

## **Recommendations on Citation from the AMNH Research Library**

Resources (such as AMNH images, AMNH Press Releases, journal articles, newspaper articles and memos) have been provided to you by the Library for help with this project. Please be sure to cite these sources properly. You should always cite your sources when you are using a direct quotation (using the author's exact words) OR when you are paraphrasing or using an idea from a work other than your own.

The following citation format is based on **The Chicago Manual of Style (16th ed.)**:

### **Annual Report**

Company name. *Title of Work*. Publication date, pages.

Example: American Museum of Natural History. Annual Report. 1965, p.6.

### **Book**

Author. *Title of Work*. Location: Publisher, Year of publication.

\*Note: For online books, add the URL to the end of the citation.

Example: Clark, Eugenie. *Lady with a Spear*. New York: Harper, 1953.

### **Dictionary/Encyclopedia**

*Title of Dictionary / Encyclopedia*. Edited by Editor. xx ed. xx vols. Location: Publisher, Year. Accessed Month Day, Year. <http://xxxxx>

Example: *The New Encyclopaedia Britannica*. 15th ed. 32 vols. Chicago: Encyclopaedia Britannica, 2007. Also available at <http://www.britannica.com/>

### **AMNH Image**

Include the following in the image caption: "Image no. XXXXXX, AMNH Library"

\*Note: For the images provided, the image number will be the same as the filename. If an image does not have a number as the file name then simply cite as "image courtesy AMNH Library".

Example: "Image no. 326504, AMNH Library"

### **Journal Article**

Author. "Title of Article." *Title of Journal* Volume, no. issue (Month Year of publication): pages.

\*Note: For online articles, add the URL to the end of the citation.

Example: O'Reilly, John. "Clever Crustaceans." Museum Memo Volume 6, no. 7 (April 1957): 1-3.

### **Newspaper Article**

Author. "Title of Article." *Title of Newspaper*, Month Day, Year of publication.

\*Note: For unsigned articles insert the Newspaper Title in place of the Author.

Example: Fields, Sidney. "She Has a Line on Fish." *New York Daily News*, Feb 9, 1970.

### **AMNH Press Release**

Author. "Title of Release." Release type, Month Day, Year of release.

\*Note: For press releases, add the URL to the end of the citation.

Example: American Museum of Natural History. "Dr. Dorothy E. Bliss – Biographical Background". Press Release, July 1969.

### **Website**

Author/Sponsor. "Title of Document." Version. Web Site Name. Last modified or Accessed Month Day, Year. <http://xxxxx>

Example: AMNH. "Women's History Month: A Filmmaker and a Microfossil Expert." American Museum of Natural History. Accessed Feb 2, 2018. <https://www.amnh.org/explore/news-blogs/news-posts/women-s-history-month-a-filmmaker-and-a-microfossil-expert/>