AMA Manual of Style Guide


Citations and Reference Lists

Any time you “cite” one of your resources in your papers, either quoted or paraphrased, you will need to indicate where you obtained your information. Reference lists are lists of all the resources (books, journal articles, websites, etc.) where you found the necessary information that is cited in your paper. Citations indicate the resource in your reference list where readers can refer to for more information on your topic.

Here are some basic rules for Citations and Reference Lists:

1) Both citations and reference lists must be placed in numerical order and in the order they are cited within the text. Citations will be in the form of superscript.


2) If the same resource is cited multiple times, be sure to use the same reference number each time. You do not need to list the resource again in your reference list.

Print & Electronic Books

Print:  Author(s). Book Title. Edition Number (For 2nd Edition or above) City, State or Country of Publisher: Publisher’s Name; Copyright year.

For books with a single author:


For books with 2-6 authors (each author must be listed):


For books with 7 or more authors:


E-Books:  Author(s). Book Title. Edition Number (For 2nd Edition or above) City, State or Country of Publisher: Publisher’s Name; Copyright year. URL. Accessed (Date).


Book Chapters: Referencing book chapters is very similar to referencing entire books. The only difference is the name of the chapter is placed before the title of the book with only the first word capitalized and no quotations. Be sure to include the page numbers covering the chapter after the copyright date.

Journal Articles and Reports

When referencing a journal article, here are a few things to keep in mind:

1) Only the first letter of the first work in an article title must be capitalized. This rule also applies to proper names and abbreviations.

2) Journal names must be abbreviated in a specific style set by the National Library of Medicine. You can search for a journal abbreviation by going to the “Journals in the NCBI Databases” page in PubMed (http://www.ncbi.nlm.nih.gov/nlmcatalog/journals). Simply enter the name of the journal into the search box and you will get the appropriate abbreviation.

For journal articles with 7 or more authors:


For newspapers and journals without volume/issue numbers:

Beil L. Deadly isolation: suicide rates have risen sharply in rural areas, where access to mental health services can be scarce. *New York Times.* November 3, 2015:D1.

Online: Author(s). Article Title. *Journal Name.* Year; vol(Issue No.):inclusive page numbers. URL/doi#. Accessed (Date).


If an article contains both a DOI number and a URL, use the DOI number instead.


For articles found in a database (ProQuest Health & Medical Complete, MEDLINE):


For journals published only online:

Author(s). Article Title. *Journal Name.* Year;Vol(Issue No.):inclusive page numbers. URL/doi#. Published (Date). Updated (Date). Accessed (Date).


*Note: If the journal does not provide a date for when the article was updated, it can be excluded from the citation.
Government/Organization Reports:


Websites & Databases

Websites: Author(s), if given. Title of the specific item cited (if none is given, the name of the organization responsible for the site.) Name of the website. URL. Published (Date). Updated (Date). Accessed (Date).

Viral Meningitis. Centers for Disease Control and Prevention Website.  

Databases: Author(s). Title of the database. Publisher’s location (city, state; for Canada, city province, country; for all others, city, country): publisher’s name, year of publication and/or last update. URL. Accessed (Date).

*Note: If a database displays a date of when it was updated, you can include it in the reference along with the Accessed date.