

The Wiley Method:

CHUNK IT

**Quick Guide For Writing In-text and
Reference Page Citations**

Created and Prepared by Cindi Lamb Wiley, MSH

Problem:

Citation generators are often wrong

To Solve That Problem:

**Buck up and learn how to do it
yourself properly**

Problem:

You will lose plentiful points going forward if you do not take the time to learn how to properly format and cite your essay resources. It is a must-do, pain-in-the-brain process for properly giving credit to authors and to achieve maximum point value for written academic assignments.

There are COPIOUS rules to follow regarding in-text and reference page citations. The information in Chunk-It is the minimum standard in formatting that I expect to see in the essay submissions from my students.

My Favorite Websites for All Things Writing:

[Cook Library APA Style](#)

This guide provides instruction and examples for creating citations for resources in APA Style. Examples are based on the Publication Manual of the American Psychological Association (APA) 7th edition.

[The Purdue Owl Online Writing Lab](#)

The online writing lab offers global support through online reference materials and services for creating citations, cover letters, major-specific writing help, and general writing advice.

CHUNK IT • Reference List Chunking •

CHUNK IT

Your reader needs to know three things from your reference:

Who

What

Where

CHUNK IT • Reference List Chunking •

Who: Who wrote it? (author, year)

What: What was written?
(name of book, chapter, article, web site)

Where: Where can I find it?
(publisher, vol/issue #, website and/or DOI)

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Chunk 1:

Who:

and when

- Who is the author?
- What year was it written?

For: Book • Edited Book (a book with chapters written by different authors) • Journal & journal article • Website

For this sample, the name of the edited book:

Bouncing Forward, Turning Bad Breaks Into Breakthroughs by Michaela Haas, PhD

- in-text citation, parenthetical: (Haas, 2015)
- in-text citation, narrative: Haas (2015) said...
- Reference page: include initial(s): Haas, M. (2015)

FOR TWO AUTHORS, LIST BOTH: Example, within text: Haas and Smith (2015) presents...
in parenthesis, use ampersand: (Haas & Smith, 2015)

FOR THREE OR MORE AUTHORS: ONLY use first author, followed by “et al.”

Example: Within the text: “Haas et al. (2015) mentions...” - but when cited in parenthesis (Haas et al., 2015)

Purdue link (EXCELLENT source): [Purdue Owl Reference Link - VERY good](#)

Chunk 2:

What:

ON THE REFERENCE PAGE:

- What was written?
- What are you referencing?

Name of a book,
mag, newspaper, webpage:

- **Always italicized**
- **First letter is capitalized, rest is lower case!**
(except proper pronouns)

Journal Name:

Capitalize AND italicize all major words
include volume, edition
if available & page(s) #

Chapter or article: book, mag, newspaper, webpage or journal:

- **Do NOT italicize**
- **First letter is capitalized, rest is lower case!**
(except proper pronouns)

For this sample, edited book:

Bouncing Forward, Turning Bad Breaks Into Breakthroughs by Michaela Haas, PhD

Haas (2015). Cindi Lamb: I will be joyful, dammit. *Bouncing forward, Turning bad breaks into breakthroughs* (pp. 278-289).

Chunk 3:

Where:

Where can I find it?

ON THE REFERENCE PAGE:

Who published the book, journal, magazine, website, newspaper, what is the website URL or DOI (Digital Object Identifier)?

Publisher:

- the name of the publisher, no city
- do not italicize
- place a period at the end.

Website URL's or DOI's:

- always start on a new line
- do NOT put a period at the end.
- make sure your link works!

Final Sample, Edited Book:

Bouncing Forward, Turning Bad Breaks Into Breakthroughs by Michaela Haas, PhD

Haas, M. (2015). Cindi Lamb: I will be joyful, dammit. *Bouncing forward, turning bad breaks into breakthroughs* (pp. 278-289). Simon & Schuster Inc.

This book is available on Amazon:

[Bouncing Forward: Turning Bad Breaks Into Breakthroughs](#)

Examples:

Journal:

Baniya, S., & Weech, S. (2019). Data and experience design: Negotiating community-oriented digital research with service-learning. *Purdue Journal of Service-Learning and International Engagement*, 6(1), 11–16.
<https://doi.org/10.5703/1288284316979>

Article in magazine:

Peterzell, J. (1990, April). Better late than never. *Time*, 135(17), 20–21

Article in newspaper:

Schultz, S. (2005, December 28). Calls made to strengthen state energy policies. *The Country Today*, 1A, 2A.

ALWAYS:

Chapter or article in a journal:

- **NOT italicized**, and **only the**
 - **First letter is capitalized.**
 - **The rest are lower case**
- except for proper pronouns.

References

This is a

Article in a journal:

- **not italicized**, and only the
- **First letter is capitalized.** The
- **rest are lower case** except for proper pronouns.

Baniya, S., & Weech, S. (2019). Data and experience design: Negotiating community-

oriented digital research with service-learning. *Purdue Journal of Service-*

Learning and International Engagement, 6(1), 11–16.

<https://doi.org/10.5703/1288284316979>

This is a
journal
entry:

**Journals Are Always
Capitalized And
Italicized**

This is a
magazine
entry:

Peterzell, J. (1990, April). Better late than never. *Time*, 135(17), 20–21

<https://made.up.url.org>

This is a
newspaper
entry:

Schultz, S. (2005, December 28). Calls made to strengthen state energy policies. *The*

country today, 1A, 2A.

<https://made.up.url.org>

This is an

Article in a magazine:

- **not italicized**, and only the
- **First letter is capitalized.**

This is
an
edited
book
entry

Haas, M. (2015). I will be joyful, dammit. *Bouncing forward, turning bad breaks into*

breakthroughs (pp. 278-289). Simon & Schuster Inc.

<https://cindilamb.com/books-im-in>

This is a

**Chapter in an edited book
(contains multiple stories
and authors):**

- **not italicized**, and only the
 - **First letter is capitalized.**
 - **rest are lower case**
- except for proper pronouns.

**Books, magazine,
newspapers,
website names
Are Always Italicized
BUT!**

- **ONLY THE First letter is
capitalized.**

- **The rest are lower case**
except for proper pronouns.

APA7 Reference Page Format:

- 1" margins all around
- The entire page is double-spaced
- The word References is capitalized and centered, bold is OK or not.
- Each entry is alphabetized
- Hanging indents of ½ inch
- 12-point font: Helvetica, Arial, Calibri, or see format directions
- Always start a website on a new line and make sure the link works

Your Reference Page Should Look Like This:

- 1st line: flush left to 1" margin
- 2nd and all further lines: tab 1/2 inch in: “hanging indent”
- All entries are alphabetized
- References title: in bold, capitalized, centered
- EVERYTHING is double spaced, no extra spaces between anything

References

Baniya, S., & Weech, S. (2019). Data and experience design: Negotiating community-oriented digital research with service-learning. *Purdue Journal of Service-Learning and International Engagement*, 6(1), 11–16.

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