

## BOOK CITATION GUIDELINES

### **Author/editor**

- Use the front of title page only. If there is no author or editor information, use the “No Author Identified” format.
- Follow format in Works Cited guide.

### **Title of Book**

- Check for subtitles. See the copyright page, or the barcode label on the actual book.
- Capitalize first, last, proper nouns, and all important words in the title.
- Underline on card/italicize when typing.

### **Volume of Book**

- Use only if you have a multi-volume series.
- Follow format in Works Cited guide.

### **City of Publication**

- No state is used.
- Use the first city if a list of cities is given
- Look at the title page first. Only use the copyright page if the city is not listed on the title page.

### **Company**

- Look at the title page first. Only use the copyright page if the company is not listed on the title page.
- Use the name that is in **bold** or CAPITALIZED.
- You may omit:
  - Articles (a, an, the)
  - Business abbreviations (Co., Corp., Inc., Ltd.)
  - Descriptive words (House, Books, Press, Publishers)

### **Date**

- Look for © symbol
- Use the most recent date if you see more than one.

### **Medium of Publication**

- Use Print if you have the print version of the book.
- Use Web if you are using an online book.