

# Online Report Reference Format

## General Format:

Author(s). (Year). *Title of Report* (Report No. if given). Name of Organization. URL

## Sample Reference:

Smith, J. A., & Lee, R. P. (2022). *Global Water Scarcity Report* (Report No. GW-2022-14). World Resources Institute.  
<https://www.wri.org/reports/global-water-scarcity-2022>

## Reference Elements:

- **Author(s):** List the author(s) in last name, initials format. Use an ampersand (&) before the last author.
- **Year:** Publication year in parentheses, followed by a period.
- **Title of Report:** Italicize the title and use sentence case. Add report number if available, in parentheses.
- **Organization:** Provide the name of the organization responsible for the report.
- **URL:** Include the direct link to the online report.

## Important Notes:

- Ensure all authors listed on the report are credited in the reference.
- If the report has no individual author, use the organization as the author.
- Use the most recent version of the URL that leads directly to the report.
- Check that the report number, if present, matches the original document exactly.
- Italicize the full title but not the organization or URL.