

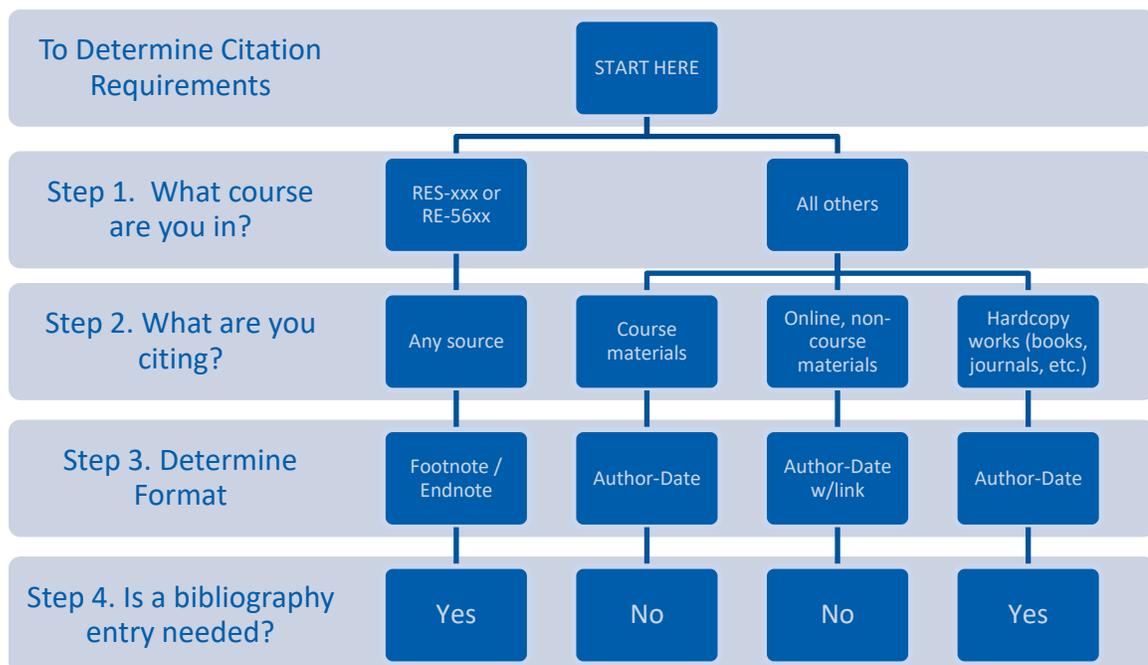
## The eSchool Style Guide

Air University and the eSchool use writing style guides based on *The Chicago Manual of Style*. *The Chicago Manual of Style* specifies both a **notes and bibliography** system and an **author-date** system for referencing works cited.

- *The Air University Style and Author Guide* (AU-1) adapts the **notes-bibliography system** for use in **Air University Press publications, research, and other documents for public release**.
- This *eSchool Style Guide* adapts the **author-date system** for less formal writing used in **online discussions and in-class assignments which are not intended for publication**.

### General Guidance

- **Written work intended for publication or assigned in research courses** (e.g., RES-xxx/RE-56xx), will use the **notes-bibliography system** explained in AU-1, appendices A and B. Footnotes (or endnotes) and a bibliography are required unless otherwise specified in assignment instructions.
- **Written work submitted in all other courses** (e.g., discussions, essays, final exams, etc.) will use the **author-date system** as explained in this *eSchool Style Guide*. In-text (parenthetical) citations and a selected bibliography are required unless otherwise specified in assignment instructions.



### Using the eSchool Author-Date System

When using the eSchool **author-date system**, cite sources in the text of your paper, either in parentheses or as part of the text itself. In general, you should include some combination of the **author(s)**, **date**, and **page number** for all references. If you incorporate some of the citation information into your text, then only the remaining information needs to be included in the parentheses.

For materials provided in the course (i.e., materials listed in the Course Resource List): Use **author-date** format. **No bibliography entry is required.** For example...

During the turbulent 1960s, science fiction programs on television reflected the public's attitudes toward the older generation (Hodges 2003, 176).

Hodges (2003, 176) discussed how, during the turbulent 1960s, science fiction programs on television reflected the public's attitudes toward the older generation.

In a 2003 article, Hodges (176) discussed how, during the turbulent 1960s, science fiction programs on television reflected the public's attitudes toward the older generation.

For online materials from outside of the course: Use **author-date** format as above, but **include the source URL as a hyperlink attached to the title** of the source. **No bibliography entry is required.**

The original series often told stories developed from recent current events and reflects the attitudes of 1960's culture (Bailey, "[Plagiarism in Pop Culture](#)," 2017)

Note that in this example, the "[title](#)" of the article is added (with hyperlink) after the author's name.

For other non-online materials from outside the course (e.g., books, hardcopy media, other situations): Use **author-date** format as above, and **include a full citation per AU-1, Appendix B, in the selected bibliography.**

Star Trek's rise to status as a cultural icon was predicted in Gerrold's seminal work (1973, 64), long before the launch of the movie series in 1979 or its television reboot in 1987.

Gerrold, David A. *The World of Star Trek*. New York: Ballantine, 1973. (Sample bibliography entry)

These rules are summarized below.

Source of Material	Include in Citation	Bibliography	Notes
Course	Author(s), year, page number	No	1, 3, 4
Non-Course (Available Online)	Author(s), title, year, page number *Embed hyperlink to source material in title*	No	2, 3, 4
Non-Course (Not online)	Author(s), title, year, page number	Yes	2, 3, 4

Notes:

1. No author. List the title in place of author (in "quotes" for articles, *italicized* for book titles).
2. No author. Leave author blank.
3. No year. Insert "n.d." (no date, quotes not required) as year.
4. No page number. Insert description of location (e.g., paragraph number or heading), otherwise leave blank.

## Why an eSchool Style Guide?

One of the most common questions (from both learners and faculty) is *why does the eSchool need its own style guide?* The answer should be obvious from its simplicity. The ultimate goal of the eSchool is learning. The simplified author-date system places the focus on learning and attributing sources, not on obscure formatting rules designed for formal publication. Should you have questions on this guide, visit the [writing section of the eSchool Resource Center](#), or contact your instructor.