number—in parentheses when you also have a volume number (if applicable)
- The page numbers (if there are page numbers listed)
- The date on which you retrieved the source
- The URL

For example:

Kharif, O. 2003. Cellular carriers under siege. BusinessWeek Online,

March 18.

Retrieved March 20, 2003 from http://businessweek.com/technology/content/mar2003/tc20030318_0236tc106.htm

Zunitch, V. M. 2003. Businesses in transition. *Journal of Accountancy*, March, 195 (3). Retrieved March 17, 2003 from <http://www.aicpa.org/pubs/jofa/mar2003/zunitch.htm>

Periodical Works without Authors

If there is no author listed, use the title of the periodical (in italics) as the author:

The Economist. 2003. In search of those elusive returns. March 20. Retrieved March 21, 2003 from http://economist.com/finance/displayStory.cfm?story_id=1649643

Other Types of Internet Sources

If an Internet source is not from a periodical or book, it is a “stand-alone document” and, like a book or periodical, should be in italics. If you take information from a website that is not a periodical and no author is listed, use the name of the organization or the name of the website as your corporate author. Most documents from such websites count as “stand-alone documents”. For example:

Austin, A. H. n.d. *The Electronics Industry, 1947-1997*. Retrieved from <http://www.geocities.com/econhist/html>

U.S. Department of Labor. n.d. *The Fair Labor Standards Act, as amended*. Retrieved May 23rd, 2003 from <http://www.dol.gov/esa/regs/statutes/whd/0001.fair.pdf>

Millennium Pharmaceuticals. n.d. *Millennium products*. Retrieved July 21st, 2003 from <http://millennium.com/products/index.asp>

Yahoo.com. 2003. Verizon Communications profile. Retrieved September 1st, 2003 from <http://finance.yahoo.com/q/pr?s=VZ>

Association of Research Libraries. 1998. ARL Membership Meeting: Confronting the Challenges of the Digital Era. Retrieved March 19, 2003 from <http://www.arl.org/arl/proceedings/133/businessmtg.html>

Note: If you make use of course documents downloaded from “Prometheus” for your written work, you must provide the same information (e.g., a retrieval date and full URL) as you would for any other Internet document.

Technical and Research Reports

Use the name of the organization or agency that created the report as the author, if none is otherwise available, and indicate the website from which you took the report if the source is markedly different from the organization that created the report.

For example:

U.S. Census Bureau. 2002. Income 2001. Retrieved March 19, 2003 from <http://www.census.gov/hhes/income/income01/inctab7.html>

United Nations High Commission on Refugees. n.d. Effects of the War in Afghanistan on Pakistani Border Communities. Retrieved March 22, 2003 from the Amnesty International Web site: <http://www.amnesty.org/unhcr/afghan/dp/html>