ILR REVIEW STYLE GUIDE FOR IN-TEXT CITATIONS AND REFERENCES

When borrowing the ideas, concepts, or words of others, acknowledge them appropriately. Following these guidelines will expedite the publication of your paper.

General Rules

In-Text Citations: When citing an author, use last name with year enclosed in parentheses; separate multiple authors with a semicolon; for published articles with several names, write out all names in the first instance and then use et al. thereafter.

When quoting text of 40 or more words, use the block paragraph style. Do not indent the paragraph nor use quotation marks. Simply set off the block by adding an extra space above and below the text block. Add the reference after the last period.

Examples:

(a) In a study dealing with both privatization and reverse privatization, Hefetz and Warner (2004) found that union opposition to privatization decreased the level of new contracting out and increased the level of new contracting back in, but these effects were significant only in the 1992 survey data.

(b) Quits are equated with dysfunctional turnover (Jacofsky 1984; Sturman, Trevor, Boudreau, and Gerhart 2003).

(c) When author has already been referenced within the same paragraph:
Shaw and colleagues noted, “In an organization with high quit rates, for various reasons employees find it more attractive to leave than to stay. In an organization with high discharge rates, however, presumably incorrect hiring decisions are remedied through termination” (Ibid.: 512).

(d) Although several studies have examined why some firms adopt “flexible work practices” while other firms have not (Osterman 1994; Ichniowski et al. 1995; Gittleman et al. 1998; Gale et al. 2002), some of these have not tested existing theories regarding how multi-tasking would affect productivity.

References Page: Alphabetize by last name of the sole/first author, editor, corporate author (e.g., U.S. Census Bureau), or periodical (e.g., New York Times) if there is no human author/editor. For works authored by the same person, put in order of earliest date of publication, date first, and differentiate entries by adding a, b, and c, etc. after the year (e.g., 1999a; 1999b). Repeat the author’s name after each entry. Use full first and last name for each entry.

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