

# Citation Templates and Tools

This is a guide to the major styles typically used to cite government information.

A brief description is provided for each style, and one or more templates are provided to help you sort out and format the data for any given publication by identifying the data for each element in the citation, putting the elements in the correct order, and formatting them with the correct punctuation, capitalization, and typography.

Data for any format can usually be converted to another style format by comparing the templates, but keep in mind that there are always quirks and anomalies that don't quite fit into the standard pattern. Always consult the relevant style manual for details beyond what is available here and to verify that each element has been formatted correctly.

## **For More Templates:**

**Cite Source** from Trinity College (<https://courseguides.trincoll.edu/c.php?g=448378&p=3060109>) provides numbered templates in a number of different styles—just fill in the information for each numbered element, follow the suggested punctuation and typography, and you have a citation. Some of the templates are based on older editions of the style manuals, so you may need to compare them with more recent editions to be up to date.

# Garner/Smith Style Template

**Manual:** *The Complete Guide to Citing Government Information Resources*, 3rd ed. (2002).

Used for citing federal, state, foreign, and international **government information**.

**Most comprehensive guide**, but is now rather dated.

**Format is based on ANSI/NISO standard** (National Information Standards Organization. *Bibliographic References*. ANSI/NISO Z39.29-2005. Bethesda, MD: NISO, approved June 9, 2005; reaffirmed May 13, 2010. Available at: <https://www.niso.org/publications/ansiniso-z3929-2005-r2010>).

**Format usually needs to be adapted** to other more commonly-used styles.

**Organized by citation elements**, not by type of work.

**Quick Citation Guide** provides many sample citations. The “Quick Citation Guide to Special Cases and Well-Known Sources” provides examples for specific types of works.

If you are not restricted to a specific style, you can use these guidelines and sample citations exactly as they are.

If you must use a specific style such as APA or MLA, you can create a citation using this book, then convert it to any style by following these three steps:

1. Assemble the information you need for each element of your citation:
  - a. Issuing Agency and any personal authors or other contributors
  - b. Title
  - c. Unique Identifiers such as medium, publication number, and edition
  - d. Place of publication, publisher, and date
  - e. Any other information you think is important, such as
  - f. If you are citing a part, such as an article in a periodical or a chapter in a book, the author, title, and location of the part
2. Arrange this information in Garner/Smith style by following the guidelines and sample citations in this manual.
3. Adapt your citation to whichever specific style guide you have been assigned to use. Usually only the punctuation, typography, and order of the elements will change. Some elements may be optional or omitted in certain styles.

## Book

CITATION ELEMENTS	PUBLICATION DATA
1. Author of Part.	
2. "Title: Subtitle of Part,"	
3. Location in Main Source [Table/Page no. ]	
4. Linking Word/Phrase [In] [Data from: ]	
5. Geopolitical Entity,	
6. Umbrella Department,	
7. Subagency.	
8. <i>Title: Subtitle.</i>	
9. Volume Number, <i>Volume Title.</i>	
10. (Medium/Publication Type).	
11. (Publication/Report Number).	
12. By Personal Author/Editor.	
13. Edition statement.	
14. Place of Publication:	
15. Publisher,	
16. Date of Publication.	
17. (Series Title and Number).	
18. (Note).	
19. Mode of Electronic Access.	

## Example

U.S. Food and Drug Administration. *Of Lice and Children: Going to the Head of the Class* (DHHS Publication No. (FDA) 90-1153. By Theresa A. Young and Judith Levine Willis. Washington, DC: Government Printing Office, 1990. (Reprinted from *FDA Consumer Magazine*, November 1989). (HE 20.4010/a:L 61).

## Journal Article

Author of Article. "Title of Article/Table Header," *Title of Periodical* Volume: Issue (Date) Page Numbers. (Notes). Available at: [URL]; Accessed: [Date].

1. Author of Article.	
2. "Title: Subtitle of Article,"	
3. <i>Title: Subtitle of Periodical</i>	
4. Volume:Issue	
5. (Date of Publication)	
6. Page numbers.	
7. (Note identifying Issuing Agency). [if needed]	
8. (SuDoc No.). or Mode of Electronic Access.	

## Example

Vernon, John. "Jim Crow, Meet Lieutenant Robinson: A 1944 Court-Martial," *Prologue: Quarterly of the National Archives and Records Administration* 40:1 (Spring 2008) pp. 36–43. (AE1.111/2:40/1).

# Chicago/Turabian Style Template

## Manuals:

*The Chicago Manual of Style*, 17th ed. (2017).

Online version: <https://www.chicagomanualofstyle.org/home.html>

- Notes-Bibliography Style: **14.269–305: Legal and Public Documents** (pp. 875–890).
- Author-Date Style: **15.58: Legal and Public Documents** (p. 921).
- Citing periodicals: **14.164 to 14. 204: Periodicals** (pp. 828–844).

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertation: Chicago Style for Students and Researchers*, 9th ed. (2018).

Online version: <https://www.chicagomanualofstyle.org/turabian.html>

- Notes-Bibliography Style: **17.11: Public Documents** (213–222).
- Author-Date Style: **19.11: Public Documents** (pp. 281–289).

**Popular guide to manuscript preparation.** The *Chicago Manual* is one of the most widely-used guides to manuscript preparation used in the U.S. book publishing industry, and Turabian—a somewhat simplified adaptation of Chicago style—is often recommended to students as a guide to preparing theses, dissertations, and other scholarly works.

**Two versions of Chicago style:** Notes-Bibliography and Author-Date. The format is essentially the same for items in a bibliography or reference list, except that in the Author-Date style the publication year is moved to follow the issuing agency and precede the title.

## Other considerations:

- Single space, using a **hanging indent**.
- Use **US** (no periods) to abbreviate United States in author statement and other places in the citation.
- Chicago style **allows more than two levels** of hierarchy in the issuing agency, not just the umbrella agency and the subagency.
- **Series title** goes after the main title, not in the notes Field.
- **Access date** of online publication is optional and should be used only if required by editor/instructor or if there is no publication date or last update statement.
- Use **periods between elements**.
- Do not put any publication data in parentheses except access date.

## Order and Punctuation of Core Elements

CITATION ELEMENTS	PUBLICATION DATA
20. Author of Part.	
21. "Title: Subtitle of Part,"	
22. Linking Word/Phrase [In]	
23. Geopolitical Entity,	
24. Umbrella Department,	
25. Subagency.	
26. <i>Title: Subtitle.</i>	
27. Volume Number, <i>Volume Title.</i>	
28. By Personal Author/Editor.	
29. Publication/Report Number.	
30. Edition statement.	
31. Location of Part in Main Source [Table/Page]	
32. Series Title, no.	
33. Place of Publication:	
34. Publisher/Distributor,	
35. Year of publication.	
36. Medium/publication type.	
37. Other note(s) as needed.	
38. Accessed/Last updated Month, Day, Year.	
39. URL.	

### Example:

US Department of Health and Human Services. National Institutes of Health. National Cancer Institute. *Taking Part in Cancer Treatment Research Studies*. NIH Publication No. 16-6249. [Bethesda, MD?]: NCI Office of Communications and Public Liaison, 2016. <http://purl.fdlp.gov/GPO/gpo115571>.

### Article in a Periodical (See also 14.164 to 14. 204: Periodicals (pp. 828–844) in Chicago Manual.)

9. Author of Article.	
10. "Title: Subtitle of Article,"	
11. <i>Title: Subtitle</i>	
12. Volume, no.	
13. (Date of Publication):	
14. Page numbers.	
15. (Note).	
16. URL.	

### Example:

Vernon, John. "Jim Crow, Meet Lieutenant Robinson: A 1944 Court-Martial," *Prologue: Quarterly of the National Archives and Records Administration* 40, no. 1 (Spring 2008): pp. 36–43.

# MLA Style Template

**Manual:** *MLA Handbook for Writers of Research Papers*, 8th ed. (2016).

**One Template:** Every source uses the same template for formatting.

**Core Elements:** Follow order and punctuation of the template; include whatever information is relevant for your purposes; omit any element that does not apply or that contains redundant information.

**Containers:** A source may nest within a container, which may nest within another container. Each container has its own core elements.

## Other Considerations:

- Omit the place of publication in book citations.
- If the issuing agency is also the publisher, omit the author statement.
- Optional information may be added at end or where relevant.
- Leave out <http://> or <https://> from a URL.
- A screen name or username may be used in place of an author's full name.

## Order and Punctuation of Core Elements



Examples of what each core element might be used for (consult the manual for details):

**Author:** Corporate Author, Personal Author, Editor

**Title of source:** Name of an Article, Table, Chapter, Book, Web page

**Title of container:** Periodical, Anthology, Collection, Series, Database, Web site

**Other contributors:** Personal Author, Editor, Illustrator, Translator

**Version:** Edition, Revision, Reprint, Unabridged version

**Number:** Volume No., Issue No., Publication No.

**Publisher:** Publisher, Distributor, Website owner (leave blank if container is a periodical or publisher is same as author)

**Publication date:** Most meaningful date, as fully as given in publication

**Location:** Page no./range | URL | DOI | Physical location (e.g., in a museum)

Author.	
“Title.”	
Optional elements.	
Title of container,	
other contributors,	
version,	
number,	
Publisher,	
Publication Date,	
Location.	
Optional elements.	
Title of 2nd container,	
Other contributors,	
version,	
Number,	
Publisher,	
Publication date,	
Location.	
Optional elements.	

### Example

United States, Department of Labor. *Child Care: A Workforce Issue*. Government Printing Office, 1988.

### Optional Elements

Include if pertinent and helpful. Optional elements go at the end of the citation or near a relevant core element, as appropriate. For more information, see pages 50-53 of the *MLA Handbook*, 8th Edition.

### Examples of Optional Elements You Might Want to Include

- Date of Original Publication
- City of Publication
- Total Number of Volumes: **8 vols.**
- Series Name and Number: **A Song of Ice and Fire 3.**
- “Unexpected Type of Work”—i.e., format or genre: **Transcript.**
- Information about a Prior Publication: **Originally published in *Harper’s Magazine*, Jan. 2007, pp. 2-10.**
- Number and Session of Congress: **107th Congress, 2nd Session, House Report 203.**
- Date of Access for an Online Publication: **Accessed 28 June 2016.**

### MLA Style Tools Available Online

- MLA Interactive Practice Template: <https://style.mla.org/interactive-practice-template/>
- MLA Practice Template (downloadable PDF): <https://morrison.mla.org/app/uploads/sites/3/2019/07/MLA-Style-Center-Practice-Template.pdf>
- MLA Works Cited: A Quick Guide: <https://style.mla.org/works-cited-a-quick-guide/>
- MLA Optional Elements: A Primer: <https://style.mla.org/optional-elements-a-primer/>

# APA Style Template

**Manual:** *Publication Manual of the American Psychological Association*, 7th ed. (2020).

Used in social sciences and for scientific papers.

**Four main elements:** author, date, title, and source (usually a publisher, periodical, or website).

- Use **lowest-level agency** as author and geopolitical unit plus upper-level agencies as publisher unless confusion would result. This creates concise in-text citations and complete reference list entries.
- If there is a **personal author**, use that in author field and use agency as the publisher.
- Put **date** in parentheses after author.
- **Titles** of periodicals are in title case, but titles of books, articles, and parts are sentence case. Don't put article titles in italics or quotation marks.
- If item is part of a **series**, omit the series information.
- Omit **place of publication**; omit publisher if same as author.
- If information is **not available** or **has been used previously** in the citation, leave it out.
- **Period** goes at end of author element, date element, title element, and location element (and in abbreviations); everywhere else leave out punctuation or use commas or parentheses as appropriate.
- No punctuation follows a **URL** or a re-publication note (**Original work published xxxx**) at the end of the citation.

## APA Style Tools Available Online

### APA Style: Basic Principles of Reference List Entries

<https://apastyle.apa.org/style-grammar-guidelines/references/basic-principles>

Overview of APA citation style for reference lists.

### What's New in the *Publication Manual of the American Psychological Association*, 7th edition

<https://apastyle.apa.org/instructional-aids/whats-new-7e-guide.pdf>

Overview of what's new in the seventh edition of the APA Manual. Content throughout has been significantly expanded and revised from the sixth edition.

### APA Style 7th edition: Quick Reference Guide

<https://apastyle.apa.org/instructional-aids/reference-guide.pdf>

Printable set of templates for Journal Article, Book, and Chapter in an Edited Book

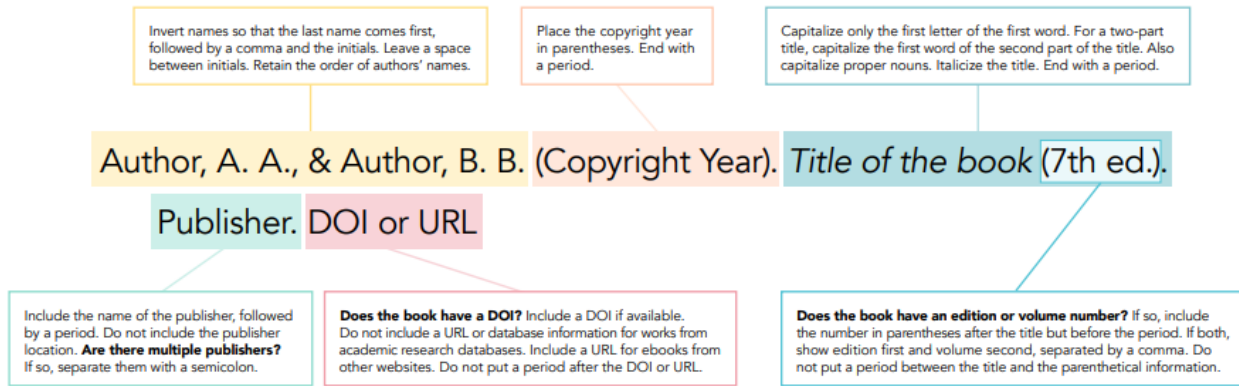
### Creating an APA Style Reference List

<https://apastyle.apa.org/instructional-aids/creating-reference-list.pdf>

Tips and instructions for constructing a list of all the works cited in a paper.



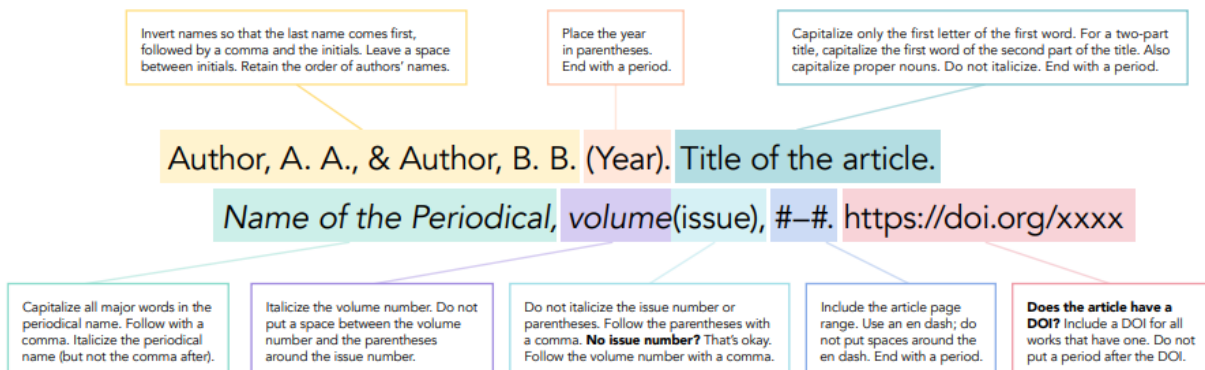
## Book



## Example

National Cancer Institute. (2019). *Taking time: Support for people with cancer* (NIH Publication No. 18-2059). U.S. Department of Health and Human Services, National Institutes of Health. <https://www.cancer.gov/publications/patient-education/takingtime.pdf>

## Journal Article



## Example

Vernon, J. (2008, Spring). Jim Crow, meet Lieutenant Robinson: A 1944 court-martial. *Prologue: Quarterly of the National Archives and Records Administration*, 40(1), 36–43.