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## APA Citation Style (6th Edition)

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## ACQUISITION RESEARCH

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## HANDBOOK SERIES

# **APA Citation Style (6<sup>th</sup> Edition)**

**1 September 2010**

Disclaimer: The views represented in this report are those of the authors and do not reflect the official policy position of the Navy, the Department of Defense, or the Federal Government.



ACQUISITION RESEARCH PROGRAM  
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## Preface

This handbook is one of a series of four produced for the Acquisition Research Program (ARP) at the Naval Postgraduate School. The purpose of the ARP Handbook Series is to provide helpful information in a user-friendly format to assist graduate students and others in improving their research and writing skills.

The ARP Handbook Series includes:

- *Analysis Planning Methodology: For Theses, Joint Applied Projects & MBA Research Reports*
- *Writing Style & English Usage*
- *APA Citation Style (6th edition)*
- *Effective Tables, Figures & Frequently Used Terms*

For additional copies, please visit the Acquisition Research Program Office at the Graduate School of Business & Public Policy in Ingersoll 372. The handbook series can also be downloaded from our website, [www.acquisitionresearch.org](http://www.acquisitionresearch.org).



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## I. Acquisition Research Program Citation Style

The Acquisition Research Program (ARP) follows the citation guidelines in the *Publication Manual of the American Psychological Association* (sixth edition), known as APA. The ARP chose APA as its citation preference when the program began in 2003 because APA is a universally recognized standard among academic journals. The rationale behind this decision was that by citing ARP research in a consistent format, editorial resourcing and adaption for specific journal requirements would be more efficient. This release of the APA Citation Style handbook introduces changes in APA's sixth edition and shows examples of the proper use of APA.

## II. APA Citation Style

It is essential to the integrity of academic writing that all researchers properly credit the sources from which they borrow information. Citing a source is a two-part process: using a parenthetical citation in the text and creating an entry for the source in a reference list. The ARP follows the guidelines for crediting sources established by the APA in its *Publication Manual* (sixth edition). For more information on how to cite sources in APA format, including more examples of types of reference entries, see the *Publication Manual* pages 169–224.

## III. Parenthetical Citations

A parenthetical, or in-text, citation directs the reader to the reference list, where full documentation information for a source is listed. An in-text citation can, but does not always, include the following information: the author's last name, the date of publication, and the page number where the quoted or paraphrased material is found in the original source.



## A. Basic Rules for Parenthetical Citations

- Every in-text citation must have a corresponding entry in the reference list.
- Do not include suffixes such as *Jr.* with an author's last name.
- Do not include months with the year of publication, even if the month is included in the reference entry for the source.
- If a source does not give a publication date, use the abbreviation *n.d.* (meaning *no date*) to indicate the exclusion is intentional.

(Hilton, n.d., p. 4).

- Citations for all direct quotes must include page numbers. Use *p.* or *pp.* before page numbers. For inclusive page numbers, include all numbers:

(pp. 667–669) not (pp. 667–9).

- When citing a specific part of a source such as a chapter or section, insert this information in the place of a page number.

(Smith, 2003, Chapter 3) or (FAR, 2010, § 203.3).

- If you cite the same source multiple times in a single paragraph, you do not need to repeat the date of publication each time you use the author's name in one of your sentences. You should give a full citation, however, if you do not use the author's name in the sentence.

Martin (2003) pointed out that the Navy could use combat ships for multiple purposes. Martin

also argued that the Navy is not taking advantage of this opportunity. ... His study showed that combat ships are useful for peacetime operations (Martin, 2003).

## B. Specific Rules & Sample Parenthetical Citations

### One work by one author

- If the author's name is used in the sentence, only the publication date is included in the in-text citation.

Marshall (1997) demonstrated that war tactics vary significantly over time.

- If the author's name is not used in the sentence, give both the author's last name and the publication date in parentheses.

One study showed that war tactics vary significantly over time (Marshall, 1997).

Note: In most cases, it is best to introduce material from outside sources in the writing (such as in the first example above). Doing so adds to your credibility as a writer and allows you to more smoothly integrate sources with your ideas.

### One work by multiple authors

- In the text, two authors' last names are connected by the word *and*. In a parenthetical citation, the authors' last names are connected by an ampersand (&).

Marshall and Duncan (1997) demonstrated that war tactics vary significantly over time.



One study (Marshall & Duncan, 1997) demonstrated that war tactics vary significantly over time.

- In the first citation of a work with three to five authors, name all of the authors. In all subsequent references to the work, give only the first author's last name followed by *et al.*

Marshall, Duncan, Greer, and Tate (1999) further demonstrated that region plays a role in the tactics used.

In the work of Marshall et al. (1999) described above, the regions they studied were central Europe and eastern Asia.

- For an in-text citation of six or more authors, even in the first citation of the work, give only the first author's name followed by *et al.* In the reference list, however, list the first six authors and then substitute *et al.* for all authors' names after the first six.
- If two or more sources published in the same year could shorten to the same form—for instance, two references could shorten to Marshall et al., 1999—cite the last names of as many authors as you need to differentiate between the sources, and then use *et al.*

In their study, Marshall, Duncan, et al. (1999) claimed that...

However, in a different study, Marshall, Reed, et al. (1999) pointed out that...

### Two or more works by the same author(s) in the same year

- Use the designations a, b, c, etc., to differentiate between the publication years. To determine which letter to designate to a source, arrange the sources alphabetically in the reference list by the first main word of the title. The first source takes an *a* designation, the second source a *b*, and so on. Use both the date and the letter when citing the source in the text.

In a recent report (DoD, 2007a), the DoD presented its decision.

Later that year, the DoD issued a second report (2007b) that clarified their decision.

### Work with no known author or an anonymous work

- Use the first two or three words of the title in place of an author's name in the in-text citation. For book or report titles, use italics. For articles, book chapters, or web pages, use quotation marks.

One article ("Budgetary Cuts," 1999) noted that substantial reform is necessary.

- For a work that actually lists "Anonymous" as the author, use this word as the author name in the reference entry and in-text citations.

### Two or more works in the same parentheses

- For two or more works by the same author, use a comma to separate each source and arrange them by year of publication.

The subject received a lot of attention (Jones, 2003, 2004).



- For two or more works by different authors, use a semicolon to separate each source and arrange them alphabetically.

The data were evaluated several times (DoD, 2004; Jones, 2003; Smith, 2003).

### Citations inside parenthetical material

- If it is necessary to cite something within a parenthetical aside, place commas rather than brackets around the citation.

(see Chapter 2 of the DoD report, 2009, for a full discussion of the topic).

### Authors with the same last name

- If the authors of two different sources have the same last name, use the initials of the first author (based on the order of the entries in the alphabetized reference list) in all citations for this source.

The studies by A. P. Marshall (2009) and Marshall (1997) demonstrate this phenomenon.

### Personal communications

- Personal communications include sources for which there is no recoverable data, such as private letters, e-mails, nonarchived online discussion groups, personal or telephone interviews not on-file with NPS (see The Reference List section for information on how to cite interviews that are on-file with NPS), etc. These sources are not included in the reference list because a reader could not access them for him or herself.

- To cite them in-text, give the initials and last name of the person with whom you communicated as well as the date of communication.

(A. B. Jones, personal communication, October 4, 2009).





**Table 1. Basic Citation Styles**  
(APA, 2010, p. 177)

Type of citation	First citation in text	Subsequent citations in text	Parenthetical format, first citation in text	Parenthetical format, subsequent citations in text
One work by one author	Walker (2007)	Walker (2007)	(Walker, 2007)	(Walker, 2007)
One work by two authors	Walker and Allen (2004)	Walker and Allen (2004)	(Walker & Allen, 2004)	(Walker & Allen, 2004)
One work by three authors	Bradley, Ramirez, and Soo (1999)	Bradley et al. (1999)	(Bradley, Ramirez, & Soo, 1999)	(Bradley et al., 1999)
One work by four authors	Bradley, Ramirez, Soo, and Walsh (2008)	Bradley et al. (2008)	(Bradley, Ramirez, Soo, & Walsh, 2008)	(Bradley et al., 2008)
One work by five authors	Walker, Allen, Bradley, Ramirez, and Soo (2008)	Walker et al. (2008)	(Walker, Allen, Bradley, Ramirez, & Soo, 2008)	(Walker et al., 2008)
One work by six or more authors	Wasserstein et al. (2005)	Wasserstein et al. (2005)	(Wasserstein et al., 2005)	(Wasserstein et al., 2005)
Group authors (identified by an acronym)	Department of Defense (DoD, 2009)	DoD (2009)	(Department of Defense [DoD], 2009)	(DoD, 2009)
Group authors (no acronym)	General Dynamics (2008)	General Dynamics (2008)	(General Dynamics, 2008)	(General Dynamics, 2008)

#### IV. The Reference List

The reference list provides readers with full documentation information for the sources cited in the paper, allowing them to access these sources for their own use.

##### A. Basic Rules for Creating a Reference List

- Single space within a reference entry but double space between entries.
- Set Microsoft Word's paragraph indentation function at a hanging indent of 0.5 inches for the entire list—do not tab the hanging indent by hand.
- Arrange sources alphabetically by the author's last name. If there is no author, alphabetize an entry by the first main word of its title and put the date of publication after the title.
- Use only one space after all punctuation marks in a reference entry.
- Omit *Co.* or *Inc.* but not *Books* or *Press* from a publisher's name. Give the full names for associations, corporations, and university presses.
- When the author is also the publisher of a source, insert the word *Author* in the publisher spot.
- If a website contains a search function, use the URL for the homepage rather than for a specific page within the website to avoid nonworking URLs.

##### B. Reference Entry Examples by Type

This section contains specific examples of reference entries for various types of sources. The examples are organized by type of source. If you cannot find an example that fits the type of source you want to reference, consult the *APA Publication*



*Manual* (sixth edition) pages 193–224 for more information. Also, consult the Helpful Websites section of this handbook for tips on accessing information about legislative sources.

#### a. Periodicals

Periodicals are sources published on a regular basis such as journal articles, magazines, newspapers, and newsletters. A basic citation entry for this type of source is as follows:

Author, A. A., Author, B. B., & Author, C. C. (year). Title of the article. *Title of the Periodical*, xx, pp–pp.  
doi:xx.xxxxxxxx

- The number after the periodical title is the volume number.
- The DOI can usually be found on the first page of an electronic journal. A DOI takes the place of a URL or other electronic retrieval information. If no DOI is available, leave this information off.

#### Journal article that paginates issues continuously

Godfrey, A. (1999). Government management and returns on investment. *Management Associations*, 7, 220–231.

#### Journal article that paginates issues separately

Dacey, J. (1998). Management participation in corporate buy-outs. *Management Perspectives*, 7(4), 20–31.

#### Special issue or section in a journal

Warner, P., & Marvin, L. (Eds.). (2005). The rise of the defense industry giants [Special issue]. *Defense Journal*, 43(2), 90–102.

#### Online journal or magazine article

Samson, V. (2003, April 1). The Patriot: Its performance so far. *Weekly Defense Monitor*, 7(12). Retrieved from <http://www.cdi.org>

#### PDF version of a journal article

Pintagro, M. (2010). Korea tour normalization: More like home now. *Soldiers*, 65(8), 8–12. Retrieved from <http://usarmy.mil/soldiers/>

Note: In all in-text citations for this type of source, cite the page numbers within the PDF.

#### Newspaper article

Kolata, G. (2001, January 7). Kill all the bacteria! *The New York Times*, pp. B1, B6.

#### Online newspaper article

Singletary, M. (2010, August 1). Consumer complaints rise as protection resources dwindle. *The Washington Post*. Retrieved from <http://www.washingtonpost.com>

#### b. Books

This includes sources such as single-author books, chapters within edited books, reference books (encyclopedias, dictionaries), electronic books, etc. A basic citation entry for this type of source is as follows:

Author, A. A. (date). *Title of work*. Location: Publisher.

- If available, a DOI follows the title of the book.
- Any non-routine information should be given in brackets following the title, such as [Brochure].



- For books only available online, the URL takes the place of the place of publication and the name of the publisher.

#### Book with no author

*Columbia Encyclopedia* (6<sup>th</sup> ed.). (2007, December). New York: Columbia University Press.

#### Book with one author

Rodriguez, R. (1982). *A hunger of memory: The education of Richard Rodriguez*. Boston: Godine.

#### Book with two to six authors

Wilcox, D. L., Ault, P. H., & Agee, W. K. (1995). *Public relations: Strategies and tactics* (4<sup>th</sup> ed.). New York: HarperCollins.

#### Book with seven or more authors

Wimple, P. B., Van Eijk, M., Potts, C. A., Hayes, J., Obergau, W. R., Zimmer, S., et al. (2001). *Case studies in moral decision-making among adolescents*. San Francisco: Jossey-Bass.

Note: List the first six authors and then substitute *et al.* for all subsequent authors' names.

#### Book with an editor

Dohrenwend, B. S., & Dohrenwend, B. P. (Eds.). (1999). *Stressful life events: Their nature and effects*. New York: Wiley.

#### Chapter in an edited book

Paykel, E. S. (1999). Life stress and psychiatric disorder: Applications of the clinical approach. In B. S. Dohrenwend & B. P. Dohrenwend (Eds.),

*Stressful life events: Their nature and effects* (pp. 239–264). New York: Wiley.

#### Definition or encyclopedia entry with no author

Consolidation. (1991). *Webster's ninth new collegiate dictionary*. Springfield, MA: Merriam-Webster.

Note: The in-text citation for this source would be ("Consolidation," 1991).

### c. Technical and Research Reports

Technical and research reports are sources that are similar in nature to journal articles, but they may not have been peer reviewed. A basic citation entry for this type of source is as follows:

Author, A. A. (date). *Title of work* (Report No. xxx). Location: Publisher.

#### Corporate author or government report

General Accounting Office (GAO). (2002, January). *Best practices: Taking a strategic approach could improve DOD's acquisition of services* (GAO-02-230). Washington, DC: Author.

Office of Management and Budget (OMB). (2003). *Budget of the United States Government FY 2004, analytical perspectives*. Washington, DC: Government Printing Office.

#### Report from an institutional archive (such as ARP reports)

Dillard, J. T. (2004, September). *Centralized control of defense acquisition programs: A comparative review of the framework from 1987–2003* (NPS-PM-04-021). Retrieved from Naval Postgraduate School,



Acquisition Research Program website:  
<http://www.acquisitionresearch.net>

#### **Government or agency reports retrieved online**

Government Accountability Office (GAO). (2010, July 30). *Defense infrastructure: Army's privatized lodging program could benefit from more effective planning* (GAO-10-771). Retrieved from GAO website: <http://www.gao.gov>

#### **Working paper**

Nissen, M., & Levitt, R. E. (2002, November). *Toward simulation models of knowledge-intensive work processes* (CIFE Working Paper No. 77). Retrieved from Stanford University Center for Integrated Facility Engineering website:  
<http://www.stanford.edu/group/CIFE>

#### **d. Meetings and Symposia**

Sources in this genre can be either published or unpublished—a paper presented at a conference (unpublished) versus a paper published in the conference proceedings (published).

##### **Published symposium paper**

Malina, M. A., & Selto, F. H. (2005). Choice and change in measures in performance measurement models. In *Proceedings of the Second Annual Acquisition Research Symposium* (pp. 173–205). Monterey, CA: Naval Postgraduate School.

##### **Paper presented at a conference**

Howard, R. (2006, June). *Searching for the right answer: Defense acquisition issues*. Paper presented at the meeting of the Defense Acquisition Group, Newport, RI.



#### **e. Doctoral Dissertations and Master's Theses**

Many dissertations and theses are retrieved from databases, institutional archives, or personal websites. Include where you retrieved a dissertation or thesis from in the entry.

##### **Unpublished dissertation or thesis**

Delaune, M. L. (2001). *Child care in single-mother and single-father families: Differences in time, activity, and stress* (Unpublished doctoral dissertation). University of California, Davis, CA.

##### **Dissertation or thesis from an institutional database**

Skubic, M. (2001, June). *Outsourcing market research in DoD commodity acquisition: The issues, concerns, and private industry capabilities* (Master's thesis). Retrieved from  
<http://www.acquisitionresearch.net>

##### **Dissertation or thesis from a commercial database**

Miller, V. A. (2001). *Rising costs: An analysis of markets in emerging industries* (Master's thesis). Available from ProQuest Dissertations and Theses database. (UMI No. 1239873)

#### **f. Legislative and Administrative Materials**

Citing legislative and administrative material can be a complex process. See pages 219–224 of APA's *Publication Manual* for more information and examples for these types of sources. APA follows the citation format for legal sources outlined in *The Bluebook: A Uniform System of Citation* (18th edition). For more information on citing legal documents, consult *The Bluebook* (a copy is available to check out in the ARP office). The Helpful Websites section in this handbook



also provides a list of resources for legislative databases.

In the reference entries, abbreviations are used for *United States Code* (U.S.C.), the *Code of Federal Regulations* (C.F.R.), *Federal Register* (Fed. Reg.), etc. In text, however, italicize the titles of these documents. (Follow the example in the sentence above when referring to these sources.)

### Acts (statutes)

For bills or resolutions that have been signed into law, cite where the act has been codified in *United States Code*.

Defense Acquisition Workforce Act of 1990, 10 U.S.C. ch. 87 § 1701 (1990).

Note: § means *section*; to indicate a span of sections, write, for example, §§ 1701–1708. The section number will change, depending on which portion of the act you are citing specifically. In text, you would cite this source as Defense Acquisition Workforce Act (1990, § 1701).

### Session law

Session law is the form an act takes before it has been codified—amendments to an act take this format before the act is codified to include the amendments. Because this format cites the unofficial version of an act, only use this format if an act has been amended numerous times and the codified version is outdated.

Defense Acquisition Workforce Act of 1990, Pub. L. No. 101-510, § 1202(a), 104 Stat. 1638 (1990).



### Unenacted federal bills and resolutions

For bills or resolutions that have not been signed into law, cite the number for either the Senate (abbreviated S.) or House of Representatives (abbreviated H.R.) version of the bill or resolution and the session of Congress.

National Defense Authorization Act for Fiscal Year 2010, H.R. 2647, 111 Cong. (2009).

### Executive Orders

If possible, cite the location of an executive order in the *Code of Federal Regulations* (C.F.R.), which contains the codified versions. Otherwise, cite the location of the executive order in the *Federal Register* (Fed. Reg.). See the Helpful Websites section for information on retrieving and citing executive orders.

Exec. Order No. xxxxx, 3 C.F.R. page (year).

Exec. Order No. 13,456, 73 Fed. Reg. 4677 (2008).

### Federal testimony

A basic citation entry for this type of source is as follows:

*Title*, xxx Cong. (date).

*Written testimony of POGO's Danielle Brian on DoD's use of "commercial" acquisition and "other transaction authority" before the Senate Armed Services Committee, Airland Subcommittee, 104th Cong. (2005).*

Note: If the name of the person giving the testimony is not included in the title of the testimony, include this information in parentheses after the date in this way:



(testimony of Danielle Brian). Also, if a page number is available for the text, give this information after the Congress number.

### **United States Code.**

Rather than cite *United States Code* in general, only cite specific statutes by following the format described in this handbook under Acts.

### **g. Software**

Do not create reference entries for standard software and programming languages such as Microsoft Word or Java. Do not create reference entries for specialized software or computer programs with limited distribution.

Comprehensive Meta-Analysis (Version 2) [Computer software]. Englewood, NJ: Biostat.

### **h. Recorded Interviews On File**

This format should only be used for recorded interviews that have been transcribed and are kept on file by the ARP or a similar institution. For interviews that are not recorded or kept on file, see the Personal Correspondence subsection of the Parenthetical Citations section in this handbook.

Masters, A. D. (2009, May 3). Interview by D. F. Ford [Tape recording]. Acquisition Research Program, Naval Postgraduate School, Monterey, CA.

### **i. Internet Message Boards**

Use this type of source sparingly in academic writing. If possible, give the author of a blog's actual name. Otherwise, give the author's screen name.

### **Blog post**

Coleman, K. (2010, August 2). Cyber attacks on business—A national security threat? [Web log post]. Retrieved from <http://www.defensetech.org/category/cyber-warfare/>

### **Comment on a blog post**

Brian. (2010, August 3). Re: Cyber attacks on business—A national security threat? [Web log comment]. Retrieved from <http://www.defensetech.org/category/cyber-warfare/>

### **j. Websites**

Because many sources can now be accessed in electronic format, almost every source category within this handbook has a specific example for electronic versions. Be sure to check other source types for the most accurate citation information.

#### **Specific page of a website with a search function.**

US Air Force. (2010, August 5). Medical Service Corps celebrates 63 years. Retrieved from US Navy website: <http://www.usnavy.mil>

### **k. Miscellaneous Source Types**

#### **Memorandum or briefing**

Director, Defense Procurement and Acquisition Policy (DPAP). (2006, August 16). *Government Accountability Office high risk area of contract management* [Memorandum]. Washington, DC: Office of the Under Secretary of Defense (AT&L).

Center for Talent Services, Office of Personnel Management (OPM). (2007, February 21). *Project results and recommendations*. Briefing presented to



the Electronic Systems Center at Hanscom Air Force Base.

### Manuscript pending publication.

Do not include the name of the journal or publisher to which the manuscript has been submitted. If the manuscript has been accepted for publication—not just submitted—then insert *in press* in the place of the publication date, and cite the source as you would if it were already published.

Apte, U., & Rendon, R. (2007). *Managing the service supply chain in the Department of Defense: Implications for the program management infrastructure*. Manuscript submitted for publication.

### Press release

Boeing. (2007, August 8). *Boeing and FCS partners announce the kick-off of the non-line-of-sight cannon work in Elgin, OK* [Press release]. Elgin, OK: The Boeing Company.

### PowerPoint presentation

Trice, R.H. (2006, August). *The US aerospace and defense industrial base* (Unpublished PowerPoint presentation). Internal Industry Status Report, Lockheed Martin.

### Syllabus or coursework

Course titles listed within syllabi references are not italicized.

Naval Special Warfare Center. (2007, March). Naval Special Warfare platoon leadership seminar syllabus. Coronado, CA.



Brook, D. (2007, Summer). Army budget process and organization [Coursework, Class GB4053, session 5.2]. Graduate School of Business and Public Policy, Naval Postgraduate School, Monterey, CA.

## V. Frequently Cited Sources

Department of Defense. (2006, July 7). *Defense acquisition guidebook* (Ver. 1.6). Retrieved from <http://akss.dau.mil/dag>

Federal Acquisition Regulation (FAR), 48 C.F.R. ch. 1 (2005).

Note: Use this format to cite from a section of the FAR that has been codified. Use in-text citations to refer to specific sections of the FAR.

Federal Acquisition Regulation (FAR), # Fed. Reg. page # (proposed date) (to be codified at 48 C.F.R. ch. 1).

Note: Follow this template to cite from a section of the FAR that has yet to be officially codified.

Defense federal acquisition regulation supplement (DFARS). 48 C.F.R. ch 2 (2010).

Office of Management and Budget. (2003, May 29). *Performance of commercial activities* (OMB Circular A-76). Washington, DC: Author.

Open Systems Joint Task Force. (2004, September). *Program manager's guide: A modular open systems approach (MOSA) to acquisition* (Ver. 2.0). Washington, DC: Author.



Project Management Institute (PMI). (2004). *A guide to the Project Management Body of Knowledge (PMBOK) guide*. Philadelphia, PA: Author.

Under Secretary of Defense (AT&L). (2007, November 20). *The defense acquisition system* (DoD Directive 5000.01). Washington, DC: Author.

Under Secretary of Defense (AT&L). (2008, December 8). *Operation of the defense acquisition system* (DoD Instruction 5000.02). Washington, DC: Author.

Under Secretary of Defense (AT&L). (2006, October 2). *Acquisition of services policy* [Memorandum]. Washington, DC: Author.

## VI. Helpful Websites

The following websites have useful information for citing and retrieving legislative materials.

- Use these websites for help with *United States Code* and *Code of Federal Regulations*.

<http://www.gpoaccess.gov/legislative.html>

<http://www.law.cornell.edu/uscode/>

- Use this website for help with bills and resolutions, *United States Code*, and treaties.

<http://thomas.loc.gov/>

- Use this website for help with executive orders.

<http://www.archives.gov/federal-register/executive-orders/>



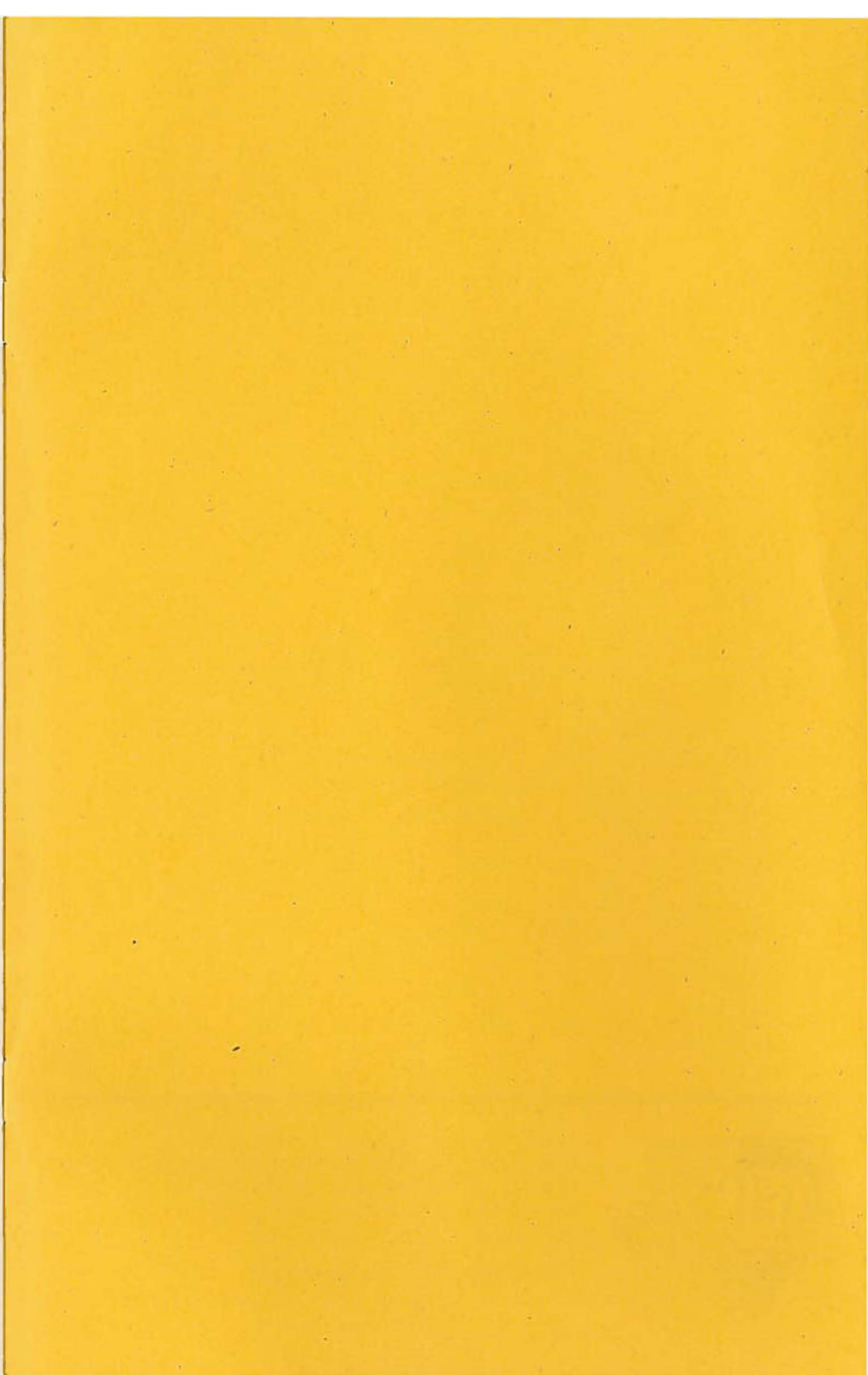
## VII. Footnotes

Footnotes should be used for information purposes only. They should not be used to cite source information. In the text, footnote numbers should go after periods and commas, but before semicolons, colons, and dashes. Use informational footnotes sparingly because when used too frequently, footnotes distract from the content.





NOTES





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