From: Buck, Theodore

To: <u>Buck, Marilyn; Maggiotto, Michael; Byers, Bryan; Chatot, Clare; Cronk, Nancy; Davis, Rodney; Hodson-Carlton,</u>

Kay: Perkins, David, Hargrave, Alan: Knight, William: Lutz, Daniel; Wright, Gregory; Hannon, Bernard; Jaggers,

Charles; Julian, Leisa I.

Cc: <u>Douglass, H. Marie</u>

Subject: Accreditation Report: Formatting source citations

Date: Wednesday, February 29, 2012 6:31:43 PM

Attachments: BSUEdRedSig[1][1].png

## Steering Committee,

As I mentioned in yesterday's meeting, we would like all of the self-study draft reports to follow a consistent format in citing source documents within the text. To avoid getting entangled in the nuances of APA, MLA, Chicago, and other style manuals, we are asking for citations of various source types to uniformly include the following information, **in order**, separated by **commas**:

- 1. Unit name (department, office, center, etc. responsible for document)
- 2. **Document name** (title as it appears on the document)
- Document date or year (of publication or content)
- 4. **Cited page number** (if the pages are unnumbered, use the PDF or electronic file page numbers)
- 5. **Cited paragraph number** (on the cited page)

Citations should be in **italic**, enclosed in **parentheses**, and appear in the **flow of the text**, following the last sentence or phrase containing information from that source. We will hyperlink these citations to the actual electronic documents (PDFs, etc.) at a later time.

## **EXAMPLE:**

(Office of the President, Strategic Plan 2007-2012 Year Five Progress Report, 2012, p. 12, par. 1)

Please let me know if you have any questions, suggestions, or concerns about this citation method ASAP, before the subcommittees get too far along in their draft reports.

Thanks,

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