

Citations in-text

These are your *in-text*, *in parentheses*, identifications of other research. Every work that has a citation needs to have a corresponding reference (see “References,” below). Examples:

Name and year—Several studies (Adams, 1994; Bernstein, 1988, 1992; Celas, 2000a, 2000b) support this conclusion.

Year only—But Van Dorn and Xavier (2001) presented conflicting evidence.

Order. Order citations *alphabetically*. Designate two or more works by one author (or by an identical group of authors) published in the same year by adding “a,” “b,” and so forth, after the year. See the “name and year” example above.

Multiple authors. If a work has two authors, give both names every time you cite it. For *three through six* authors, give all names the first time, then use “et al.” in citations. Examples:

First citation—(Foster, Whittington, Tucker, Horner, Hubbard, & Grimm, 2000).

Subsequent citation—(Foster et al., 2000). For *seven* or more authors, use “et al.” even for the first citation. (But the corresponding reference should give all the names.)

Page numbers in citations. Use this format: Writing a book is “a long and arduous task” (Lee, 1998: 3).

Citation with no author. For an article with no author, cite the periodical as author. Example:

Periodical as author—Analysts predicted an increase in service jobs (*Wall Street Journal*, 1999).

For reports, handbooks, and the like, cite the “corporate author” that produced them. Example:

Organization as author—Analysts predict an increase in service jobs in the U.S. *Industrial Outlook* (U.S. Department of Commerce, 1992).

Such sources can also be identified informally. No corresponding reference will then be needed. Example:

Informal citation—According to the 1999 *U.S. Industrial Outlook*, published by the U.S. Department of Commerce, service jobs will increase.

Electronic sources. Use a regular citation (author, year) if you can identify an author of one of the types discussed above (human, periodical, or corporate). If not, give the web address that was your source in parentheses. No corresponding reference need be used in the latter case.

Language

Technical terms. Help your work to be accessible to a wide-ranging readership. Define key technical terms. A technical term is a word or phrase that is not in a general-use dictionary with the meaning you (or even you and other published scholars) ascribe to it. Put quotation marks around the first appearance in your paper of each technical term, or define it.

Abbreviations. Avoid using abbreviations for the names of concepts. Use ordinary words for variable names—*not* code names or other abbreviations. Use the same name for a variable throughout your text, tables, figures, and appendixes. Names of organizations and research instruments may be abbreviated, but give the full name the first time you mention one of these. Names of software and some databases may be abbreviated.

Sexist or biased language. Avoid language that might be interpreted as denigrating. Do not use “he” or “she” exclusively. Using the plural—changing “the manager . . . he” to “managers . . . they”—is one solution; using “he or she” (“him or her”) is another.

Active voice and first person. Write in the active voice (“They did it”) instead of the passive voice (“It was done”) to make it easy for readers to see who did what. Use the first person (“I” or “we”) to describe what you, or you and your coauthors, did. Examples:

Passive (less desirable)—Two items were found to lack factor validity by Earley (1989).

Active (more desirable)—Earley (1989) found that two items lacked factor validity.

Third person (less desirable)—The author developed three new items.

First person (more desirable)—I developed three new items.

References at the end

References are your entries in the *alphabetical list at the end* of your paper. This list should include only work you have cited.

Order. Alphabetize references by the last name of a sole author, a first author, or an editor, or by the name of a corporate author (for instance, U.S. Census Bureau) or periodical (such as the *Wall Street Journal*) if there is no human author or editor. Order works by an identical author by year of publication, listing the *earliest first*. If the years of publication are also the same, differentiate entries by adding small letters (“a,” “b,” etc.) after the years. Repeat the author’s name for each entry.

Books. Follow this form: Last names, initials (separated by a space). Year. **Title** (Boldface italic, capitalize *only the first letter* of the first word and of the first word after a long dash or colon.) City where published: Name of publisher. (For small U.S. and Canadian cities, follow the name of the city with the postal abbreviation for the state or province; for small cities in other countries, give the full name of the country.) Examples:

Granovetter, M. S. 1965. ***Getting a job: A study of contracts and careers***. Chicago: University of Chicago Press.

Kahn, R. L., & Boulding, E. (Eds.). 1964. ***Power and conflict in organizations***. Glencoe, IL: Free Press.

Katz, D., & Kahn, R. L. 1978. ***The social psychology of organizations*** (2nd ed.). New York: Wiley.

National Center for Education Statistics. 1992. ***Digest of education statistics***. Washington, DC: National Center for Education Statistics.

Journal articles. Follow this form: Authors’ last names, initials. Year. Title (regular type; same single-capital rule as for books). **Name of Journal** (boldface italic, title-style capitalization), volume number (issue number, *if needed*—see below): page numbers. Examples:

Shrivastava, P. 1995. The role of corporations in achieving ecological sustainability. ***Academy of Management Review***, 20: 936–960.

Nonaka, I. 1991. The knowledge-creating company. ***Harvard Business Review***, 69(6): 96–104.

Chapters in books, including annuals. Follow this form: Authors’ last names, initials. Year. Title of chapter (regular type, single-capital rule. In Editors’ initials and last names (Eds.), **Title of book**: Page numbers. City (same rules as above): Publisher. Examples:

Levitt, B., & March, J. G. 1988. Organizational learning. In W. R. Scott & J. F. Short (Eds.), ***Annual review of sociology***, vol. 14: 319–340. Palo Alto, CA: Annual Reviews.

Dutton, J., Bartunek, J., & Gersick, C. 1996. Growing a personal, professional collaboration. In P. Frost & S. Taylor (Eds.), ***Rhythms of academic life***: 239–248. London: Sage.

Unpublished works. These include working papers, dissertations, and papers presented at meetings. Examples:

Duncan, R. G. 1971. ***Multiple decision-making structures in adapting to environmental uncertainty***. Working paper no. 54–71, Northwestern University Graduate School of Management, Evanston, IL.

Smith, M. H. 1980. ***A multidimensional approach to individual differences in empathy***. Unpublished doctoral dissertation, University of Texas, Austin.

Wall, J. P. 1983. ***Work and nonwork correlates of the career plateau***. Paper presented at the annual meeting of the Academy of Management, Dallas.

Electronic documents. Include the author’s name, if known; the full title of the document; the full title of the work it is part of; the ftp, http, or other address; and the date the document was posted or accessed.