

REFERENCES FOR PUBLISHED AND UNPUBLISHED PRINTED MATERIAL AND INTERVIEWS

You should include a list of the works cited in the text -- the references -- at the end of a paper:

Begin the references on a separate page.

Type REFERENCES as a main heading (see the Style Guide under "Use of Headings").

Use a "hanging indent" paragraph format so that the second and subsequent lines of an entry are indented slightly from the first line. To do this, select "hanging" under "Format/Paragraph/Special" in MS Word.

Alphabetize entries in the list of references by the last name of the author (first author if more than one) or editor, or by the corporate author (U.S. Census Bureau) or periodical name (Wall Street Journal) if names of authors or editors are not provided.

Repeat the author's name(s) for each entry if an identical author (or group of authors) has more than one entry in the references.

Order the entries by year of publication (with the earliest listed first) if an identical author (or group of authors) has more than one entry in the references.

If the year of publication is the same, differentiate references by adding small letters ("a", "b", etc.) after the year.

BOOKS

Follow this form for book entries in the list of references: Authors' or Editors' Last Names, Initials. Year. Title of book. (Book titles are italicized and typed in lowercase letters except for the first word and the first word after a colon.) City Where Published, State or Country (add only if needed to identify the city and use U.S. Postal Service abbreviations for states): Name of Publisher. Please note and follow the punctuation used in these and subsequent examples:

Boulding, K. E. 1956. *The image*. Ann Arbor: University of Michigan Press.

Kahn, R. L. & Boulding, E. (Eds.). 1964. *Power and conflict in organization*. Glencoe, IL: Free Press.

Katz, D., & Kahn, R. L. 1978. *The social psychology of organizations* (2nd ed.). New York: Wiley.

U.S. Department of Labor Statistics. 1976-1983. *Employment and earnings*. Washington, DC: U.S. Government Printing Office.

PERIODICAL ENTRIES

You should follow this form for periodical entries: Authors' Last Names, Initials. Year. Title of the article or paper (in lowercase letters except for the first word and the first word after a colon). Name of Periodical (italicized), volume number (issue number): page numbers. Include an issue number only if a periodical's pages are not numbered consecutively throughout the volume--that is, if each issue begins with the page 1. See the following examples:

Fry, L. W., & Slocum, J. W., Jr. 1984. Technology, structure, and workgroup effectiveness: A test of a contingency model. *Academy of Management Journal*, 21: 221-246.

Goggin, W. C. 1974. How multidimensional structure works at Dow Corning. *Harvard Business Review*, 55 (1): 54-65.

Mousli, M. 1996. Le management selon Mary Parker Follett: Soixante-dix ans d'avance (à ce jour ...). *Futuribles*, 209: 69-74.

If a periodical article has no author, treat the name of the periodical like a corporate author. See the following example:

Wall Street Journal. 1984. Inflation rates may cause Social Security increase. September 24: 14.

CHAPTERS IN BOOKS

You should follow this form for chapters in books: Authors' Last Names, Initials. Year. Title of chapter (in lowercase except for the first word and first word after a colon). In Editors' Initials and Last Names (Eds.), Title of book: page numbers. City Where Published, State or Country (only if necessary to identify the city): Name of Publisher. See the following examples:

Berg, N. A. 1973. Corporate role in diversified companies. In B. Taylor & I. MacMillan (Eds.), *Business policy: Teaching and research*: 298-347. New York: Wiley.

Roberts, F. S. 1976. Strategy for the energy crisis: The case of computer transportation policy. In R. Axelrod (Ed.) *Structure of decision*: 142-179. Princeton, NJ: Princeton University Press.

OTHER MATERIALS

In management cases for which the author is unknown, follow the form for corporate authors and use the case title in the author position (see above in Periodicals). If the case has an author listed, it should be treated as a chapter in a book (see above in Chapters in Books).

You should reference interviews by using the interviewee's name in the author position, 'Personal interview by (insert name of interviewer)' in the title position, and the place and date of the interview. For example:

Fireman, Paul. Personal interview by Joan C. Tonn. Boston, MA:
October 22, 1999.

In a reference to material that is unpublished (e.g. a company memo, a project plan, a journal), you should include: the author's name, if known; the date the document was produced, if known; the full title of the document; the phrase "unpublished document." For example:

Tonn, Joan C. 1999. MGT 303 course syllabus. Unpublished document.

XYZ Company Case. Unpublished document.