
San Jose State University Library

Manuscript Format
- All text (including footnotes, references, and endnote) must be doubled spaced.
- Text must be in 12-point Times New Roman (Times is also acceptable)
- Block quotes may be single-spaced.
- Margins must be at least 1.25 inches on all four sides
- A separate title page including title of paper, author(s) and institution(s) of author(s) (list vertically if more than one author).
- If required, on a separate page provide a short (200 word) abstract headed with the title.
- Begin the text of the paper on a separate page headed with the title of the paper.

Citing within your text

Basic form for citations in the text includes the last name of the author(s) and year of publication. Include page number when you quote directly from the work or refer to specific passages.

If you are including the author’s name in your text, follow it with the publication year in parentheses:
Jelin (1977) indicates similar patterns for women in Argentina.

If you are referring to an idea or theory but not citing the author’s name in your text, enclose the last name and year in parentheses:
Women also migrate to become involved in petty trade (Arizpe 1978).

If citing two or more works by the same author:

If citing works by several authors:
After the Civil Rights movement a growing number of racial/ethnic scholars such as Almaguer (1975), Barrera (1978), and Takaki (1979) challenged...
or
The subjects of this study seemed to perform their duties as determined by the institutional arrangements within which they worked (Watson, Kumar, and Michaelsen 1993; Cox, Lobel, and McLoed 1991; Fitzgerald 1993).

If a single work has three or more authors, give all last names in the first citation in the text; afterwards use the first name and et al.:
or Holland, Holt, Levi, and Beckett (1983) stated... thereafter Holland et al. (1989) refer to...

Pagination follows the year of publication after a colon, with no space between the colon and the page number:

...Arizpe (1978:71)
"In 1999, however, the data were reported by more specific job types which showed that technologically oriented jobs paid better" (Hildenbrand 1999:47).

or

Cox stated, "The essence of the issue is reality vs. perception" (1993:132), as noted earlier.

Machine-readable data files, cite authorship and date:
....(Pew Research Center 2011).

Wright and Jacobs (1994) found that "the variation in men's earnings relative to their peers in the labor force was not reliable predictor of men's...flight from feminizing occupations" (p. 531). [Note: use “p.” when presenting a page number alone.]

or

One study found that "the variation in men's earnings relative to their peers in the labor force was not reliable predictor of men's...flight from feminizing occupations" (Wright and Jacobs 1994:531).

The variation in men's earnings relative to their peers in the labor force was not reliable predictor of men's attrition. This finding is inconsistent with the prediction that declines in earnings are responsible for male flight from feminizing occupations. (P. 531)

Note: The "P" for "page" is capitalized when the page number is cited alone after a block quote.
Reference Page Format

Note from Purdue OWL: Include first names for all authors, rather than initials, but use first-name and middle-name initials if an author used initials in the original publication. List all authors for each source. It is not acceptable to use *et al.* in the References section unless the work was authored by a committee.

Articles in Print

*One Author*

*Two or More Authors*

Books

*One Author*

*Two Authors*

*Edition of Book*

*Edited Book*
Jelin, Elizabeth, ed. 1991. *Family, household, and gender relations in Latin America*. NY: Routledge, Chapman and Hall. [Note: When two or more editors, use "eds".]

*Chapter in Book or Anthology*

*No Author*
*Note: List books with no author alphabetically by the first significant word in the title.*

*Ebook*

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Newspapers and Magazines Articles in Print

Magazine

Newspaper

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Since the nature of public documents is so varied, the form of entry for documents cannot be standardized. The essential rule is to provide sufficient information so that the reader can locate the reference easily. For example see the following:


Dissertations and Theses


Note: The number listed at the end of the citation is the ProQuest document ID.

Footnotes and Endnotes
Try to avoid footnotes, but if necessary, use footnotes to cite material of limited availability or to add information presented in a table. Footnotes should be numbered consecutively throughout the essay with superscript Arabic numerals and included at the bottom of the paper or in a separate section headed "Endnotes."