1. Author’s last name, first name initial, & second author’s last name, first name initial. Use an ampersand before the last author’s name. List up to six authors. If there are seven authors, list them all. This book has five authors.
   Example: Werhane, P., Posig, M., Gundry, L., Ofstein, L., & Powell, E.

2. Publication date is enclosed in parentheses.
   Example: (2007)

3. Title is written in italics: capitalize the first word, all proper nouns, and the first word following a colon.
   Example: Women in business: The changing face of leadership.

4. Place of publication - Give the city, and the 2 letter state initials followed by a colon. Example: Westport, CN:

   ✎ Note: Do not include the state if the city is Baltimore, Boston, Chicago, Los Angeles, New York, Philadelphia, or San Francisco.

5. Publisher. Example: Praeger.

6. Double space and indent the second and third lines.