Nexford Citation Style Example List

As a Nexford learner, it is very important that you attribute sources when you use their information including text, audio, images, and video. There are formal citation styles such as APA and MLA. For people who are studying to get their doctoral degree or a theoretical master's degree, it makes sense to learn the specific citation style used in the field of study. But, for most of us, the most important aspect of citations is that we are providing the information necessary to know where we got our information from and how someone else could also locate that information.

Because of this, we have a Nexford citation style guide that includes ALL of the elements you must include for each citation. Below, you'll find a list of commonly cited sources that you will use throughout your time at Nexford. It is possible that you might cite a type of source not found here in our list of examples. If you do, we encourage you to include as much information as possible from that source, so that other people, such as your instructor, can locate that source.

REFERENCE LIST

Webpage

If you are only citing the general website, you do not include that in the reference list but do include it in an in-text citation. The following citation is only for a webpage on a website.

hbr.org/2022/12/how-busy-people-can-develop-leadership-skills

Harvard Business Review | Leadership Development | **How Busy People Can Develop Leadership Skills**

Leadership Development

How Busy People Can Develop Leadership Skills

by Darja Kragt

December 07, 2022

Shana Novak/Getty Images

Summary. Leadership development should be recognized as an ongoing part of professional

Required Information: Author Name(s). Date Published. Name of article on website. Name of website. URL of the source you are using.

Example: Darja Kragt. December 7, 2022. How busy people can develop leadership skills. Harvard Business Reivew. https://hbr.org/2022/12/how-busy-people-can-develop-leadership-skills

Scholarly (Academic) Articles
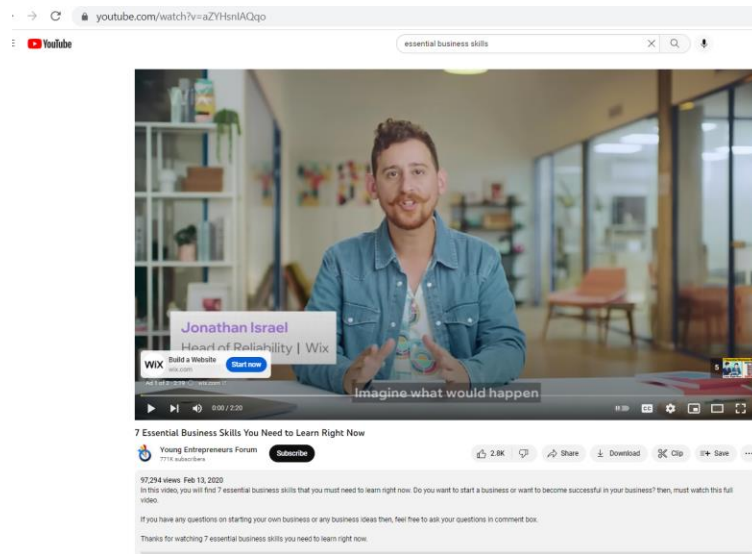

Required Information: Author name(s). Date Published. Name of article. Name of journal. DOI or other stable URL.

If Available Information: Volume number, Issue number, Page Number

Example: Xuegeng Sun, Yuan Fu, Weiyi Zheng, Yanxia Huang, Yuqi, Li. 2022. Big educational data analytics, predictions, and recommendation: A survey. Journal of Circuits, Systems, and Computers, Volume 31. Issue 9. Doi: 10.1142/50218126622300070
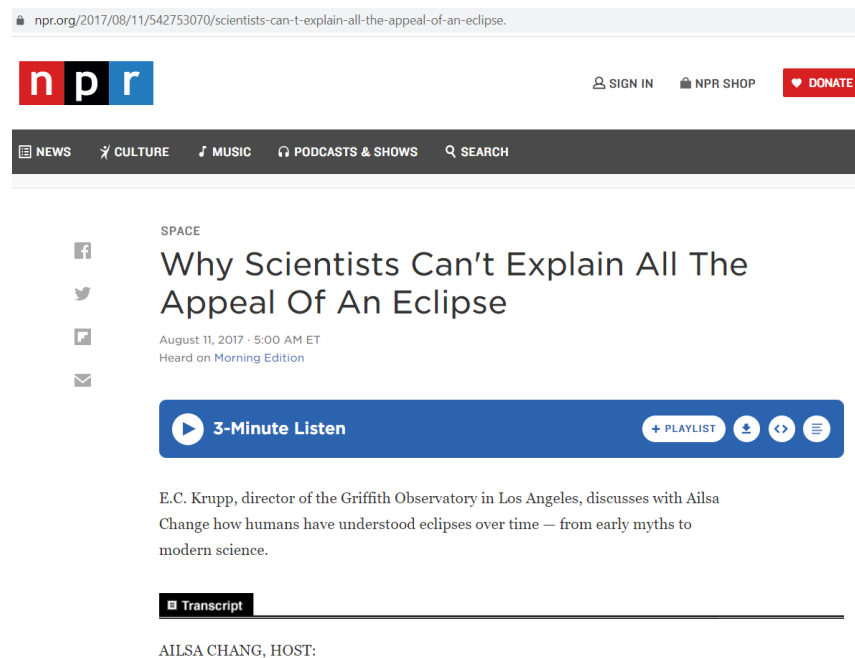
Videos

Director. Release Date. Title. Format (online or physical), Producer or Studio (if available). URL of Online Video.

Example: Young Entrepreneurs Forum. Feb 13, 2020. 7 essential business skills you need to learn right now. Youtube. https://www.youtube.com/watch?v=aZYHsnIAQqo
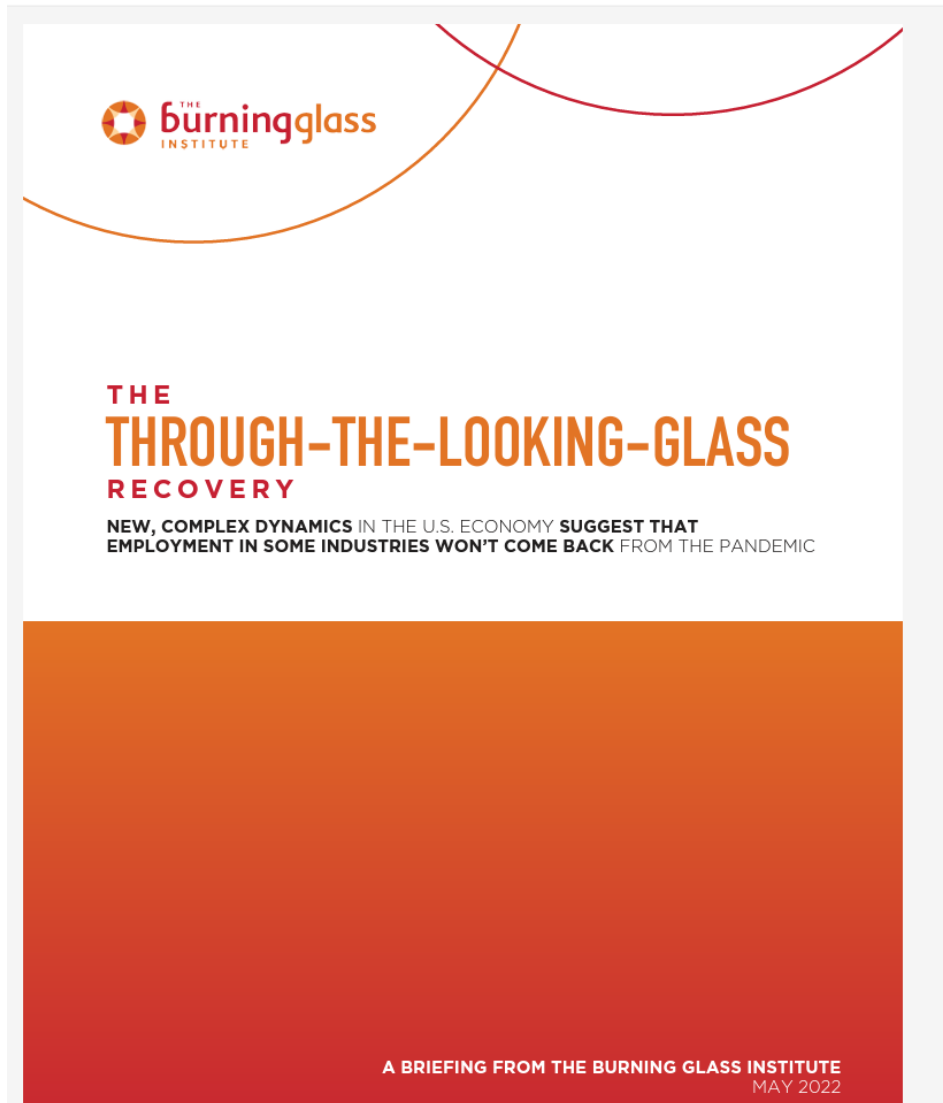
Podcasts/Audio

Host. Release Date. Title. Type of Audio.

Example: Alisa Chang. Aug. 11 2017. Why scientists still can't explain all the appeal of an eclipse. Podcast. Morning Edition.

Industry/Organizational Reports

Name of Organization. Date Published. Title of Report. URL of Report.

Example: Burning Glass. May 2022. The Through the Looking Glass Recovery. PDF found at: https://www.burningglassinstitute.org/news/new-burning-glass-institute-report-jobs-numbers-hide-significant-shifts-in-the-economy

Books

Author(s). Year Published. Name of Book. Name of Publisher. Online or Physical Book. URL if online.

Example: Steven Greenlaw and David Shapiro. June 15, 2022. Principles of Economics. Openstax. Online Book. https://openstax.org/details/books/principles-economics-2e

Online Courses

Course Name. Page Title. Time Course Taken. URL to the Page.

Example: Financial Accounting. General Leder Accounts and Record Keeping. January 2022. https://nexford.instructure.com/courses/1039/pages/module-1-general-ledger-accounts-and-record-keeping?module_item_id=42185

IN-TEXT CITATIONS

In addition to the information that you must include on the reference list when you use information from another source, there are also times in which you must cite information in-text when you are working on a paper or a project. The two instances when you need to include an in-text citation are when you are including a direct quote or you are paraphrasing information.

Direct Quote:

Example 1: As Williams (2022) said "lorem ipsi…." (p. 45).

Example 2: "Example Text Direct Citation" (Williams, 2022. 45).

Paraphase:

Example 1 Businesses across the world are struggling to fill shortages in high technical fields such as machine learning. (Williams, 2022).

If you write an in-text citation for a reference source, you MUST include it on your citations list.