**Guidelines for Citing Sources**

**Management Accounting**

**Elmhurst College**

**This is the required style for any papers submitted in the course.**

**Reference List (Works Cited or Bibliography):** Every paper must include a list of references containing only those works cited.

Use the following format [*from The Chicago Manual*]:

1. Arrange citations in alphabetical order according to surname of the first author or the name of the institution responsible for the citation.

2. Use author’s initials instead of proper names.

3. Year of publication should be placed immediately after author’s name.

4. Titles of journals are in italics and should not be abbreviated.

*Sample entries are as follows*:

Article:

Malancon, B. C., 2017. The accounting profession and sustainability. *CPA Journal* 87 (July): 64–67.

Book:

Fabozzi, F., and I. Pollack, eds. 1987. *The Handbook of Fixed Income Securities*. 2nd edition. Homewood, IL: Dow Jones-Irwin.

No Author:

*Wall Street Journal*, 2006. Options debate. (October 20): B2.

Annual Report (Form 10-K)

Intel Corporation (2017).  Form 10-K. Accessed at https://www.sec.gov/edgar/searchedgar/companysearch.html on 2/24/17.

Website

The most basic entry for a website consists of the author name(s), page title, website title, web address, and date accessed.

Last Name, First Name. “Page Title.” Website Title. Web Address (retrieved Date Accessed).

Woods, John. “Obama inaugurated as President.” CNN.com. http://www.cnn.com/POLITICS/01/21/obama\_inaugurated/index.html (accessed February 1, 2009).

**Online Periodicals:** If using a journal which has print and online editions, cite the article for the print version with date of publication and page number. This is available through Business Source Premier or another library database such as Lexis Nexis Academic.