

**NOTE:** The key distinction between the business style and the academic style lies in a slightly different sequence of elements and a slightly different form of punctuation:

**BUSINESS STYLE:** . . . publisher, place of publication, year of publication . . .

**ACADEMIC STYLE:** . . . (place of publication: publisher, year of publication) . . .

The following patterns for books (in ¶¶1514–1521) show only the business style. However, you can readily convert them to the academic style by simply changing the treatment of publisher, place of publication, and year of publication.

➡ *For the academic style for entries in bibliographies, see ¶1549c.*

### c. Citing Online Books

(1) If a printed book has been made available online and you have consulted the online version, you need to add only two elements at the end of the basic pattern for books: the URL and the date on which you accessed this source.

<sup>1</sup>Author, *book title*, publisher, place of publication, year of publication, page number [if needed], <URL>, **accessed on date**.

<sup>1</sup>William Still, *The Underground Railroad*, Porter & Coates, Philadelphia, 1872, <<http://invictus.quinnipiac.edu/ugrrmain.html>>, accessed on May 28, 2010.

(2) If a book has never been published in a printed form and is available only online, use this pattern:

<sup>1</sup>Author, *book title*, page number [if needed], date of posting,\* <URL>, **accessed on date**.

<sup>1</sup>David Gettman, *The Twinkle Theory*, n.d., <<http://www.onlineoriginals.com/freetitles/twinkle.prc>>, accessed on August 10, 2010.

## 1514 Book Title: With Edition Number

<sup>1</sup>Author, *book title*, edition number [if not the first edition], publisher, place, year, page number.

<sup>1</sup>Andrew Goodman, *Winning Results With Google AdWords*, 2d ed., McGraw-Hill Osborne, San Francisco, 2009, p. 305.

<sup>2</sup>James M. Kouzes and Barry Z. Posner, *The Leadership Challenge*, 4th ed., Jossey-Bass, San Francisco, 2008, p. 87. (For the use of *and* rather than *&* between authors' names, see ¶1537a, note.)

**NOTE:** Use an edition number only when the book is not in the first edition. If included, the edition number follows the main title and any related elements, such as the subtitle or the volume number and title. (For an example, see ¶1516.) The following forms are commonly used: *2d ed.*, *3d ed.*, *4th ed.*, and *rev. ed.* (for “revised edition”).

<sup>3</sup>Peter F. Drucker, *The Effective Executive: The Definitive Guide to Getting the Right Things Done*, rev. ed., Collins, New York, 2006, p. 402.

<sup>4</sup>Warren Buffett et al., *The Essays of Warren Buffett*, rev. ed., Lawrence A. Cunningham, New York, 2001. (For the use of *et al.* with an author's name, see ¶1537c.)

\*If the date of posting cannot be determined, insert the abbreviation *n.d.* (no date).