



For faculty reference when preparing to teach this course.

- 1) A minimum of 5 references are required. These can be books, periodicals, websites, etc.
- 2) Resources should be current (no more than 5 years old). If there is a resource more than 5 years old and it is considered the historic resource for the profession, it should be noted in the rationale.
- 3) List entries alphabetically by author's last name. Entries lacking an author are alphabetized by title (disregard the word "The" or "A" at the beginning of the title). Note that a period follows the three main parts of the entry – author's name, the title, and the publishing information.
- 4) Begin each entry with the name of the author listed in inverted order. When an entry includes two or more authors' names, invert only the first author's name. When an organization is listed as the author, do not invert the name.
- 5) Include page numbers in bibliographic entries only when the material being cited is part of a larger work.

V. RESOURCES:

Bain, David. *The Productivity Prescription*. New York: McGraw-Hill, 1992.

Benenson, Abram, ed. *Control of Communicable Disease in Man*, 15th ed.
Washington, D.C.: American Public Health Association, 1990.

Chandler, Alfred D., Jr., and Herman Daems. *Managerial Hierarchies*.
Massachusetts: Harvard University Press, 1990.

Christenson, Christina, et al. *Supervising*. Massachusetts: Addison-Wesley, 1994.

Harvard Business Review *On Human Relations*. New York: Harper and Row, 1989.

Citing Websites

Morris, Adia. (No date). An Archaeological Guide to Duke University's East Campus. 31 August 1999

<<<http://www.duke.edu/web/jyounger/experiments/articles/NEWFILE.html>>>.

Mortimer, Gail. *The William Faulkner Society Home Page*. 16 Sept. 1999. William Faulkner Soc. 1 Oct. 1999 <<http://www.utep.edu/mortimer/faulkner/mainfaulkner.htm>>
<<http://www.utep.edu/mortimer/faulkner/mainfaulkner.htm>>>.

NAIC Online. 29 Sept. 1999. National Association of Inventors Corporation. 1 Oct. 1999
<<<http://www.better-investing.org/>>>.

U. S. Department of Education (ED) Home Page. 29 Sept. 1999. U.S. Dept. of Education. 1 Oct. 1999 <<<http://www.ed.gov/index.html>>>.

William Faulkner on the Web 7 July 1999. NU of Mississippi. 20 Sept. 1999
<<http://www.mcsr.olemiss.edu/~egjbp/faulkner/faulkner.html>>
<<http://www.mcsr.olemiss.edu/~egjbp/faulkner/faulkner.html>>>.