

References and Citations Formatting Standards

In-Text Citation Sample

According to Smith (2020), effective communication improves workplace productivity.

... or ...

Effective communication improves workplace productivity (Smith, 2020).

Reference List Example (APA Style)

1. Smith, J. A. (2020). *Communication strategies in modern organizations* (2nd ed.). Academic Press.
2. Miller, L. (2018). Effective teamwork. *Journal of Business Management*, 15(3), 100-112.
<https://doi.org/xx.xxxx/jbm.2018.12345>
3. Johnson, Robert, and Kevin Lee. *The Essentials of Leadership*. Leadership Journal Publishing, 2017.
4. World Health Organization. *Workplace Health Promotion*. 2019, <https://www.who.int/workplace-health/promotion>.

Important Notes

- Follow the required citation style (APA, MLA, etc.) strictly as per institution or publication guidelines.
- All in-text citations must have a corresponding entry in the reference list.
- References should be listed in alphabetical order by author's last name.
- Be consistent with formatting (punctuation, italics, indentation) throughout the document.
- Double-check URLs and DOIs for accuracy and accessibility.