

# 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.xxx/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.