

Unpublished Report Reference Format (Sample)

Reference Format:

Author, A. A. (Year). *Title of report* (Report No. xxx if available). Unpublished manuscript, Name of Institution, Location.

Example:

Smith, J. R., & Lee, K. W. (2022). *Evaluation of community health interventions in rural areas*. Unpublished manuscript, Department of Public Health, University of Springfield, Springfield, IL.

Important Notes:

- Only use this format for reports not formally published or accessible to the public.
- Include as much information as possible to help readers locate the document.
- If a report number is assigned, include it after the title.
- Specify the institution and location where the report was produced.
- If retrieved from a private archive, personal possession, or similar, specify this in place of institution & location.