Karen Patrias • Dan Wendling

Citing Medicine

The NLM Style Guide for Authors, Editors, and Publishers
2nd edition

Last Updated: August 5, 2020

National Library of Medicine (US), Bethesda (MD)

Citing Medicine provides assistance to authors in compiling lists of references for their publications, to editors in revising such lists, to publishers in setting reference standards for their authors and editors, and to librarians and others in formatting bibliographic citations.

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How to cite this publication:

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How to use this publication

Citing Medicine gives information on constructing citations at three levels:

1. **Diagrammed Citation** - Many people need to format a non-complex citation and want to know how to format a citation, without learning why it should be structured that way. The picture of the sample citation and the broad guidelines (what we're calling the Introduction) will be enough for many people in this group.
2. **General Rules and Examples** - A smaller number of people will need to view the General Rules and Examples sections to get more information. They either will have a specific problem to solve or their work requires them to build a general knowledge of citation that they can later apply to specific cases. For this group we lay out why citations are structured the way they are and show them what types of citations exist (Examples) and what special, difficult cases they may encounter (Specific Rules).
3. **Specific Rules** - A yet smaller number of people will need to enter the Specific Rules section to solve a specific problem, such as handling non-English citations.

The Library intends *Citing Medicine* to be an evolving publication. Join the CITINGMED LISTSERV at http://list.nih.gov/archives/citingmed.html to learn of additions and changes. Your comments and suggestions are welcome. Please submit them to us via the National Library of Medicine's Contact Form.

History

This publication updates and supersedes two existing publications:

National Library of Medicine Recommended Formats for Bibliographic Citation (1991).

National Library of Medicine Recommended Formats for Bibliographic Citation.Internet Supplement (2001).

Why a new edition?

1. NLM changed some of the rules for citations in MEDLINE/PubMed. For example, we changed the number of authors taken to all and added a period at the end of the journal title abbreviation.
2. The National Information Standards Organization issued a new standard for Bibliographic References in 2005 (ANSI/NISO Z39.29).
3. The volume and types of publications on the Internet have vastly increased. For example, instructions on citing wikis and blogs are now included.
4. We wished to incorporate the feedback received from users over the years. Users wanted:
   ○ More information about each type of publication, e.g., on the various possible titles for conferences
   ○ More information on each part of a citation, e.g., author surnames followed by III or Jr
   ○ More examples
   ○ HTML format

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writing. We also recommend that you link to the top level of *Citing Medicine* at http://www.nlm.nih.gov/citingmedicine whenever possible because this address will continue to be valid over time. More specific links to other pages in the publication may change.

Introduction

Citing Medicine provides assistance to authors in compiling lists of references for their publications, to editors in revising such lists, to publishers in setting reference standards for their authors and editors, and to librarians and others in formatting bibliographic citations.

If you wish to cite this publication, please use the following format:

> Patrias K. Citing medicine: the NLM style guide for authors, editors, and publishers [Internet]. 2nd ed. Wendling DL, technical editor. Bethesda (MD): National Library of Medicine (US); 2007 -   [updated 2015 Oct 2; cited *Year Month Day*]. Available from: http://www.nlm.nih.gov/citingmedicine

Background

Citing Medicine updates and supersedes two previous National Library of Medicine publications:

> Patrias K. National Library of Medicine recommended formats for bibliographic citation [Internet]. Bethesda (MD): The Library; 1991. Available from: http://www.nlm.nih.gov/pubs/formats/recommendedformats.pdf

> Patrias K. National Library of Medicine recommended formats for bibliographic citation. Supplement: Internet formats [Internet]. Bethesda (MD): The Library; 2001 Jul. Available from: http://www.nlm.nih.gov/pubs/formats/internet.pdf

As in the previous edition, it is not the purpose of the National Library of Medicine to create a new bibliographic standard with this publication, but rather to apply existing standards to complex biomedical material. NLM is an active member of the National Information Standards Organization (NISO) and its various published standards have been adopted for the Library's MEDLINE/PubMed database. This publication thus also serves to document the Library's rules for the structure of journal citations.

Instructions for citing a variety of print publications, audiovisual material such as videocassettes, CD-ROMs and DVDs, items found on the Internet, and unpublished material such as papers presented at meetings are found in *Citing Medicine*. Be aware, however, that individual publishers may not accept references to all the types of items presented here. Papers that have been accepted for publication but not yet published, papers or abstracts of papers that were never published, and written personal communication such as letters or e-mails in particular may not be approved. Consult the instructions to authors for the particular publisher.

Source Material

Three major sources are utilized in compiling *Citing Medicine*: the *MEDLARS Indexing Manual* of the National Library of Medicine (NLM); pertinent NISO standards, primarily ANSI/NISO Z39.29-2005 *Bibliographic References* (http://www.niso.org/); and relevant standards from the International Organization for Standardization (ISO), primarily ISO 690 *Documentation - Bibliographic References* (http://www.iso.org/).

In applying the rules presented by these three sources, the *MEDLARS Indexing Manual* is given preference. The NLM format as shown in this publication follows NISO in principle, but certain deviations are made, primarily in the interest of saving labor in producing MEDLINE/PubMed. Those familiar with the *Manual* are aware that its scope is limited to journal articles. However, if a precedent was established by the *Manual*, as for example with pagination and dates, this precedent is carried over into other types of bibliographic material. If no NLM precedent is available, then the NISO and ISO standards are followed.

Users should note that bibliography is not the same as cataloging. The references found in this publication will therefore not agree with the records found in the Library's LocatorPlus and NLM Catalog databases.

Structure

Citing Medicine is divided into 26 chapters, each one representing a separate bibliographic format. Formats range from print publications such as books and journals to blogs and wikis on the Internet. Both published and unpublished material is included. Two new chapters have been added since the previous edition: Manuscripts (Chapter 14) and Prints and Photographs (Chapter 17).

Each chapter has three distinct sections: Sample Citation and Introduction, Citation Rules, and Examples of Citations. The sample citation is a diagram with labels for all of the parts of a citation and includes punctuation; the introduction provides information on the primary factors in citing the particular format. We believe that this section will satisfy the needs of many users who need only cursory information.

Section two, Citation Rules, gives step-by-step instructions for constructing a citation. Each part of a citation is presented in the order in which it would appear in a reference. For each part, General Rules provide basic information (for example, authors should be listed surname first) and Specific Rules cover special situations, such as handling organizations as author. Each part is also labeled either a required or optional component of a reference. Required parts are those necessary to uniquely identify an item; optional parts provide additional information to assist in locating an item and/or deciding if it is worthwhile to obtain an item. For example, pagination is optional for books, but the length of a book usually can provide an indication of the coverage of the subject.

Finally, the third section, Examples of Citations, includes sample citations that illustrate the rules given in section two. These examples are obtained primarily from the NLM collection and a variety of online databases. Because of the large volume of references needed, it is not possible to verify all information with the original, as an author would for a list of references. All the URLs (Uniform Resource Locators) used for Internet references were valid at the date of citation shown, but their current validity cannot be assured.

All the references in the Examples section represent actual publications. However, some license is taken in the examples for the Specific Rules. In an effort to illustrate unusual situations that might occur for which no actual examples can be found, citation fragments are created.

Citing Medicine also contains six appendixes. Appendixes A through D consist of summary information from relevant ISO and other standards to assist the user. Appendix E contains official US and Canadian abbreviations for the names of states, provinces, and territories. Links from the Specific Rules to these appendixes are made throughout the publication. Appendix F contains exceptions to NISO standards and *Citing Medicine* for nine citation elements found in Chapter 1A Journal Articles and Chapter 23A Journal Articles on the Internet

Application

Although this publication permits a number of variations in format, the user should be consistent in applying them throughout a reference list. For example, if the full journal title is used instead of the title abbreviation in one reference, it should be used in all journal article references.

The user may also wish to consider the purpose for which the references are being created. For example, *Citing Medicine* permits the publisher name to be given in an abbreviated format if the author and publisher are the same. Thus if the University of Virginia is the author, it may be abbreviated to "The University" as publisher. However, if the references will be used in a database in which the publisher name is searchable, the name should be given in full in both places.

When citing any type of format, one rule is primary: an author should never place in a reference list a document that he or she has not seen. The medical literature is full of references that have been cited from other references, serving only to perpetuate erroneous information. If a document is important enough to be cited in a reference list, it is equally important to examine the original for citation information.

Internet publication has created the new complication of citing the version seen. Many publishers are producing documents such as books and journals in multiple versions - in print, CD-ROM or DVD, and the Internet. These versions may appear identical in content, but because errors or other changes may have been introduced in the conversion from one format to another, they may in fact differ in significant ways. Also, once a document is in electronic format, changes and additions can easily be made that further distance the content from the more fixed print version. Always cite the specific version seen. In particular, do not cite a document as if it were a print one when the electronic version was used.

Reference Lists Versus In-Text References

References are presented in two ways in medical publications. At the end of a journal article, book, or book chapter, all of the references that contributed to the work are presented in a list called references, end references, literature cited, or bibliography. Within the text of a publication, individual references are presented in an abbreviated format that refers back to the list. These abbreviated references within the text are called "in-text references."

Three major systems of in-text references are used by medical publishers: citation-sequence, citation-name, and name-year. See *Scientific Style and Format* (7th ed. Reston (VA): Council of Science Editors; 2006) for a detailed discussion of all three systems.

In the citation-sequence system, numbers are used to refer to the reference list. References are numbered in the list in the order they first appear in the text. For example, if a reference by Zelinski is the first one referred to in the text, then the Zelinski reference is number one in the list.

In the citation-name system, numbers are also used in the text to refer to the reference list. However, the references in the list are numbered in alphabetical order by author. Thus a reference authored by Adam would be number 1, by Baker number 2, etc. These numbers are used in the text regardless of the order in which they appear.

Finally, in the name-year system, in-text references consist of the surname of the author and the year of publication, usually enclosed in parentheses, such as (Smith 2006). The list of references is ordered first by author, then by year.

Both the citation-sequence and citation-name systems format parts of references in the same order that they are found in *Citing Medicine*. In the name-year system the date of publication is taken out of order and placed after the author or after the title if there is no author. To accommodate those users who prefer using the name-year system, instructions are provided in each chapter in the Special Rules under "Options for date of publication."

The Library intends *Citing Medicine* to be an evolving publication. Join the publication's e-mail list at http://list.nih.gov/archives/citingmed.html to learn of additions and changes. Your comments and suggestions are welcome. Please submit them to us via the National Library of Medicine's Contact Form.

2015 Foreword

NLM conceived this 2nd edition after the 2005 revision of ANSI/NISO Z39.29 Bibliographic References published by the National Information Standards Organization. Some of the changes in that revision addressed the then new and evolving content appearing on the Internet. Since that time, there have been numerous changes in publishing. Researchers often use electronic rather than print materials thanks to ready access, and determining the type of Web resource one is referencing has become difficult as differences between Web sites, online books, online databases, etc. are disappearing and all are searchable.

As we are making changes and adding more examples to *Citing Medicine*, we are also waiting to see if there will be changes in ANSI/NISO Z39.29. In 2010 the ANSI/NISO standard was renewed, as revisions to a sister international standard (ISO/FDIS 690 Information and documentation – Guidelines for bibliographic references and citations to information resources) was being voted on. Now ANSI/NISO Z39.29 is again due for review. The standard is in need of updating, and perhaps simplification. Some examples:

For materials on the Internet the medium designator [Internet] is required following the title, and the URL is required. In 2015, almost everyone recognizes a string starting with http: or https: or doi: as a URL or address for something on the Internet. Do we still need to require Internet in brackets as a medium designator?

Citations are slightly different between books on the Internet, databases on the Internet, and Web sites, and different in print and electronically depending on if a smaller section is a contribution to or just a part of the whole. As the Internet evolves, a lot of content today is created directly for the Internet, not reformatted from print materials. Materials that started out as books on the Internet have sometimes become more database-like than book-like, searched to find the relevant information rather than read as whole books or chapters. Does it still make sense to follow publisher information for a Web site or book or single database on the Internet with a semicolon, but to end the publisher information for serial databases and retrieval systems with a period?

Today Internet resources may not readily provide information on who is responsible for the content, and where that person or organization may be. For example, a site may provide an organization name, but have no indication of where that organization is geographically. Authors can spend hours searching for this information to include it in brackets, or choose the allowable [publisher unknown], [place unknown], etc. However, is it helpful to indicate the information not known?

Perhaps it is time to rethink the necessary information to identify a cited work today, and to better standardize citations across different media and publication types. Authorship, titles, and dates (content created or published, revised, and cited if on the Internet) are still crucial – but what else is essential? In addition, is it possible to apply the same order and punctuation to all references? Print materials are still used and need consideration; however, electronic resources prevail and citing these materials needs to be simplified.

NLM hopes for a future simplification of the national standard for bibliographic references.

/Joyce E.B. Backus /

Joyce Backus

Associate Director for Library Operations

National Library of Medicine

Foreword

The Internet has fundamentally changed the publishing model that authors, editors and publishers have followed for centuries. Information that took months or years to publish, edit and distribute in print is now produced and available to the public worldwide on an accelerated schedule. Despite changes brought by technology, the need to accurately cite the source of information for scholarly publication remains. And, while the need to cite remains, the challenges of collecting and reporting accurate, lasting citation information have increased tremendously. Electronic publishing creates new issues of impermanence that paper did not present.

With this publication, *Citing Medicine*, the National Library of Medicine strives to provide those charged with capturing an accurate scholarly citation with a guide to do so in this new era of electronic information, both permanent and ephemeral. We hope you find it useful in your pursuit of scholarship and the published word. We welcome your suggestions for improving *Citing Medicine* in the future.

/Sheldon Kotzin/

Sheldon Kotzin
Associate Director for Library Operations
National Library of Medicine

Citing Published Print Documents

Chapter 1. Journals

Created: October 10, 2007; Updated: May 18, 2018.

Journals are a particular type of periodical. These same rules and examples can be used for magazines and other types of periodicals.

A. Journal Articles

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

B. Parts of Journal Articles

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

C. Entire Journal Titles

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

See also:

Chapter 11A Forthcoming ("in press") Journal Articles

Chapter 16 Journals in Audiovisual Formats

Chapter 19 Journals on CD-ROM, DVD, Disk

Chapter 23 Journals on the Internet

A. Sample Citation and Introduction to Citing Journal Articles

The general format for a reference to a journal article, including punctuation:
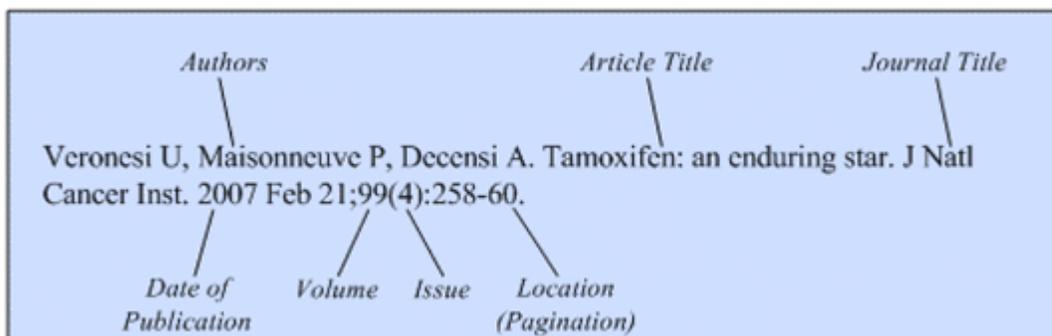
Examples of Citations to Journal Articles

By tradition, the rules for formatting references to journal articles permit greater abbreviation compared to books:

- Journal references omit information on place of publication and publisher, whereas book references carry these details.

- The words "volume" and "number" (or their abbreviations) are usually omitted when citing journal articles, but are included when citing books.
- Journal titles are abbreviated; book titles are not.

This brevity in citing journal articles stems from the need to conserve space in printed bibliographies and the early databases.

Following are some important points concerning citing journal articles:

- Cite the journal name that was used at the time of publication. For example, the British Medical Journal officially changed title to BMJ in 1988. Cite articles from 1987 and earlier as Br Med J, not BMJ.
- Cite the version you saw. For example, do not cite the print version if you have used the Internet one.
- Do not include a header, such as "news", "case report", or "clinical study", as part of the article title, unless the table of contents for the journal issue indicates that it is.
- Use caution when employing typography, such as bold type and italics, to indicate parts of a journal article citation. Too many variations in type styles may actually make the reference harder to read.

The source for journal title, volume, issue, and date information is, in order of preference: (1) the title page of the issue, (2) the issue cover, and (3) the masthead. Running headers or footers may not carry the official title of a journal and date and issue information may be missing from these locations.

Continue to Citation Rules with Examples for Journal Articles.

Continue to Examples of Citations to Journal Articles.

Citation Rules with Examples for Journal Articles

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Author Affiliation (O) | Article Title (R) | Article Type (O) | Journal Title (R) | Edition (R) | Type of Medium (R) | Date of Publication (R) | Supplement/Part/Special Number to a Date (R) | Volume Number (R) | Supplement/Part/Special Number to a Volume (R) | Issue Number (R) | Supplement/Part/Special Number to an Issue (R) | Location (Pagination) (R) | Physical Description (O) | Language (R) | Notes (O)

Author for Journal Articles (required)

General Rules for Author

- List names in the order they appear in the text
- Enter surname (family or last name) first for each author
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
- Give all authors, regardless of the number
- Separate author names from each other by a comma and a space
- End author information with a period

See exceptions for Author in Appendix F: Notes for Citing MEDLINE® /PubMed®.

Specific Rules for Author

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank within a family, such as Jr and III
- Names appearing in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Organizations as author
- No author can be found
- Options for author names

Box 1. Surnames with hyphens and other punctuation in them.

- Keep hyphens within surnames

    Estelle Palmer-Canton   *becomes*   Palmer-Canton E

    Ahmed El-Assmy   *becomes*   El-Assmy A

- Keep particles, such as O', D', and L'

    Alan D. O'Brien   *becomes*   O'Brien AD

    Jacques O. L'Esperance   *becomes*   L'Esperance JO

    U. S'adeh   *becomes*   S'adeh U

- Omit all other punctuation in surnames

    Charles A. St. James   *becomes*   St James CA

Box 2. Other surname rules.

- Keep prefixes in surnames

    Lama Al Bassit   *becomes*   Al Bassit L

    Jiddeke M. van de Kamp   *becomes*   van de Kamp JM

    Gerard de Pouvourville   *becomes*   de Pouvourville G

- Keep compound surnames even if no hyphen appears

    Sergio Lopez Moreno   *becomes*   Lopez Moreno S

    Jaime Mier y Teran   *becomes*   Mier y Teran J

    Virginie Halley des Fontaines   *becomes*   Halley des Fontaines V

    [If you cannot determine from the article whether a surname is a compound one or a combination of a middle name and a surname, look to the table of contents of the issue or an annual or other index for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

Box 2 continued from previous page.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
    - Treat letters marked with a diacritic or accent as if they are not marked

        Å *treated as* A

        Ø *treated as* O

        Ç *treated as* C

        Ł *treated as* L

        à *treated as* a

        ĝ *treated as* g

        ñ *treated as* n

        ü *treated as* u

    - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ *treated as* ae

        œ *treated as* oe

Box 3. **Given names containing punctuation, a prefix, a preposition, or particle.**

- Disregard hyphens joining given (first or middle) names

    Jean-Louis Lagrot *becomes* Lagrot JL

- Use only the first letter of given names and middle names when they contain a prefix, a preposition, or other particle

    D'Arcy Hart *becomes* Hart D

    W. St. John Patterson *becomes* Patterson WS

    De la Broquerie Fortier *becomes* Fortier D

    Craig McC. Brooks *becomes* Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

    Ch. Wunderly *becomes* Wunderly C

    C. Fr. Erdman *becomes* Erdman CF

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter when the original initial is represented by more than one letter

> Iu. A. Iakontov   *becomes*   Iakontov IuA
>
> G. Th. Tsakalos   *becomes*   Tsakalos GTh

Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors that follow a personal name, such as M.D.

  James A. Reed, M.D., F.R.C.S.   *becomes*   Reed JA

  Katherine Schmidt, Ph.D.   *becomes*   Schmidt K

  Robert V. Lang, Major, US Army   *becomes*   Lang RV

- Omit rank and honors that precede a name, such as Colonel or Sir

  Sir Frances Hildebrand   *becomes*   Hildebrand F

  Dr. Kristine Eberhard   *becomes*   Eberhard K

  Captain R. C. Williams   *becomes*   Williams RC

Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals

  Examples:

  Vincent T. DeVita, Jr.   *becomes*   DeVita VT Jr

  James G. Jones II   *becomes*   Jones JG 2nd

  John A. Adams III   *becomes*   Adams JA 3rd

  Henry B. Cooper IV   *becomes*   Cooper HB 4th

Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names when the original initial is represented by more than one letter

  Iu. A. Iakontov   *becomes*   Iakontov IuA

  G. Th. Tsakalos   *becomes*   Tsakalos GTh

Box 6 continued from previous page.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ◦ Treat letters marked with a diacritic or accent as if they are not marked

        Å *treated as* A

        Ø *treated as* O

        Ç *treated as* C

        Ł *treated as* L

        à *treated as* a

        ĝ *treated as* g

        ñ *treated as* n

        ü *treated as* u

    ◦ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ *treated as* ae

        œ *treated as* oe

Box 7. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may be an author.

- Omit "The" preceding an organizational name

    The American Cancer Society *becomes* American Cancer Society

- If a division or other part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

    American Medical Association, Committee on Ethics.

    International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

    American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

    National Academy of Sciences (US).

    Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

Box 7 continues on next page...

Canadian Association of Orthodontists; Canadian Dental Association.

American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization(s) appear on the title page of an article as authors, give both, in the order they appear in the article, and separate them by a semicolon

    Sugarman J, Getz K, Speckman JL, Byrne MM, Gerson J, Emanuel EJ; Consortium to Evaluate Clinical Research Ethics.

    Pinol V, Castells A, Andreu M, Castellvi-Bel S, Alenda C, Llor X, Xicola RM, Rodriguez-Moranta F, Paya A, Jover R, Bessa X; Spanish Gastroenterological Association, Gastrointestinal Oncology Group.

    Margulies EH; NISC Comparative Sequencing Program; Maduro VV, Thomas PJ, Tomkins JP, Amemiya CT, Luo M, Green ED.

- For names of organizations in languages other than English:

    ○ Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. When possible follow a non-English name with a translation, placed in square brackets.

        Istituto di Fisiologia Clinica del CNR.

        Universitatsmedizin Berlin.

        Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

    ○ Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. When possible follow a non-English name with a translation. Place all translations in square brackets.

        Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

        or

        [Russian Respiratory Society].

    ○ Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

        [Chinese Medical Society].

    ○ Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

        ■ Treat letters marked with a diacritic or accent as if they are not marked

            Å *treated as* A

            Ø *treated as* O

Box 7 continued from previous page.

Ç   *treated as*   C

Ł   *treated as*   L

à   *treated as*   a

ĝ   *treated as*   g

ñ   *treated as*   n

ü   *treated as*   u

- ▪ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ   *treated as*   ae

œ   *treated as*   oe

Box 8. No author can be found.

- If no person or organization can be found as the author but editors or translators are present, begin the reference with the names of the editors or translators. Follow the same rules used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.

    Morrison CP, Court FG, editors.

    Walser E, translator.

- If no person or organization can be identified as the author and no editors or translators are given, begin the reference with the title of the article. Do not use anonymous.

    New accreditation product approved for systems under the ambulatory and home care programs. Jt Comm Perspect. 2005 May;25(5):8.

Box 9. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon.

    Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A. Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors or first six authors. Follow the last named author by a comma and "et al." or "and others."

    Rastan S, Hough T, Kierman A, et al.

    Adler DG, Baron TH, Davila RE, Egan J, Hirota WK, Leighton JA, and others.

- If both individuals and an organization or organizations appear on the title page of an article as authors, the individuals may be given as the author and the organization listed at the end of the reference as a note

Box 9 continued from previous page.

> Cox JL, Ramer SA, Lee DS, Humphries K, Pilote L, Svenson L, Tu JV. Pharmacological treatment of congestive heart failure in Canada: a description of care in five provinces. Can J Cardiol. 2005 Mar 15;21(4):337-43. Authors are investigators of the Canadian Cardiovascular Outcomes Research Team.

Examples for Author

1. Standard journal article

2. Journal article with many authors

3. Journal article with optional limit to the number of authors

4. Journal article with organization as author

5. Journal article with organization as author, with subsidiary part of the organization included

6. Journal article with multiple organizations as author

7. Journal article with multiple organizations as author, with subsidiary part of the organization included

8. Journal article with governmental body as author

9. Journal article with both a personal author and an organization as author

10. Journal article with a personal author and more than one organization as author

11. Journal article with a personal author and note on the organization, as recommended by NISO

12. Journal article authors with designations of rank within a family

13. Journal article authors with compound last names (give as found in the article)

14. Journal article author names with particles, prepostitions, prefixes (give as found in the article)

15. Journal article authors with romanized names

16. Journal article with no author provided

Author Affiliation for Journal Articles (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/ country
- Use commas to separate parts of the affiliation
- Place the affiliation in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the closing parenthesis, unless it is the affiliation of the last author, then use a period

See exceptions for Author Affiliation in Appendix F: Notes for Citing MEDLINE® /PubMed®

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names not in English
- Names for cities and countries not in English

Box 10. Abbreviations in affiliations.

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

    Examples:

    Acad. for Academy

    Assoc. for Association

    Co. for Company

    Coll. for College

    Corp. for Corporation

    Dept. for Department

    Div. for Division

    Inst. for Institute or Institution

    Soc. for Society

    Univ. for University

    See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference, abbreviate the same word in all references.

Box 11. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears in the publication

- Do not end an e-mail address with a period

- Place the e-mail address within the closing parenthesis for the author affiliation

    Example:

    Box 11 continues on next page...

> Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

Box 12. Organizational names not in English.

- Give the affiliation of all authors or only the first author

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or two-letter ISO country code (see Appendix D) if non-US

- For non-English organizational names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.), provide the name in the original language

    Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

    Pinet LM (Departamento de Servicios de Salud de Emergencia, Escuela de Posgrado, Universidad de Maryland, Condado de Baltimore, USA. lpinetl@umbc.edu).

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucuresti), Burcos T, Ungureanu CD, Zodieru-Popa I.

    Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese)

    Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with a diacritic or accent as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

Box 12 continued from previous page.

> ĝ   *treated as*   g
>
> ñ   *treated as*   n
>
> ü   *treated as*   u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

> æ   *treated as*   ae
>
> œ   *treated as*   oe

- Use the English form of names for cities and countries when possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

- Place the affiliation in parentheses

Box 13. **Names for cities and countries not in English.**

- Use the English form for names of cities and countries when possible. However, the name as found on the publication may always be used.

> Moskva   *becomes*   Moscow
>
> Wien   *becomes*   Vienna
>
> Italia   *becomes*   Italy
>
> Espana   *becomes*   Spain

Examples for Author Affiliation

17. Journal article with author affiliation included (give the affiliation of only the first author or all authors)

Article Title for Journal Articles (required)

General Rules for Article Title

- Enter the title of an article as it appears in the publication
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless some other form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Translate non-English titles into English; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it or an Article Type follows it

See exceptions for Article Title in Appendix F: Notes for Citing MEDLINE® /PubMed®

Specific Rules for Article Title

- Article titles not in English
- Article titles in more than one language
- Translated article titles ending in punctuation other than a period
- Article titles containing a Greek letter, chemical formula, or other special character

- Article titles with headers
- No article title can be found

Box 14. **Article titles not in English.**

- Translate article titles not in English

- Place all translated titles in square brackets

- Indicate the language after the location (pagination), followed by a period

  Examples:

  > Wilkniss SM, Hunter RH, Silverstein SM. [Multimodal treatment of aggression and violence in individuals with psychosis]. Sante Ment Que. 2004 Autumn;29(2):143-74. French.

  > Batysheva TT, Kostenko EV, Ryl'skii AV, Boiko AN. [Movalis in treatment of painful shoulder syndrome in poststroke patients]. Zh Nevrol Psikhiatr Im S S Korsakova. 2004;104(12):60-1. Russian.

  > Itabashi M, Yoshida K, Kameoka S. [Sentinel node navigation surgery for colorectal cancer]. Gan To Kagaku Ryoho. 2005 Apr;32(4):557-60. Japanese.

- When possible, place the original language title or romanized title before the translation

  - Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

    > Neue Nifedipin-Zubeitung ermoglicht tagliche Einmalgabe [New nifedipine preparation makes single daily dose possible]. Fortschr Med. 1997 Nov 30;115(33):[following p. 54]. German.

  - Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - Treat letters marked with diacritics or accents as if they are not marked

      > Å *treated as* A
      >
      > Ø *treated as* O
      >
      > Ç *treated as* C
      >
      > Ł *treated as* L
      >
      > à *treated as* a
      >
      > ĝ *treated as* g
      >
      > ñ *treated as* n
      >
      > ü *treated as* u

    - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

      > æ *treated as* ae

Box 14 continues on next page...

Box 14 continued from previous page.

<div style="text-align:center">œ   *treated as*   oe</div>

- In PubMed, use the TT field in the MEDLINE display to locate the original language or romanized title for most article titles except those in character-based languages (Chinese, Japanese)

   Example:

   Wilkniss SM, Hunter RH, Silverstein SM. Traitement multimodal de l'agressivite et de la violence chez des personnes souffrant de psychose [Multimodal treatment of aggression and violence in individuals with psychosis]. Sante Ment Que. 2004 Autumn;29(2):143-74. French.

Box 15. Article titles in more than one language.

- If an article is written in English and another language(s):

   - Give the English language version of the article title

   - List all languages of publication, separated by commas, after the location (pagination)

   - Capitalize the language names

   - End the list of languages with a period

      Example:

      Palmese S, Pezza M, De Robertis E. Hypophosphatemia and metabolic acidosis. Minerva Anestesiol. 2005 May;71(5):237-42. English, Italian.

- If an article is written in more than one language and none of them is English:

   - Translate into English the version of the title that appears first

   - Place the translation in square brackets

   - List all languages of publication, separated by commas, after the location (pagination)

   - Capitalize the language names

   - End the list of languages with a period

      Example:

      Shaha M, Rabenschlag F, Holzer R. [Lowering stress levels in the workplace]. Krankenpfl Soins Infirm. 2005;98(4):10-3, 40-3, 62-5. French, German, Italian.

- As an option, when an article title is presented in two or more equal languages, as often occurs in Canadian publications:

   - Give all titles in the order in which they are presented in the text

   - Separate them with an equals sign

   - List all languages of publication, separated by commas, after the location (pagination)

   - Capitalize the language names

Box 15 continued from previous page.

- End the list of languages with a period

  Example:

  > Aouizerate P, Guizard M. Prise en charge des thrombocytopenies induites par l'heparine = Management of heparin-induced thrombocytopenia. Therapie. 2002;57(6):577-88. French, English.

Box 16. Translated article titles ending in punctuation other than a period.

- Most article titles end in a period. When a translation of an article title is provided, place it in square brackets, with a closing period outside the right bracket.

  > Vazquez de la Iglesia F, Fernandez Gonzalez S. [Method for the study of pulmonary function in laryngectomized patients]. Acta Otorrinolaringol Esp. 2006 Jun-Jul;57(6):275-8. Spanish.

  or

  > Vazquez de la Iglesia F, Fernandez Gonzalez S. Metodo para el estudio de la funcion pulmonar en los laringectomizados [Method for the study of pulmonary function in laryngectomized patients]. Acta Otorrinolaringol Esp. 2006 Jun-Jul;57(6):275-8. Spanish.

- If a translated article title ends in another form of punctuation, keep that punctuation. Place the title in square brackets, with a closing period outside the right bracket.

  > Minvielle E. [Quality criteria in medicine: which limits?]. Ann Urol (Paris). 2006 Jun;40(3):184-91. French.

  or

  > Minvielle E. Les criteres de qualite en medecine: jusqu' ou aller? [Quality criteria in medicine: which limits?]. Ann Urol (Paris). 2006 Jun;40(3):184-91. French.

Box 17. Article titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of an article title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

  > Hubbard AR. von Willebrand factor standards for plasma and concentrate testing. Semin Thromb Hemost. 2006 Jul;32(5):522-8.

  > Sun Y. p53 and its downstream proteins as molecular targets of cancer. Mol Carcinog. 2006 Jun;45(6):409-15.

  > Panthong K, Garson MJ, Bernhardt PV. 1,3-dimethylisoguanine. Acta Crystallogr C. 2006 Apr;62(Pt 4):o193-5.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

Box 17 continued from previous page.

> Jagetia GC, Baliga MS, Venkatesh P. Influence of seed extract of *Syzygium Cumini* (Jamun) on mice exposed to different doses of γ-radiation. J Radiat Res (Tokyo). 2005 Mar;46(1):59-65.
>
> *may become*
>
> Jagetia GC, Baliga MS, Venkatesh P. Influence of seed extract of *Syzygium Cumini* (Jamun) on mice exposed to different doses of gamma-radiation. JRadiat Res (Tokyo). 2005 Mar;46(1):59-65.

- If a title contains superscripts or subscripts than cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

    > Ripoche P, Bertrand O, Gane P, Birkenmeier C, Colin Y, Cartron JP. Human Rhesus-associated glycoprotein mediates facilitated transport of NH_3 into red blood cells. Proc Natl Acad Sci U S A. 2004 Dec 7;101(49):17222-7.
    >
    > *may become*
    >
    > Ripoche P, Bertrand O, Gane P, Birkenmeier C, Colin Y, Cartron JP. Human Rhesus-associated glycoprotein mediates facilitated transport of NH(3) into red blood cells. Proc Natl Acad Sci U S A. 2004 Dec 7;101(49):17222-7.

Box 18. Article titles with headers.

- Journal articles sometimes contain a header (such as news, case report, or clinical study) at the top of the page to indicate a section of the issue. Do not include a header as part of the article title unless the table of contents for the journal issue indicates that it is.

Box 19. No article title can be found.

- Occasionally an article does not appear to have any title; the article simply begins with the text. In this circumstance, create a title from the first few words of the text and place it in square brackets. Use enough words to make the constructed title meaningful.

Examples for Article Title

18. Journal article in a language other than English

19. Journal article in a language other than English with optional original language title included

20. Journal article published in two equal languages

21. Journal article published in multiple languages

22. Journal article title beginning with a lower case letter

23. Journal article title with special characters

Article Type for Journal Articles (optional)

General Rules for Article Type

- An article type alerts the user that the reference is to an abstract of an article or a letter to the editor, not a full article. Content designator is another phrase for this.
- Place [abstract] or [letter] after the article title
- Other article types are also available though used less often, such as book review, editorial, or interview
- Follow the bracketed article type with a period placed outside the closing bracket

See exceptions for Article Type in Appendix F: Notes for Citing MEDLINE® /PubMed®

Specific Rules for Article Type

- Article titles ending in punctuation other than a period
- Article titles not in English

Box 20. Articles titles ending in punctuation other than a period.

- Most journal article titles end in a period. Place [letter] or [abstract] inside the period.

  Sundset R, Green KG, Kanter EM, Yamada KA. Increased cardiac Connexin45 results in uncoupling and spontaneous ventricular arrhythmias in mice [abstract]. Circulation. 2004 Oct 26;110(17 Suppl):III192.

  Inoue K, Takano H, Yanagisawa R, Yoshikawa T. Eosinophilic pneumonia and arthritis [letter]. Chest. 2005 Jun;127(6):2294-5.

- If an article title ends in another form of punctuation, keep that punctuation and follow [letter] or [abstract] with a period

  Bhat YM, McGrath KM, Bielefeldt K. Bravo pH monitoring: should we exclude the first 6 hours? [abstract]. Gastroenterology. 2002 Apr;128(4 Suppl 2):A392.

  Challoner A. Horizon: Does the MMR jab cause autism? Has the fat lady sung then? [letter]. BMJ. 2005 Jul 9;331(7508):111.

  McLeod GA, Columb MO. Moles, weights and potencies: freedom of expression! [letter]. Br J Anaesth. 2005 Jul;95(1):110-1.

Box 21. Article titles not in English.

- Most journal article titles end in a period. When a translation of a journal article title is used as the title, place it in square brackets. Place (letter) or (abstract) within the square brackets.

  Rivera M, Lizarraga JP, Pantoja F, Pantoja R. [Study of nasal permeability in patients with operated unilateral clefts (letter)]. Rev Stomatol Chir Maxillofac. 2005 Jun;106(3):192-4. French.

- If a translated article title ends in another form of punctuation, keep that punctuation. Place (letter) or (abstract) within the square brackets and end title information with a period.

  Rotenberg DK. [Eat less, exercise more! (letter)]. Ugeskr Laeger. 2005 Jun 20;167(25-31):2797. Danish.

Box 21 continues on next page...

Box 21 continued from previous page.

> Reimer M. [Peripheral facial paralysis? Exclude borreliosis, perform LP! (letter)]. Lakartidningen. 2005 Apr 25-May 1;102(17):1358. Swedish.

- When the original language or romanized title and a translation are provided, place [letter] or [abstract] after the translation. End title information with a period placed outside the closing bracket.

> Rivera M, Lizarraga JP, Pantoja F, Pantoja R. Etude de la permeabilite nasale dans les fentes unilaterales operees [Study of nasal permeability in patients with operated unilateral clefts] [letter]. Rev Stomatol Chir Maxillofac. 2005 Jun;106(3):192-4. French.

> Rotenberg DK. Aed mindre, motioner mere! [Eat less, exercise more!] [letter]. Ugeskr Laeger. 2005 Jun 20;167(25-31):2797. Danish.

Examples for Article Type

24. Journal article with type of article indicated

Journal Title for Journal Articles (required)

General Rules for Journal Title

- Enter a journal title in the original language
- Cite the journal name that was used at the time of publication. For example, the British Medical Journal officially changed title to BMJ in 1988. Cite articles from 1987 and earlier as Br Med J, not BMJ.
- Abbreviate significant words in a journal title (see Abbreviation rules for journal titles) and omit other words, such as articles, conjunctions, and prepositions
- Capitalize all remaining title words, including abbreviations
- End the journal title with a period unless an Edition or a Type of Medium is included, then use a space

See exceptions for Journal Title (Journal Title Abbreviation) in Appendix F: Notes for Citing MEDLINE® / PubMed®

Box 22. **Abbreviation rules for journal titles.**

- Abbreviate and capitalize significant words in a journal title and omit other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and, L'.

> The Journal of Biocommunication   *becomes*   J Biocommun.

> La Pediatria Medica e Chirurgica   *becomes*   Pediatr Med Chir.

> L'Orthodontie Francaise   *becomes*   Orthod Fr.

A list of the abbreviations for common English words used in journal titles is in Appendix A. Other sources for title-word abbreviations are:
- The NLM Catalog, which includes an interface to search by journal title, and the complete active PubMed title list.
- Appendix B for non-NLM sources

Box 22 continues on next page...

Box 22 continued from previous page.

- Do not abbreviate journal titles that consist of a single word or titles written in a character-based language such as Chinese or Japanese

    Virology. *remains* Virology.

    Kansenshogaku Zasshi. *remains* Kansenshogaku Zasshi.

- Do not include journal subtitles as part of the abbreviated title

    JAMA: the Journal of the American Medical Association *becomes* JAMA.

    Injury Prevention: Journal of the International Society for Child and Adolescent Injury Prevention *becomes* Inj Prev.

- Omit any punctuation in a title

    Journal of Neuro-Oncology *becomes* J Neurooncol.

    Drug-Nutrient Interactions *becomes* Drug Nutr Interact.

    Women's Health *becomes* Womens Health.

    Oral Surgery, Oral Medicine, Oral Pathology, Oral Radiology, and Endodontics *becomes* Oral Surg Oral Med Oral Pathol Oral Radiol Endod.

- Some bibliographies and online databases show a place of publication after a journal title, such as Clin Toxicol (Phila). This practice is used to show that two or more journal titles with the same name reside in a library collection or database; the name of the city where the journal is published distinguishes the titles. The city is usually shown in abbreviated format following the same rules used for words in journal titles, as Phila for Philadelphia in the example above. If you use a bibliography or database such as PubMed to verify your reference and a place name is included, you may keep it if you wish.

- See also *Construction of National Library of Medicine Title Abbreviations*

Specific Rules for Journal Title

- Abbreviation rules for journal titles
- Single word journal titles
- Non-English journal titles
- Journal titles appearing in more than one language
- Journals appearing in different editions
- Options for journal titles

Box 23. **Single word journal titles.**

- Do not abbreviate journal titles consisting of a single word, regardless of language.

    Urology. *remains* Urology.

    Harefuah. *remains* Harefuah.

Box 24. **Non-English journal titles.**

- For non-English journal titles written in the roman alphabet (French, German, Spanish, Italian, etc.):

    ○ Provide the title in the original language

    ○ Abbreviate it according to the Abbreviation rules for journal titles

    ○ Capitalize all remaining words, including abbreviations

    ○ Indicate the language of the article after the location (pagination)

    Example:

    Wilkniss SM, Hunter RH, Silverstein SM. [Multimodal treatment of aggression and violence in individuals with psychosis]. Sante Ment Que. 2004 Autumn;29(2):143-74. French.

- For a journal title in Cyrillic, Greek, Arabic, Hebrew, or Korean:

    ○ Romanize (write in the roman alphabet) the title. A good authority for romanization is the *ALA-LC Romanization Tables*.

    ○ Abbreviate it according to the Abbreviation rules for journal titles

    ○ Capitalize all remaining title words, including abbreviations

    ○ Indicate the language of the article after the location (pagination)

    Examples:

    Neurenberger E, Bishai WR, Groose JH. [Latent tuberculosis infection]. Probl Tuberk Bolezn Legk. 2005;(2):45-51. Russian.

    Natapov L, Zusman SP. [Specifying a field of practice in dentistry when lacking specialty]. Refuat Hapeh Vehashinayim. 2005 Jan;22(1):74-5. Hebrew.

- For a journal title in a character-based language (Chinese, Japanese):

    ○ Romanize (write in the roman alphabet) the title. A good authority for romanization is the *ALA-LC Romanization Tables*.

    ○ Do not abbreviate any of the words or omit any words

    ○ Use the capitalization system of the particular language

    ○ Indicate the language of the article after the location (pagination)

    Example:

    It is not NLM practice, but you may translate journal titles in character-based languages. If you do, abbreviate the title according to the Abbreviation rules for journal titles and indicate the language of the article after the location (pagination).

    ○ Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

        ▪ Treat letters marked with diacritics or accents as if they are not marked

Box 24 continues on next page...

Box 24 continued from previous page.

Å   *treated as*   A

Ø   *treated as*   O

Ç   *treated as*   C

Ł   *treated as*   L

à   *treated as*   a

ĝ   *treated as*   g

ñ   *treated as*   n

ü   *treated as*   u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ   *treated as*   ae

œ   *treated as*   oe

Box 25. Journal titles appearing in more than one language.

- Use the title in the first language found, in order of preference: on the title page of the issue, on the issue cover, on the masthead

Box 26. Journals appearing in different editions.

- If a journal is published in more than one edition, include the edition information after the title

- Abbreviate and capitalize all significant words in the edition information and omit the other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and L'.

- Use the same rules for abbreviating the words in an edition statement as for the words in journal titles (see Abbreviation rules for journal titles)

- Do not follow abbreviated words with a period

- Omit any punctuation found

- Separate the edition from the title itself by a space and place it in parentheses

- End edition information with a period placed outside the closing parenthesis

American Homeopathy. Consumer Edition.   *becomes*   Am Homeopath (Consum Ed).

American Homeopathy. Professional Edition.   *becomes*   Am Homeopath (Prof Ed).

Hospital Practice. Office Edition.   *becomes*   Hosp Pract (Off Ed).

Hospital Practice. Hospital Editon.   *becomes*   Hosp Pract (Hosp Ed).

- See the Abbreviation rules for editions for more information

---

Box 27. Options for journal titles.

The following forms are not NLM practice for citing journal titles, but are acceptable options:

- Periods may be placed after each abbreviated word in the title

    J Contin Educ Nurs.   *may become*   J. Contin. Educ. Nurs.

- The title may be written out in full

    Journal of Continuing Education in Nursing.

Box 28. Abbreviation rules for editions.

An edition is considered a part of the title in journals.

- Use the same rules for abbreviating the words in an edition statement as for the words in journal titles

- Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and L'. See Appendix A for a list of commonly abbreviated English words in journal titles. Other sources for title word abbreviations are:
    - *List of Journals Indexed for MEDLINE*
    - PubMed Journals database
    - Appendix B for non-NLM sources

- Omit any punctuation found

- Separate the edition from the title itself by a space and place it in parentheses

- Do not follow abbreviated words with a period, but end all the title information with a period placed outside the closing parenthesis

    Examples:

    American Homeopathy. Consumer Edition.   *becomes*   Am Homeopath (Consum Ed).

    American Homeopathy. Professional Edition.   *becomes*   Am Homeopath (Prof Ed).

    Hospital Practice. Office Edition.   *becomes*   Hosp Pract (Off Ed).

    Hospital Practice. Hospital Edition.   *becomes*   Hosp Pract (Hosp Ed).

Examples for Journal Title

25. Journal title consisting of a single word

26. Journal title in a character-based language

27. Journal title with an edition

28. Journal title with city of publication added after the title for clarification

Edition for Journal Articles (required)

General Rules for Edition

- Indicate the edition/version being cited after the title if a journal is published in more than one edition or version
- Abbreviate each significant word (see Abbreviation rules for editions below) and omit other words, such as articles, conjunctions, and prepositions
- Capitalize all words
- Place the edition statement in parentheses, such as (Br Ed)
- End the edition statement with a period unless the Type of Medium is included

See exceptions for Edition in Appendix F: Notes for Citing MEDLINE® /PubMed®

Specific Rules for Edition

- Abbreviation rules for editions
- Non-English words for editions

Box 29. Non-English words for editions.

- For non-English edition statements written in the roman alphabet (French, German, Spanish, Italian, etc.):

    ○ Give edition information in the original language

    ○ Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: de, der, y, les, and L'.
        - Sources for word abbreviations are:
            - *List of Journals Indexed for MEDLINE*
            - PubMed Journals database
            - Appendix B for non-NLM sources

    ○ Do not follow abbreviated words with a period

    ○ Omit any punctuation found

    ○ Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

        - Treat letters marked with a diacritic or accent as if they are not marked

            Å *treated as* A

            Ø *treated as* O

            Ç *treated as* C

            Ł *treated as* L

            à *treated as* a

            ĝ *treated as* g

Box 29 continues on next page...

Box 29 continued from previous page.

         ñ *treated as* n

         ü *treated as* u

- ■ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

         æ *treated as* ae

         œ *treated as* oe

- ○ Separate the edition from the title by a space and place it in parentheses

- ○ Do not follow abbreviated words with a period, but end all the journal title information with a period placed outside the closing parenthesis

  Examples:

  Tierärztliche Praxis. Ausgabe Klientiere Heimtiere *becomes* Tierarztl Prax (Ausg Klient Heimtiere).

  Angiology. Edicion Espanola. *becomes* Angiology (Ed Esp).

  Farmaco. Edizione Pratica. *becomes* Farmaco (Ed Prat).

- For an edition statement in Cyrillic, Greek, Arabic, Hebrew, or Korean:

  - ○ Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables*.

  - ○ Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: de, la, por, der, and L'.

  - ○ Sources for word abbreviations are:
    - ■ *List of Journals Indexed for MEDLINE*
    - ■ PubMed Journals database
    - ■ Appendix B for non-NLM sources

  - ○ Do not follow abbreviated words with a period

  - ○ Omit any punctuation found

  - ○ Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    Example: ĉ or ç *becomes* c

  - ○ Separate the edition from the title proper by a space and place it in parentheses

  - ○ End all journal title information with a period placed outside the closing parenthesis

    Example:

    Pharmakeutikon Deltion. Epistemonike Ekdosis. *becomes* Pharm Delt (Epistem Ekd).

- For an edition statement written in a character-based language such as Chinese or Japanese:

- ○ Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables*.

- ○ Do not abbreviate any of the words or omit any words

- ○ Use the capitalization system of the particular language

- ○ Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  Examples:

  ŏ *becomes* o

  ū *becomes* u

- ○ Separate the edition from the title proper by a space and place it in parentheses

- ○ End all the title information with a period placed outside the closing parenthesis

  Example:

  Fang She Hsueh Shi Jian. Zhong Wen Ban. *becomes* Fang She Hsueh Shi Jian (Zhong Wen Ban).

  It is not NLM practice, but you may translate character-based journal titles and their editions. If you do, abbreviate them according to the Abbreviation rules for journal titles.

  J Jinan Univ (Nat Sci Med Ed).

- Below is a brief list of Non-English words for editions with their abbreviations, if any. (n.a. = not abbreviated):

Language	Word for Edition	Abbreviation
Danish	oplag	n.a.
	udgave	
Dutch	uitgave	uitg.
	editie	ed.
Finnish	julkaisu	julk.
French	edition	ed.
German	Ausgabe	Ausg.
	Auflage	Aufl.
Greek	ekdosis	ekd.
Italian	edizione	ed.
Norwegian	publikasjon	publ.
	utgave	utg.
Portuguese	edicao	ed.

Box 29 continued from previous page.

Language	Word for Edition	Abbreviation
Russian	izdanie	izd.
	publikacija	publ.
Spanish	edicion	ed.
	publicacion	publ.
Swedish	upplaga	n.a.

Examples for Edition

27. Journal title with an edition

Type of Medium for Journal Articles (required)

General Rules for Type of Medium

- Indicate the type of medium (microfiche, ultrafiche, microfilm, microcard, etc.) following the journal title (and edition, if present) when a journal is published in a microform
- Place the name of the medium in square brackets and end with a period placed outside the closing bracket, such as [microfiche].
- Add information about the medium according to the instructions under Physical Description
- See Chapter 16A for journal articles in audiovisual formats, Chapter 19A for articles on CD-ROM, DVD, or disk, and Chapter 23A for articles on the Internet

See exceptions for Type of Medium in Appendix F: Notes for Citing MEDLINE® /PubMed®

Specific Rules for Type of Medium

- Both an edition and a type of medium

Box 30. Both an edition and a type of medium.

- If a journal has both an edition and a type of medium, follow the title with the edition, then the type of medium

- Place a period outside the closing bracket for the medium

  Example:

  Hosp Pract (Off Ed) [microfilm].

Examples for Type of Medium

72. Journal article in a microform

Date of Publication for Journal Articles (required)

General Rules for Date of Publication

- Include the year, month, and day of publication in that order. For example: 2004 May 5
- Convert roman numerals to arabic numbers, such as MM to 2000
- Use English names for months and abbreviate them using the first three letters, such as Jan

- End date information with a semicolon unless there is no volume or issue (see No volume or issue follows the date below), then end with a colon

---

Box 34. **No volume or issue follows the date.**

- If no volume or issue can be found in a journal, follow the year (and month or season if present) with a colon and the location (pagination).

  2000:146-9.

  2004 Jan:377-82.

  2005 Winter:17-22.

Specific Rules for Date of Publication

- Multiple years, months, or days of publication
- Non-English names for months
- Seasons instead of months
- No volume or issue follows the date
- Options for dates

Box 31. **Multiple years, months, or days of publication.**

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

  2002-2003

  1997-1998

  1999-2000

- If months and days of the month are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

  1999 Oct-2000 Mar

  2002 Dec 7-2003 Jan 9

- Separate multiple months of publication and multiple days of the month by a hyphen

  2005 Jan-Feb

  1999 Dec-2000 Jan

  2005 Feb 1-7

  2004 Jan 25-31

- Separate multiple seasons by a hyphen, as Fall-Winter. Do not abbreviate names of seasons.

Box 32. **Non-English names for months.**

- Translate names of months into English

Box 32 continued from previous page.

- Abbreviate them to the first three letters

- Capitalize them
  For example:

    mayo = May

    luty = Feb

    brezen = Mar

Box 33. Seasons instead of months.

- Translate names of seasons into English

- Capitalize them

- Do not abbreviate them
  For example:

    balvan = Summer

    outomno = Fall

    hiver = Winter

    pomlad = Spring

- Separate multiple seasons by a hyphen, such as Fall-Winter

Box 35. Options for dates.

It is not NLM practice, but the following are acceptable options:

- The month and day of the month or the season may be omitted if the journal is continuously paginated throughout the volume. However, the month and day of the month or the season must be included when citing a journal that has no volume or issue number.

    Klose RJ, Kallin EM, Zhang Y. JmjC-domain-containing proteins and histone demethylation. Nat Rev Genet. 2006;7(9):715-27.

    if also omitting the issue:

    Klose RJ, Kallin EM, Zhang Y. JmjC-domain-containing proteins and histone demethylation. Nat Rev Genet. 2006;7:715-27.

- The date of publication may follow the author names (or article title if there is no author) in the list of references when the name-year system of in-text references is used

    ○ Use the year of publication only

    ○ Enter the year after the last named author (or article title if there is no author)

Box 35 continues on next page...

Box 35 continued from previous page.

- ○ Follow the year with a period
- ○ Place the volume number immediately following the journal title

    NLM citation:

    Klose RJ, Kallin EM, Zhang Y. JmjC-domain-containing proteins and histone demethylation. Nat Rev Genet. 2006 Sep;7(9):715-27.

    Pelvic floor exercise can reduce stress incontinence. Health News. 2005 Apr;11(4):11.

    Name-year system of citation:

    Klose RJ, Kallin EM, Zhang Y. 2006. JmjC-domain-containing proteins and histone demethylation. Nat Rev Genet. 7(9):715-27.

    Pelvic floor exercise can reduce stress incontinence. 2005. Health News. 11(4):11.

Examples for Date of Publication

29. Journal article with year having a special number

30. Journal article with year having a supplement

31. Journal article with year with supplement having a further division

32. Journal article with year having a named supplement

33. Journal article with year having a part

34. Journal article with season included in date

35. Journal article with multiple years of publication

36. Journal article with multiple months of publication

37. Journal article with multiple days of publication

Supplement/Part/Special Number to a Date for Journal Articles (required)

General Rules for Supplement/Part/Special Number to a Date

- Place a supplement, part, special number, or other division to a year after the date
- Abbreviate these: Suppl, Pt, Spec No
- Include numbers and letters accompanying them. For example: Pt 1 or Suppl A.
- Use arabic numbers only. For example: convert Suppl II to Suppl 2.
- End the supplement, part, special number with a colon unless further divisions exist (see Further divisions to supplements, parts, etc. below)

Box 38. Further divisions to supplements, parts, etc.

A supplement, part, or special number to a date will occasionally have another subdivision.

Box 38 continues on next page...

- Abbreviate the names for such subdivisions:

     Supplement = Suppl

     Part = Pt

     Special Number = Spec No

- Place them after the initial supplement, part, or special number. For example:

- date with supplement	*- with a part*
2005;Suppl:	2005;Suppl Pt 1:
2005;Suppl 2:	2005;Suppl 2 Pt A:
2005 Jan;Suppl:	2005 Jan;Suppl Pt 2:
- date with part	*- with a supplement*
2004;(Pt 2):	2004;(Pt 2 Suppl):
- date with special number	*- with a part*
2003;Spec No:	2003;Spec No Pt 2:

Specific Rules for Supplement/Part/Special Number to a Date

- Non-English names for supplements, parts, etc., to a date
- Named supplements
- Further divisions to supplements, parts, etc.

Box 36. **Non-English names for supplements, parts, etc., to a date.**

- Translate names for supplements, parts, and special numbers into English. To help identify these, see the following examples:

Language	Suppl	Spec No	Pt
French	supplement	nombre speciale	partie
	annexe		part
German	Beiblatt	spezielle Zahl	Teil
	Beilage		
	Erganzung		
	Zusatz		
Italian	supplemento	numero speciale	parte
Russian	prilozenie	specialnaja	cast'
	dopolnenie		
Spanish	adjunto	numero especial	parte
	suplemento		

Box 36 continued from previous page.

Language	Suppl	Spec No	Pt
	anejo		

- Capitalize and abbreviate them, but do not end the abbreviated words with a period

  Supplement = Suppl

  Part = Pt

  Special Number = Spec No

Box 37. Named supplements.

Infrequently, supplements are given a name rather than the usual letter or number.

- Abbreviate significant words and omit other words such as articles, conjunctions, and prepositions

  Abstract Supplement   *becomes*   Abstr Suppl

  Supplement: Dementia   *becomes*   Suppl Dementia

  Supplement: AIDS in Children   *becomes*   Suppl AIDS Child

- Use the word abbreviations lists found in Appendix A and Appendix B

Examples for Supplement/Part/Special Number to a Date

29. Journal article with year having a special number

30. Journal article with year having a supplement

31. Journal article with year with supplement having a further division

32. Journal article with year having a named supplement

33. Journal article with year having a part

Volume Number for Journal Articles (required)

General Rules for Volume Number

- Omit "volume", "vol.", and similar wording preceding the number
- Use arabic numbers onlyconvert LX or Sixtieth to 60.
- Separate multiple volumes by a hyphen, such as 5-6 or 42-43
- Do not follow volume number(s) with any punctuation unless there is no issue number or other subdivision to the volume, then follow with a colon

Specific Rules for Volume Number

- No volume number present
- Non-English names for volume

Box 39. No volume number present.

A volume number usually follows the date of publication. Occasionally a journal is published in a series of issues without volumes or is published with a supplement, part, or special number to a date of publication rather than to a volume or issue.

- If there are issues only, no volume numbers, follow the date of publication with a semicolon and the issue number, placed in parentheses

    Sabatier R. Reorienting health and social services. AIDS STD Health Promot Exch. 1995;(4):1-3.

    Abidov AM, Saiitkulov AM. [Treatment of disorders in interferon status of patients with urogenital chlamydial infection]. Lik Sprava. 2003 Apr-Jun;(3-4):81-4. Russian.

- If a journal publishes a supplement, part, or special number to a date of publication rather than to a volume or issue, follow the date of publication with a semicolon, the abbreviation for supplement, part, or special number, and any accompanying letter or number found. End supplement, part, or special number information with a colon.

    - date with a supplement

    2004;Suppl:

    2004;Suppl 2:

    2004;Suppl A:

    2004 Winter;Suppl:

    - date with a part

    2005;(Pt 3):

    2005 Sep;(Pt 2):

    - date with a special number

    2003;Spec No:

    2003;Spec No 2:

    2003 Jun;Spec No:

- If there are no volume numbers, issue numbers, supplements, parts, or special numbers, follow the date information with a colon and the page numbers of the article

    2004:34-7.

    2005 Jun:256-9.

    2001 Summer:15-21.

Box 40. Non-English names for volume.

- To help locate volumes, see the following list for the words and abbreviations used for volume in a variety of languages:

  aarg. aargang année anno año årg. årgang band bd. bind

  évf. évfolyam g. god god. godina godišté jaarg. jaargang

  jahrg. jahrgang köt. kötet r. ročník rocznik rok sv. svazek

  svezak t. tom tom. tome tomo tomus vol. volumen zv. zväzok zvezek

- Omit these names when creating a citation; use the number only

Examples for Volume Number

38. Journal article volume with supplement

39. Journal article volume with supplement with further division

40. Journal article volume with supplement with part

41. Journal article volume with named supplement

42. Journal article volume with part

43. Journal article volume with part with supplement

44. Journal article volume with special number

45. Journal article with multiple volume numbers

46. Journal article with volume without issue

47. Journal article with volume in a new series

57. Journal article with an issue without a volume

58. Journal article with no volume or issue

Supplement/Part/Special Number to a Volume for Journal Articles (required)

General Rules for Supplement/Part/Special Number to a Volume

- Place a supplement, part, special number, or other division to a volume after the volume number
- Abbreviate these: Suppl, Pt, Spec No
- Include numbers and letters accompanying them. For example: Pt 1 or Suppl A.
- Use arabic numbers only. For example: convert Suppl II to Suppl 2.
- Place parts in parentheses, such as 34(Pt 1); other divisions have no punctuation around them, such as 34 Suppl
- End the supplement, part, special number with a colon unless further divisions exist (see Further subdivisions to supplements, parts, etc., to a volume below) or an issue number is present

Box 42. Further subdivisions to supplements, parts, etc., to a volume.

A supplement, part, or special number to a volume will occasionally have another subdivision.

- Abbreviate the names for such subdivisions:

  Supplement = Suppl

  Part = Pt

  Special Number = Spec No

- Place them after the initial supplement, part, or special number. For example:

- volume with supplement	*- with a part*
2005;15 Suppl 1:	2005;15 Suppl 1 Pt A:
2005;45 Suppl A:	2005;45 Suppl A Pt 2:
2005 Mar;87 Suppl 1:	2005 Mar;87 Suppl 1 Pt 1:
- volume with part	*- with a supplement*
2004;66(Pt 2):	2004;66(Pt 2 Suppl):
2004 Dec;124(Pt A):	2004 Dec;124(Pt A Suppl)
- volume with special number	*- with a part*
2003;6 Spec No:	2003;6 Spec No Pt 2:

Specific Rules for Supplement/Part/Special Number to a Volume

- Further subdivisions to supplements, parts, etc., to a volume
- Non-English names for supplement, part, etc.
- Named supplements

Box 43. Non-English names for supplement, part, etc.

- Translate names for supplements, parts, and special numbers into English. To help identify these, see the following examples:

Language	Suppl	Spec No	Pt
French	supplement	nombre speciale	partie
	annexe		part
German	Beiblatt	spezielle Zahl	Teil
	Beilage		
	Erganzung		
	Zusatz		
Italian	supplemento	numero speciale	parte
Russian	prilozenie	specialnaja	cast'
	dopolnenie		

Box 43 continues on next page...

Box 43 continued from previous page.

Language	Suppl	Spec No	Pt
Spanish	adjunto	numero especial	parte
	suplemento		
	anejo		

- Capitalize and abbreviate them:

  Supplement = Suppl

  Part = Pt

  Special Number = Spec No

Box 44. Named supplements.

Infrequently, supplements are given a name rather than the usual letter or number.

- Abbreviate significant words and omit other words such as articles, conjunctions, and prepositions

  Abstract Supplement   *becomes*   Abstr Suppl

  Supplement: Dementia   *becomes*   Suppl Dementia

  Supplement: AIDS in Children   *becomes*   Suppl AIDS Child

- Use the word abbreviations lists found in Appendix A and Appendix B

Examples for Supplement/Part/Special Number to a Volume

38. Journal article volume with supplement

39. Journal article volume with supplement with further division

40. Journal article volume with supplement with part

41. Journal article volume with named supplement

42. Journal article volume with part

43. Journal article volume with part with supplement

44. Journal article volume with special number

Issue Number for Journal Articles (required)

General Rules for Issue Number

- Omit "number", "no.", and other wording preceding the number
- Use arabic numbers only. For example: convert IV or Fourth to 4
- Separate multiple issues by a hyphen, such 2-3
- Place issue information in parentheses
- End issue information with a colon unless further divisions, such as a supplement or part, exist (see Further subdivisions to supplements, parts, etc., to an issue below)

Box 49. Further subdivisions to supplements, parts, etc., to an issue.

A supplement, part, or special number to an issue will occasionally have a further subdivision.

- Abbreviate the names for subdivisions:

  Supplement = Suppl

  Part = Pt

  Special Number = Spec No

- Place them after the initial supplement, part, or special number. For example:

- issue with supplement	with a part
2005;15(1 Suppl):	2005;15(1 Suppl Pt A):
2005;(12 Suppl A):	2005;(12 Suppl A Pt 2):
2005 Mar;87(3 Suppl):	2005 Mar;87(3 Suppl Pt B):
- issue with part	with a supplement
2004;66(1 Pt 2):	2004;66(Pt 2 Suppl):
2004 Dec;124(Pt A):	2004 Dec;124(Pt A Suppl)
- issue with special number	with a part
2003;6(2 Spec No):	2003;6(2 Spec No Pt 2):

Specific Rules for Issue Number

- Non-English names for issue
- No volume number present
- No issue number present
- Options for issues

Box 45. Non-English names for issue.

- To help locate issues in languages other than English, see the following list of words and abbreviations used for issue (usually variations on the word number) in a variety of languages:

  čís. číslo fasc. fascicle fascicule fasciculus heft knižka

  no. nommernr. numer número nummer sveska sz. szám

  vypusk zesz. zeszyt zošit

- Omit these names when creating a citation; use the number only

Box 46. No volume number present.

- If there are issues only, no volume numbers, follow the date of publication with a semicolon and the issue number, placed in parentheses

  Sabatier R. Reorienting health and social services. AIDS STD Health Promot Exch. 1995;(4):1-3.

Box 47. **No issue number present.**

- If no issue number is found, follow the volume number with a colon and the location (pagination)

  Prokai-Tatrai K, Prokai L. Modifying peptide properties by prodrug design for enhanced transport into the CNS. Prog Drug Res. 2003;61:155-88.

- If no issue or volume is found, follow date information with a colon and the location (pagination)

  Schwartz-Cassell T. Feeding assistants: based on logic or way off base? Contemp Longterm Care. 2005 Jan:26-8.

Box 48. **Options for issues.**

It is not NLM practice, but an issue number may be omitted if the journal is continuously paginated throughout the volume. However, note that many libraries such as the NLM require issue numbers for retrieval from their collections and for interlibrary loan.

  Nallamothu BK, Bradley EH, Krumholz HM. Time to treatment in primary percutaneous coronary intervention. N Engl J Med. 2007 Oct 18;357:1631-8.

Examples for Issue Number

46. Journal article with volume without issue

48. Journal article issue with name instead of number

49. Journal article issue with supplement

50. Journal article issue with supplement with further division

51. Journal article issue with supplement with part

52. Journal article issue with named supplement

53. Journal article issue with part

54. Journal article issue with part with supplement

55. Journal article issue with special number

56. Journal article with multiple issue numbers

57. Journal article with an issue without a volume

58. Journal article with no volume or issue

Supplement/Part/Special Number to an Issue for Journal Articles (required)

General Rules for Supplement/Part/Special Number to an Issue

- Place a supplement, part, special number, or other division to an issue after the issue number and inside the parentheses
- Abbreviate these: Suppl, Pt, Spec No
- Include numbers and letters accompanying them. For example: Pt 1 or Suppl A.

- Use arabic numbers only. For example: convert Suppl II to Suppl 2.
- End issue information with a colon unless further divisions exist (see Further subdivisions to supplements, parts, etc., to an issue below)

Specific Rules for Supplement/Part/Special Number to an Issue

- Further subdivisions to supplements, parts, etc., to an issue
- Non-English names for supplements, parts, etc.
- Named supplements

Box 50. Non-English names for supplements, parts, etc.

- Translate names for supplements, parts, and special numbers into English. To help identify these, see the following examples:

Language	Suppl	Spec No	Pt
French	supplement	nombre speciale	partie
	annexe		part
German	Beiblatt	spezielle Zahl	Teil
	Beilage		
	Erganzung		
	Zusatz		
Italian	supplemento	numero speciale	parte
Russian	prilozenie	specialnaja	cast'
	dopolnenie		
Spanish	adjunto	numero especial	parte
	suplemento		
	anejo		

- Capitalize and abbreviate them:

    Supplement = Suppl

    Part = Pt

    Special Number = Spec No

Box 51. Named supplements.

Infrequently, supplements are given a name rather than the usual letter or number.

- Abbreviate significant words and omit other words such as articles, conjunctions, and prepositions

    Abstract Supplement   *becomes*   Abstr Suppl

    Supplement: Dementia   *becomes*   Suppl Dementia

    Supplement: AIDS in Children   *becomes*   Suppl AIDS Child

Box 51 continued from previous page.

- Use the word abbreviations lists found in Appendix A and Appendix B

  Example:

    Leifer BP. Early diagnosis of Alzheimer's disease: clinical and economic benefits. J Am Geriatr Soc. 2003 May;51(5 Suppl Dementia):S281-8.

Examples for Supplement/Part/Special Number to an Issue

49. Journal article issue with supplement

50. Journal article issue with supplement with further division

51. Journal article issue with supplement with part

52. Journal article issue with named supplement

53. Journal article issue with part

54. Journal article issue with part with supplement

55. Journal article issue with special number

Location (Pagination) for Journal Articles (required)

General Rules for Location (Pagination)

- Give the inclusive page numbers on which the article appears
- Do not repeat page numbers unless they are followed by a letter. For example: 123-125 becomes 123-5, but 124A-126A is correct.
- Include a letter (often S for Supplement or A for Appendix) when it precedes the page number. For example: S10-8.
- End pagination information with a period

Specific Rules for Location (Pagination)

- Roman numerals used as page numbers
- Discontinuous page numbers
- Text such as a discussion, quiz, or author reply to a letter follows the article
- No numbers appear on the pages of the article

Box 52. Roman numerals used as page numbers.

- Unlike the practice with volume and issue numbers, keep roman numerals expressing location (pagination)

- Use upper or lower case, whichever appears in the publication

  Examples:

    Nagpal S. An orphan meets family members in skin. J Invest Dermatol. 2003;120(2):viii-x.

    Gothefors L. [Current aspects in vaccination program for children]. Vardfacket. 1991;15(16):X-XI. Swedish.

Box 53. Discontinuous page numbers.

- If the pagination is discontinuous, as often occurs when an article is interrupted by advertisements, separate the groupings of page numbers by a comma and a space

    :345-6, 348-9, 352.

    :15, 17, 19-21.

- Give up to three groupings of page numbers and use "passim" in place of the fourth and later occurrences

    :345-346, 348-349, 352, 355-357, 360, 362.   *becomes*   :345-6, 348-9, 352 passim.

Box 54. Text such as a discussion, quiz, or author reply to a letter follows the article.

- Begin with the location (pagination) of the article

- Follow it by a semicolon and a space

- Add the name of the additional material and its location (pagination)

- End with a period

    :145-54; discussion 155-6.

    :23-35; quiz 36-42.

    :458-9; author reply 460.

Box 55. No numbers appear on the pages of the article.

Occasionally, a journal article will have no page numbers.

- If only the particular item to be cited has no page numbers, identify the location in relation to numbered pages. For example: preceding p. 1 or following p. 503. Place such phrases in square brackets.

    Kolloch RE. [In practice nothing has changed in the indication for therapeutic use of calcium antagonists]. Fortschr Med. 1997;115(33):[preceding p. 55]. German.

    [New nifedipine preparation makes single daily dose possible]. Fortschr Med. 1997;115(33): [following p. 54]. German.

- If the entire publication has no page numbers, give the total number of pages of the item you wish to cite, placed in square brackets, such as [5 p.].

    Glenwright HD, Martin MV. Infection control in dentistry. A practitioner's guide. Br Dent J. 1993;175(1 Suppl):[8 p.].

Examples for Location (Pagination)

59. Journal article with page numbers including a letter

60. Journal article with roman numerals for page numbers (upper or lower case as found)

61. Journal article with discontinuous pagination

62. Article on an insert, pages tipped in the issue

63. Journal article with indication that additional text follows it

64. Journal article with no page number provided

Physical Description for Journal Articles (optional)

General Rules for Physical Description

- Give information on the location of an article and its physical characteristics when the journal appears in a microform (microfilm, microfiche, etc.). For example: microfiche 2 of 3 microfiche: color, 2 x 4 in.

See exceptions for Physical Description in Appendix F: Notes for Citing MEDLINE® /PubMed®

Specific Rules for Physical Description

- Language for describing physical characteristics

Box 56. Language for describing physical characteristics.

- If a journal volume or issue is published on microfiche or microcards, follow the pagination with information on the location of the article within the fiche or cards. For example, if the volume or issue consists of 5 microfiche and the particular article being cited is on the third fiche, cite it as "microfiche 3 of 5 microfiche." Enter a colon and a space, then enter information on the physical characteristics, such as color and size. Separate types of information by commas.

  Typical words used include:

  color

  black & white

  positive

  negative

  4 x 6 in. (standard microfiche size)

  3 x 5 in. (standard microcard size)

  Examples of complete physical description statements:

  microfiche 1 of 3 microfiche: color, positive, 4 x 6 in.

  microcard 4 of 5 microcards: black & white, 3 x 5 in.

- If a journal volume or issue is published on microfilm, follow the pagination with information on the film and its physical characteristics, such as color and size. Because microfilm reels carry a large amount of text, a volume is usually contained within one reel.

  Typical words used include:

  color

  black & white

Box 56 continues on next page...

Box 56 continued from previous page.

> positive
>
> negative
>
> 35 mm.
>
> 16 mm.

Examples of complete physical description statements:

> 1 reel: color, positive, 35 mm.
>
> 2 reels: black & white, negative, 16 mm.

Examples for Physical Description

72. Journal article in a microform

Language for Journal Articles (required)

General Rules for Language

- Give the language of publication if other than English
- Capitalize the language name
- Follow the language name with a period

See exceptions for Language in Appendix F: Notes for Citing MEDLINE® /PubMed®

Specific Rules for Language

- Articles appearing in more than one language

Box 57. **Articles appearing in more than one language.**

- If an article is written in English and another language(s):
  - Give the English language version of the article title
  - List all languages of publication, separated by commas, after the location (pagination)
  - Capitalize the language names
  - End the list of languages with a period

    Example:

    > Palmese S, Pezza M, De Robertis E. Hypophosphatemia and metabolic acidosis. Minerva Anestesiol. 2005 May;71(5):237-42. English, Italian.

- If an article is written in more than one language and none of them is English:
  - Translate into English the version of the title that appears first
  - Place the translation in square brackets

Box 57 continues on next page...

Box 57 continued from previous page.

- ○ Indicate all languages of publication, separated by commas, after the location (pagination)

- ○ Capitalize the language names

- ○ End the list of languages with a period

  Example:

  > Shaha M, Rabenschlag F, Holzer R. [Lowering stress levels in the workplace]. Krankenpfl Soins Infirm. 2005;98(4):10-3, 40-3, 62-5. French, German, Italian.

- ○ Precede the translation with the first original language or romanized title when possible

  > Colombo C. Damit die "Spanische Grippe" nicht zuruckkehrt [How "Spanish flu" is not recognized]. Krankenpfl Soins Infirm. 2006;99(6):10-4, 40-3, 62-4. German, French, Italian.

- As an option, when an article title is written in two or more equal languages as often occurs in Canadian publications:

  - ○ Give all titles in the order in which they are presented in the text

  - ○ Separate them with an equals sign surrounded by a space

  - ○ List all the languages, separated by commas, after the location (pagination)

  - ○ Capitalize the language names

  - ○ End the list of languages with a period

    Example:

    > Aouizerate P, Guizard M. Prise en charge des thrombocytopenies induites par l'heparine = Management of heparin-induced thrombocytopenia. Therapie. 2002;57(6):577-88. French, English.

Examples for Language

18. Journal article in a language other than English

19. Journal article in a language other than English with optional original language title included

20. Journal article published in two equal languages

21. Journal article published in multiple languages

Notes for Journal Articles (optional)

General Rules for Notes

- Notes is a collective term for further information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Errata
- Retractions

- Electronic publication before print
- Article accompanied by a videocassette, CD-ROM, DVD, etc.
- Other types of material to include in notes

Box 58. Errata.

Errata (error notices) range from simple indications of a misspelling to serious errors in drug dosages or mathematical calculations. NLM uses two ways to show errata in a citation:

1. a note indicating that the article being cited had a subsequent erratum notice published
2. a note indicating that the article being cited contains an erratum notice

NLM policy is that errata are acknowledged only if they are printed in a citable form; that is, an erratum notice must appear on a numbered page in the journal that originally published the article. Error notices that are inserted unbound into a journal issue or tipped in are not considered part of the permanent bibliographic record.

- To indicate that an article being cited had a subsequent erratum notice published, begin by citing the article. Enter the phrase "Erratum in: " followed by the journal title abbreviation, date of publication, volume, issue, and location (pagination). Use the same punctuation and format as you would for the article itself.

  Blake DA, Proctor M, Johnson NP. The merits of blastocyst versus cleavage stage embryo transfer: a Cochrane review. Hum Reprod. 2004 Apr;19(4):795-807. Erratum in: Hum Reprod. 2004 Sep;19(9):2174.

  Separate multiple notice statements with a semicolon and a space:

  Mokdad AH, Marks JS, Stroup DF, Gerberding JL. Actual causes of death in the United States, 2000. JAMA. 2004 Mar 10;291(10):1238-45. Erratum in: JAMA. 2005 Jan 19;293(3):293-4.; JAMA. 2005 Jan 19;293(3):298.

- To indicate that the article being cited contains an erratum notice, begin by citing the article. Enter the phrase "Erratum for: " followed by the journal title abbreviation, date of publication, volume, issue, and location (pagination). Use the same punctuation and format as you would for the article itself.

  Blake DA, Proctor M, Johnson NP. The merits of blastocyst versus cleavage stage embryo transfer: a Cochrane review. Hum Reprod. 2004 Sep;19(9):2174. Erratum for: Hum Reprod. 2004 Apr;19(4):795-807.

  Mokdad AH, Marks JS, Stroup DF, Gerberding JL. Correction: actual causes of death in the United States, 2000. JAMA. 2005 Jan 19;293(3):293-4. Erratum for: JAMA. 2004 Mar 10;291(10):1238-45.

- See also the NLM Fact Sheet on Errata, Retraction, Duplicate Publication, Comment, Update and Patient Summary Policy for MEDLINE®

Box 59. Retractions.

NLM uses two ways to show retractions in a citation:

1. a note that the article being cited has been retracted by the author(s) or publisher
2. a note that the article being cited contains a notice of retraction by the author(s) or publisher

Box 59 continues on next page...

Box 59 continued from previous page.

- To indicate that an article had a subsequent retraction notice published, begin by citing the article. Enter the phrase "Retraction in: " followed by the names of the authors, the journal title abbreviation, date of publication, volume, issue, and location (pagination). Use the same punctuation and format as you would for the article itself.

  Schulz JB, Falkenburger BH. Neuronal pathology in Parkinson's disease. Cell Tissue Res. 2004 Oct;318(1):135-47. Retraction in: Schulz JB. Cell Tissue Res. 2005 Apr;320(1):211.

- To indicate that an article contains a notice of retraction, begin by citing the article. Enter the phrase "Retraction of: " followed by the names of the authors, the journal title abbreviation, date of publication, volume, issue, and location (pagination). Use the same punctuation and format as you would for the article itself.

  Schulz JB. Neuronal pathology in Parkinson's disease. Cell Tissue Res. 2005 Apr;320(1):211. Retraction of: Schulz JB, Falkenburger BH. Cell Tissue Res. 2004 Oct;318(1):135-47.

- See also the NLM Fact Sheet on Errata, Retraction, Duplicate Publication, Comment, Update and Patient Summary Policy for MEDLINE®

Box 60. Electronic publication before print.

- To indicate that a journal article was available over the Internet before it was available in print, follow the location (pagination) for the article with the word "Epub" and the date of Internet publication in the format year month day. Provide months in English and abbreviate them to the first three letters, such as Jan for January.

  Nieboer P, de Vries EG, Mulder NH, van der Graaf WT. Relevance of high-dose chemotherapy in solid tumours. Cancer Treat Rev. 2005 May;31(3):210-25. Epub 2005 Mar 19.

Box 61. Article accompanied by a videocassette, CD-ROM, DVD, etc.

If a journal article has supplemental material accompanying it in the form of a videocassette, CD-ROM, DVD, or other medium, begin by citing the article. Add the phrase "Accompanied by: " followed by a description of the medium.

Sathananthan AH, Tarin JJ, Gianaroli L, Ng SC, Dharmawardena V, Magli MC, Fernando R, Trounson AO. Development of the human dispermic embryo. Hum Reprod Update. 1999 Sep-Oct;5(5):553-60. Accompanied by: Video on CD-ROM.

Orchard JW, Alcott E, James T, Farhart P, Portus M, Waugh SR. Exact moment of a gastrocnemius muscle strain captured on video. Br J Sports Med. 2002 Jun;36(3):222-3. Accompanied by: Video available at http://www.bjsportmed.com

Dale RC, Church AJ, Surtees RA, Thompson EJ, Giovannoni G, Neville BG. Post-streptococcal autoimmune neuropsychiatric disease presenting as paroxysmal dystonic choreoathetosis. Mov Disord. 2002 Jul;17(4):817-20. Accompanied by: Videocassette available as vol. 17 videotape supplement 2.

Box 62. Other types of material to include in notes.

The notes element may be used to provide any further information. For example:

- If a reference to the article may be found in PubMed

  Ryan MA, Shevade AV, Zhou H, Homer ML. Polymer-carbon black composite sensors in an electronic nose for air-quality monitoring. MRS Bull. 2004 Oct;29(10):714-9. Cited in: PubMed; PMID 15991400.

- If the article contains a review of the literature and this is not indicated in the title

  Davies J, Alton E, Griesenbach U. Cystic fibrosis modifier genes. J R Soc Med. 2005;98 Suppl 45:47-54. Review.

- If article is a book review or interview, or has other content for which additional information is helpful

  Flegel K. Biographies of healers [book review]. CMAJ. 2007 Jul 3;177(1):70. Review of: Bynum WF, Bynum H, editors. Dictionary of Medical Biography. Westport (CT): Greenwood Press; c2007.

  Packman Z, Steen P. The nurses who simplified discharge planning [interview]. Nurs Times. 2007 Oct 16-22;103(42):20-1. Interview by Victoria Hoban.

- When citing an abstract, the number of the abstract

  Bhat YM, McGrath KM, Bielefeldt K. Bravo pH monitoring: should we exclude the first 6 hours? [abstract]. Gastroenterology. 2002 Apr;128(4 Suppl 2):A392. Abstract no. M1786.

- If the journal being cited is not a common one, the name of a library or other archive where it may be found, including any finding number

  Wen LY, Cai L, Zhang RL, Zhou XN. [Schistosomiasis transmission in urban area]. Zhonghua Liu Xing Bing Xue Za Zhi. 2004 Jul;25(7):577-9. Chinese. Located at: National Library of Medicine, Bethesda, MD; W1 CH982KJ.

- If the journal article contains a handout or informative material used to explain a procedure or a condition or the contents of a specific article are written in non-technical language for the patient or consumer, indicate this

  American Academy of Family Physicians. Information from your family doctor. What you should know about worrying too much. Am Fam Physician. 2006 Mar 15;73(6):1057-8. Includes patient education handout.

Examples for Notes

65. Journal article that is a retraction notice

66. Journal article retracted

67. Journal article that is an erratum notice

68. Journal article having an erratum

69. Journal article with indication article published electronically before print

70. Journal article with an indication it may be found in PubMed

71. Journal article with DOI provided

72. Journal article in a microform

73. Journal article accompanied by a videocassette, CD-ROM, or other visual medium

74. CD-ROM published as a supplement to an issue of a journal

75. Other types of notes for journal articles

Examples of Citations to Journal Articles

1. Standard journal article

Petitti DB, Crooks VC, Buckwalter JG, Chiu V. Blood pressure levels before dementia. Arch Neurol. 2005 Jan;62(1):112-6.

Jun BC, Song SW, Park CS, Lee DH, Cho KJ, Cho JH. The analysis of maxillary sinus aeration according to aging process: volume assessment by 3-dimensional reconstruction by high-resolutional CT scanning. Otolaryngol Head Neck Surg. 2005 Mar;132(3):429-34.

Meneton P, Jeunemaitre X, de Wardener HE, MacGregor GA. Links between dietary salt intake, renal salt handling, blood pressure, and cardiovascular diseases. Physiol Rev. 2005 Apr;85(2):679-715.

2. Journal article with many authors

Rastan S, Hough T, Kierman A, Hardisty R, Erven A, Gray IC, Voeling S, Isaacs A, Tsai H, Strivens M, Washbourne R, Thornton C, Greenaway S, Hewitt M, McCormick S, Selley R, Wells C, Tymowska-Lalanne Z, Roby P, Mburu P, Rogers D, Hagan J, Reavill C, Davies K, Glenister P, Fisher EM, Martin J, Vizor L, Bouzyk M, Kelsell D, Guenet JL, Steel KP, Sheardown S, Spurr N, Gray I, Peters J, Nolan PM, Hunter AJ, Brown SD. Towards a mutant map of the mouse--new models of neurological, behavioural, deafness, bone, renal and blood disorders. Genetica. 2004 Sep;122(1):47-9.

3. Journal article with optional limit to the number of authors

to 3 authors

Rastan S, Hough T, Kierman A, et al. Towards a mutant map of the mouse--new models of neurological, behavioural, deafness, bone, renal and blood disorders. Genetica. 2004 Sep;122(1):47-9.

or

Rastan S, Hough T, Kierman A, and others. Towards a mutant map of the mouse--new models of neurological, behavioural, deafness, bone, renal and blood disorders. Genetica. 2004 Sep;122(1):47-9.

to 6 authors

Hallal AH, Amortegui JD, Jeroukhimov IM, Casillas J, Schulman CI, Manning RJ, et al. Magnetic resonance cholangiopancreatography accurately detects common bile duct stones in resolving gallstone pancreatitis. J Am Coll Surg. 2005 Jun;200(6):869-75.

or

Hallal AH, Amortegui JD, Jeroukhimov IM, Casillas J, Schulman CI, Manning RJ, and others. Magnetic resonance cholangiopancreatography accurately detects common bile duct stones in resolving gallstone pancreatitis. J Am Coll Surg. 2005 Jun;200(6):869-75.

4. Journal article with organization as author

American Diabetes Association. Diabetes update. Nursing. 2003 Nov;Suppl:19-20, 24.

Parkinson Study Group. A randomized placebo-controlled trial of rasagiline in levodopa-treated patients with Parkinson disease and motor fluctuations: the PRESTO study. Arch Neurol. 2005 Feb;62(2):241-8.

Merritt, Hawkins & Associates. 2004 survey of physicians 50 to 65 years old. J Med Assoc Ga. 2004;93(3):21-6.

Institute of Medical Illustrators. Photography of cleft audit patients. J Audiov Media Med. 2004 Dec;27(4):170-4.

Sugarterapias es Onkologiai Szakmai Kollegium. [Methodologic recommendations of the Oncology and Radiotherapy College. Protocol for oncology care. Diagnostic algorithms in the course of patient follow-up]. Magy Onkol. 2004;48(4):339-47. Hungarian.

5. Journal article with organization as author, with subsidiary part of the organization included

American College of Dentists, Board of Regents. The ethics of quackery and fraud in dentistry: a position paper. J Am Coll Dent. 2003;70(3):6-8.

Council of Europe, Steering Committee on Bioethics. Draft additional protocol to the Convention on Human Rights and Biomedicine, on biomedical research. J Int Bioethique. 2004 Mar;15(1):107-22.

6. Journal article with multiple organizations as author

American Dietetic Association; Dietitians of Canada. Position of the American Dietetic Association and Dietitians of Canada: nutrition and women's health. J Am Diet Assoc. 2004 Jun;104(6):984-1001.

Sociedade Portuguesa de Pneumologia; Comissao de Infecciologia Respiratoria. [Portuguese Respiratory Society guidelines for the management of community-acquired pneumonia in immunocompetent adults]. Rev Port Pneumol. 2003 Sep-Oct;9(5):435-61. Portuguese.

Polish Neurologic Society; Polish Neurosurgical Society. [Recommendation of the Polish Neurologic Society and the Polish Neurosurgical Society regarding stroke prevention and therapy]. Neurol Neurochir Pol. 2003;37 Suppl 6:3-41. Polish.

7. Journal article with multiple organizations as author, with subsidiary part of the organization included

American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee. Care of children in the emergency department: guidelines for preparedness. Pediatrics. 2001 Apr;107(4):777-81.

8. Journal article with governmental body as author

National Institutes of Health (US). End-of-life care. National Institutes of Health statement on the state of the science. AWHONN Lifelines. 2005 Feb-Mar;9(1):15-22.

United States District Court, S.D. Florida, Miami Division. Greenberg v. Miami Children's Hospital Research Institute. Wests Fed Suppl. 2003;264:1064-78.

Centers for Disease Control and Prevention (US); Agency for Toxic Substances and Disease Registry (US). Policy on the inclusion of women and racial and ethnic minorities in externally awarded research; notice. Fed Regist. 1995 Sep 15;60(179):47947-51.

National Institute on Drug Abuse (US); Caribbean Epidemiology Centre; Pan American Health Organization; World Health Organization. Building a collaborative research agenda: drug abuse and HIV/AIDS in the Caribbean 2002-2004. West Indian Med J. 2004 Nov;53 Suppl 4:1-78.

9. Journal article with both a personal author and an organization as author

Orchard TJ, Temprosa M, Goldberg R, Haffner S, Ratner R, Marcovina S, Fowler S; Diabetes Prevention Program Research Group. The effect of metformin and intensive lifestyle intervention on the metabolic syndrome: the Diabetes Prevention Program randomized trial. Ann Intern Med. 2005 Apr 19;142(8):611-9.

Faustini A, Giorgi Rossi P, Perucci CA; Gruppo Regionale Sorveglianza Tossinfezioni. [Impact of guidelines in investigating foodborne disease outbreaks services in Lazio region, Italy]. Epidemiol Prev. 2003 Nov-Dec;27(6):333-9. Italian.

Margulies EH; NISC Comparative Sequencing Program; Maduro VV, Thomas PJ, Tomkins JP, Amemiya CT, Luo M, Green ED. Comparative sequencing provides insights about the structure and conservation of marsupial and monotreme genomes. Proc Natl Acad Sci U S A. 2005 Mar 1;102(9):3354-9.

10. Journal article with a personal author and more than one organization as author

Mulligan K, Zackin R, Clark RA, Alston-Smith B, Liu T, Sattler FR, Delvers TB, Currier JS; AIDS Clinical Trials Group 329 Study Team; National Institute of Allergy and Infectious Diseases Adult AIDS Clinical Trials Group (US). Effect of nandrolone decanoate therapy on weight and lean body mass in HIV-infected women with weight loss: a randomized, double-blind, placebo-controlled, multicenter trial. Arch Intern Med. 2005 Mar 14;165(5):578-85.

11. Journal article with a personal author and note on the organization, as recommended by NISO

Orchard TJ, Temprosa M, Goldberg R, Haffner S, Ratner R, Marcovina S, Fowler S. The effect of metformin and intensive lifestyle intervention on the metabolic syndrome: the Diabetes Prevention Program randomized trial. Ann Intern Med. 2005 Apr 19;142(8):611-9. Authors are members of the Diabetes Prevention Program Research Group.

12. Journal article authors with designations of rank within a family

King JT Jr, Horowitz MB, Kassam AB, Yonas H, Roberts MS. The short form-12 and the measurement of health status in patients with cerebral aneurysms: performance, validity, and reliability. J Neurosurg. 2005 Mar;102(3):489-94.

Coats DK, Stager DR Sr, Beauchamp GR, Stager DR Jr, Mazow ML, Paysse EA, Felius J. Reasons for delay of surgical intervention in adult strabismus. Arch Ophthalmol. 2005 Apr;123(4):497-9.

Pendergast D, Mollendorf J, Zamparo P, Termin A 2nd, Bushnell D, Paschke D. The influence of drag on human locomotion in water. Undersea Hyperb Med. 2005 Jan-Feb;32(1):45-57.

Infram JJ 3rd. Speaking of good health. Tenn Med. 2005 Feb;98(2):53.

Bennett KE, Beaty BJ, Black WC 4th. Selection of D2S3, an Aedes aegypti (Diptera: Culicidae) strain with high oral susceptibility to Dengue 2 virus and D2MEB, a strain with a midgut barrier to Dengue 2 escape. J Med Entomol. 2005 Mar;42(2):110-9.

13. Journal article authors with compound last names (give as found in the article)

Bruno-Ambrosius K, Yucel-Lindberg T, Twetman S. Salivary buffer capacity in relation to menarche and progesterone levels in saliva from adolescent girls: a longitudinal study. Acta Odontol Scand. 2004 Oct;62(5):269-72.

Fuentes Ramirez M, Lopez Moreno S. [Social health research: recent communications in Salud Publica de Mexico]. Salud Publica Mex. 2005 Jan-Feb;47(1):5-7. Spanish.

Mier y Teran J. [An interview of Salud Publica de Mexico with Dr. Jaime Mier y Teran, Ministry of Health of Tabasco]. Salud Publica Mex. 2005 Jan-Feb;47(1):78-82. Spanish.

Halley des Fontaines V. [The public health law of August 2004 between public responsibility and private collaboration]. Sante Publique. 2004 Dec;16(4):613-5. French.

14. Journal article author names with particles, prepostitions, prefixes (give as found in the article)

O'Neill GM, Catchpoole DR, Golemis EA. From correlation to causality: microarrays, cancer, and cancer treatment. Biotechniques. 2003 Mar;Suppl:64-71.

MacGregor RJ. A functional view of consciousness and its relations in brain. J Integr Neurosci. 2004 Sep;3(3):253-66.

Lee CH, Macgregor PF. Using microarrays to predict resistance to chemotherapy in cancer patients. Pharmacogenomics. 2004 Sep;5(6):611-25.

DeWolf WC, Gaston SM. The cell cycle and its relevance to the urologist. J Urol. 2004 Apr;171(4):1674-81.

De Wolf H, Blust R, Backeljau T. The use of RAPD in ecotoxicology. Mutat Res. 2004 May;566(3):249-62.

de Pouvourville G, Ulmann P, Nixon J, Boulenger S, Glanville J, Drummond M. The diffusion of health economics knowledge in Europe: The EURONHEED (European Network of Health Economics Evaluation Database) project. Pharmacoeconomics. 2005;23(2):113-20.

Hashim DS, Al Kubaisy W, Al Dulayme A. Knowledge, attitudes and practices survey among health care workers and tuberculosis patients in Iraq. East Mediterr Health J. 2003 Jul;9(4):718-31.

Abou Shabana K, el-Shiek M, el-Nazer M, Samir N. Women's perceptions and practices regarding their rights to reproductive health. East Mediterr Health J. 2003 May;9(3):296-308.

Cowper SE, Bucala R, LeBoit PE. Case 35-2004: nephrogenic fibrosing dermopathy. N Engl J Med. 2005 Apr 21;352(16):1723-4; author reply 1723-4.

van Wamel A, Bouakaz A, Bernard B, ten Cate F, de Jong N. Controlled drug delivery with ultrasound and gas microbubbles. J Control Release. 2005 Jan 3;101(1-3):389-91.

Versantvoort CH, Oomen AG, Van de Kamp E, Rompelberg CJ, Sips AJ. Applicability of an in vitro digestion model in assessing the bioaccessibility of mycotoxins from food. Food Chem Toxicol. 2005 Jan;43(1):31-40.

15. Journal article authors with romanized names

Nyporko AIu, Demchuk ON, Blium IaB. [Analysis of structural characteristics of alpha-tubulins in plants with enhanced cold tolerance]. Tsitol Genet. 2003 Nov-Dec;37(6):3-11. Russian.

Ni H, Qing D, Kaisa S, Lu J. [The study on the effect of LBP on cleaning hydroxygen free radical by EPR technique]. Zhong Yao Cai. 2004 Aug;27(8):599-600. Chinese.

16. Journal article with no author provided

Pelvic floor exercise can reduce stress incontinence. Health News. 2005 Apr;11(4):11.

Drug-resistance tuberculosis among the foreign-born in Canada. Can Commun Dis Rep. 2005 Feb 15;31(4):46-52. English, French.

17. Journal article with author affiliation included (give the affiliation of only the first author or all authors)

Patterson F (Department of Psychology, City University, London EC1V 0HB. f.patterson@city.ac.uk), Ferguson E, Norfolk T, Lane P. A new selection system to recruit general practice registrars: preliminary findings from a validation study. BMJ. 2005 Mar 26;330(7493):711-4.

Mahmutyazicioglu K (Department of Radiology, Zonguldak Karaelmas University School of Medicine, Kozlu Zonguldak, Turkey), Ogawa T (Department of Radiology, Tottori University School of Medicine,Yonago, Japan). Remote effect of optic tract trauma in the occipital lobe (case report). Diagn Interv Radiol. 2005 Mar;11(1):19-22.

Pinet LM (Departamento de Servicios de Salud de Emergencia, Escuela de Posgrado, Universidad de Maryland, Condado de Baltimore, USA. lpinetl@umbc.edu). [Prehospital emergency care in Mexico City: the opportunities of the healthcare system]. Salud Publica Mex. 2005 Jan-Feb;47(1):64-71. Spanish.

Benyahia B (Federation de Neurologie Mazarin, Hopital de la Salpetriere, Paris, France), Carpentier AF, Delattre JY. [Antineuron antibodies and paraneoplastic neurological syndromes]. Rev Neurol (Paris). 2003 Apr;159(4):463-5. French.

18. Journal article in a language other than English

in a roman alphabet

Berrino F, Gatta G, Crosignani P. [Case-control evaluation of screening efficacy]. Epidemiol Prev. 2004 Nov-Dec;28(6):354-9. Italian.

Bechade D, Desrame J, Raynaud JJ, Algayres JP. [Oesophageal ulcer associated with the use of bacampicillin]. Presse Med. 2005 Feb 26;34(4):299-300. French.

in a non-roman alphabet

Zhao L, Li H, Han D. [Effects of intestinal endotoxemia on the development of cirrhosis in rats]. Zhonghua Gan Zang Bing Za Zhi. 2001 Jul;9 Suppl:21-3. Chinese.

Paroussis D, Papaoutsopoulou C. [Porcelain laminate veneers (HI-ERAM)]. Odontostomatol Proodos. 1990 Dec;44(6):423-6. Greek.

19. Journal article in a language other than English with optional original language title included

Calera Rubio AA, Roel Valdes JM, Casal Lareo A, Gadea Merino R, Rodrigo Cencillo F. Riesgo quimico laboral: elementos para un diagnostico en Espana [Occupational chemical risk: elements for a diagnostic in Spain]. Rev Esp Salud Publica. 2005 Mar-Apr;79(2):283-95. Spanish.

20. Journal article published in two equal languages

Warnock GL. Quality care is job one = Les soins de qualite font du chemin. Can J Surg. 2005 Feb;48(1):6-8. English, French.

Picozzi G, Paci E, Lopez Pegna A, Bartolucci M, Roselli G, De Francisci A, Gabrielli S, Masi A, Villari N, Mascalchi M. Screening della neoplasia polmonare con TC spirale a bassa dose. Risultati di uno studio pilota triennale e disegno dello studio clinico randomizzato "Italung-CT" = Screening of lung cancer with low dose spiral CT: results of a three year pilot study and design of the randomised controlled trial "Italung-CT". Radiol Med (Torino). 2005 Jan-Feb;109(1-2):17-26. Italian, English.

21. Journal article published in multiple languages

Mittelmark MB, Lamarre MC. The IUHPE's response to the Tsunami disaster. Promot Educ. 2004;11(4):203, 222, 237. English, French, Spanish.

Colombo C. [How "Spanish flu" is not recognized]. Krankenpfl Soins Infirm. 2006;99(6):10-4, 40-3, 62-4. German, French, Italian.

22. Journal article title beginning with a lower case letter

Yao S, Zhang Y, Li J. c-jun/AP-1 activation does not affect the antiproliferative activity of phenethyl isothiocyanate, a cruciferous vegetable-derived cancer chemopreventive agent. Mol Carcinog. 2006 Aug;45(8):605-12.

Sun Y. p53 and its downstream proteins as molecular targets of cancer. Mol Carcinog. 2006 Jun;45(6):409-15.

23. Journal article title with special characters

Greek letters may be written out if special fonts are not available

Guan M, Chen Y. Aberrant expression of ΔNp73 in benign and malignant tumours of the prostate: correlation with Gleason score. J Clin Pathol. 2005 Nov;58(11):1175-9.

may become

Guan M, Chen Y. Aberrant expression of DeltaNp73 in benign and malignant tumours of the prostate: correlation with Gleason score. J Clin Pathol. 2005 Nov;58(11):1175-9.

Bell RP, Verdijk D, Relou M, Smith D, Regeling H, Ebbers EJ, Leemhuis FM, Oniciu DC, Cramer CT, Goetz B, Pape ME, Krause BR, Dasseux JL. α-cycloalkyl-substituted ω-keto-dicarboxylic acids as lipid regulating agents. Bioorg Med Chem. 2005 Jan 3;13(1):223-36.

may become

Bell RP, Verdijk D, Relou M, Smith D, Regeling H, Ebbers EJ, Leemhuis FM, Oniciu DC, Cramer CT, Goetz B, Pape ME, Krause BR, Dasseux JL. alpha-cycloalkyl-substituted omega-keto-dicarboxylic acids as lipid regulating agents. Bioorg Med Chem. 2005 Jan 3;13(1):223-36.

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B. Sample Citation and Introduction to Citing Parts of Journal Articles

The general format for a reference to a part of a journal article, including punctuation:
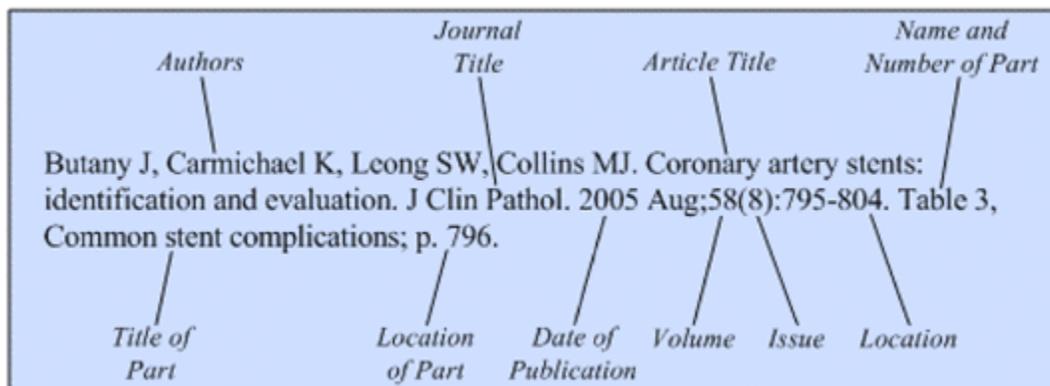
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Rather than citing an entire journal article, a part of an article such as a table may be cited. In general, most modern articles have standardized to three types of parts: figures, tables, and appendixes. However, other names may be found for parts, including section, chart, graph, box, and photograph. Use the name provided in the article.

Because a reference should start with the individual or organization responsible for the journal article start with the article information, then follow it with the information about the part.

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Journal Article (R) | Name and Number/Letter (R) | Title (R) | Location (Pagination) (R)

Journal Article (required)

General Rules for Journal Article

- Cite the article according to Chapter 1A Journal Articles

Name and Number/Letter of Part for Parts of Journal Articles (required)

General Rules for Name and Number/Letter of Part

- Enter the name of the part, such as Table, Figure, or Appendix, as it appears in the article
- Translate non-English names into English
- Do not abbreviate names. For example, convert Fig. to Figure.
- Follow the name with any accompanying number or letter, such as Table 2, Figure 3.1, or Appendix A
- Use arabic numbers only. For example: convert VI or Six to 6.
- End name and number/letter information with a comma and a space

Specific Rules for Name and Number/Letter of Part

- Non-English names for parts
- No letter or number follows the name
- No name appears

Box 63. **Non-English names for parts.**

- Translate into English names for parts, such as a table, figure, graph, or appendix

- Follow the name of the part with any accompanying letter or number

- Follow the name and number or letter with a comma and the translated title of the part

- Place all part information in square brackets

- End with a semicolon and the location (pagination)

    Examples:

    Hof H. [Candida, aspergillus and company. Pathogenic fungi]. Pharm Unserer Zeit. 2003;32(2):96-103. [Figure 2, Effect of AFL-B1]; p. 97. German.

    Balogou AA, Grunitzky EK, Kpade C, Belo M. [Non-traumatic paraplegia at the campus teaching hospital of Lome. Report of 243 cases]. Tunis Med. 2002 Jan;80(1):33-6. [Table 2, Etiology]; p. 35. French.

- Whenever possible, place the name in the original language or a romanized form before the translation

Box 63 continues on next page...

Box 63 continued from previous page.

> Hof H. Candida, Aspergillus und Co., Pathogene Pilze [Candida, aspergillus and company. Pathogenic fungi]. Pharm Unserer Zeit. 2003;32(2):96-103. Abb.2, Wirkung von AFL-B1 [Figure 2, Effect of AFL-B1]; p. 97. German.

> Balogou AA, Grunitzky EK, Kpade C, Belo M. Les paraplegies non traumatiques au CHU Campus de Lome a propos de 243 cas [Non-traumatic paraplegia at the campus teaching hospital of Lome. Report of 243 cases]. Tunis Med. 2002 Jan;80(1):33-6. Tableau 2, Les etiologies [Table 2, Etiology]; p. 35. French.

- To help identify parts in other languages, see the following examples:

Language	Table	Figure	Appendix	Section
French	Tableau	Figure	Appendice	Section
German	Tabelle	Abbildung	Anhang	Sektion
		Figur	Appendix	Abteilung
			Zusatz	
Italian	Tabella	Figura	Appendice	Parte
				Sezione
Russian	Tablitsa	Risunok	Prilozenie	Sekcija
				Otdel
				Otdelenie
Spanish	Tabla	Figura	Apendice	Seccion
				Parte

Box 64. No letter or number follows the name.

- Occasionally, an author will label an illustration as simply "Table", "Figure", "Appendix", or other name without following the name with any letter or number. In this case, give whatever name has been used for the illustration and follow it with a comma and the title.

> Mackey KM, Sparling JW. Experiences of older women with cancer receiving hospice care: significance for physical therapy. Phys Ther. 2000 May;80(5):459-68. Table, Informant demographics and characteristics; p. 461.

Box 65. No name appears.

- If the part being cited is clearly a table, figure, or appendix but it is not labeled as such, place the name in square brackets

> [Figure], Protein binding and drug disposition; p. 212.

> [Table], Radiographic and functional outcome of ESWL related perirenal hematomas; p. 1674.

- If the part being cited is not a table, figure, or appendix and has no other identifying name such as "section", begin with the title of the part

> Martin F, Linden T, Katschinski DM, Oehme F, Flamme I, Mukhopadhyay CK, Eckhardt K, Troger J, Barth S, Camenisch G, Wenger RH. Copper-dependent activation of hypoxia-inducible factor (HIF)-1: implications for ceruloplasmin regulation. Blood. 2005 Jun 15;105(12):4613-9. Induction of ceruloplasm mRNA by hypoxoa and CU2+; p. 4616-7.

Examples for Name and Number/Letter of Part

1. Standard numbered/lettered table in a journal article

2. Unnumbered/unlettered table in a journal article

3. Unnamed table in a journal article

4. Unnumbered/unlettered and untitled table in a journal article

5. Standard numbered/lettered figure in a journal article

6. Unnumbered/unlettered figure in a journal article

7. Unnamed figure in a journal article

8. Unnumbered/unlettered and untitled figure in a journal article

9. Standard numbered/lettered appendix in a journal article

10. Unnumbered/unlettered appendix in a journal article

11. Unnumbered/unlettered and untitled appendix in a journal article

12. Numbered section in a journal article

13. Unnumbered/unlettered section in a journal article

14. Miscellaneous numbered parts in journal articles

15. Parts of journal articles not in English

16. Parts of journal articles not in English with original or romanized language included

17. Parts of journals in two equal languages

Title of Part for Parts of Journal Articles (required)

General Rules for Title of Part

- Enter the title of the part as it appears in the article
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Translate non-English titles into English and place the translation in square brackets
- End title information with a semicolon and a space

Specific Rules for Title of Part

- Titles of parts not in English
- Titles containing a Greek letter, chemical formula, or other special character
- No title appears

Box 66. Titles of parts not in English.

- Translate titles of parts not in English

    ○ Give the title after the name for the part (table, figure, etc.) and any accompanying letter or number

    ○ Place name and title information in square brackets

    ○ Follow the closing bracket with a semicolon

    Example:

    > Llanos De La Torre Quiralte M, Garijo Ayestaran M, Poch Olive ML. [Evolution of the infant mortality rate in la Rioja in Spain (1980-1998)]. An Esp Pediatr. 2001 Nov;55(5):413-20. [Figure 3, Trends in infant mortality]; p.418. Spanish.

- When possible, place the name and title in the original language or in a romanized form before the translation

    Llanos De La Torre Quiralte M, Garijo Ayestaran M, Poch Olive ML. Evolucion de la mortalidad infantil de La Rioja (1980-1998) [Evolution of the infant mortality rate in la Rioja in Spain (1980-1998)]. An Esp Pediatr. 2001 Nov;55(5):413-20. Figura 3, Tendencia de mortalidad infantil [Figure 3, Trends in infant mortality]; p. 418. Spanish.

Box 67. Titles containing a Greek letter, chemical formula, or other special character.

- Capitalize the first word of the title of a part unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

    Figure 10, n-alkenes on capillary columns with stationary phases of C87 hydrocarbon; p. 374.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

    Figure 3, Influence of seed extract of *Syzygium Cumini* (Jamun) on mice exposed to different doses of γ-radiation; p. 566.

    may become

    Figure 3, Influence of seed extract of *Syzygium Cumini* (Jamun) on mice exposed to different doses of gamma-radiation; p. 566.

- If a title contains superscripts or subscripts than cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

    Table 4, Glycoprotein mediated transport of NH_3 into red blood cells; p. 149.

    may become

    Table 4, Glycoprotein mediated transport of NH(3) into red blood cells; p. 149.

Box 68. No title appears.

Occasionally a part does not have a formal title, only a legend (explanatory text) for the table, figure, appendix, or other part. When this occurs:

- Create a title from the first few words of the text. Use enough words to make the constructed title meaningful.

- Place the created title in square brackets

  Examples:

  Hartz AJ, Rupley DC, Rimm AA. The association of girth measurements with disease in 32,856 women. Am J Epidemiol. 1984 Jan;119(1):71-80. Table, [Waist-hip ratio ranges and the sample sizes for women aged 40 to 59]; p. 72.

  Lee KF. Palliative care: good legal defense. Surg Clin North Am. 2005 Apr;85(2):287-302, vii. Appendix, [Excerpts from "Prescription Pain Medications: Frequently Asked Questions and Answers for Health Care Professionals"]; p. 296-301.

Examples for Title of Part

1. Standard numbered/lettered table in a journal article

4. Unnumbered/unlettered and untitled table in a journal article

5. Standard numbered/lettered figure in a journal article

8. Unnumbered/unlettered and untitled figure in a journal article

9. Standard numbered/lettered appendix in a journal article

11. Unnumbered/unlettered and untitled appendix in a journal article

12. Numbered section in a journal article

13. Unnumbered/unlettered section in a journal article

14. Miscellaneous numbered parts in journal articles

15. Parts of journal articles not in English

16. Parts of journal articles not in English with original or romanized language included

17. Parts of journals in two equal languages

Location (Pagination) of Part for Parts of Journal Articles (required)

General Rules for Location (Pagination)

- Begin location with "p." followed by a space
- Enter the page number or numbers for the part, such as p. 438 and p. 663-4
- Do not repeat page numbers unless they are followed by a letter. For example: 126-127 becomes p. 126-7, but p. 126A-127A is correct.
- Include a letter (often S for Supplement or A for Appendix) when it precedes the page number, such as p. S10-8
- End page information with a period

Specific Rules for Location (Pagination)

- Roman numerals used as page numbers
- No page numbers appear on the pages of the part

Box 69. Roman numerals used as page numbers.

- Unlike the practice with volume and issue numbers, keep roman numerals when they are used as page numbers

- Give them in upper or lower case, whichever appears in the publication

    Appendix 2, Common aquatic invertebrates; p. XXI-XXII.

    Table 8, Classification of lung adenocarcinoma; p. xv.

Box 70. No page numbers appear on the pages of the part.

Occasionally, a table, figure, appendix, or other part will appear on a page that is not numbered.

- If only the particular part to be cited has no page numbers, identify the location in relation to numbered pages. For example: preceding p. 17 or following p. 503. Surround such phrases with square brackets.

    Figure 5, Modelling the risk of in-hospital death following lung resection; [preceding p. 55].

    Appendix, Patient questionnaire;[following p. 17].

- If the entire article has no page numbers or the part cannot be easily located in relation to numbered pages, give the total number of pages of the part you wish to cite, placed in square brackets, such as [5 p.].

    Table, Checklist of symptoms; [1 p.].

Examples for Location (Pagination)

1. Standard numbered/lettered table in a journal article

5. Standard numbered/lettered figure in a journal article

9. Standard numbered/lettered appendix in a journal article

12. Numbered section in a journal article

14. Miscellaneous numbered parts in journal articles

15. Parts of journal articles not in English

16. Parts of journal articles not in English with original or romanized language included

17. Parts of journals in two equal languages

Examples of Citations to Parts of Journal Articles

1. Standard numbered/lettered table in a journal article

Diaz-Cruz ES, Shapiro CL, Brueggemeier RW. Cyclooxygenase inhibitors suppress aromatase expression and activity in breast cancer cells. J Clin Endocrinol Metab. 2005 May;90(5):2563-70. Table 2, Aromatase activity and expression in cell lines; p. 2565.

2. Unnumbered/unlettered table in a journal article

Mackey KM, Sparling JW. Experiences of older women with cancer receiving hospice care: significance for physical therapy. Phys Ther. 2000 May;80(5):459-68. Table, Informant demographics and characteristics; p. 461.

3. Unnamed table in a journal article

Krishnamurthi V, Streem SB. Long-term radiographic and functional outcome of extracorporeal shock wave lithotripsy induced perirenal hematomas. J Urol. 1995 Nov;154(5):1673-5. [Table], Radiographic and functional outcome of ESWL related perirenal hematomas; p. 1674.

4. Unnumbered/unlettered and untitled table in a journal article

Hartz AJ, Rupley DC, Rimm AA. The association of girth measurements with disease in 32,856 women. Am J Epidemiol. 1984 Jan;119(1):71-80. Table, [Waist-hip ratio ranges and the sample sizes for women aged 40 to 59]; p. 72.

5. Standard numbered/lettered figure in a journal article

Mitchell GF, Pfeffer MA. Evaluation and management of patients with uncontrolled systolic hypertension: is another new paradigm really needed? Am Heart J. 2005 May;149(5):776-84. Figure 3, Regional pressure wave forms in the normal arterial system; p. 780.

Wood RH, Gardner RE, Ferachi KA, King C, Ermolao A, Cherry KE, Cress ME,Jazwinski SM. Physical function and quality of life in older adults: sex differences. South Med J. 2005 May;98(5):504-12. Figure 2a, Physical function vs. SF-36 PCS in women; p. 510.

Picardi E, Regina TM, Brennicke A, Quagliariello C. REDIdb: the RNA editing database. Nucleic Acids Res. 2007 Jan;35(Database issue):D173-7. Figure 1A, Flow diagram of the various steps used during database construction; p. D175.

6. Unnumbered/unlettered figure in a journal article

Glascoe FP, Martin ED, Humphrey S. A comparative review of developmental screening tests. Pediatrics. 1990 Oct;86(4):547-54. Figure, Developmental screening tests; p. 549.

7. Unnamed figure in a journal article

Lindup WE, Orme MC. Clinical pharmacology: plasma protein binding of drugs. Br Med J (Clin Res Ed). 1981 Jan 17;282(6259):212-4. [Figure], Protein binding and drug disposition; p. 212.

8. Unnumbered/unlettered and untitled figure in a journal article

Roth S, Semjonow A, Waldner M, Hertle L. Risk of bowel dysfunction with diarrhea after continent urinary diversion with ileal and ileocecal segments. J Urol. 1995 Nov;154(5):1696-9. [Figure, Resection of long ileal or ileocecal segments disturbs enterohepatic bile acid circulation]; p. 1697.

9. Standard numbered/lettered appendix in a journal article

House MG, Choti MA. Palliative therapy for pancreatic/biliary cancer. Surg Clin N Am. 2005 Apr;85(2):359-71. Appendix 1, Principles guiding care at the end of life; p. 389-90.

Galant SP, Crawford LJ, Morphew T, Jones CA, Bassin S. Predictive value of a cross-cultural asthma case-detection tool in an elementary school population. Pediatrics. 2004 Sep;114(3):e307-16. Appendix A, International study of asthma and allergy in childhood questionnaire; p. e315.

10. Unnumbered/unlettered appendix in a journal article

Sorkin JD, Muller DC, Andres R. Longitudinal change in height of men and women: implications for interpretation of the body mass index: the Baltimore Longitudinal Study of Aging. Am J Epidemiol. 1999 Nov 1;150(9):969-77. Appendix, Equations, obtained from cross-sectional analysis, relating height to age; p. 976-7.

11. Unnumbered/unlettered and untitled appendix in a journal article

Lee KF. Palliative care: good legal defense. Surg Clin North Am. 2005 Apr;85(2):287-302, vii. Appendix, [Excerpts from "Prescription Pain Medications: Frequently Asked Questions and Answers for Health Care Professionals"]; p. 296-301.

Saada M, Le Chenadec J, Berrebi A, Bongain A, Delfraissy JF, Mayaux MJ, Meyer L. Pregnancy and progression to AIDS: results of the French prospective cohorts. AIDS. 2000 Oct 20;14(15):2355-60. Appendix, [Members of the SEROGEST and SEROCO Study groups]; p. 2360.

12. Numbered section in a journal article

Wakita A, Nitta M, Mitomo Y, Takahashi M, Tanaka M, Kaneda T. Cell proliferation detected by DNA polymerase alpha in acute leukemias. Cancer Detect Prev. 1997;21(1):55-61. Section 2A, Cell preparation; p. 55-6.

13. Unnumbered/unlettered section in a journal article

Martin F, Linden T, Katschinski DM, Oehme F, Flamme I, Mukhopadhyay CK, Eckhardt K, Troger J, Barth S, Camenisch G, Wenger RH. Copper-dependent activation of hypoxia-inducible factor (HIF)-1: implications for ceruloplasmin regulation. Blood. 2005 Jun 15;105(12):4613-9. Induction of ceruloplasm mRNA by hypoxoa and CU2+; p. 4616-7.

14. Miscellaneous numbered parts in journal articles

Pratt HD, Patel DR, Greydanus DE. Behavioral aspects of children's sports. Pediatr Clin North Am. 2003 Aug;50(4):879-99, ix. Box 7, Indicators of potential problems an athlete may experience; p. 892-3.

Morales CA, Layton ME, Shair MD. Synthesis of (-)-longithorone A: using organic synthesis to probe a proposed biosynthesis. Proc Natl Acad Sci U S A. 2004 Aug 17;101(33):12036-41. Scheme 7, Unsuccessful model intermolecular Diels-Alder reaction of 4 with 47; p. 12039.

Fong A, Garcia E, Gwynn L, Lisanti MP, Fazzari MJ, Li M. Expression of caveolin-1 and caveolin-2 in urothelial carcinoma of the urinary bladder correlates with tumor grade and squamous differentiation. Am J Clin Pathol. 2003 Jul;120(1):93-100. Image 4, Immunohistochemical staining of a urothelial carcinoma with squamous differentiation with anti-caveolin-1; p. 98.

15. Parts of journal articles not in English

Balogou AA, Grunitzky EK, Kpade C, Belo M. [Non-traumatic paraplegia at the campus teaching hospital of Lome. Report of 243 cases]. Tunis Med. 2002 Jan;80(1):33-6. [Table 2, Etiology]; p. 35. French.

Solignac M. [COART France 2003 report on new socioeconomic data on osteoarthritis in France]. Presse Med. 2004 May 22;33(9 Pt 2):S4-6. [Figure, Distribution of consultations for osteoarthritis in France in 2002]; p. S5. French.

Llanos De La Torre Quiralte M, Garijo Ayestaran M, Poch Olive ML. [Evolution of the infant mortality rate in la Rioja in Spain (1980-1998)]. An Esp Pediatr. 2001 Nov;55(5):413-20. [Figure 3, Trends in infant mortality]; p.418. Spanish.

Hof H. [Candida, aspergillus and company. Pathogenic fungi]. Pharm Unserer Zeit. 2003;32(2):96-103. [Figure 2, Effect of AFL-B1]; p. 97. German.

16. Parts of journal articles not in English with original or romanized language included

Balogou AA, Grunitzky EK, Kpade C, Belo M. Les paraplegies non traumatiques au CHU Campus de Lome a propos de 243 cas [Non-traumatic paraplegia at the campus teaching hospital of Lome. Report of 243 cases]. Tunis Med. 2002 Jan;80(1):33-6. Tableau 2, Les etiologies [Table 2, Etiology]; p. 35. French.

Solignac M. COART France rapport 2003 sur les nouvelles donnees socio-economiques de l'arthrose en France [COART France 2003 report on new socioeconomic data on osteoarthritis in France]. Presse Med. 2004 May 22;33(9 Pt 2):S4-6. Figure, Repartition des consultations pour arthrose en France en 2002 [Figure, Distribution of consultations for osteoarthritis in France in 2002]; p. S5. French.

Llanos De La Torre Quiralte M, Garijo Ayestaran M, Poch Olive ML. Evolucion de la mortalidad infantil de La Rioja (1980-1998) [Evolution of the infant mortality rate in la Rioja in Spain (1980-1998)]. An Esp Pediatr. 2001 Nov;55(5):413-20. Figura 3, Tendencia de mortalidad infantil [Figure 3, Trends in infant mortality]; p. 418. Spanish.

Hof H. Candida, Aspergillus und Co., Pathogene Pilze [Candida, aspergillus and company. Pathogenic fungi]. Pharm Unserer Zeit. 2003;32(2):96-103. Abb. 2, Wirkung von AFL-B1 [Figure 2, Effect of AFL-B1]; p. 97. German.

17. Parts of journals in two equal languages

Gruppo di Studio SIAARTI Sicurezza in Anestesia e Terapia Intensiva [SIAARTI Study Group for Safety in Anesthesia and Intensive Care]. Raccomandazioni per il trasporto inter ed intra ospedaliero del paziente critico = Recommendations on the transport of critically ill patients. Minerva Anestesiol. 2006 Oct;72(10):XXXVII-LVII. Tabella 3, Scheda di trasporto; p. XLIV-XLV = Table 3, Record of transport; p. LVI-LVII. Italian, English.

C. Sample Citation and Introduction to Citing Entire Journal Titles

The general format for a reference to an entire journal title, including punctuation:

- **for a title continuing to be published:**
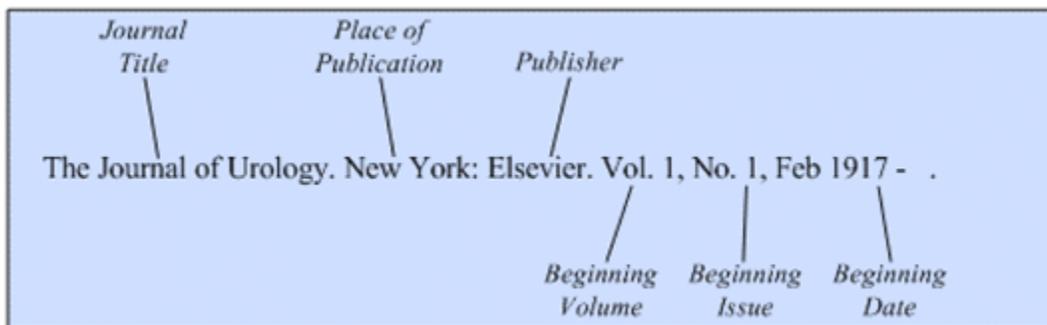
- for a title that ceased publication:
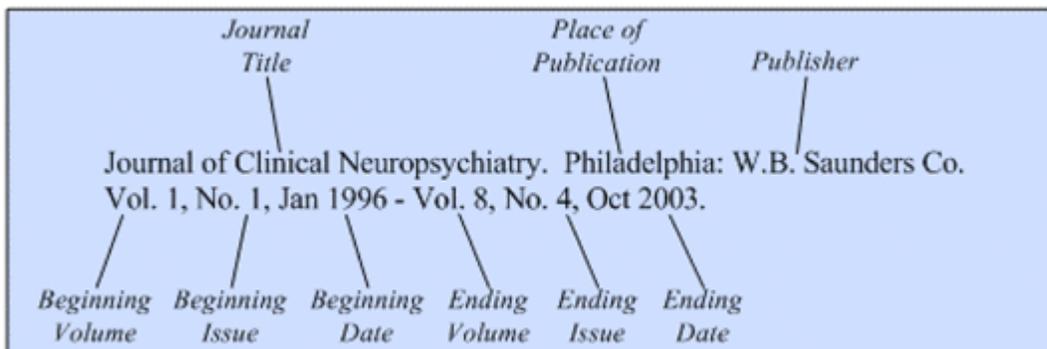
Examples of Citations to Entire Journal Titles

If a journal is still being published, as shown in the first example, follow volume and date information with a hyphen and three spaces. If a journal has ceased publication, as in example two, separate beginning and ending volume and date information with a hyphen surrounded by a space.

Journals frequently change titles and publishers over time. When citing a journal, always provide information on the latest title and publisher unless you are citing an earlier version. If you wish to cite all volumes for a journal that has changed title, provide a separate citation for each title. For example:

JAMA: the journal of the American Medical Association. Chicago: American Medical Association. Vol. 173, No. 9, 1960 -   . Continues: Journal of the American Medical Association.

Journal of the American Medical Association. Chicago: American Medical Association. Vol. 1, No. 8, 1883 - Vol. 173, No. 8, 1960. Continued by: JAMA.

It is not correct to cite it as:

JAMA: the journal of the American Medical Association. Chicago: American Medical Association. Vol. 1, 1883 -   .

It is also important to cite the version you saw. Many journal titles with both print and Internet versions do not carry the same exact content. If you viewed a journal title on the Internet, do not cite it as if it were a print one. See Chapter 23B for citing Internet journal titles.

Authoritative information on a journal, in order of preference, may be found on: (1) the title page, (2) cover, and (3) the masthead of journal issues. Running headers or footers may not carry the official title of a journal.

Note that the rules for creating references to journal titles are not the same as the rules for cataloging them. Therefore records found in the NLM LocatorPlus and the NLM Catalog databases will not always agree with the instructions presented here.

Continue to Citation Rules with Examples for Entire Journal Titles

Continue to Examples of Citations to Entire Journal Titles

Citation Rules with Examples for Entire Journal Titles

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Title (R) | Edition (R) | Type of Medium (R) | Editor (O) | Place of Publication (R) | Publisher (R) | Volume Number (R) | Issue Number (R) | Date of Publication (R) | Physical Description (O) | Language (R) | Notes (O)

Title for Entire Journal Titles (required)

General Rules for Title

- Enter a journal title in the original language
- Do not abbreviate any words or omit any words
- Use whatever capitalization and punctuation are found within the title
- Follow the title with a colon and any subtitle that appears
- Follow a non-English title with a translation when possible; place the translation in square brackets
- End the journal title with a period unless an Edition statement or a Type of Medium is included, then use a space

Specific Rules for Title

- Journal titles not in English
- Journals appearing in more than one language
- Journals appearing in different editions

Box 71. Journal titles not in English.

- For non-English journal titles in the roman alphabet (French, German, Spanish, Italian, etc.), provide the name in the original language

    Sante Mentale au Quebec. Montreal (QC): Communaute et Sante Mentale. Vol. 1, 1976 -   . French.

- For a journal title in a non-roman alphabet:

  - Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean or in a character-based language (Chinese, Japanese). A good authority for romanization is the *ALA-LC Romanization Tables*.

      Problemy Tuberkuleza i Boleznei Legkikh. Moscow: Meditsina. No. 1, 2003 -   . Russian.

      Refu'at ha-Peh veha-Shinayim: it'on ha-Histadrut li-Refu'at Shinayim be-Yiˊsra'el. Jerusalem: ha-Histadrut. Vol. 13, 1996 -   . Hebrew.

Box 71 continues on next page...

>   Taehan Kan Hakhoe Chi. Seoul (Korea): Taehan Kan Hakhoe. Vol. 1, 1995 - Vol. 9, No. 4, Dec 2003. Korean.

> ○ It is not NLM practice, but you may translate journal titles in character-based languages

>   Korean Journal of Hepatology. Seoul (Korea): Taehan Kan Hakhoe. Vol. 1, 1995 - Vol. 9, No. 4, Dec 2003. Korean.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - ○ Treat letters marked with diacritics or accents as if they are not marked

    Å   *treated as*   A

    Ø   *treated as*   O

    Ç   *treated as*   C

    Ł   *treated as*   L

    à   *treated as*   a

    ĝ   *treated as*   g

    ñ   *treated as*   n

    ü   *treated as*   u

  - ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ   *treated as*   ae

    œ   *treated as*   oe

- Provide an English translation after the original language or romanized title when possible; place translations in square brackets

    Archives des Maladies du Coeur et des Vaisseaux [Archives of Diseases of the Heart and Vessels]. Paris: Bailliere. Vol. 30, No. 4, Apr 1937 -   . French.

Box 72. Journals appearing in more than one language.

- For a journal appearing in two or more equal languages, as often occurs with Canadian journals:

  - ○ Begin with the title in the first language found, in order of preference: on the title page of the issue, on the issue cover, or on the masthead

  - ○ Give all titles in the order they are provided in the text

  - ○ Place an equals sign with a space before and after between each title

  - ○ List all the languages, separated by commas, after the date of publication (and Physical Description, if provided)

Box 72 *continued from previous page.*

- ○ End the list of languages with a period

  Example:

  Canadian Family Physician = Medecin de Famille Canadien. Mississauga (ON): College of Family Physicians of Canada. Vol. 13, No. 7, Jul 1967 -   . English, French.

- For a journal title appearing in multiple languages:

  - ○ Give the title in the first language found, in order of preference: on the title page of the issue, on the issue cover, or on the masthead

  - ○ List all languages of publication, separated by commas, after the date of publication (and Physical Description, if provided)

  - ○ End the list of languages with a period

    Examples:

    Acta Dermato-Venereologica. Oslo (Norway): Scandinavian University Press. Vol. 1, 1920 -   . English, French, German.

    Medicina Interna: Revista da Sociedade Portuguesa de Medicina Interna. Lisbon: Imprensa Medica. Vol. 1, No. 1, Apr-Jun 1994 -   . Portuguese, English, French, Spanish.

Box 73. **Journals appearing in different editions.**

If a journal is published in more than one edition:

- Capitalize all significant words in edition information

- Separate the edition from the title itself by a space and place it in parentheses

- End all title information with a period

  Examples:

  American Homeopathy (Consumer Edition).

  American Homeopathy (Professional Edition).

Examples for Title

1. Standard journal title that is still being published

2. Standard journal title that has ceased publication

3. Journal title with subtitle

4. Journal title with edition

5. Journal title published in parts

6. Journal title not in English

7. Journal title not in English, with optional translation

8. Journal title published in two equal languages

9. Journal title published in multiple languages

Edition for Entire Journal Titles (required)

General Rules for Edition

- Indicate the edition/version being cited after the title if a journal is published in more than one edition or version
- Do not abbreviate or omit any words
- Use whatever capitalization and punctuation are found in the edition statement
- Place the edition statement in parentheses, such as (British Edition)
- End the edition statement with a period placed outside the closing parenthesis unless the Type of Medium is included, then use a space

Specific Rules for Edition

- Non-English words for edition

Box 74. **Non-English words for edition.**

- For non-English edition statements in the roman alphabet (French, German, Spanish, Italian, etc.):

  ○ Give the name in the original language

  ○ Separate the edition from the title itself by a space and place it in parentheses

  ○ End title and edition information with a period

  Examples:

  Tierarztliche Praxis. Ausgabe Klientiere Heimtiere *becomes* Tierarztliche Praxis (Ausgabe Klientiere Heimtiere).

  Angiology. Edicion Espanola. *becomes* Angiology (Edicion Espanola).

  Farmaco. Edizione Pratica. *becomes* Farmaco (Edizione Pratica).

- For an edition statement in Cyrillic, Greek, Arabic, Hebrew, or Korean, or in a character-based language such as Chinese and Japanese:

  ○ Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables*.

  ○ Separate the edition from the title itself by a space and place it in parentheses

  ○ End the title and edition information with a period

  Examples:

  Pharmakeutikon Deltion. Epistemonike Ekdosis. *becomes* Pharmakeutikon Deltion (Epistemonike Ekdosis).

  Fang She Hsueh Shi Jian. Zhong Wen Ban. *becomes* Fang She Hsueh Shi Jian (Zhong Wen Ban).

  Box 74 continues on next page...

- ○ It is not NLM practice, but you may translate journal titles and their editions in a character-based language

  Journal of Jinan University (Natural Science and Medicine Edition).

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - ○ Treat letters marked with diacritics or accents as if they are not marked

    Å *treated as* A

    Ø *treated as* O

    Ç *treated as* C

    Ł *treated as* L

    à *treated as* a

    ĝ *treated as* g

    ñ *treated as* n

    ü *treated as* u

  - ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ *treated as* ae

    œ *treated as* oe

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

Language	Word for Edition	Abbreviation
Danish	oplag	n.a.
	udgave	
Dutch	uitgave	uitg.
	editie	ed.
Finnish	julkaisu	julk.
French	edition	ed.
German	Ausgabe	Ausg.
	Auflage	Aufl.
Greek	ekdosis	ekd.
Italian	edizione	ed.
Norwegian	publikasjon	publ.
	utgave	utg.

Box 74 continued from previous page.

Language	Word for Edition	Abbreviation
Portuguese	edicao	ed.
Russian	izdanie	izd.
	publikacija	publ.
Spanish	edicion	ed.
	publicacion	publ.
Swedish	upplaga	n.a.

Examples for Edition

4. Journal title with edition

Type of Medium for Entire Journal Titles (required)

General Rules for Type of Medium

- Indicate the specific type of medium (microfiche, ultrafiche, microfilm, microcard, etc.) following the title (and Edition, if present) if a journal is published in a microform
- Place the name of the medium in square brackets and end with a period placed outside the closing bracket, such as [microfiche].
- See Chapter 16B for journal titles in audiovisual formats, Chapter 19B for titles on CD-ROM, DVD, or disk, and Chapter 23B for titles on the Internet

Examples for Type of Medium

39. Journal title in a microform

Editor for Entire Journal Titles (optional)

General Rules for Editor

- Give the name of the current (or last) editor
- Enter the editor's name in natural order, such as John A. Jones
- Follow the name with a comma and the word "editor"
- End editor information with a period

Specific Rules for Editor

- Editor names not in English

Box 75. Editor Names not in English.

- Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese. Romanization, a form of transliteration, means using the roman

Box 75 continues on next page...

Box 75 continued from previous page.

(Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Capitalize only the first letter of romanized names when the original initial is represented by more than one letter

    Iu. A. Iakontov

    G. Th. Tsakalos

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

Å	*treated as*	A
Ø	*treated as*	O
Ç	*treated as*	C
Ł	*treated as*	L
à	*treated as*	a
ĝ	*treated as*	g
ñ	*treated as*	n
ü	*treated as*	u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ	*treated as*	ae
œ	*treated as*	oe

- To assist in identifying editors, below is a brief list of non-English words for editor:

Language	Word for Editor
French	redacteur
	editeur
German	redakteur
	herausgeber
Italian	redattore
	curatore
	editore
Russian	redaktor
	izdatel
Spanish	redactor

Language	Word for Editor
	editor

Examples for Editor

10. Journal title with editor included

Place of Publication for Entire Journal Titles (required)

General Rules for Place of Publication

- Place is defined as the city where the journal was published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as Cambridge (MA) and Cambridge (England)
- End place information with a colon

Specific Rules for Place of Publication

- Non-US cities
- Multiple places of publication
- No place of publication can be found

Box 76. Non-US cities.

- Use the anglicized form for the name of a city, such as Rome for Roma and Moscow for Moskva, when possible

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E)

    Montreal (QC):

    Ottawa (ON):

- If the city is not well known or could be confused with another city of the same name, follow the city with the name of the country, either written out or as the two-letter ISO country code (see Appendix D). Use the anglicized form of the name, such as Spain for Espana. Place the country name or code in parentheses.

    London:

    Rome:

    Paris:

    Madrid:

    but

Box 76 continued from previous page.

> Malaga (Spain):   *or*   Malaga (ES):
>
> Basel (Switzerland):   *or*   Basel (CH):
>
> Oxford (England):   *or*   Oxford (GB):

- As an option, use the country name after all cities not in the US or Canada

---

Box 77. Multiple places of publication.

- If a journal changed publishers over the years or if the publisher changed its location, give the place of publication of the current (or last) publisher
- If more than one place of publication is found for the publisher, use the first one or the one set in the largest type or in bold type. Do not give multiple places of publication.
- An alternative is to use the place of publication and publisher likely to be most familiar to the audience of the reference list. For example, use the place of an American publisher for a US audience and a London publisher for a British one.

Box 78. No place of publication can be found.

- If no place can be found but one can be reasonably inferred, such as Chicago as the place of publication for a journal of the American Medical Association, put the place name in square brackets

    ACOG Technology Assessment in Obstetrics and Gynecology. [Washington]: American College of Obstetricians and Gynecologists. No. 1, 2002 -   .

- If no place of publication can be found or inferred, use [place unknown]

    Acta Radiologica: Therapy, Physics, Biology. [place unknown]: Societies of Medical Radiology in Denmark, Finland, Norway, and Sweden. Vol. 1, 1963 - Vol. 16, 1977.

Examples for Place of Publication

11. Journal title with well-known place of publication

12. Journal title with lesser-known place of publication

13. Journal title with place of publication inferred

14. Journal title with unknown place of publication

19. Journal title with unknown place of publication and publisher

Publisher for Entire Journal Titles (required)

General Rules for Publisher

- Record the name of the publisher as it appears in the journal, using whatever capitalization and punctuation are found there
- Abbreviate well-known publisher names if desired but with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".

- When a division or other subsidiary part of a publisher is given, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a period

Specific Rules for Publisher

- Abbreviated words in publisher names
- Non-English publishers
- Government agencies and other national and international bodies as publisher
- Multiple publishers
- Joint publication
- No publisher can be found

Box 79. Abbreviated words in publisher names.

- Abbreviate commonly used words in publisher names, if desired

    Examples:

    Acad. for Academy

    Assoc. for Association

    Co. for Company

    Coll. for College

    Corp. for Corporation

    Dept. for Department

    Div. for Division

    Inst. for Institute or Institution

    Ltd. for Limited

    Soc. for Society

    Univ. for University

    See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

- Follow all abbreviated words with a period

Box 80. Non-English publishers.

- Give publisher names in the roman alphabet (French, Spanish, Italian, etc.) in their original language

    Rome: Societa Editrice Universo.

    Lisbon: Imprensa Medica.

    Box 80 continues on next page...

Box 80 continued from previous page.

- Romanize names in Cyrillic, Greek, Arabic, Hebrew, Korean, and character-based languages (Chinese, Japanese)

	Sofia (Bulgaria): Sofia Medizina i Fizkultura.

- If the name of a division or other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

	Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

	- Treat letters marked with diacritics or accents as if they are not marked

			Å	*treated as*	A

			Ø	*treated as*	O

			Ç	*treated as*	C

			Ł	*treated as*	L

			à	*treated as*	a

			ĝ	*treated as*	g

			ñ	*treated as*	n

			ü	*treated as*	u

	- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

			æ	*treated as*	ae

			œ	*treated as*	oe

- Follow a non-English name with a translation, if desired. Place all translated publisher names in square brackets.

	Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press].

- As an option, you may translate all publisher names not appearing in English. Place all translated names in square brackets unless the translation is given in the publication.

	Aarhus (Denmark): [Aarhus University Press].

Box 81. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

Box 81 continues on next page...

Box 81 continued from previous page.

> National Cancer Institute (US).
>
> National Society on Alcoholism and Drug Dependence (NZ).
>
> Royal Society of Medicine Press Ltd. (GB).
>
> Royal College of Physicians (AU), Paediatrics & Child Health Division.

- Do not confuse the publisher with the distributor of documents for the publisher. The most common distributors of US government publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency making the publication available as the publisher and include distributor information as a note. Begin with the phrase "Available from" followed by a colon and a space. Add the name of the distributor, the city and state, and the accession or order number.

  > FDA Consumer. Rockville (MD): Food and Drug Administration (US). Vol. 6, No. 6, Jul-Aug 1972 -
  >   . Available from: US Government Printing Office, Washington, DC; HE 20.4010. Continues: FDA Papers.

Box 82. Multiple publishers.

- If a journal changed publishers over the years, give the name of the current (or last) publisher

- If more than one publisher is found in a journal, use the first one given or the one set in the largest type or set in bold

- An alternative is to use the publisher likely to be most familiar to the audience of the reference list, such as an American publisher for a US audience and a London publisher for a British one

- Do not list multiple publishers. For journals with joint or co-publishers, use the name provided first as the publisher. Include the name of the other publisher(s) as a note, if desired.

- End publisher information with a period

  Example:

  > Journal of Natural Products. Cincinnati (OH): American Society of Pharmacognosy. Vol. 42, Jan-Feb 1979 -   . Continues: Lloydia. Jointly published by the Lloyd Library and Museum.

Box 83. Joint publication.

- For those journals with joint or co-publishers, use the name provided first as publisher, in order of precedence: on the title page of the issue, on the issue cover, and on the masthead

- Include the name of the other publisher(s) as a note, if desired

  > Journal of Natural Products. Cincinnati (OH): American Society of Pharmacognosy. Vol. 42, Jan-Feb 1979 -   . Continues: Lloydia. Jointly published by the Lloyd Library and Museum.

- Do not list multiple publishers

- End publisher information with a period

Box 84. **No publisher can be found.**

- If no publisher can be determined, use [publisher unknown]

    Acta Therapeutica. Brussels: [publisher unknown]. Vol. 1, No. 1, 1975 - Vol. 23, No. 1-2, 1997.

Examples for Publisher

15. Journal title with well-known publisher

16. Journal title with government agency or national or international organization as publisher

17. Journal title publisher with subsidiary part

18. Journal title with unknown publisher

19. Journal title with unknown place of publication and publisher

Volume Number for Entire Journal Titles (required)

General Rules for Volume Number

- Precede the number with "Vol.", regardless of the particular word for volume used by the journal
- Use arabic numbers only. For example: convert LX or Sixtieth to 60.
- Separate multiple volumes by a hyphen. For example: 5-6 or 42-43.
- Follow volume number(s) with a comma

Specific Rules for Volume Number

- Non-English names for volume
- No volume number can be found

Box 85. **Non-English names for volume.**

- Use only the English word for volume and abbreviate it to "Vol."

- To help locate volumes, see the following list for the words and abbreviations used for volume in a variety of languages:

    aarg. aargang année anno año årg. årgang band bd. bind

    évf. évfolyam g. god god. godina godišté jaarg. jaargang

    jahrg. jahrgang köt. kötet r. ročník rocznik rok sv. svazek

    svezak t. tom tom. tome tomo tomus vol. volumen zv. zväzok zvezek

Box 86. **No volume number can be found.**

- If no volume number can be found, follow the publisher with the issue number

    Sexual Health Exchange. Amsterdam (Netherlands): Royal Tropical Institute. No. 1, 1998 -   .

Box 86 continued from previous page.

- If no volume number or issue number is found, follow the publisher with the beginning year of publication. Precede the year with the name and day of the month or season, if provided.

  Clinical Transplants. Los Angeles: UCLA Tissue Typing Laboratory. 1986 -   .

  Harvard AIDS Review. Cambridge (MA): Harvard AIDS Institute. Fall 1995 - Winter 2001.

Examples for Volume Number

20. Journal title with volume and issue number

21. Journal title with volume, but no issue number

22. Journal title with issue number, but no volume

23. Journal title without volume or issue number

24. Journal title published in more than one series

Issue Number for Entire Journal Titles (required)

General Rules for Issue Number

- Precede the issue number with "No.", regardless of the particular word for issue used by the journal
- Use arabic numbers only. For example: convert IV or Fourth to 4.
- Separate multiple issues by a hyphen, such as 2-3
- Follow issue information with a comma

Specific Rules for Issue Number

- Non-English names for issue
- No volume number can be found
- No issue number can be found
- Options for issues

Box 87. Non-English names for issue.

- Use only "number", the English word for issue, and abbreviate it to "No."

- To help locate issues in languages other than English, see the following list of words and abbreviations used for issue (usually variations on the word number) in a variety of languages:

  čís. číslo fasc. fascicle fascicule fasciculus heft knižka

  no. nommernr. numer número nummer sveska sz. szám

  vypusk zesz. zeszyt zošit

Box 88. No volume number can be found.

- If no volume number is present, follow the publisher with the issue number

Box 88 continues on next page...

Box 88 continued from previous page.

> Sexual Health Exchange. Amsterdam (Netherlands): Royal Tropical Institute. No. 1, 1998 -   .

- If no volume number or issue number is present, follow the publisher with the beginning year of publication. Precede the year with the name and day of the month or season, if provided.

> Clinical Transplants. Los Angeles: UCLA Tissue Typing Laboratory. 1986 -   .

> Harvard AIDS Review. Cambridge (MA): Harvard AIDS Institute. Fall 1995 - Winter 2001.

Box 89. No issue number can be found.

- If no issue number is present but a volume number can be found, follow the publisher with the volume number and beginning date

> Annual Review of Nursing Research. New York: Springer. Vol. 1, 1983 -   .

- If no volume number or issue number is present, follow the publisher with the beginning year of publication. Precede the year with the name and day of the month or season, if provided.

> Clinical Transplants. Los Angeles: UCLA Tissue Typing Laboratory. 1986 -   .

> Harvard AIDS Review. Cambridge (MA): Harvard AIDS Institute. Fall 1995 - Winter 2001.

Box 90. Options for issues.

It is not NLM policy, but the following is an acceptable option:

- If a journal began publishing with volume one, number one, you may omit the issue number

> Cancer Molecular Biology: CMB. Cairo: Ain Shams Faculty of Medicine, Oncology Diagnostic Unit. Vol. 1, No. 1, Jan-Feb 1994 -   .

> *or*

> Cancer Molecular Biology: CMB. Cairo: Ain Shams Faculty of Medicine, Oncology Diagnostic Unit. Vol. 1, Jan-Feb 1994 -   .

Examples for Issue Number

20. Journal title with volume and issue number

21. Journal title with volume, but no issue number

22. Journal title with issue number, but no volume

23. Journal title without volume or issue number

Date of Publication for Entire Journal Titles (required)

General Rules for Date of Publication

- Include the month and year the journal began to be published, in that order, such as May 2004
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Use English names for months and abbreviate them to the first three letters, such as Jan

- End beginning date information with a hyphen, three spaces, and a period if the journal is still being published
- End beginning date information with a space, a hyphen and a space if the journal ceased publication. Enter closing volume and issue information followed by a comma (see above) and the closing date. End closing date information with a period.

Specific Rules for Date of Publication

- Multiple years, months, or days of publication
- Non-English names for months
- Seasons instead of months
- Options for dates

Box 91. **Multiple years, months, or days of publication.**

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

    2002-2003

    1997-1998

    1999-2000

    Example:

    Nursing Forum. Philadelphia: Nursecom Inc. Vol. 1, Winter 1961-1962 -   .

- If months and days of the month are given, place them before the year. Use English names for months and abbreviate them using the first three letters.

    Oct 1999

    Mar 1, 2002

    Jan 1, 2005-Feb 31, 2005

    Example:

    Hospital Practice (Office Edition). New York: McGraw-Hill. Vol. 16, No. 1, Jan 1981 - Vol. 36, No. 9, Sep 15, 2001.

- Separate multiple months of publication and multiple days of the month by a hyphen

    Mar-Apr 2005

    Dec 1999-Jan 2000

    Feb 1-7, 2005

    Jan 25-31, 2001

    Examples:

    Cancer Molecular Biology: CMB. Cairo: Ain Shams Faculty of Medicine, Oncology Diagnostic Unit. Vol. 1, No. 1, Jan-Feb 1994 -   .

Box 91 continues on next page...

Box 91 continued from previous page.

> The American Journal of Anesthesiology. Chatham (NJ): Quadrant Healthcom. Vol. 22, No. 1, Jan-Feb 1995 - Vol. 28, No. 9, Nov-Dec 2001.

- Separate multiple seasons by a hyphen, as Spring-Summer. Capitalize names of seasons; do not abbreviate them.

  Examples:

  > Advanced Practice Nurse: APN. Encino (CA): Petersons/Cog Publishing Group. Spring-Summer 1994 - Fall-Winter 1995.

  > The ACA Journal. Towson (MD): American Council on Alcoholism. Vol. 1, No. 1, Spring 1987 - Fall-Winter 1990.

Box 92. Non-English names for months.

- Translate names of months into English

- Abbreviate them using the first three letters

- Capitalize them

  Examples:

  > mayo = May

  > luty = Feb

  > brezen = Mar

Box 93. Seasons instead of months.

- Translate names of seasons into English

- Capitalize them

- Do not abbreviate them

  Examples:

  > balvan = Summer

  > outomno = Fall

  > hiver = Winter

  > pomlad = Spring

- Separate multiple seasons by a hyphen, such as Fall-Winter

  > Advanced Practice Nurse: APN. Encino (CA): Petersons/Cog Publishing Group. Spring-Summer 1994 - Fall-Winter 1995.

Box 94. Options for dates.

It is not NLM policy, but the following are acceptable options:

- If both volume and issue numbers are present, you may omit the name of the months or seasons.

    American Journal of Physiology. Lung Cellular and Molecular Physiology. Bethesda (MD): American Physiological Society. Vol. 1, No. 1, Aug 1989 -   .

    or

    American Journal of Physiology. Lung Cellular and Molecular Physiology. Bethesda (MD): American Physiological Society. Vol. 1, No. 1, 1989 -   .

    Clinics in Communication Disorders. Woburn (MA): Butterworth-Heinemann. Vol. 1, No. 1, Spring 1991 - Vol. 4, No. 4, Fall 1994.

    or

    Clinics in Communication Disorders. Woburn (MA): Butterworth-Heinemann. Vol. 1, No. 1, 1991 - Vol. 4, No. 4, 1994.

Examples for Date of Publication

25. Journal title with multiple month(s) in date

26. Journal title with days of the month included in date

27. Journal title with season in date

28. Journal title with multiple seasons in date

29. Journal title with multiple years in beginning or ending dates of publication

Physical Description for Entire Journal Titles (optional)

General Rules for Physical Description

- Enter the medium on which the journal title is issued, in plural form, if a journal is published in a microform
- Follow the medium by a colon and a space, such as Microfiche:
- Give information on the physical characteristics of the medium, such as color and size

Specific Rules for Physical Description

- Language for describing physical characteristics

Box 95. Language for describing physical characteristics.

If a journal is published on microfiche, microfilm, or microcards:

- Begin with the name of the type of microform, in plural form, followed by a colon and a space

    Microfiche:

    Box 95 continues on next page...

Box 95 continued from previous page.

Microfilm:

Microcards:

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches and mm. for millimeters. Separate types of information by commas.

  Typical words used include:

  color

  black & white

  positive

  negative

  4 x 6 in. (standard microfiche size)

  3 x 5 in. (standard microcard size)

  35 mm. (a standard microfilm size)

  16 mm. (a standard microfilm size)

  Examples of complete physical description statements:

  Microfiche: color, positive, 4 x 6 in.

  Microcards: black & white, 3 x 5 in.

  Microfilm: black & white, negative, 35 mm.

Examples for Physical Description

39. Journal title in a microform

Language for Entire Journal Titles (required)

General Rules for Language

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Journals appearing in more than one language

Box 96. Journals appearing in more than one language.

- If a journal is published in multiple languages:

  ○ Give the title in the first language found, in order of precedence: on the title page of the issue, on the issue cover, or on the masthead

Box 96 continues on next page...

Box 96 continued from previous page.

- ○ List all languages of publication after the date(s) of publication (and Physical Description if provided)

- ○ Separate the languages by commas

- ○ End the list of languages with a period

  Example:

  Acta Dermato-Venereologica. Oslo (Norway): Scandinavian University Press. Vol. 1, 1920 - . English, French, German.

- If a journal is published in two or more equal languages, as often occurs with Canadian journals:

  - ○ Begin with the title in the language appearing first, in order of precedence: on the title page of the issue, on the issue cover, or on the masthead

  - ○ Give all titles in the order they are provided in the text

  - ○ Place an equals sign with a space on either side between each title

  - ○ List all languages of publication after the date(s) of publication (and Physical Description if provided)

  - ○ Separated the languages by commas

  - ○ End the list of languages with a period

    Example:

    Canadian Family Physician = Medecin de Famille Canadien. Mississauga (ON): College of Family Physicians of Canada. Vol. 13, No. 7, Jul 1967 - . English, French.

Examples for Language

6. Journal title not in English

7. Journal title not in English, with optional translation

8. Journal title published in two equal languages

9. Journal title published in multiple languages

Notes for Entire Journal Titles (optional)

General Rules for Notes

- Notes is a collective term for further useful information about the journal
- If the journal was previously published under another title, provide the name preceded by "Continues: ", such as Continues: Immunochemistry.
- If the journal continues to be published under another title, provide the name preceded by "Continued by: ", such as Continued by: Molecular Immunology.

Specific Rules for Notes

- Other types of material to include in notes

Box 97. Other types of material to include in notes.

- The name under which a journal was previously published. Begin with Continues:

  Molecular Immunology. Oxford (UK): Pergamon Press. Vol. 16, 1979 -   . Continues: Immunochemistry.

- The name under which a journal continues to be published. Begin with Continued by:

  Immunochemistry. Oxford (UK): Pergamon Press. Vol. 1, 1964 - Vol. 15, 1978. Continued by: Molecular Immunology.

- If a print journal is also available as an Internet version, the address where it may be found

  American Journal of Physiology. Lung Cellular and Molecular Physiology. Bethesda (MD): American Physiological Society. Vol. 1, No. 1, Aug 1989 -   . Also available on the Internet: http://ajplung.physiology.org/.

- The sponsorship of the journal if the sponsor is not also the publisher

  The Journal of Infection. Kent (UK): W.B. Saunders. Vol. 1, Mar 1979 -   . Sponsored by the British Society for the Study of Infection.

- Frequency of publication of the journal

  Immunology. Oxford (England): Blackwell Scientific Publications. Vol. 1, Jan 1958 -   . Monthly.

- The International Standard Serial Number (ISSN) of the journal

  Applied Physics Letters. College Park (MD): American Institute of Physics. Vol. 1, Sep 1962 -   . ISSN: 0003-6951.

- If the journal is an unusual one, the name of a library or other archive where it may be found. Begin with the phrase "Located at" followed by a colon and a space

  Abhandlungen zur Geschichte der Medizin und der Naturwissenschaften. Husum (Germany): Matthieson Verlag. Vol. 1, 1934 -   . German. Located at: National Library of Medicine, Bethesda, MD; W1 AB797.

- If the journal is usually accompanied by a CD-ROM, videocassette, or other additional medium, provide this information preceded by the words "Accompanied by: "

  Alzheimers Disease. London: Current Drugs. Vol. 1, No. 1, 1996 - . Accompanied by: CD-ROMs.

  Movement Disorders: Official Journal of the Movement Disorder Society. New York: Wiley-Liss. Vol. 1, No. 1, 1986 -   . Accompanied by: Videocassette supplements.

- Any other information that would be useful

  Acta Medica Nagasakiensia. Nagasaki (Japan): Nagasami Daigaku Igakubu. Vol. 1, 1939 -   . Publication suspended 1944-59.

  Doklady Biological Sciences: Proceedings of the Academy of Sciences of the USSR, Biological Sciences Sections. New York: Kluwer Academic/Plenum Publishers. Vol. 154, No.1-6, Jan-Feb 1964 -   . English translation from the Russian of articles on biology from Doklady Akademii Nauk SSSR and Doklady Akademii Nauk.

Examples for Notes

> 30. Journal title previously published under another name
>
> 31. Journal title continuing to be published under another name
>
> 32. Journal title both previously published and continuing to be published under another name
>
> 33. Journal title with note on Internet availability
>
> 34. Journal title with sponsorship note
>
> 35. Journal title with frequency of publication note
>
> 36. Journal title with ISSN note
>
> 37. Journal title with note on a library where it may be located
>
> 38. Journal title with distributor note
>
> 39. Journal title in a microform
>
> 40. Journal title accompanied by a CD-ROM, videocassette, etc.
>
> 41. Journal title with examples of other notes

Examples of Citations to Entire Journal Titles

1. Standard journal title that is still being published

Advances in Applied Microbiology. San Diego: Academic Press. Vol. 1, 1959 - .

Nature. Basingstoke (UK): Nature Publishing Group. Vol. 1, 1869 - .

Biochimica et Biophysica Acta. Amsterdam (Netherlands): Elsevier. Vol. 1, 1947 - .

2. Standard journal title that has ceased publication

Clinics in Endocrinology and Metabolism. London: W.B. Saunders. Vol. 1, Mar 1972 - Vol. 15, No. 4, Nov 1986.

The American Journal of Anesthesiology. Chatham (NJ): Quadrant Healthcom. Vol. 22, No. 1, Jan-Feb 1995 - Vol. 28, No. 9, Nov-Dec 2001.

Jahrbuch fur Geschichte von Staat, Wirtschaft und Gesellschaft Lateinamerikas. Cologne (Germany): Bohlau. Vol. 1, 1964 - Vol. 34, 1997. German.

3. Journal title with subtitle

Blood Purification: Official Journal of the International Society of Blood Purification (ISBP), Vascular Access Society (VAS), Japanese Society of Hemodiafiltration (JS-HDF). Basel (Switzerland): S. Karger AG. Vol. 1, 1983 - .

Heart & Lung: the Journal of Critical Care. St. Louis (MO): Mosby. Vol. 1, Jan-Feb 1972 - .

Nitric Oxide: Biology and Chemistry. Official Journal of the Nitric Oxide Society. Orlando (FL): Academic Press. Vol. 1, No. 1, Feb 1997 - .

4. Journal title with edition

BMJ (Clinical Research Edition). London: British Medical Association. Vol. 297, No. 6640, Jul 2, 1988 - .

Hospital Practice (Office Edition). New York: McGraw-Hill. Vol. 16, No. 1, Jan 1981 - Vol. 36, No. 9, Sep 15, 2001.

Indice de Especialidades Farmaceuticas Intercon (Edicion para Farmacias). Madrid: Noticias Medicas. Vol. 12, Jan-Feb 1970 - . Spanish.

5. Journal title published in parts

American Journal of Medical Genetics. Part C, Seminars in Medical Genetics. Hoboken (NJ): Wiley-Liss. Vol. 117C, No. 1, Feb 15, 2003 - .

The Anatomical Record. Part A, Discoveries in Molecular, Cellular, and Evolutionary Biology. Hoboken (NJ): Wiley-Liss. Vol. 270A, No. 1, Jan 2003 - .

Journal of Experimental Psychology. Human Perception and Performance. Washington: American Psychological Association. Vol. 1, Feb 1975 - .

Journal of Laparoendoscopic & Advanced Surgical Techniques. Part A. Larchmont (NY): Mary Ann Liebert, Inc. Vol. 7, No. 1, Feb 1997 - .

Acta Crystallographica. Section A, Foundations of Crystallography. Copenhagen: Munksgaard. Vol. A39, Pt. 1, Jan 1, 1983 - .

6. Journal title not in English

Tidsskrift for Den norske laegeforening. Oslo (Norway): Norske Laegeforening. Vol. 10, Jan 1980 - . Norwegian.

Orvosi Hetilap. Budapest (Hungary): Ifjusagi Lapkiado Vallalat. Vol. 1, 1857 - . Hungarian.

Annali di Igiene: Medicina Preventiva e di Comunita. Rome: Societa Editrice Universo. Vol. 1, No. 1-2, Jan-Apr 1989 - . Italian.

Hinyokika Kiyo. Kyoto (Japan): Editorial Board of Acta Urologica Japonica. Vol. 1, 1955 - . Japanese.

7. Journal title not in English, with optional translation

Archives des Maladies du Coeur et des Vaisseaux [Archives of Diseases of the Heart and Vessels]. Paris: Bailliere. Vol. 30, No. 4, Apr 1937 - . French.

8. Journal title published in two equal languages

Canadian Family Physician = Medecin de Famille Canadien. Mississauga (ON): College of Family Physicians of Canada. Vol. 13, No. 7, Jul 1967 - . English, French.

9. Journal title published in multiple languages

Acta Dermato-Venereologica. Oslo (Norway): Scandinavian University Press. Vol. 1, 1920 - . English, French, German.

Medicina Interna: Revista da Sociedade Portuguesa de Medicina Interna. Lisbon: Imprensa Medica. Vol. 1, No. 1, Apr-Jun 1994 - . Portuguese, English, French, Spanish.

10. Journal title with editor included

Folia Primatologica: International Journal of Primatology. R.H. Crompton, editor. Basel (Switzerland): S. Karger AG. Vol. 1, 1963 -   .

11. Journal title with well-known place of publication

Advances in Health Sciences Education: Theory and Practice. Boston: Kluwer Academic Publishers. Vol. 1, No. 1, 1996 -   .

Research in Veterinary Science. London: British Veterinary Association. Vol. 1, Jan 1960 -   .

12. Journal title with lesser-known place of publication

Biological Research for Nursing. Thousand Oaks (CA): Sage Publications, Inc. Vol. 1, No. 1, Jul 1999 -   .

13. Journal title with place of publication inferred

ACOG Technology Assessment in Obstetrics and Gynecology. [Washington]: American College of Obstetricians and Gynecologists. No. 1, 2002 -   .

14. Journal title with unknown place of publication

Acta Radiologica: Therapy, Physics, Biology. [place unknown]: Societies of Medical Radiology in Denmark, Finland, Norway, and Sweden. Vol. 1, 1963 - Vol. 16, 1977.

15. Journal title with well-known publisher

The Quarterly Review of Biology. Chicago: University of Chicago Press. Vol. 1, Jan 1926 -   .

Head & Neck. New York: Wiley. Vol. 11, No. 1, Jan-Feb 1989 -   .

16. Journal title with government agency or national or international organization as publisher

MMWR. CDC Surveillance Summaries. Atlanta: Centers for Disease Control and Prevention (US). Vol. 32, No. 3SS, Aug 1983 - Vol. 50, No. SS-5, Dec 7, 2001.

Addictions Newsletter. Wellington (New Zealand): National Society on Alcoholism and Drug Dependence (NZ). Vol. 1, No. 1, 1984 - .

17. Journal title publisher with subsidiary part

Cancer Molecular Biology: CMB. Cairo: Ain Shams Faculty of Medicine, Oncology Diagnostic Unit. Vol. 1, No. 1, Jan-Feb 1994 -   .

MMWR. Surveillance Summaries. Atlanta: Centers for Disease Control and Prevention (US), Epidemiology Program Office. Vol. 51, No. SS-1, Mar 29, 2002 -   .

18. Journal title with unknown publisher

Acta Therapeutica. Brussels: [publisher unknown]. Vol. 1, No. 1, 1975 - Vol. 23, No. 1-2, 1997.

19. Journal title with unknown place of publication and publisher

Al-Azhar Medical Journal. [place unknown: publisher unknown]. Vol. 1, 1972 - Vol. 31, 2002.

20. Journal title with volume and issue number

Clinical Lymphoma. Dallas (TX): Cancer Information Group. Vol. 1, No. 1, Jun 2000 - .

21. Journal title with volume, but no issue number

Annual Review of Nursing Research. New York: Springer. Vol. 1, 1983 - .

22. Journal title with issue number, but no volume

Sexual Health Exchange. Amsterdam (Netherlands): Royal Tropical Institute. No. 1, 1998 - .

Latin American Population History Bulletin. Minneapolis (MN): University of Minnesota, Department of History. No. 16, Fall 1989 - .

23. Journal title without volume or issue number

Clinical Transplants. Los Angeles: UCLA Tissue Typing Laboratory. 1986 - .

Harvard AIDS Review. Cambridge (MA): Harvard AIDS Institute. Fall 1995 - Winter 2001.

Nordisk Medicinhistorisk Arsbok. Stockholm (Sweden): Museum of Medical History, Stockholm. 1968 - 1996.

24. Journal title published in more than one series

The American Journal of the Medical Sciences. Hagerstown (MD): Lippincott Williams & Wilkins. Vol. 1, Nov 1827 - Vol. 26, Aug 1840; NS Vol. 1, Jan 1841 - .

Medicina nei Secoli. Rome: University of Rome, Institute for the History of Medicine. Vol. 1, 1964 - Vol. 21, 1984; NS Vol. 1, 1989 - . English, French, German, Italian, Spanish.

25. Journal title with multiple month(s) in date

Clinical Nephrology. Munich (Germany): Dustri-Verlag Dr Karl Feistle. Vol. 1, Jan-Feb 1973 - .

Advances in Anatomic Pathology. Hagerstown (MD): Lippincott Williams & Wilkins. Vol. 1, Jul-Aug 1994 - .

26. Journal title with days of the month included in date

British Medical Journal (Clinical Research Edition). London: British Medical Association. Vol. 282, No. 6257, Jan 3, 1981 - Vol. 296, No. 6639, Jun 25, 1988.

27. Journal title with season in date

Journal of Gerontological Social Work. Binghamton (NY): Haworth Press. Vol. 1, Fall 1978 - .

Clinics in Communication Disorders. Woburn (MA): Butterworth-Heinemann. Vol. 1, No. 1, Spring 1991 - Vol. 4, No. 4, Fall 1994.

28. Journal title with multiple seasons in date

The ACA Journal. Towson (MD): American Council on Alcoholism. Vol. 1, No. 1, Spring 1987 - Fall-Winter 1990.

Advanced Practice Nurse: APN. Encino (CA): Petersons/Cog Publishing Group. Spring-Summer 1994 - Fall-Winter 1995.

29. Journal title with multiple years in beginning or ending dates of publication

Nursing Forum. Philadelphia: Nursecom Inc. Vol. 1, Winter 1961-1962 - .

The Journal of the Australasian College of Nutritional and Environmental Medicine. Beaumaris (Australia): ACNEM. Vol. 15, No. 2, Dec 1996-May 1997 - Vol. 16, No. 1, Dec 1997. Continues: Journal of the Australian College of Nutritional and Environmental Medicine. Continued by: ACNEM Journal.

30. Journal title previously published under another name

Molecular Immunology. Oxford (UK): Pergamon Press. Vol. 16, 1979 - . Continues: Immunochemistry.

The Journal of Immunology: Official Journal of the American Association of Immunologists. Baltimore (MD): American Association of Immunologists. Vol. 64, No. 1, Jan 1950 - . Continues: Journal of Immunology, Virus Research and Experimental Chemotherapy.

Revue de Tuberculose et de Pneumologie. Paris: Masson. Vol. 23, Jan 1959 - Vol. 36, Dec 1972. French. Continues: Revue de la Tuberculose.

Advances in Anatomy, Embryology, and Cell Biology. Berlin: Springer Verlag. Vol. 47, 1973 - . Continues: Ergebnisse der Anatomie und Entwicklungsgeschichte.

31. Journal title continuing to be published under another name

Immunochemistry. Oxford (UK): Pergamon Press. Vol. 1, Apr 1964 - Vol. 15, Dec 1978. Continued by: Molecular Immunology.

Oral Surgery, Oral Medicine, and Oral Pathology. St. Louis (MO): Mosby-Year Book. Vol. 1, No. 1, Jan 1948 - Vol. 78, No. 6, Dec 1994. Continued by: Oral Surgery, Oral Medicine, Oral Pathology, Oral Radiology and Endodontology.

32. Journal title both previously published and continuing to be published under another name

Nursing & Health Care: Official Publication of the National League for Nursing. New York: National League for Nursing. Vol. 1, No. 1, Jul-Aug 1980 - Vol. 15, No. 10, Dec 1994. Continues: NLN News. Continued by: N & HC Perspectives on Community.

Revista de Sanidad e Higiene Publica. Madrid: Ministerio de Sanidad y Consumo. Vol. 7, Jan 1932 - Vol. 69, No. 1, Jan-Feb 1995. Spanish, English. Continues: Boletin Tecnico. Continued by: Revista Espanola de Salud Publica.

33. Journal title with note on Internet availability

American Journal of Physiology. Lung Cellular and Molecular Physiology. Bethesda (MD): American Physiological Society. Vol. 1, No. 1, Aug 1989 - . Also available on the Internet: http://ajplung.physiology.org/.

34. Journal title with sponsorship note

The Journal of Infection. Kent (UK): W.B. Saunders. Vol. 1, Mar 1979 - . Sponsored by the British Society for the Study of Infection.

Revue des Maladies Respiratoires. Paris: Masson. Vol. 1, 1984 - . French. Continues: Revue Francaise des Maladies Respiratoires. Sponsored by the Societe de Pneumologie de Langue Francaise.

35. Journal title with frequency of publication note

Nursing History Review: Official Journal of the American Association for the History of Nursing. New York: Springer Publishing. Vol. 1, 1993 -   . Annual.

Child and Adolescent Psychiatric Clinics of North America. Philadelphia: W.B. Saunders Co. Vol. 1, No. 1, Jul 1992 -   . Quarterly.

36. Journal title with ISSN note

Chronic Respiratory Disease. London: Hodder Arnold Journals. Vol. 1, 2004 -   . ISSN: 1479-9723.

37. Journal title with note on a library where it may be located

European Journal of Cardio-thoracic Surgery: Official Journal of the European Association for Cardio-thoracic Surgery. Oxford (UK): Elsevier Science. Vol. 1, No. 1, Jul 1987 -   . Located at: National Library of Medicine, Bethesda, MD; W1 EU72BF.

38. Journal title with distributor note

FDA Consumer. Rockville (MD): Food and Drug Administration (US). Vol. 6, No. 6, Jul-Aug 1972 -   . Available from: US Government Printing Office, Washington, DC; HE 20.4010. Continues: FDA Papers.

39. Journal title in a microform

Bioimaging [microfiche]. Bristol (UK): Institute of Physics Publishing. Vol. 1, No. 1, Mar 1993 - Vol. 6, No. 4, Dec 1998. Microfiche: negative, 4 x 6 in.

Journal of Chemical Research [microfiche]. St Albans (UK): Science Reviews Ltd. Vol. 2000, No. 1, Jan 1, 2000 -   .

40. Journal title accompanied by a CD-ROM, videocassette, etc

Alzheimers Disease. London: Current Drugs. Vol. 1, No. 1, 1996 -   . Accompanied by: CD-ROMs.

Movement Disorders: Official Journal of the Movement Disorder Society. New York: Wiley-Liss. Vol. 1, No. 1, 1986 -   . Accompanied by: Videocassette supplements.

British Journal of Sports Medicine. London: BMJ Publishing Group. Vol. 4, 1969 -   . Recent articles accompanied by videos available on the Internet via http://bjsm.bmjjournals.com/.

41. Journal title with examples of other notes

Journal of Morphology. New York: Wiley-Liss. Vol. 1, Jun 1887 - Vol. 38, Jun 1924; Vol. 52, No. 2, 1931 -   . Issued Sep 1924 - Sep 1931 with title: Journal of Morphology and Physiology.

Doklady Biological Sciences: Proceedings of the Academy of Sciences of the USSR, Biological Sciences Sections. New York: Kluwer Academic/Plenum Publishers. Vol. 154, No.1-6, Jan-Feb 1964 -   . English translation from the Russian of articles on biology from Doklady Akademii Nauk SSSR and Doklady Akademii Nauk.

Acta Psychologica. Amsterdam (Netherlands): North Holland Publishing. Vol. 1, 1935 -   . Publication suspended 1942-48.

Chapter 2. Books

Created: October 10, 2007; Updated: August 11, 2015.

A. Entire Books

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

B. Individual Volumes of Books

(1) Individual Volumes With a Separate Title but Without Separate Authors/Editors

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

(2) Individual Volumes With a Separate Title and Separate Authors/Editors

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

C. Parts of Books

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

D. Contributions to Books

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

See also:

Chapter 11B Forthcoming Books

Chapter 15 Books and Other Individual Titles in Audiovisual Formats

Chapter 18 Books and Other Individual Titles on CD-ROM, DVD, or Disk

Chapter 22 Books and Other Individual Titles on the Internet

A. Sample Citation and Introduction to Citing Entire Books

The general format for a reference to a book, including punctuation:
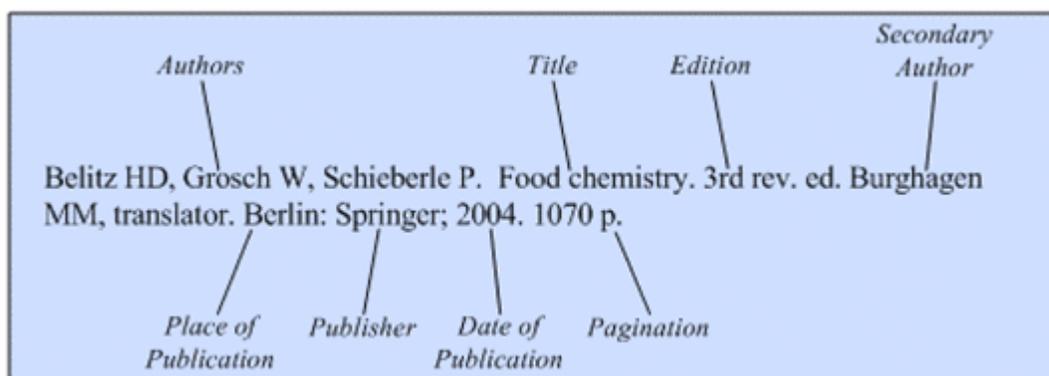
Examples of Citations to Entire Books

A book is a publication that is complete in one volume or a limited number of volumes; books are therefore often called monographs. Textbooks, technical reports, conference proceedings, master's theses and dissertations, bibliographies, and patents are all examples of monographs. This chapter focuses on the standard book and textbook. Because technical reports and other specific types of monographs have additional special features, they are treated in their own chapters.

References to books in print or in microform (microfilm, microfiche) are included in this chapter. For references to books in audiovisual format, see Chapter 15; in electronic form, see Chapter 18 and Chapter 22.

The chief source for information about a book is its title page. The back of the title page, called the verso or copyright page, and the cover of the book are additional sources of authoritative information not found on the title page.

Note that the rules for creating references to books are not the same as the rules for cataloging books. Therefore records found in the NLM LocatorPlus and the NLM Catalog databases will not always agree with the instructions presented here.

Continue to Citation Rules with Examples for Entire Books.

Continue to Examples of Citations to Entire Books.

Citation Rules with Examples for Entire Books

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author/Editor (R) | Author Affiliation (O) | Title (R) | Content Type (O) | Type of Medium (R) | Edition (R) | Editor and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Pagination (O) | Physical Description (O) | Series (O) | Language (R) | Notes (O)

Author/Editor for Entire Books (required)

General Rules for Author/Editor

- List names in the order they appear in the text
- Enter surname (family or last name) first for each author/editor
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname

- Give all authors/editors, regardless of the number
- Separate author/editor names from each other by a comma and a space
- If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors; see Editor and Other Secondary Authors below if there are authors and editors
- End author/editor information with a period

Specific Rules for Author/Editor

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Non-English words for editor
- Organizations as author/editor
- No author can be found
- Options for author names

Box 1. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames

    Estelle Palmer-Canton   *becomes*   Palmer-Canton E

    Ahmed El-Assmy   *becomes*   El-Assmy A

- Keep particles, such as O', D', and L'

    Alan D. O'Brien   *becomes*   O'Brien AD

    James O. L'Esperance   *becomes*   L'Esperance JO

    U. S'adeh   *becomes*   S'adeh U

- Omit all other punctuation in surnames

    Charles A. St. James   *becomes*   St James CA

Box 2. Other surname rules.

- Keep prefixes in surnames

    Lama Al Bassit   *becomes*   Al Bassit L

    Jiddeke M. van de Kamp   *becomes*   van de Kamp JM

    Gerard de Pouvourville   *becomes*   de Pouvourville G

- Keep compound surnames even if no hyphen appears

    Sergio Lopez Moreno   *becomes*   Lopez Moreno S

Box 2 continues on next page...

Box 2 continued from previous page.

> Jaime Mier y Teran   *becomes*   Mier y Teran J
>
> Virginie Halley des Fontaines   *becomes*   Halley des Fontaines V
>
> [If you cannot determine from the title page whether a surname is compound or a combination of a middle name and a surname, look at the back of the title page (the copyright page) or elsewhere in the text for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

  > Å   *treated as*   A
  >
  > Ø   *treated as*   O
  >
  > Ç   *treated as*   C
  >
  > Ł   *treated as*   L
  >
  > à   *treated as*   a
  >
  > ĝ   *treated as*   g
  >
  > ñ   *treated as*   n
  >
  > ü   *treated as*   u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

  > æ   *treated as*   ae
  >
  > œ   *treated as*   oe

Box 3. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names

  > Jean-Louis Lagrot   *becomes*   Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle

  > D'Arcy Hart   *becomes*   Hart D
  >
  > W. St. John Patterson   *becomes*   Patterson WS
  >
  > De la Broquerie Fortier   *becomes*   Fortier D
  >
  > Craig McC. Brooks   *becomes*   Brooks CM

Box 3 continued from previous page.

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

  Ch. Wunderly   *becomes*   Wunderly C

  C. Fr. Erdman   *becomes*   Erdman CF

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

  Iu. A. Iakontov   *becomes*   Iakontov IuA

  G. Th. Tsakalos   *becomes*   Tsakalos GTh

Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name

  James A. Reed, M.D., F.R.C.S.   *becomes*   Reed JA

  Kristine Schmidt, Ph.D.   *becomes*   Schmidt K

  Robert V. Lang, Major, US Army   *becomes*   Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name

  Sir Frances Hildebrand   *becomes*   Hildebrand F

  Dr. Jane Eberhard   *becomes*   Eberhard J

  Captain R.C. Williams   *becomes*   Williams RC

Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals

  Examples:

  Vincent T. DeVita, Jr.   *becomes*   DeVita VT Jr

  James G. Jones II   *becomes*   Jones JG 2nd

  John A. Adams III   *becomes*   Adams JA 3rd

  Henry B. Cooper IV   *becomes*   Cooper HB 4th

Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese

- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

     Iu. A. Iakontov *becomes* Iakontov IuA

     G. Th. Tsakalos *becomes* Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

          Å *treated as* A

          Ø *treated as* O

          Ç *treated as* C

          Ł *treated as* L

          à *treated as* a

          ĝ *treated as* g

          ñ *treated as* n

          ü *treated as* u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

          æ *treated as* ae

          œ *treated as* oe

Box 7. Non-English words for editor.

- Translate the word found for editor into English. However, the wording found on the publication may always be used.
- To assist in identifying editors, below is a brief list of non-English words for editor:

Language	Word for Editor
French	redacteur
	editeur
German	redakteur

Box 7 continued from previous page.

Language	Word for Editor
	herausgeber
Italian	redattore
	curatore
	editore
Russian	redaktor
	izdatel
Spanish	redactor
	editor

Box 8. **Organizations as author/editor.**

An organization such as a university, society, association, corporation, or government body may serve as an author or editor.

- Omit "The" preceding an organizational name

    The American Cancer Society   *becomes*   American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

    American Medical Association, Committee on Ethics.

    International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

    American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

    National Academy of Sciences (US).

    Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

    Canadian Association of Orthodontists; Canadian Dental Association.

    American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization or organizations appear on the title page of a book as authors, use the names of the individuals as the author. Give the organization at the end of the reference as a note, if desired.

Stahl PH, Wermuth CG, editors. Handbook of pharmaceutical salts: properties, selection, and use. New York: Wiley-VCH; c2002. 374 p. Prepared for the International Union of Pure and Applied Chemistry.

- For names of organizations not in English:

  ○ Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Follow a non-English name with a translation when possible. Place all translations in square brackets.

    Istituto di Fisiologia Clinica del CNR.

    Universitatsmedizin Berlin.

    Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

  ○ Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Follow a non-English name with a translation when possible. Place all translations in square brackets.

    Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

    or

    [Russian Respiratory Society].

  ○ Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

    [Chinese Medical Society].

  ○ Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ■ Treat letters marked with diacritics or accents as if they are not marked

        Å *treated as* A

        Ø *treated as* O

        Ç *treated as* C

        Ł *treated as* L

        à *treated as* a

        ĝ *treated as* g

        ñ *treated as* n

        ü *treated as* u

    ■ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

---

Box 8 continued from previous page.

æ   *treated as*   ae

œ   *treated as*   oe

Box 9. No author can be found.

- If no person or organization can be found as the author but editors or translators are present, begin the reference with the names of the editors or translators. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.

  Morrison CP, Court FG, editors.

  Walser E, translator.

- If no person or organization can be identified as the author and no editors or translators are given, begin the reference with the title of the book. Do not use anonymous.

  Handbook of geriatric drug therapy. Springhouse (PA): Springhouse; c2000. 1000 p.

Box 10. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options.

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.

  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.

  Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."

  Rastan S, Hough T, Kierman A, et al.

  Adler DG, Baron TH, Davila RE, and others.

Examples for Author/Editor

1. Standard book with initials for authors

2. Book authors with optional full first names given

3. Book with many authors (list all)

4. Book with optional limit to the first three authors

5. Book with author/editor name having designations of rank in a family

6. Book authors/editors with particles, prefixes, or prepositions in their names

7. Book authors/editors with compound last names having a hyphen

8. Book authors/editors with compound last names without a hyphen

9. Book with editors or translators when there is no author

10. Book with author(s) and editor(s)/translator(s)/illustrator(s)

11. Book with organization as author/editor

12. Book with organization as author and subsidiary department/division named

13. Book with organization as author which is also the publisher

14. Book with organization as author and an editor(s)

15. Book with organization as author/editor including a translation

16. Book with multiple organizations as authors

17. Book with no authors or editors

Author Affiliation for Entire Books (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/ country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the closing parenthesis, unless the affiliation is for the last author, then use a period

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

Box 11. Abbreviations in affiliations.

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

    Examples:

        Acad. for Academy

        Assoc. for Association

        Co. for Company

        Coll. for College

        Corp. for Corporation

Box 11 continued from previous page.

> Dept. for Department
>
> Div. for Division
>
> Inst. for Institute or Institution
>
> Soc. for Society
>
> Univ. for University

See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 12. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears in the publication

- Do not end an e-mail address with a period

- Place the e-mail address within the closing parenthesis for the author affiliation

  Example:

  > Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

Box 13. Organizational names for affiliations not in English.

- Give the affiliation of all authors or only the first author

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  > Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I.

Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese)

Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

  Å   *treated as*   A

  Ø   *treated as*   O

  Ç   *treated as*   C

  Ł   *treated as*   L

  à   *treated as*   a

  ĝ   *treated as*   g

  ñ   *treated as*   n

  ü   *treated as*   u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

  æ   *treated as*   ae

  œ   *treated as*   oe

- Use the English form of names for cities and countries when possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 14. **Names for cities and countries not in English.**

- Use the English form for names of cities and countries if possible. However, the name as found on the publication may always be used.

Moskva   *becomes*   Moscow

Box 14 *continued from previous page.*

> Wien   *becomes*   Vienna
>
> Italia   *becomes*   Italy
>
> Espana   *becomes*   Spain

Examples for Author Affiliation

   18. Book with author affiliation included

Title for Entire Books (required)

General Rules for Title

- Enter the title of a book as it appears in the original document, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it or a Content Type or Type of Medium follows it (see below), then end with a space

Specific Rules for Title

- Titles containing a Greek letter, chemical formula, or another special character
- Titles not in English
- Titles in more than one language
- Titles ending in punctuation other than a period
- No title can be found

Box 15. **Titles containing a Greek letter, chemical formula, or another special character.**

- Capitalize the first word of a book title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

   1,3-dichloro-5,5-dimethylhydantoin: health-based reassessment of administrative occupational exposure limits. The Hague: Health Council of the Netherlands; 2002.

   Ruggeri ZM, editor. von Willebrand factor and the mechanisms of platelet function. New York: Springer; c1998. 257 p.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

   Huang YS, Ziboh VA, editors. γ-linolenic acid: recent advances in biotechnology and clinical applications. Champaign (IL): AOCS Press; 2001. 259 p.

   may become

   Huang YS, Ziboh VA, editors. Gamma-linolenic acid: recent advances in biotechnology and clinical applications. Champaign (IL): AOCS Press; 2001. 259 p.

Box 15 continues on next page...

Box 15 continued from previous page.

> Juaristi E, Soloshonok VA. Enantioselective synthesis of β-amino acids. 2nd ed. Hoboken (NJ): Wiley; c2005. 634 p.
>
> *may become*
>
> Juaristi E, Soloshonok VA. Enantioselective synthesis of beta-amino acids. 2nd ed. Hoboken (NJ): Wiley; c2005. 634 p.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

> Schmidt KH, Manheim J. TiO_2 nanoparticles. Weinheim (Germany): VCH Verlag GmbH & Co.; 2005. 278 p.
>
> *may become*
>
> Schmidt KH, Manheim J. TiO(2) nanoparticles. Weinheim (Germany): VCH Verlag GmbH & Co.; 2005. 278 p.

Box 16. **Titles not in English.**

- Provide the title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

> Ochoa S. Base molecular de la expresion del mensaje genetico. Madrid: Consejo Superior de Investigaciones Científicas; 2000. 219 p. Spanish.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

> Tsimmerman IaS. Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh zabolevanii: klinicheskie ocherki. Perm (Russia): Permskaia Gosudarstvenennaia Meditsinskaia Akademiia; 2003. 286 p. Russian.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

> Katsunori K. Anrakushi to keiho. Tokyo: Seibundo; 2003. 198 p. Japanese.
>
> *or*
>
> Katsunori K. [Euthanasia and criminal law]. Tokyo: Seibundo; 2003. 198 p. Japanese.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

  > Å *treated as* A
  >
  > Ø *treated as* O

Box 16 continues on next page...

Box 16 continued from previous page.

        Ç *treated as* C

        Ł *treated as* L

        à *treated as* a

        ĝ *treated as* g

        ñ *treated as* n

        ü *treated as* u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ *treated as* ae

        œ *treated as* oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

  Philbert-Hasucha S. Pflegekompendium: Wirkstoffe, Materialien, Techniken. Heidelberg: Springer Medizin; c2006. 402 p. German.

- Provide an English translation after the original language or romanized title when possible; place translations in square brackets

  Ochoa S. Base molecular de la expresion del mensaje genetico [Molecular basis of gene expression]. Madrid: Consejo Superior de Investigaciones Científicas; 2000. 219 p. Spanish.

  Philbert-Hasucha S. Pflegekompendium: Wirkstoffe, Materialien, Techniken [Care compendium: principles, materials, techniques]. Heidelberg: Springer Medizin; c2006. 402 p. German.

  Tsimmerman IaS. Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh zabolevanii: klinicheskie ocherki [Diagnosis and complex treatment of basic gastrointestinal diseases: clinical studies]. Perm (Russia): Permskaia Gosudarstvenennaia Meditsinskaia Akademiia; 2003. 286 p. Russian.

  Katsunori K. Anrakushi to keiho [Euthanasia and criminal law]. Tokyo: Seibundo; 2003. 198 p. Japanese.

Box 17. Titles in more than one language.

- If a book title is written in several languages:

  - ○ Give the title in the first language found on the title page

  - ○ List all languages of publication after the pagination (or Physical Description, if provided)

  - ○ Separate the languages by commas

  - ○ End the list of languages with a period

Box 17 continued from previous page.

> *Example:*
>
> > Puig-Samper MA, Ruiz R, Galera Andres, editors. Evolucionismo y cultura: darwinismo en Europa e Iberoamerica. Aranjuez (Spain): Ediciones Doce Calles; 2002. 407 p. Spanish, English, French, Portuguese.

- If a book is published with equal text in two or more languages, as often occurs in Canadian publications:

  - Give all titles in the order they are given on the title page

  - Place an equals sign with a space on either side between each title

  - List all languages, separated by commas, after the pagination (or Physical Description, if provided)

  - End the list of languages with a period

    Example:

    > Institut de Recherches Internationales Servier. Le genome: avancees scientifiques et therapeutiques et consequences sociales = The genome: scientific and therapeutic developments and social consequences. Paris: Elsevier; c2002. 271 p. French, English.

Box 18. Titles ending in punctuation other than a period.

- Most titles end in a period. When a translation of a book title is provided, place it in square brackets after the original language or romanized title. End with the period outside the closing bracket.

  > Ochoa S. Base molecular de la expresion del mensaje genetico [Molecular basis of gene expression]. Madrid: Consejo Superior de Investigaciones Cientificas; 2000. 219 p. Spanish.

- If a translated title ends in another form of punctuation, keep that punctuation. Place it in the square brackets and end title information with a period.

  > Lasanta PJ. La eutanasia: es buena muerte? [Euthanasia: is it a good death?]. Logrono (Spain): Editorial Horizonte; 2006. 208 p. Spanish.

Box 19. No title can be found.

Occasionally a publication does not appear to have any title; the book or other short document simply begins with the text. In this circumstance:

- Construct a title from the first few words of the text
- Use enough words to make the constructed title meaningful
- Place the constructed title in square brackets

Examples for Title

22. Book title with special characters

Content Type for Entire Books (optional)

General Rules for Content Type

- A content type alerts the user that the reference is not to a standard book but to a dissertation, master's thesis, or bibliography
- Place [dissertation], [master's thesis], or [bibliography] after the book title
- Follow the bracketed content type with a period unless the book is in a non-print medium (see Type of Medium below)
- See Chapter 5 Dissertations and Theses and Chapter 6 Bibliographies for more detail

Specific Rules for Content Type

- Titles ending in punctuation other than a period
- Titles not in English

Box 20. Titles ending in punctuation other than a period.

- Most book titles end in a period. Place [dissertation], [master's thesis], or [bibliography] inside the period.

    Kennaway JG. Musical pathology in the nineteenth century: Richard Wagner and degeneration [dissertation]. Los Angeles: University of California, Los Angeles; 2004. 317 p.

- If a title ends in another form of punctuation, keep that punctuation and follow [dissertation], [master's thesis], or [bibliography] with a period

    Stewart EP. Who shall decide when doctors disagree? [dissertation]. [Washington]: American University; 2003. 368 p.

Box 21. Titles not in English.

- If a translation of a title is provided, place it in square brackets following the original language or romanized title

    Ochoa S. Base molecular de la expresion del mensaje genetico [Molecular basis of gene expression]. Madrid: Consejo Superior de Investigaciones Científicas; 2000. 219 p. Spanish.

- If a book is a dissertation, master's thesis, or bibliography, place [dissertation], [master's thesis], or [bibliography] after the square brackets for the translation

    Cisse A. Connaissances et comportements sexuels des jeunes de 15-29 ans sur les M.T.S. et le SIDA a Bamako [Sexual knowledge and behavior of young people 15-29 years of age concerning sexually transmitted diseases (STDs) and AIDS in Bamako] [master's thesis]. [Quebec (QC)]: Laval University; 1993. 69 p. French.

Examples for Content Type

23. Book with content type added

Type of Medium for Entire Books (required)

General Rules for Type of Medium

- Indicate the type of medium (microfiche, ultrafiche, microfilm, microcard, etc.) following the title (and Content Type, if present) when a book is published in a microform
- Place the name of the medium in square brackets and end with a period outside the closing bracket, such as [microfiche].
- Add information about the medium according to the instructions under Physical Description below
- See Chapter 15 for books in audiovisual formats, Chapter 18 for books on CD-ROM, DVD, or disk, and Chapter 22 for Internet books

Specific Rules for Type of Medium

- Both a content type and a type of medium
- Titles ending in punctuation other than a period
- Titles not in English

Box 22. Both a content type and a type of medium.

- If a dissertation, master's thesis, or bibliography is in a microform, give the specific type of microform after the content type preceded by "on".

  Brill S. Hygieia: health and medicine in Plato's Republic [dissertation on microfilm]. [College Park (PA)]: The Pennsylvania State University; 2004. 311 p.

  Johnston PG. A survey of nursing school libraries in the city of Philadelphia [master's thesis on microcard]. Philadelphia: Drexel Institute of Technology; 1955. 55 p.

Box 23. Titles ending in punctuation other than a period.

- Most titles of books end in a period. Place [microfiche], [microfilm], or [microcard] inside the period.

  Pennell S, editor. Women and medicine: remedy books, 1533-1865, from the Wellcome Library for the History and Understanding of Medicine, London [microfilm]. London: Wellcome Library for the History and Understanding of Medicine; c2004. 35 reels: black & white, negative, 35 mm.

- If a title ends in another form of punctuation, keep that punctuation and follow [microfiche], [microfilm], or [microcard] with a period

  Barber RM. What shall I eat? [microfilm]. Hokinson HE, illustrator. New York: Macmillan Co.; 1933. 1 reel: black & white, negative, 35 mm.

Box 24. Titles not in English.

- If a translation of a title is provided, place the translation in square brackets after the original language or romanized title

  Ochoa S. Base molecular de la expresion del mensaje genetico [Molecular basis of gene expression]. Madrid: Consejo Superior de Investigaciones Científicas; 2000. 219 p. Spanish.

Box 24 continued from previous page.

- If a book title is in a microform (microfiche, microfile, microcard, etc.), place the specific name of the microform in square brackets following the translation

    Jousset TA. Etude et traitment de la meningite tuberculeuse [Study and treatment of meningeal tuberculosis] [microfilm]. Paris: Masson; 1933. 152 p. 1 reel: black & white, negative, 35 mm.

Examples for Type of Medium

24. Book in a microform with type of medium given

Edition for Entire Books (required)

General Rules for Edition

- Indicate the edition/version being cited after the title (and Content Type or Type of Medium if present) when a book is published in more than one edition or version
- Abbreviate common words (see Abbreviation rules for editions below)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period

Box 25. **Abbreviation rules for editions.**

- Abbreviate common words found in edition statements, if desired:

Word	Abbreviation
edition	ed.
abbreviated	abbr.
abridged	abr.
American	Am.
augmented	augm.
authorized	authoriz.
English	Engl.
enlarged	enl.
expanded	expand.
illustrated	ill.
modified	mod.
original	orig.
reprint(ed)	repr.
revised	rev.
special	spec.
translation	transl.

Box 25 continues on next page...

Box 25 continued from previous page.

Word	Abbreviation
translated	

For additional abbreviations, see ISO 832:1994 - *Rules for the abbreviation of bibliographic terms*.

- Follow abbreviated words with a period and end all edition information with a period

     3rd rev. ed.

     1st Engl. ed.

Specific Rules for Edition

- Abbreviation rules for editions
- Non-English words for editions
- First editions

Box 26. Non-English words for editions.

- For non-English edition statements in the roman alphabet (French, German, Spanish, Italian, etc.):

   ○ Provide the name in the original language

   ○ Abbreviate common words used in edition statements if the language is a familiar one

   ○ Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

     Deutsch E, Lippert HD, editors. Kommentar zum Arzneimittelgesetz (AMG). 2, Aufl. Berlin: Springer; 2007. 885 p. German.

   ○ Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

      ▪ Treat letters marked with diacritics or accents as if they are not marked

          Å *treated as* A

          Ø *treated as* O

          Ç *treated as* C

          Ł *treated as* L

          à *treated as* a

          ĝ *treated as* g

          ñ *treated as* n

          ü *treated as* u

Box 26 continues on next page...

Box 26 continued from previous page.

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ *treated as* ae

    œ *treated as* oe

- ○ Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- ○ Separate the edition from the title proper by a space

- ○ Retain the punctuation used in the edition statement

- ○ Follow abbreviated words by a period and end edition information with a period
  Examples:

    Ed. 1a.

    5. ed. interamente riv. e aggiornata.

    2. ed. veneta.

    Nuova ed.

    Seconda ed.

    4a ed. rev. e ampliada.

    2° ed. ampliada y actualizada.

    2., Aufl.

- For an edition statement in Cyrillic, Greek, Arabic, Hebrew, or Korean:

  - ○ Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables*.

  - ○ Abbreviate common words used in edition statements if the language is a familiar one

  - ○ Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

  - ○ Ignore diacritics, accents, and special characters in words. Treat letters marked with diacritics or accents as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

      Examples: ĉ or ç *becomes* c

  - ○ Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

  - ○ Separate the edition from the title proper by a space

- Retain the punctuation used in the edition statement

- Follow abbreviated words by a period and end all edition information with a period
  Examples:

  > Izd. 3., perer. i dop.

  > 2. dopunjeno izd.

  > 2. ekd. epeux.

  > 3. ekd.

- For an edition statement written in a character-based language such as Chinese and Japanese:

  - Transliterate or translate the words for edition

  - Do not abbreviate any of the words or omit any words

  - Use the capitalization system of the particular language

  - Ignore diacritics, accents, and special characters in words. Treat letters marked with diacritics or accents as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
    Examples:

    > ŏ *becomes* o

    > ū *becomes* u

  - Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

  - Separate the edition from the title by a space

  - Retain the punctuation used in the edition statement

  - End all edition information with a period
    Examples:

    > Shohan.

    > Dai 1-han.

    > Dai 3-pan.

    > Di 3 ban.

    > Cai se ban, Xianggang di 1 ban.

    > Che 6-p`an.

Box 26 continued from previous page.

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

Language	Word for Edition	Abbreviation
Danish	oplag	n.a.
	udgave	
Dutch	uitgave	uitg.
	editie	ed.
Finnish	julkaisu	julk.
French	edition	ed.
German	Ausgabe	Ausg.
	Auflage	Aufl.
Greek	ekdosis	ekd.
Italian	edizione	ed.
Norwegian	publikasjon	publ.
	utgave	utg.
Portuguese	edicao	ed.
Russian	izdanie	izd.
	publikacija	publ.
Spanish	edicion	ed.
	publicacion	publ.
Swedish	upplaga	n.a.

Box 27. First editions.

- If a book does not carry any statement of edition, assume it is the first or only edition
- Use 1st ed. only when you know that subsequent editions have been published and you are citing the earlier one

Examples for Edition

25. Book with an edition

26. Book with an edition in a language other than English

Editor and other Secondary Authors for Entire Books (optional)

General Rules for Editor and other Secondary Authors

- A secondary author modifies the work of the author. Examples include editors, translators, and illustrators.
- Place the names of secondary authors after the title, following any Content Type, Type of Medium, or Edition statement
- Use the same rules for the format of names presented in Author/Editor above

- Follow the last named editor with a comma and the word editor or editors; the last named illustrator with a comma and the word illustrator or illustrators, etc.
- End secondary author information with a period
- If there is no author, move secondary authors such as editors and translators to the author position in the reference

Specific Rules for Editor and other Secondary Authors

- More than one type of secondary author
- Secondary author performing more than one role
- Non-English names for secondary authors
- Organization as editor

Box 28. More than one type of secondary author.

A book may have several types of secondary author.

- List all of them in the order they are given in the publication

- Separate each type of secondary author with the accompanying role by a semicolon

- End secondary author information with a period
  Examples:

    Smith BC, editor; Carson HT, illustrator.

    Graber AF, Longstreet RG, translators; Johnson CT, Marks C, Huston MA, illustrators.

Box 29. Secondary author performing more than one role.

If the same secondary author performs more than one role:

- List all the roles in the order they are given in the publication

- Separate the roles by "and"

- End secondary author information with a period
  Example:

    Jones AB, editor and translator.

Box 30. Non-English names for secondary authors.

- Translate the word found for editor, translator, illustrator, or other secondary author into English if possible. However, the wording found on the publication may always be used.

- If not translated, ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

      Å   *treated as*   A

Box 30 continued from previous page.

        Ø *treated as* O

        Ç *treated as* C

        Ł *treated as* L

        à *treated as* a

        ĝ *treated as* g

        ñ *treated as* n

        ü *treated as* u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ *treated as* ae

        œ *treated as* oe

- To assist in identifying secondary authors, below is a brief list of non-English words for them:

Language	Word for Editor	Word for Translator	Word for Illustrator
French	redacteur	traducteur	illustrateur
	editeur		
German	redakteur	ubersetzer	illustrator
	herausgeber	dolmetscher	
Italian	redattore	traduttore	disegnatore
	curatore		
	editore		
Russian	redaktor	perevodchik	konstruktor
	izdatel		
Spanish	redactor	traductor	ilustrador
	editor		

Box 31. Organization as editor.

On rare occasions an organization will be listed as the editor.

- Follow the instructions for entering Organizations as author/editor
- Place a comma, space, and the word editor after the organization name

    Example:

    Swiss Pharmaceutical Society, editor. Index nominum: international drug directory. 18th ed. Stuttgart (Germany): Medpharm Scientific Publications; 2004. 1823 p.

Examples for Editor and other Secondary Authors

9. Book with editors or translators when there is no author

10. Book with author(s) and editor(s)/translator(s)/illustrator(s)

11. Book with organization as author/editor

Place of Publication for Entire Books (required)

General Rules for Place of Publication

- Place is defined as the city where the book was published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as Cambridge (MA) and Cambridge (England)
- Use the anglicized form for a non-US city, such as Vienna for Wien
- End place information with a colon

Specific Rules for Place of Publication

- Non-US cities
- Joint publication
- Multiple places of publication
- No place of publication can be found

Box 32. **Non-US cities.**

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, when possible. However, the name as found on the publication may always be used.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å   *treated as*   A

    Ø   *treated as*   O

    Ç   *treated as*   C

    Ł   *treated as*   L

    à   *treated as*   a

    ĝ   *treated as*   g

    ñ   *treated as*   n

    ü   *treated as*   u

Box 32 continued from previous page.

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ   *treated as*   ae

    œ   *treated as*   oe

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:

    Montreal (QC):

    Ottawa (ON):

    Vancouver (BC):

- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.

    London:

    Rome:

    Paris:

    Madrid:

    but

    Malaga (Spain):   *or*   Malaga (ES):

    Basel (Switzerland):   *or*   Basel (CH):

    Oxford (England):   *or*   Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

---

Box 33. **Joint publication.**

Two or more organizations may co-publish a book.

- Use the city of the first organization found on the title page (or on the back of the title page if no place information appears on the title page), as the place of publication

- Place the name of the other organization(s) as a note at the end of the citation, if desired

    Chandler F, editor. Herbs: everyday reference for health professionals. Ottawa: Canadian Pharmacists Association; c2000. 240 p. Co-published by the Canadian Medical Association.

- Do not give multiple places as place of publication or include multiple publishers

---

Box 34. Multiple places of publication.

- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.
- An alternative is to use the place of publication and publisher likely to be most familiar to the audience of the reference list. For example, use the place of an American publisher for a US audience and a London publisher for a British one.

Box 35. No place of publication can be found.

- If no place of publication can be found on the title page or its verso (back), but one can be found elsewhere in the publication or can be reasonably inferred (e.g., Chicago as the place for a publication of the American Medical Association), place the city in square brackets, such as "[Chicago]".

    Marquis DK. Advance care planning: a practical guide for physicians. [Chicago]: AMA Press; c2001. 105 p.

- If no place of publication can be found or inferred, use [place unknown]

    Kuttner L. A child in pain: how to help, what to do. [place unknown]: Hartley & Marks; 1996. 271 p.

Examples for Place of Publication

27. Book with well-known place of publication

28. Book place of publication with geographic qualifier added for clarity

29. Book with place of publication inferred

30. Book with unknown place of publication

36. Book with unknown place of publication and publisher

42. Book with unknown place, publisher, and date of publication

Publisher for Entire Books (required)

General Rules for Publisher

- A publisher is defined as the individual or organization issuing the book
- Record the name of the publisher as it appears in the publication, using whatever capitalization and punctuation is found there
- Abbreviate well-known publisher names if desired but with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- When a division or other subsidiary part of a publisher is given, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a semicolon

Specific Rules for Publisher

- Abbreviated words in publisher names
- Non-English names for publishers
- Government agencies and other national and international bodies as publisher
- Joint publication

- Multiple publishers
- No publisher can be found

Box 36. Abbreviated words in publisher names.

- Abbreviate commonly used words in publisher names, if desired

    Examples:

        Acad. for Academy

        Assoc. for Association

        Co. for Company

        Coll. for College

        Corp. for Corporation

        Dept. for Department

        Div. for Division

        Inst. for Institute or Institution

        Ltd. for Limited

        Soc. for Society

        Univ. for University

    See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

- Follow all abbreviated words with a period

Box 37. Non-English names for publishers.

- Give publisher names in the roman alphabet (French, Spanish, Italian, etc.) in their original language

    Rome: Societa Editrice Universo;

    Lisbon: Imprensa Medica;

- Romanize names in Cyrillic, Greek, Arabic, Hebrew, Korean

    Sofia (Bulgaria): Sofia Medizina i Fizkultura;

- Romanize names or translate names in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.

    Tokyo: Medikaru Rebyusha;

    Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute];

    Box 37 continues on next page...

Box 37 continued from previous page.

Taiyuan (China): Shanxi ke xue ji she chu ban she;

[Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized]

- If the name of a division or another part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

    Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero;

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

- If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.

    Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press];

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.

    Aarhus (Denmark): [Aarhus University Press];

Box 38. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

Box 38 continued from previous page.

> National Cancer Institute (US)
>
> National Society on Alcoholism and Drug Dependence (NZ)
>
> Royal Society of Medicine Press Ltd. (GB)
>
> Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor of documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency that issued the publication as the publisher and include distributor information as a note. Begin with the phrase "Available from" followed by a colon and a space. Add the name of the distributor, the city and state, and the accession or order number.

> What kind of birth control is best for you? Rockville (MD): Food and Drug Administration (US); 2000. 12 p. Available from: US Government Printing Office, Washington, DC; HE 20.4050:B 53/2000.

Box 39. Joint publication.

Two or more organizations may co-publish a book.

- Use the first organization appearing as publisher on the title page or the verso (back) of the title page

- Place the name of the other organization(s) as a note at the end of the citation, if desired
  Example:

> Chandler F, editor. Herbs: everyday reference for health professionals. Ottawa: Canadian Pharmacists Association; c2000. 240 p. Co-published by the Canadian Medical Association.

- Do not give more than one name as publisher

Box 40. Multiple publishers.

- If more than one publisher is found in a document, use the first one given or the one set in the largest type or bold type

- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.

- Do not list multiple publishers. For those publications with joint or co-publishers, use the name given first as the publisher and include the name of the other(s) as a note if desired. For example, use "Jointly published by the Canadian Pharmacists Association".

- End publisher information with a semicolon
  Example:

> Chandler F, editor. Herbs: everyday reference for health professionals. Ottawa: Canadian Pharmacists Association; c2000. 240 p. Co-published by the Canadian Medical Association.

Box 41. No publisher can be found.

- If no publisher can be determined, use the words "publisher unknown" placed in square brackets

    Sciarra C. Harvey Cushing fondatore della neurochirurgia. Rome: [publisher unknown]; [1971?].
    Italian.

Examples for Publisher

31. Book publisher with subsidiary department/division named

32. Book with government agency as publisher

33. Book with joint publishers

34. Book with non-English publisher name including translation

35. Book with unknown publisher

36. Book with unknown place of publication and publisher

42. Book with unknown place, publisher, and date of publication

Date of Publication for Entire Books (required)

General Rules for Date of Publication

- Always give the year of publication
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month of publication, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End date information with a period

Specific Rules for Date of Publication

- Multiple years of publication
- Non-English names for months
- Seasons instead of months
- Date of publication and date of copyright
- No date of publication, but a date of copyright
- No date of publication or copyright can be found
- Options for date of publication

Box 42. Multiple years of publication.

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not
  shorten the second of the two years to the last two digits.

    2002-2003

    1997-1998

    1999-2000

Box 42 continues on next page...

Box 42 continued from previous page.

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

  1999 Oct-2000 Mar

  2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen

  2005 Jan-Feb

  1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Box 43. Non-English names for months.

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them
  Examples:

  mayo = May

  luty = Feb

  brezen = Mar

Box 44. Seasons instead of months.

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them
  For example:

  balvan = Summer

  outomno = Fall

  hiver = Winter

  pomlad = Spring

Box 45. Date of publication and date of copyright.

Some publications have both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the date of publication unless three or more years separate the two dates

Box 45 continued from previous page.

- In this situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, "2002, c1997".

This convention alerts a user that the information in the publication is older than the date of publication implies.

Example:

> Research Task Force on Risk-Based Inservice Testing Guidelines. Risk-based testing: development of guidelines. New York: American Society of Mechanical Engineers; 2000, c1996.

Box 46. No date of publication, but a date of copyright.

- A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005.

Examples:

> Kruger L, editor. Pain and touch. San Diego (CA): Academic Press; c1996. 394 p.

> Mark BS, Incorvaia J, editors. The handbook of infant, child, and adolescent psychotherapy. Northvale (NJ): Jason Aronson Inc.; c1995-1997. 2 vol.

Box 47. No date of publication or copyright can be found.

- If neither a date of publication nor a date of copyright can be found, but a date can be estimated because of material in the book itself or on accompanying material, insert a question mark after the estimated date and place date information in square brackets

> Pathak L, editor. Echocardiography non invasive diagnosis. Bombay: Cardiological Society of India; [1980?].

- If neither a date of publication nor a date of copyright can be found nor can the date be estimated, use [date unknown]

> Marcuzzi A. Alimentazione: risorse e possibilita. Bologna (Italy): Malipiero S.p.A. Editore; [date unknown]. 72 p. Italian.

Box 48. Options for date of publication.

It is not NLM policy, but the following is an acceptable option:

The date of publication may follow the author names (or title if there are no authors) in the list of references when the name-year system of in-text references is used.

- Use only the year of publication

- If there is no year of publication, use the year of copyright

- Place the year after the last named author (or after the title if there is no author), followed by a period

- End publisher information with a period

  NLM citation:

  Barnett T, Whiteside A. AIDS in the twenty-first century: disease and globalization. 2nd ed. New York: Palgrave Macmillan; 2006. 449 p.

  HIV/AIDs resources: a nationwide directory. 10th ed. Longmont (CO): Guides for Living; c2004. 792 p.

  Name-year system of citation:

  Barnett T, Whiteside A. 2006. AIDS in the twenty-first century: disease and globalization. 2nd ed. New York: Palgrave Macmillan. 449 p.

  HIV/AIDs resources: a nationwide directory. c2004. 10th ed. Longmont (CO): Guides for Living. 792 p.

Examples for Date of Publication

37. Book with multiple dates of publication

38. Book with date of copyright instead of date of publication

39. Book with date of publication and date of copyright

40. Book with estimated date of publication

41. Book with unknown date of publication

42. Book with unknown place, publisher, and date of publication

Pagination for Entire Books (optional)

General Rules for Pagination

- Provide the total number of pages on which the text of the book appears
- Do not count pages for such items as introductory material, appendixes, and indexes unless they are included in the pagination of the text
- Follow the page total with a space and the letter p
- For books published in more than one physical volume, cite the total number of volumes instead of the number of pages, such as 4 vol.
- End pagination information with a period

Specific Rules for Pagination

- Roman numerals used as page numbers
- No numbers appear on the pages of the book

Box 49. **Roman numerals used as page numbers.**

If all of the pages (not just the introductory pages) of a book have roman numerals instead of the usual arabic numbers:

- Convert the roman numeral on the last page of the text to an arabic number

---

Box 49 continued from previous page.

- Follow the number by "p."

- Place the number and "p." in square brackets, such as [12 p.]

- End page information with a period
  Example: [20 p.].

Box 50. No numbers appear on the pages of the book.

Occasionally, a book will have no numbers on its pages. If the entire publication has no page numbers:

- Count the total number of pages of the text

- Express the total as leaves, not pages

- End with a period
  Examples:

  > Howell E. Access to children's mental health services under Medicaid and SCHIP. Washington: Urban Institute; c2004. 7 leaves.

  > Zaadstra BM, Staats PG, Davidse W. Aard en omvang van cannabis gebruik bij mensen met MS. Leiden (Netherlands): TNO Preventie en Gezondheid; 1998. 37 leaves. Dutch.

Examples for Pagination

> 43. Book with standard pagination

> 44. Book published in more than one volume

> 45. Book with no numbers on the pages

Physical Description for Entire Books (optional)

General Rules for Physical Description

- Give information on the physical characteristics if a book is published in a microform (microfilm, microfiche, etc.), such as 3 microfiche: black & white, 2 x 4 in. Such information helps the reader select the appropriate equipment with which to view the microform.

Specific Rules for Physical Description

- Language for describing physical characteristics

Box 51. Language for describing physical characteristics.

If a book is published on microfiche, microfilm, or microcards:

- Begin with information on the number and type of physical pieces, followed by a colon and a space

  > 5 microfiche:

Box 51 continued from previous page.

> 3 reels: [of microfilm]
>
> 2 microcards:

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches and mm. for millimeters. Separate types of information by commas.

  Typical words used include:

  color

  black & white

  positive

  negative

  4 x 6 in. (standard microfiche size)

  3 x 5 in. (standard microcard size)

  35 mm. (a standard microfilm size)

  16 mm. (a standard microfilm size)

  Examples of complete physical description statements:

  3 microfiche: color, positive, 4 x 6 in.

  5 microcards: black & white, 3 x 5 in.

  1 reel: black & white, negative, 35 mm.

Examples for Physical Description

24. Book in a microform with type of medium given

Series for Entire Books (optional)

General Rules for Series

- Begin with the name of the series
- Capitalize only the first word and proper nouns
- Follow the name with any numbers provided. For example, vol. 3 for a volume or no. 12 for an issue number.
- Separate the title and the number by a semicolon and a space
- Place series information in parentheses
- End series information with a period placed outside the closing parenthesis

Specific Rules for Series

- Series editor's name provided
- Multiple series
- Non-English names for volume

Box 52. **Series editor's name provided.**

As an option, the name of the overall series editor may be included with the series information.

Box 52 continued from previous page.

- Begin with the name of the series editor or editors:
  - Give surname first
  - Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
  - Separate multiple names with a comma
  - End name information with a comma
  - See the information under Author/Editor for further name rules

- Place the word editor or editors after the name information, followed by a period

- Enter the name of the series, capitalizing only the first word and proper nouns

- Follow the name with any numbers given, such as a volume or number. For example, vol. 3 for a volume or no. 12 for an issue number.

- Separate the name and the numbers by a semicolon and a space

- Place series information in parentheses

- End series information with a period, placed outside the closing parenthesis

  Example:

  Forsman RB, editor. Administration and management in health sciences libraries. Lanham (MD): Medical Library Association; c2000. (Bunting A, editor. Current practice in health sciences librarianship; vol. 8).

Box 53. Multiple series.

If a book is a part of more than one series, include information on all series if desired.

- Place each series in parentheses

- Separate the series by a semicolon and a space

- End series information with a period, placed outside the closing parenthesis of the last series

  Example:

  Rugg DL, Peersman G, Carael M, editors. Global advances in HIV/AIDS monitoring and evaluation. San Francisco: Jossey-Bass; c2004. 180 p. (New directions for evaluation; no. 103); (Jossey-Bass education series).

Box 54. Non-English names for volumes.

- Use the word for volume of the particular language. Give the abbreviated form if known, followed by a period.

  t. 5

  bd. 3

Box 54 continued from previous page.

- Convert words and roman numerals used for volume numbers into arabic numbers, so that the word for two or II becomes 2

- See the following list of words and their abbreviations, if any, used for volume in a variety of languages:

Language	Word for Volume	Abbreviation
French	volume	vol.
	tome	t.
	annee	
German	Band	bd.
	Jahrgang	jahrg.
Italian	volume	vol.
	tomo	t.
	annata	
Russian	tom	
	godovoj komplert	god.
Spanish	volumen	vol.
	tomo	t.
	ano	

Examples for Series

46. Book in a series with a number given

47. Book in a series without a number

48. Book in a series with editor(s)

49. Book in multiple series

50. Book published also as a journal issue

Language for Entire Books (required)

General Rules for Language

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Books appearing in more than one language

Box 55. Books appearing in more than one language.

- If a book is written in several languages:
  - Give the title in the first language found on the title page
  - List all languages after the pagination, or physical description if present
  - Capitalize the language names
  - Separate the language names by commas
  - End the list of languages with a period

    Example:

    Puig-Samper MA, Ruiz R, Galera Andres A, editors. Evolucionismo y cultura: darwinismo en Europa e Iberoamerica. Aranjuez (Spain): Ediciones Doce Calles; 2002. 407 p. Spanish, English, French, Portuguese.

- If a book is written with equal text in two or more languages, as often occurs in Canadian publications:
  - Give all titles in the order in which they are presented on the title page
  - Separate them with an equals sign with a space on either side
  - List the languages after the pagination
  - Capitalize the language names
  - Separate the language names by commas
  - End the list of languages with a period

    Example:

    Institut de Recherches Internationales Servier. Le genome: avancees scientifiques et therapeutiques et consequences sociales = The genome: scientific and therapeutic developments and social consequences. Paris: Elsevier; c2002. 271 p. French, English.

- If none of the titles is English, follow with a translation when possible. Place the translation in square brackets.

  Example:

  Lopez Ferez JA, editor. La lengua cientifica griega: origenes, desarrollo e influencia en las lenguas modernas europeas [The Greek scientific language: origins, development and influence on modern European languages]. Madrid: Ediciones Clasicas; 2000. 2 vol. Spanish, French, German, Greek, Italian.

Examples for Language

Notes for Entire Books (optional)

General Rules for Notes

- Notes is a collective term for further information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Book accompanied by a videocassette, CD-ROM, DVD, etc.
- Book with an ISBN
- Other types of material to include in notes

Box 56. Book accompanied by a videocassette, CD-ROM, DVD, etc.

- If a book has supplemental material accompanying it in the form of a videocassette, CD-ROM, DVD, or another medium, begin by citing the book. Add the phrase "Accompanied by: " followed by the number and type of the medium.

    Di Lauro A, Brandon E. The MIBIS manual: preparing records in microcomputer-based bibliographic information systems. 2nd ed. Ottawa (ON): International Development Research Centre; 1995. Accompanied by: 1 CD-ROM.

Box 57. Book with an ISBN.

- If the book has been assigned an International Standard Book Number, provide the number if desired. Begin with "ISBN: ".

    Stern SD, Cifu AS, Altkorn D. Symptom to diagnosis: an evidence-based guide. New York: Lange Medical Books; c2006. 434 p. ISBN: 9780071463898.

Box 58. Other types of material to include in notes.

The notes element may be used to provide any further information. Begin by citing the book, then add the note. Some examples of notes are:

- If the book is available from a distributor rather than the publisher, give the name of the distributor, its location, and any accession or finding number. Begin with the phrase "Available from" followed by a colon and a space.

    What kind of birth control is best for you? Rockville (MD): Food and Drug Administration (US); 2000. 12 p. Available from: US Government Printing Office, Washington, DC; HE 20.4050:B 53/2000.

- If the book is translated or otherwise adapted from another book, give the name of the original

    Holz FG. Age-related macular degeneration. 2nd ed. New York: Springer; c2004. 234 p. Translated from the German title Altersabhangige Makuladegeneration.

- If the book was sponsored by or prepared for a particular organization, give the name

> Stahl PH, Wermuth CG, editors. Handbook of pharmaceutical salts: properties, selection, and use. New York: Wiley-VCH; c2002. 374 p. Prepared for the International Union of Pure and Applied Chemistry.

- If the book is not a common one, give the name of a library or other archive where it may be found. Begin with the phrase "Located at" followed by a colon and a space.

> Tereshchenko NM. Biologicheski aktivnye veshchestva i ikh surrogaty. Cherkasy (Ukraine): Vidlunnia-Plius; 2003. 103 p. Russian. Located at: National Library of Medicine, Bethesda, MD; 2004 H-230.

- If the book contains material of particular interest to the audience that may not be apparent from the title, describe it

> Palazzo RE, Davis TN, editors. Centrosomes and spindle pole bodies. San Diego: Academic Press; c2001. 375 p. 16 pages of plates, some color.

- If the author's manuscript is available electronically

> Hao Zheng, Ng F, Yixiao Liu, Hardin PE. Spatial and circadian regulation of cry in Drosophila. J Biol Rhythms. Forthcoming. [cited 2008 Aug 11]:[18 p.]. Author's manuscript available at http://www.pubmedcentral.nih.gov/articlerender.fcgi?tool=pubmed&pubmedid=18663236 PubMed Central; PMCID: PMC2504742.

Examples for Notes

51. Book accompanied by a CD-ROM or other medium

52. Book assigned an International Standard Book Number (ISBN)

53. Book available from a distributor

54. Book with information on a library where it may be found

55. Book with other note included

Examples of Citations to Entire Books

1. Standard book with initials for authors

Jenkins PF. Making sense of the chest x-ray: a hands-on guide. New York: Oxford University Press; 2005. 194 p.

Eyre HJ, Lange DP, Morris LB. Informed decisions: the complete book of cancer diagnosis, treatment, and recovery. 2nd ed. Atlanta: American Cancer Society; c2002. 768 p.

2. Book authors with optional full first names given

Hamric, Ann B.; Spross, Judith A.; Hanson, Charlene M. Advanced practice nursing: an integrative approach. 3rd ed. St. Louis (MO): Elsevier Saunders; c2005. 979 p.

3. Book with many authors (list all)

Iverson C, Flanagin A, Fontanarosa PB, Glass RM, Glitman P, Lantz JC, Meyer HS, Smith JM, Winker MA, Young RK. American Medical Association manual of style. 9th ed. Baltimore (MD): Williams & Wilkins; c1998. 660 p.

Wenger NK, Sivarajan Froelicher E, Smith LK, Ades PA, Berra K, Blumenthal JA, Certo CME, Dattilo AM, Davis D, DeBusk RF, Drozda JP Jr, Fletcher BJ, Franklin BA, Gaston H, Greenland P, McBride PE, McGregor CGA, Oldridge NB, Piscatella JC, Rogers FJ. Cardiac rehabilitation. Rockville (MD): Agency for Health Care Policy and Research (US); 1995. 202 p.

4. Book with optional limit to the first three authors

Iverson C, Flanagin A, Fontanarosa PB, et al. American Medical Association manual of style. 9th ed. Baltimore (MD): Williams & Wilkins; c1998. 660 p.

Wenger NK, Sivarajan Froelicher E, Smith LK, and others. Cardiac rehabilitation. Rockville (MD): Agency for Health Care Policy and Research (US); 1995. 202 p.

5. Book with author/editor name having designations of rank in a family

Bodenheimer HC Jr, Chapman R. Q&A color review of hepatobiliary medicine. New York: Thieme; 2003. 192 p.

Lewis RJ Sr. Hazardous chemicals desk reference. 5th ed. New York: Wiley-Interscience; c2002. 1695 p.

Langabeer JR 2nd, Napiewocki J. Competitive business strategy for teaching hospitals. Westport (CT): Quorum Books; 2000. 296 p.

Panjabi MM, White AA 3rd. Biomechanics in the musculoskeletal system. New York: Churchill Livingstone; c2001. 196 p.

Weise WJ 4th. Baby catcher: true stories from the life of an obstetrician. Enumclaw (WA): Pleasant Word; c2003. 105 p.

6. Book authors/editors with particles, prefixes, or prepositions in their names

O'Brien JA. Common problems in clinical laboratory management. New York: McGraw-Hill, Health Professions Division; c2000. 557 p.

O'Connor KP. Cognitive-behavioral management of tic disorders. Hoboken (NJ): John Wiley & Sons; c2005. 308 p.

Friedman EA, L'Esperance FA Jr, editors. Diabetic renal-retinal syndrome: pathogenesis and management update 2002. Boston: Kluwer Academic; c2002. 246 p.

MacDonald DD, Ben-Gashir MA, Robson AM. Dermatopathology. Malden (MA): Blackwell Publishing; 2005.

Van de Velde R, Degoulet P. Clinical information systems: a component-based approach. New York: Springer; c2003. 294 p.

de Groot WP, translator and editor. A colour atlas of venous disease. Engl. ed. London: Manson; c2003. 112 p.

7. Book authors/editors with compound last names having a hyphen

Lopez-Goni I, Moriyon I, editors. Brucella: molecular and cellular biology. Wymondham (England): Horizon Bioscience; c2004. 432 p.

Puig-Samper MA, Ruiz R, Galera Andres A, editors. Evolucionismo y cultura: darwinismo en Europa e Iberoamerica. Aranjuez (Spain): Ediciones Doce Calles; 2002. 407 p. Spanish, English, French, Portuguese.

8. Book authors/editors with compound last names without a hyphen

Garcia y Griego M, Verea Campos M. Mexico y Estados Unidos frente a la migracion de indocumentados. Mexico City: Universidad Nacional Autonoma de Mexico, Coordinacion de Humanidades; 1988. 175 p. Spanish.

Lopez Castellano B, Nieto-Sampedro M, editors. Glial cell function. New York: Elsevier; 2001. 757 p.

9. Book with editors or translators when there is no author

Izzo JL Jr, Black HR, editors. Hypertension primer: the essentials of high blood pressure. 3rd ed. Philadelphia: Lippincott Williams & Wilkins; c2003. 532 p.

Celli L, editor. The elbow: traumatic lesions. Warr A, translator. Vienna (Austria): Springer-Verlag; c1991. 203 p.

Flaws B, translator. The classic of difficulties: a translation of the Nan Jing. 3rd ed. Boulder (CO): Blue Poppy Press; 2004. 140 p.

Krachmer JH, Mannis MJ, Holland EJ, editors. Cornea. Finch M, illustrator. St. Louis (MO): Mosby; c1997. 3 vol.

10. Book with author(s) and editor(s)/translator(s)/illustrator(s)

Martin EW. Hazards of medication. 2nd ed. Ruskin A, Napke E, Alexander S, Kelsey FO, Farage DJ, Mills DH, Elkas RW, editors. Philadelphia: Lippincott; 1978. 686 p.

Stein E. Anorectal and colon diseases: textbook and color atlas of proctology. 1st Engl. ed. Burgdorf WH, translator. Berlin: Springer; c2003. 522 p.

Richer PM. Artistic anatomy. Hale RB, translator and editor. New York: Watson-Guptill; 1971. 255 p.

Luzikov VN. Mitochondrial biogenesis and breakdown. Galkin AV, translator; Roodyn DB, editor. New York: Consultants Bureau; 1985. 362 p.

Bosch F, Klomp R. Running: biomechanics and exercise physiology applied in practice. Bosch F, illustrator; Boer-Stallman DW, translator. Edinburgh (Scotland): Elsevier Churchill Livingstone; c2005. 413 p.

11. Book with organization as author/editor

Advanced Life Support Group. Acute medical emergencies: the practical approach. London: BMJ Books; 2001. 454 p.

Swiss Pharmaceutical Society, editor. Index nominum: international drug directory. 18th ed. Stuttgart (Germany): Medpharm Scientific Publications; 2004. 1823 p.

Advisory Committee on Existing Chemicals of Environmental Relevance, editor. Naphthalin. Hicks R, translator. Weinheim (Germany): VCH; c1992. 155 p.

with place added for clarity

Beth Israel Hospital (Boston). Obstetrical decision making. Philadelphia: B.C. Decker; 1987. 320 p.

National Safety Council (US). AED, automated external defibrillation. Sudbury (MA): Jones and Bartlett; c1998. 54 p.

12. Book with organization as author and subsidiary department/division named

American Occupational Therapy Association, Ad Hoc Committee on Occupational Therapy Manpower. Occupational therapy manpower: a plan for progress. Rockville (MD): The Association; 1985 Apr. 84 p.

13. Book with organization as author which is also the publisher

Virginia Law Foundation, Committee on Continuing Legal Education. The medical and legal implications of AIDS. Charlottesville (VA): The Foundation; 1987. 148 p.

as an option, the full publisher name may be given

Virginia Law Foundation, Committee on Continuing Legal Education. The medical and legal implications of AIDS. Charlottesville (VA): Virginia Law Foundation; 1987. 148 p.

14. Book with organization as author and an editor(s)

American Association of Neuroscience Nursing. AANN core curriculum for neuroscience nursing. Bader MK, Littlejohns LR, editors. 4th ed. St. Louis (MO): Saunders; c2004. 1038 p.

15. Book with organization as author/editor including a translation

Medicinska Forskningsradet [Medical Research Council] (SE). MFR och forskning om AIDS och HIV: oversyn och rekommendationer av medicinska forskingsradets AIDS-grupp [MFR and research on AIDS and HIV: overview and recommendations of the Medical Research Council's AIDS group]. Stockholm: The Council; 1988. 46 p. Swedish.

Rinsho Shokaki Naika Henshu Iinkai [Clinical Gastroenterology Editorial Committee] (JP), editor. Daicho naishikyo sonyu shugi no kihon [Basic technical procedure of colonoscopy]. Dai 1-pan. Tokyo: Nihon Medikara Senta; 2003. 135 p. Japanese.

16. Book with multiple organizations as authors

National Lawyer's Guild AIDs Network (US); National Gay Rights Advocates (US). AIDS practice manual: a legal and educational guide. 2nd ed. San Francisco: The Network; 1988.

17. Book with no authors or editors

HIV/AIDs resources: a nationwide directory. 10th ed. Longmont (CO): Guides for Living; c2004. 792 p.

18. Book with author affiliation included

Fleisher GR (Department of Pediatrics, Harvard Medical School, Boston, MA), Ludwig S, Baskin MN, editors. Atlas of pediatric emergency medicine. Philadelphia: Lippincott Williams & Wilkins; c2004. 478 p.

Oermann MH (College of Nursing, Wayne State University, Detroit, MI), Gaberson KB (Department of Nursing Education, Shepherd University, Shepherdstown, WV). Evaluation and testing in nursing education. 2nd ed. New York: Springer; c2006. 403 p.

19. Book title in a language other than English

Katsunori K. [Euthanasia and criminal law]. Shohan. Tokyo: Seibundo; 2003. 198 p. Japanese.

Han'guk yagop 100-yon. Seoul (Korea): Yakop Sinmun; 2004. 2 vol. Korean.

Ochoa S. Base molecular de la expresion del mensaje genetico. Madrid: Consejo Superior de Investigaciones Cientificas; 2000. 219 p. Spanish.

Tsimmerman IaS. Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh zabolevanii: klinicheskie ocherki. Perm (Russia): Permskaia Gosudarstvenennaia Meditsinskaia Akademiia; 2003. 286 p. Russian.

Hartmeier W. Immobilisierte Biokatalysstoren. Berlin: Springer-Verlag; 1988. 212 p. German.

with translation

Katsunori K. [Euthanasia and criminal law]. Shohan. Tokyo: Seibundo; 2003. 198 p. Japanese.

Han'guk yagop 100-yon [100-year pharmaceutical industry history]. Seoul (Korea): Yakop Sinmun; 2004. 2 vol. Korean.

Ochoa S. Base molecular de la expresion del mensaje genetico [Molecular basis of gene expression]. Madrid: Consejo Superior de Investigaciones Cientificas; 2000. 219 p. Spanish.

Tsimmerman IaS. Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh zabolevanii: klinicheskie ocherki [Diagnosis and complex treatment of basic gastrointestinal diseases: clinical studies]. Perm (Russia): Permskaia Gosudarstvenennaia Meditsinskaia Akademiia; 2003. 286 p. Russian.

Hartmeier W. Immobilisierte Biokatalysstoren [Immobilized biocatalysts]. Berlin: Springer-Verlag; 1988. 212 p. German.

20. Book published with equal text in two languages

Chemically-defined flavouring substances = Substances aromatisantes chimiquement definies. 4th ed. Strasbourg (France): Council of Europe; c2000. 616 p. English, French.

Institut de Recherches Internationales Servier. Le genome: avancees scientifiques et therapeutiques et consequences sociales = The genome: scientific and therapeutic developments and social consequences. Paris: Elsevier; c2002. 271 p. French, English.

21. Book with text in multiple languages

Puig-Samper MA, Ruiz R, Galera Andres A, editors. Evolucionismo y cultura: darwinismo en Europa e Iberoamerica. Aranjuez (Spain): Ediciones Doce Calles; 2002. 407 p. Spanish, English, French, Portuguese.

Lopez Ferez JA, editor. La lengua cientifica griega: origenes, desarrollo e influencia en las lenguas modernas europeas. Madrid: Ediciones Clasicas; 2000. 2 vol. Spanish, French, German, Greek, Italian.

with translation included

Puig-Samper MA, Ruiz R, Galera Andres A, editors. Evolucionismo y cultura: darwinismo en Europa e Iberoamerica [Evolution and culture: Darwinism in Europe and Latin America]. Aranjuez (Spain): Ediciones Doce Calles; 2002. 407 p. Spanish, English, French, Portuguese.

Lopez Ferez JA, editor. La lengua científica griega: origenes, desarrollo e influencia en las lenguas modernas europeas [The Greek scientific language: origins, development and influence on modern European languages]. Madrid: Ediciones Clasicas; 2000. 2 vol. Spanish, French, German, Greek, Italian.

22. Book title with special characters

Greek letters may be written out if special fonts are not available

Huang YS, Ziboh VA, editors. γ-linolenic acid: recent advances in biotechnology and clinical applications. Champaign (IL): AOCS Press; 2001. 259 p.

or

Huang YS, Ziboh VA, editors. Gamma-linolenic acid: recent advances in biotechnology and clinical applications. Champaign (IL): AOCS Press; 2001. 259 p.

Juaristi E, Soloshonok VA. Enantioselective synthesis of β-amino acids. 2nd ed. Hoboken (NJ): Wiley; c2005. 634 p.

or

Juaristi E, Soloshonok VA. Enantioselective synthesis of beta-amino acids. 2nd ed. Hoboken (NJ): Wiley; c2005. 634 p.

Superscripts/subscripts may be enclosed within parentheses if fonts are not available

Schmidt KH, Manheim J. TiO_2 nanoparticles. Weinheim (Germany): VCH Verlag GmbH & Co.; 2005. 278 p.

or

Schmidt KH, Manheim J. TiO(2) nanoparticles. Weinheim (Germany): VCH Verlag GmbH & Co.; 2005. 278 p.

23. Book with content type added

Liu-Ambrose TY. Studies of fall risk and bone morphology in older women with low bone mass [dissertation]. [Vancouver (BC)]: University of British Columbia; 2004. 290 p.

Grayson L, compiler. Animals in research: for and against [bibliography]. London: British Library; c2000. 320 p.

24. Book in a microform with type of medium given

Pennell S, editor. Women and medicine: remedy books, 1533-1865, from the Wellcome Library for the History and Understanding of Medicine, London [microfilm]. London: Wellcome Library for the History and Understanding of Medicine; c2004. 35 reels: black & white, negative, 35 mm.

Lombardo NE, Ooi WL, Gornstein ES. Dance/movement therapy with frail older adults: a controlled experiment to demonstrate effect on mood, social interaction, and physical functioning of nursing home residents and adult day health clients [microfiche]. Boston: Hebrew Rehabilitation Center for Aged, Research and Training Institute; 1996. 2 microfiche: blue & white, negative, 4 x 6 in.

Monnier H. Etude medicale de quelques guerisons survenues a Lourdes [microfilm]. Paris: Frison-Roche; c1997. 1 reel: black & white, negative, 35 mm. French.

25. Book with an edition

Modlin IM, Sachs G. Acid related diseases: biology and treatment. 2nd ed. Philadelphia: Lippincott Williams & Wilkins; c2004. 522 p.

Brown AF. Accident and emergency: diagnosis and management. 4th ed. New York: Arnold; 2002. 442 p.

Belitz HD, Grosch W, Schieberle P. Food chemistry. 3rd rev. ed. Burghagen MM, translator. Berlin: Springer; 2004. 1070 p.

Schulz V, Hansel R, Tyler VE. Rational phytotherapy: a physician's guide to herbal medicine. 3rd ed., fully rev. and expand. Berlin: Springer; c1998. 306 p.

American Medical Association, Council on Ethical and Judicial Affairs. Code of medical ethics: current opinions with annotations. 2004-2005 ed. Chicago: AMA Press; c2004. 377 p.

Ness BD, editor. Encyclopedia of genetics. Rev. ed. Pasadena (CA): Salem Press; c2004. 2 vol.

Stein E. Anorectal and colon diseases: textbook and color atlas of proctology. 1st Engl. ed. Burgdorf WH, translator. Berlin: Springer; c2003. 522 p.

26. Book with an edition in a language other than English

Arrighi AA. Biologia del envejecimiento en la mujer. 2° ed. ampliada y actualizada. Buenos Aires: Editorial Ascune; 2004. 142 p. Spanish.

Maldonado Ballon R. Sexualidad y reproduccion humana: vision medica; enciclopedia. 5a ed. La Paz (Bolivia): [publisher unknown]; 1988. 4 vol. Spanish.

Deutsch E, Lippert HD, editors. Kommentar zum Arzneimittelgesetz (AMG). 2., Aufl. Berlin: Springer; 2007. 885 p. German.

Giberti F. Manuale di psichiatria: per studenti, medici, assistenti sociali, operatori psichiatrici. 5 ed. interamente rielaborata. Padova (Italy): Piccin; c2005. 599 p. Italian.

Radzinskii VE. Biokhimiia platsentarnoi nedostatochnosti: monografiia. Izd. 3-e, rasshirennoe i dop. Moscow: Izd-vo Rossiiskogo Universiteta Druzhby Narodov; 2001. 275 p. Russian.

Katsunori K. Anrakushi to keihoi. Shohan. Tokyo: Seibundo; 2003. 198 p. Japanese.

Li S. Binhu mai xue bai hua jie. Di 3 ban. Beijing (China): Ren min wei sheng chu ban she; 2001. 117 p. Chinese.

27. Book with well-known place of publication

Kunzel W. Breech delivery. Paris: Elsevier; c2002. 274 p.

Stocksley M. Abdominal ultrasound. San Francisco: Greenwich Medical Media; 2001. 286 p.

28. Book place of publication with geographic qualifier added for clarity

Minkler M. Community organizing and community building for health. 2nd ed. New Brunswick (NJ): Rutgers University Press; c2005. 489 p.

Hall N. The role of the social welfare sector in Africa: strengthening the capacities of vulnerable children and families in the context of HIV/AIDS. Berne (Switzerland): International Federation of Social Workers; 2000. 10 p.

29. Book with place of publication inferred

Marquis DK. Advance care planning: a practical guide for physicians. [Chicago]: AMA Press; c2001. 105 p.

Liu-Ambrose TY. Studies of fall risk and bone morphology in older women with low bone mass [dissertation]. [Vancouver (BC)]: University of British Columbia; 2004. 290 p.

30. Book with unknown place of publication

Kuttner L. A child in pain: how to help, what to do. [place unknown]: Hartley & Marks; 1996. 271 p.

Hoobler S. Adventures in medicine: one doctor's life amid the great discoveries of 1940-1990. [place unknown]: S.W. Hoobler; 1991. 109 p.

31. Book publisher with subsidiary department/division named

Kinzbrunner BM, Weinreb NJ, Policzer JS, editors. 20 common problems in end-of-life care. New York: McGraw-Hill, Medical Publishing Division; c2002. 446 p.

Grannerg A, Armelius K, Armelius BA. Self-image pattern and treatment outcome in severely disturbed psychiatric patients. Umea (Sweden): Umea University, Department of Psychology; 2001. 13 p.

32. Book with government agency as publisher

Allison M, Hubbard RL, Rachal JV. Treatment process in methadone, residential, and outpatient drug free programs. Rockville (MD): National Institute on Drug Abuse (US), Division of Clinical Research; 1985. 89 p.

33. Book with joint publishers

Chandler F, editor. Herbs: everyday reference for health professionals. Ottawa: Canadian Pharmacists Association; c2000. 240 p. Co-published by the Canadian Medical Association.

34. Book with non-English publisher name including translation

Lindholm LH, Agenas I, Beerman B, Berglund G, Dahlgren H, Elmfeldt D, de Faire U, Jern S, Hjemdahl P, Johannesson M, Jonsson E, Jonsson B, Kahan T, Lundvall O, Samuelsson O, Svardsudd K, Waaler HT, Werko L, Aberg H. Mattligt forhojt blodtryck [Moderately elevated blood pressure]. Stockholm: Statens Beredning for Utvardering av Medicinsk Metodik [Swedish Council on Technology Assessment in Health Care]; 1994. 340 p. Swedish.

35. Book with unknown publisher

Maldonado Ballon R. Sexualidad y reproduccion humana: vision medica; enciclopedia. 5a ed. La Paz (Bolivia): [publisher unknown]; 1988. 4 vol. Spanish.

Sciarra C. Harvey Cushing fondatore della neurochirurgia. Rome: [publisher unknown]; [1971?]. Italian.

36. Book with unknown place of publication and publisher

Amjad H, translator. On the joints, arthritic pain: an early 13th century treatise on arthritis. [place unknown: publisher unknown]; 1996. 13 p.

Wilson JD. Steroid 5 alpha-reductase 2 deficiency. [place unknown: publisher unknown]; 1992. 36 p.

de Tartas P. Oeuvres de Ambrose Pare de La Val au Maine. Herni H, illustrator. [place unknown: publisher unknown; 1977?]. 3 vol. French, Latin.

37. Book with multiple dates of publication

Chang TM. Blood substitutes: principles, methods, products, and clinical trials. New York: Karger Landes Systems; 1997-1998. 2 vol.

Appenzeller O, editor. The autonomic nervous system. Amsterdam (Netherlands): Elsevier; 1999-2000. 2 vol.

Chevalier JM. The 3-D mind. Montreal (QC): McGill-Queen's University Press; 2002-2003. 3 vol.

38. Book with date of copyright instead of date of publication

Modlin IM, Sachs G. Acid related diseases: biology and treatment. 2nd ed. Philadelphia: Lippincott Williams & Wilkins; c2004. 522 p.

Kruger L, editor. Pain and touch. San Diego (CA): Academic Press; c1996. 394 p.

Mark BS, Incorvaia J, editors. The handbook of infant, child, and adolescent psychotherapy. Northvale (NJ): Jason Aronson Inc.; c1995-1997. 2 vol.

de Varennes F, editor. Asia-Pacific human rights documents and resources. Boston: M. Nijhoff Publishers; c1998-2000. 2 vol.

39. Book with date of publication and date of copyright

Herrick CJ. The thinking machine. 2nd ed. Chicago: University of Chicago Press; 1960, c1932. 372 p. (Chicago reprint series).

Research Task Force on Risk-Based Inservice Testing Guidelines. Risk-based testing: development of guidelines. New York: American Society of Mechanical Engineers; 2000, c1996.

40. Book with estimated date of publication

Pathak L, editor. Echocardiography non invasive diagnosis. Bombay: Cardiological Society of India; [1980?].

Lederer J. Alimentation et cancer. 3e ed. Brussels: Nauwelaerts; [1986?]. 315 p. French.

de Tartas P. Oeuvres de Ambrose Pare de La Val au Maine. Herni H, illustrator. [place unknown: publisher unknown; 1977?]. 3 vol. French, Latin.

41. Book with unknown date of publication

Marcuzzi A. Alimentazione: risorse e possibilita. Bologna (Italy): Malipiero S.p.A. Editore; [date unknown]. 72 p. Italian.

42. Book with unknown place, publisher, and date of publication

Steriu D, Stefanoiu V. Terapia si combaterea zoonozelor parazitare. [place, publisher, date unknown]. 205 p. Romanian.

43. Book with standard pagination

Annas GJ. American bioethics: crossing human rights and health law boundaries. New York: Oxford University Press; 2005. 244 p.

Blanc B, Siproudhis L. Pelvi-perineologie. Paris: Springer; 2005. 619 p. French.

44. Book published in more than one volume

Hamilton S, editor. Animal welfare & antivivisection 1870-1910: nineteenth century women's mission. London: Routledge; 2004. 3 vol.

45. Book with no numbers on the pages

Howell E. Access to children's mental health services under Medicaid and SCHIP. Washington: Urban Institute; c2004. 7 leaves.

Zaadstra BM, Staats PG, Davidse W. Aard en omvang van cannabis gebruik bij mensen met MS. Leiden (Netherlands): TNO Preventie en Gezondheid; 1998. 37 leaves. Dutch.

46. Book in a series with a number given

Indryan A, Sarmukaddam SB. Medical biostatistics. New York: Marcel Dekker; c2001. 645 p. (Biostatistics; 7).

Best SJ, Krueger BS. Internet data collection. Thousand Oaks (CA): Sage Publications; 2004. 91 p. (Quantitative applications in the social sciences; no. 07/041).

Bergstresser PR, Takashima A, editors. Gamma-delta T cells. New York: Karger; 2001. 142 p. (Chemical immunology; vol. 79).

47. Book in a series without a number

Evans LK, Lang NM, editors. Academic nursing practice. New York: Springer; c2004. 278 p. (Springer series on the teaching of nursing).

48. Book in a series with editor(s)

Forsman RB, editor. Administration and management in health sciences libraries. Lanham (MD): Medical Library Association; c2000. 222 p. (Bunting A, editor. Current practice in health sciences librarianship; vol. 8).

Redmond CK, Colton T, editors. Biostatistics in clinical trials. Chichester (England): John Wiley & Sons, Ltd.; c2001. 501 p. (Armitage P, Colton T, editors. Wiley reference series in biostatistics).

Ollendick T, editor. Children & adolescents: clinical formulation and treatment. Amsterdam (Netherlands): Elsevier Science; 1998. 754 p. (Bellack AS, Hersen M, editors. Comprehensive clinical psychology; vol. 5).

49. Book in multiple series

Rugg DL, Peersman G, Carael M, editors. Global advances in HIV/AIDS monitoring and evaluation. San Francisco: Jossey-Bass; c2004. 180 p. (New directions for evaluation; no. 103); (Jossey-Bass education series).

50. Book published also as a journal issue

Cardena E, Croyle K, editors. Acute reactions to trauma and psychotherapy: a multidisciplinary and international perspective. Binghamton (NY): Haworth Medical Press; 2005. 130 p. (Journal of trauma & dissociation; vol. 6, no. 2).

51. Book accompanied by a CD-ROM or other medium

Franco KL, Verrier ED, editors. Advanced therapy in cardiac surgery. 2nd ed. Hamilton (ON): B.C. Decker; 2003. 642 p. Accompanied by: 1 CD-ROM.

52. Book assigned an International Standard Book Number (ISBN)

Stern SD, Cifu AS, Altkorn D. Symptom to diagnosis: an evidence-based guide. New York: Lange Medical Books; c2006. 434 p. ISBN: 9780071463898.

53. Book available from a distributor

What kind of birth control is best for you? Rockville (MD): Food and Drug Administration (US); 2000. 12 p. Available from: US Government Printing Office, Washington, DC; HE 20.4050:B 53/2000.

54. Book with information on a library where it may be found

Lederer J. Alimentation et cancer. 3e ed. Brussels: Nauwelaerts; [1986?]. 315 p. French. Located at: National Library of Medicine, Bethesda, MD; FF9414.

55. Book with other note included

McRae J. AIDS, agencies and drug abuse: the Edinburgh experience. Norwich (England): Social Work Monographs; 1989. 40 p. Revised version of a dissertation originally submitted as part of an MSc. in applied social studies at Oxford University.

Stahl PH, Wermuth CG, editors. Handbook of pharmaceutical salts: properties, selection, and use. New York: Wiley-VCH; c2002. 374 p. Prepared for the International Union of Pure and Applied Chemistry.

Amjad H, translator. On the joints, arthritic pain: an early 13th century treatise on arthritis. [place unknown: publisher unknown]; 1996. 13 p. Translation from the Arabic of the work by Al-Sammarqandi.

Palazzo RE, Davis TN, editors. Centrosomes and spindle pole bodies. San Diego: Academic Press; c2001. 375 p. 16 pages of plates, some color.

Duac topical gel. Coral Gables (FL): Stiefel Laboratories, Inc.; 2008 Jan. Package insert. NDC 0145-2371-05.

Nasarel (flunisolide) nasal spray, 29 mcg. Mississauga (ON): Pantheon, Inc.; 2006 Sep. Package insert. Distributed by TEVA Specialty Pharmaceuticals.

B(1). Sample Citation and Introduction to Citing Individual Volumes With a Separate Title but Without Separate Authors/Editors

The general format for a reference to a volume of a book with a separate title but without separate authors/editors, including pagination:
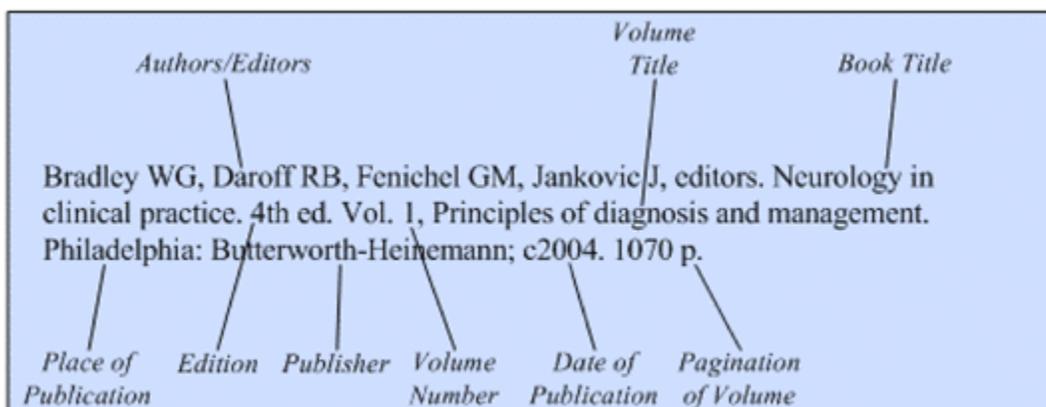
Examples of Citations to Individual Volumes With a Separate Title but Without Separate Authors/Editors

Many medical texts are published in more than one volume because the number of pages is too large to be contained in one physical volume. If a book is published in multiple volumes, and if each volume has a separate title, the volumes may be cited individually:

- Use the title page and the verso (back) of the title page of the individual volume as the source for authoritative information.
- Place volume information immediately following the overall title for the book and any edition information or secondary author.
- Give the pagination for the individual volume following the date of publication.

Continue to Citation Rules with Examples for Individual Volumes With a Separate Title but Without Separate Authors/Editors.

Continue to Examples of Citations to Individual Volumes With a Separate Title but Without Separate Authors/Editors.

Citation Rules with Examples for One Volume of a Book Without Separate Authors/Editors

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Book (R) | Volume and Number (R) | Title (R) | Location (Pagination) (O)

Book (required)

General Rules for Book

- Cite the overall book according to Chapter 2A Entire Books, but omit the Pagination

Volume and Number of Volume (required)

General Rules for Volume and Number of Volume

- Place volume and number information after the title of the book and any Content Type, Type of Medium, Edition statement, or Secondary Author
- Enter "Vol." and a space
- Follow the abbreviation for volume with the number of the volume
- Use arabic numbers only. For example: convert VI or Six to 6.
- End volume information with a comma and a space

Specific Rules for Volume and Number of Volume

- Non-English names for volumes
- Numbers labeled other than volume

Box 59. Non-English names for volumes.

- Use the word for volume of the particular language. Give the abbreviated form if known, followed by a period.

Box 59 continues on next page...

Box 59 continued from previous page.

> T. 5
>
> Bd. 3

- Convert words and roman numerals used for volume numbers into arabic numbers, so that the word for two or II becomes 2
- See the following list of words and their abbreviations, if any, used for volume in a variety of languages:

Language	Word for Volume	Abbreviation
French	Volume	Vol.
	Tome	T.
	Annee	
German	Band	Bd.
	Jahrgang	Jahrg.
Italian	Volume	Vol.
	Tomo	T.
	Annata	
Russian	Tom	
	Godovoj komplert	God.
Spanish	Volumen	Vol.
	Tomo	T.
	Ano	

Box 60. Numbers labeled other than volume.

Most books in multivolume sets are identified by volume numbers, such as vol. 4. Occasionally, however, other names are used, such as section, part, and number. When other names are used:

- Abbreviate them and end the abbreviated words with a period

> Section = Sect.
>
> Part = Pt.
>
> Number = No.

- For languages other than English, use the word provided by the particular language. Give the abbreviated form if known, followed by a period.
- See the following list of words used for section, part, and number in a variety of languages:

Language	Section	Part	Number
French	Section	Partie	Cahier

Box 60 continues on next page...

Box 60 continued from previous page.

Language	Section	Part	Number
		Part	Numero
German	Sektion	Teil	Heft
	Abteilung		Nummer
			Lieferung
Italian	Sezione	Parte	Numero
	Parte		Fascicolo
Russian	Sekcija	Cast'	Nomer
	Otdel		
	Otdelenie		
Spanish	Seccion	Parte	Numero
	Parte		Fasciculo

- Convert words used for numbers and roman numerals into arabic numbers, such that the word for two or II becomes 2

  Example:

  > Merbach W, Muller-Uri C. Lead in the environment [bibliography]. Pt. 3, Distribution of the environmental lead. Halle (Germany): Universitats- und Landesbibliothek Sachsen-Anhalt; 1993. 211 p. English, German, French, Spanish, Polish, Italian.

Examples for Volume and Number of Volume

1. Standard volume of a book without separate authors/editors

2. Volumes of books without separate authors/editors following an edition statement

3. Volumes of books without separate authors/editors following an edition statement and secondary authors

4. Volumes of books without separate authors/editors following a content type

5. Volumes of books without separate authors/editors with numbers labeled other than volume

6. Volumes of non-English books without separate authors/editors

Title of Volume (required)

General Rules for Title of Volume

- Enter the title of the volume as it appears in the book
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- End title information with a period

Specific Rules for Title of Volume

- Non-English titles for volumes
- Titles containing a Greek letter, chemical formula, or another special character

Box 61. **Non-English titles for volumes.**

- Provide the name in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    T. 10, Splenomegalie.

    Bd. 3, Massenmigration in Europa.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Tom 5, Demograficheskie vzaimosvyazi obrazovaniya.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

    2-kwon, 21-segi yakop ui chwapyo wa pijon.

    or

    [Vol. 2, Pharmaceutical perspective and vision in the 21st century].

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

    Bd. 3, Diagnostik hormonell aktiver Nebennierenraumforderungen.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - Treat letters marked with a diacritic or accent as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

- Provide an English translation placed in square brackets after the original language or romanized title, when possible.

    Vol. 1, Principios de anatomia osea y dental [Vol. 1, Principles of bone and dental anatomy].

Box 62. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of the title of a volume unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

    Vol. 10, n-alkenes.

    Vol. 3, de Crecchio syndrome.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

    Vol. 3, Seeds and γ-radiation.

    may become

    Vol. 3, Seeds and gamma-radiation.

- If a title contains superscripts or subscripts than cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses.

    Vol. 4, Transport of NH_3.

    may become

    Vol. 4, Transport of NH(3).

Examples for Title of Volume

1. Standard volume of a book without separate authors/editors

2. Volumes of books without separate authors/editors following an edition statement

3. Volumes of books without separate authors/editors following an edition statement and secondary authors

4. Volumes of books without separate authors/editors following a content type

5. Volumes of books without separate authors/editors with numbers labeled other than volume

6. Volumes of non-English books without separate authors/editors

Location (Pagination) of Volume (optional)

General Rules for Pagination of Volume

- Place pagination after the date of publication
- Provide the total number of pages on which the text of the volume appears
- Do not count pages for such items as introductory material, appendixes, and indexes unless they are included in the pagination of the text
- Follow the number by a space and "p." Examples: 438 p. and 1025 p.

Specific Rules for Pagination of Volume

- Roman numerals for page numbers
- Volumes continuously paginated

Box 63. **Roman numerals for page numbers.**

- If all of the pages (not just the introductory pages) of a volume have roman numerals instead of the usual arabic numbers:

    ○ Convert the roman numeral on the last page of the text to an arabic number

    ○ Follow the number by "p."

    ○ Place the number and "p." in square brackets, such as [52 p.]

    ○ End page information with a period
      Example: [75 p.].

- If the volumes of a book are continuously paginated, e.g., the pagination is continued from one volume to another:

    ○ Provide the beginning and ending pages of the volume

    ○ Give numbers in upper or lower case, whichever appears in the volume

    ○ Precede the page numbers with "p." and separate them by a hyphen

    ○ End page information with a period
      Examples:

        p. CCV-CCCXXIII.

        p. ccv-cccxxvii

Box 64. *Volumes continuously paginated.*

Many books published in multiple volumes with separate titles are paginated anew with each volume. Some books, however, continue the pagination from one volume to another.

- When citing a volume in a book with pagination continued from one volume to another, give the beginning and ending pages of the volume

- Precede the page numbers with "p." and separate them by a hyphen

- Do not repeat page numbers. For example: p. 1018-1904 becomes p. 1018-904.
  Example:

    Goldstein RE, Haywood VA, editors. Esthetics in dentistry. 2nd ed. Vol. 2, Esthetic problems of individual teeth, missing teeth, malocclusion, special populations. Hamilton (ON): BC Decker Inc; 2002. p. 471-884.

Examples for Pagination of Volume

1. Standard volume of a book without separate authors/editors

7. Volumes of books without separate authors/editors continuously paginated

Examples of Citations to Volumes of Books with a Separate Title for the Volume but Without Separate Authors/Editors

1. Standard volume of a book without separate authors/editors

Tos M. Manual of middle ear surgery. Vol. 3, Surgery of the external auditory canal. Stuttgart (Germany): Georg Thieme Verlag; 1997. 305 p.

Cicchetti D, Cohen DJ, editors. Developmental psychopathology. Vol. 1, Theory and methods. New York: John Wiley & Sons, Inc.; c1995. 787 p.

2. Volumes of books without separate authors/editors following an edition statement

Krachmer JH, Mannis MJ, Holland DJ. Cornea. 2nd ed. Vol. 1, Fundamentals, diagnosis and management. Philadelphia: Elsevier Mosby; 2005. 1409 p.

Voet D, Voet JG. Biochemistry. 3rd ed. Vol. 2, The expression and transmission of genetic information. New York: J. Wiley & Sons; c2004. p. 1107-560.

3. Volumes of books without separate authors/editors following an edition statement and secondary authors

Moller TB, Reif E. Pocket atlas of sectional anatomy: computer tomography and magnetic resonance imaging. 2nd ed., rev. and enl. Telger T, translator. Vol. 2, Thorax, abdomen, and pelvis. Stuttgart (Germany): Thieme; 2001. 226 p.

4. Volumes of books without separate authors/editors following a content type

Merbach W, Muller-Uri C. Lead in the environment [bibliography]. Pt. 3, Distribution of the environmental lead. Halle (Germany): Universitats- und Landesbibliothek Sachsen-Anhalt; 1993. 211 p. English, German, French, Spanish, Polish, Italian.

5. Volumes of books without separate authors/editors with numbers labeled other than volume

Merbach W, Muller-Uri C. Lead in the environment [bibliography]. Pt. 3, Distribution of the environmental lead. Halle (Germany): Universitats- und Landesbibliothek Sachsen-Anhalt; 1993. 211 p. English, German, French, Spanish, Polish, Italian.

6. Volumes of non-English books without separate authors/editors

Lagunas Rodriguez Z. Manual de osteologia antropologica. 1. ed. Vol. 1, Principios de anatomia osea y dental. Mexico City: Instituto Nacional de Antropología e Historia; 2000. 216 p. Spanish.

Han'guk yagop 100-yon. 2-kwon, 21-segi yakop ui chwapyo wa pijon. Seoul (Korea): Yakop Sinmun; 2004. Korean.

with translation

Lagunas Rodriguez Z. Manual de osteologia antropologica [Manual of anthropologic osteology]. 1. ed. Vol. 1, Principios de anatomia osea y dental [Vol. 1, Principles of bone and dental anatomy]. Mexico City: Instituto Nacional de Antropología e Historia; 2000. 216 p. Spanish.

Han'guk yagop 100-yon [100-year pharmaceutical industry history]. 2-kwon, 21-segi yakop ui chwapyo wa pijon [Vol. 2, Pharmaceutical perspective and vision in the 21st century]. Seoul (Korea): Yakop Sinmun; 2004. Korean.

7. Volumes of books without separate authors/editors continuously paginated

Oppenheim JJ, Feldmann M, Durum SK, Hirano T, Vilcek J, Nicola NA, editors. Cytokine reference: a compendium of cytokines and other mediators of host defense. Vol. 2, Receptors. London: Academic Press; c2001. p. 1437-2260.

Goldstein RE, Haywood VA, editors. Esthetics in dentistry. 2nd ed. Vol. 2, Esthetic problems of individual teeth, missing teeth, malocclusion, special populations. Hamilton (ON): BC Decker Inc; 2002. p. 471-884.

B(2). Sample Citation and Introduction to Citing Individual Volumes With a Separate Title and Separate Authors/Editors

The general format for a reference to a volume with a separate title and separate authors/editors:
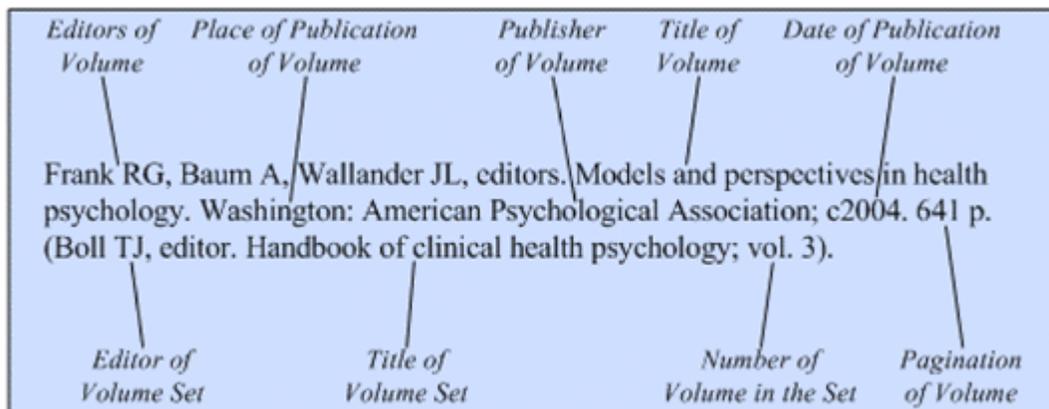
Examples of Citations to Individual Volumes With a Separate Title and Separate Authors/Editors

If each volume of a book in a multivolume set has its own author(s) or its own editor(s) distinct from the authors/editors of the set of volumes, the individual volume may be cited. Begin the reference with the authors or editors and title of the individual volume; cite the overall set of volumes as a series.

For example, each volume in the following publication has its own editors, who are not the editors of the publication as a whole:

Bellack AS, Hersen M, editors. Comprehensive clinical psychology. Amsterdam (Netherlands): Elsevier Science; 1998. 11 vols.

To cite one volume only of this multivolume set:

Ollendick T, editor. Children & adolescents: clinical formulation and treatment. Amsterdam (Netherlands): Elsevier Science; 1998. 723 p. (Bellack AS, Hersen M, editors. Comprehensive clinical psychology; vol. 5).

Multivolume sets are bound alike with an essentially identical appearance and have one publisher. The volumes in them are considered primarily as a part of the set and often, but not always, have the same date of publication

or are published over a short span of years. This is in contrast to large open series such as *Methods in Enzymology* and *Annals of the New York Academy of Sciences* which have published hundreds of volumes over decades. Such large series may be cited as journals (see Chapter 1), as NLM does in PubMed, but individual volumes may also be cited as part of the series.

Each volume in a multivolume set may have two title pages, one for the set and one for the individual volume. Use these title pages or their verso (back) for authoritative information to use in a citation. See also Chapter 2A for further details on the components of books.

Citation Rules with Examples for Individual Volumes With a Separate Title and Separate Authors/Editors

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author/Editor (R) | Author Affiliation (O) | Title (R) | Type of Medium (R) | Edition (R) | Editor and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Pagination (O) | Physical Description (O) | Series (O) | Language (R) | Notes (O)

Author/Editor for the Volume (required)

General Rules for Author/Editor

- List names in the order they appear in the text
- Enter surname (family or last name) first for each author/editor
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all authors/editors, regardless of the number
- Separate author/editor names from each other by a comma and a space
- If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors; see Editor and Other Secondary Authors below if there are authors and editors
- End author/editor information with a period

Specific Rules for Author/Editor

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Non-English words for editor
- Organizations as author/editor

- No author can be found
- Options for author names

Box 65. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames

    Estelle Palmer-Canton   *becomes*   Palmer-Canton E

    Ahmed El-Assmy   *becomes*   El-Assmy A

- Keep particles, such as O', D', and L'

    Alan D. O'Brien   *becomes*   O'Brien AD

    James O. L'Esperance   *becomes*   L'Esperance JO

    U. S'adeh   *becomes*   S'adeh U

- Omit all other punctuation in surnames

    Charles A. St. James   *becomes*   St James CA

Box 66. Other surname rules.

- Keep prefixes in surnames

    Lama Al Bassit   *becomes*   Al Bassit L

    Jiddeke M. van de Kamp   *becomes*   van de Kamp JM

    Gerard de Pouvourville   *becomes*   de Pouvourville G

- Keep compound surnames even if no hyphen appears

    Sergio Lopez Moreno   *becomes*   Lopez Moreno S

    Jaime Mier y Teran   *becomes*   Mier y Teran J

    Virginie Halley des Fontaines   *becomes*   Halley des Fontaines V

    [If you cannot determine from the title page whether a surname is compound or a combination of a middle name and a surname, look at the back of the title page (the copyright page) or elsewhere in the text for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

Box 66 continues on next page...

Box 66 continued from previous page.

Ł   *treated as*   L

à   *treated as*   a

ĝ   *treated as*   g

ñ   *treated as*   n

ü   *treated as*   u

○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ   *treated as*   ae

œ   *treated as*   oe

Box 67. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names

    Jean-Louis Lagrot   *becomes*   Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle

    D'Arcy Hart   *becomes*   Hart D

    W. St. John Patterson   *becomes*   Patterson WS

    De la Broquerie Fortier   *becomes*   Fortier D

    Craig McC. Brooks   *becomes*   Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

    Ch. Wunderly   *becomes*   Wunderly C

    C. Fr. Erdman   *becomes*   Erdman CF

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

    Iu. A. Iakontov   *becomes*   Iakontov IuA

    G. Th. Tsakalos   *becomes*   Tsakalos GTh

Box 68. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name

    James A. Reed, M.D., F.R.C.S.   *becomes*   Reed JA

Box 68 continued from previous page.

>Kristine Schmidt, Ph.D.   *becomes*   Schmidt K

>Robert V. Lang, Major, US Army   *becomes*   Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name

>Sir Frances Hildebrand   *becomes*   Hildebrand F

>Dr. Jane Eberhard   *becomes*   Eberhard J

>Captain R.C. Williams   *becomes*   Williams RC

Box 69. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals
  Examples:

>Vincent T. DeVita, Jr.   *becomes*   DeVita VT Jr

>James G. Jones II   *becomes*   Jones JG 2nd

>John A. Adams III   *becomes*   Adams JA 3rd

>Henry B. Cooper IV   *becomes*   Cooper HB 4th

Box 70. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

>Iu. A. Iakontov   *becomes*   Iakontov IuA

>G. Th. Tsakalos   *becomes*   Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked

>Å   *treated as*   A

>Ø   *treated as*   O

Box 70 continues on next page...

Box 70 continued from previous page.

Ç   *treated as*   C

Ł   *treated as*   L

à   *treated as*   a

ĝ   *treated as*   g

ñ   *treated as*   n

ü   *treated as*   u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ   *treated as*   ae

œ   *treated as*   oe

Box 71. Non-English words for editor.

- Translate the word found for editor into English. However, the wording found on the publication may always be used.
- To assist in identifying editors, below is a brief list of non-English words for editor:

Language	Word for Editor
French	redacteur
	editeur
German	redakteur
	herausgeber
Italian	redattore
	curatore
	editore
Russian	redaktor
	izdatel
Spanish	redactor
	editor

Box 72. Organizations as author/editor.

An organization such as a university, society, association, corporation, or governmental body may serve as an author or editor.

- Omit "The" preceding an organizational name

The American Cancer Society   *becomes*   American Cancer Society

Box 72 continued from previous page.

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

    American Medical Association, Committee on Ethics.

    International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

    American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

    National Academy of Sciences (US).

    Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

    Canadian Association of Orthodontists; Canadian Dental Association.

    American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization or organizations appear on the title page of a book as authors, use the names of the individuals as the author. Give the organization at the end of the reference as a note, if desired.

    Prepared for the International Union of Pure and Applied Chemistry.

- For names of organizations not in English:

    ○ Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

    Istituto di Fisiologia Clinica del CNR.

    Universitatsmedizin Berlin.

    Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

    ○ Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

    Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

    or

    [Russian Respiratory Society].

Box 72 continued from previous page.

- ○ Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

    [Chinese Medical Society].

- ○ Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - ▪ Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    - ▪ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

Box 73. No author can be found.

- If no person or organization can be found as the author but editors or translators are present, begin the reference with the names of the editors or translators. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.

    Morrison CP, Court FG, editors.

    Walser E, translator.

- If no person or organization can be identified as the author and no editors or translators are given, begin the reference with the title of the book. Do not use anonymous.

Box 74. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options.

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.

    Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.

Box 74 continued from previous page.

     Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."

     Rastan S, Hough T, Kierman A, et al.

     Adler DG, Baron TH, Davila RE, and others.

Examples for Author/Editor

1. Standard volume with a separate title and separate authors/editors for each volume

2. Volume with optional full first names for editors

3. Volume editor/series editor with designation of family rank

4. Volume with author(s), not editor(s)

Author Affiliation for the Volume (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the closing parenthesis, unless the affiliation is for the last author, then use a period

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

Box 75. Abbreviations in affiliations.

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

     Examples:

       Acad. for Academy

       Assoc. for Association

       Co. for Company

Box 75 continued from previous page.

Coll. for College

Corp. for Corporation

Dept. for Department

Div. for Division

Inst. for Institute or Institution

Soc. for Society

Univ. for University

See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 76. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears in the publication

- Do not end an e-mail address with a period

- Place the e-mail address within the closing parenthesis for the author affiliation

  Example:

  Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

Box 77. Organizational names for affiliations not in English.

- Give the affiliation of all authors or only the first author

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Box 77 continued from previous page.

> Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

> Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

> Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I.

> Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese)

> Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked

    > Å   *treated as*   A

    > Ø   *treated as*   O

    > Ç   *treated as*   C

    > Ł   *treated as*   L

    > à   *treated as*   a

    > ĝ   *treated as*   g

    > ñ   *treated as*   n

    > ü   *treated as*   u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    > æ   *treated as*   ae

    > œ   *treated as*   oe

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 78. Names for cities and countries not in English.

- Use the English form for names of cities and countries if possible. However, the name as found on the publication may always be used.

    Moskva   *becomes*   Moscow

    Wien   *becomes*   Vienna

    Italia   *becomes*   Italy

    Espana   *becomes*   Spain

Examples for Author Affiliation

  5. Volume with author/editor affiliation

Title for the Volume (required)

General Rules for Title

- Enter the title of a volume as it appears in the original document, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it

Specific Rules for Title

- Titles containing a Greek letter, chemical formula, or another special character
- Titles not in English
- Titles in more than one language
- Titles ending in punctuation other than a period
- No title can be found

Box 79. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a book title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

    1,3-dichloro-5,5-dimethylhydantoin: health-based reassessment of administrative occupational exposure limits.

    von Willebrand factor and the mechanisms of platelet function.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

    γ-linolenic acid: recent advances in biotechnology and clinical applications.

    may become

    Gamma-linolenic acid: recent advances in biotechnology and clinical applications.

Enantioselective synthesis of β-amino acids.

may become

Enantioselective synthesis of beta-amino acids.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

TiO_2 nanoparticles.

may become

TiO(2) nanoparticles.

Box 80. Titles not in English.

- Provide the title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Base molecular de la expresion del mensaje genetico.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh zabolevanii: klinicheskie ocherki.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

Anrakushi to keiho.

or

[Euthanasia and criminal law].

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

  Å   *treated as*   A

  Ø   *treated as*   O

  Ç   *treated as*   C

  Ł   *treated as*   L

  à   *treated as*   a

  ĝ   *treated as*   g

Box 80 continued from previous page.

    ñ *treated as* n

    ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ *treated as* ae

    œ *treated as* oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

  Pflegekompendium: Wirkstoffe, Materialien, Techniken.

- Provide an English translation after the original language title when possible; place translations in square brackets

  Base molecular de la expresion del mensaje genetico [Molecular basis of gene expression].

  Pflegekompendium: Wirkstoffe, Materialien, Techniken [Care compendium: principles, materials, techniques].

  Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh zabolevanii: klinicheskie ocherki [Diagnosis and complex treatment of basic gastrointestinal diseases: clinical studies].

  Anrakushi to keiho [Euthanasia and criminal law].

Box 81. Titles in more than one language.

- If a book title is written in several languages:
  - Give the title in the first language found on the title page
  - List all languages of publication after the pagination (or Physical Description, if provided)
  - Separate the languages by commas
  - End the list of languages with a period
- If a book is published with equal text in two or more languages, as often occurs in Canadian publications:
  - Give all titles in the order they are given in the text
  - Place an equals sign with a space on either side between each title
  - List all languages, separated by commas, after the pagination (or Physical Description, if provided)
  - End the list of languages with a period

Box 82. Titles ending in punctuation other than a period.

- Most titles end in a period. When a translation of a book title is provided, place it in square brackets after the original language or romanized title. End with the period outside the closing bracket.

  Base molecular de la expresion del mensaje genetico [Molecular basis of gene expression].

- If a translated title ends in another form of punctuation, keep that punctuation. Place it in the square brackets and end title information with a period.

  La eutanasia: es buena muerte? [Euthanasia: is it a good death?].

Box 83. No title can be found.

Occasionally a publication does not appear to have any title; the book or other short document simply begins with the text. In this circumstance:

- Construct a title from the first few words of the text

- Use enough words to make the constructed title meaningful

- Place the constructed title in square brackets

    Example:

    Alizai S, Zia A. [Chanesar Goth and Landhi]. Islamabad (Pakistan): [publisher unknown]; [1993?]. 53 p. (Gender differentials in access to health care for Pakistani children; vol. 3).

Examples for Title

6. Volume title with special characters

7. Volume not in English

8. Volume published in multiple languages

9. Volume published with equal text in two or more languages

Type of Medium for the Volume (required)

General Rules for Type of Medium

- Indicate the type of medium (microfiche, ultrafiche, microfilm, microcard, etc.) following the title (and Content Type, if present) when a book is published in a microform
- Place the name of the medium in square brackets and end with a period outside the closing bracket, such as [microfiche].
- Add information about the medium according to the instructions under Physical Description below
- See Chapter 15 for books in audiovisual formats, Chapter 18 for books on CD-ROM, DVD, or disk, and Chapter 22 for Internet books

Specific Rules for Type of Medium

- Titles ending in punctuation other than a period
- Titles not in English

Box 84. Titles ending in punctuation other than a period.

- Most titles of volumes end in a period. Place [microfiche], [microfilm], or [microcard] inside the period.

    Oral pathology [microfiche].

- If a title ends in another form of punctuation, keep that punctuation and follow [microfiche], [microfilm], or [microcard] with a period

    What shall I eat? [microfilm].

Box 85. **Titles not in English.**

- If a translation of a title is provided, place the translation in square brackets after the original language or romanized title

> Abdomen: higado, bazo, vias biliares, pancreas y peritoneo [Abdomen: liver, spleen, bile ducts, pancreas and peritoneum].

- If a book title is in a microform (microfiche, microfile, microcard, etc.), place the specific name of the microform in square brackets following the translation

> Etude et traitment de la meningite tuberculeuse [Study and treatment of meningeal tuberculosis] [microfilm].

Edition for the Volume (required)

General Rules for Edition

- Indicate the edition/version being cited after the title when a volume is published in more than one edition or version
- Abbreviate common words (see Abbreviation rules for editions below)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period

Box 86. **Abbreviation rules for editions.**

- Abbreviate common words found in edition statements, if desired:

Word	Abbreviation
edition	ed.
abbreviated	abbr.
abridged	abr.
American	Am.
augmented	augm.
authorized	authoriz.
English	Engl.
enlarged	enl.
expanded	expand.
illustrated	ill.
modified	mod.
original	orig.
reprint(ed)	repr.
revised	rev.

Box 86 continues on next page...

Box 86 continued from previous page.

Word	Abbreviation
special	spec.
translation	transl.
translated	

For additional abbreviations, see ISO 832:1994 - *Rules for the abbreviation of bibliographic terms.*

- Follow abbreviated words with a period and end all edition information with a period

  3rd rev. ed.

  1st Engl. ed.

Specific Rules for Edition

- Abbreviation rules for editions
- Non-English words for editions
- First editions

Box 87. Non-English words for editions.

- For non-English edition statements in the roman alphabet (French, German, Spanish, Italian, etc.):

  ○ Provide the name in the original language

  ○ Abbreviate common words used in edition statements if the language is a familiar one

  ○ Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

  ○ Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ■ Treat letters marked with diacritics or accents as if they are not marked

      Å *treated as* A

      Ø *treated as* O

      Ç *treated as* C

      Ł *treated as* L

      à *treated as* a

      ĝ *treated as* g

      ñ *treated as* n

      ü *treated as* u

- ■ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ   *treated as*   ae

    œ   *treated as*   oe

  ○ Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

  ○ Separate the edition from the title proper by a space

  ○ Retain the punctuation used in the edition statement

  ○ Follow abbreviated words by a period and end edition information with a period
    Examples:

    Ed. 1a.

    5. ed. interamente riv. e aggiornata.

    2. ed. veneta.

    Nuova ed.

    Seconda ed.

    4a ed. rev. e ampliada.

    2° ed. ampliada y actualizada.

    2., Aufl.

- For an edition statement in Cyrillic, Greek, Arabic, Hebrew, Korean:

  ○ Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables*.

  ○ Abbreviate common words used in edition statements if the language is a familiar one

  ○ Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

  ○ Ignore diacritics, accents, and special characters in words. Treat letters marked with diacritics or accents as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    Examples: ĉ or ç   *becomes*   c

  ○ Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

  ○ Separate the edition from the title proper by a space

- o Retain the punctuation used in the edition statement
- o Follow abbreviated words by a period and end all edition information with a period
  Examples:

    Izd. 3., perer. i dop.

    2. dopunjeno izd.

    2. ekd. epeux.

    3. ekd.

- For an edition statement written in a character-based language such as Chinese and Japanese:
  - o Transliterate or translate the words for edition
  - o Do not abbreviate any of the words or omit any words
  - o Use the capitalization system of the particular language
  - o Ignore diacritics, accents, and special characters in words. Treat letters marked with diacritics or accents as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
    Examples:

    ǒ *becomes* o

    ū *becomes* u

  - o Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
  - o Separate the edition from the title by a space
  - o Retain the punctuation used in the edition statement
  - o End all edition information with a period
    Examples:

    Shohan.

    Dai 1-han.

    Dai 3-pan.

    Di 3 ban.

    Cai se ban, Xianggang di 1 ban.

    Che 6-p`an.

Box 87 continued from previous page.

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

Language	Word for Edition	Abbreviation
Danish	oplag	n.a.
	udgave	
Dutch	uitgave	uitg.
	editie	ed.
Finnish	julkaisu	julk.
French	edition	ed.
German	Ausgabe	Ausg.
	Auflage	Aufl.
Greek	ekdosis	ekd.
Italian	edizione	ed.
Norwegian	publikasjon	publ.
	utgave	utg.
Portuguese	edicao	ed.
Russian	izdanie	izd.
	publikacija	publ.
Spanish	edicion	ed.
	publicacion	publ.
Swedish	upplaga	n.a.

Box 88. First editions.

- If a book does not carry any statement of edition, assume it is the first or only edition
- Use 1st ed. only when you know that subsequent editions have been published and you are citing the earlier one

Examples for Edition

10. Volume with edition

Editor and other Secondary Authors for the Volume (optional)

General Rules for Editor and other Secondary Authors

- A secondary author modifies the work of the author. Examples include editors, translators, and illustrators.
- Place the names of secondary authors after the title, following any Type of Medium or Edition statement
- Use the same rules for the format of names presented in Author/Editor above
- Follow the last named editor with a comma and the word editor or editors; the last named illustrator with a comma and the word illustrator or illustrators, etc.

- End secondary author information with a period
- If there is no author, move secondary authors such as editors and translators to the author position in the reference

Specific Rules for Editor and other Secondary Authors

- More than one type of secondary author
- Secondary author performing more than one role
- Non-English names for secondary authors
- Organization as editor

Box 89. More than one type of secondary author.

A book may have several types of secondary author.

- List all of them in the order they are given in the publication

- Separate each type of secondary author with the accompanying role by a semicolon

- End secondary author information with a period

    Examples:

    Graber AF, Longstreet RG, translators; Johnson CT, Marks C, Huston MA, illustrators.

Box 90. Secondary author performing more than one role.

If the same secondary author performs more than one role:

- List all the roles in the order they are given in the publication

- Separate the roles by "and"

- End secondary author information with a period

    Example:

    Jones AB, editor and translator.

Box 91. Non-English names for secondary authors.

- Translate the word found for editor, translator, illustrator, or other secondary author into English if possible. However, the wording found on the publication may always be used.

- If not translated, ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

        Å *treated as* A

        Ø *treated as* O

        Ç *treated as* C

Box 91 continues on next page...

Box 91 continued from previous page.

Ł   *treated as*   L

à   *treated as*   a

ĝ   *treated as*   g

ñ   *treated as*   n

ü   *treated as*   u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ   *treated as*   ae

œ   *treated as*   oe

- To assist in identifying secondary authors, below is a brief list of non-English words for them:

Language	Word for Editor	Word for Translator	Word for Illustrator
French	redacteur	traducteur	illustrateur
	editeur		
German	redakteur	ubersetzer	illustrator
	herausgeber	dolmetscher	
Italian	redattore	traduttore	disegnatore
	curatore		
	editore		
Russian	redaktor	perevodchik	konstruktor
	izdatel		
Spanish	redactor	traductor	ilustrador
	editor		

Box 92. Organization as editor.

On rare occasions an organization will be listed as the editor.

- Follow the instructions for entering Organizations as author/editor
- Place a comma, space, and the word editor after the organization name

    Example:

    Swiss Pharmaceutical Society, editor.

Examples for Editor and other Secondary Authors

11. Volume with secondary author(s)

Place of Publication for the Volume (required)

General Rules for Place of Publication

- Place is defined as the city where the volume was published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as Cambridge (MA) and Cambridge (England)
- Use the anglicized form for a non-US city, such as Vienna for Wien
- End place information with a colon

Specific Rules for Place of Publication

- Non-US cities
- Joint publication
- Multiple places of publication
- No place of publication can be found

Box 93. Non-US cities.

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, when possible. However, the name as found on the publication may always be used.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å   *treated as*   A

    Ø   *treated as*   O

    Ç   *treated as*   C

    Ł   *treated as*   L

    à   *treated as*   a

    ĝ   *treated as*   g

    ñ   *treated as*   n

    ü   *treated as*   u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ   *treated as*   ae

    œ   *treated as*   oe

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:

Box 93 continues on next page...

Box 93 continued from previous page.

> Montreal (QC):
>
> Ottawa (ON):
>
> Vancouver (BC):

- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.

> London:
>
> Rome:
>
> Paris:
>
> Madrid:
>
> *but*
>
> Malaga (Spain): *or* Malaga (ES):
>
> Basel (Switzerland): *or* Basel (CH):
>
> Oxford (England): *or* Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

---

Box 94. Joint publication.

Two or more organizations may co-publish a book.

- Use the city of the first organization found on the title page (or on the back of the title page if no place information appears on the title page), as the place of publication
- Place the name of the other organization(s) as a note at the end of the citation, if desired

> Co-published by the Canadian Medical Association.

- Do not give multiple places as place of publication or include multiple publishers

---

Box 95. Multiple places of publication.

- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.
- An alternative is to use the place of publication and publisher likely to be most familiar to the audience of the reference list. For example, use the place of an American publisher for a US audience and a London publisher for a British one.

Box 96. No place of publication can be found.

- If no place of publication can be found on the title page or its verso (back), but one can be found elsewhere in the publication or can be reasonably inferred (e.g., Chicago as the place for a publication of the American Medical Association), place the city in square brackets, such as "[Chicago]".

- If no place of publication can be found or inferred, use [place unknown]

    [place unknown]: Hoobler; 1991.

Examples for Place of Publication

12. Volume with well-known place of publication

13. Volume with geographic qualifier added to place of publication for clarity

Publisher for the Volume (required)

General Rules for Publisher

- A publisher is defined as the individual or organization issuing the volume
- Record the name of the publisher as it appears in the publication, using whatever capitalization and punctuation is found there
- Abbreviate well-known publisher names if desired but with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- When a division or other subsidiary part of a publisher is given, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a semicolon

Specific Rules for Publisher

- Abbreviated words in publisher names
- Non-English names for publishers
- Government agencies and other national and international bodies as publisher
- Joint publication
- Multiple publishers
- No publisher can be found

Box 97. Abbreviated words in publisher names.

- Abbreviate commonly used words in publisher names, if desired

    Examples:

        Acad. for Academy

        Assoc. for Association

        Co. for Company

        Coll. for College

        Corp. for Corporation

Box 97 continued from previous page.

Dept. for Department

Div. for Division

Inst. for Institute or Institution

Ltd. for Limited

Soc. for Society

Univ. for University

See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

- Follow all abbreviated words with a period

Box 98. Non-English names for publishers.

- Give publisher names in the roman alphabet (French, Spanish, Italian, etc.) in their original language

Rome: Societa Editrice Universo;

Lisbon: Imprensa Medica;

- Romanize names in Cyrillic, Greek, Arabic, Hebrew, Korean

Sofia (Bulgaria): Sofia Medizina i Fizkultura;

- Romanize names or translate names in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.

Tokyo: Medikaru Rebyusha;

Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute];

Taiyuan (China): Shanxi ke xue ji she chu ban she;

[Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized]

- If the name of a division or another part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero;

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

Box 98 continues on next page...

Box 98 continued from previous page.

Å *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ĝ *treated as* g

ñ *treated as* n

ü *treated as* u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

  æ *treated as* ae

  œ *treated as* oe

- If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.

  Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press];

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.

  Aarhus (Denmark): [Aarhus University Press];

Box 99. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

  National Cancer Institute (US)

  National Society on Alcoholism and Drug Dependence (NZ)

  Royal Society of Medicine Press Ltd. (GB)

  Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor of documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency that issued the publication as the publisher and include distributor information as a note. Begin with the phrase "Available from" followed by a colon and a space. Add the name of the distributor, the city and state, and the accession or order number.

Box 99 *continued from previous page.*

> Jones FD, Sparacino LR, Wilcox VL, Rothberg JM, Stokes JW, editors. War psychiatry. Falls Church (VA): Department of the Army (US), Office of the Surgeon General; 1995. 508 p. (Lounsbury DE, editor. Textbooks of military medicine). Available from: US Government Printing Office, Washington, DC; D 104.35:PT.1/V.4.

Box 100. Joint publication.

Two or more organizations may co-publish a book.

- Use the first organization appearing as publisher on the title page or the verso (back) of the title page.
- Place the name of the other organization(s) as a note at the end of the citation, if desired

  Co-published by the Canadian Medical Association.

- Do not give more than one name as publisher

Box 101. Multiple publishers.

- If more than one publisher is found in a document, use the first one given or the one set in the largest type or bold type
- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.
- Do not list multiple publishers. For those publications with joint or co-publishers, use the name given first as the publisher and include the name of the other(s) as a note if desired. For example, use "Jointly published by the Canadian Pharmacists Association".
- End publisher information with a semicolon

Box 102. No publisher can be found.

- If no publisher can be determined, use the words "publisher unknown" placed in square brackets.

  Alizai S, Zia A. [Chanesar Goth and Landhi]. Islamabad (Pakistan): [publisher unknown]; [1993?]. 53 p. (Gender differentials in access to health care for Pakistani children; vol. 3).

Examples for Publisher

14. Volume with government agency as publisher

15. Volume with unknown publisher

Date of Publication for the Volume (required)

General Rules for Date of Publication

- Always give the year of publication
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month of publication, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End date information with a period

Specific Rules for Date of Publication

- Multiple years of publication
- Non-English names for months
- Seasons instead of months
- Date of publication and date of copyright
- No date of publication, but a date of copyright
- No date of publication or copyright can be found
- Options for date of publication

Box 103. Multiple years of publication.

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

    2002-2003

    1997-1998

    1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

    1999 Oct-2000 Mar

    2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen

    2005 Jan-Feb

    1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Box 104. Non-English names for months.

- Translate names of months into English

- Abbreviate them using the first three letters

- Capitalize them
  Examples:

    mayo = May

    luty = Feb

    brezen = Mar

Box 105. Seasons instead of months.

- Translate names of seasons into English

Box 105 continued from previous page.

- Capitalize them

- Do not abbreviate them
  For example:

    balvan = Summer

    outomno = Fall

    hiver = Winter

    pomlad = Spring

Box 106. Date of publication and date of copyright.

Some publications have both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the date of publication unless three or more years separate the two dates
- In this situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, "2002, c1997".

This convention alerts a user that the information in the publication is older than the date of publication implies.

Box 107. No date of publication, but a date of copyright.

- A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005.

  Examples:

    Renninger KA, Sigel IE, editors. Child psychology in practice. 6th ed. Hoboken (NJ): John Wiley & Sons, Inc.; c2006. 1073 p. (Damon W, Lerner RM, editors. Handbook of child psychology; vol. 4).

    Wilcox CS, editor. Hypertension and the kidney. Philadelphia: Current Medicine, Inc.; c1999. (Schrier RW, editor. Atlas of diseases of the kidney; vol. 3).

Box 108. No date of publication or copyright can be found.

- If neither a date of publication nor a date of copyright can be found, but a date can be estimated because of material in the volume itself or on accompanying material, insert a question mark after the estimated date and place date information in square brackets

    Bombay: Cardiological Society of India; [1980?].

- If neither a date of publication nor a date of copyright can be found nor can the date be estimated, use [date unknown]

    Bologna (Italy): Malipiero S.p.A. Editore; [date unknown].

Box 109. Options for date of publication.

It is not NLM policy, but the following is an acceptable option:

The date of publication may follow the author names (or editor if there are no authors) in the list of references when the name-year system of in-text references is used.

- Use only the year of publication

- If there is no year of publication, use the year of copyright

- Place the year after the last named author (or after the editor if there is no author), followed by a period

- End publisher information with a period

  NLM citation:

  Belar CD, editor. Sociocultural and individual differences. New York: Pergamon; 1998. 384 p. (Bellack AS, Hersen M, editors. Comprehensive clinical psychology; vol. 10).

  Frank RG, Baum A, Wallander JL, editors. Models and perspectives in health psychology. Washington: American Psychological Association; c2004. 641 p. (Boll TJ, editor. Handbook of clinical health psychology; vol. 3).

  Name-year system of citation:

  Belar CD, editor. 1998. Sociocultural and individual differences. New York: Pergamon. 384 p. (Bellack AS, Hersen M, editors. Comprehensive clinical psychology; vol. 10).

  Frank RG, Baum A, Wallander JL, editors. c2004. Models and perspectives in health psychology. Washington: American Psychological Association. 641 p. (Boll TJ, editor. Handbook of clinical health psychology; vol. 3).

Examples for Date of Publication

16. Volume with date of publication

17. Volume with date of copyright instead of date of publication

18. Volume with estimated date of publication

Pagination for the Volume (optional)

General Rules for Pagination

- Provide the total number of pages on which the text of the volume appears
- Do not count pages for such items as introductory material, appendixes, and indexes unless they are included in the pagination of the text
- Follow the page total with a space and the letter p
- For volumes published in more than one physical book, cite the total number of volumes instead of the number of pages, such as 4 vol.
- End pagination information with a period

Specific Rules for Pagination

- Volume in a set continuously paginated
- Roman numerals used as page numbers
- No numbers appear on the pages of the volume

Box 110. Volume in a set continuously paginated.

Many books published in multiple volumes with separate authors/editors and titles are paginated anew with each volume. Some books, however, continue the pagination from one volume to another.

- When citing a volume in a multivolume set with pagination continued from one volume to another, give the beginning and ending pages of the volume

- Precede the page numbers with "p." and separate them by a hyphen

- Do not repeat page numbers. For example: p. 1018-1904 becomes p. 1018-904.
  Examples:

  > Gross AM, Drabman RS, editors. Child clinical applications. Thousand Oaks (CA): Sage Publications; c2005. p. 653-1118. (Hersen M, editor. Encyclopedia of behavior modification and cognitive behavior therapy; vol. 2).

  > Guyuron B, editor. Aesthetic surgery. Kanasz J, illustrator. St. Louis (MO): Mosby; c2000. p. 2427-887. (Achauer BM, Eriksson E, Guyuron B, Coleman JJ 3rd, Russell RC, Vander Kolk CA, editors. Plastic surgery: indications, operations, and outcomes; vol. 5).

Box 111. Roman numerals used as page numbers.

- If all of the pages (not just the introductory pages) of a volume have roman numerals instead of the usual arabic numbers:

  - Convert the roman numeral on the last page of the text to an arabic number

  - Follow the number by "p."

  - Place the number and "p." in square brackets, such as [52 p.]

  - End page information with a period
    Example: [75 p.].

- If the volumes of a book are continuously paginated, e.g., the pagination is continued from one volume to another:

  - Provide the beginning and ending pages of the volume

  - Give numbers in upper or lower case, whichever appears in the volume

  - Precede the page numbers with "p." and separate them by a hyphen

  - End page information with a period
    Examples:

    > p. CCV-CCCXXIII.

    > p. ccv-cccxxvii

Box 112. No numbers appear on the pages of the volume.

Occasionally, a volume will have no numbers on its pages. If the entire publication has no page numbers:

- Count the total number of pages of the text
- Express the total as leaves, not pages
- End with a period
  Example: 37 leaves.

Examples for Pagination

1. Standard volume with a separate title and separate authors/editors for each volume

19. Volume in more than one physical volume

20. Volume with standard pagination

21. Volume in a set continuously paginated

Physical Description for the Volume (optional)

General Rules for Physical Description

- Give information on the physical characteristics if a volume is published in a microform (microfilm, microfiche, etc.), such as 3 microfiche: black & white, 2 x 4 in. Such information helps the reader select the appropriate equipment with which to view the microform.

Specific Rules for Physical Description

- Language for describing physical characteristics

Box 113. Language for describing physical characteristics.

If a volume is published on microfiche, microfilm, or microcards:

- Begin with information on the number and type of physical pieces, followed by a colon and a space

    5 microfiche:

    3 reels: [of microfilm]

    2 microcards:

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches and mm. for millimeters. Separate types of information by commas.

  Typical words used include:

    color

    black & white

    positive

Box 113 continued from previous page.

negative

4 x 6 in. (standard microfiche size)

3 x 5 in. (standard microcard size)

35 mm. (a standard microfilm size)

16 mm. (a standard microfilm size)

Examples of complete physical description statements:

3 microfiche: color, positive, 4 x 6 in.

5 microcards: black & white, 3 x 5 in.

1 reel: black & white, negative, 35 mm.

Series for the Volume (optional)

General Rules for Series

- Begin with the name of the series
- Capitalize only the first word and proper nouns
- Follow the name with any numbers provided. For example, vol. 3 for a volume or no. 12 for an issue number.
- Separate the title and the number by a semicolon and a space
- Place series information in parentheses
- End series information with a period placed outside the closing parenthesis

Specific Rules for Series

- Series editor's name provided
- Non-English names for volume
- Numbers labeled other than volume

Box 114. Series editor's name provided.

As an option, the name of the overall series editor may be included with the series information.

- Begin with the name of the series editor or editors:
  - Give surname first
  - Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
  - Separate multiple names with a comma
  - End name information with a comma
  - See the information under Author/Editor for further name rules

- Place the word editor or editors after the name information, followed by a period

- Enter the name of the series, capitalizing only the first word and proper nouns

Box 114 continues on next page...

Box 114 continued from previous page.

- Follow the name with any numbers given, such as a volume or issue number; for example, vol. 3 and no. 12. Convert words and roman numerals used for volume numbers into arabic numbers, so that the word for two or II becomes 2.

- Separate the name and the numbers by a semicolon and a space

- Place series information in parentheses

- End series information with a period, placed outside the closing parenthesis

  Example:

    Frank RG, Baum A, Wallander JL, editors. Models and perspectives in health psychology. Washington: American Psychological Association; c2004. 641 p. (Boll TJ, editor. Handbook of clinical health psychology; vol. 3).

Box 115. Non-English names for volume.

- Use the word for volume of the particular language. Give the abbreviated form if known, followed by a period.

    t. 5

    bd. 3

- See the following list of words and their abbreviations, if any, used for volume in a variety of languages:

Language	Word for Volume	Abbreviation
French	volume	vol.
	tome	t.
	annee	
German	Band	bd.
	Jahrgang	jahrg.
Italian	volume	vol.
	tomo	t.
	annata	
Russian	tom	t.
	godovoj komplert	god.
Spanish	volumen	vol.
	tomo	t.
	ano	

- Convert words and roman numerals used for volume numbers into arabic numbers, so that the word for two or II becomes 2

  Examples:

> Stoopen ME, Kimura K, Ros PR, editors. Abdomen: higado, bazo, vias biliares, pancreas y peritoneo. Philadelphia: Lippincott Williams & Wilkins; 1998. 415 p. (Taveras JM, Cardoso JM, editors. Radiologia e imagen diagnostica y terapeutica; t. 2). Spanish.

> Kastenbauer E, editor. Nase, Nasennebenhohlen, Gesicht, Mundhohle und Pharynx, Kopfspeicheldrusen. Stuttgart (Germany): George Thieme Verlag; 1992. 823 p. (Naumann HH, Helms J, Herberhold C, Kastenbauer, editors. Oto-Rhino-Laryngologie in Klinik und Praxis; bd. 2). German.

Box 116. Numbers labeled other than volume.

Most books in multivolume sets are identified by volume numbers, such as vol. 4. Occasionally, however, other names are used, such as section, part, and number. When other names are used:

- Abbreviate them and end the abbreviated words with a period

    Section = sect.

    Part = pt.

    Number = no.

- For languages other than English, use the word provided by the particular language. Give the abbreviated form if known, followed by a period.

- See the following list of words used for section, part, and number in a variety of languages:

Language	Section	Part	Number
French	section	partie	cahier
		part	numero
German	Sektion	Teil	Heft
	Abteilung		Nummer
			Lieferung
Italian	sezione	parte	numero
	parte		fascicolo
Russian	sekcija	cast'	nomer
	otdel		
	otdelenie		
Spanish	seccion	parte	numero
	parte		fasciculo

- Convert words used for numbers and roman numerals into arabic numbers, such that the word for two or II becomes 2

    Examples:

Hoffman JH, Jamieson JD, editors. Cell physiology. New York: Oxford; 1997. 960 p. (Handbook of physiology; Sect. 14).

Brenner DJ, Krieg NR, Staley JT, editors. The *proteobacteria*. Part C, The *alpha-*, *beta-*, *delta-*, and *epsilonproteobacteria*. 2nd ed. New York: Springer; c2005. 1388 p. (Garrity GM, editor. Bergey's manual of systematic bacteriology; vol. 2, pt. C).

Examples for Series

1. Standard volume with a separate title and separate authors/editors for each volume

22. Volume in a series with multiple editors

23. Volume with optional full names for series editors

24. Volume without an editor for the series

25. Volume with series title having a subtitle

26. Volume with series title published with equal text in two or more languages

27. Volume with other name for series number than volume

28. Volume without a series number

Language for the Volume (required)

General Rules for Language

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Volumes appearing in more than one language

Box 117. **Volumes appearing in more than one language.**

- If a volume is written with equal text in two or more languages, as often occurs in Canadian publications:

  ○ Give all titles in the order in which they are presented on the title page

  ○ Separate them with an equals sign with a space on either side

  ○ List the languages after the pagination

  ○ Capitalize the language names

  ○ Separate the language names by commas

  ○ End the list of languages with a period

Box 117 continued from previous page.

Example:

Klunker W. Sleep, dreams, sexuality = Sommeil, reves, sexualite = Schlaf, Traume, Sexualitit. 3rd improved ed. Schmidt P, Baur J, translators. Heidelberg (Germany): Karl F. Haug Verlag; 1987. 611 p. (Barthel H, editor. Synthetic repertory: psychic and general symptoms of the homeopathic materia medica = Repertoire synthetique: symptomes psychiques et generaux de la matiere medicale homeopathique = Synthetisches Reportorium: Gemuts- und Allgemeinsymptome der homoopathischen Materia medica; vol. 3). English, French, German.

- If a volume is written in several languages:

  - Give the title in the first language found on the title page

  - List all languages after the pagination

  - Capitalize the language names

  - Separate the language names by commas

  - End the list of languages with a period

    Toomingas A, Pettersen RB, Lindstrom K, Bach E, editors. Yttre arbetsmiljofaktorer som halsorisker bland halso- och sjukvardspersonal. Copenhagen: Nordisk Ministerrad; 1994. 195 p. (Halsovardens arbetsmiljo i Norden; d. 2). Swedish, Norwegian, Danish.

- If none of the titles is English, follow with a translation whenever possible. Place the translation in square brackets.

  Toomingas A, Pettersen RB, Lindstrom K, Bach E, editors. Yttre arbetsmiljofaktorer som halsorisker bland halso- och sjukvardspersonal [Health risks in the work environment of health care personnel].Copenhagen: Nordisk Ministerrad; 1994. 195 p. (Halsovardens arbetsmiljo i Norden [The work and health of health care personnel in the Nordic countries]; d. 2). Swedish, Norwegian, Danish.

Examples for Language

7. Volume not in English

8. Volume published in multiple languages

9. Volume published with equal text in two or more languages

26. Volume with series title published with equal text in two or more languages

Notes for the Volume (optional)

General Rules for Notes

- Notes is a collective term for further information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Volume accompanied by a videocassette, CD-ROM, DVD, etc.
- Volume with an ISBN
- Other types of material to include in notes

Box 118. Volume accompanied by a videocassette, CD-ROM, DVD, etc.

- If the volume has supplemental material accompanying it in the form of a videocassette, CD-ROM, DVD, or another medium, describe it. Begin with the phrase "Accompanied by" followed by a colon and a space. Add the the number and type of medium.

     Goldstein RE, Haywood VB, editors. Esthetic problems of individual teeth, missing teeth, malocclusion, special populations. 2nd ed. London: BC Dekker, Inc.; 2002. p. 473-884. (Goldstein RE, editor. Esthetics in dentistry; vol. 2). Accompanied by: 1 CD-ROM.

Box 119. Volume with an ISBN.

- If the volume has been assigned an International Standard Book Number, provide the number if desired. Begin with "ISBN:".

     Bays RA, Quinn PD, editors. Temporomandibular disorders. Winn WM, illustrator. Philadelphia: W.B. Saunders Company; c2000. 426 p. (Fonseca RJ, editor. Oral and maxillofacial surgery; vol. 4). ISBN: 9780721696355.

Box 120. Other types of material to include in notes.

The notes element may be used to provide any further information. Begin by citing the volume, then add the note. Some examples of notes are:

- If the volume is available from a distributor rather than the publisher, give the name of the distributor, its location, and any accession or finding number. Begin with the phrase "Available from" followed by a colon and a space.

     Jones FD, Sparacino LR, Wilcox VL, Rothberg JM, Stokes JW, editors. War psychiatry. Falls Church (VA): Department of the Army (US), Office of the Surgeon General; 1995. 508 p. (Lounsbury DE, editor. Textbooks of military medicine). Available from: US Government Printing Office, Washington, DC; D 104.35:PT.1/V.4.

- If the volume is not a common one, give the name of a library or other archive where it may be found, including the location and any finding number. Begin with the phrase "Located at" followed by a colon and a space.

     Sudarshan SR, editor. Diseases and their causes. Taredo (India): Popular Prakashan; 2005. 319 p. (Encyclopaedia of Indian medicine; vol. 6). Located at: National Library of Medicine, Bethesda, MD; WZ 13 E56 1985.

Examples for Notes

29. Volume with accompaniment

30. Volume with an ISBN

31. Other types of notes

Examples of Citations to Volumes With a Separate Title and Separate Author/Editors

1. Standard volume with a separate title and separate authors/editors for each volume

Bays RA, Quinn PD, editors. Temporomandibular disorders. Philadelphia: W.B. Saunders Company; c2000. 426 p. (Fonseca RJ, editor. Oral and maxillofacial surgery; vol. 4).

Frank RG, Baum A, Wallander JL, editors. Models and perspectives in health psychology. Washington: American Psychological Association; c2004. 641 p. (Boll TJ, editor. Handbook of clinical health psychology; vol. 3).

Stephens D, editor. Adult audiology. Oxford (UK): Butterworth-Heinemann; c1997. 657 p. (Kerr AG, editor. Scott-Brown's otolaryngology; vol. 2).

2. Volume with optional full first names for editors

Gottsch, John D.; Stark, Walter J.; Goldberg, Morton F., editors. Ophthalmic surgery. 5th ed. London: Arnold; c1999. 506 p. (Carter, David C.; Russell, R.C.; Pitt, Henry A., editors. Operative surgery; vol. 6).

3. Volume editor/series editor with designation of family rank

Mishell DR Jr, editor. Reproductive endocrinology. Philadelphia: Appleton & Lange; c1999. (Stenshever MA, editor. Atlas of clinical gynecology; vol. 3).

Guyuron B, editor. Aesthetic surgery. Kanasz J, illustrator. St. Louis (MO): Mosby; c2000. p. 2427-887. (Achauer BM, Eriksson E, Guyuron B, Coleman JJ 3rd, Russell RC, Vander Kolk CA, editors. Plastic surgery: indications, operations, and outcomes; vol. 5).

4. Volume with author(s), not editor(s)

Reichart PA, Philipson HP. Oral pathology. Hassel T, translator; Hormann J, illustrator. Stuttgart (Germany): Thieme; 2000. 285 p. (Rateitschak KH, Wolf HF, editors. Color atlas of dental medicine).

Pott S. Medizin, Medizinethik und schone Literatur. Berlin: Walter De Gruyter; 2002. 284 p. (Sakularisierung in den Wissenschaften seit der Fruhen Neuzeit; bd. 3). German.

5. Volume with author/editor affiliation

Schachat AP (Johns Hopkins University and Hospital, Baltimore, MD), editor. Medical retina. 4th ed. Philadelphia: Elsevier Mosby; c2006. p. 873-1889. (Ryan SJ, editor. Retina; vol. 2).

Poppas D (New York Hospital-Cornell Medical Center, New York, NY), Retik AB, editors. Pediatric urology. Philadelphia: Current Medicine, Inc.; c2003. 182 p. (Vaughan ED Jr, Perlmutter AP, editors. Atlas of clinical urology; vol. 4).

Reichart PA (Zentrum fur Zahnmedizin Charite, Berlin, Germany), Philipson HP (San Pedro de Alcantara, Spain). Oral pathology. Hassel T, translator; Hormann J, illustrator. Stuttgart (Germany): Thieme; 2000. 285 p. (Rateitschak KH, Wolf HF, editors. Color atlas of dental medicine).

6. Volume title with special characters

Brenner DJ, Krieg NR, Staley JT, editors. The *proteobacteria*. Part C, The *alpha-*, *beta-*, *delta-*, and *epsilonproteobacteria*. 2nd ed. New York: Springer; c2005. 1388 p. (Garrity GM, editor. Bergey's manual of systematic bacteriology; vol. 2, pt. C).

7. Volume not in English

Stoopen ME, Kimura K, Ros PR, editors. Abdomen: higado, bazo, vias biliares, pancreas y peritoneo. Philadelphia: Lippincott Williams & Wilkins; 1998. 415 p. (Taveras JM, Cardoso JM, editors. Radiologia e imagen diagnostica y terapeutica; t. 2). Spanish.

Kastenbauer E, editor. Nase, Nasennebenhohlen, Gesicht, Mundhohle und Pharynx, Kopfspeicheldrusen. Stuttgart (Germany): George Thieme Verlag; 1992. 823 p. (Naumann HH, Helms J, Herberhold C, Kastenbauer, editors. Oto-Rhino-Laryngologie in Klinik und Praxis; bd. 2). German.

with translation

Stoopen ME, Kimura K, Ros PR, editors. Abdomen: higado, bazo, vias biliares, pancreas y peritoneo [Abdomen: liver, spleen, bile ducts, pancreas and peritoneum]. Philadelphia: Lippincott Williams & Wilkins; 1998. 415 p. (Taveras JM, Cardoso JM, editors. Radiologia e imagen diagnostica y terapeutica; t. 2 [Radiology and diagnostic and therapeutic imaging; vol. 2]). Spanish.

8. Volume published in multiple languages

Toomingas A, editor. Yttre arbetsmiljofaktorer som halsorisker bland halso- och sjukvardspersonal. Copenhagen: Nordisk Ministerrad; 1994. 195 p. (Halsovardens arbetsmiljo i Norden; d. 2). Swedish, Norwegian, Danish.

with translation

Toomingas A, Pettersen RB, Lindstrom K, Bach E, editors. Yttre arbetsmiljofaktorer som halsorisker bland halso- och sjukvardspersonal [Health risks in the work environment of health care personnel].Copenhagen: Nordisk Ministerrad; 1994. 195 p. (Halsovardens arbetsmiljo i Norden [The work and health of health care personnel in the Nordic countries]; d. 2). Swedish, Norwegian, Danish.

9. Volume published with equal text in two or more languages

Klunker W. Sleep, dreams, sexuality = Sommeil, reves, sexualite = Schlaf, Traume, Sexualitit. 3rd improved ed. Schmidt P, Baur J, translators. Heidelberg (Germany): Karl F. Haug Verlag; 1987. 611 p. (Barthel H, editor. Synthetic repertory: psychic and general symptoms of the homeopathic materia medica = Repertoire synthetique: symptomes psychiques et generaux de la matiere medicale homeopathique = Synthetisches Reportorium: Gemuts- und Allgemeinsymptome der homoopathischen Materia hedica; vol. 3). English. French, German.

10. Volume with edition

Kaufmann SH, Steward MW, editors. Immunology. 10th ed. London: Hodder Arnold; c2005. 1033 p. (Topley and Wilson's microbiology & microbial infections; vol. 7).

Freedman DX, Dyrud JE, editors. Treatment. 2nd ed. New York: Basic Books; c1975. 1009 p. (Arieti S, editor. American handbook of psychiatry; vol. 5).

Klunker W. Sleep, dreams, sexuality = Sommeil, reves, sexualite = Schlaf, Traume, Sexualitit. 3rd improved ed. Schmidt P, Baur J, translators. Heidelberg (Germany): Karl F. Haug Verlag; 1987. 611 p. (Barthel H, editor. Synthetic repertory: psychic and general symptoms of the homeopathic materia medica = Repertoire synthetique: symptomes psychiques et generaux de la matiere medicale homeopathique = Synthetisches Reportorium: Gemuts- und Allgemeinsymptome der homoopathischen Materia medica; vol. 3). English. French, German.

11. Volume with secondary author(s)

Guyuron B, editor. Aesthetic surgery. Kanasz J, illustrator. St. Louis (MO): Mosby; c2000. p. 2427-887. (Achauer BM, Eriksson E, Guyuron B, Coleman JJ 3rd, Russell RC, Vander Kolk CA, editors. Plastic surgery: indications, operations, and outcomes; vol. 5).

Reichart PA, Philipson HP. Oral pathology. Hassel T, translator; Hormann J, illustrator. Stuttgart (Germany): Thieme; 2000. 285 p. (Rateitschak KH, Wolf HF, editors. Color atlas of dental medicine).

Klunker W. Sleep, dreams, sexuality = Sommeil, reves, sexualite = Schlaf, Traume, Sexualitit. 3rd improved ed. Schmidt P, Baur J, translators. Heidelberg (Germany): Karl F. Haug Verlag; 1987. 611 p. (Barthel H, editor. Synthetic repertory: psychic and general symptoms of the homeopathic materia medica = Repertoire synthetique: symptomes psychiques et generaux de la matiere medicale homeopathique = Synthetisches Reportorium: Gemuts- und Allgemeinsymptome der homoopathischen Materia medica; vol. 3). English. French, German.

12. Volume with well-known place of publication

Reves JG, editor. Cardiothoracic anesthesia. Philadelphia: Churchill Livingstone; c1999. (Miller RD, editor. Atlas of anesthesia; vol.8).

Moss J, Iglewski B, Vaughan M, Tu AT, editors. Bacterial toxins and virulence factors in disease. New York: Marcel Dekker, Inc.; c1995. 627 p. (Tu AT, editor. Handbook of natural toxins; vol. 8).

Goldstein RE, Haywood VB, editors. Esthetic problems of individual teeth, missing teeth, malocclusion, special populations. 2nd ed. London: BC Dekker, Inc.; 2002. p. 473-884. (Goldstein RE, editor. Esthetics in dentistry; vol. 2).

13. Volume with geographic qualifier added to place of publication for clarity

Borman WC, Ilgen DR, Klimoski RJ, editors. Industrial and organizational psychology. Hoboken (NJ): John Wiley & Sons, Inc.; c2003. 649 p. (Weiner IB, editor. Handbook of psychology; vol. 12).

Gross AM, Drabman RS, editors. Child clinical applications. Thousand Oaks (CA): Sage Publications; c2005. p. 653-1118. (Hersen M, editor. Encyclopedia of behavior modification and cognitive behavior therapy; vol. 2).

Sudarshan SR, editor. Diseases and their causes. Taredo (India): Popular Prakashan; 2005. 319 p. (Encyclopaedia of Indian medicine; vol. 6).

Adams DA, Cinnamond MJ, editors. Paediatric otolaryngology. Oxford (UK): Butterworth Heinemann; c1997. (Kerr AG, editor. Scott-Brown's otolaryngology; vol. 6).

14. Volume with government agency as publisher

Jones FD, Sparacino LR, Wilcox VL, Rothberg JM, Stokes JW, editors. War psychiatry. Falls Church (VA): Department of the Army (US), Office of the Surgeon General; 1995. 508 p. (Lounsbury DE, editor. Textbooks of military medicine).

15. Volume with unknown publisher

Alizai S, Zia A. [Chanesar Goth and Landhi]. Islamabad (Pakistan): [publisher unknown]; [1993?]. 53 p. (Gender differentials in access to health care for Pakistani children; vol. 3). Study conducted for Unicef in November 1990.

16. Volume with date of publication

Sudarshan SR, editor. Diseases and their causes. Taredo (India): Popular Prakashan; 2005. 319 p. (Encyclopaedia of Indian medicine; vol. 6).

Belar CD, editor. Sociocultural and individual differences. New York: Pergamon; 1998. 384 p. (Bellack AS, Hersen M, editors. Comprehensive clinical psychology; vol. 10).

17. Volume with date of copyright instead of date of publication

Renninger KA, Sigel IE, editors. Child psychology in practice. 6th ed. Hoboken (NJ): John Wiley & Sons, Inc.; c2006. 1073 p. (Damon W, Lerner RM, editors. Handbook of child psychology; vol. 4).

Wilcox CS, editor. Hypertension and the kidney. Philadelphia: Current Medicine, Inc.; c1999. (Schrier RW, editor. Atlas of diseases of the kidney; vol. 3).

18. Volume with estimated date of publication

Alizai S, Zia A. [Chanesar Goth and Landhi]. Islamabad (Pakistan): [publisher unknown]; [1993?]. 53 p. (Gender differentials in access to health care for Pakistani children; vol. 3).

19. Volume in more than one physical volume

Page E, Fozzard HA, Solaro RJ, editors. The cardiovascular system. Vol. 1, The heart. Oxford (UK): Oxford University Press; 2002. 822 p. (Handbook of physiology; Sect. 2).

20. Volume with standard pagination

Harrison SI, Eth S, editors. Clinical assessment and intervention planning. New York: John Wiley & Sons, Inc.; c1998. 832 p. (Noshpitz JD, editor. Handbook of child and adolescent psychiatry; vol. 5).

21. Volume in a set continuously paginated

Gross AM, Drabman RS, editors. Child clinical applications. Thousand Oaks (CA): Sage Publications; c2005. p. 653-1118. (Hersen M, editor. Encyclopedia of behavior modification and cognitive behavior therapy; vol. 2).

Guyuron B, editor. Aesthetic surgery. Kanasz J, illustrator. St. Louis (MO): Mosby; c2000. p. 2427-887. (Achauer BM, Eriksson E, Guyuron B, Coleman JJ 3rd, Russell RC, Vander Kolk CA, editors. Plastic surgery: indications, operations, and outcomes; vol. 5).

22. Volume in a series with multiple editors

Porter TM, Ross D, editors. The modern social sciences. Cambridge (UK): Cambridge University Press; c2003. 762 p. (Lindberg DC, Numbers RL, editors. Cambridge history of science; vol. 7).

Ammerman RT, editor. Child psychopathology. Hoboken (NJ): John Wiley & Sons, Inc.; c2006. 493 p. (Hersen M, Thomas JC, editors. Comprehensive handbook of personality and psychopathology; vol. 3).

Guyuron B, editor. Aesthetic surgery. Kanasz J, illustrator. St. Louis (MO): Mosby; c2000. p. 2427-887. (Achauer BM, Eriksson E, Guyuron B, Coleman JJ 3rd, Russell RC, Vander Kolk CA, editors. Plastic surgery: indications, operations, and outcomes; vol. 5).

23. Volume with optional full names for series editors

Gottsch, John D.; Stark, Walter J.; Goldberg, Morton F., editors. Ophthalmic surgery. 5th ed. London: Arnold; c1999. 506 p. (Carter, David C.; Russell, R.C.; Pitt, Henry A., editors. Operative surgery; vol. 6).

24. Volume without an editor for the series

Kaufmann SH, Steward MW, editors. Immunology. 10th ed. London: Hodder Arnold; c2005. 1033 p. (Topley and Wilson's microbiology & microbial infections; vol. 7).

Pott S. Medizin, Medizinethik und schone Literatur. Berlin: Walter De Gruyter; 2002. 284 p. (Sakularisierung in den Wissenschaften seit der Fruhen Neuzeit; bd. 3). German.

25. Volume with series title having a subtitle

Guyuron B, editor. Aesthetic surgery. Kanasz J, illustrator. St. Louis (MO): Mosby; c2000. p. 2427-887. (Achauer BM, Eriksson E, Guyuron B, Coleman JJ 3rd, Russell RC, Vander Kolk CA, editors. Plastic surgery: indications, operations, and outcomes; vol. 5).

26. Volume with series title published with equal text in two or more languages

Klunker W. Sleep, dreams, sexuality = Sommeil, reves, sexualite = Schlaf, Traume, Sexualitit. 3rd improved ed. Schmidt P, Baur J, translators. Heidelberg (Germany): Karl F. Haug Verlag; 1987. 611 p. (Barthel H, editor. Synthetic repertory: psychic and general symptoms of the homeopathic materia medica = Repertoire synthetique: symptomes psychiques et generaux de la matiere medicale homeopathique = Synthetisches Reportorium: Gemuts- und Allgemeinsymptome der Homoopathischen Materia Medica; vol. 3). English. French, German.

27. Volume with other name for series number than volume

Hoffman JH, Jamieson JD, editors. Cell physiology. New York: Oxford; 1997. 960 p. (Handbook of physiology; Sect. 14).

Brenner DJ, Krieg NR, Staley JT, editors. The *proteobacteria*. Part C, The *alpha-*, *beta-*, *delta-*, and *epsilonproteobacteria*. 2nd ed. New York: Springer; c2005. 1388 p. (Garrity GM, editor. Bergey's manual of systematic bacteriology; vol. 2, pt. C).

28. Volume without a series number

Jones FD, Sparacino LR, Wilcox VL, Rothberg JM, Stokes JW, editors. War psychiatry. Falls Church (VA): Department of the Army (US), Office of the Surgeon General; 1995. 508 p. (Lounsbury DE, editor. Textbooks of military medicine).

Reichart PA, Philipson HP. Oral pathology. Hassel T, translator; Hormann J, illustrator. Stuttgart (Germany): Thieme; 2000. 285 p. (Rateitschak KH, Wolf HF, editors. Color atlas of dental medicine).

29. Volume with accompaniment

Goldstein RE, Haywood VB, editors. Esthetic problems of individual teeth, missing teeth, malocclusion, special populations. 2nd ed. London: BC Dekker, Inc.; 2002. p. 473-884. (Goldstein RE, editor. Esthetics in dentistry; vol. 2). Accompanied by: 1 CD-ROM.

30. Volume with an ISBN

Bays RA, Quinn PD, editors. Temporomandibular disorders. Winn WM, illustrator. Philadelphia: W.B. Saunders Company; c2000. 426 p. (Fonseca RJ, editor. Oral and maxillofacial surgery; vol. 4). ISBN: 9780721696355.

31. Other types of notes

Jones FD, Sparacino LR, Wilcox VL, Rothberg JM, Stokes JW, editors. War psychiatry. Falls Church (VA): Department of the Army (US), Office of the Surgeon General; 1995. 508 p. (Lounsbury DE, editor. Textbooks of military medicine). Available from: US Government Printing Office, Washington, DC; D 104.35:PT.1/V.4.

Sudarshan SR, editor. Diseases and their causes. Taredo (India): Popular Prakashan; 2005. 319 p. (Encyclopaedia of Indian medicine; vol. 6). Located at: National Library of Medicine, Bethesda, MD; WZ 13 E56 1985.

Alizai S, Zia A. [Chanesar Goth and Landhi]. Islamabad (Pakistan): [publisher unknown]; [1993?]. 53 p. (Gender differentials in access to health care for Pakistani children; vol. 3). Study conducted for UNICEF in November 1990.

C. Sample Citation and Introduction to Citing Parts of Books

The general format for a reference to a part of a book, including pagination:
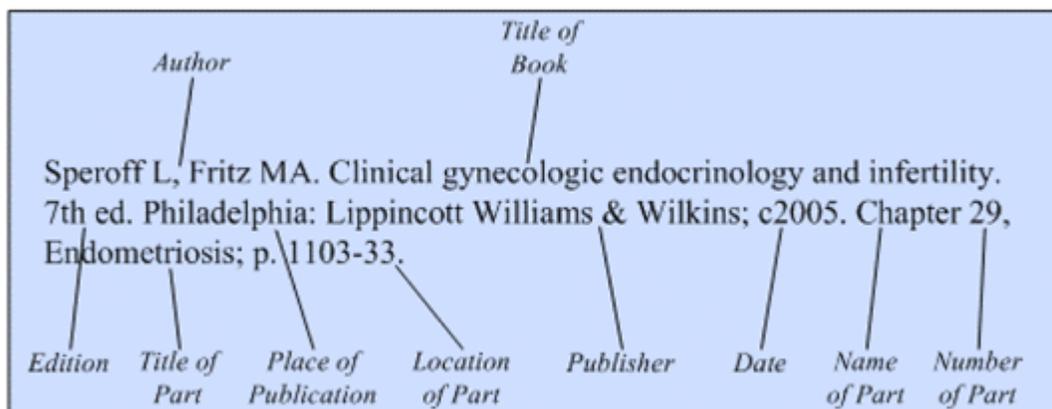
Examples of Citations to Parts of Books

Rather than citing a book as a whole, separately identified portions of a book may be cited. Chapters, sections, tables, charts, graphs, photographs, appendixes, and the like are considered parts of books when they are written

or compiled by the authors of the book. They are contributions when the book has an overall editor or editors and the individual chapters or other components in the book are written by various authors, usually called contributors.

In general, most modern texts have standardized to three types of parts: figures, tables, and appendixes. However, other names may be found for parts, including section, chart, graph, box, and photograph.

Because a reference should start with the individual or organization with responsibility for the intellectual content of the publication:

- Begin a reference to a part of a book with the book itself, then follow it with information about the part.
- Begin a reference to a contribution with information about the contribution, followed by the word "In:" and information about the book itself. See Chapter 2D Contributions to Books for details.
- For instructions on citing one volume of a book published in multiple volumes, see Chapter 2B Individual Volumes of Books (Chapter 2B(1) Individual Volumes With a Separate Title but Without Separate Authors/Editors or Chapter 2B(2) Individual Volumes With a Separate Title and Separate Authors/Editors).

Medical texts frequently contain charts, figures, and other illustrative material that have been reproduced with permission from other sources. Do not cite these as parts using the instructions presented here. Consult the original publication and cite the particular item from there.

Continue to Citation Rules with Examples for Parts of Books.

Continue to Examples of Citations to Parts of Books.

Citation Rules with Examples for Parts of Books

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Book (R) | Name and Number/Letter (R) | Title (R) | Location (Pagination) (R) | Language (R)

Book (required)

- Cite the book according to Chapter 2A Entire Books but omit the Pagination

Name and Number/Letter of the Part of a Book (required)

General Rules for Name and Number/Letter

- Enter the name of the part as it appears in the book
- Capitalize the name, such as Chapter, Table, Figure, or Appendix
- Do not abbreviate names. For example, convert Fig. to Figure.
- Follow the name with any accompanying number or letter, such as Chapter 12, Table 2, Figure 3.1, or Appendix A
- Use arabic numbers only. For example: convert VI or Six to 6.
- End name and number/letter information with a comma and a space

Specific Rules for Name and Number/Letter

- Non-English names for parts
- No letter or number follows the name
- No name appears

Box 121. Non-English names for parts.

- Provide the name in the original language for non-English names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    Tabelle 5.3,

    Figura 10a,

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Risunok 6,

    Parartema 4,

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

    Ichiran-hiyo 3, or [Table 3,]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with a diacritic or accent as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

- Convert words and roman numerals used for part numbers into arabic numbers, so that the word for two or II becomes 2

- Provide an English translation in square brackets after the original language or romanized title when possible

    Anexo, Creacion de las especialidades medicas [Appendix, Beginnings of medical specialties]; p. 275-81. Spanish.

- To help identify parts in other languages, see the following examples:

Box 121 continued from previous page.

Language	Chapter	Table	Figure	Chart	Appendix	Section
French	Chapitre	Tableau	Figure	Graphique	Appendice	Section
				Schema		
German	Kapitel	Tabelle	Abbildung	Schaubild	Anhang	Sektion
			Figur	Diagramm	Appendix	Abteilung
					Zusatz	
Italian	Capitolo	Tabella	Figura	Diagramma	Appendice	Parte
				Grafico		Sezione
Russian	Glava	Tablitsa	Risunok	Grafik	Prilozenie	Sekcija
				Skhema		Otdel
						Otdelenie
Spanish	Capitulo	Tabla	Figura	Grafico	Apendice	Seccion
				Cuadro		Parte

Box 122. No letter or number follows the name.

- Occasionally, an author will label a part as simply "Table", "Figure", "Appendix", or another name without following the name with any letter or number. In this case, give whatever name is used for the part and follow it with a comma and the title.

    Appendix, Timetable of human prenatal development 1 to 6 weeks; p. 516-7.

Box 123. No name appears.

- If the part being cited is clearly a table, figure, or appendix or similar part but it is not labeled as such, place the name in square brackets and follow it with any identifying number or letter

    [Figure], Protein binding and drug disposition; p. 212.

    [Photograph] 8, Oliver Wendell Holmes, Professor of Anatomy and Physiology from 1838 to 1841; p. 31.

- If the part being cited is not a table, figure, or appendix and has no other identifying name such as "section", begin with the title of the part

    Data and calculations required for a life table; p. 146.

    Sialography; p. 1029-30.

Examples for Name and Number/Letter

1. Standard chapter in a book

2. Chapter in a book with optional full first names of authors

3. Standard figure in a book with number

4. Figure in a book with a letter

5. Figure in a book without a number or letter

6. Figure in a book without a number with name implied

8. Standard table in a book with a number

9. Table in a book with a letter

10. Table in a book without a number or letter

11. Table in a book without a number or letter with name implied

12. Standard appendix in a book with a number

13. Appendix in a book with a letter

14. Appendix in a book without a number or letter

15. Appendix in a book with name implied

17. Other named parts in a book with numbers

18. Other named parts in a book with letters

19. Other parts in a book with numbers with name implied

20. Other parts in a book without numbers or letters with name implied

21.

22. Dictionary entry, unsigned

23. Encyclopedia article, unsigned

27. Parts of non-English books

Title of the Part of a Book (required)

General Rules for Title

- Enter the title of the part as it appears in the book
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle unless some other form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation when possible; place the translation in square brackets
- End title information with a semicolon and a space

Specific Rules for Title

- Titles for parts not in English
- Titles for parts in more than one language
- Titles for parts containing a Greek letter, chemical formula, or another special character
- No title appears

Box 124. **Titles for parts not in English.**

- Provide the name in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    Tabla 10, Etiologia de la esplenomegalia secundaria a procesos infecciosos; p. 109. Spanish.

    Chapitre 4, Le virage de la jouissance; p. 91-102. French.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Risunok 2, Tendentsii smertnosti i prodolzhitel'nosti zhizni naseleniya Ukrainy v poslevoennyi period; p. 53. Russian.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place the translation in square brackets.

    10 Shoyo, Anchi eijingu igaku; p. 23-45. Japanese.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

        Å *treated as* A

        Ø *treated as* O

        Ç *treated as* C

        Ł *treated as* L

        à *treated as* a

        ĝ *treated as* g

        ñ *treated as* n

        ü *treated as* u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ *treated as* ae

        œ *treated as* oe

- Provide an English translation in square brackets after the original language or romanized title when possible

    Tableau 5, Principaux marqueurs biologiques de l'etat nutritionnel [Table 5, Principal biological markers of nutritional state]; p. 33. French.

    10 Shoyo, Anchi eijingu igaku [Chapter 10, Anti-aging medicine]; p. 23-45. Japanese.

Box 125. Titles for parts in more than one language.

If a chapter, figure, or another part is presented with equal text in two or more languages, as often occurs in Canadian publications:

- Give all titles in the order in which they are found in the text

- Place an equals sign with a space on either side between the titles

- List all languages, separated by commas, after the location (pagination)

- End the list with a period

  Example:

  Lines R. Action on HIV/AIDS in prisons: too little, too late; a report card = La lutte au VIH/sida dans nos prisons: trop peu, trop tard; unrapportd' etape. [Montreal (QC)]: Canadian HIV/AIDS Legal Network; c2002. [Table], Percentage of prisoners known to be HIV-positive in women's institutions = Proportion de detenues connues comme seropositives au VIH dans des etablissements federaux pour femmes; p. 4. English, French.

Box 126. Titles for parts containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of the title of a part unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

  Figure 10, n-alkenes on capillary columns with stationary phases of C87 hydrocarbon, Apiezonl L, CW-20M; p. 374.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

  Figure 3, Influence of seed extract of *Syzygium Cumini* (Jamun) on mice exposed to different doses of γ-radiation; p. 566.

  may become

  Figure 3, Influence of seed extract of *Syzygium Cumini* (Jamun) on mice exposed to different doses of gamma-radiation; p. 566.

- If a title contains superscripts or subscripts than cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

  Table 4, Glycoprotein mediated transport of NH_3 into red blood cells; p. 149.

  may become

  Table 4, Glycoprotein mediated transport of NH(3) into red blood cells; p. 149.

Box 127. No title appears.

Occasionally a part does not have a formal title, only a legend (explanatory text) for the table, figure, appendix, or other part. When this occurs:

Box 127 continued from previous page.

- Create a title from the first few words of the text. Use enough words to make the constructed title meaningful.
- Place the created title in square brackets

> Table, [Waist-hip ratio ranges and the sample sizes for women aged 40 to 59]; p. 72.

> Appendix, [Excerpts from "Prescription Pain Medications: Frequently Asked Questions and Answers for Health Care Professionals"]; p. 296-301.

Examples for Title

1. Standard chapter in a book

3. Standard figure in a book with number

7. Figure in a book with a constructed title

8. Standard table in a book with a number

12. Standard appendix in a book with a number

16. Appendix in a book with a constructed title

21.

22. Dictionary entry, unsigned

23. Encyclopedia article, unsigned

24. Part in a book with Greek letters or other special symbols in the title

25. Part in a book with superscripts or subscripts in the title

27. Parts of non-English books

Location (Pagination) of the Part of a Book (required)

General Rules for Location (Pagination)

- Begin location with "p." followed by a space
- Enter the page number or numbers on which the part appears. Examples: p. 438 and p. 663-4
- Do not repeat page numbers unless they are followed by a letter. For example: 126-127 becomes p. 126-7, but p. 126A-127A is correct.
- Include a letter (often S for Supplement or A for Appendix) when it precedes the page number. For example: p. S10-8.
- End location information with a period

Specific Rules for Location (Pagination)

- Roman numerals for page numbers
- Part paginated separately
- No page numbers appear on the part

Box 128. Roman numerals for page numbers.

- Keep roman numerals when they are used as page numbers for parts

- Give roman numerals in upper or lower case, whichever appears in the publication

    Appendix 2, Common aquatic invertebrates; p. XXI-XXII.

    Table 8, Classification of lung adenocarcinoma; p. xv.

- If the pagination for a part begins anew with page I or i, give the total number of pages of the part in square brackets

    Appendix, Questionnaire; [5 p.].

Box 129. Part paginated separately.

- A part such as an appendix or a group of tables may be given its own pagination and begin anew with page one. When this occurs, give the total number of pages of the part you wish to cite, placed in square brackets, such as [5 p.].

    Appendix 3C, Description of model output tables and graphs; [7 p.].

Box 130. No page numbers appear on the part.

Occasionally, a table, figure, appendix, or another part will appear on a page that is not numbered.

- If only the part to be cited has no page numbers, identify the location in relation to numbered pages. For example: preceding p. 17 or following p. 503. Place such phrases in square brackets.

    Figure 5, Modeling the risk of in-hospital death following lung resection; [preceding p. 55].

    Appendix, Patient questionnaire; [following p. 174].

- If the entire book has no page numbers or the part cannot be easily located in relation to numbered pages, give the total number of pages of the part you wish to cite, placed in square brackets, such as [5 p.].

    Table, Checklist of symptoms; [1 p.].

Examples for Location (Pagination)

1. Standard chapter in a book

3. Standard figure in a book with number

8. Standard table in a book with a number

12. Standard appendix in a book with a number

26. Part in a book with unusual pagination or no pagination

Language of the Part of a Book (required)

General Rules for Language

- Give the language of publication if not English

- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Titles for parts in more than one language

Examples for Language

27. Parts of non-English books

Examples of Citations to Parts of Books

1. Standard chapter in a book

Riffenburgh RH. Statistics in medicine. 2nd ed. Amsterdam (Netherlands): Elsevier Academic Press; c2006. Chapter 24, Regression and correlation methods; p. 447-86.

Reed JG, Baxter PM. Library use: handbook for psychology. 3rd ed. Washington: American Psychological Association; c2003. Chapter 2, Selecting and defining the topic; p. 11-25.

Goldstein RE. Esthetics in dentistry. 2nd ed. Vol. 1, Principles, communications, treatment methods. Hamilton (ON): B.C. Decker; c1998. Chapter 13, Composite resin bonding; p. 277-338.

2. Chapter in a book with optional full first names of authors

Speroff, Leon; Fritz, Marc A. Clinical gynecologic endocrinology and infertility. 7th ed. Philadelphia: Lippincott Williams & Wilkins; c2005. Chapter 29, Endometriosis; p. 1103-33.

3. Standard figure in a book with number

Lashley FR. Clinical genetics in nursing practice. 3rd ed. New York: Springer Publishing Company; c2005. Figure 2.5, Meiosis with two autosomal chromosome pairs; p. 27-8.

Thibodeau GA, Patton KT. Anatomy & physiology. 5th ed. St. Louis (MO): Mosby; c2003. Figure 6-13, Onycholysis; p. 179.

Munro BH. Statistical methods for health care research. 5th ed. Philadelphia: Lippincott Williams & Wilkins; c2005. Exercise figure 14-1, Factor analysis of IPA items; p. 347.

Lancaster FW, Joncich MJ. The measure and evaluation of library services. Washington: Information Resources Press; c1977. Figure 9, Questionnaire used in U.K. catalog use study; p. 47-50.

4. Figure in a book with a letter

Nielsen-Bohlman L, Panzer AM, Kindig DA, editors. Health literacy: a prescription to end confusion. Washington: National Academies Press; c2004. Figure B-2, Improving chronic disease care: a framework based on health literacy and related research; p. 271.

Wood AF, Smith MJ. Online communication: linking technology, identity, and culture. Mahwah (NJ): Lawrence Erlbaum Associates; c2001. Figure A.1, Linear versus hypertext; p. 204.

5. Figure in a book without a number or letter

Eroschenko VP. Di Fiore's atlas of histology with functional correlations. 10th ed. Philadelphia: Lippincott Williams & Wilkins; c2005. Overview figure, Comparison (transverse sections) of a muscular artery, large vein, and the three types of capillaries; p. 152.

6. Figure in a book without a number with name implied

American health: demographics and spending of health care consumers. Ithaca (NY): New Strategist Publications, Inc.; c2005. [Figure], Percent distribution of visits to emergency rooms by urgency of problem, 2002; p. 383.

7. Figure in a book with a constructed title

Grundy F, Grundy PF. Community health and social services: an introduction for medical undergraduates, health visitors, social workers and midwives. London: H.K. Lewis & Co. Ltd.; 1974. Figure 4, [Map of County Councils and District Councils in Wales]; p. 24.

8. Standard table in a book with a number

Larone DH. Medically important fungi: a guide to identification. 4th ed. Washington: ASM Press; c2002. Table 15, Characteristics of some of the "black yeasts"; p. 200.

American health: demographics and spending of health care consumers. Ithaca (NY): New Strategist Publications, Inc.; c2005. Table 11.19, Percent distribution of hospital discharges by diagnosis and age, 2002; p. 395-6.

Burant CF. Medical management of type 2 diabetes. 5th ed. Alexandria (VA): American Diabetes Association; c2004. Table 3.12, Sample regimens for achieving glycemic control; p. 68.

Moore KL, Persaud TV. The developing human: clinically oriented embryology. 7th ed. Philadelphia: Saunders; c2003. Table 6-1, Criteria for estimating fertilization age during the fetal period; p.103.

9. Table in a book with a letter

Nielsen-Bohlman L, Panzer AM, Kindig DA, editors. Health literacy: a prescription to end confusion. Washington: National Academies Press; c2004. Table B-7, Percentage of adult population groups with literacy skills at NALS levels 1 or 2; p. 294.

10. Table in a book without a number or letter

Pennington JA, Douglas JS. Bowes & Church's food values of portions commonly used. 18th ed. Baltimore (MD): Lippincott Williams & Wilkins; c2005. Supplementary tables: Fatty acids; p. 331-7.

11. Table in a book without a number or letter with name implied

Lide DR, editor. CRC handbook of chemistry and physics: a ready-reference book of chemical and physical data. 86th ed. Boca Raton (FL): Taylor & Francis; 2005. [Table], Vapor pressure of fluids at temperatures below 300 K; p. 6–84-6–91.

Mosley AD, Romaine DS. The encyclopedia of Parkinson's disease. New York: Facts on File; c2004. [Table], Hoehn and Yahr stage scale for Parkinson's disease; p. 158.

12. Standard appendix in a book with a number

Finberg L, Kravath RE, Hellerstein S, Saenger P. Water and electrolytes in pediatrics: physiology, pathology, and treatment. 2nd ed. Philadelphia: W.B. Saunders Company; c1993. Appendix 2, Time line; p. 267-70.

13. Appendix in a book with a letter

Zuber TJ, Mayeaux EJ. Atlas of primary care procedures. Jackelow WB, Gast P, Duprey LP, illustrators. Philadelphia: Lippincott Williams & Wilkins; c2004. Appendix H, Skin preparation recommendations; p. 596.

14. Appendix in a book without a number or letter

Moore KL, Persaud TV. The developing human: clinically oriented embryology. 7th ed. Philadelphia: Saunders; c2003. Appendix, Timetable of human prenatal development 1 to 6 weeks; p. 516-7.

Reed JG, Baxter PM. Library use: handbook for psychology. 3rd ed. Washington: American Psychological Association; c2003. Appendix, Brief guide to literature searching; p. 145-7.

15. Appendix in a book with name implied

University of Cape Town, Medical School, Department of Pharmacology. South African medicines formulary. 4th ed. Pinelands (South Africa): Medical Association of South Africa; c1997. [Appendix], Adverse drug event and product quality problem report form; [following p. 510.].

Blumenthal M, Hall T, Goldberg A, Kunz T, Dinda D, editors. The ABC clinical guide to herbs. Austin (TX): American Botanical Council; 2003. [Appendix], Post test; p. 425-30.

16. Appendix in a book with a constructed title

Woelfel JB, Scheid RC. Dental anatomy: its relevance to dentistry. 6th ed. Philadelphia: Lippincott Williams & Wilkins; c2002. Appendix, [Drawings of permanent and primary teeth which are labeled (with letters) to highlight features of each tooth]; Appendix page 1-10.

17. Other named parts in a book with numbers

Ettinger SJ, Feldman EC. Textbook of veterinary medicine: diseases of the dog and cat. 6th ed. St. Louis (MO): Elsevier Saunders; c2005. Section 7, Dietary considerations of systemic problems; p. 553-98.

Berman A, Snyder S, Kozier B, Erb G. Kozier and Erb's techniques in clinical nursing. 5th ed. Upper Saddle River (NJ): Prentice Hall; c2002. Unit 3, Mobility and safety; p. 173-257.

Thibodeau GA, Patton KT. Anatomy & physiology. 5th ed. St. Louis (MO): Mosby; c2003. Box 10-1, Sports and fitness: assessing muscle strength; p. 283.

Timby BK. Fundamental skills and concepts in patient care. 8th ed. Philadelphia: Lippincott Williams & Wilkins; c2005. Skill 16-4, Giving oral care to unconscious patients; p. 332-4.

18. Other named parts in a book with letters

Katz DL. Nutrition in clinical practice: a comprehensive, evidence-based manual for the practitioner. Philadelphia: Lippincott Williams & Wilkins; c2001. Part B, Dietary management in clinical practice: diet and exercise; p. 35-194.

19. Other parts in a book with numbers with name implied

Chapman CB. Dartmouth medical school: the first 100 years. Hanover (NH): University Press of New England; 1973. [Photograph] 8, Oliver Wendell Holmes, Professor of Anatomy and Physiology from 1838 to 1841; p. 31.

Gillmer M, Gordon D, Sever P, Steer P. 100 cases for students of medicine: medicine, surgery, obstetrics and gynaecology. Edinburgh (Scotland): Churchill Livingstone; 1979. [Case] 26, [Two patients were admitted complaining of difficulty in swallowing]; p. 71-2.

20. Other parts in a book without numbers or letters with name implied

American Medical Association. American Medical Association family medical guide. 4th ed., completely rev. and updated. Hoboken (NJ): John Wiley & Sons; c2004. [Chart], Impaired memory: difficulty remembering specific facts, events, or periods of time; p. 236.

21. Unnamed parts in a book without numbers or letters

Riffenburgh RH. Statistics in medicine. 2nd ed. Amsterdam (Netherlands): Elsevier Academic Press; c2006. Data and calculations required for a life table; p. 146.

Larone DH. Medically important fungi: a guide to identification. 4th ed. Washington: ASM Press; c2002. *Malassezia furfur*; p. 136.

Pagana KD, Pagana TJ. Mosby's manual of diagnostic and laboratory tests. 2nd ed. St. Louis (MO): Mosby; c2002. Sialography; p. 1029-30.

United States Pharmacopeial Convention. The United States pharmacopeia. The national formulary. USP 32nd rev., NF 27th ed. Vol 2. Rockville (MD): The Convention; 2009. Doxycycline capsules; p. 2211-2.

Physicians' desk reference: PDR. 63rd ed. Montvale (NJ): Thomson Reuters; c2008. Wellbutrin XL; p. 1659-66.

22. Dictionary entry, unsigned

Dorland's illustrated medical dictionary. 30th ed. Philadelphia: Saunders; c2003. Encephalomalacia; p. 609.

23. Encyclopedia article, unsigned

Turkington C, Tzeel A. The encyclopedia of children's health and wellness. New York: Facts on File, Inc.; c2004. Papilloma virus, human (HPV); p. 381-3.

24. Part in a book with Greek letters or other special symbols in the title

The Merck index: an encyclopedia of chemicals, drugs, and biologicals. 13th ed. Whitehouse Station (NJ): Merck & Co., Inc.; 2001. α-Bisabolol; p. 212.

or

The Merck index: an encyclopedia of chemicals, drugs, and biologicals. 13th ed. Whitehouse Station (NJ): Merck & Co., Inc.; 2001. alpha-Bisabolol; p. 212.

25. Part in a book with superscripts or subscripts in the title

Kahl G. The dictionary of gene technology: genomics, transcriptomics, proteomics. 3rd ed. Weinheim (Germany): Wiley-VCH Verlag GmbH & Co. KGaA; c2004. Melting temperature (T_m, t_m, $t_{1/2m}$; melting point); p. 639-40.

or

Kahl G. The dictionary of gene technology: genomics, transcriptomics, proteomics. 3rd ed. Weinheim (Germany): Wiley-VCH Verlag GmbH & Co. KGaA; c2004. Melting temperature (T(m), t(m), t(1/2m); melting point); p. 639.

26. Part in a book with unusual pagination or no pagination

Owens RE. Language disorders: a functional approach to assessment and intervention. 4th ed. Boston: Pearson; c2004. Appendix D, Language tests for children with LEP and different dialects; p. A15-25.

Shingleton HM, Orr JW Jr. Cancer of the cervix. Philadelphia: J.B. Lippincott Company; c1995. Color figure 7-7, Excised uterus with wide vaginal cuff and parauterine tissues; [preceding p. 1].

University of Cape Town, Medical School, Department of Pharmacology. South African medicines formulary. 4th ed. Pinelands (South Africa): Medical Association of South Africa; c1997. [Appendix], Adverse drug event and product quality problem report form; [following p. 510].

Tappan FM, Benjamin PJ. Tappan's handbook of healing massage techniques: classic, holistic, and emerging methods. 4th ed. Upper Saddle River (NJ): Pearson/Prentice Hall; c2005. [Figure], Energy channels of traditional Asian medicine; [inside back cover and facing page].

Woelfel JB, Scheid RC. Dental anatomy: its relevance to dentistry. 6th ed. Philadelphia: Lippincott Williams & Wilkins; c2002. Appendix, [Drawings of permanent and primary teeth which are labeled (with letters) to highlight features of each tooth]; Appendix page 1-10.

27. Parts of non-English books

Tischendorf FW. Blickdiagnostik: Compactatlas der klinischen Inspektion und Differenzialdiagnostik. 3., vollstandig uberarbeitete und erweiterte Auflage. Stuttgart (Germany): Schattauer; c2005. Abbildung 15, β-Thalassaemia minor; p. 9. German.

Fleta Zaragozano J. Enfremedades importadas en pediatria. Zaragoza (Spain): Prensas Universitarias de Zaragoza; 2001. Tabla 10, Etiologia de la esplenomegalia secundaria a procesos infecciosos; p. 109. Spanish.

Bercherie P. Lacan. Paris: L'Harmattan; 2004. Chapitre 4, Le virage de la jouissance; p. 91-102. French.

Corea Fonseca E. Historia de la medicina en Nicaragua. Managua (Nicaragua): [publisher unknown]; 2000 Dec. Anexo, Creacion de las especialidades medicas; p. 275-81. Spanish.

Basdekis JC. L'alimentation des personnes agees: et la prevention de la denutrition. Paris: ESTEM; c2004. Tableau 5, Principaux marqueurs biologiques de l'etat nutritionnel; p. 33. French.

with translation

Basdekis JC. L'alimentation des personnes agees: et la prevention de la denutrition [Nutrition in older people: and the prevention of malnutrition]. Paris: ESTEM; c2004. Tableau 5, Principaux marqueurs biologiques de l'etat nutritionnel [Table 5, Principal biological markers of nutritional state]; p. 33. French.

D. Sample Citation and Introduction to Citing Contributions to Books

The general format for a reference to a contribution to a book, including punctuation:
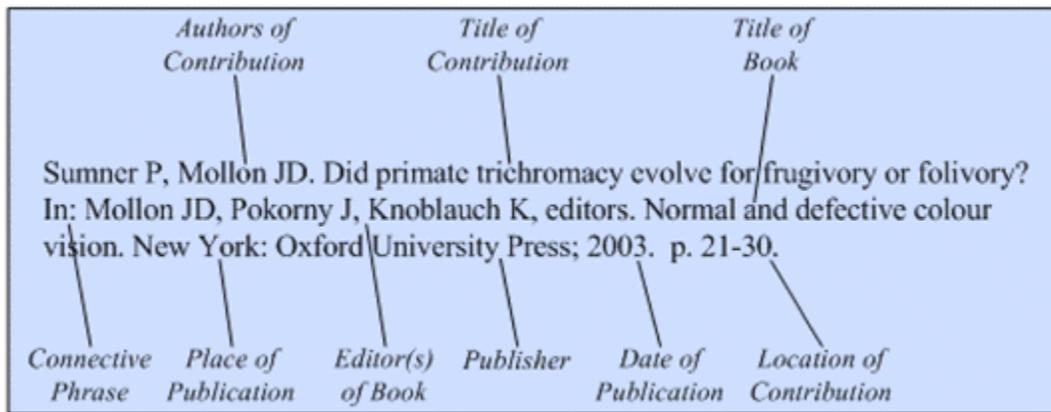
Examples of Citations to Contributions to Books

Contributions are found when a book has an overall editor or editors and the individual chapters or other components of the book are written by various authors, usually called contributors. One or all of the editors may also be contributing authors. Because a reference should start with the individual or organization responsible for the intellectual content of the publication, begin a reference to a contribution with the author and title of the contribution, followed by the word "In:" and information about the entire book.

Medical texts frequently contain charts, figures, and other illustrative material that have been reproduced with permission from other sources. Do not cite these as contributions using the instructions presented here. Consult the original publication and cite the chart or other item from there.

Continue to Citation Rules with Examples for Contributions to Books.

Continue to Examples of Citations to Contributions to Books.

Citation Rules with Examples for Contributions to Books

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author/Editor (R) | Author Affiliation (O) | Title (R) | Connective Phrase (R) | Book Information (R) | Location (Pagination) (R) | Part (R)

Author/Editor of a Contribution to a Book (required)

General Rules for Author/Editor

- List names in the order they appear in the text
- Enter surname (family or last name) first for each author
- Capitalize names and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
- Give all authors/editors, regardless of the number
- Separate author/editor names from each other by a comma and a space
- If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors
- End author/editor information with a period

Specific Rules for Author/Editor

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Non-English words for editions
- Organizations as author
- Options for author names

Box 131. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames

  Estelle Palmer-Canton   *becomes*   Palmer-Canton E

  Ahmed El-Assmy   *becomes*   El-Assmy A

- Keep particles, such as O', D', and L'

  Alan D. O'Brien   *becomes*   O'Brien AD

  James O. L'Esperance   *becomes*   L'Esperance JO

  U. S'adeh   *becomes*   S'adeh U

- Omit all other punctuation in surnames

  Charles A. St. James   *becomes*   St James CA

Box 132. Other surname rules.

- Keep prefixes in surnames

  Lama Al Bassit   *becomes*   Al Bassit L

  Jiddeke M. van de Kamp   *becomes*   van de Kamp JM

  Gerard de Pouvourville   *becomes*   de Pouvourville G

- Keep compound surnames even if no hyphen appears

  Sergio Lopez Moreno   *becomes*   Lopez Moreno S

  Jaime Mier y Teran   *becomes*   Mier y Teran J

  Virginie Halley des Fontaines   *becomes*   Halley des Fontaines V

  [If you cannot determine from the title page whether a surname is compound or is a combination of a middle name and a surname, look at the table of contents, the back of the title page (the copyright page), or elsewhere in the text for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

  Box 132 continues on next page...

Box 132 continued from previous page.

- Ignore diacritics, accents, and special characters in names. To simplify rules for English-language publications, this rule ignores some conventions used in non-English languages

    ○ Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

Box 133. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names

    Jean-Louis Lagrot   *becomes*   Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle

    D'Arcy Hart   *becomes*   Hart D

    W. St. John Patterson   *becomes*   Patterson WS

    De la Broquerie Fortier   *becomes*   Fortier D

    Craig McC. Brooks   *becomes*   Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

    Ch. Wunderly   *becomes*   Wunderly C

    C. Fr. Erdman   *becomes*   Erdman CF

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

Box 133 continued from previous page.

>   Iu. A. Iakontov   *becomes*   Iakontov IuA
>
>   G. Th. Tsakalos   *becomes*   Tsakalos GTh

Box 134. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name

>   James A. Reed, M.D., F.R.C.S.   *becomes*   Reed JA
>
>   Kristine Schmidt, Ph.D.   *becomes*   Schmidt K
>
>   Robert V. Lang, Major, US Army   *becomes*   Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name

>   Sir Frances Hildebrand   *becomes*   Hildebrand F
>
>   Dr. Jane Eberhard   *becomes*   Eberhard J
>
>   Captain R.C. Williams   *becomes*   Williams RC

Box 135. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation

- Convert roman numerals to arabic ordinals

  Examples:

>   Vincent T. DeVita, Jr.   *becomes*   DeVita VT Jr
>
>   James G. Jones II   *becomes*   Jones JG 2nd
>
>   John A. Adams III   *becomes*   Adams JA 3rd
>
>   Henry B. Cooper IV   *becomes*   Cooper HB 4th

Box 136. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese

- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

>   Iu. A. Iakontov   *becomes*   Iakontov IuA
>
>   G. Th. Tsakalos   *becomes*   Tsakalos GTh

Box 136 continued from previous page.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

Box 137. Non-English words for editor.

- Translate the word found for editor into English. However, the wording found on the publication may always be used.
- To assist in identifying editors, below is a brief list of non-English words for editor:

Language	Word for Editor
French	redacteur
	editeur
German	redakteur
	herausgeber
Italian	redattore
	curatore
	editore
Russian	redaktor
	izdatel
Spanish	redactor
	editor

Box 138. **Organizations as author.**

An organization such as a university, society, association, corporation, or government body may be an author.

- Omit "The" preceding an organizational name

    The American Cancer Society *becomes* American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

    American Medical Association, Committee on Ethics.

    International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

    American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the two-letter ISO country code (see Appendix D) in parentheses after the name

    National Academy of Sciences (US).

    Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

    Canadian Association of Orthodontists; Canadian Dental Association.

    American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization or organizations appear on the title page of a contribution as authors, use the names of the individuals as the author. Give the organization at the end of the reference as a note, if desired.

    Prepared for the International Union of Pure and Applied Chemistry.

- For names of organizations in languages other than English:

    ○ Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

        Istituto di Fisiologia Clinica del CNR.

        Universitatsmedizin Berlin.

        Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

    ○ Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Follow a non-English name with a translation when possible. Place all translations in square brackets.

        Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

Box 138 continued from previous page.

> *or*
>
> [Russian Respiratory Society].

- ○ Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

  [Chinese Medical Society].

- ○ Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - ■ Treat letters marked with diacritics or accents as if they are not marked

Å	*treated as*	A
Ø	*treated as*	O
Ç	*treated as*	C
Ł	*treated as*	L
à	*treated as*	a
ĝ	*treated as*	g
ñ	*treated as*	n
ü	*treated as*	u

  - ■ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ	*treated as*	ae
œ	*treated as*	oe

Box 139. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.

  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A. Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."

  Rastan S, Hough T, Kierman A, et al.

  Adler DG, Baron TH, Davila RE, and others.

Examples for Author/Editor

1. Standard reference to a contributed chapter

2. Contributed chapter with optional full first names for authors and editors

3. Contributed chapter authors with a family designation following their names

4. Contributed chapter author names with a particle, prefix, or preposition

5. Contributed chapter authors with compound last names

6. Contributed section with editor(s)

7. Signed encyclopedia article

Author Affiliation for a Contribution to a Book (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the affiliation
- Place the affiliation in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the closing parenthesis, unless it is the affiliation of the last author, then use a period

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

Box 140. **Abbreviations in affiliations.**

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

    Examples:

    Acad. for Academy

    Assoc. for Association

    Co. for Company

    Coll. for College

    Corp. for Corporation

    Dept. for Department

    Div. for Division

    Inst. for Institute or Institution

Box 140 continues on next page...

>   Soc. for Society
>
>   Univ. for University
>
>   See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 141. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears in the publication

- Do not end an e-mail address with a period

- Place the e-mail address within the closing parenthesis for the author affiliation

   Example:

   > Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

Box 142. Organizational names for affiliations not in English.

- Give the affiliations of all authors or only the first author

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

   > Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

   > Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

- Romanize (write in the roman alphabet) or translate organizational names if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

Box 142 continued from previous page.

Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I. Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese)

Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

- Use the English form of names for cities and countries whenever possible. For example, use Vienna for Wien and use Spain for Espana. However, the name as found on the publication is always correct.

Box 143. Names for cities and countries not in English.

- Use the English form for names of cities and countries when possible. However, the name as found on the publication may always be used.

  Moskva   *becomes*   Moscow

  Wien   *becomes*   Vienna

  Italia   *becomes*   Italy

  Espana   *becomes*   Spain

Examples for Author Affiliation

    8. Contributed chapter with author address included

Title of a Contribution to a Book (required)

General Rules for Title

- Enter the title of the chapter or other contribution as it appears in the original document, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle unless some other form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it

Specific Rules for Title

- Titles not in English
- Titles in more than one language
- Titles containing a Greek letter, chemical formula, or another special character

---

Box 144. **Titles not in English.**

- Provide the title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    Base molecular de la expresion del mensaje genetico.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Tsimmerman IaS. Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh zabolevanii: klinicheskie ocherki.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

    Katsunori K. Anrakushi to keiho.

    or

    Katsunori K. [Euthanasia and criminal law].

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

Box 144 continued from previous page.

        Ł *treated as* L

        à *treated as* a

        ĝ *treated as* g

        ñ *treated as* n

        ü *treated as* u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ *treated as* ae

        œ *treated as* oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

- Provide an English translation after the original language or romanized title when possible; place translations in square brackets

    Base molecular de la expresion del mensaje genetico [Molecular basis of gene expression].

    Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh zabolevanii: klinicheskie ocherki [Diagnosis and complex treatment of basic gastrointestinal diseases: clinical studies].

    Anrakushi to keiho [Euthanasia and criminal law].

Box 145. Titles in more than one language.

If a chapter or other contribution is presented with equal text in two or more languages, as often occurs in Canadian publications:

- Give all titles in the order in which they are found on the title page

- Place an equals sign with a space on either side between the titles

- List all the languages, separated by commas, after the pagination

- End the list with a period

  Example:

    Le genome: avancees scientifiques et therapeutiques et consequences sociales = The genome: scientific and therapeutic developments and social consequences.

Box 146. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize first word of the title of a chapter or other contribution unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

Box 146 continued from previous page.

> 1,3-dichloro-5,5-dimethylhydantoin: health-based reassessment of administrative occupational exposure limits.
>
> von Willebrand disease.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the available type fonts, substitute the name for the symbol. For example, Ω becomes omega.

> γ-linolenic acid and its clinical applications.
>
> *may become*
>
> Gamma-linolenic acid and its clinical applications.
>
> Enantioselective synthesis of β-amino acids.
>
> *may become*
>
> Enantioselective synthesis of beta-amino acids.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

> TiO_2 nanoparticles.
>
> *may become*
>
> TiO(2) nanoparticles.

Examples for Title

9. Contributed chapter with a title beginning with a lower-case letter or containing a special symbol or character

10. Contributed chapter with a non-English title

Connective Phrase for a Contribution to a Book (required)

General Rules for Connective Phrase

- Place a space and the word "In" after the title of the contribution
- Follow "In" with a colon and a space

Examples for Connective Phrase

1. Standard reference to a contributed chapter

Book Information (required)

General Rules for Book Information

- Cite the book in which the contribution appears according to Chapter 2A Entire Books but omit the Pagination

Examples for Book Information

12. Contributed chapter in a book with translators or illustrators

13. Contributed chapter in a book with an edition statement

14. Contributed chapter in a book with subordinate division to the publisher

15. Contributed chapter in a book that is part of a series

16. Contributed chapter in one volume of a multivolume book

Location (Pagination) for a Contribution to a Book (required)

General Rules for Location (Pagination)

- Begin location with "p." followed by a space
- Enter the page number or numbers on which the contribution appears. Examples: p. 438 and p. 663-4
- Do not repeat page numbers unless they are followed by a letter. For example: 126-127 becomes p. 126-7, but p. 126A-127A is correct.
- Include a letter (often S for Supplement or A for Appendix) when it precedes the page number. For example: p. S10-8.
- End page information with a period

Specific Rules for Location (Pagination)

- Roman numerals for page numbers
- No page numbers appear on the pages of the contribution
- Optional chapter number

Box 147. Roman numerals for page numbers.

- Keep roman numerals when they are used as page numbers

- Give roman numerals in upper or lower case, whichever appears in the publication

    Examples:

    p. ix-xxi.

    p. XIV-XVIII.

Box 148. No page numbers appear on the pages of the contribution.

Occasionally, a chapter or other contribution will appear on a page that is not numbered.

- If only the particular contribution to be cited has no page numbers, identify the location in relation to numbered pages. For example: preceding p. 17 or following p. 503. Place such phrases in square brackets.

    [preceding p. 55].

    [following p. 84].

- If the entire book has no page numbers, give the total number of pages of the contribution, placed in square brackets, such as [5 p.].

Box 149. Optional chapter number.

- As an option, give the chapter number in place of the usual page numbers used for location.

    Whiteside TL, Heberman RB. Effectors of immunity and rationale for immunotherapy. In: Kufe DW, Pollock RE, Weichselbaum RR, Bast RC Jr, Gansler TS, Holland JF, Frei E 3rd, editors. Cancer medicine 6. 6th ed. Hamilton (ON): BC Decker Inc; 2003. Chapter 14.

Examples for Location (Pagination)

1. Standard reference to a contributed chapter

11. Contributed chapter with an optional chapter number instead of pagination

Part of a Contribution to a Book (required)

General Rules for a Part of a Contribution

- Cite a part of a contribution, such as a table or figure, according to Chapter 2A Entire Books

Examples for a Part of a Contribution

17. Part of a contributed chapter

18. Part of a contributed chapter in one volume of a multivolume book

Examples of Citations to Contributions to Books

1. Standard reference to a contributed chapter

Whiteside TL, Heberman RB. Effectors of immunity and rationale for immunotherapy. In: Kufe DW, Pollock RE, Weichselbaum RR, Bast RC Jr, Gansler TS, Holland JF, Frei E 3rd, editors. Cancer medicine 6. Hamilton (ON): BC Decker Inc; 2003. p. 221-8.

Rojko JL, Hardy WD Jr. Feline leukemia virus and other retroviruses. In: Sherding RG, editor. The cat: diseases and clinical management. New York: Churchill Livingstone; 1989. p. 229-332.

Kone BC. Metabolic basis of solute transport. In: Brenner BM, Rector FC, editors. Brenner and Rector's the kidney. 8th ed. Vol. 1. Philadelphia: Saunders Elsevier; c2008. p. 130-55.

2. Contributed chapter with optional full first names for authors and editors

Erin, Jane N.; Fazzi, Diane L.; Gordon, Robert L.; Isenberg, Sherwin J.; Paysse, Evelyn A. Vision focus: understanding the medical and functional implications of vision loss. In: Pogrund, Rona L.; Fazzi, Diane L., editors. Early focus: working with young children who are blind or visually impaired and their families. 2nd ed. New York: AFB Press; c2002. p. 52-106.

3. Contributed chapter authors with a family designation following their names

Buckenmaier CC 3rd. Austere environment anesthesia. In: Steele SM, Nielsen KC, Klein SM, editors. Ambulatory anesthesia and perioperative analgesia. New York: McGraw-Hill, Medical Publications Division; c2005. p. 357-70.

Otado JA, Akukwe C, Collins JW Jr. Disparate African American and white infant mortality rates in the United States. In: Livingston IL, editor. Praeger handbook of Black American health: policies and issues behind disparities in health. 2nd ed. Westport (CT): Praeger; 2004. p. 355-68.

4. Contributed chapter author names with a particle, prefix, or preposition

de Mattiello ML, Maneiro M, Buglione S. Sensitivity to movement of configurations of achromatic and chromatic points in amblyopic patients. In: Mellon JD, Pokorny J, Knoblauch K, editors. Normal and defective colour vision. New York: Oxford University Press; 2003. p. 154-9.

O'Connell MA, Jewell DM. Human resources management in group practice. In: Wolper LF, editor. Physician practice management: essential operational and financial knowledge. Sudbury (MA): Jones Bartlett Publishers; c2005. p. 139-70.

von Campenhausen C, Schramme J. Some properties of the physiological colour system. In: Mellon JD, Pokorny J, Knoblauch K, editors. Normal and defective colour vision. New York: Oxford University Press; 2003. p. 288-98.

Von Hoff DD, Hanauske AR. Preclinical and early clinical development of new anticancer agents. In: Kufe DW, Bast RC Jr, Hait WN, Hong WK, Pollock RE, Weichselbaum RR, Holland JF, Frei E 3rd, editors. Holland-Frei cancer medicine 7. 7th ed. Hamilton (ON): BC Decker Inc; 2006. p. 600-16.

Al-Ibrahim MS, Gross JY. Tobacco use. In: Walker HK, Hall WD, Hurst JW, editors. Clinical methods: the history, physical, and laboratory examinations. Stoneham (MA): Butterworth Publishers; c1990. p. 214-6.

Le Rohellec J, Brettel H, Vienot F. Contribution of achromatic and chromatic contrast signals to Fechner-Benham subjective colours. In: Mellon JD, Pokorny J, Knoblauch K, editors. Normal and defective colour vision. New York: Oxford University Press; 2003. p. 145-53.

5. Contributed chapter authors with compound last names

Hill-Tout J. Four nations delivering a National Health Service. In: Rawlins M, Littlejohns P, editors. Delivering quality in the NHS, 2004. Oxford (United Kingdom): Radcliffe Medical Press; c2004. p. 58-60.

Caldas de Castro M, Yamagata Y, Mtasiwa D, Tanner M, Utzinger J, Keiser J, Singer BH. Integrated urban malaria control: a case study in Dar Es Salaam, Tanzania. In: Breman JG, Alilio MS, Mills A, editors. The intolerable burden of malaria: II. What's new, what's needed. Cleveland (OH): The American Society of Tropical Medicine and Hygiene; c2004. p. 103-17.

6. Contributed section with editor(s)

Johnson D, Ellis H, Collins P, editors. Pectoral girdle and upper limb. In: Standring S, editor. Gray's anatomy: the anatomical basis of clinical practice. 29th ed. Edinburgh (Scotland): Elsevier Churchill Livingstone; 2005. p. 799-942.

7. Signed encyclopedia article

Robinson A, Fridovich-Keil JL, Fridovich I. The principles of genetics and heredity. In: The new encyclopaedia Brittanica. 15th ed. Vol. 19. Chicago: Encyclopaedia Brittanica, Inc.; c2002. p. 699-740.

Hazeltine WA. AIDS. In: The encyclopedia Americana. International ed. Vol. 1. Danbury (CT): Grolier Incorporated; 1990. p. 365-6.

8. Contributed chapter with author address included

for all authors

Maisto SA (Syracuse University, Syracuse, NY), McKay JR (University of Pennsylvania, Philadelphia, PA), Tiffany ST (Purdue University, West Lafayette, IN). Diagnosis. In: Allen JP, Wilson VB, editors. Assessing alcohol problems: a guide for clinicians and researchers. 2nd ed. Bethesda (MD): National Institute on Alcohol Abuse and Alcoholism (US); 2003. p. 55-73.

for only the first author

Cohen AH (Department of Pathology, Cedars-Sinai Medical Center, Los Angeles, CA), Nast CC. Renal injury caused by human immunodeficiency virus infection. In: Jennette JC, Olson JL, Schwartz MM, Silva FG, editors. Hepinstall's pathology of the kidney. 5th ed. Philadelphia: Lippincott-Raven; c1998. p. 785-810.

9. Contributed chapter with a title beginning with a lower-case letter or containing a special symbol or character

Brooks M. von Willebrand disease. In: Feldman BF, Zinkl JG, Jain NC, editors. Schalm's veterinary hematology. 5th ed. Philadelphia: Lippincott Williams & Wilkins; c2000. p. 509-15.

Bush K. Other β-lactam antibiotics. In: Finch RG, Greenwood D, Norrby SR, Whitley RJ, editors. Antibiotic and chemotherapy: anti-infective agents and their use in therapy. 8th ed. New York: Churchill Livingstone; 2003. p. 259-78.

or

Bush K. Other beta-lactam antibiotics. In: Finch RG, Greenwood D, Norrby SR, Whitley RJ, editors. Antibiotic and chemotherapy: anti-infective agents and their use in therapy. 8th ed. New York: Churchill Livingstone; 2003. p. 259-78.

10. Contributed chapter with a non-English title

Menu Y. Imagerie des cancers du pancreas exocrine. In: Lledo G, editor. Le cancer du pancreas exocrine. Montrouge (France): Editions John Libbey Eurotext; c2004. p. 27-44. French.

Luis DA, Izaola O. Modificacion de la dieta durante las diferentes etapas de la vida. In: Aller de la Fuente R, Izaola Jauregui O, Gonzalez Martin J, de Luis Roman DA, de Luis Roman J, editors. Dietetica aplicada a la practica clinica. Valladolid (Spain): Universidad de Valladolid, Secretariado de Publicaciones e Intercambio Editorial; c2002. p. 35-51. Spanish.

with translation

Menu Y. Imagerie des cancers du pancreas exocrine [Images of cancer of the exocrine pancreas]. In: Lledo G, editor. Le cancer du pancreas exocrine [Cancer of the exocrine pancreas]. Montrouge (France): Editions John Libbey Eurotext; c2004. p. 27-44. French.

11. Contributed chapter with an optional chapter number instead of pagination

Simon D, Boring JR 3rd. Sensitivity, specificity, and predictive value. In: Walker HK, Hall WD, Hurst JW, editors. Clinical methods: the history, physical, and laboratory examinations. Stoneham (MA): Butterworth Publishers; c1990. Chapter 6.

Whiteside TL, Heberman RB. Effectors of immunity and rationale for immunotherapy. In: Kufe DW, Pollock RE, Weichselbaum RR, Bast RC Jr, Gansler TS, Holland JF, Frei E 3rd, editors. Cancer medicine 6. 6th ed. Hamilton (ON): BC Decker Inc; 2003. Chapter 14.

12. Contributed chapter in a book with translators or illustrators

Jackman DS, Willoughby JH. Odontogenic infections: anatomy and surgical management. In: Dym H, Ogle OE, editors. Atlas of minor oral surgery. Wettan HL, illustrator. Philadelphia: W.B. Saunders Company; c2001. p. 137-49.

Newton CW, Brown CE Jr. Geriatric endodontics. In: Cohen S, Burns RC, editors. Pathways of the pulp. 7th ed. Burns RC, illustrator. St. Louis: Mosby; 1998. p. 759-90.

Kiesewetter H, Jung F. Rheological therapy in peripheral arterial occlusion. In: Lawin P, Zander J, Weidler B, editors. Hydroxyethyl starch: a current overview. Ladak A, translator. Stuttgart (Germany): Georg Thieme Verlag; 1992. p. 121-8. Translation of: Hydroxyethylstarke: eine aktuelle Ubersicht.

13. Contributed chapter in a book with an edition statement

Pier GB, Ramphal R. *Pseudomas aeruginosa*. In: Mandell GL, Bennett JE, Dolin R, editors. Mandell, Douglas, and Bennett's principles and practice of infectious diseases. 6th ed. Philadelphia: Elsevier Churchill Livingstone; c2005. p. 2587-615.

Sobell LC, Sobell MB. Alcohol consumption measures. In: Allen JP, Wilson VB, editors. Assessing alcohol problems: a guide for clinicians and researchers. 2nd ed. Bethesda (MD): National Institute on Alcohol Abuse and Alcoholism (US); 2003. p. 75-99.

Rogers ZR, Aquino VM, Buchanan GR. Hematologic supportive care and hematopoietic cytokines. In: Pizzo PA, Poplack DG, editors. Principles and practice of pediatric oncology. 4th ed. Philadelphia: Lippincott Williams & Wilkins; 2002. p. 1205-38.

14. Contributed chapter in a book with subordinate division to the publisher

Scott DL. Ambulatory anesthesia for cosmetic surgery. In: Steele SM, Nielsen KC, Klein SM, editors. Ambulatory anesthesia and perioperative analgesia. New York: McGraw-Hill, Medical Publications Division; c2005. p. 311-20.

15. Contributed chapter in a book that is part of a series

Sobell LC, Sobell MB. Alcohol consumption measures. In: Allen JP, Wilson VB, editors. Assessing alcohol problems: a guide for clinicians and researchers. 2nd ed. Bethesda (MD): National Institute on Alcohol Abuse and Alcoholism (US); 2003. p. 75-99. (NIH publication; no. 03-3745).

16. Contributed chapter in one volume of a multivolume book

Murphy PM. Chemokine receptors: overview. In: Oppenheim JJ, Feldmann M, Durum SK, Hirano T, Vilcek J, Nicola NA, editors. Cytokine reference: a compendium of cytokines and other mediators of host defense. Vol. 2, Receptors. London: Academic Press; c2001. p. 1971-80.

Robinson A, Fridovich-Keil JL, Fridovich I. The principles of genetics and heredity. In: The new encyclopaedia Brittanica. 15th ed. Vol. 19. Chicago: Encyclopaedia Brittanica, Inc.; c2002. p. 699-740.

Rygaard J, Povlsen CO. Athymic (nude) mice. In: Foster HL, Small JD, Fox JG, editors. The mouse in biomedical research. Vol. 4, Experimental biology and oncology. New York: Academic Press; 1982. p. 51-67.

17. Part of a contributed chapter

Whiteside TL, Heberman RB. Effectors of immunity and rationale for immunotherapy. In: Kufe DW, Pollock RE, Weichselbaum RR, Bast RC Jr, Gansler TS, Holland JF, Frei E 3rd, editors. Cancer medicine 6. Hamilton (ON): BC Decker Inc; 2003. Figure 14-4, Accumulation of Vβ 23-restricted CD3+ T lymphocytes in tumor-infiltrating lymphocytes (TIL) and autologous peripheral blood lymphocytes (PBL) in a patient with head and neck cancer; p. 223.

18. Part of a contributed chapter in one volume of a multivolume book

Misulis KE. Hemiplegia and monoplegia. In: Bradley WG, Daroff RB, Fenichel GM, Jankovic J, editors. Neurology in clinical practice. 4th ed. Vol. 1, Principles of diagnosis and management. Philadelphia: Butterworth-Heinemann; c2004. Table 26.2, Brainstem lesions; p. 341.

Chapter 3. Conference Publications

Created: October 10, 2007; Updated: August 5, 2020.

A. Conference Proceedings

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

B. Conference Papers

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

C. Parts of Conference Papers

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

See also:

Chapter 12 Papers and Poster Sessions Presented at Meetings

A. Sample Citation and Introduction to Citing Conference Proceedings

The general format for a reference to a conference proceedings, including punctuation:

- with a title for the book of proceedings as well as a conference title:
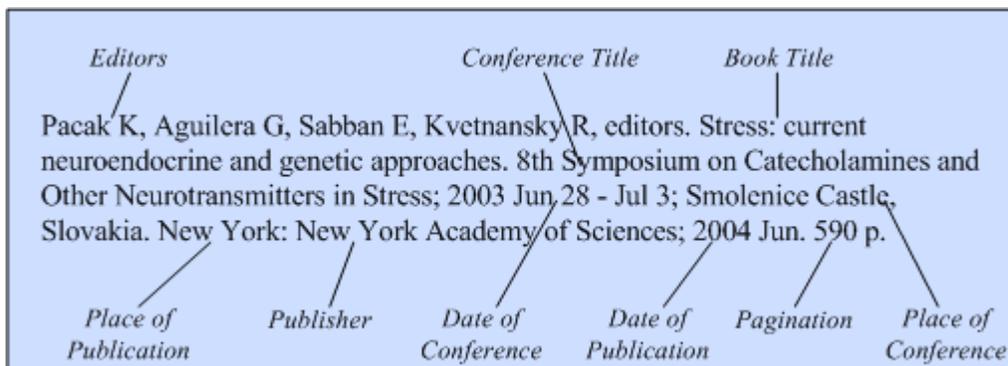
- with only a conference title:
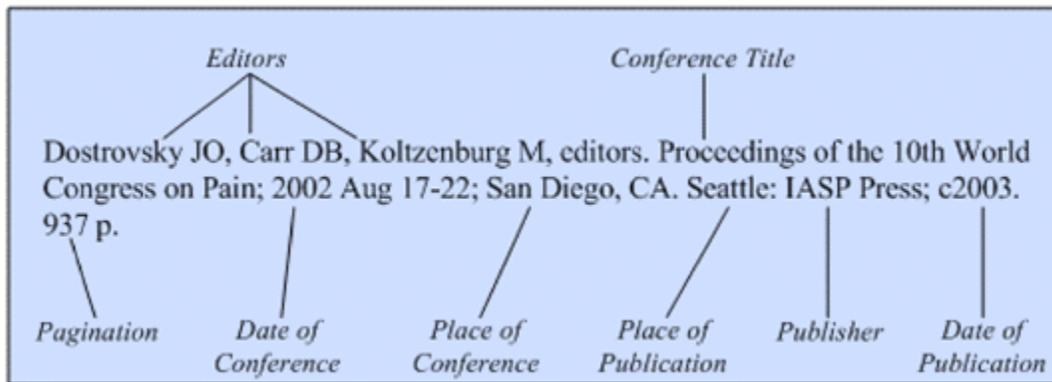
Examples of Citations to Conference Proceedings

Conference proceedings are a collection of the papers presented at a conference, symposium, congress, or other meeting. They share many characteristics with books; the major difference in citing them lies in their titles and in the provision of information about the dates and places of the conferences.

Conference proceedings always have a conference title. They often have two titles: the title of the book of proceedings (often the name of the specific conference) and the title of the conference. Many organizations hold annual numbered meetings, each of which has a specific topic or theme. For example, "Addressing patient needs: access, parity and humane care." is the name (book title) of the160th Annual Meeting of the American Psychiatric Association (conference title). When both titles are present, give the book title first.

Confusion arises if people preparing references to conference proceedings believe that the date and location of the conference take the place of the date and place of publication. Proceedings are frequently published a year or more after the conference was held, and there is often no correlation between the location of the publisher and the location of the conference. Sponsors of the conference are also often not the publisher.

Citations to conference proceedings involve placing information about the conference in a prescribed format and order, with prescribed punctuation, regardless of the order and punctuation given in the text. For example, if the title page reads:

Society for Laboratory Animal Welfare

Forty-third Annual Meeting

San Francisco

June 3-5, 2005

The format and order for the citation should be:

43rd Annual Meeting of the Society for Laboratory Animal Welfare; 2005 Jun 3-5; San Francisco.

In addition, because conference proceedings are a collection of papers, they have editors, not authors. Editors are usually considered secondary authors and placed after the title, but since no authors are present in proceedings, place their editors in the author position at the beginning of the reference.

The chief source for information about a proceedings is its title page. The back of the title page, called the verso or copyright page, and the cover of the book of proceedings are additional sources of authoritative information not found on the title page.

Conference papers are cited in the same way as contributions to books. See Chapter 3B Conference Papers for details. For information on citing papers presented at conferences but never published, see Chapter 12 Papers and Poster Sessions Presented at Meetings. For a proceedings appearing on the Internet, see Chapter 18 Books

and Other Individual Titles on CD-ROM, DVD, or Disk and Chapter 22 Books and Other Individual Titles on the Internet.

Citation Rules with Examples for Conference Proceedings

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Editor (R) | Editor Affiliation (O) | Book Title (R) | Type of Medium (R) | Conference Number (R) | Conference Title (R) | Date of Conference (O) | Place of Conference (O) | Type of Medium (if no title) (R) | Edition (R) | Other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Pagination (O) | Physical Description (O) | Series (O) | Language (R) | Notes (O)

Editor for Conference Proceedings (required)

General Rules for Editor

- List names in the order they appear in the text
- Enter surname (family or last name) first for each editor
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the editor approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all editors, regardless of the number
- Separate editor names from each other by a comma and a space
- Follow the last named editor with a comma and the word editor or editors
- End editor information with a period

Specific Rules for Editor

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Non-English words for editors
- No editor can be found
- Options for editor names

Box 1. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames

  Estelle Palmer-Canton   *becomes*   Palmer-Canton E

  Box 1 continues on next page...

Ahmed El-Assmy   *becomes*   El-Assmy A

- Keep particles, such as O', D', and L'

Alan D. O'Brien   *becomes*   O'Brien AD

James O. L'Esperance   *becomes*   L'Esperance JO

U. S'adeh   *becomes*   S'adeh U

- Omit all other punctuation in surnames

Charles A. St. James   *becomes*   St James CA

Box 2. Other surname rules.

- Keep prefixes in surnames

Lama Al Bassit   *becomes*   Al Bassit L

Jiddeke M. van de Kamp   *becomes*   van de Kamp JM

Gerard de Pouvourville   *becomes*   de Pouvourville G

- Keep compound surnames even if no hyphen appears

Sergio Lopez Moreno   *becomes*   Lopez Moreno S

Jaime Mier y Teran   *becomes*   Mier y Teran J

Virginie Halley des Fontaines   *becomes*   Halley des Fontaines V

[If you cannot determine from the title page whether a surname is compound or a combination of a middle name and a surname, look at the back of the title page (the copyright page) or elsewhere in the text for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with a diacritic or accent as if they are not marked

Å   *treated as*   A

Ø   *treated as*   O

Ç   *treated as*   C

Ł   *treated as*   L

à   *treated as*   a

ĝ   *treated as*   g

Box 2 continued from previous page.

   ñ *treated as* n

   ü *treated as* u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ *treated as* ae

    œ *treated as* oe

Box 3. **Given names containing punctuation, a prefix, a preposition, or particle.**

- Disregard hyphens joining given (first or middle) names

  Jean-Louis Lagrot *becomes* Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle

  D'Arcy Hart *becomes* Hart D

  W. St. John Patterson *becomes* Patterson WS

  De la Broquerie Fortier *becomes* Fortier D

  Craig McC. Brooks *becomes* Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

  Ch. Wunderly *becomes* Wunderly C

  C. Fr. Erdman *becomes* Erdman CF

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

  Iu. A. Iakontov *becomes* Iakontov IuA

  G. Th. Tsakalos *becomes* Tsakalos GTh

Box 4. **Degrees, titles, and honors before or after a personal name.**

- Omit degrees, titles, and honors such as M.D. following a personal name

  James A. Reed, M.D., F.R.C.S. *becomes* Reed JA

  Kristine Schmidt, Ph.D. *becomes* Schmidt K

  Robert V. Lang, Major, US Army *becomes* Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name

Box 4 continues on next page...

Box 4 continued from previous page.

> Sir Frances Hildebrand   *becomes*   Hildebrand F
>
> Dr. Jane Eberhard   *becomes*   Eberhard J
>
> Captain R.C. Williams   *becomes*   Williams RC

Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation

- Convert roman numerals to arabic ordinals

> Vincent T. DeVita, Jr.   *becomes*   DeVita VT Jr
>
> James G. Jones II   *becomes*   Jones JG 2nd
>
> John A. Adams III   *becomes*   Adams JA 3rd
>
> Henry B. Cooper IV   *becomes*   Cooper HB 4th

Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names if they are in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese

- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

> Iu. A. Iakontov   *becomes*   Iakontov IuA
>
> G. Th. Tsakalos   *becomes*   Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with a diacritic or accent as if they are not marked
    - Å   *treated as*   A
    - Ø   *treated as*   O
    - Ç   *treated as*   C
    - Ł   *treated as*   L
    - à   *treated as*   a
    - ĝ   *treated as*   g
    - ñ   *treated as*   n
    - ü   *treated as*   u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

Box 6 continues on next page...

Box 6 continued from previous page.

> æ   *treated as*   ae
>
> œ   *treated as*   oe

Box 7. Non-English words for editor.

- Translate the word found for editor into English. However, the wording found on the publication may always be used.
- To assist in identifying editors, below is a brief list of non-English words for editor

Language	Word for Editor
French	redacteur
	editeur
German	redakteur
	herausgeber
Italian	redattore
	curatore
	editore
Russian	redaktor
	izdatel
Spanish	redactor
	editor

Box 8. No editor can be found.

- If no person or organization can be identified as the editor but translators are present, begin the reference with the names of the translators. Follow the same rules as used for editor names, but end the list of names with a comma and the word translator or translators.

    Walser E, translator.

    Alvarez H, Tello E, translators.

- If no person or organization can be identified as the editor and there are no translators, begin the reference with the title of the book or title of the conference if there is no separate book title. Do not use anonymous.

    Practical points in dentistry: the alternatives. International Dental Congress of the Mekong River Region; 2004 Jun 7-10; Century Park Hotel, Bangkok, Thailand. Bangkok: Mahidol University, Faculty of Dentistry; [2004]. 82 p.

    10th International Psoriasis Symposium; 2004 Jun 10-13; Toronto, ON. Chicago: Skin Disease Education Foundation; 2004. 160 p.

Box 9. **Options for editor names.**

The following formats are not NLM practice for citing editors, but are acceptable options.

- Full first names of editors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon.

    Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A., editors.

    Mann, Frederick D.; Swartz, Mary N.; Little, R.T., editors.

- If space is a consideration, the number of editors may be limited to a specific number, such as the first three editors. Follow the last named editor by a comma and "et al." or "and others."

    Rastan S, Hough T, Kierman A, et al., editors.

    Adler DG, Baron TH, Davila RE, and others, editors.

Example Entries for Editor

1. Standard proceedings with a book title in addition to the conference title

2. Standard proceedings without a book title in addition to the conference title

3. Proceedings with all editors names given

4. Proceedings with editors limited to the optional first three

5. Proceedings with optional full first names for editors

6. Proceedings with address added for editors

7. Proceedings with no editor named

Editor Affiliation for Conference Proceedings (optional)

General Rules for Editor Affiliation

- Enter the affiliation of all editors or only the first editor
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the affiliation in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its editor by a space
- Follow the affiliation with a comma which falls outside the closing parenthesis

Specific Rules for Editor Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

Box 10. **Abbreviations in affiliations.**

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

    Examples:

    > Acad. for Academy
    >
    > Assoc. for Association
    >
    > Co. for Company
    >
    > Coll. for College
    >
    > Corp. for Corporation
    >
    > Dept. for Department
    >
    > Div. for Division
    >
    > Inst. for Institute or Institution
    >
    > Soc. for Society
    >
    > Univ. for University

    See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 11. **E-mail address included.**

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears in the publication

- Place the e-mail address within the closing parenthesis for the author affiliation

- Do not end an e-mail address with a period

    Example:

    > Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), editor.

Box 12. **Organizational names for affiliations not in English.**

- Give the affiliation of all editors or only the first editor

Box 12 continues on next page...

Box 12 continued from previous page.

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the address in parentheses.

  Dittmar A (Microcapteurs et Microsystemes Biomedicaux, Lyon, France), Beebe D, editors. 1st Annual International IEEE-EMBS Special Topic Conference on Microtechnologies in Medicine & Biology; 2000 Oct 12-14; Palais des Congrès, Lyon, France. Piscataway (NJ): IEEE; c2000. 643 p.

- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain), editors.

  Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G, editors.

- Romanize (write in the roman alphabet) or translate organizational names if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

  Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, editors.

  Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, editors.

- Translate organizational names in character-based languages (Chinese, Japanese)

  Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, editors.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

      Å *treated as* A

      Ø *treated as* O

      Ç *treated as* C

      Ł *treated as* L

      à *treated as* a

      ĝ *treated as* g

      ñ *treated as* n

      ü *treated as* u

Box 12 continued from previous page.

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

  æ *treated as* ae

  œ *treated as* oe

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 13. Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name as found on the publication may always be used.

  Moskva *becomes* Moscow

  Wien *becomes* Vienna

  Italia *becomes* Italy

  Espana *becomes* Spain

Example Entries for Editor Affiliation

  6. Proceedings with address added for editors

Book Title for Conference Proceedings (required)

General Rules for Book Title

- Enter the title of a book as it appears in the original document, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless some other form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it or a Type of Medium follows it (see below)

Specific Rules for Book Title

- Book titles not in English
- Book titles in more than one language
- Book titles containing a Greek letter, chemical formula, or another special character
- No book title can be found

Box 14. Book titles not in English.

- Provide the name in the original language for non-English titles found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Boker W, Brenner HD, editors. Integrative therapie der schizophrenie. 4th Internationale Schizophrenie-Symposium;1993 Sep 16-18; Bern. Bern (Switzerland): Huber; 1996. 426 p. German.

- Romanize (write in the roman alphabet) titles if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

  Braudo EE, editor. 1st Mezhdunarodnyi Kongress Biotekhnologiia: Sostoianie i Perspektivy Razvitiia; 2002 Oct 14-18; Moscow. Moscow: Maxima; 2002. Russian.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

  Mitsuoka T, editor. 21-seiki chonai furora kenkyu no atarashii doko. Chonai Furora Shinpojumu. Dai 10-kai; 2001; Tokyo. Tokyo: Gakkai Shuppan Senta; 2002. 141 p. Japanese.

  or

  Mitsuoka T, editor. [New trends in intestinal flora research for the 21st century. Proceedings of the 10th Symposium on Intestinal Flora]; 2001; Tokyo. Tokyo: Gakkai Shuppan Senta; 2002. 141 p. Japanese.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

     Å   *treated as*   A

     Ø   *treated as*   O

     Ç   *treated as*   C

     Ł   *treated as*   L

     à   *treated as*   a

     ĝ   *treated as*   g

     ñ   *treated as*   n

     ü   *treated as*   u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

     æ   *treated as*   ae

     œ   *treated as*   oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms, unless the convention of a particular language requires other capitalization

  Boker W, Brenner HD, editors. Integrative Therapie der Schizophrenie. 4th Internationale Schizophrenie-Symposium;1993 Sep 16-18; Bern. Bern (Switzerland): Huber; 1996. 426 p. German.

Box 14 continued from previous page.

- Provide an English translation after the original language one if possible; place translations in square brackets

  Braudo EE, editor. 1st Mezhdunarodnyi Kongress Biotekhnologiia: Sostoianie i Perspektivy Razvitiia [1st International Congress of Biotechnology: State of the Art & Prospects of Development]; 2002 Oct 14-18; Moscow. Moscow: Maxima; 2002. Russian.

  Mitsuoka T, editor. 21-seiki chonai furora kenkyu no atarashii doko [New trends in intestinal flora research for the 21st century]. Chonai Furora Shinpojumu. Dai 10-kai [Proceedings of the 10th Symposium on Intestinal Flora]; 2001; Tokyo. Tokyo: Gakkai Shuppan Senta; 2002. 141 p.

Box 15. Book titles in more than one language.

- If a title is written in several languages, give the title in the first language found on the title page and indicate all languages of publication after the pagination. Separate the languages by commas. End the list with a period.

  Oud N, editor. ACENDIO 2003: Making nursing visible. 4th European Conference of ACENDIO; 2003; Paris. Bern (Switzerland): Huber; 2003. 347 p. English, French, German.

  34th Congressus Internationalis Historiae Pharmaciae; 1999 Oct 20-23; Florence, Italy. Piacenza (Italy): Accademia Italiana di Storia della Farmacia; 2001. 351 p. Italian, English, French, German, Spanish; summaries in English and French.

- If a title is presented in two or more equal languages, as often occurs in Canadian publications, give all titles in the order in which they are given in the text, with an equals sign between them. Indicate the particular languages, separated by commas, after the pagination. End the list with a period.

  Bidart A, editor. 4th Congres International de Pneumologie Pediatrique: Livre des Communications = 4th International Congress on Pediatric Pulmonology: Poceedings; 2000 Feb 21-24; Nice, France. Paris: EDK; c2000. 271 p. French, English.

Box 16. Book titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a book title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

  2,2-dichloro-1,1,1-trifluoroethane.

  von Willebrand disease and genetic testing.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

  γ-linolenic acid: recent advances in biotechnology and clinical applications.

  or

  Gamma-linolenic acid: recent advances in biotechnology and clinical applications.

Box 16 continued from previous page.

> Synthesis of β-amino acids.
>
> *or*
>
> Synthesis of beta-amino acids

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

> TiO_2 nanoparticles.
>
> *or*
>
> TiO(2) nanoparticles.

Box 17. No book title can be found.

- If a conference proceedings has no title for the book, follow the editor(s) with the number and title of the conference

> Dittmar A, Beebe D, editors. 1st Annual International IEEE-EMBS Special Topic Conference on Microtechnologies in Medicine & Biology; 2000 Oct 12-14; Palais des Congres, Lyon, France. Piscataway (NJ): IEEE; c2000. 643 p.

Example Entries for Book Title

8. Titles containing a Greek letter, chemical formula, or another special character

9. Proceedings in a language other than English

10. Proceedings in two or more equal languages

11. Proceedings in multiple languages

Type of Medium for Conference Proceedings (required)

General Rules for Type of Medium

- Indicate the specific type of medium (microfiche, ultrafiche, microfilm, microcard, etc.) following the title when a proceedings is published in a microform
- Place the name of the medium in square brackets and end with a period, such as [microfiche].
- Add information about the medium according to the instructions under Physical Description below
- See Chapter 15 for proceedings in audiovisual formats and Chapter 18 and Chapter 22 for proceedings in electronic formats

Specific Rules for Type of Medium

- Book titles ending in punctuation other than a period
- Book titles not in English

Box 18. Book titles ending in punctuation other than a period.

- Most titles of proceedings end in a period. Place [microfiche], [microfilm], or [microcard] inside the period.

    Sheppard NF, Eden M, Kantor G, editors. Engineering advances: new opportunities for biomedical engineers [microfiche]. Proceedings of the 16th Annual International Conference of the IEEE Engineering in Medicine and Biology Society; 1994 Nov 3-6; Baltimore, MD. Piscataway (NJ): IEEE; 1994. 2 vol. 6 microfiche: black & white, negative, 4 x 6 in.

- If a title ends in another form of punctuation, keep that punctuation and follow [microfiche], [microfilm], or [microcard] with a period

    Johnstone K, Bachowski R, editors. Victorian women's health program--what is it? [microfiche]. Proceedings of Women's Health Victoria's Forum; 2000 Nov 16; Melbourne, Australia. Melbourne: Women's Health Victoria; 2001. 37 p. 1 microfiche: black & white, negative, 4 x 6 in.

Box 19. Book titles not in English.

- If a translation of a title is provided, place it in square brackets

    Boker W, Brenner HD, editors. Integrative therapie der schizophrenie [Integrative therapy for schizophrenia]. 4th Internationale Schizophrenie-Symposium [4th International Schizophrenia Symposium]; 1993 Sep 16-18; Bern. Bern (Switzerland): Huber; 1996. 426 p. German.

- If a proceedings is in a microform (microfiche, microfile, microcard, etc.), place the specific name of the microform in square brackets following the translation

    Hematologie, hemotherapie, reanimation [Hematology, blood therapy, resuscitation] [microfilm]. 5th Congress International de Transfusion Sanguine [5th International Congress on Blood Transfusion]; 1954; Paris, France. Paris: [publisher unknown]; 1954. 29 p. French. 1 reel: negative, 35 mm.

Example Entries for Type of Medium

13. Proceedings in a microform

Conference Number for Conference Proceedings (required)

General Rules for Conference Number

- Express conference numbers in arabic ordinals. For example: Second becomes 2nd and III becomes 3rd.
- Enter a space following the number

Specific Rules for Conference Number

- Numbers not in English

Box 20. Numbers not in English.

- Translate all meeting numbers used into arabic ordinals
  Examples:

Box 20 continues on next page...

> 4e   *becomes*   4th
>
> 2°   *becomes*   2nd
>
> 3.   *becomes*   3rd

Example Entries for Conference Number

9. Proceedings in a language other than English

10. Proceedings in two or more equal languages

11. Proceedings in multiple languages

Conference Title for Conference Proceedings (required)

General Rules for Conference Title

- Enter the title of the conference as it appears in the original document, in the original language
- Capitalize all significant words in the title (i.e., do not capitalize of, the, and, etc.)
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End the conference title with a semicolon unless no Date and Place of the Conference (see below) are provided, then end with a period

Specific Rules for Conference Title

- Conference titles not in English
- Conference titles in more than one language
- Conference titles containing a Greek letter, chemical formula, or another special character

---

Box 21. Conference titles not in English.

- Provide the title in the original language for non-English titles found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Boker W, Brenner HD, editors. Integrative therapie der schizophrenie. 4th Internationale Schizophrenie-Symposium;1993 Sep 16-18; Bern. Bern (Switzerland): Huber; 1996. 426 p. German.

- Romanize (write in the roman alphabet) titles if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

  Braudo EE, editor. 1st Mezhdunarodnyi Kongress Biotekhnologiia: Sostoianie i Perspektivy Razvitiia; 2002 Oct 14-18; Moscow. Moscow: Maxima; 2002. Russian.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

  Mitsuoka T, editor. 21-seiki chonai furora kenkyu no atarashii doko. Chonai Furora Shinpojumu. Dai 10-kai; 2001; Tokyo. Tokyo: Gakkai Shuppan Senta; 2002. 141 p. Japanese.

Box 21 continued from previous page.

> *or*
>
> Mitsuoka T, editor. [New trends in intestinal flora research for the 21st century. Proceedings of the 10th Symposium on Intestinal Flora]; 2001; Tokyo. Tokyo: Gakkai Shuppan Senta; 2002. 141 p. Japanese.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
    - Treat letters marked with a diacritic or accent as if they are not marked

        | Å | *treated as* | A |
        | Ø | *treated as* | O |
        | Ç | *treated as* | C |
        | Ł | *treated as* | L |
        | à | *treated as* | a |
        | ĝ | *treated as* | g |
        | ñ | *treated as* | n |
        | ü | *treated as* | u |

    - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        | æ | *treated as* | ae |
        | œ | *treated as* | oe |

- Provide an English translation after the original language title if possible; place translations in square brackets

    > Braudo EE, editor. 1st Mezhdunarodnyi Kongress Biotekhnologiia: Sostoianie i Perspektivy Razvitiia [1st International Congress of Biotechnology: State of the Art & Prospects of Development]; 2002 Oct 14-18; Moscow. Moscow: Maxima; 2002. Russian.

    > Mitsuoka T, editor. 21-seiki chonai furora kenkyu no atarashii doko [New trends in intestinal flora research for the 21st century]. Chonai Furora Shinpojumu. Dai 10-kai [Proceedings of the 10th Symposium on Intestinal Flora]; 2001; Tokyo. Tokyo: Gakkai Shuppan Senta; 2002. 141 p.

Box 22. Conference titles in more than one language.

- If a conference publication is written in several languages, give the title in the first language found on the title page and indicate all languages of publication after the pagination. Separate the languages by commas and end the list with a period.

    > Oud N, editor. ACENDIO 2003: Making nursing visible. 4th European Conference of ACENDIO; 2003; Paris. Bern (Switzerland): Huber; 2003. 347 p. English, French, German.

Box 22 continues on next page...

Box 22 continued from previous page.

> 34th Congressus Internationalis Historiae Pharmaciae; 1999 Oct 20-23; Florence, Italy. Piacenza (Italy): Accademia Italiana di Storia della Farmacia; 2001. 351 p. Italian, English, French, German, Spanish.

- If a conference title is presented in two or more equal languages, as often occurs in Canadian publications, give all titles in the order in which they are given in the text, with an equals sign between them. Indicate the particular languages, separated by commas, after the pagination. End the list with a period.

    > Bidart A, editor. 4e Congres International de Pneumologie Pediatrique: livre des communications = 4th International Congress on Pediatric Pulmonology: proceedings; 2000 Feb 21-24; Nice, France. Paris: EDK; c2000. 271 p. French, English.

Box 23. Conference titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

    > 2,2-dichloro-1,1,1-trifluoroethane.

    > von Willebrand disease and genetic testing.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

    > Synthesis of β-amino acids.

    > *or*

    > Synthesis of beta-amino acids

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

    > TiO_2 nanoparticles.

    > *or*

    > TiO(2) nanoparticles.

Example Entries for Conference Title

1. Standard proceedings with a book title in addition to the conference title

2. Standard proceedings without a book title in addition to the conference title

9. Proceedings in a language other than English

10. Proceedings in two or more equal languages

11. Proceedings in multiple languages

Date of Conference for Conference Proceedings (optional)

General Rules for Date of Conference

- Use inclusive dates on which the conference was held
- The format for conference date information is year, month, beginning day, hyphen, ending day. For example: 2005 Mar 20-24.
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End date information with a semicolon unless no Place of the Conference (see below) is provided, then end with a period

Specific Rules for Date of Conference

- Dates cross months
- Dates cross years
- Non-English names for months
- Seasons instead of months
- No date for the conference can be found

Box 24. Dates cross months.

- Standard format for conference date information is year, month, beginning day, hyphen, ending day

    2005 Jan 12-14

    2004 Feb 8-11

- When a conference crosses months, use the hyphen to separate the first day from the closing month

    2003 Apr 30-May 2

    2006 Jan 31-Feb 3

Box 25. Dates cross years.

- Standard format for conference date information is year, month, beginning day, hyphen, ending day

    2005 Jan 12-14

    2004 Feb 8-11

- When a conference crosses years, enter the year, month, and day of the beginning date, a hyphen, then the year, month, and day of the ending date

    2004 Dec 30-2005 Jan 2

- If no months are included with the years, separate the two years by a hyphen. Do not shorten the second of the two years to the last two digits.

    2005-2006

    1999-2000

Box 26. **Non-English names for months.**

- Translate names of months into English

- Abbreviate them using the first three letters

- Capitalize them
  For example:

    mayo = May

    luty = Feb

    brezen = Mar

Box 27. **Seasons instead of months.**

- Translate names of seasons into English

- Capitalize them

- Do not abbreviate them
  For example:

    balvan = Summer

    outomno = Fall

    hiver = Winter

    pomlad = Spring

Box 28. **No date for the conference can be found.**

- If no date can be found on which the conference was held, but a location for the conference is given, omit date information and follow the conference title with a semicolon and the place of the conference

- If neither a date nor a location can be found for the conference, end the conference title with a period

    Forestieri P, Mazzeo F, Varoux G, editors. Il carcinoma gastrico. SICO 1st Consensus Conference. Naples (Italy): Giuseppe de Nicola Editore; 2000. 190 p. Italian.

Example Entries for Date of Conference

    14. Proceedings with a conference date crossing months or years

    15. Proceedings with an unknown conference date and location

Place of Conference for Conference Proceedings (optional)

General Rules for Place of Conference

- Include the city in which the conference was held

- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs, CA and Palm Springs, FL
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as London, ON and London, England
- Use the anglicized form for a non-US city, such as Munich for Munchen
- End place information with a period

Specific Rules for Place of Conference

- Optional inclusion of institution where conference was held
- Non-US cities
- No place for the conference can be found

Box 29. **Optional inclusion of institution where conference was held.**

- If useful to the reader, the name of the institution or other location where the conference was held may be included before the city

    M.D. Anderson Cancer Center, Houston, TX

    National Institutes of Health, Bethesda, MD

Box 30. **Non-US cities.**

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva. However, the name as found on the publication may always be used.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with a diacritic or accent as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ   *treated as*   ae

Box 30 continues on next page...

Box 30 continued from previous page.

        œ   *treated as*   oe

- Follow Canadian cities with a comma and the two-letter abbreviation for the name of the province (see Appendix E)

  Montreal, QC

  Ottawa, ON

  Vancouver, BC

- If the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Separate the country name or code from the city by a comma.

  London

  Rome

  Paris

  Madrid

  but

  Malaga, Spain   *or*   Malaga, ES

  Basel, Switzerland   *or*   Basel, CH

  Oxford, England   *or*   Oxford, GB

- As an option, use the country name or country code after all cities not in the US or Canada

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Box 31. No place for the conference can be found.

- If no place where the conference was held can be found, end the date information with a period instead of a semicolon

  Fitzpatrick DP, Carr AJ, editors. Bioengineering - in Ireland. Proceedings of the 7th Annual Conference of the Section of Bioengineering of the Royal Academy of Medicine in Ireland; 2001 Jan 27-28. Dublin: University College Dublin, Department of Mechanical Engineering; c2001. 43 p.

- If neither the place where the conference was held nor a date for the conference can be found, end the conference title with a period

  Forestieri P, Mazzeo F, Varoux G, editors. Il carcinoma gastrico. SICO 1st Consensus Conference. Naples (Italy): Giuseppe de Nicola Editore; 2000. 190 p. Italian.

Example Entries for Place of Conference

12. Name of institution where conference held included

15. Proceedings with an unknown conference date and location

16. Proceedings with an unknown conference location

Type of Medium (if no title) for Conference Proceedings (required)

General Rules for Type of Medium (if no title)

- If the proceedings has no book title, place the type of medium (microfiche, ultrafiche, microfilm, microcard, etc.) following the place of the conference when a proceedings is published in a microform
- Place the name of the medium in square brackets and end it with a period, such as [microfiche]
- Add information about the medium according to the instructions under Physical Description below
- See Chapter 15 for proceedings in audiovisual formats and Chapter 18 and Chapter 22 for proceedings in electronic formats

Example Entries for Type of Medium (if no title)

13. Proceedings in a microform

Edition for Conference Proceedings (required)

General Rules for Edition

- Indicate the edition/version being cited when a proceedings is published in more than one edition or version
- Abbreviate common words (see Abbreviation rules for editions below)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period

Box 32. **Abbreviation rules for editions.**

- Abbreviate common words found in edition statements, if desired:

Word	Abbreviation
edition	ed.
abbreviated	abbr.
abridged	abr.
American	Am.
augmented	augm.
authorized	authoriz.
English	Engl.
enlarged	enl.
expanded	expand.
illustrated	ill.
modified	mod.
original	orig.
reprint(ed)	repr.

Box 32 continues on next page...

Word	Abbreviation
revised	rev.
special	spec.
translation	transl.
translated	

For additional abbreviations, see ISO 832:1994 - *Rules for the abbreviation of bibliographic terms.*

- Follow abbreviated words with a period and end all edition information with a period

    3rd rev. ed.

    1st Engl. ed.

Specific Rules for Edition

- Abbreviation rules for editions
- Non-English words for editions
- First editions

Box 33. Non-English words for editions.

- For non-English edition statements written in the roman alphabet (French, German, Spanish, Italian, etc.):

    ○ Provide the name in the original language

    ○ Abbreviate common words used in edition statements if the language is a familiar one

    ○ Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

    ○ Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

        ■ Treat letters marked with a diacritic or accent as if they are not marked:

            Å *treated as* A

            Ø *treated as* O

            Ç *treated as* C

            Ł *treated as* L

            à *treated as* a

            ĝ *treated as* g

            ñ *treated as* n

            ü *treated as* u

- ■ Treat two or more letters printed as a unit (ligated letters) as if they are two letters:

  æ   *treated as*   ae

  œ   *treated as*   oe

- ○ Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- ○ Separate the edition from the title proper by a space

- ○ Retain the punctuation used in the edition statement

- ○ Follow abbreviated words by a period and end edition information with a period
  Examples:

  Ed. 1a.

  5. ed. interamente riv. e aggiornata.

  2. ed. veneta.

  Nuova ed.

  Seconda ed.

  4a ed. rev. e ampliada.

  2° ed. ampliada y actualizada.

- For an edition statement written in Cyrillic, Greek, Arabic, Hebrew, or Korean:

  - ○ Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables*.

  - ○ Abbreviate common words used in edition statements if the language is a familiar one

  - ○ Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

  - ○ Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    Examples: ĉ or ç   *becomes*   c

  - ○ Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

  - ○ Separate the edition from the title proper by a space

  - ○ Retain the punctuation used in the edition statement

○ Follow abbreviated words by a period and end all edition information with a period

Examples:

Izd. 3., perer. i dop.

2. dopunjeno izd.

2. ekd. epeux.

3. ekd.

- For an edition statement written in a character-based language such as Chinese and Japanese:

   ○ Transliterate or translate the words for edition

   ○ Do not abbreviate any of the words or omit any words

   ○ Use the capitalization system of the particular language

   ○ Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

   Examples:

   ǒ *becomes* o

   ū *becomes* u

   ○ Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

   ○ Separate the edition from the title by a space

   ○ Retain the punctuation used in the edition statement.

   ○ End all edition information with a period

   Examples:

   Shohan.

   Dai 1-han.

   Dai 3-pan.

   Di 3 ban.

   Cai se ban, Xianggang di 1 ban.

   Che 6-p`an.

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

Box 33 continued from previous page.

Language	Word for Edition	Abbreviation
Danish	oplag	n.a.
	udgave	
Dutch	uitgave	uitg.
	editie	ed.
Finnish	julkaisu	julk.
French	edition	ed.
German	Ausgabe	Ausg.
	Auflage	Aufl.
Greek	ekdosis	ekd.
Italian	edizione	ed.
Norwegian	publikasjon	publ.
	utgave	utg.
Portuguese	edicao	ed.
Russian	izdanie	izd.
	publikacija	publ.
Spanish	edicion	ed.
	publicacion	publ.
Swedish	upplaga	n.a.

Box 34. First editions.

- If a proceedings does not carry any statement of edition, assume it is the first or only edition
- Use 1st ed. only when you know that subsequent editions have been published and you wish to cite the earlier one

Example Entries for Edition

17. Proceedings with an edition

Other Secondary Authors for Conference Proceedings (optional)

General Rules for Other Secondary Authors

- A secondary author for a proceedings modifies the work of the editor. Examples include translators and illustrators.
- Use the same rules for the format of names presented in Editor above
- Follow the last named secondary author with a comma and the role played. For example: the word illustrator or illustrators, translator or translators.
- End secondary author information with a period
- If there is no editor, move any translators to the editor position in the reference

Specific Rules for Other Secondary Authors

- More than one type of secondary author
- Secondary author performing more than one role
- Non-English names for secondary authors

Box 35. More than one type of secondary author.

A conference proceedings may have several types of secondary authors.

- List all of them in the order they are given in the publication

- Separate each type of secondary author with the accompanying role by a semicolon

- End secondary author information with a period

  Examples:

    Smith BC, translator; Carson HT, illustrator.

    Graber AF, Longstreet RG, translators; Johnson CT, Marks C, Huston MA, illustrators.

- Place secondary author information following the place of the conference

    Doring R, editor. The German health reporting system and current approaches in Europe: a comparative view on differences, parallels, and trends. Proceedings of the International Conference; 2001 Nov; Berlin. Carney A, Frank M, translators. Berlin: Robert Koch-Institut; 2002. 150 p.

Box 36. Secondary author performing more than one role.

A secondary author may perform more than one role.

- List all of the roles in the order they are given in the publication

- Separate the roles by "and"

- End secondary author information with a period

  Example:

    Jones AB, translator and illustrator.

Box 37. Non-English names for secondary authors.

- Translate the word for translator, illustrator, or other secondary author into English if possible. However, the wording found on the publication may always be used.

- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with a diacritic or accent as if they are not marked

      Å   *treated as*   A

      Ø   *treated as*   O

Box 37 continues on next page...

Box 37 continued from previous page.

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ĝ *treated as* g

ñ *treated as* n

ü *treated as* u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

- To assist in identifying secondary author roles, below is a brief list of non-English words for them

Language	Word for Translator	Word for Illustrator
French	traducteur	illustrateur
German	ubersetzer	erlauterer
	dolmetscher	
Italian	traduttore	disegnatore
Russian	perevodchik	konstruktor
Spanish	traductor	ilustrador

Example Entries for Other Secondary Authors

18. Proceedings with translators

Place of Publication for Conference Proceedings (required)

General Rules for Place of Publication

- Place is defined as the city where the book of proceedings was published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as London (ON) and London (England)
- Use the anglicized form for a non-US city, such as Vienna for Wein
- End place information with a colon

Specific Rules for Place of Publication

- Non-US cities
- Joint publication
- Multiple places of publication

- No place of publication can be found

Box 38. Non-US cities.

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva. However, the name as found on the publication may always be used.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - Treat letters marked with a diacritic or accent as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses

    Montreal (QC):

    Ottawa (ON):

    Vancouver (BC):

- If the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.

    London:

    Rome:

    Paris:

    Madrid:

    but

    Malaga (Spain):   *or*   Malaga (ES):

Box 38 continues on next page...

Box 38 continued from previous page.

      Basel (Switzerland): *or* Basel (CH)

      Oxford (England): *or* Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

---

Box 39. Joint publication.

- Two organizations may co-publish a book of proceedings. Use the city of the first organization found on the title page (or on the back of the title page if no publisher information appears on the title page), as the place of publication.

- Place the name of the second organization as a note at the end of the citation

    Accelerating quality improvement in health care: strategies to speed the diffusion of evidence-based innovations: proceedings from a conference; 2003 Jan 27-28; Washington, DC. Washington: NIHCM Foundation; c2003. 27 p. Jointly published by the National Committee for Quality Health Care.

- Do not give multiple places as the place of publication or include multiple publishers

---

Box 40. Multiple places of publication.

- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.
- As an option, if one place is a US city and the other(s) are not, use the US city

---

Box 41. No place of publication can be found.

- If no place of publication can be found on the title page or the verso (back) of the title page, but one can be found elsewhere in the publication or can be reasonably inferred (e.g., Chicago as the place for a publication of the American Medical Association), place the city in square brackets, such as "[Chicago]"

    Palulonis RM, editor. 19th Conference on the Medical Aspects of Sports; 1977; San Francisco, CA. [Chicago]: American Medical Association; c1978. 75 p.

- If no place of publication can be found, use [place unknown]

    2nd Annual Meeting of the Indian Leptospirosis Society (ILS); 2001 May 12-13; Cochin, India. [place unknown]: Indian Leptospirosis Society; 2001. 70 p.

Example Entries for Place of Publication

19. Proceedings with well-known place of publication

20. Proceedings with qualifier added to place

21. Proceedings with place of publication inferred

22. Proceedings with unknown place of publication

27. Proceedings with unknown place of publication and publisher

31. Proceedings with place, publisher, and date unknown

Publisher for Conference Proceedings (required)

General Rules for Publisher

- Record the name of the publisher as it appears in the publication, using whatever capitalization and punctuation is found there
- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- When a division or other subsidiary part of a publisher appears in the publication, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a semicolon

Specific Rules for Publisher

- Abbreviated words in publisher names
- Non-English names for publishers
- Government agencies and other national and international bodies as publisher
- Joint publication
- Multiple publishers
- No publisher can be found

Box 42. Abbreviated words in publisher names.

- Abbreviate commonly used words in publisher names, if desired

    Examples:

    Acad. for Academy

    Assoc. for Association

    Co. for Company

    Coll. for College

    Corp. for Corporation

    Dept. for Department

    Div. for Division

    Inst. for Institute or Institution

    Ltd. for Limited

    Soc. for Society

    Univ. for University

    See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

- Follow all abbreviated words with a period

Box 43. **Non-English names for publishers.**

- Give publisher names appearing in the roman alphabet (French, Spanish, Italian, etc.) in their original language

    Rome: Societa Editrice Universo;

    Lisbon: Imprensa Medica;

- Romanize names given in Cyrillic, Greek, Arabic, Hebrew, Korean

    Sofia (Bulgaria): Sofia Medizina i Fizkultura;

- Romanize names or translate names presented in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.

    Tokyo: Medikaru Rebyusha;

    Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute];

    Taiyuan (China): Shanxi ke xue ji she chu ban she;

    [Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized.].

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with a diacritic or accent as if they are not marked

        Å *treated as* A

        Ø *treated as* O

        Ç *treated as* C

        Ł *treated as* L

        à *treated as* a

        ĝ *treated as* g

        ñ *treated as* n

        ü *treated as* u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ *treated as* ae

        œ *treated as* oe

- Follow a non-English name with a translation, if desired. Place all translated publisher names in square brackets.

    Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press];

Box 43 continued from previous page.

- If the name of a division of other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

  Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero;

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation has been given in the publication.

  Aarhus (Denmark): [Aarhus University Press];

Box 44. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

  National Cancer Institute (US)

  National Society on Alcoholism and Drug Dependence (NZ)

  Royal Society of Medicine Press Ltd. (GB)

  Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor, which disseminates documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency that issued the publication as the publisher and include distributor information as a note.

  Acevedo SE, DeVincenzi DL, Chang S, editors. 6th Symposium on Chemical Evolution and the Origin and Evolution of Life; 1997 Nov 17-20; NASA Ames Research Center, Moffett Field, CA. Moffett Field (CA): National Aeronautics and Space Administration (US), Ames Research Center; [1998]. 105 p. (NASA conference publication; 10156). Available from: NTIS, Springfield, VA; N19980236014.

Box 45. Joint publication.

- Two organizations may co-publish a proceedings. Use the first organization appearing on the title page or the verso (back) of the title page as the publisher.

- Place the name of the second organization as a note at the end of the citation, if desired

  Accelerating quality improvement in health care: strategies to speed the diffusion of evidence-based innovations: proceedings from a conference; 2003 Jan 27-28; Washington, DC. Washington: NIHCM Foundation; c2003. 27 p. Jointly published by the National Committee for Quality Health Care.

- Do not give more than one name as publisher

Box 46. Multiple publishers.

- If more than one publisher is found in a document, use the first one given or the one set in the largest type or bold type

- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.

- Do not list multiple publishers. For those publications with joint or co-publishers, use the name given first as the publisher and include the name of the second as a note if desired. For example, use "Jointly published by the Canadian Pharmacists Association".

    Accelerating quality improvement in health care: strategies to speed the diffusion of evidence-based innovations: proceedings from a conference; 2003 Jan 27-28; Washington, DC. Washington: NIHCM Foundation; c2003. 27 p. Jointly published by the National Committee for Quality Health Care.

- End publisher information with a semicolon

Box 47. No publisher can be found.

- If no publisher can be found, use [publisher unknown]

    28th Annual Lorne Conference on Protein Structure & Function; 2003 Feb 9-13; Lorne, Victoria, Australia. Lorne (Australia): [publisher unknown]; 2003.

Example Entries for Publisher

23. Publisher with subordinate division included

24. Governmental or national agency as publisher

25. Joint publication

26. Proceedings with unknown publisher

27. Proceedings with unknown place of publication and publisher

31. Proceedings with place, publisher, and date unknown

Date of Publication for Conference Proceedings (required)

General Rules for Date of Publication

- Always give the year of publication
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month of publication, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End date information with a period

Specific Rules for Date of Publication

- Multiple years of publication
- Non-English names for months
- Seasons instead of months
- Date of publication and date of copyright

- No date of publication, but a date of copyright
- No date of publication or copyright can be found
- Options for date of publication

Box 48. Multiple years of publication.

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

    2002-2003

    1997-1998

    1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

    1999 Oct-2000 Mar

    2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen

    2005 Jan-Feb

    1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Box 49. Non-English names for months.

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them
  For example:

    mayo = May

    luty = Feb

    brezen = Mar

Box 50. Seasons instead of months.

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them
  For example:

    balvan = Summer

    Box 50 continues on next page...

Box 50 continued from previous page.

> outomno = Fall
>
> hiver = Winter
>
> pomlad = Spring

Box 51. **Date of publication and date of copyright.**

Some publications have both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the date of publication unless three or more years separates the two dates
- In this situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, "2002, c1997".

This convention alerts a user that the information in the publication is older than the date of publication implies.

Box 52. **No date of publication, but a date of copyright.**

- A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005.

  Peek WJ, Lankhorst GJ, editors. 1st World Congress of the International Society of Physical and Rehabilitation Medicine (ISPRM I); 2001 Jul 7-13; Amsterdam, the Netherlands. Bologna (Italy): Monduzzi Editore, International Proceedings Division; c2001. 875 p.

Box 53. **No date of publication or copyright can be found.**

- If neither a date of publication nor a date of copyright can be found, but a date can be estimated because of material contained in the book itself or on accompanying material, place a question mark after the estimated date and place date information in square brackets

  6th Congress on Equine Medicine and Surgery; 1999 Dec 12-14; Geneva, Switzerland. Chene-Bourg (Switzerland): Editions Medecine et Hygiene; [1999?]. 181 p. English, French, German.

- If neither a date of publication nor a date of copyright can be found nor can the date be estimated, use [date unknown]

  Proceedings of the 1993 Medical Defense Bioscience Review; 1993 May 10-13; Baltimore, MD. Frederick (MD): US Army Medical Research and Development Command; [date unknown]. 3 vols.

Box 53a. **Options for date of publication.**

It is not NLM policy, but the following is an acceptable option:

Box 53a continued from previous page.

The date of publication may follow the editor names (or title if there is no editor) in the list of references when the name-year system of in-text references is used.

- Use the year of publication only

- Place the year after the last named editor (or after the title if there is no editor), followed by a period

- End publisher information with a period

    NLM citation:

    Furton EJ, Dort V, editors. Addiction and compulsive behaviors. Proceedings of the 17th Workshop for Bishops; 1999; Dallas, TX. Boston: National Catholic Bioethics Center (US); 2000. 258 p.

    IRBs and new approaches: assessing, evaluating, discarding, and moving forward. 2001 Annual IRB Conference; 2001 Dec 3-4; Boston. Boston: Public Responsibility in Medicine and Research; c2003. 201 p.

    Name-year system of citation:

    Furton EJ, Dort V, editors. 2000. Addiction and compulsive behaviors. Proceedings of the 17th Workshop for Bishops; 1999; Dallas, TX. Boston: National Catholic Bioethics Center (US). 258 p.

    IRBs and new approaches: assessing, evaluating, discarding, and moving forward. c2003. 2001 Annual IRB Conference; 2001 Dec 3-4; Boston. Boston: Public Responsibility in Medicine and Research. 201 p.

Example Entries for Date of Publication

28. Proceedings with no date of publication but a date of copyright

29. Proceedings with date of publication estimated

30. Proceedings with date of publication unknown

31. Proceedings with place, publisher, and date unknown

Pagination for Conference Proceedings (optional)

General Rules for Pagination

- Give the total number of pages on which the text of the book appears
- Do not count pages for items such as introductory material, appendixes, and indexes unless they are included in the pagination of the text
- Follow the page total with a space and the letter p
- For books published in more than one physical volume, cite the total number of volumes instead of the number of pages, such as 4 vol.
- End pagination information with a period

Specific Rules for Pagination

- Roman numerals used as page numbers
- No numbers appear on the pages of the proceedings

Box 54. **Roman numerals used as page numbers.**

If all of the pages (not just the introductory pages) of a proceedings have roman numerals instead of the usual arabic numbers:

- Convert the roman numeral on the last page of the text to an arabic number

- Follow the number by "p."

- Place the number and "p." in square brackets, such as [12 p.]

- End page information with a period
  Example: [20 p.].

Box 55. **No numbers appear on the pages of the proceedings.**

Occasionally, a book will have no numbers on its pages. If the entire publication has no page numbers:

- Count the total number of pages of the text

- Express the total as leaves, not pages

- End with a period
  Example:

  Massberg W, Reinhars G, editors. 1st Symposium, Neue Technologien fur die Medizin: Forschung, Praxis, Innovation; 1999; Munich. Munich: Herbert Utz Verlag; 1999. 160 leaves. German.

Example Entries for Pagination

32. Proceedings published in multiple volumes

33. Proceedings with no printed page numbers

Physical Description for Conference Proceedings (optional)

General Rules for Physical Description

- Give information on the physical characteristics if a book of proceedings is published in a microform (microfilm, microfiche, etc.), such as 3 microfiche: black & white, 2 x 4 in.

Specific Rules for Physical Description

- Language for describing physical characteristics

Box 56. **Language for describing physical characteristics.**

If a proceedings is published on microfiche, microfilm, or microcards:

- Begin with information on the number and type of physical pieces, followed by a colon and a space

  5 microfiche:

Box 56 continues on next page...

Box 56 continued from previous page.

     3 reels: [of microfilm]

     2 microcards:

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches. Separate types of information by commas.

  Typical words used include:

     color

     black & white

     positive

     negative

     4 x 6 in. (standard microfiche size)

     3 x 5 in. (standard microcard size)

     35 mm. (a standard microfilm size)

     16 mm. (a standard microfilm size)

  Examples of complete physical description statements:

     3 microfiche: color, positive, 4 x 6 in.

     5 microcards: black & white, 3 x 5 in.

     1 reel: black& white, negative, 35 mm.

Example Entries for Physical Description

13. Proceedings in a microform

Series for Conference Proceedings (optional)

General Rules for Series

- Begin with the name of the series
- Capitalize only the first word and proper nouns
- Follow the name with any numbers provided. For example, vol. 3 for a volume or no. 12 for an issue number.
- Separate the title and the number by a semicolon and a space
- Place series information in parentheses
- End series information with a period placed outside the closing parenthesis

Specific Rules for Series

- Series editor's name provided
- Proceedings published as part of more than one series

Box 57. Series editor's name provided.

As an option, the name of the overall series editor may be included with the series information.

- Begin with the name of the series editor or editors:
    - Give surname first
    - Convert given (first) names and middle names to initials, for a maximum of two initials after each surname
    - Separate multiple names with a comma
    - End name information with a comma
    - See the information under Editor for more name rules

- Place the word editor or editors after the name information, followed by a period

- Enter the name of the series, capitalizing only the first word and proper nouns

- Follow the name with any numbers given, such as vol. 3 for a volume or no. 12 for an issue number

- Separate the name and the numeration by a semicolon and a space

- Place series information in parentheses

- End series information with a period placed outside the closing parenthesis

    Example:

    > (Shaner JC, editor. Medicinal plant symposium series; no. 315).

Box 58. Proceedings published as part of more than one series.

If a proceedings is a part of more than one series, include information on all series if desired.

- Place each series in parentheses

- Separate the series by a semicolon and a space

- End series information with a period, which falls outside the closing parenthesis of the last series

    Example:

    > Zhu J, editor. 2004 Shanghai International Conference on Laser Medicine and Surgery; 2004 Nov 5-7; Shanghai, China. Bellingham (WA): SPIE; c2005. (Progress in biomedical optics and imaging; vol. 6, no. 35); (Proceedings of SPIE; vol. 5967).

Example Entries for Series

34. Proceedings also published as part of a journal

35. Proceedings published as part of a series

36. Proceedings published as part of more than one series

Language for Conference Proceedings (required)

General Rules for Language

- Give the language of publication if not English

- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Proceedings appearing in more than one language

Box 59. Proceedings appearing in more than one language.

- If a proceedings is written in several languages, give the title in the first language found on the title page and indicate all languages of publication after the pagination. Separate the languages by commas.

    Fast Food und Gesundheit. Vortrage und Zusammenfassungen der nationalen Fachtagung der SGE; 2004 Jun 18; Bern, Switzerland. Bern (Switzerland): SGE/SSN; 2005. 153 p. German, French, Italian.

- If a proceedings is in two or more equal languages, as often occurs in Canadian publications, give all titles in the order in which they are presented in the text, with an equals sign between them. Indicate the particular languages, separated by a comma, after the pagination.

    Bidart A, editor. 4e Congres International de Pneumologie Pediatrique: livre des communications = 4th International Congress on Pediatric Pulmonology: proceedings; 2000 Feb 21-24; Nice, France. Paris: EDK; c2000. 271 p. French, English.

- If none of the languages is English, follow the titles with a translation whenever possible. Place the translation in square brackets.

    Fast Food und Gesundheit [Fast food and health]. Vortrage und Zusammenfassungen der nationalen Fachtagung der SGE [Lectures and summaries of the national congress of the SSN]; 2004 Jun 18; Bern, Switzerland. Bern (Switzerland): SGE/SSN; 2005. 153 p. German, French, Italian.

Example Entries for Language

10. Proceedings in two or more equal languages

11. Proceedings in multiple languages

12. Name of institution where conference held included

Notes for Conference Proceedings (optional)

General Rules for Notes

- Notes is a collective term for any type of useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Proceedings accompanied by a videocassette, CD-ROM, DVD, etc.
- Other types of material to include in notes

Box 60. Proceedings accompanied by a videocassette, CD-ROM, DVD, etc.

- If a proceedings has supplemental material accompanying it in the form of a videocassette, CD-ROM, DVD, or another medium, begin by citing the proceedings. Add the phrase "Accompanied by: " followed by the number and type of the medium.

    Salyer KE. Craniofacial surgery. Proceedings of the 10th International Congress of the International Society of Craniofacial Surgery; 2003; Monterey, California. Bologna (Italy): Medimond International Proceedings; c2003. 506 p. Accompanied by: 1 CD-ROM.

Box 60a. Other types of material to include in notes.

The notes element may be used to provide any information that the compiler of the reference feels is useful to the reader. Begin by citing the proceedings, then add the note. Some examples of notes are:

- If the proceedings was sponsored by a particular organization, give the name

    Vyas GN, Williams AE, editors. Advances in transfusion safety. Proceedings of the Advances in Transfusion Safety Symposium; 2003 Jun 4-6; National Institutes of Health, Bethesda, MD. Basel (Switzerland): Karger; 2005. 224 p. (Developments in biologicals; vol. 120). Symposium co-sponsored by US Food and Drug Administration, American Association of Blood Banks, National Heart, Lung, and Blood Institute, US Department of Defense, and the International Association of Biologicals.

- If the proceedings is a government publication available from an archive such as NTIS or GPO, give information about the archive, including publication or accession numbers. Begin with the phrase "Available from" followed by a colon and a space

    Acevedo SE, DeVincenzi DL, Chang S, editors. 6th Symposium on Chemical Evolution and the Origin and Evolution of Life; 1997 Nov 17-20; NASA Ames Research Center, Moffett Field, CA. Moffett Field (CA): National Aeronautics and Space Administration (US), Ames Research Center; [1998]. 105 p. (NASA conference publication; 10156). Available from: NTIS, Springfield, VA; N19980236014.

- If the proceedings is an unusual one, give the name of a library or other archive where it may be found along with an accession or call number. Begin with the phrase "Located at" followed by a colon and a space

    Takeuchi M, Lagakos SW, editors. Simultaneous, worldwide development strategies: implementation of global clinical trials and introduction of new sciences and technologies. The 3rd Kitasato University-Harvard School of Public Health Symposium; 2002 Oct 2-3; Tokyo, Japan. Tokyo: Dejitarupuresu; c2003. 308 p. English, Japanese. Located at: National Library of Medicine, Bethesda, MD; 2003 N-441.

- If the proceedings is translated, give information about the original

    Bayes de Luna A, Cosin J, editors. Diagnosis and treatment of cardiac arrhythmias. Proceedings of an International Symposium on Diagnosis and Treatment of Cardiac Arrhythmias; 1977 Oct 5-8; Barcelona, Spain. New York: Pergamon Press; 1980. 1003 p. Translation of: Diagnostico y Tratamiento de las Arritmias Cardiacas.

- If any acronyms or initialisms appear in the proceedings, explain them

Box 60a continues on next page...

> Forestieri P, Mazzeo F, Varoux G, editors. Il carcinoma gastrico. SICO 1st Consensus Conference. Naples (Italy): Giuseppe de Nicola Editore; 2000. 190 p. Italian. SICO stands for Societa Italiana di Chirurgia Oncologica.

Example Entries for Notes

37. Proceedings with availability or location statement

38. Proceedings accompanied by a CD-ROM

39. Proceedings with supplementary notes

Examples of Citations to Conference Proceedings

1. Standard proceedings with a book title in addition to the conference title

van Pelt J, Kamermans M, Levelt CN, van Ooyen A, Ramakers GJA, Roelfsema PR, editors. Development, dynamics, and pathology of neuronal networks: from molecules to functional circuits. Proceedings of the 23rd International Summer School of Brain Research; 2003 Aug 25-29; Royal Netherlands Academy of Arts and Sciences, Amsterdam, the Netherlands. Amsterdam: Elsevier; 2005. 385 p. (Progress in brain research; vol. 147).

Ferreira de Oliveira MJ, editor. Accessibility and quality of health services. Proceedings of the 28th Meeting of the European Working Group on Operational Research Applied to Health Services (ORAHS); 2002 Jul 28-Aug 2; Rio de Janeiro, Brazil. Frankfurt (Germany): Peter Lang; c2004. 287 p.

Furton EJ, Dort V, editors. Addiction and compulsive behaviors. Proceedings of the 17th Workshop for Bishops; 1999; Dallas, TX. Boston: National Catholic Bioethics Center (US); 2000. 258 p.

2. Standard proceedings without a book title in addition to the conference title

Dittmar A, Beebe D, editors. 1st Annual International IEEE-EMBS Special Topic Conference on Microtechnologies in Medicine & Biology; 2000 Oct 12-14; Palais des Congres, Lyon, France. Piscataway (NJ): IEEE; c2000. 643 p.

Rammstedt B, Riemann R, editors. 11th European Conference on Personality; 2002 Jul 21-27; Friedrich-Schiller-Universitat Jena, Jena, Germany. Lengerich (Germany): Pabst Science Publishers; c2002. 259 p.

3. Proceedings with all editors names given

Bruhat M, Silva Carvalho JL, Campo R, Fradique A, Dequesne J, Setubal A, editors. Proceedings of the 10th Congress of the European Society for Gynaecological Endoscopy; 2001 Nov 22-24; Lisbon, Portugal. Bologna (Italy): Monduzzi Editore, International Proceedings Division; c2001. 474 p.

4. Proceedings with editors limited to the optional first three

Bruhat M, Silva Carvalho JL, Campo R, et al., editors. Proceedings of the 10th Congress of the European Society for Gynaecological Endoscopy; 2001 Nov 22-24; Lisbon, Portugal. Bologna (Italy): Monduzzi Editore, International Proceedings Division; c2001. 474 p.

or

Bruhat M, Silva Carvalho JL, Campo R, and others, editors. Proceedings of the 10th Congress of the European Society for Gynaecological Endoscopy; 2001 Nov 22-24; Lisbon, Portugal. Bologna (Italy): Monduzzi Editore, International Proceedings Division; c2001. 474 p.

5. Proceedings with optional full first names for editors

Pacak, Karel; Aguilera, Greti; Sabban, Esther; Kvetnansky, Richard, editors. Stress: current neuroendocrine and genetic approaches. 8th Symposium on Catecholamines and Other Neurotransmitters in Stress; 2003 Jun 28-Jul 3; Smolenice Castle, Slovakia. New York: New York Academy of Sciences; 2004 Jun. 590 p. (Annals of the New York Academy of Sciences, vol. 1018).

Dostrovsky, Jonathan O.; Carr, Daniel B.; Koltzenburg, Martin, editors. Proceedings of the 10th World Congress on Pain; 2002 Aug 17-22; San Diego, CA. Seattle: IASP Press; c2003. 937 p. (Progress in pain research and management; vol. 24).

6. Proceedings with address added for editors

Kimchi A, editor (School of Medicine, University of California, Los Angeles, CA). Advances in heart failure. Proceedings of the 8th World Congress on Heart Failure: Mechanisms and Management; 2002 Jul 13-16; Washington, DC. Bologna (Italy): MEDIMOND Medical Publications; c2002. 540 p.

Dittmar A (Microcapteurs et Microsystemes Biomedicaux, Lyon, France), Beebe D (Department of Biomedical Engineering, University of Wisconsin-Madison, Madison, WI), editors. 1st Annual International IEEE-EMBS Special Topic Conference on Microtechnologies in Medicine & Biology; 2000 Oct 12-14; Palais des Congres, Lyon, France. Piscataway (NJ): IEEE; c2000. 643 p.

7. Proceedings with no editor named

Practical points in dentistry: the alternatives. International Dental Congress of the Mekong River Region; 2004 Jun 7-10; Century Park Hotel, Bangkok, Thailand. Bangkok: Mahidol University, Faculty of Dentistry; [2004].

10th International Psoriasis Symposium; 2004 Jun 10-13; Toronto, ON. Chicago: Skin Disease Education Foundation; 2004. 160 p.

8. Titles containing a Greek letter, chemical formula, or another special character

Huang YS, Ziboh VA, editors. γ-linolenic acid: recent advances in biotechnology and clinical applications. 2nd International Symposium on GLA; 2000 Apr; San Diego, CA. Champaign (IL): AOCS Press; 2001. 259 p.

if font not available

Huang YS, Ziboh VA, editors. Gamma-linolenic acid: recent advances in biotechnology and clinical applications. 2nd International Symposium on GLA; 2000 Apr; San Diego, CA. Champaign (IL): AOCS Press; 2001. 259 p.

9. Proceedings in a language other than English

Boker W, Brenner HD, editors. Integrative Therapie der Schizophrenie. 4th Internationale Schizophrenie-Symposium; 1993 Sep 16-18; Bern. Bern (Switzerland): Huber; 1996. 426 p. German.

with translation

Boker W, Brenner HD, editors. Integrative Therapie der Schizophrenie [Integrative therapy for schizophrenia]. 4th Internationale Schizophrenie-Symposium [4th International Schizophrenia Symposium]; 1993 Sep 16-18; Bern. Bern (Switzerland): Huber; 1996. 426 p. German.

10. Proceedings in two or more equal languages

Bidart A, editor. 4th Congres International de Pneumologie Pediatrique: Livre des Communications = 4th International Congress on Pediatric Pulmonology: Proceedings; 2000 Feb 21-24; Nice, France. Paris: EDK; c2000. 271 p. French, English.

Sherman M, Bain V, Villeneuve JP, Myers RP, Cooper C, Martin S, Lowe C, editors. Management of Viral Hepatitis: a Canadian Consensus Conference = Prise en Charge des Hepatites Virales: Conference Canadienne de Consensus; 2003-2004. Toronto (ON): Morris Sherman; 2004. 70 p. English, French.

11. Proceedings in multiple languages

Oud N, editor. ACENDIO 2003: making nursing visible. 4th European Conference of ACENDIO; 2003; Paris. Bern (Switzerland): Huber; 2003. 347 p. English, French, German.

Acta. 34th Congressus Internationalis Historiae Pharmaciae; 1999 Oct 20-23; Florence, Italy. Piacenza (Italy): Accademia Italiana di Storia della Farmacia; 2001. 351 p. Italian, English, French, German, Spanish.

Fast Food und Gesundheit. Vortrage und Zusammenfassungen der nationalen Fachtagung der SGE; 2004 Jun 18; Bern. Bern (Switzerland): SGE/SSN; 2005. 153 p. German, French, Italian.

12. Name of institution where conference held included

Bushy A, editor. Community voices calling us to action. 5th Annual Rural Minority Health Conference Proceedings; 1999 Dec 9-11; Hyatt Regency Tech Center, Denver, CO. Kansas City (MO): National Rural Health Association; c2000. 167 p.

Dittmar A, Beebe D, editors. 1st Annual International IEEE-EMBS Special Topic Conference on Microtechnologies in Medicine & Biology; 2000 Oct 12-14; Palais des Congres, Lyon, France. Piscataway (NJ): IEEE; c2000. 643 p.

Rammstedt B, Riemann R, editors. Conference program and abstracts. 11th European Conference on Personality; 2002 Jul 21-27; Friedrich-Schiller-Universitat, Jena, Germany. Lengerich (Germany): Pabst Science Publishers; c2002. 259 p.

13. Proceedings in a microform

when a book title is present

Sheppard NF, Eden M, Kantor G, editors. Engineering advances: new opportunities for biomedical engineers [microfiche]. Proceedings of the 16th Annual International Conference of the IEEE Engineering in Medicine and Biology Society; 1994 Nov 3-6; Baltimore, MD. Piscataway (NJ): IEEE; 1994. 4 microfiche: black & white, negative, 4 x 6 in.

Chase TN, editor. Mortality among Negroes in cities [microfilm]. Proceedings of the Conference for Investigations of City Problems; 1896 May 26-27; Atlanta University, Atlanta, GA. 2nd ed. abridged. Atlanta: Atlanta University Press; 1903. 1 reel: negative, 35 mm.

Hematologie, hemotherapie, reanimation [Hematology, blood therapy, resuscitation] [microfilm]. 5th Congress International de Transfusion Sanguine [5th International Congress on Blood Transfusion]; 1954; Paris. Paris: [publisher unknown]; 1954. 29 p. French. 1 reel: negative, 35 mm.

when there is no book title

1993 Radiation Protection Workshop proceedings; 1993 Apr 13-15; Las Vegas, NV [microfiche]. Washington: Department of Energy (US); 1993. 5 microfiche: black & white, negative, 4 x 6 in.

National Conference on Drug Abuse Prevention Research; 1996 Sep 19-20; Washington, DC [microfiche]. Rockville (MD): National Institute on Drug Abuse (US); 1998. 182 p. 2 microfiche: black & white, negative, 4 x 6 in. (NIH publication; no. 98-4293).

14. Proceedings with a conference date crossing months or years

Ferreira de Oliveira MJ, editor. Accessibility and quality of health services. Proceedings of the 28th Meeting of the European Working Group on Operational Research Applied to Health Services (ORAHS); 2002 Jul 28-Aug 2; Rio de Janeiro, Brazil. Frankfurt (Germany): Peter Lang; c2004. 287 p.

Sherman M, Bain V, Villeneuve JP, Myers RP, Cooper C, Martin S, Lowe C, editors. Management of Viral Hepatitis: a Canadian Consensus Conference = Prise en Charge des Hepatites Virales: Conference Canadienne de Consensus; 2003-2004. Toronto (ON): Morris Sherman; 2004. 70 p. English, French.

15. Proceedings with an unknown conference date and location

Forestieri P, Mazzeo F, Varoux G, editors. Il carcinoma gastrico. SICO 1st Consensus Conference. Naples (Italy): Giuseppe de Nicola Editore; 2000. 190 p. Italian. SICO stands for Societa Italiana di Chirurgia Oncologica.

16. Proceedings with an unknown conference location

Fitzpatrick DP, Carr AJ, editors. Bioengineering - in Ireland. Proceedings of the 7th Annual Conference of the Section of Bioengineering of the Royal Academy of Medicine in Ireland; 2001 Jan 27-28. Dublin: University College Dublin, Department of Mechanical Engineering; c2001. 43 p.

Sherman M, Bain V, Villeneuve JP, Myers RP, Cooper C, Martin S, Lowe C, editors. Management of Viral Hepatitis: a Canadian Consensus Conference = Prise en Charge des Hepatites Virales: Conference Canadienne de Consensus; 2003-2004. Toronto (ON): Morris Sherman; 2004. 70 p. English, French.

17. Proceedings with an edition

Chase TN, editor. Mortality among Negroes in cities [microfilm]. Proceedings of the Conference for Investigations of City Problems; 1896 May 26-27; Atlanta University, Atlanta, GA. 2nd ed. abridged. Atlanta: Atlanta University Press; 1903. 1 reel: negative, 35 mm.

Development of international collaboration in infectious disease research. International Conference; 2004 Sep 8-10; Sosnovka, Russia. Sci. ed. Novosibirsk (Russia): CERIS; 2004. 346 p.

18. Proceedings with translators

Doring R, editor. The German health reporting system and current approaches in Europe: a comparative view on differences, parallels, and trends. Proceedings of the International Conference; 2001 Nov; Berlin. Carney A, Frank M, translators. Berlin: Robert Koch-Institut; 2002. 150 p. Translated from the German.

19. Proceedings with well-known place of publication

10th International Psoriasis Symposium; 2004 Jun 10-13; Toronto, ON. Chicago: Skin Disease Education Foundation; 2004. 160 p.

IRBs and new approaches: assessing, evaluating, discarding, and moving forward. 2001 Annual IRB Conference; 2001 Dec 3-4; Boston. Boston: Public Responsibility in Medicine and Research; c2003. 201 p.

20. Proceedings with qualifier added to place

Milburn P, Wilson B, Yanai T, editors. The human body in motion: congress handbook and book of abstracts. 19th Congress of the International Society of Biomechanics; 2003 Jul 6-11; Dunedin, New Zealand. Dunedin (New Zealand): University of Otago; 2003. 442 p.

Peek WJ, Lankhorst GJ, editors. 1st World Congress of the International Society of Physical and Rehabilitation Medicine (ISPRM I); 2001 Jul 7-13; Amsterdam, the Netherlands. Bologna (Italy): Monduzzi Editore, International Proceedings Division; c2001. 875 p.

21. Proceedings with place of publication inferred

Palulonis RM, editor. 19th Conference on the Medical Aspects of Sports; 1977; San Francisco, CA. [Chicago]: American Medical Association; c1978. 75 p.

22. Proceedings with unknown place of publication

2nd Annual Meeting of the Indian Leptospirosis Society (ILS); 2001 May 12-13; Cochin, India. [place unknown]: Indian Leptospirosis Society; 2001. 70 p.

23. Publisher with subordinate division included

Andrew MA, Crum LA, Vaezy S, editors. 2nd International Symposium on Therapeutic Ultrasound; 2002 Jul 29-Aug 1; Seattle, WA. Seattle: University of Washington, Applied Physics Laboratory, Center for Industrial & Medical Ultrasound; c2003. 564 p.

24. Governmental or national agency as publisher

Macdonald KB, Weinmann F, editors. Wetland and riparian restoration: taking a broader view; contributed papers and selected abstracts. Society for Ecological Restoration International Conference; 1995 Sep 14-16; Seattle, WA. Seattle: Environmental Protection Agency (US), Region 10; 1997. 284 p. (EPA publication; 910-R-97-007).

McGorry PD, Nordentoft M, Simonsen E, editors. Early psychosis: a bridge to the future. 3rd International Conference on Early Psychosis; 2002 Sep; Copenhagen, Denmark. London: Royal College of Psychiatrists (GB); c2005. 124 p.

25. Joint publication

Accelerating quality improvement in health care: strategies to speed the diffusion of evidence-based innovations: proceedings from a conference; 2003 Jan 27-28; Washington, DC. Washington: NIHCM Foundation; c2003. 27 p. Jointly published by the National Committee for Quality Health Care.

26. Proceedings with unknown publisher

Final program and abstracts. 25th Annual International Gravitational Physiology Meeting; 2004 Jun 6-11; Russian Academy of Sciences, Moscow, Russia. [Moscow]: [publisher unknown]; 2004. 233 p. International Society for Gravitational Physiology, sponsor.

28th Annual Lorne Conference on Protein Structure & Function; 2003 Feb 9-13; Lorne, Victoria, Australia. Lorne (Australia): [publisher unknown]; 2003.

27. Proceedings with unknown place of publication and publisher

2001 National HIV Prevention Conference; 2001 Aug 12-15; Atlanta, GA. [place unknown: publisher unknown]; 2001.

28. Proceedings with no date of publication but a date of copyright

2005 2nd International IEEE/EMBS Conference on Neural Engineering; 2005 Mar 16-19; Arlington, VA. Piscataway (NJ): IEEE; c2005. 693 p.

Progress in AIDS research in the Federal Republic of Germany. Proceedings of the 2nd Statusseminar of the BMFT Research Program on AIDS; 1989 Oct 12-14; Bonn, Germany. Munich (Germany): MMV Medizin Verlag; c1990. 399 p.

29. Proceedings with date of publication estimated

6th Congress on Equine Medicine and Surgery; 1999 Dec 12-14; Geneva, Switzerland. Chene-Bourg (Switzerland): Editions Medecine et Hygiene; [1999?]. 181 p. English, French, German.

Proceedings of the Symposium on Perspectives in Epilepsy; 1990. New Delhi: G.B. Pant Hospital, Department of Neurology; [1990?]. 124 p.

30. Proceedings with date of publication unknown

Proceedings of the 1993 Medical Defense Bioscience Review; 1993 May 10-13; Baltimore, MD. Frederick (MD): US Army Medical Research and Development Command; [date unknown]. 3 vols.

31. Proceedings with place, publisher, and date unknown

Australian Society for the Advancement of Anaesthesia and Sedation in Dentistry. Seminar on Pain Control; 1973 Jul 12-13; University of New South Wales, Australia. [place, publisher, date unknown]. 78 p.

32. Proceedings published in multiple volumes

Mayhew DR, Dussault C, editors. Proceedings of the 16th International Conference on Alcohol, Drugs, and Traffic Safety; 2002 Aug 4-9; Monteal, QC. Quebec (QC): Societe de l'Assurance Automobile du Quebec; [2002]. 3 vols.

Blanchard SM, Eckstein EC, Fouke JM, Nerem RM, Yoganathan AP, editors. Serving humanity, advancing technology. Proceedings of the 1st Joint BMES/EMBS Conference; 1999 Oct 13-16; Atlanta, GA. Piscataway (NJ): IEEE; 1999. 2 vols.

33. Proceedings with no printed page numbers

Massberg W, Reinhars G, editors. 1st Symposium, Neue Technologien fur die Medizin: Forschung, Praxis, Innovation; 1999; Munich, Germany. Munich (Germany): Herbert Utz Verlag; 1999. 160 leaves. German.

34. Proceedings also published as part of a journal

Dostrovsky JO, Carr DB, Koltzenburg M, editors. Proceedings of the 10th World Congress on Pain; 2002 Aug 17-22; San Diego, CA. Seattle: IASP Press; c2003. 937 p. (Progress in pain research and management; vol. 24).

35. Proceedings published as part of a series

Satoh K, Suzuki S, Matsunaga M, editors. Advances in brain research: cerebrovascular disorders and neurodegeneration. Proceedings of the 6th Hirosaki International Forum of Medical Science; 2002 Oct 15-16; Hirosaki, Japan. Amsterdam (Netherlands): Elsevier; 2003. 234 p. (Excerpta Medica international congress series; no. 1251).

36. Proceedings published as part of more than one series

Zhu J, editor. 2004 Shanghai International Conference on Laser Medicine and Surgery; 2004 Nov 5-7; Shanghai, China. Bellingham (WA): SPIE; c2005. (Progress in biomedical optics and imaging; vol. 6, no. 35); (Proceedings of SPIE; vol. 5967).

37. Proceedings with availability or location statement

Acevedo SE, DeVincenzi DL, Chang S, editors. 6th Symposium on Chemical Evolution and the Origin and Evolution of Life; 1997 Nov 17-20; NASA Ames Research Center, Moffett Field, CA. Moffett Field (CA): National Aeronautics and Space Administration (US), Ames Research Center; [1998]. 105 p. (NASA conference publication; 10156). Available from: NTIS, Springfield, VA; N19980236014.

Takeuchi M, Lagakos SW, editors. Simultaneous, worldwide development strategies: implementation of global clinical trials and introduction of new sciences and technologies. The 3rd Kitasato University-Harvard School of Public Health Symposium; 2002 Oct 2-3; Tokyo, Japan. Tokyo: Dejitarupuresu; c2003. 308 p. English, Japanese. Located at: National Library of Medicine, Bethesda, MD; 2003 N-441.

38. Proceedings accompanied by a CD-ROM

Laurell H, Schlyter F, editors. Alcohol, drugs and traffic safety: T 2000. Proceedings of the 15th International Conference on Alcohol, Drugs, and Traffic Safety; 2000 May 22-26; Stockholm, Sweden. Stockholm: ICADTS; [2000]. 4 vols. Accompanied by: 1 CD-ROM.

Salyer KE, editor. Craniofacial surgery. Proceedings of the 10th International Congress of the International Society of Craniofacial Surgery; 2003; Monterey, CA. Bologna (Italy): Medimond International Proceedings; c2003. 506 p. Accompanied by: 1 CD-ROM.

39. Proceedings with supplementary notes

Marcus S, editor. Neuroethics: mapping the field. Conference Proceedings; 2002 May 13-14; San Francisco, CA. New York: Dana Press; c2002. 367 p. Sponsored by the Dana Foundation. Hosted by Stanford University and University of California, San Francisco. Introduced by William Safire.

Vyas GN, Williams AE, editors. Advances in transfusion safety. Proceedings of the Advances in Transfusion Safety Symposium; 2003 Jun 4-6; National Institutes of Health, Bethesda, MD. Basel (Switzerland): Karger; 2005. 224 p. (Developments in biologicals; vol. 120). Symposium co-sponsored by US Food and Drug Administration, AABB, National Heart, Lung, and Blood Institute, US Department of Defense, and the International Association of Biologicals.

Building new bridges at the frontiers of engineering and medicine. 23rd Annual International Conference of the IEEE Engineering in Medicine and Biology Society; 2001 Oct 25-28; Istanbul, Turkey. Piscataway (NJ): IEEE Engineering in Medicine and Biology Society; c2001. 4 vols. Yorgo Istefanopulos, conference chair.

Bayes de Luna A, Cosin J, editors. Diagnosis and treatment of cardiac arrhythmias. Proceedings of an International Symposium on Diagnosis and Treatment of Cardiac Arrhythmias; 1977 Oct 5-8; Barcelona, Spain. New York: Pergamon Press; 1980. 1003 p. Translation of: Diagnostico y Tratamiento de las Arritmias Cardiacas.

Fichtel C, Hunter S, Sreekumar P, Stecker F, editors. The Energetic Gamma-Ray Experiment Telescope (EGRET) Science Symposium; 1989 Nov 15-16; NASA Goddard Space Flight Center, Greenbelt, MD. Washington: NASA Headquarters; 1990. 344 p. (NASA conference publication; 3071). Report No.: NASA 00023865.

Forestieri P, Mazzeo F, Varoux G, edigttors. Il carcinoma gastrico. SICO 1st Consensus Conference. Naples (Italy): Giuseppe de Nicola Editore; 2000. 190 p. Italian. SICO stands for Societa Italiana di Chirurgia Oncologica.

B. Sample Citation and Introduction to Citing Conference Papers

The general format for a reference to a conference paper, including punctuation:

- with a title for the book of proceedings as well as a conference title:

Authors of Paper	Connective Phrase	Editors of Proceedings	Title of Paper	Conference Title

Ilias I, Pacak K. Anatomical and functional imaging of metastatic pheochromocytoma. In: Pacak K, Aguilera G, Sabban E, Kvetnansky R, editors. Stress: current neuroendocrine and genetic approaches. 8th Symposium on Catecholamines and Other Neurotransmitters in Stress; 2003 Jun 28 - Jul 3; Smolenice Castle, Slovakia. New York: New York Academy of Sciences; 2004. p. 495-504.

Location	Book Title	Place of Conference	Place of Publication	Publisher	Conference Date	Date of Publication

- with only a conference title:

Authors of Paper	Editors of Proceedings	Conference Title	Title of Paper	Connective Phrase

Rice AS, Farquhar-Smith WP, Bridges D, Brooks JW. Canabinoids and pain. In: Dostorovsky JO, Carr DB, Koltzenburg M, editors. Proceedings of the 10th World Congress on Pain; 2002 Aug 17-22; San Diego, CA. Seattle (WA): IASP Press; c2003. p. 437-68.

Date of Publication	Location	Conference Date	Place of Conference	Place of Publication	Publisher

Examples of Citations to Conference Papers

Conference papers appear in the proceedings of a conference, congress, symposium, or other meeting. See Chapter 3A for information on citing proceedings. In medicine and science, papers are usually presented to report the results of research or other studies or to review the work on a particular subject or in a particular field. In the published proceedings, a paper may be given in its entirety or as an abstract or summary of what was presented.

Cite conference papers the same way as contributions to books. The authors and title of the paper begin a reference, followed by the connecting phrase "In:" and information about the conference. For information on citing papers:

- Presented at conferences but never published, see Chapter 12 Papers and Poster Sessions Presented at Meetings.
- Found on the Internet, see Chapter 22 Books and Other Individual Titles on the Internet.

Continue to Citation Rules with Examples for Conference Papers.

Continue to Examples of Citations to Conference Papers.

Citation Rules with Examples for Conference Papers

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Author Affiliation (O) | Title (R) | Article Type (O) | Connective Phrase (R) | Conference Proceedings (R) | Location (Pagination) (R) | Language (R) | Notes (O)

Author for Conference Papers (required)

General Rules for Author

- List names in the order they appear in the text
- Enter surname (family or last name) first for each author
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn KH *or* van der Horn KH; De Wolf F *or* de Wolf F *or* DeWolf F.
- Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
- Give all authors, regardless of the number
- Separate author names from each other by a comma and a space
- End author information with a period

Specific Rules for Author

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, and Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Options for author names

Box 61. **Surnames with hyphens and other punctuation in them.**

- Keep hyphens in surnames

    Estelle Palmer-Canton   *becomes*   Palmer-Canton E

Box 61 continues on next page...

Box 61 continued from previous page.

      Ahmed El-Assmy *becomes* El-Assmy A

- Keep particles, such as O', D', and L'

      Alan D. O'Brien *becomes* O'Brien AD

      James O. L'Esperance *becomes* L'Esperance JO

      U. S'adeh *becomes* S'adeh U

- Omit all other punctuation in surnames

      Charles A. St. James *becomes* St James CA

Box 62. Other surname rules.

- Keep prefixes in surnames

      Lama Al Bassit *becomes* Al Bassit L

      Jiddeke M. van de Kamp *becomes* van de Kamp JM

      Gerard de Pouvourville *becomes* de Pouvourville G

- Keep compound surnames even if no hyphen appears

      Sergio Lopez Moreno *becomes* Lopez Moreno S

      Jaime Mier y Teran *becomes* Mier y Teran J

      Virginie Halley des Fontaines *becomes* Halley des Fontaines V

      [If you cannot determine from the title page whether a surname is compound or a combination of a middle name and a surname, look at the back of the title page (the copyright page) or elsewhere in the text for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ◦ Treat letters marked with diacritics or accents as if they are not marked

        Å *treated as* A

        Ø *treated as* O

        Ç *treated as* C

        Ł *treated as* L

        à *treated as* a

        ĝ *treated as* g

Box 62 continued from previous page.

ñ   *treated as*   n

ü   *treated as*   u

○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ   *treated as*   ae

œ   *treated as*   oe

Box 63. Given names containing punctuation, a prefix, a preposition, or particle.

• Disregard hyphens joining given (first or middle) names

Jean-Louis Lagrot   *becomes*   Lagrot JL

• Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle

D'Arcy Hart   *becomes*   Hart D

W. St. John Patterson   *becomes*   Patterson WS

De la Broquerie Fortier   *becomes*   Fortier D

Craig McC. Brooks   *becomes*   Brooks CM

• Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

Ch. Wunderly   *becomes*   Wunderly C

C. Fr. Erdman   *becomes*   Erdman CF

• For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

Iu. A. Iakontov   *becomes*   Iakontov IuA

G. Th. Tsakalos   *becomes*   Tsakalos GTh

Box 64. Degrees, titles, and honors before or after a personal name.

• Omit degrees, titles, and honors such as M.D. following a personal name

James A. Reed, M.D., F.R.C.S.   *becomes*   Reed JA

Kristine Schmidt, Ph.D.   *becomes*   Schmidt K

Robert V. Lang, Major, US Army   *becomes*   Lang RV

• Omit rank and honors such as Colonel or Sir that precede a name

Box 64 continued from previous page.

Sir Frances Hildebrand   *becomes*   Hildebrand F

Dr. Jane Eberhard   *becomes*   Eberhard J

Captain R.C. Williams   *becomes*   Williams RC

Box 65. **Designations of rank in a family, such as Jr and III.**

- Place family designations of rank after the initials, without punctuation

- Convert roman numerals to arabic ordinals
  Examples:

    Vincent T. DeVita, Jr.   *becomes*   DeVita VT Jr

    James G. Jones II   *becomes*   Jones JG 2nd

    John A. Adams III   *becomes*   Adams JA 3rd

    Henry B. Cooper IV   *becomes*   Cooper HB 4th

Box 66. **Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).**

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names if they are in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese

- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

    Iu. A. Iakontov   *becomes*   Iakontov IuA

    G. Th. Tsakalos   *becomes*   Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

Box 66 continues on next page...

Box 66 continued from previous page.

    ĝ *treated as* g

    ñ *treated as* n

    ü *treated as* u

  ◦ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ *treated as* ae

    œ *treated as* oe

Box 67. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options.

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon.

  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.

  Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."

  Rastan S, Hough T, Kierman A, et al.

  Adler DG, Baron TH, Davila RE, and others.

Example Entries for Author

 1. Paper from a proceedings with a book title

 2. Paper from a proceedings without a book title

 3. Paper with optional full first names of authors and editors

 4. Paper with surnames containing a prefix or particle

 5. Paper with compound surnames for authors

 6. Paper with organization included as an author

Author Affiliation for Conference Papers (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the affiliation
- Place the affiliation in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space

- Follow the affiliation with a comma placed outside the closing parenthesis, unless it is the affiliation of the last author, then use a period

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

Box 68. Abbreviations in affiliations.

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

    Examples:

    > Acad. for Academy

    > Assoc. for Association

    > Co. for Company

    > Coll. for College

    > Corp. for Corporation

    > Dept. for Department

    > Div. for Division

    > Inst. for Institute or Institution

    > Soc. for Society

    > Univ. for University

    See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 69. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears in the publication

- Place the e-mail address within the closing parenthesis for the author affiliation

- Do not end an e-mail address with a period

Box 69 continues on next page...

Box 69 continued from previous page.

Example:

Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

Box 70. Organizational names for affiliations not in English.

- Give the affiliation of all authors or only the first author

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the address in parentheses.

    Schraft RD (Produktionstechnik und Automatisierung, Fraunhofer-Institut, Stuttgart, Germany. rds@ipa.fhg.de), Hiller A. Entwicklung eines manipulatorgestutzten Operationssystems fur die Neurochirurgie. In: Massberg W, Reinhart G, editors. 1st Symposium: Neue Technologien fur die Medizin; 1999 Mar 5-6; Garching, Germany. Munich (Germany): Herbert Utz Verlag; 1999. p. 48-54. German.

- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain), editors.

    Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G, editors.

- Romanize (write in the roman alphabet) or translate organizational names if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, editors.

    Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, editors.

- Translate organizational names in character-based languages (Chinese, Japanese)

    Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, editors.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

Box 70 continued from previous page.

    Ø   *treated as* O

    Ç   *treated as* C

    Ł   *treated as* L

    à   *treated as* a

    ĝ   *treated as* g

    ñ   *treated as* n

    ü   *treated as* u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ   *treated as* ae

    œ   *treated as* oe

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 71. Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name as found on the publication may always be used.

    Moskva   *becomes* Moscow

    Wien   *becomes* Vienna

    Italia   *becomes* Italy

    Espana   *becomes* Spain

Example Entries for Author Affiliation

    7. Paper with author affiliation given

Title for Conference Papers (required)

General Rules for Title

- Enter the title of a paper as it appears in the original document
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it or an Article Type follows it (see below)

Specific Rules for Title

- Titles of papers not in English

- Titles of papers in more than one language
- Titles of papers containing a Greek letter, chemical formula, or other special character
- Titles with headers

Box 72. **Titles of papers not in English.**

- Provide the name in the original language for non-English titles found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    Boetsch G. Le temps du malheur: les representations artistiques de l'epidemie. In: Guerci A, editor. La cura delle malattie: itinerari storici. 3rd Colloquio Europeo di Etnofarmacologia; 1st Conferenza Internazionale di Antropologia e Storia della Salute e delle Malattie; 1996 May 29-Jun 2; Genoa, Italy. Genoa (Italy): Erga Edizione; 1998. p. 22-32. French.

- Romanize (write in the roman alphabet) titles if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*,

    Pavsic-Trskan B. Razvoj strokovnega jezika in dileme danasnjega dne [Developing professional language and current dilemmas]. In: Oud N, Sermeus W, Ehnfors M, editors. ACENDIO 2005: Documenting nursing care. 5th European Conference of ACENDIO; 2005 Apr; Bled, Slovenia. Bern (Switzerland): Hans Huber; 2005. p. 19-23. Czech.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

    Azuma J. [Genetics as a means of understanding intrinsic ethnic differences: genetic variation on metabolism/transporter/receptor]. In: Takeuchi M, Lagakos SW, editors. Simultaneous, worldwide development strategies: implementation of global clinical trials and introduction of new sciences and technologies. The 3rd Kitasato University-Harvard School of Public Health Symposium; 2002 Oct 2-3; Tokyo, Japan. Tokyo: Dejitarupuresu; c2003. p. 165-82. Japanese.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    Box 72 continues on next page...

Box 72 continued from previous page.

æ   *treated as*   ae

œ   *treated as*   oe

- Give an English translation after the original language title if possible; place translations in square brackets

  Boetsch G. Le temps du malheur: les representations artistiques de l'epidemie [Tragic times: artistic representations of the epidemic]. In: Guerci A, editor. La cura delle malattie: itinerari storici [Treating illnesses: historical routes]. 3rd Colloquio Europeo di Etnofarmacologia; 1st Conferenza Internazionale di Antropologia e Storia della Salute e delle Malattie [3rd European Colloquium on Ethnopharmacology; 1st International Conference on Anthropology and History of Health and Disease]; 1996 May 29-Jun 2; Genoa, Italy. Genoa (Italy): Erga Edizione; 1998. p. 22-32. French.

  Pavsic-Trskan B. Razvoj strokovnega jezika in dileme danasnjega dne [Developing professional language and current dilemmas]. In: Oud N, Sermeus W, Ehnfors M, editors. ACENDIO 2005: Documenting nursing care. 5th European Conference of ACENDIO; 2005 Apr; Bled, Slovenia. Bern (Switzerland): Hans Huber; 2005. p. 19-23. Czech.

Box 73. Titles of papers in more than one language.

- If a paper is presented in two or more equal languages, as often occurs in Canadian publications, give all titles in the order in which they are given in the text, with an equals sign between them. Indicate the particular languages, separated by commas, after the pagination.

  Tannock GW. Probiotique et prebiotique: lecons de la fin du XXe siecle = Probiotics and prebiotics: lessons from the late 20th century. In: Roy D, editor. La sante par les probiotiques: perspectives biofonctionnelles = Probiotics and health: biofunctional perspectives. Actes du Symposium International de Montreal = Proceedings of the Montreal International Symposium; 2002 Oct 24-25; Montreal, QC. Saint-Hyacinthe (QC): Fondation des Gouverneurs; 2003. p. 1-5, 75-90. French, English.

Box 74. Titles of papers containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of the title of a paper unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

  Sheldon RS. β-blockers for prevention of vasovagal syncope: who benefits from treatment? In: Raviele A, editor. Cardiac arrhythmias 2005. Proceedings of the 9th International Workshop on Cardiac Arrhythmias; 2005 Oct 2-5; Venice. Milan (Italy): Springer; c2006. Patient selection for β-blocker therapy; p. 692.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

  Tanguay JF. Coronary artery endothelial protection after local delivery of 17β-estradiol. In: Kimchi A, editor. Advances in heart failure. Proceedings of the 8th World Congress on Heart Failure: Mechanisms and Management; 2002 Jul 13-16; Washington, DC. Bologna (Italy): MEDIMOND Medical Publications; c2002. p. 87-9.

> *or*
>
> Tanguay JF. Coronary artery endothelial protection after local delivery of 17beta-estradiol. In: Kimchi A, editor. Advances in heart failure. Proceedings of the 8th World Congress on Heart Failure: Mechanisms and Management; 2002 Jul 13-16; Washington, DC. Bologna (Italy): MEDIMOND Medical Publications; c2002. p. 87-9.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

> Mikkelsen JD, Hay-Schmidt A, Kiss A. Serotonergic stimulation of the rat hypothalamo-pituitary-adrenal axis: interaction between 5-HT_{1A} and 5-HT_{2A} receptors. In: Pacak K, Aguilera G, Sabban E, Kvetnansky R, editors. Stress: current neuroendocrine and genetic approaches. 8th Symposium on Catecholamines and Other Neurotransmitters in Stress; 2003 Jun 28-Jul 3; Smolenice Castle, Slovakia. New York: New York Academy of Sciences; 2004. p. 65-70.
>
> *or*
>
> Mikkelsen JD, Hay-Schmidt A, Kiss A. Serotonergic stimulation of the rat hypothalamo-pituitary-adrenal axis: interaction between 5-HT(1A) and 5-HT(2A) receptors. In: Pacak K, Aguilera G, Sabban E, Kvetnansky R, editors. Stress: current neuroendocrine and genetic approaches. 8th Symposium on Catecholamines and Other Neurotransmitters in Stress; 2003 Jun 28-Jul 3; Smolenice Castle, Slovakia. New York: New York Academy of Sciences; 2004. p. 65-70.

Box 75. Titles with headers.

- Conference papers sometimes contain a header at the top of the page that indicates the section name, subject division, or other portion of the conference under which the paper was presented. Do not include a header as part of the title of the paper.

Example Entries for Title

1. Paper from a proceedings with a book title

2. Paper from a proceedings without a book title

8. Paper with title containing a chemical formula or special character

9. Paper from a proceedings in a language other than English

10. Paper from a proceedings in a language other than English, with translation

11. Paper from a proceedings in two equal languages

Article Type for Conference Papers (optional)

General Rules for Article Type

- An article type alerts the user that the reference is to an abstract of a paper, not to the full paper
- Place [abstract] after the title of the paper
- Follow the bracketed article type with a period

Specific Rules for Article Type

- Titles of papers ending in punctuation other than a period
- Titles of papers not in English

Box 76. Titles of papers ending in punctuation other than a period.

- Most titles of papers end in a period. Place [abstract] inside the period.

    Berger H, Klemm M. Clinical signs of gastric ulcers and its relation to incidence [abstract]. In:

- If a title ends in another form of punctuation, such as a question mark or an exclamation point, keep that punctuation and follow [abstract] with a period

    Bhat YM, McGrath KM, Bielefeldt K. Bravo pH monitoring: should we exclude the first 6 hours? [abstract]. In:

Box 77. Titles of papers not in English.

- Most titles end in a period. When a translation of a title is used, place the translation in square brackets. Place (abstract) within the square brackets.

    Rivera M, Lizarraga JP, Pantoja F, Pantoja R. [Study of nasal permeability in patients with operated unilateral clefts (abstract)]. In:

- If a translated title ends in another form of punctuation, such as a question mark or an exclamation point, keep that punctuation. Place (abstract) within the square brackets and end title information with a period.

    Rotenberg DK. [Eat less, exercise more! (abstract)]. In:

    Reimer M. [LP for peripheral facial paralysis? (abstract)]. In:

- When the original language and a translation are provided, place [abstract] after the translation and end title information with a period

    Rivera M, Lizarraga JP, Pantoja F, Pantoja R. Etude de la permeabilite nasale dans les fentes unilaterales operees [Study of nasal permeability in patients with operated unilateral clefts] [abstract]. In:

Example Entries for Article Type

12. Abstract of a paper

Connective Phrase for Conference Papers (required)

General Rule for Connective Phrase

- Use the word "In" followed by a colon and a space to connect information about the paper with information on the conference proceedings

Conference Proceedings for Conference Papers (required)

- Follow the instructions in Chapter 3A to enter proceedings citation information

Location (Pagination) for Conference Papers (required)

General Rules for Location (Pagination)

- Give the inclusive page numbers on which the paper appears
- Do not repeat page numbers unless they are followed by a letter. For example: 123-125 becomes 123-5, but 124A-126A is correct.
- Include a letter (often S for Supplement or A for Appendix) when it precedes the page number. For example: S10-8.
- End pagination information with a period

Specific Rules for Location (Pagination)

- Roman numerals used as page numbers
- Discontinuous page numbers
- Text, such as a discussion, follows the paper
- No numbers appear on the pages of the paper

Box 78. Roman numerals used as page numbers.

- Contrary to the practice with volume and issue numbers, keep roman numerals when they are used as page numbers

- Give roman numerals in upper or lower case, whichever appears in the publication

    p. XXI-XXII.

    p. ix-xv.

Box 79. Discontinuous page numbers.

- If the pagination is discontinuous, as occurs when a paper is interrupted by advertisements or other conference material, separate the groupings of page numbers by a comma and a space

    p. 345-6, 348-9.

    p. 15, 17, 19-21.

- Give up to three groupings of page numbers and use "passim" in place of the fourth and later occurrences

    p. 345-346, 348-349, 352, 355-357, 360.   *becomes*   p. 345-6, 348-9, 352 passim.

Box 80. Text, such as a discussion, follows the paper.

- Begin with the pagination of the paper. Follow it by a semicolon and a space, then the name of the additional material and its pagination.

    p. 145-54; discussion p. 155-6.

Box 81. **No numbers appear on the pages of the paper.**

- If a paper has no page numbers, give the total number of pages of the paper, placed in square brackets, such as [5 p.]

Example Entries for Location (Pagination)

1. Paper from a proceedings with a book title

2. Paper from a proceedings without a book title

13. Paper with letters included in page numbers

Language for Conference Papers (required)

General Rules for Language

- Give the language of publication of the paper if not English
- Follow the language name with a period

Example Entries for Language

9. Paper from a proceedings in a language other than English

10. Paper from a proceedings in a language other than English, with translation

11. Paper from a proceedings in two equal languages

Notes for Conference Papers (optional)

General Rules for Notes

- Notes is a collective term for any useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Paper accompanied by a videocassette, CD-ROM, DVD, etc.
- Other types of material to include in notes

Box 82. **Paper accompanied by a videocassette, CD-ROM, DVD, etc.**

- A videocassette, CD-ROM, DVD, or other medium may be published with a paper to display the visual material that accompanied the presentation. If a paper has such supplemental material accompanying it, begin by citing the paper and the proceedings in which it is found. Add the phrase "Accompanied by: " followed by the number and type of medium.

  Carter MA, Alcott BA. Suture techniques for jejunojejunal anastomosis. In: Libovitz CC, editor. Proceedings of the 3rd International Conference on Gastroenterology Surgery; 2004 May 3-5; Bonn, Germany. Berlin: Wiener Verlag; 2005. p. 245-8. Accompanied by: 1 CD-ROM.

Box 83. **Other types of material to include in notes.**

- When citing an abstract of a paper, give the number of the abstract if available at the end of the citation

   Okmoto T, Atsumi T, Shimizu C, Yoshioka N, Koike T. The potential role of macrophage migration inhibitory factor in migration of vascular smooth muscle cells [abstract]. In: Abstract book. American Diabetes Association's 65th Scientific Sessions; 2005 Jun 10-14; San Diego, CA. Alexandria (VA): American Diabetes Association; 2005. p. A161. Abstract no. 653-P.

- When citing a paper that was also printed as a part of a journal, treat the journal information as a series

   Keen CL, Holt RR, Oteiza PI, Fraga CG, Schmitz HH. Cocoa antioxidants and cardiovascular health. In: Scalbert A, Johnson I, Saltmarsh M, editors. Dietary polyphenols and health. Proceedings of the 1st International Conference on Polyphenols and Health; 2004 Nov 18-21; Vichy, France. Bethesda (MD): American Society for Clinical Nutrition; 2005. p. 298s-303s. (American journal of clinical nutrition; vol. 81, no.1, suppl.).

Example Entries for Notes

14. Paper accompanied by a CD-ROM, DVD, videocassette, or other medium

15. Paper also printed as a part of a journal

Examples of Citations to Conference Papers

1. Paper from a proceedings with a book title

Arendt, T. Alzheimer's disease as a disorder of dynamic brain self-organization. In: van Pelt J, Kamermans M, Levelt CN, van Ooyen A, Ramakers GJ, Roelfsema PR, editors. Development, dynamics, and pathology of neuronal networks: from molecules to functional circuits. Proceedings of the 23rd International Summer School of Brain Research; 2003 Aug 25-29; Royal Netherlands Academy of Arts and Sciences, Amsterdam, the Netherlands. Amsterdam (Netherlands): Elsevier; 2005. p.355-78.

Leonard KJ, Winkelman W. Developing electronic patient records: employing interactive methods to ensure patient involvement. In: Ferreira de Oliveira MJ, editor. Accessibility and quality of health services. Proceedings of the 28th Meeting of the European Working Group on Operational Research Applied to Health Services (ORAHS); 2002 Jul 28-Aug 2; Rio de Janeiro, Brazil. Frankfurt (Germany): Peter Lang; c2004. p. 241-55.

Horrobin DF, Lampinskas P. The commercial development of food plants used as medicines. In: Prendergast HD, Etkin NL, Harris DR, Houghton PJ, editors. Plants for food and medicine. Proceedings of the Joint Conference of the Society for Economic Botany and the International Society for Ethnopharmacology; 1996 Jul 1-6; London. Kew (UK): Royal Botanic Gardens; 1998. p. 75-81.

2. Paper from a proceedings without a book title

Rice AS, Farquhar-Smith WP, Bridges D, Brooks JW. Canabinoids and pain. In: Dostorovsky JO, Carr DB, Koltzenburg M, editors. Proceedings of the 10th World Congress on Pain; 2002 Aug 17-22; San Diego, CA. Seattle (WA): IASP Press; c2003. p. 437-68.

Kim H, Wechsler B. Amantadine for arousal in pediatric TBI. In: Peek WJ, Lankhorst GJ, editors. 1st World Congress of the International Society of Physical and Rehabilitation Medicine (ISPRM I); 2001 Jul 7-13; Amsterdam, The Netherlands. Bologna (Italy): Monduzzi Editore, International Proceedings Division; c2001. p. 629-34.

3. Paper with optional full first names of authors and editors

Rice, Andrew S.; Farquhar-Smith, W. Paul; Bridges, Daniel; Brooks, Jason W. Canabinoids and pain. In: Dostorovsky, Jonathan O.; Carr, Daniel B.; Koltzenburg, Martin, editors. Proceedings of the 10th World Congress on Pain; 2002 Aug 17-22; San Diego, CA. Seattle (WA): IASP Press; c2003. p. 437-68.

4. Paper with surnames containing a prefix or particle

McNeely JA. Biological and cultural diversity: the double helix of sustainable development. In: Arnason JT, Catling PM, Small E, Dang PT, Lambert JD, editors. Biodiversity & health: focusing research to policy = Biodiversite & sante: de la recherche aux politiques. Proceedings of the International Symposium = Actes du Symposium International; 2003 Oct 25-28; Ottawa, ON. Ottawa (ON): NRC-CNRC; 2005. p. 3-9.

de The G. Les priorites de sante dans les pays en development. In: Colloque Energie Solaire et Sante dans les Pays en Developpement = Conference on Solar Energy and Health Care in Developing Countries; 1991 Nov 4-7; Paris. London: Tec & Doc; c1998. p. 19-29. French.

Wieling W, van Dijk N, Ganzeboom KS, Saul JP. Syncope in children and adolescents: what are the peculiar features? In: Raviele A, editor. Cardiac arrhythmias 2005. Proceedings of the 9th International Workshop on Cardiac Arrhythmias; 2005 Oct 2-5; Venice. Milan: Springer; c2006. p. 633-41.

El-Maarri O, Singer H, Brackmann HH, Schroder J, Graw J, Muller CR, Schramm W, Schwabb R, Hanfland P, Oldenburg J. Lack of factor VIII expression represents a novel mechanism leading to hemophilia A. In: Zhang D, Jain AK, editors. Advances in biometrics. Proceedings of the ICB 2006 International Conference; 2006 Jan 5-7; Hong Kong. Berlin: Springer; 2006. p. 81-4.

LeMaire DM. Spirituality. In: Hunter MM, editor. Enriching the circle of care. Report of the 1st National Pediatric Hospice Conference; 1985 May 9-11; Washington, DC. Alexandria (VA): Children's Hospice International; c1985. p. 39-46.

5. Paper with compound surnames for authors

Da Silva Freitas R, Contin Mansur AE, Alonso N, Busato L, Azor de Oliveira e Cruz G. Hemifacial microssomia: 105 cases in 7 years. In: Salyer KE, editor. Craniofacial surgery. Proceedings of the 10th International Congress of the International Society of Craniofacial Surgery; 2003; Monterey, CA. Bologna (Italy): Medimond International Proceedings; c2003. p. 327-9.

Lagos-Witte S. Conservation of medicinal plants in Central America and the Caribbean. In: Arnason JT, Catling PM, Small E, Dang PT, Lambert JD, editors. Biodiversity & health: focusing research to policy = Biodiversite & sante: de la recherche aux politiques. Proceedings of the International Symposium = Actes du Symposium International; 2003 Oct 25-28; Ottawa, ON. Ottawa (ON): NRC-CNRC; 2005. p. 3-9.

6. Paper with organization included as an author

von Auer C, Oldenburg J, Krause M, Miesbach W, Scharrer I, PTP-Study Group. In: Scharrer I, Schramm W, editors. 35th Hemophilia Symposium; 2004; Hamburg, Germany. Berlin: Springer; 2006. p. 201-4.

7. Paper with author affiliation given

SaraivaV (Foot-and-Mouth Disease Centre, PAHO/WHO, Rio de Janeiro, Brazil). Foot-and-mouth disease in the Americas: epidemiology and ecologic changes affecting distribution. In: Bokma BH, Blouin EF, Bechara GH, editors. Impact of ecological changes on tropical animal health and disease control. 7th Biennial Conference of

the Society for Tropical Veterinary Medicine; 2003 Jun 22-27; Iguacu Falls, Brazil. New York: New York Academy of Sciences; 2004. p.73-8.

Dijkhuizen PA (Amsterdam Molecular Therapeutics, Amsterdam, The Netherlands), Ghosh A (Division of Biology, University of California San Diego, LaJolla, CA). Regulation of dendritic growth by calcium and neurotrophin signaling. In: van Pelt J, Kamermans M, Levelt CN, van Ooyen A, Ramakers GJ, Roelfsema PR, editors. Development, dynamics, and pathology of neuronal networks: from molecules to functional circuits. Proceedings of the 23rd International Summer School of Brain Research; 2003 Aug 25-29; Royal Netherlands Academy of Arts and Sciences, Amsterdam, the Netherlands. Amsterdam (Netherlands): Elsevier; 2005. p.17-27.

Schraft RD (Produktionstechnik und Automatisierung, Fraunhofer-Institut, Stuttgart, Germany. rds@ipa.fhg.de), Hiller A. Entwicklung eines manipulatorgestutzten Operationssystems fur die Neurochirurgie. In: Massberg W, Reinhart G, editors. 1st Symposium: Neue Technologien fur die Medizin; 1999 Mar 5-6; Garching, Germany. Munich (Germany): Herbert Utz Verlag; 1999. p. 48-54. German.

8. Paper with title containing a chemical formula or special character

Sperling P, Lee M, Girke T, Zahringer U, Stymne S, Heinz E. A bifunctional Δ^6-acetylenase/desaturase from the moss *Ceratodon purpureus*. In: Huang YS, Ziboh VA, editors. γ-linolenic acid: recent advances in biotechnology and clinical applications. 2nd International Symposium on GLA; 2000 Apr; San Diego, CA. Champaign (IL): AOCS Press; 2001. p. 29-31.

or

Sperling P, Lee M, Girke T, Zahringer U, Stymne S, Heinz E. A bifunctional Delta(6)-acetylenase/desaturase from the moss *Ceratodon purpureus*. In: Huang YS, Ziboh VA, editors. Gamma-linolenic acid: recent advances in biotechnology and clinical applications. 2nd International Symposium on GLA; 2000 Apr; San Diego, CA. Champaign (IL): AOCS Press; 2001. p. 29-31.

Mikkelsen JD, Hay-Schmidt A, Kiss A. Serotonergic stimulation of the rat hypothalamo-pituitary-adrenal axis: interaction between 5-HT_{1A} and 5-HT_{2A} receptors. In: Pacak K, Aguilera G, Sabban E, Kvetnansky R, editors. Stress: current neuroendocrine and genetic approaches. 8th Symposium on Catecholamines and Other Neurotransmitters in Stress; 2003 Jun 28 - Jul 3; Smolenice Castle, Slovakia. New York: New York Academy of Sciences; 2004. p. 65-70.

or

Mikkelsen JD, Hay-Schmidt A, Kiss A. Serotonergic stimulation of the rat hypothalamo-pituitary-adrenal axis: interaction between 5-HT(1A) and 5-HT(2A) receptors. In: Pacak K, Aguilera G, Sabban E, Kvetnansky R, editors. Stress: current neuroendocrine and genetic approaches. 8th Symposium on Catecholamines and Other Neurotransmitters in Stress; 2003 Jun 28 - Jul 3; Smolenice Castle, Slovakia. New York: New York Academy of Sciences; 2004. p. 65-70.

Tanguay JF. Coronary artery endothelial protection after local delivery of 17β-estradiol. In: Kimchi A, editor. Advances in heart failure. Proceedings of the 8th World Congress on Heart Failure: Mechanisms and Management; 2002 Jul 13-16; Washington, DC. Bologna (Italy): MEDIMOND Medical Publications; c2002. p. 87-9.

or

Tanguay JF. Coronary artery endothelial protection after local delivery of 17beta-estradiol. In: Kimchi A, editor. Advances in heart failure. Proceedings of the 8th World Congress on Heart Failure: Mechanisms and Management; 2002 Jul 13-16; Washington, DC. Bologna (Italy): MEDIMOND Medical Publications; c2002. p. 87-9.

9. Paper from a proceedings in a language other than English

Boetsch G. Le temps du malheur: les representations artistiques de l'epidemie. In: Guerci A, editor. La cura delle malattie: itinerari storici. 3rd Colloquio Europeo di Etnofarmacologia; 1st Conferenza Internazionale di Antropologia e Storia della Salute e delle Malattie; 1996 May 29-Jun 2; Genoa, Italy. Genoa (Italy): Erga Edizione; 1998. p. 22-32. French.

Azuma J. [Genetics as a means of understanding intrinsic ethnic differences: genetic variation on metabolism/transporter/receptor]. In: Takeuchi M, Lagakos SW, editors. Simultaneous, worldwide development strategies: implementation of global clinical trials and introduction of new sciences and technologies. The 3rd Kitasato University-Harvard School of Public Health Symposium; 2002 Oct 2-3; Tokyo, Japan. Tokyo: Dejitarupuresu; c2003. p. 165-82. Japanese.

Pavsic-Trskan B. Razvoj strokovnega jezika in dileme danasnjega dne. In: Oud N, Sermeus W, Ehnfors M, editors. ACENDIO 2005: documenting nursing care. 5th European Conference of ACENDIO; 2005 Apr; Bled, Slovenia. Bern (Switzerland): Hans Huber; 2005. p. 19-23. Czech.

Zeller H. Les lecons de l'epidemie a virus Marburg a Durba, Republique Democratique du Congo (1998-2000). In: Les fievres hemorragiques virales. 7th Actualites du Pharo; 2000 Sep 8-9; Marseilles, France. Marseilles (France): Institut de Medecine Tropicale; 2000. p. 23-6. French.

10. Paper from a proceedings in a language other than English, with translation

Boetsch G. Le temps du malheur: les representations artistiques de l'epidemie. [Tragic times: artistic representations of the epidemic]. In: Guerci A, editor. La cura delle malattie: itinerari storici [Treating illnesses: historical routes]. 3rd Colloquio Europeo di Etnofarmacologia; 1st Conferenza Internazionale di Antropologia e Storia della Salute e delle Malattie [3rd European Colloquium on Ethnopharmacology; 1st International Conference on Anthropology and History of Health and Disease]; 1996 May 29-Jun 2; Genoa, Italy. Genoa (Italy): Erga Edizione; 1998. p. 22-32. French.

Azuma J. [Genetics as a means of understanding intrinsic ethnic differences: genetic variation on metabolism/transporter/receptor]. In: Takeuchi M, Lagakos SW, editors. Simultaneous, worldwide development strategies: implementation of global clinical trials and introduction of new sciences and technologies. The 3rd Kitasato University-Harvard School of Public Health Symposium; 2002 Oct 2-3; Tokyo, Japan. Tokyo: Dejitarupuresu; c2003. p. 165-82. Japanese.

Pavsic-Trskan B. Razvoj strokovnega jezika in dileme danasnjega dne [Developing professional language and current dilemmas]. In: Oud N, Sermeus W, Ehnfors M, editors. ACENDIO 2005: documenting nursing care. 5th European Conference of ACENDIO; 2005 Apr; Bled, Slovenia. Bern (Switzerland): Hans Huber; 2005. p. 19-23. Czech.

Zeller H. Les lecons de l'epidemie a virus Marburg a Durba, Republique Democratique du Congo (1998-2000) [Lessons from the Marburg virus epidemic in Durba, Democratic Republic of the Congo (1998-2000)]. In: Les fievres hemorragiques virales [Viral hemorrhagic fevers]. 7th Actualites du Pharo [7th Pharo Conference]; 2000 Sep 8-9; Marseilles, France. Marseilles (France): Institut de Medecine Tropicale; 2000. p. 23-6. French.

11. Paper from a proceedings in two equal languages

Tannock GW. Probiotique et prebiotique: lecons de la fin du XXe siecle = Probiotics and prebiotics: lessons from the late 20th century. In: Roy D, editor. La sante par les probiotiques: perspectives biofonctionnelles = Probiotics and health: biofunctional perspectives. Actes du Symposium International de Montreal = Proceedings of the

Montreal International Symposium; 2002 Oct 24-25; Montreal, QC. Saint-Hyacinthe (QC): Fondation des Gouverneurs; 2003. p. 1-5, 75-90. French, English.

12. Abstract of a paper

Chiarenza GA, De Marchi I, Colombo L, Olgiati P, Trevisan C, Casarotto S. Neuropsychophysiological profile of children with developmental dyslexia [abstract]. In: Beuzeron-Mangina JH, Fotiou F, editors. The olympics of the brain. Abstracts of the 12th World Congress of Psychophysiology; 2004 Sep 18-23; Thessaloniki, Greece. Amsterdam (Netherlands): Elsevier; 2004. p. 16.

Berger H, Klemm M. Clinical signs of gastric ulcers and its relation to incidence [abstract]. In: Chuit P, Kuffer A, Montavon S, editors. 8th Congress on Equine Medicine and Surgery; 2003 Dec 16-18; Geneva, Switzerland. Ithaca (NY): International Veterinary Information Service (IVIS); 2003. p. 45.

Sigurdsson A. Current guidelines and management of dental trauma [abstract]. In: Practical points in dentistry: the alternatives. International Dental Congress of the Mekong River Region; 2004 Jun 7-10; Century Park Hotel, Bangkok, Thailand. Bangkok: Mahidol University, Faculty of Dentistry; [2004]. p. 29-30.

13. Paper with letters included in page numbers

Danzi GB, Mauri L, Sozzi F. Percutaneous coronary intervention and beyond for ST-elevation acute myocardial infarction. In: Bolognese L, Ferrari R, editors. Acute coronary syndromes management: proceedings; 2005 Apr; Cortona, Italy. Oxford (UK): Oxford University Press; 2005. p. K26-30.

Osman L, Silverman M. Measuring quality of life for young children with asthma and their families. In: Silverman M, Pedersen S, editors. Proceedings of a Workshop on Outcome Measures in Early Childhood Asthma and Other Wheezing Disorders; 1995 Sep 21-23; Gerona, Spain. Copenhagen (Denmark): Munksgaard; 1996. p. 35s-41s.

Gronefeld G, Hohnloser SH. Quality of life in atrial fibrillation: an increasingly important issue. In: Capucci A, editor. Proceedings of the European Atrial Fibrillation Consensus Conference; 2001 Sep 16; Bologna, Italy. Amsterdam (Netherlands): Elsevier Science Ltd.; 2003. p. H25-33.

14. Paper accompanied by a CD-ROM, DVD, videocassette, or other medium

Carter MA, Alcott BA. Suture techniques for jejunojejunal anastomosis. In: Libovitz CC, editor. Proceedings of the 3rd International Conference on Gastroenterology Surgery; 2004 May 3-5; Bonn, Germany. Geneva (Switzerland): Wiener Verlag; 2005. p. 245-8. Accompanied by: 1 CD-ROM.

15. Paper also printed as a part of a journal

Keen CL, Holt RR, Oteiza PI, Fraga CG, Schmitz HH. Cocoa antioxidants and cardiovascular health. In: Scalbert A, Johnson I, Saltmarsh M, editors. Dietary polyphenols and health. Proceedings of the 1st International Conference on Polyphenols and Health; 2004 Nov 18-21; Vichy, France. Bethesda (MD): American Society for Clinical Nutrition; 2005. p. 298s-303s. (American journal of clinical nutrition; vol. 81, no.1, suppl.).

Dayhoff JE, DeLeo JM. Artificial neural networks: opening the black box. In: Conference on Prognostic Factors and Staging in Cancer Management: Contributions of Artificial Neural Networks and Other Statistical Methods; 1999 Sep 27-28; Arlington, VA. Atlanta (GA): American Cancer Society; 2001. p.1615-35. (Cancer; vol. 91, no.8, suppl.).

16. Paper for a Cancelled Conference

Joubert, D. J. (2020, May 10–15). Best Practices for Dealing with Biomedical Data [Conference session canceled]. 12th Annual Congress of Data Scientist, Paris, France.
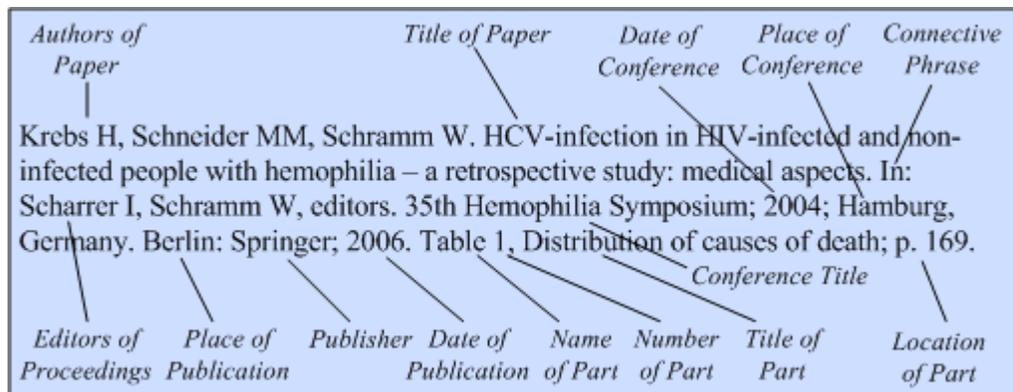
C. Sample Citation and Introduction to Citing Parts of Conference Papers

The general format for a reference to a part of a conference paper, including punctuation:

- with a title for the book of proceedings as well as a conference title:
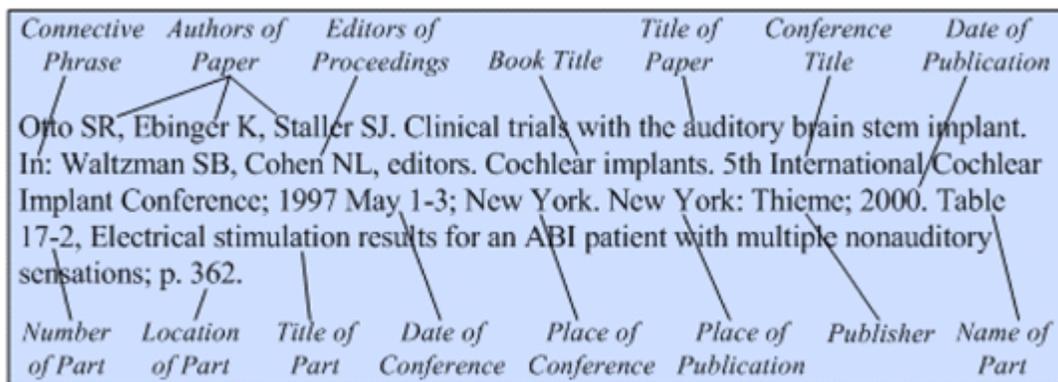
- with only a conference title:

Examples of Citations to Parts of Conference Papers

Rather than citing a conference paper as a whole, separately identified portions of a paper may be cited. Tables, figures, charts, graphs, photographs, appendixes, and the like are considered parts of a paper when they are written or compiled by the authors of the paper.

Because a reference should start with the individual or organization with responsibility for the intellectual content of the publication, begin a reference to a part of a paper with the paper itself, then follow it with the information about the part. See Chapter 2C Parts of Books for further details.

Medical texts frequently contain charts, figures, and other illustrative material that has been reproduced with permission from other sources. Do not cite these as parts using the instructions presented here. Consult the original publication and cite the particular item from there.

Continue to Citation Rules with Examples for Parts of Conference Papers.

Citation Rules with Examples for Parts of Conference Papers

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Conference Paper (R) | Name and Number/Letter (R) | Title (R) | Location (Pagination) (R)

Conference Paper (required)

- Cite the conference paper according to Chapter 3B

Name and Number/Letter of the Part of the Conference Paper (required)

General Rules for Name and Number/Letter of the Part

- Enter the name of the part, such as Table, Figure, or Appendix
- Do not abbreviate names. For example, convert Fig. to Figure.
- Follow the name with any accompanying number or letter, such as Table 2, Figure 3.1, or Appendix A
- Use arabic numbers only. For example: convert VI or Six to 6.
- End name and number/letter information with a comma and a space

Specific Rules for Name and Number/Letter of the Part

- Non-English names for parts
- No letter or number follows the name
- No name appears

Box 84. **Non-English names for parts.**

- Provide the name in the original language for non-English names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    Tabelle 5.3

    Figura 10a

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Risunok 6

    Parartema 4

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

    Ichiran-hiyo 3 *or* [Table 3,]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with a diacritic or accent as if they are not marked

Box 84 continues on next page...

Box 84 continued from previous page.

Å   *treated as* A

Ø   *treated as* O

Ç   *treated as* C

Ł   *treated as* L

à   *treated as* a

ĝ   *treated as* g

ñ   *treated as* n

ü   *treated as* u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ   *treated as* ae

œ   *treated as* oe

- Provide an English translation, if possible, after the original language title, placed in square brackets

  Anexo, Creacion de las especialidades medicas [Appendix, Beginnings of medical specialties]; p. 275-81. Spanish.

- To help identify parts in other languages, see the following examples:

Language	Table	Figure	Appendix	Section
French	Tableau	Figure	Appendice	Section
German	Tabelle	Abbildung	Anhang	Sektion
		Figur	Appendix	Abteilung
			Zusatz	
Italian	Tabella	Figura	Appendice	Parte
				Sezione
Russian	Tablitsa	Risunok	Prilozenie	Sekcija
				Otdel
				Otdelenie
Spanish	Tabla	Figura	Apendice	Seccion
				Parte

Box 85. No letter or number follows the name.

- Occasionally, an author will label a part as simply "Table", "Figure", "Appendix", or another name without following the name with any letter or number. In this case, give whatever name is used for the part and follow it with a comma and the title.

  Appendix, Timetable of human prenatal development 1 to 6 weeks; p. 516-7.

Box 86. No name appears.

- If the part being cited is clearly a table, figure, appendix or similar part but it is not labeled as such, place the name within square brackets and follow it with any identifying number or letter

    [Figure], Protein binding and drug disposition; p. 212.

    [Photograph] 8, Oliver Wendell Holmes, Professor of Anatomy and Physiology from 1838 to 1841; p. 31.

- If the part being cited is not a table, figure, or appendix and has no other identifying name such as "section", begin with the title of the part

    Data and calculations required for a life table; p. 146.

    Sialography; p. 1029-30.

Example Entries for Name and Number/Letter of the Part

1. A table as part of a paper

2. A figure as part of a paper

3. An appendix as part of a paper

4. Other parts of a paper

5. Part of a paper in a language other than English

Title of the Part of the Conference Paper (required)

General Rules for Title of the Part

- Enter the title of the part as it appears in the book
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- End title information with a semicolon and a space

Specific Rules for Title of the Part

- Titles for parts not in English
- Titles of parts containing a Greek letter, chemical formula, or other special character
- No title appears

Box 87. Titles for parts not in English.

- Provide the name in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    Tabla 10, Etiologia de la esplenomegalia secundaria a procesos infecciosos; p. 109. Spanish.

    Chapitre 4, Le virage de la jouissance; p. 91-102. French.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

Box 87 continues on next page...

Box 87 continued from previous page.

> Risunok 2, Tendentsii smertnosti i prodolzhitel'nosti zhizni naseleniya Ukrainy v poslevoennyi period; p. 53. Russian.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place the translation in square brackets.

> 10 Shoyo, Anchi eijingu igaku; p. 23-45. Japanese.

> [Figure 9, Annual progression of swine influenza in Seoul]; p. 44. Korean.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat a letter marked with diacritics or accents as if it were not marked

    > Å *treated as* A
    >
    > Ø *treated as* O
    >
    > Ç *treated as* C
    >
    > Ł *treated as* L
    >
    > à *treated as* a
    >
    > ĝ *treated as* g
    >
    > ñ *treated as* n
    >
    > ü *treated as* u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    > æ *treated as* ae
    >
    > œ *treated as* oe

- Provide an English translation, if possible, after the original language title. Place the translation in square brackets.

> Tableau 5, Principaux marqueurs biologiques de l'etat nutritionnel [Table 5, Principal biological markers of nutritional state]; p. 33. French.

> 10 Shoyo, Anchi eijingu igaku [Chapter 10, Anti-aging medicine]; p. 23-45. Japanese.

Box 88. **Titles of parts containing a Greek letter, chemical formula, or other special character.**

- Capitalize the first word of the title of a part unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

> Figure 10, n-alkenes on capillary columns with stationary phases of C87 hydrocarbon, Apiezonl L, CW-20M; p. 374.

Box 88 continued from previous page.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

  Figure 3, Influence of seed extract of *Syzygium Cumini* (Jamun) on mice exposed to different doses of γ-radiation; p. 566.

  may become

  Figure 3, Influence of seed extract of *Syzygium Cumini* (Jamun) on mice exposed to different doses of gamma-radiation; p. 566.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

  Table 4, Glycoprotein mediated transport of NH_3 into red blood cells; p. 149.

  may become

  Table 4, Glycoprotein mediated transport of NH(3) into red blood cells; p. 149.

Box 89. No title appears.

Occasionally a part does not have a formal title, only a legend (explanatory text) for the table, figure, appendix, or other part. When this occurs:

- Create a title from the first few words of the text. Use enough words to make the constructed title meaningful.

- Place the created title within square brackets

  Table, [Waist-hip ratio ranges and the sample sizes for women aged 40 to 59]; p. 72.

  Appendix, [Excerpts from "Prescription Pain Medications: Frequently Asked Questions and Answers for Health Care Professionals"]; p. 296-301.

Example Entries for Title of the Part

5. Part of a paper in a language other than English

6. Part of a paper with title containing a Greek letter or other special character

7. Part of a paper with a constructed title

Location (Pagination) of the Part of the Conference Paper (required)

General Rules for Location (Pagination)

- Begin location with "p." followed by a space
- Enter the page number or numbers on which the part appears. Examples: p. 438 and p. 663-4.
- Do not repeat page numbers unless they are followed by a letter. For example: 126-127 becomes p. 126-7, but p. 126A-127A is correct.
- Include a letter (often S for Supplement or A for Appendix) when it precedes the page number. For example: p. S10-8.

- End page information with a period

Specific Rules for Location (Pagination)

- Roman numerals for page numbers
- Part paginated separately
- No page numbers appear on the pages of the part

Box 90. Roman numerals for page numbers.

- Contrary to the practice with volume and issue numbers, keep roman numerals when they are used as page numbers

- Give roman numerals in upper or lower case, whichever appears in the publication

  Appendix 2, Common aquatic invertebrates; p. XXI-XXII.

  Table 8, Classification of lung adenocarcinoma; p. xv.

Box 91. Part paginated separately.

- A part such as an appendix or a group of tables may be given its own pagination and begin anew with page one. When this occurs, give the total number of pages of the part you wish to cite, placed in square brackets, such as [5 p.].

  Appendix 3C, Description of model output tables and graphs; [7 p.].

Box 92. No page numbers appear on the pages of the part.

Occasionally, a table, figure, appendix, or another part will appear on a page that is not numbered.

- If only the part to be cited has no page numbers, identify the location in relation to numbered pages. For example: preceding p. 17 or following p. 503. Place such phrases in square brackets.

  Figure 5, Modeling the risk of in-hospital death following lung resection; [preceding p. 55].

  Appendix, Patient questionnaire; [following p. 174].

- If the entire book has no page numbers or the part cannot be easily located in relation to numbered pages, give the total number of pages of the part you wish to cite, placed in square brackets, such as [5 p.]

  Table, Checklist of symptoms; [1 p.].

Example Entries for Location (Pagination)

8. Part of a paper with a letter included in the location (pagination)

9. Part of a paper with no page number provided

Examples of Citations to Parts of Conference Papers

1. A table as part of a paper

Mueller K, Boye-Beaman J, Blankenau J. Assessing health needs of minorities in rural meat-processing communities. In: Bushy A, editor. Community voices calling us to action. 5th Annual Rural Minority Health Conference Proceedings; 1999 Dec 9-11; Denver, CO. Kansas City (MO): National Rural Health Association; c2000. Table 11, Chi square tests of pap smear by selected independent variables; p. 72.

Otto SR, Ebinger K, Staller SJ. Clinical trials with the auditory brain stem implant. In: Waltzman SB, Cohen NL, editors. Cochlear implants. 5th International Cochlear Implant Conference; 1997 May 1-3; New York. New York: Thieme; 2000. Table 17-2, Electrical stimulation results for an ABI patient with multiple nonauditory sensations; p. 362.

Krebs H, Schneider MM, Schramm W. HCV-infection in HIV-infected and non-infected people with hemophilia – a retrospective study: medical aspects. In: Scharrer I, Schramm W, editors. 35th Hemophilia Symposium; 2004; Hamburg, Germany. Berlin: Springer; 2006. Table 1, Distribution of causes of death; p. 169.

2. A figure as part of a paper

Spigulis J, Erts R, Ozols M. Optical multi-channel monitoring of skin blood pulsations for cardiovascular assessment. In: Cohn GE, Grundfest WS, Benaron DA, Vo-Dinh T, editors. Advanced Biomedical and Clinical Diagnostic Systems 2; 2004 Jan 25-26; San Jose, CA. Bellingham (WA): SPIE; 2004. Figure 6, The four-channel PPG monitoring scheme; p. 137.

Foley RA. The emergence of culture in the context of hominin evolutionary patterns. In: Levinson SC, Jaisson P, editors. Evolution and culture: a Fyssen Foundation Symposium; 1999 Nov 12-16; St. Germain en Laye, France. Cambridge (MA): MIT Press; c2006. Figure 3.9, A model of cultural revolution; p. 72.

Pollitt CC. Equine laminitis: a revised pathophysiology. In: 6th Congress on Equine Medicine and Surgery; 1999 Dec 12-14; Geneva, Switzerland. Chene-Bourg (Switzerland): Medecine et Hygiene; [1999]. Figure 1, Sagital section of a horse's foot with severe chronic laminitis; p. 156-7.

3. An appendix as part of a paper

Acar J, Rostel B. Antimicrobial resistance: an overview. In: OIE international standards on antimicrobial resistance, 2003. 2nd International Conference on Antimicrobial Resistance; 2001 Oct 2-4; Paris. Paris: OIC; c2003. Appendix B, World Organisation for Animal Health Guidelines on antimicrobial resistance; p. 67.

Gelepithis PA. Knowledge, truth, time, and topological spaces. In: 12th International Congress on Cybernetics; 1989 Aug 21-29; Namur, Belgium. Namur (Belgium): Association Internationale de Cybernetique; 1989. Appendix, [The basis on which to define a topology on B*]; p. 254.

Fuerxer J, Fuerxer P. Les fluctuations cycliques fondamentales des economies capitalists - le model ω [Fundamental cyclic fluctuations of capitalist economies - the ω model]. In: 12th International Congress on Cybernetics; 1989 Aug 21-29; Namur, Belgium. Namur (Belgium): Association Internationale de Cybernetique; 1989. Annexe, Definition de la transformation de Laplace (1749-1827) [Appendix, Definition of Laplace transformation (1749-1827)]; p. 312-3. French.

4. Other parts of a paper

Clary J. [Formaldehyde] exposure. In: 1986 European Meeting of the Toxicology Forum; 1986 Sep 22-26; Geneva, Switzerland. Washington: Toxicology Forum, Inc.; c1986. Slide 14, Quantities of some aldehydes in cigarette smoke; [preceding p. 114].

Lina PH, Hutson AM. Bat rabies in Europe: a review. In: Dodet B, Schudel A, Pastoret PP, Lombard M, editors. 1st International Conference on Rabies in Europe; 2005 Jun 15-18; Kiev, Ukraine. Basel (Switzerland): Karger; c2006. Bat colonies and rabies; p. 248.

Irie S, Shogenji R, Ogura Y, Tanida J. Photonic information techniques based on compound-eye imaging. In: Ijspeert AJ, Masuzawa T, Kusumoto S, editors. Biologically inspired approaches to advanced information technology. BioADIT 2006. Proceedings of the 2nd International Workshop; 2006 Jan 26-27; Osaka, Japan. Berlin: Springer; c2006. [Section] 4.2, Fingerspring capturing; p. 258-9.

5. Part of a paper in a language other than English

Morel E, Vialle R, Rillardon L, Guigui. Analyse de l'equilibre sagittal du rachis dans les spondylolisthesis degeneratifs. In: Deburge A, Saillant G, Benoist M, Guigui P, Laville C, Lazennec JY, Morvan G, editors. 2emes Journees du Rachis de Paris = 2nd Spine Meeting of Paris; 2003; Paris. Montpellier (France): Sauramps Medical; c2004. Tableau 4, Comparison du groupe spondylolisthesis (n=53) au group temoin (n=300); p. 112. French.

with translation

Morel E, Vialle R, Rillardon L, Guigui. Analyse de l'equilibre sagittal du rachis dans les spondylolisthesis degeneratifs [Analysis of the sagittal equilibrium of the spine in degenerative spondylolisthesis]. In: Deburge A, Saillant G, Benoist M, Guigui P, Laville C, Lazennec JY, Morvan G, editors. 2emes Journees du Rachis de Paris = 2nd Spine Meeting of Paris; 2003; Paris. Montpellier (France): Sauramps Medical; c2004. Tableau 4, Comparison du groupe spondylolisthesis (n=53) au group temoin (n=300) [Table 4, Comparison of the spondylolisthesis group (n=53) with the control group (n=300)]; p. 112. French.

6. Part of a paper with title containing a Greek letter or other special character

Sheldon RS. β-blockers for prevention of vasovagal syncope: who benefits from treatment? In: Raviele A, editor. Cardiac arrhythmias 2005. Proceedings of the 9th International Workshop on Cardiac Arrhythmias; 2005 Oct 2-5; Venice. Milan (Italy): Springer; c2006. Patient selection for β-blocker therapy; p. 692.

or

Sheldon RS. Beta-blockers for prevention of vasovagal syncope: who benefits from treatment? In: Raviele A, editor. Cardiac arrhythmias 2005. Proceedings of the 9th International Workshop on Cardiac Arrhythmias; 2005 Oct 2-5; Venice. Milan (Italy): Springer; c2006. Patient selection for beta-blocker therapy; p. 692.

Tassinari CA, Ambrosetto G, Peraita-Adrado MR, Gastaut H. The neuropsychiatric syndrome of Δ^9-tetrahydrocannabinol and Cannabis intoxication in naive subjects. In: Nahas GG, Sutin KM, Harvey D, Agurell S, Pace N, Cancro R, editors. Conference on Marihuana and Medicine; 1998 Mar 20-21; New York University School of Medicine, New York. Totowa (NJ): Humana Press; c1999. Figure 2, Drawing of a man: before, during, and after Δ^9-THC intoxication; p. 654.

or

Tassinari CA, Ambrosetto G, Peraita-Adrado MR, Gastaut H. The neuropsychiatric syndrome of Delta(9)-tetrahydrocannabinol and Cannabis intoxication in naive subjects. In: Nahas GG, Sutin KM, Harvey D, Agurell

S, Pace N, Cancro R, editors. Conference on Marihuana and Medicine; 1998 Mar 20-21; New York University School of Medicine, New York. Totowa (NJ): Humana Press; c1999. Figure 2, Drawing of a man: before, during, and after Delta(9)-THC intoxication; p. 654.

7. Part of a paper with a constructed title

Gelepithis PA. Knowledge, truth, time, and topological spaces. In: 12th International Congress on Cybernetics; 1989 Aug 21-29; Namur, Belgium. Namur (Belgium): Association Internationale de Cybernetique; 1989. Appendix, [The basis on which to define a topology on B*]; p. 254.

Carter R. Planning for the practical aspects of implementation. In: Pharming the genome: implications of pharmacogenomics for human health and public policy [Internet]. Conference Report; 2004 Nov 4; National Arts Centre, Ottawa, ON. Ottawa (ON): Government of Canada; 2005. [Table, Infrastructure requirements for three types of applications of pharmacogenomics]; p. 20-22. Available from: http://www.biostrategy.gc.ca/CMFiles/50139_Summary_report_e_final49PKA-412005-6986.pdf

LeMaire DM. Spirituality. In: Hunter MM, editor. Enriching the circle of care. Report of the 1st National Pediatric Hospice Conference; 1985 May 9-11; Washington, DC. Alexandria (VA): Children's Hospice International; c1985. [Figure, Scheme to describe the spiritual and religious aspects of the human person]; p. 41.

8. Part of a paper with a letter included in the location (pagination)

Wolpert C, Haase KK, Suselbeck T, Borggrefe M. Hybrid therapy for atrial fibrillation. In: Capucci A, editor. Proceedings of the European Atrial Fibrillation Consensus Conference; 2001 Sep 16; Bologna, Italy. Amsterdam (Netherlands): Elsevier Science Ltd.; 2003. Figure 1, Concept of hybrid therapy for atrial fibrillation; p. H52.

9. Part of a paper with no page number provided

Clary J. [Formaldehyde] exposure. In: 1986 European Meeting of the Toxicology Forum; 1986 Sep 22-26; Geneva, Switzerland. Washington: Toxicology Forum, Inc.; c1986. Slide 14, Quantities of some aldehydes in cigarette smoke; [preceding p. 114].

Ross K. The Oregon experience with managed care. In: Groome D, editor. Meeting the challenge of change. Proceedings of the 10th Annual Conference of the National Association of Surveillance and Utilization Review Officials; 1994 Jun 19-22; SeaTac, WA. Olympia (Washington): The Association; 1994. Satisfaction questionnaire; [8 p.].

Chapter 4. Scientific and Technical Reports

Created: October 10, 2007; Updated: August 11, 2015.

A. Entire Reports

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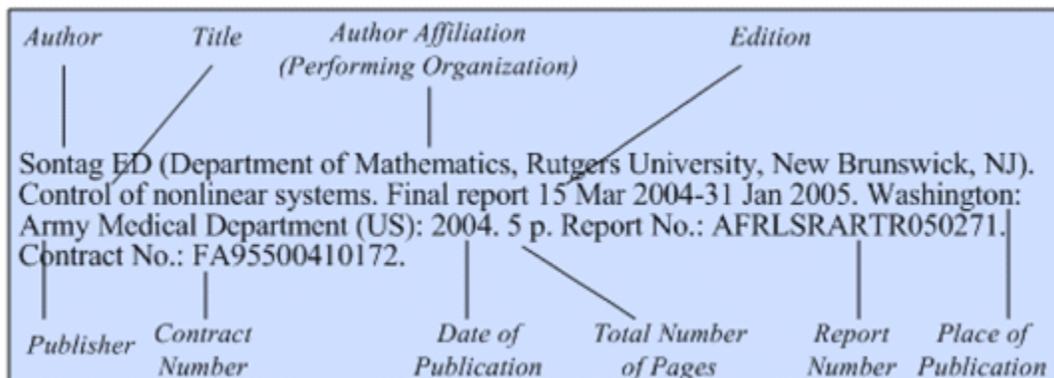- Citation Rules with Examples
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A. Sample Citation and Introduction to Citing Entire Reports

The general format for a reference to a report, including punctuation:

- written and published by the sponsoring organization:

- written by the performing organization and published by the sponsoring organization:

- written and published by the performing organization:
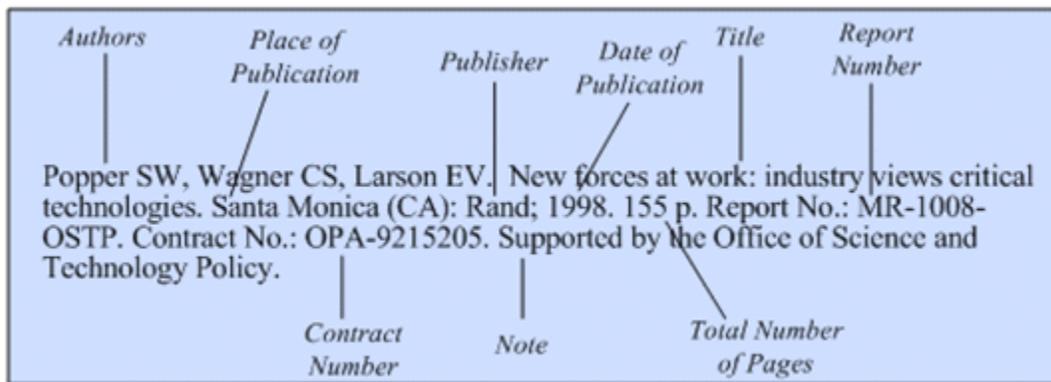
Examples of Citations to Entire Reports

A technical report, also called a scientific report, is defined by NISO Z39.29 as "A separately issued record of research results, research in progress, or other technical studies". Governmental agencies, usually at the federal or state level, issue most technical reports, but reports also originate from universities and other types of research institutions. Technical reports share many characteristics with the books described in Chapter 2 and its subsections. The major differences in citing them are in their authorship, the provision of sponsorship information, and the inclusion of any report, contract, and grant numbers.

In citing a technical report, it is important to identify both the sponsoring organization (i.e., the organization that funded the research), and the performing organization (i.e., the organization that conducted the research), and to determine which of them actually published the report. In some cases, the same organization both sponsors and performs the research. For example, the National Cancer Institute has intramural scientists and may publish their work in report format. Often, however, the sponsoring organization provides funds to another organization that actually performs the research. These funds are disbursed through grants and contracts. When this occurs, either the sponsoring organization or the performing organization may publish the report. Thus, there are three possible scenarios for publication of a technical report. It may be:

- Written and published by the sponsoring organization.
- Written by the performing organization and published by the sponsoring organization.
- Written and published by the performing organization.

Some technical reports will have the same type of edition statement found in books, such as "2nd ed." However, most technical reports use such wording as "Annual Report," "Final Report" and "Interim Report" to express edition. The time period covered by the report is also often included in the edition statement. For example, Final report 15 Mar 2004-31 Jan 2005.

A citation to a technical report must always include any report numbers provided in the publication, and contract and grant numbers should also be included. Begin with the report number, if present, then follow with any contract or grant number. Precede all of these numbers with the appropriate phrase identifying them, such as "Report No.: ".

US government technical reports are usually distributed by the National Technical Information Service (NTIS) or the US Government Printing Office (GPO) rather than the agency issuing the report. Adding distributor information to a citation, including any accession number provided, can aid the user in obtaining a copy of the report. Note that NTIS and GPO are distributors, not publishers. See the information under Notes below for further information on including distributor information.

The chief source for information about a report is its title page. The back of the title page, called the verso or copyright page, and the cover of the report are additional sources of authoritative information not found on the title page. Many reports also carry a "Report Documentation Page" (Standard Form 298), inserted either after the

verso or at the back of the document. See NISO Z39.18 *Scientific and Technical Reports* and NISO Z39.23 *Standard Technical Report Number Format and Creation* for further details (both available from NISO).

See also Chapter 18 and Chapter 22 for information on citing technical reports published in CD-ROM or on the Internet.

Continue to Citation Rules with Examples for Entire Reports.

Continue to Examples of Citations to Entire Reports.

Citation Rules with Examples for Entire Reports

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author/Editor (R) | Author Affiliation (O) | Title (R) | Type of Medium (R) | Edition (R) | Editor and Other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Pagination (O) | Physical Description (O) | Series (O) | Report Number (R) | Contract Number or Grant Number (O) | Language (R) | Notes (O)

Author/Editor for Reports (required)

General Rules for Author/Editor

- List names in the order they appear in the text
- Enter surname (family or last name) first for each author/editor
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn KH *or* van der Horn KH; De Wolf F *or* de Wolf F *or* DeWolf F.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all authors/editors, regardless of the number
- Separate author/editor names from each other by a comma and a space
- If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors; see Editor and Other Secondary Authors below if there are authors and editors
- End author/editor information with a period

Specific Rules for Author/Editor

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Non-English words for editor
- Organizations as author
- No author can be found
- Options for author names

Box 1. **Surnames with hyphens and other punctuation in them.**

- Keep hyphens in surnames

    Estelle Palmer-Canton   *becomes*   Palmer-Canton E

    Ahmed El-Assmy *becomes*   El-Assmy A

- Keep particles, such as O', D', and L'

    Alan D. O'Brien   *becomes*   O'Brien AD

    James O. L'Esperance *becomes*   L'Esperance JO

    U. S'adeh *becomes*   S'adeh U

- Omit all other punctuation in surnames

    Charles A. St. James   *becomes*   St James CA

Box 2. **Other surname rules.**

- Keep prefixes in surnames

    Lama Al Bassit   *becomes*   Al Bassit L

    Jiddeke M. van de Kamp   *becomes*   van de Kamp JM

    Gerard de Pouvourville *becomes*   de Pouvourville G

- Keep compound surnames even if no hyphen appears

    Sergio Lopez Moreno   *becomes*   Lopez Moreno S

    Jaime Mier y Teran *becomes*   Mier y Teran J

    Virginie Halley des Fontaines   *becomes*   Halley des Fontaines V

    [If you cannot determine from the title page whether a surname is compound or a combination of a middle name and a surname, look at the back of the title page (the copyright page) or elsewhere in the text for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

        Å *treated as*   A

        Ø *treated as*   O

        Ç *treated as*   C

        Ł *treated as*   L

Box 2 continues on next page...

Box 2 continued from previous page.

à   *treated as*   a

ĝ   *treated as*   g

ñ   *treated as*   n

ü   *treated as*   u

○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ   *treated as*   ae

œ   *treated as*   oe

Box 3. **Given names containing punctuation, a prefix, a preposition, or particle.**

- Disregard hyphens joining given (first or middle) names

    Jean-Louis Lagrot   *becomes*   Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle

    D'Arcy Hart   *becomes*   Hart D

    W. St. John Patterson   *becomes*   Patterson WS

    De la Broquerie Fortier   *becomes*   Fortier D

    Craig McC. Brooks   *becomes*   Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

    Ch. Wunderly   *becomes*   Wunderly C

    C. Fr. Erdman   *becomes*   Erdman CF

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

    Iu. A. Iakontov   *becomes*   Iakontov IuA

    G. Th. Tsakalos   *becomes*   Tsakalos GTh

Box 4. **Degrees, titles, and honors before or after a personal name.**

- Omit degrees, titles, and honors such as M.D. following a personal name

    James A. Reed, M.D., F.R.C.S.   *becomes*   Reed JA

    Kristine Schmidt, Ph.D.   *becomes*   Schmidt K

Box 4 continues on next page...

Box 4 continued from previous page.

> Robert V. Lang, Major, US Army   *becomes*   Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name

> Sir Frances Hildebrand   *becomes*   Hildebrand F

> Captain R.C. Williams   *becomes*   Williams RC

> Dr. Jane Eberhard   *becomes*   Eberhard J

Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals

  Examples:

> Vincent T. DeVita, Jr.   *becomes*   DeVita VT Jr

> James G. Jones II   *becomes*   Jones JG 2nd

> John A. Adams III   *becomes*   Adams JA 3rd

> Henry B. Cooper IV   *becomes*   Cooper HB 4th

Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names if they are in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

> Iu. A. Iakontov   *becomes*   Iakontov IuA

> G. Th. Tsakalos   *becomes*   Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

> Å   *treated as*   A

> Ø   *treated as*   O

> Ç   *treated as*   C

Box 6 continues on next page...

Ł   *treated as*   L

à   *treated as*   a

ĝ   *treated as*   g

ñ   *treated as*   n

ü   *treated as*   u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ   *treated as*   ae

œ   *treated as*   oe

Box 7. Non-English words for editor.

- Translate the word found for editor into English. However, the wording found on the publication may always be used.
- To assist in identifying editors, below is a brief list of non-English words for editor:

Language	Word for Editor
French	redacteur
	editeur
German	redakteur
	herausgeber
Italian	redattore
	curatore
	editore
Russian	redaktor
	izdatel
Spanish	redactor
	editor

Box 8. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit "The" preceding an organization name

    The American Cancer Society   *becomes*   American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

American Medical Association, Committee on Ethics.

International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

National Academy of Sciences (US).

Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

Canadian Association of Orthodontists; Canadian Dental Association.

American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization or organizations appear on the title page of a report as authors, use the names of the individuals as the author. Give the organization name as a note, if desired.

- For names of organizations in languages other than English:

  ○ Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

    Istituto di Fisiologia Clinica del CNR.

    Universitatsmedizin Berlin.

    Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

  ○ Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

    Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

    or

    [Russian Respiratory Society].

  ○ Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

    [Chinese Medical Society].

Box 8 continued from previous page.

- ○ Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - ▪ Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    - ▪ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

Box 9. No author can be found.

- If no person or organization can be found as the author but editors or translators are present, begin the reference with the names of the editors or translators. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.

    Morrison CP, Court FG, editors.

    Walser E, translator.

- If no person or organization can be identified as the author and no editors or translators are given, begin the reference with the title of the report. Do not use anonymous.

    2004 national healthcare disparities report. Rockville (MD): Department of Health and Human Services (US), Agency for Healthcare Research and Quality; 2004 Dec. 227 p. (AHRQ publication; no. 05-0014).

Box 10. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be used. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.

    Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.

> *Box 10 continued from previous page.*
>
> > Mann, Frederick D.; Swartz, Mary N.; Little, R.T.
>
> - If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."
>
> > Rastan S, Hough T, Kierman A, et al.
>
> > Adler DG, Baron TH, Davila RE, and others.

Examples for Author/Editor

1. Standard report written and published by the sponsoring organization

2. Standard report written by the performing organization and published by the sponsoring organization

3. Standard report written and published by the performing organization

4. Report with optional full given names

5. Report with optional limit to the first three authors (use "et al" or "and others")

6. Report with a designation of family rank in the author name

7. Report with author and translator

8. Report with authors and an editor

9. Report with editors instead of authors

10. Report with editors and translators

11. Report with an organization as the author or editor

12. Report with government agency as the author

13. Report with authors from both the performing and sponsoring organizations

14. Report with no author provided

Author Affiliation for Reports (optional)

General Rules for Author Affiliation

- Provide the affiliation for reports authored by the performing organization unless the performing organization is also the publisher
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Enter address information after the last named author unless authors represent more than one organization; see Authors from more than one organization below
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the closing parenthesis, unless it is the affiliation of the last author, then use a period

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Box 15. Authors from more than one organization.

Reports may be collaborative efforts among more than one organization.

- Use a semicolon followed by a space to separate groups of authors from different organizations

- Include the address of each author or group of authors

    Example:

    Thompson LA, Chhikara RS (School of Natural and Applied Sciences, University of Houston, Clear Lake, TX); Conklin J (Lyndon B. Johnson Space Center, Houston, TX).

Specific Rules for Author Affiliation

- E-mail address given
- Abbreviations in affiliations
- Organizational names for affiliations not in English
- Names for cities and countries not in English
- Authors from more than one organization

Box 11. E-mail address given.

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears in the publication

- Do not end an e-mail address with a period

- Place the e-mail address within the closing parenthesis for the author affiliation

    Example:

    de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

Box 12. Abbreviations in affiliations.

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

    Examples:

    Acad. for Academy

    Assoc. for Association

    Co. for Company

    Coll. for College

    Corp. for Corporation

    Dept. for Department

    Div. for Division

Box 12 continued from previous page.

Inst. for Institute or Institution

Soc. for Society

Univ. for University

See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 13. Organizational names for affiliations not in English.

- Provide the affiliation for reports authored by the performing organization unless the performing organization is also the publisher

- Place the affiliation after the last author unless the authors represent more than one organization (see Authors from more than one organization below)

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Use commas to separate the parts of the address. Place the address in parentheses.

- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France).

    Marubini E, Rebora P, Reina G (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy).

- Romanize (write in the roman alphabet) or translate organizational names if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Barbulescu M, Burcos T, Ungureanu CD, Zodieru-Popa I (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania).

    Grudinina NA, Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia).

- Translate organizational names in character-based languages (Chinese, Japanese)

    Susaki K, Bandoh S (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan).

Box 13 continued from previous page.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å *treated as* A

    Ø *treated as* O

    Ç *treated as* C

    Ł *treated as* L

    à *treated as* a

    ĝ *treated as* g

    ñ *treated as* n

    ü *treated as* u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ *treated as* ae

    œ *treated as* oe

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 14. **Names for cities and countries not in English.**

- Use the English form for names of cities and countries whenever possible. However, the name found on the publication may always be used.

    Moskva *becomes* Moscow

    Wien *becomes* Vienna

    Italia *becomes* Italy

    Espana *becomes* Spain

Examples for Author Affiliation

2. Standard report written by the performing organization and published by the sponsoring organization

13. Report with authors from both the performing and sponsoring organizations

Title for Reports (required)

General Rules for Report Title

- Enter the title of a report as it appears in the original document, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms

- Use a colon followed by a space to separate a title from a subtitle, unless some other form of punctuation such as a question mark, period, or an exclamation point is already present
- Translate titles not in English into English, whenever possible; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it or a Type of Medium follows it

Specific Rules for Report Title

- Titles not in English
- Titles in more than one language
- Titles containing a Greek letter, chemical formula, or another special character

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Box 16. Titles not in English.

- Provide the name in the original language for non-English titles found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    Contreras A, Drabo Y, Shimp L, de Quinteros P, Linares MA. L'operationnalisation a l'echelle des pratiques familiales cles en matiere de sante et de nutrition de l'enfant: le role du changement des comportements. Washington: Agency for International Development (US); 2004 Apr. 40 p. Report No.: PB2005-104459. French.

- Romanize (write in the roman alphabet) titles if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Rimashevskaya NM, Markov VI. Rossiya--1994. Sotsial'no-demograficheskaya situatsiya. Analiticheskii doklad. Moskow: Rossiiskaya Akademiya Nauk, Institut Sotsial'no-ekonomicheskikh Problem Narodonaseleniya; 1995. 207 p. Russian.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

    Xianggang chuan ran bing tong ji shu zi 1946-2001. Hong Kong: People's Republic of China, Disease Prevention and Control Division, Government of the Hong Kong Special Administrative Region, Department of Health; 2002. 83 p. Chinese.

    or

    [Statistics on infectious diseases in Hong Kong, 1946-2001]. Hong Kong: People's Republic of China, Disease Prevention and Control Division, Government of the Hong Kong Special Administrative Region, Department of Health; 2002. 83 p. Chinese.

- Provide an English translation after the original language one whenever possible; place translations in square brackets

    Contreras A, Drabo Y, Shimp L, de Quinteros P, Linares MA. L'operationnalisation a l'echelle des pratiques familiales cles en matiere de sante et de nutrition de l'enfant: le role du changement des comportements [Operationalizing key family practices for child health and nutrition at scale: the role of behavior change]. Washington: Agency for International Development (US); 2004 Apr. 40 p. Report No.: PB2005-104459. French.

    Box 16 continues on next page...

Box 16 continued from previous page.

> Rimashevskaya NM, Markov VI. Rossiya--1994. Sotsial'no-demograficheskaya situatsiya. Analiticheskii doklad [Russia--1994. The socio-demographic situation. An analytical report]. Moskow: Rossiiskaya Akademiya Nauk, Institut Sotsial'no-ekonomicheskikh Problem Narodonaseleniya; 1995. 207 p. Russian.

> Xianggang chuan ran bing tong ji shu zi 1946-2001 [Statistics on infectious diseases in Hong Kong, 1946-2001]. Hong Kong: People's Republic of China, Disease Prevention and Control Division, Government of the Hong Kong Special Administrative Region, Department of Health; 2002. 83 p. Chinese.

- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

    > Å *treated as* A
    >
    > Ø *treated as* O
    >
    > Ç *treated as* C
    >
    > Ł *treated as* L
    >
    > à *treated as* a
    >
    > ĝ *treated as* g
    >
    > ñ *treated as* n
    >
    > ü *treated as* u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    > æ *treated as* ae
    >
    > œ *treated as* oe

Box 17. **Titles in more than one language.**

- If a report is written in several languages:

    ○ Give the title in the first language found on the title page

    ○ List all languages of publication after the pagination and any report, contract, or grant numbers

    ○ Separate the languages by a comma and a space

    ○ End the list of languages with a period

    Example:

    > Eidgenossische Volkszahlung 1990: die Wohnbevolkerung der Gemeinden. Bern (Switzerland): Bundesamt fur Statistik; 1993. 154 p. German, French, Italian.

- If a report is presented in two or more equal languages, as often occurs in Canadian publications:

    ○ Give all titles in the order they are given in the text, with an equals sign between them

    ○ List all languages after the pagination and any report, contract, or grant numbers

    ○ Separate the languages by a comma and a space

    ○ End the list of languages with a period

    Examples:

    > Biotechnology and the health of Canadians: a report from the Canadian Biotechnology Advisory Committee on biotechnology and health innovations; opportunities, challenges, and public policy = Biotechnologie et la sante des Canadiens: rapport du Comite consultatif canadien de la biotechnologie sur la biotechnologie et l'innovation dans le domaine de la sante; aspects prometteurs, de′fis et politique publique. Ottawa (ON): Canadian Biotechnology Advisory Committee; 2004 Dec. 181 p. English, French.

    > Euler M. Genitale Verstummelung von Madchen und Frauen: Situationsbericht aus dem Sudan = Female genital mutilation: a report on the present situation in Sudan = Mutilations sexuelles chez les fillettes et les femmes: rapport sur l'etat de la situation au Soudan. Aachen (Germany): Missio Aachen; 2002. 60 p. German, English, French.

- If none of the languages is English, follow the titles with a translation whenever possible. Place the translation in square brackets.

    > Eidgenossische Volkszahlung 1990: die Wohnbevolkerung der Gemeinden [Federal population census 1990: the population of communities]. Bern (Switzerland): Bundesamt fur Statistik; 1993. 154 p. German, French, Italian.

    > Mesle F, Shkol'nikov V, Hertrich V, Vallin J. Tendances recentes de la mortalite par cause en Russie 1965-1994 = Sovremennye tendentsii smertnosti po prichinam smerti v Rossii 1965-1994 [Recent trends in mortality by cause in Russia, 1965-1994]. Paris: Institut National d'Etudes Demographiques; 1996. 140 p. French, Russian.

Box 18. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a report title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

    > alpha-Methyldopa sesquihydrate (feed studies).

    > 1,3-dichloro-5,5-dimethylhydantoin: health-based reassessment of administrative occupational exposure limits.

- If a report title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

    > Lindane (γ-hexachlorocyclohexane): health-based recommended occupational exposure limit.

    > *or*

Box 18 continued from previous page.

> Lindane (gamma-hexachlorocyclohexane): health-based recommended occupational exposure limit.

- If a report title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

    Autoradiographic localization of [^{125}I]-ricin in lungs and trachea of mice following an aerosol inhalation exposure.

    or

    Autoradiographic localization of [(125)I]-ricin in lungs and trachea of mice following an aerosol inhalation exposure.

Examples for Report Title

15. Report in a language other than English

16. Report in two or more equal languages

17. Report with a title containing a chemical formula, Greek letter, or other special character

18. Report in a microform

Type of Medium for Reports (required)

General Rules for Type of Medium

- Indicate the specific type of medium (microfiche, ultrafiche, microfilm, microcard, etc.) following the title when a report is published in a microform
- Place the name of the medium in square brackets and end with a period, such as [microfiche].
- Add information about the medium according to the instructions under Physical Description below
- See Chapter 15 for reports in audiovisual formats and Chapter 18 and Chapter 22 for reports in electronic formats

Specific Rules for Type of Medium

- Report titles ending in punctuation other than a period
- Report titles not in English

Box 19. **Titles ending in punctuation other than a period.**

- Most report titles end in a period. Place [microfiche], [microfilm], or [microcard] inside the period.

    Blood carbon monoxide and hydrogen cyanide concentration in the fatalities of fire and non-fire associated civil aviation accidents, 1991-1998 [microfiche].

- If a title ends in another form of punctuation, keep that punctuation and follow [microfiche], [microfilm], or [microcard] with a period

    Is peripheral benzodiazepine receptor (PBR) gene expression involved in breast cancer suppression by dietary soybean protein? [microfiche].

Box 20. **Titles not in English.**

- If a translation of a title is provided, give the translation after the original title and place it in square brackets

    Travaux scientifiques des chercheurs du service de sante des armees [Scientific works of research workers of the army health service].

- If a report is in a microform (microfiche, microfile, microcard, etc.), place the specific name of the microform after the square brackets for the translation

    Untersuchungen zur Abtrennung von Schwermetallen aus Grubenwaessern mittels Mikroorganismen [Investigation of separation of heavy metals from mine water by microbes] [microfiche].

Examples for Type of Medium

18. Report in a microform

Edition for Reports (required)

General Rules for Edition

- Indicate the edition/version being cited after the title (and type of medium if present) when a report is published in more than one edition or version
- Abbreviate common words (see Abbreviation rules for editions below)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period

Box 21. **Abbreviation rules for editions.**

- Abbreviate common words found in edition statements:

Word	Abbreviation
edition	ed.
abbreviated	abbr.
abridged	abr.
American	Am.
augmented	augm.
authorized	authoriz.
English	Engl.
enlarged	enl.
expanded	expand.
illustrated	ill.

Box 21 continues on next page...

Box 21 continued from previous page.

Word	Abbreviation
modified	mod.
original	orig.
reprint(ed)	repr.
revised	rev.
special	spec.
translation	transl.
translated	transl.

For additional abbreviations, see ISO 832:1994 - *Rules for the abbreviation of bibliographic terms.*

- Follow abbreviated words with a period and end all edition information with a period

3rd rev. ed.

1st Engl. ed.

Specific Rules for Edition

- Abbreviation rules for editions
- Editions with dates
- Non-English words for editions

Box 22. Editions with dates.

Report titles are frequently followed by phrases such as "Annual report", "Interim report", and "Final report". These are considered editions.

- If such phrases are followed by a date or date range, include these dates as part of the edition statement

- Enter the dates in whatever format is found

- Place a period at the end of date information

Examples:

Final report for July 21, 1989 - June 21, 1990.

Final report. Jan-Nov 1999.

Annual summary 1 Jul 2000-31 Dec 2004.

Final report. May 2002-Mar 2005.

Report for 8 Jan 03-30 Mar 03.

Box 23. Non-English words for editions.

- For non-English edition statements written in the roman alphabet (French, German, Spanish, Italian, etc.):

Box 23 continued from previous page.

- Provide the name in the original language

- Abbreviate common words used in edition statements if the language is a familiar one

- Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- Separate the edition from the title proper by a space

- Retain the punctuation used in the edition statement

- End the edition information with a period

  Examples:

    Edicion 1a.

    5. ed. interamente riv. e aggiornata.

    2. ed. veneta.

    Nuova ed.

    Seconda ed.

    4a ed. rev. e ampliada.

    2° ed. ampliada y actualizada.

- For an edition statement written in Cyrillic, Greek, Arabic, Hebrew, or Korean:

  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables*.

  - Abbreviate common words used in edition statements if the language is a familiar one

  - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

  - Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

  - Separate the edition from the title proper by a space

  - Retain the punctuation used in the edition statement

  - Follow abbreviated words with a period and end all edition information with a period

    Examples:

> Izd. 3., perer. i dop.
>
> 2. dopunjeno izd.
>
> 2. ekd. epeux.
>
> 3. ekd.

- For an edition statement written in a character-based language such as Chinese and Japanese:

  ○ Transliterate or translate the words for edition

  ○ Do not abbreviate any of the words or omit any words

  ○ Use the capitalization system of the particular language

  ○ Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

  ○ Separate the edition from the title by a space

  ○ Retain the punctuation used in the edition statement

  ○ End all edition information with a period

     Examples:

  > Shohan.
  >
  > Dai 1-han.
  >
  > Dai 3-pan.
  >
  > Di 3 ban.
  >
  > Cai se ban, Xianggang di 1 ban.
  >
  > Che 6-p`an.

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

Language	Word for Edition	Abbreviation
Danish	oplag	n.a.
	udgave	
Dutch	uitgave	uitg.
	editie	ed.
Finnish	julkaisu	julk.
French	edition	ed.
German	Ausgabe	Ausg.

Language	Word for Edition	Abbreviation
	Auflage	Aufl.
Greek	ekdosis	ekd.
Italian	edizione	ed.
Norwegian	publikasjon	publ.
	utgave	utg.
Portuguese	edicao	ed.
Russian	izdanie	izd.
	publikacija	publ.
Spanish	edicion	ed.
	publicacion	publ.
Swedish	upplaga	n.a.

Examples for Edition

19. Report with an edition

Editor and other Secondary Authors for Reports (optional)

General Rules for Editor and other Secondary Authors

- A secondary author modifies the work of the author. Examples include editors, translators, and illustrators.
- Place the names of secondary authors after the title, following any Type of Medium and Edition statement
- Use the same rules for the format of names presented in Author above
- Follow the last named editor with a comma and the word editor or editors; the last named illustrator with a comma and the word illustrator or illustrators, etc.
- End secondary author information with a period
- If there is no author, move secondary authors such as editors and translators to the author position in the reference

Specific Rules for Editor and other Secondary Authors

- More than one type of secondary author
- Secondary author performing more than one role
- Organization as editor
- Non-English names for secondary authors

Box 24. **More than one type of secondary author.**

A report may have several types of secondary author.

- List all of them in the order they are given in the publication

- Separate each type of author and the accompanying role by a semicolon

Box 24 continued from previous page.

- End secondary author information with a period

    Examples:

    Smith BC, editor; Carson HT, illustrator.

    Graber AF, Longstreet RG, translators; Johnson CT, Marks C, Huston MA, illustrators.

Box 25. Secondary author performing more than one role.

A secondary author may perform more than one role.

- List all of them in the order they are given in the publication

- Separate the roles by "and"

- End secondary author information with a period

    Example:

    Jones AB, editor and translator.

Box 26. Organization as editor.

On rare occasions an organization is listed as the editor.

- Follow the instructions for entering the organization name found under Organizations as author

- Place a comma, space, and the word editor after the organization name

    Advisory Committee on Existing Chemicals of Environmental Relevance, editor. Naphthalin. Hicks R, translator. Weinheim (Germany): VCH; c1992. 155 p.

Box 27. Non-English names for secondary authors.

- Translate the word found for editor, translator, illustrator, or other secondary author into English if possible to assist the reader. However, the wording found on the publication may always be used.
- To assist in identifying secondary authors, below is a brief list of non-English words for them:

Language	Word for Editor	Word for Translator	Word for Illustrator
French	redacteur	traducteur	illustrateur
	editeur		
German	redakteur	ubersetzer	erlauterer
	herausgeber	dolmetscher	
Italian	redattore	traduttore	disegnatore
	curatore		
	editore		
Russian	redaktor	perevodchik	konstruktor

Box 27 continued from previous page.

Language	Word for Editor	Word for Translator	Word for Illustrator
	izdatel		
Spanish	redactor	traductor	ilustrador
	editor		

Examples for Editor and other Secondary Authors

8. Report with authors and an editor

9. Report with editors instead of authors

10. Report with editors and translators

11. Report with an organization as the author or editor

Place of Publication for Reports (required)

General Rules for Place of Publication

- Place is defined as the city where the report was published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as London (ON) and London (England)
- Use the anglicized form for a non-US city, such as Vienna for Wein
- End place information with a colon

Specific Rules for Place of Publication

- Non-US cities
- Joint publication
- Multiple places of publication
- No place of publication can be found

Box 28. Non-US cities.

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva. However, the name as found on the publication may always be used.

- Follow Canadian cities with the two-letter abbreviation for the name of the province, placed in parentheses:

    Montreal (QC):

    Ottawa (ON):

    Vancouver (BC):

Box 28 continued from previous page.

- If the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.

    London:

    Rome:

    Paris:

    Madrid:

    but

    Malaga (Spain):   *or*   Malaga (ES):

    Basel (Switzerland):   *or*   Basel (CH):

    Oxford (England):   *or*   Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

---

Box 29. **Joint publication.**

- Two organizations may co-publish a report.
- Use the city of the first organization found in the publisher position on the title page (or on the back of the title page if no publisher information appears on the title page) as the place of publication
- Place the name of the second organization as a note at the end of the citation, if desired

    Example:

    Monahan C, Szpur MV, Evans M, Craik D, Kubale MG, Maloney MM. Focus on Children community planning manual: needs assessment and health planning for children, including children with special health care needs. Rev. ed. Chicago: University of Illinois at Chicago, Division of Specialized Care for Children; 1996 Oct. 136 p. Grant No.: DHHS/PHS/HRSA MCJ-175005. Joint publication of the Division of Family Health, Illinois Department of Public Health, Springfield.

- Do not give multiple places as place of publication or include multiple publishers

---

Box 30. **Multiple places of publication.**

- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.
- As an option, if one place is a US city and the other(s) are not, use the US city

Box 31. **No place of publication can be found.**

- If no place of publication can be found on the title page or its verso (back), but one can be found elsewhere in the publication or can be reasonably inferred (e.g., Washington as the place for a publication of the Department of Health and Human Services), place the city in square brackets, such as "[Washington]"

    [Deakin West (Australia)]: National Rural Health Alliance (AU); 1998 Feb. 74 p.

- If no place of publication can be found or inferred, use [place unknown]

    [place unknown]: Western Health Foundation; 1985.

Examples for Place of Publication

20. Report place of publication with geographic qualifier added for clarity

21. Report with place of publication inferred

Publisher for Reports (required)

General Rules for Publisher

- Record the name of the publisher as it appears in the publication, using whatever capitalization and punctuation is found there
- When a division or other subsidiary part of a publisher appears in the publication, enter the publisher name first. For example: Harvard Medical School, Department of Genetics.
- End publisher information with a semicolon

Specific Rules for Publisher

- Abbreviated words in publisher names
- Non-English publishers
- Government agencies and other national and international bodies as publisher
- Joint publication
- Multiple publishers
- No publisher can be found

Box 32. **Abbreviated words in publisher names.**

- Commonly used words in names may be abbreviated, if desired

    Examples:

    Acad. for Academy

    Assoc. for Association

    Co. for Company

    Coll. for College

    Corp. for Corporation

    Dept. for Department

Box 32 continues on next page...

Box 32 continued from previous page.

      Div. for Division

      Inst. for Institute or Institution

      Ltd. for Limited

      Soc. for Society

      Univ. for University

See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

- Follow all abbreviated words with a period

Box 33. Non-English publishers.

- Give publisher names appearing in the roman alphabet (French, Spanish, Italian, etc.) in their original language

      Montreal (QC): Agence d'Evaluation des Technologies et des Modes d'Intervention en Sante;

      Rome: Istituto Superiore de Sanita;

- Romanize names given in Cyrillic, Greek, Arabic, Hebrew, Korean

      Moscow: Rossiiskaya Akademiya Nauk, Institut Sotsial'no-ekonomicheskikh Problem Narodonaseleniya;

- Romanize names or translate names presented in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.

      Tokyo: Tokyo-to Kenko Anzen Kenkyu Senta;

      Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute];

      Peking (China): Mei tan gong ye bu zhi ye yi xue yan jiu suo;

      [Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized.].

- If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.

      Tokyo: Tokyo-to Kenko Anzen Kenkyu Senta [Tokyo Metropolitan Institute of Public Health];

- If the name of a division or other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

      Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero;

Box 33 continues on next page...

Box 33 continued from previous page.

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.

    Tokyo: [Tokyo Metropolitan Institute of Public Health];

Box 34. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

    National Cancer Institute (US)

    National Society on Alcoholism and Drug Dependence (NZ)

    Royal Society of Medicine (GB)

    Royal College of Physicians (AU), Paediatrics & Child Health Division

    but

    St. John's (NL): Government of Newfoundland and Labrador, Department of Health & Community Services; 2002.

- Do not confuse the publisher with the distributor, who disseminates documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency that issued the publication as the publisher and include distributor information as a note, preceded by the phrase "Available from: ".

    Ewing RE, Flournoy L, Wall J, Wild J, Crooks R (Texas Engineering Experiment Station, College Station, TX). Disaster Relief and Emergency Medical Services (DREAMS): Texas A&M digital EMS and the detection and remediation of chemical threat agents. Annual report 1 Oct 2003-30 Sep 2004. Washington: Department of the Army (US), Medical Division; 2004 Oct. 36 p. Contract No.: DAMD170020010. Available from: NTIS, Springfield, VA; ADA435629.

Box 35. Joint publication.

Two organizations may co-publish a report.

- Use the first organization appearing in the publisher position on the title page or the verso (back) of the title page as the publisher

- Place the name of the second organization as a note at the end of the citation, if desired

    Monahan C, Szpur MV, Evans M, Craik D, Kubale MG, Maloney MM. Focus on Children community planning manual: needs assessment and health planning for children, including children with special health care needs. Rev. ed. Chicago: University of Illinois at Chicago, Division of Specialized Care for Children; 1996 Oct. 136 p. Grant No.: DHHS/PHS/HRSA MCJ-175005. Joint publication of the Division of Family Health, Illinois Department of Public Health, Springfield.

Box 35 continued from previous page.

- Do not give more than one name as publisher

Box 36. Multiple publishers.

- If more than one publisher is found in a report, use the first one given or the one set in the largest type or bold type

- Do not list multiple publishers. For those publications with joint or co-publishers, use the name given first as the publisher and include the name of the second as a note if desired. For example, use "Jointly published by …" or "Joint publication of …".

  > Monahan C, Szpur MV, Evans M, Craik D, Kubale MG, Maloney MM. Focus on Children community planning manual: needs assessment and health planning for children, including children with special health care needs. Rev. ed. Chicago: University of Illinois at Chicago, Division of Specialized Care for Children; 1996 Oct. 136 p. Grant No.: DHHS/PHS/HRSA MCJ-175005. Joint publication of the Division of Family Health, Illinois Department of Public Health, Springfield.

- End publisher information with a semicolon

Box 37. No publisher can be found.

- If no publisher can be found, use [publisher unknown]

  > Rome: [publisher unknown]; 1971.

Examples for Publisher

22. Report with publisher with subsidiary division

23. Report with governmental or national agency as publisher

24. Report with joint publication

Date of Publication for Reports (required)

General Rules for Date of Publication

- Always give the year of publication
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month of publication, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them to the first three letters, such as Jan
- End date information with a period

Specific Rules for Date of Publication

- Multiple years of publication
- Non-English names for months
- Seasons instead of months
- No date of publication, but a date of copyright
- No date of publication can be found
- Options for date of publication

Box 38. **Multiple years of publication.**

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

     2002-2003

     1997-1998

     1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

     1999 Oct-2000 Mar

     2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen

     2005 Jan-Feb

     1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Box 39. **Non-English names for months.**

- Translate names of months into English

- Abbreviate them using the first three letters

- Capitalize them
  For example:

     mayo = May

     luty = Feb

     brezen = Mar

Box 40. **Seasons instead of months.**

- Translate names of seasons into English

- Capitalize them

- Do not abbreviate them
  For example:

     balvan = Summer

     outomno = Fall

     hiver = Winter

> pomlad = Spring

Box 41. No date of publication, but a date of copyright.

Reports by US government agencies are not copyrighted, but reports issued by the agencies of other countries and those published by performing organizations may be copyrighted. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005

Examples:

> Framarin A. First-trimester prenatal screening for Down syndrome and other aneuploidies. Wickens M, translator. Montreal (QC): Agence d'Evaluation des Technologies et des Modes d'Intervention en Sante (CA); c2003. 81 p. Report No.: AETMIS 03-01.

> Rosenbaum, S, Smith BM, Shin P, Zakheim MH, Shaw K, Sonosky CA, Repasch L. Negotiating the new health system: a nationwide study of Medicaid managed care contracts. 2nd ed. Johnson K, editor. Washington: George Washington University Medical Center, Center for Health Policy Research; c1998. 2 vols.

Box 42. No date of publication can be found.

- Reports by US government agencies are not copyrighted, but reports issued by the agencies of other countries and those published by performing organizations may be copyrighted.

- If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005

> Plymouth Meeting (PA): ECRI; c2005.

> Washington: Urban Institute; c2004.

- If neither a date of publication nor a date of copyright can be found, but a date can be estimated because of material contained in the report or in accompanying material, insert a question mark after the estimated date and place date information in square brackets

> Los Angeles (CA): California Student Health Project; [1967?].

Box 43. Options for date of publication.

It is not NLM policy, but the following is an acceptable option:

The date of publication may follow the author names in the list of references when the name-year system of in-text references is used.

- Use the year of publication only

- Place the year after the last named author, followed by a period

Box 43 continued from previous page.

- End publisher information with a period

    NLM citation:

    Barker B, Degenhardt L. Accidental drug-induced deaths in Australia 1997-2001. Sydney (Australia): University of New South Wales, National Drug and Alcohol Research Centre; 2003. 46 p.

    Name-year system of citation:

    Barker B, Degenhardt L. 2003. Accidental drug-induced deaths in Australia 1997-2001. Sydney (Australia): University of New South Wales, National Drug and Alcohol Research Centre. 46 p.

Examples for Date of Publication

25. Report with year and month of publication

26. Report with no date of publication, but a date of copyright

Pagination for Reports (optional)

General Rules for Pagination

- Provide the total number of pages on which the text of the report appears
- Do not count pages for such items as introductory material, appendixes, and indexes unless they are included in the pagination of the text
- Follow the page total with a space and the letter p
- For reports published in more than one physical volume, cite the total number of volumes instead of the number of pages, such as 4 vol.
- End pagination information with a period

Specific Rules for Pagination

- Roman numerals for pages
- No numbers appear on the pages of the report

Box 44. Roman numerals for pages.

If all of the pages (not just the introductory pages) of a report have roman numerals instead of the usual arabic numbers:

- Convert the roman numeral on the last page of the text to an arabic number

- Follow the number by "p."

- Place the number and "p." in square brackets, such as [12 p.]

- End page information with a period
    Example: [20 p.].

Box 45. **No numbers appear on the pages of the report.**

Occasionally, a report will have no numbers on its pages. If the entire publication has no page numbers:

- Count the total number of pages of the text

- Express the total as leaves, not pages

- End with a period
  Example: 37 leaves.

Examples for Pagination

27. Report with volumes instead of page numbers

28. No page numbers appear on the report

Physical Description for Reports (optional)

General Rules for Physical Description

- Give information on the physical characteristics if a report is published in a microform (microfilm, microfiche, etc.), such as 3 microfiche: black & white, 2 x 4 in. Such information will help the reader select the appropriate equipment with which to view the microform.

Specific Rules for Physical Description

- Language for describing physical characteristics

Box 46. **Language for describing physical characteristics.**

If a report is published on microfiche, microfilm, or microcards:

- Begin with information on the number and type of physical pieces, followed by a colon and a space

    5 microfiche:

    3 reels: [of microfilm]

    1 microcard:

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches. Separate types of information by commas.

  Typical words used include:

    color

    black & white

    positive

    negative

    4 x 6 in. (standard microfiche size)

Box 46 continues on next page...

> 3 x 5 in. (standard microcard size)
>
> 35 mm. (a standard microfilm size)
>
> 16 mm. (a standard microfilm size)
>
> *Examples of complete physical description statements:*
>
> 3 microfiche: color, positive, 4 x 6 in.
>
> 5 microcards: black & white, 3 x 5 in.
>
> 1 reel: black& white, negative, 35 mm.

Examples for Physical Description

18. Report in a microform

Series for Reports (optional)

General Rules for Series

- Begin with the name of the series
- Capitalize only the first word and proper nouns
- Follow the name with any numbers provided. For example, vol. 3 for a volume or no. 12 for an issue number.
- Separate the title and the number by a semicolon and a space
- Place series information in parentheses
- End series information with a period, placed outside the closing parenthesis

Specific Rules for Series

- Multiple series

> **Box 47. Multiple series.**
>
> - If a report has more than one series, list them in the order found on the report
>
> - Separate the two series statements with a semicolon and a space
>
> - End series information with a period, placed outside the closing parenthesis of the last series
>
>   *Example:*
>
>   Burt CW, Arispe IE. Characteristics of emergency departments serving high volumes of safety-net patients: United States, 2000. Hyattsville (MD): National Center for Health Statistics; 2004. 16 p. (DHHS publication; no. (PHS) 2004-1726); (Vital and health statistics. Series 13, Data from the National Health Care Survey; no. 155).

Examples for Series

29. Report in a series

31. Report and other numbers and a series

Report Number for Reports (required)

General Rules for Report Number

- Give the report number as it appears on the publication, using whatever capitalization and punctuation are found there
- Precede the number with the wording Report No.: and a space
- End the number with a period

Specific Rules for Report Number

- Grant or contract number as well as report number

Box 48. **Grant or contract number as well as report number.**

- If both a report number and a grant or contract number are found, give the report number first

    Report No.: TR-203-AHRQ. Contract No.: 290-02-0010.

    Report No.: NASA/TP-2003-210791. Grant No.: NASA 9-1083.

- If both a contract number and a grant number are provided, give them in the order found on the report

    Report No: PIP-026054. Contract No.: AID/dpe-C-1028. Grant No.: AID/pha-G-1198.

    Report No.: CPFH 13515cr982. Grant No.: OTR-G-1702. Contract No.: DPE-0632 00-1029-00.

Examples for Report Number

30. Report with report, contract, and grant numbers

31. Report with numbers and a series

Contract Number or Grant Number for Reports (optional)

General Rules for Contract Number or Grant Number

- Give the contract or grant number as it appears on the publication, using whatever capitalization and punctuation are found there
- Precede the number with the wording Contract No.: or Grant No.: and a space
- End the number with a period

Specific Rules for Contract Number or Grant Number

- Report number as well as grant or contract number
- Both a contract number and a grant number
- Multiple contract or grant numbers

Box 49. **Report number as well as grant or contract number.**

- If both a report number and a grant or contract number are found, give the report number first

    Report No.: TR-203-AHRQ. Contract No.: 290-02-0010.

    Report No.: NASA/TP-2003-210791. Grant No.: NASA 9-1083.

> **Box 50. Both a contract number and a grant number.**
>
> - If both a contract and a grant number are provided, give them in the order found on the report
>
>   Grant No.: 044640. Contract No.: N01-oD-42139.
>
>   Contract No.: AID/dpe-C-1028. Grant No.: AID/pha-G-1198.

> **Box 51. Multiple contract or grant numbers.**
>
> - If more than one contract or grant number are found, give them both in the order they appear in the report, separated by a semicolon
>
>   Grant No.: NASA NCC10-52; Grant No: NASA NAG10-291.
>
>   Contract No.: DPE-3004-00-A-2018-00; Contract No.: DPE-3004-00-A-6057-00.

Examples for Contract Number or Grant Number

30. Report with report, contract, and grant numbers

31. Report with numbers and a series

Language for Reports (required)

General Rules for Language

- Give the language of publication if other than English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Reports appearing in more than one language

> **Box 52. Reports appearing in more than one language.**
>
> - If a report is written in several languages:
>
>   ○ Give the title in the first language found on the title page
>
>   ○ List all languages of publication after the pagination and any report, contract, or grant numbers
>
>   ○ Separate the languages by a comma and a space
>
>   ○ End the list of languages with a period
>   *Example:*
>
>   Eidgenossische Volkszahlung 1990: die Wohnbevolkerung der Gemeinden. Bern (Switzerland): Bundesamt fur Statistik; 1993. 154 p. German, French, Italian.
>
> - If a report is presented in two or more equal languages, as often occurs in Canadian publications:
>
>   *Box 52 continues on next page...*

Box 52 continued from previous page.

- ○ Give all titles in the order they are given in the text, with an equals sign between them

- ○ List all languages after the pagination and any report, contract, or grant numbers

- ○ Separate the languages by a comma and a space

- ○ End the list of languages with a period

  Examples:

    Biotechnology and the health of Canadians: a report from the Canadian Biotechnology Advisory Committee on biotechnology and health innovations; opportunities, challenges, and public policy = Biotechnologie et la sante des Canadiens: rapport du Comite consultatif canadien de la biotechnologie sur la biotechnologie et l'innovation dans le domaine de la sante; aspects prometteurs, de´fis et politique publique. Ottawa (ON): Canadian Biotechnology Advisory Committee; 2004 Dec. 181 p. English, French.

    Euler M. Genitale Verstummelung von Madchen und Frauen: Situationsbericht aus dem Sudan = Female genital mutilation: a report on the present situation in Sudan = Mutilations sexuelles chez les fillettes et les femmes: rapport sur l'etat de la situation au Soudan. Aachen (Germany): Missio Aachen; 2002. 60 p. German, English, French.

- If none of the languages is English, follow the titles with a translation whenever possible. Place the translation in square brackets.

    Eidgenossische Volkszahlung 1990: die Wohnbevolkerung der Gemeinden [Federal population census 1990: the population of communities]. Bern (Switzerland): Bundesamt fur Statistik; 1993. 154 p. German, French, Italian.

    Mesle F, Shkol'nikov V, Hertrich V, Vallin J. Tendances recentes de la mortalite par cause en Russie 1965-1994 = Sovremennye tendentsii smertnosti po prichinam smerti v Rossii 1965-1994 [Recent trends in mortality by cause in Russia, 1965-1994]. Paris: Institut National d'Etudes Demographiques; 1996. 140 p. French, Russian.

Examples for Language

15. Report in a language other than English

16. Report in two or more equal languages

Notes for Reports (optional)

General Rules for Notes

- Notes is a collective term for any type of useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Reports available from NTIS or GPO
- Reports accompanied by a videocassette, CD-ROM, DVD, etc.
- Other types of material to include in notes

Box 53. **Reports available from NTIS or GPO.**

Most US government agency publications are distributed not by the agency but by either the US Government Printing Office (GPO) or the National Technical Information Service (NTIS).

- Begin by citing the report, including any report, contract, or grant numbers

- Enter the phrase "Available from:" and follow it with a space

- Give the name of the distributor, followed by the city and state, then a semicolon and a space

- Add the accession number of the report

- End with a period

  Examples:

  Ewing RE, Flournoy L, Wall J, Wild J, Crooks R (Texas Engineering Experiment Station, College Station, TX). Disaster Relief and Emergency Medical Services (DREAMS): Texas A&M digital EMS and the detection and remediation of chemical threat agents. Annual report 1 Oct 2003-30 Sep 2004. Washington: Department of the Army (US), Medical Division; 2004 Oct. 36 p. Contract No.: DAMD170020010. Available from: NTIS, Springfield, VA; ADA435629.

  Boren JJ, Onken LS, Carroll KM, editors. Approaches to drug abuse counseling. Bethesda (MD): National Institute on Drug Abuse (US), Behavioral Treatment Development Branch; 2000 Jul. 129 p. (NIH publication; no. 00-4151). Available from: US Government Printing Office, Washington, DC; HE 20.3952:D 84/5.

Box 54. **Reports accompanied by a videocassette, CD-ROM, DVD, etc.**

- If a report has supplemental material accompanying it in the form of a videocassette, CD-ROM, DVD, or another medium, begin by citing the report. Add the phrase "Accompanied by:" followed by a space and the number and type of the medium.

  Human energy requirements: report of a Joint FAO/WHO/UNU Expert Consultation on Human Energy Requirements. Rome: Food and Agricultural Organization of the United Nations; 2004. 96 p. (FAO food and nutrition series; 18133932). Accompanied by: 1 CD-ROM.

  Mesle F, Shkol'nikov V, Hertrich V, Vallin J. Tendances recentes de la mortalite par cause en Russie 1965-1994 = Sovremennye tendentsii smertnosti po prichinam smerti v Rossii 1965-1994 [Recent trends in mortality by cause in Russia, 1965-1994]. Paris: Institut National d'Etudes Demographiques; 1996. 140 p. French, Russian. Accompanied by: 2 floppy disks.

Box 55. **Other types of material to include in notes.**

The notes element may be used to provide any information that the compiler of the reference feels is useful to the reader. Begin by citing the report, then add the note. Some examples of notes are:

- If the report was sponsored by or prepared for an organization or organizations other than the publisher, give the name(s)

Box 55 continues on next page...

> *Box 55 continued from previous page.*
>
> Gostin LO, Hodge JG Jr (Georgetown University Law Center, Center for Law and the Public's Health, Washington, DC). State public health law assessment report. [Seattle (WA)]: Washington University, Turning Point National Program Office; 2002 Apr. 51 p. Sponsored by the Turning Point Public Health Statute Modernization National Excellence Collaborative; publication supported by a grant from the Robert Wood Johnson Foundation.
>
> - If the report is translated or otherwise adapted from another publication, give the name of the original
>
>   Framarin A. First-trimester prenatal screening for Down syndrome and other aneuploidies. Wickens M, translator. Montreal (QC): Agence d'Evaluation des Technologies et des Modes d'Intervention en Sante (CA); c2003. 81 p. Report No.: AETMIS 03-01. Translation of "Le Depistage Prenatal du Syndrome de Down et d'Autres Aneuploidies au Premier Trimestre de la Grossesse."
>
> - If the report is not a common one, give the name of a library or other archive where it may be found. Begin with the phrase "Located at" followed by a colon and a space.
>
>   Pinkau K, Ronn O, editors. Environmental standards: scientific foundations and rational procedures of regulation with emphasis on radiological risk management. Jager G, Kais-Heinrich S, translators. Berlin (Germany): Berlin Academy of Sciences and Technology; 1998. 393 p. Located at: National Library of Medicine, Bethesda, MD; 1998 G-004.
>
> - If the report contains material of particular interest to the audience that may not be apparent from the title, describe it
>
>   Rosenbaum S, Kamoie B, Collins C, Zuvekas A. Analysis of CareFirst's performance as a charitable not-for-profit health insurance company in the National Capital Area: report to the DC Appleseed Center for Law and Justice. Washington: George Washington University Medical Center, School of Public Health and Health Services, Center for Health Services and Policy; 2003 Oct. 62 p. This analysis focuses particularly on the District of Columbia and Northern Virginia.

Examples for Notes

32. Reports available from NTIS or GPO

33. Report with sponsorship note

34. Report accompanied by another medium

35. Report with other types of notes

Examples of Citations to Entire Reports

1. Standard report written and published by the sponsoring organization

Page E, Harney JM. Health hazard evaluation report. Cincinnati (OH): National Institute for Occupational Safety and Health (US); 2001 Feb. 24 p. Report No.: HETA2000-0139-2824.

Barker B, Degenhardt L. Accidental drug-induced deaths in Australia 1997-2001. Sydney (Australia): University of New South Wales, National Drug and Alcohol Research Centre; 2003. 46 p.

2. Standard report written by the performing organization and published by the sponsoring organization

Sontag ED (Department of Mathematics, Rutgers University, New Brunswick, NJ). Control of nonlinear systems. Final report 15 Mar 2004-31 Jan 2005. Washington: Army Medical Department (US): 2004. 5 p. Report No.: AFRLSRARTR050271. Contract No.: FA95500410172.

Newberry SJ, editor (Southern California/RAND Evidence-based Practice Center, Los Angeles, CA). Effects of omega-3 fatty acids on lipids and glycemic control in type II diabetes and the metabolic syndrome and on inflammatory bowel disease, rheumatoid arthritis, renal disease, systemic lupus erythematosus, and osteoporosis. Rockville (MD): Department of Health and Human Services (US), Agency for Healthcare Research and Quality; 2004 Mar. 145 p. Contract No.: 290-02-0003.

3. Standard report written and published by the performing organization

Popper SW, Wagner CS, Larson EV. New forces at work: industry views critical technologies. Santa Monica (CA): Rand; 1998. 155 p. Report No.: MR-1008-OSTP. Contract No.: OPA-9215205. Supported by the Office of Science and Technology Policy.

Moscovice IS. Rural health networks: evolving organizational forms & functions. Minneapolis (MN): University of Minnesota, School of Public Health, Rural Health Research Center; 2003. 47 p. Grant No.: 032659. Supported by the Robert Wood Johnson Foundation.

4. Report with optional full given names

Persing, David H. Biomarker development for TLR4 agonists. Annual report. Seattle (WA): CORIXA Corporation; 2004 Oct. 76 p. Contract No.: DAMD17-03-C-0089. Funded by the US Army Medical Research and Materiel Command, Ft. Detrick, MD.

Price, Kay; Brown, Lyn Hepburn; Reddin, Edith. Agency nurses and careworkers putting quality use of medicines into action: Quality Use of Medicines Evaluation Program. Final report. Adelaide (Australia): University of South Australia, Centre for Research into Nursing and Health Care; 2002. 275 p.

5. Report with optional limit to the first three authors (use "et al" or "and others")

Cohen JT, Duggar K, Gray GM, et al. Evaluation of the potential for bovine spongiform encephalopathy in the United States. Boston: Harvard School of Public Health, Center for Risk Analysis; 2001 Nov. 116 p. Report No.: PB2002-108684. Supported by the US Department of Agriculture.

6. Report with a designation of family rank in the author name

Gostin LO, Hodge JG Jr (Georgetown University Law Center, Center for Law and the Public's Health, Washington, DC). State public health law assessment report. Seattle (WA): Washington University, Turning Point National Program Office; 2002 Apr. 51 p. Sponsored by the Turning Point Public Health Statute Modernization National Excellence Collaborative; publication supported by a grant from the Robert Wood Johnson Foundation.

Donohue JJ 3rd, Levitt SD. Legalized abortion and crime. Stanford (CA): Stanford Law School; 1999. 57 p. (Stanford public law and legal theory working paper; no.1).

7. Report with author and translator

Framarin A. First-trimester prenatal screening for Down syndrome and other aneuploidies. Wickens M, translator. Montreal (QC): Agence d'Evaluation des Technologies et des Modes d'Intervention en Sante (CA); c2003. 81 p. Report No.: AETMIS 03-01.

8. Report with authors and an editor

Rosenbaum, S, Smith BM, Shin P, Zakheim MH, Shaw K, Sonosky CA, Repasch L. Negotiating the new health system: a nationwide study of Medicaid managed care contracts. 2nd ed. Johnson K, editor. Washington: George Washington University Medical Center, Center for Health Policy Research; c1998. 2 vols.

9. Report with editors instead of authors

Reid PP, Compton WD, Grossman JH, Fanjiang G, editors. Building a better delivery system: a new engineering/health care partnership. Washington: National Academies Press; 2005. 262 p. Grant No.: 044640. Contract No.: N01-OD-42139. Supported by the National Science Foundation, the Robert Wood Johnson Foundation, and the National Institutes of Health.

Newberry SJ, editor (Southern California/RAND Evidence-based Practice Center, Los Angeles, CA). Effects of omega-3 fatty acids on lipids and glycemic control in type II diabetes and the metabolic syndrome and on inflammatory bowel disease, rheumatoid arthritis, renal disease, systemic lupus erythematosus, and osteoporosis. Rockville (MD): Department of Health and Human Services (US), Agency for Healthcare Research and Quality; 2004 Mar. 145 p. Contract No.: 290-02-0003.

10. Report with editors and translators

Pinkau K, Ronn O, editors. Environmental standards: scientific foundations and rational procedures of regulation with emphasis on radiological risk management. Jager G, Kais-Heinrich S, translators. Berlin (Germany): Berlin Academy of Sciences and Technology; 1998. 393 p.

Chun MN, editor and translator. Must we wait in despair: the 1867 report of the Ahahui Laau Lapaau of Wailuku, Maui on native Hawaiian health. Honolulu: First People's Productions; 1994. 318 p.

11. Report with an organization as the author or editor

Task Force on Accreditation of Health Professions Education. Strategies for change and improvement: the report of the Task Force on Accreditation of Health Professions Education. San Francisco: University of California, San Francisco, Center for the Health Professions; 1999 Jun. 86 p.

Johns Hopkins University, School of Hygiene and Public Health, Environmental Health Tracking Project Team (Baltimore, MD). America's environmental health gap: why the country needs a nationwide health tracking network; technical report. Baltimore (MD): Pew Environmental Health Commission; 2000 Sep. 92 p.

Lewin Group, Inc. (Falls Church, VA). Assessment of approaches to evaluating telemedicine. Final report. Washington: Department of Health and Human Services (US), Office of the Assistant Secretary for Planning and Evaluation; 2000 Dec. 63 p. Report No.: PB2002101110. Contract No.: HHS-10-97-0012.

Advisory Committee on Existing Chemicals of Environmental Relevance, editor. Naphthalin. Hicks R, translator. Weinheim (Germany): VCH; c1992. 155 p.

12. Report with government agency as the author

National High Blood Pressure Education Program (US). The fourth report on the diagnosis, evaluation, and treatment of high blood pressure in children and adolescents. Rev. ed. Bethesda (MD): National Heart, Lung, and Blood Institute (US); 2005. 48 p. (NIH publication; no. 05-5267).

13. Report with authors from both the performing and sponsoring organizations

Thompson LA, Chhikara RS (School of Natural and Applied Sciences, University of Houston, Clear Lake, TX); Conklin J (Lyndon B. Johnson Space Center, Houston, TX). Cox proportional hazards models for modeling the time to onset of decompression sickness in hypobaric environments. Houston (TX): National Aeronautics and Space Administration (US), Lyndon B. Johnson Space Center; 2003 Mar. 39 p. Report No.: NASA/TP-2003-210791. Grant No.: NASA 9-1083. Basic funding support provided by the Institute for Space Systems Operations of the University of Houston.

14. Report with no author provided

2004 national healthcare disparities report. Rockville (MD): Department of Health and Human Services (US), Agency for Healthcare Research and Quality; 2004 Dec. 227 p. (AHRQ publication; no. 05-0014).

The world health report 2003: shaping the future. Geneva: World Health Organization; 2003. 193 p.

15. Report in a language other than English

Contreras A, Drabo Y, Shimp L, de Quinteros P, Linares MA. L'operationnalisation a l'echelle des pratiques familiales cles en matiere de sante et de nutrition de l'enfant: le role du changement des comportements. Washington: Agency for International Development (US); 2004 Apr. 40 p. Report No.: PB2005-104459. French.

Eidgenossische Volkszahlung 1990: die Wohnbevolkerung der Gemeinden. Bern (Switzerland): Bundesamt fur Statistik; 1993. 154 p. German, French, Italian.

with translation

Contreras A, Drabo Y, Shimp L, de Quinteros P, Linares MA. L'operationnalisation a l'echelle des pratiques familiales cles en matiere de sante et de nutrition de l'enfant: le role du changement des comportements [Operationalizing key family practices for child health and nutrition at scale: the role of behavior change]. Washington: Agency for International Development (US); 2004 Apr. 40 p. Report No.: PB2005-104459. French.

Eidgenossische Volkszahlung 1990: die Wohnbevolkerung der Gemeinden [Federal population census 1990: the population of communities]. Bern (Switzerland): Bundesamt fur Statistik; 1993. 154 p. German, French, Italian.

16. Report in two or more equal languages

Biotechnology and the health of Canadians: a report from the Canadian Biotechnology Advisory Committee on biotechnology and health innovations; opportunities, challenges, and public policy = Biotechnologie et la sante des Canadiens: rapport du Comite Consultatif Canadien de la Biotechnologie sur la biotechnologie et l'innovation dans le domaine de la sante; aspects prometteurs, de fis et politique publique. Ottawa (ON): Canadian Biotechnology Advisory Committee; 2004 Dec. 181 p. English, French.

Euler M. Genitale Verstummelung von Madchen und Frauen: Situationsbericht aus dem Sudan = Female genital mutilation: a report on the present situation in Sudan = Mutilations sexuelles chez les fillettes et les femmes: rapport sur l'etat de la situation au Soudan. Aachen (Germany): Missio Aachen; 2002. 60 p. German, English, French.

with translation included

Mesle F, Shkol'nikov V, Hertrich V, Vallin J. Tendances recentes de la mortalite par cause en Russie 1965-1994 = Sovremennye tendentsii smertnosti po prichinam smerti v Rossii 1965-1994 [Recent trends in mortality by cause in Russia, 1965-1994]. Paris: Institut National d'Etudes Demographiques;1996. 140 p. French, Russian.

17. Report with a title containing a chemical formula, Greek letter, or other special character

Greek letters may be written out if special fonts are not available

Dutch Expert Committee on Occupational Standards. Lindane (γ-hexachlorocyclohexane): health-based recommended occupational exposure limit. The Hague (Netherlands): Health Council of the Netherlands; 2001 Dec 6. 124 p.

or

Dutch Expert Committee on Occupational Standards. Lindane (gamma-hexachlorocyclohexane): health-based recommended occupational exposure limit. The Hague (Netherlands): Health Council of the Netherlands; 2001 Dec 6. 124 p.

Superscripts/subscripts may be enclosed within parentheses if fonts are not available

Doebler JA. Autoradiographic localization of [^{125}I]-ricin in lungs and trachea of mice following an aerosol inhalation exposure. Aberdeen Proving Ground (MD): Army Medical Research Institute of Chemical Defense (US); 1996. 8 p. Report No.: USAMRICD-TR; 96-03.

or

Doebler JA. Autoradiographic localization of [(125)I]-ricin in lungs and trachea of mice following an aerosol inhalation exposure. Aberdeen Proving Ground (MD): Army Medical Research Institute of Chemical Defense (US); 1996. 8 p. Report No.: USAMRICD-TR; 96-03.

18. Report in a microform

Chaturvedi AK, Smith DR, Canfield DV. Blood carbon monoxide and hydrogen cyanide concentration in the fatalities of fire and non-fire associated civil aviation accidents, 1991-1998 [microfiche]. Final report. Washington: Federal Aviation Administration (US), Office of Aviation Medicine; 2000. 1 microfiche: black & white, negative, 4 x 6 in.

19. Report with an edition

Persing DH. Biomarker development for TLR4 agonists. Annual report. Seattle (WA): CORIXA Corporation; 2004 Oct. 76 p. Contract No.: DAMD17-03-C-0089. Funded by the US Army Medical Research and Materiel Command, Ft. Detrick, MD.

Thomas C, Butler J, Davies M, Johnson R, editors. State injury indicators report: 1999 data. 2nd ed. Atlanta (GA): Centers for Disease Control and Prevention (US), National Center for Injury Prevention and Control; 2004 Feb. 108 p.

National High Blood Pressure Education Program (US). The fourth report on the diagnosis, evaluation, and treatment of high blood pressure in children and adolescents. Rev. ed. Bethesda (MD): National Heart, Lung, and Blood Institute (US); 2005. 48 p. (NIH publication; no. 05-5267).

20. Report place of publication with geographic qualifier added for clarity

Barker B, Degenhardt L. Accidental drug-induced deaths in Australia 1997-2001. Sydney (Australia): University of New South Wales, National Drug and Alcohol Research Centre; 2003. 46 p.

Grady SJ. A national survey of methyl *tert*-butyl ether and other volatile organic compounds in drinking-water sources: results of the random survey. East Hartford (CT): US Geological Survey; 2003. 85 p. (Survey water-resources investigations; no. 02-4079U).

21. Report with place of publication inferred

Griffith University, Faculty of Nursing and Health (Queensland, Australia). Advanced nursing practice for rural and remote Australia: final report to the National Rural Health Alliance Inc. [Deakin West (Australia)]: National Rural Health Alliance (AU); 1998 Feb. 74 p.

22. Report with publisher with subsidiary division

Wainer J. New voices in rural medical practice: analysis of qualitative data from the National Rural General Practice Study. Traralgon (Australia): Monash University, School of Rural Health; 2002. 57 p. Grant No.: 751. Sponsored by the General Practice Evaluation Program, Department of Health and Ageing, Australia.

23. Report with governmental or national agency as publisher

Waksberg J, Levine DB, Marker D (Westat, Inc., Rockville, MD). Assessment of major federal data sets for analyses of Hispanic and Asian or Pacific Islander subgroups and Native Americans: extending the utility of federal data bases. Washington: Department of Health and Human Services (US), Office of the Assistant Secretary for Planning and Evaluation; 2002.

van deWater HP, Boshuizen HC, Perenboom RJ. Health expectancy of the Dutch population. Bilthoven (Netherlands): National Institute of Public Health and Environmental Protection (NL); 1995. 21 p. Report No.: 431501009.

24. Report with joint publication

Monahan C, Szpur MV, Evans M, Craik D, Kubale MG, Maloney MM. Focus on Children community planning manual: needs assessment and health planning for children, including children with special health care needs. Rev. ed. Chicago: University of Illinois at Chicago, Division of Specialized Care for Children; 1996 Oct. 136 p. Grant No.: DHHS/PHS/HRSA MCJ-175005. Joint publication of the Division of Family Health, Illinois Department of Public Health, Springfield.

25. Report with year and month of publication

Gardner GG, Allan JH, Dempsey MF (Department of Clinical Physics, West Glasgow Hospitals, Glasgow, Scotland). ADAC Forte with 3/8" and 5/8" crystal comparison: gamma camera performance assessment. London: Great Britain, Medical Devices Agency; 2001 Dec. 33 p. Report No.: MDA 01150.

26. Report with no date of publication, but a date of copyright

Framarin A. First-trimester prenatal screening for Down syndrome and other aneuploidies. Wickens M, translator. Montreal (QC): Agence d'Evaluation des Technologies et des Modes d'Intervention en Sante (CA); c2003. 81 p. Report No.: AETMIS 03-01.

Rosenbaum S, Smith BM, Shin P, Zakheim MH, Shaw K, Sonosky CA, Repasch L. Negotiating the new health system: a nationwide study of Medicaid managed care contracts. 2nd ed. Johnson K, editor. Washington: George Washington University Medical Center, Center for Health Policy Research; c1998. 2 vols.

27. Report with volumes instead of page numbers

World drug report 2004. Vienna (Austria): United Nations, Office on Drugs and Crime; 2004. 2 vol.

28. No page numbers appear on the report

Keiding N, Fine JP, Carstensen L, Slama R. Accelerated failure time regression for backward recurrence times and current durations. Copenhagen (Denmark): University of Copenhagen, Department of Biostatistics; 2005. 13 leaves. Report No.: 05/4.

29. Report in a series

Mann C, Cox L, Ross DC. Making the link: strategies for coordinating publicly funded health care coverage for children. Isaacson SK, Rutherford M, editors. Rockville (MD): Department of Health and Human Services (US), Agency for Healthcare Research and Quality, User Liaison Program; 2000. 35 p. (AHRQ publication; no. 00-0014).

Burt CW, Arispe IE. Characteristics of emergency departments serving high volumes of safety-net patients: United States, 2000. Hyattsville (MD): National Center for Health Statistics (US); 2004. 16 p. (DHHS publication; no. (PHS) 2004-1726); (Vital and health statistics. Series 13, Data from the National Health Care Survey; no. 155).

30. Report with report, contract, and grant numbers

Moscovice IS. Rural health networks: evolving organizational forms & functions. Minneapolis (MN): University of Minnesota, School of Public Health, Rural Health Research Center; 2003. 47 p. Grant No.: 032659. Supported by the Robert Wood Johnson Foundation.

Farley D, Morton SC, Damberg CL, Fremont A, Berry SH, Greenberg M, Sorbero M, Teleki SS, Ricci K, Pollock N. Assessment of the national patient safety initiative: context and baseline evaluation report 1. Santa Monica (CA): RAND Corporation; 2005. 112 p. Report No.: TR-203-AHRQ. Contract No.: 290-02-0010. Sponsored by the US Agency for Healthcare Research and Quality.

Thompson LA, Chhikara RS (School of Natural and Applied Sciences, University of Houston, Clear Lake, TX); Conklin J (Lyndon B. Johnson Space Center, Houston, TX). Cox proportional hazards models for modeling the time to onset of decompression sickness in hypobaric environments. Houston (TX): National Aeronautics and Space Administration (US), Lyndon B. Johnson Space Center; 2003 Mar. 39 p. Report No.: NASA/TP-2003-210791. Grant No.: NASA 9-1083.

31. Report with numbers and a series

MacLean CH, Issa AM, Mojica WA, Newberry SJ, Morton SC (Southern California Evidence-Based Practice Center/RAND, Santa Monica, CA). Effects of omega-3 fatty acids on cognitive function with aging, dementia, and neurological diseases. Rockville (MD): Department of Health and Human Services (US), Agency for Healthcare Research and Quality; 2005 Feb. 148 p. (Evidence report/technology assessment; no. 114). Report No.: AHRQPUB05E0112. Contract No.: DHHS290020003. Available from: NTIS, Springfield, VA; PB2005104600.

32. Reports available from NTIS or GPO

Ewing RE, Flournoy L, Wall J, Wild J, Crooks R (Texas Engineering Experiment Station, College Station, TX). Disaster Relief and Emergency Medical Services (DREAMS): Texas A&M digital EMS and the detection and remediation of chemical threat agents. Annual report 1 Oct 2003-30 Sep 2004. Washington: Department of the Army (US), Medical Division; 2004 Oct. 36 p. Contract No.: DAMD170020010. Available from: NTIS, Springfield, VA; ADA435629.

Boren JJ, Onken LS, Carroll KM, editors. Approaches to drug abuse counseling. Bethesda (MD): National Institute on Drug Abuse (US), Behavioral Treatment Development Branch; 2000 Jul. 129 p. (NIH publication; no. 00-4151). Available from: US Government Printing Office, Washington, DC; HE 20.3952:D 84/5.

33. Report with sponsorship note

Gostin LO, Hodge JG Jr (Georgetown University Law Center, Center for Law and the Public's Health, Washington, DC). State public health law assessment report. [Seattle (WA)]: Washington University, Turning Point National Program Office; 2002 Apr. 51 p. Sponsored by the Turning Point Public Health Statute Modernization National Excellence Collaborative; publication supported by a grant from the Robert Wood Johnson Foundation.

34. Report accompanied by another medium

Human energy requirements: report of a Joint FAO/WHO/UNU Expert Consultation on Human Energy Requirements. Rome (Italy): Food and Agricultural Organization of the United Nations; 2004. 96 p. (FAO food and nutrition series; 18133932). Accompanied by: 1 CD-ROM.

Mesle F, Shkol'nikov V, Hertrich V, Vallin J. Tendances recentes de la mortalite par cause en Russie 1965-1994 = Sovremennye tendentsii smertnosti po prichinam smerti v Rossii 1965-1994 [Recent trends in mortality by cause in Russia, 1965-1994]. Paris: Institut National d'Etudes Demographiques;1996. 140 p. French, Russian. Accompanied by: 2 floppy disks.

35. Report with other types of notes

Rosenbaum S, Kamoie B, Collins C, Zuvekas A. Analysis of CareFirst's performance as a charitable not-for-profit health insurance company in the National Capital Area: report to the DC Appleseed Center for Law and Justice. Washington: George Washington University Medical Center, School of Public Health and Health Services, Center for Health Services and Policy; 2003 Oct. 62 p. This analysis focuses particularly on the District of Columbia and Northern Virginia.

B. Sample Citation and Introduction to Citing Parts of Reports

The general format for a reference to a part of a report, including punctuation:
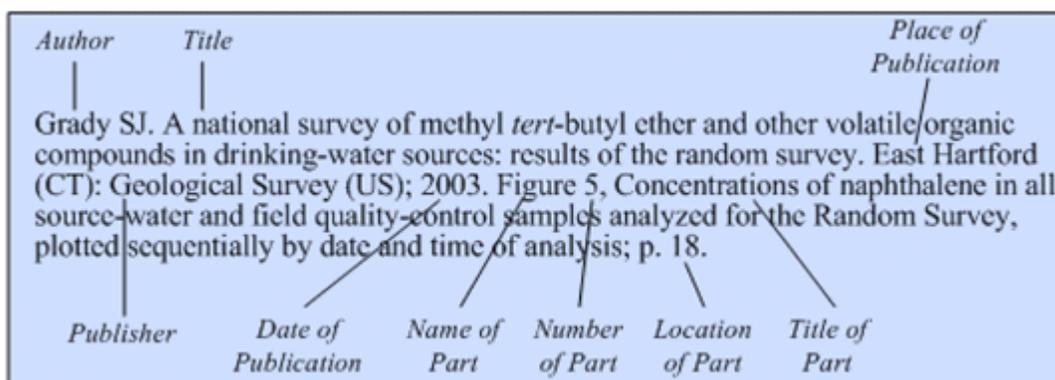
Examples of Citations to Parts of Reports

Rather than citing a report as a whole, separately identified portions of a report may be cited. Chapters, sections, tables, charts, graphs, photographs, appendixes, and the like are considered parts of reports when they are written or compiled by the authors of the report.

In general, most modern texts have standardized to three types of parts: figures, tables, and appendixes. However, other names may be found for parts, including chapter, section, chart, graph, box, and photograph. Because a reference should start with the individual or organization with responsibility for the intellectual content of the publication, begin a reference to a part of a report with the report itself, then follow it with the information about the part. See Chapter 2C Parts of Books for further details on citing parts.

For instructions on citing one volume of a report published in multiple volumes, see Chapter 2B Individual Volumes of Books (Chapter 2B(1) Individual Volumes With a Separate Title but Without Separate Authors/ Editors or Chapter 2B(2) Individual Volumes With a Separate Title and Separate Authors/Editors) and examples 7-8 below.

Reports may contain charts, figures, and other illustrative material that have been reproduced with permission from other sources. Do not cite these as parts using the instructions presented here. Consult the original publication and cite the particular item from there.

Continue to Citation Rules with Examples for Parts of Reports.

Continue to Examples of Citations to Parts of Reports.

Citation Rules with Examples for Parts of Reports

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Report (R) | Name and Number/Letter (R) | Title (R) | Location (Pagination) (R)

Report (required)

- Cite the report according to Chapter 4A Entire Reports

Name and Number/Letter of the Part for a Report (required)

General Rules for Name and Number/Letter

- Enter the name of the part, such as Chapter, Table, Figure, or Appendix
- Do not abbreviate names. For example, convert Fig. to Figure.

- Follow the name with any accompanying number or letter, such as Chapter 12, Table 2, Figure 3.1, or Appendix A
- Use arabic numbers only. For example: convert VI or Six to 6.
- End name and number/letter information with a comma

Specific Rules for Name and Number/Letter

- Non-English names for parts
- No letter or number follows the name
- No name appears

Box 56. Non-English names for parts.

- Provide the name in the original language for non-English names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Tabelle 5.3

  Figura 10a

  Chapitre 2

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

  Risunok 6

  Parartema 4

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

  Ichiran-hiyo 3 *or* [Table 3,]

- Provide an English translation, if possible, after the original language title, placed in square brackets

  Anexo, Creacion de las especialidades medicas [Appendix, Beginnings of medical specialties]; p. 275-81. Spanish.

- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat a letter marked with diacritics or accents as if it were not marked.

      Å *treated as* A

      Ø *treated as* O

      Ç *treated as* C

      Ł *treated as* L

      à *treated as* a

      ĝ *treated as* g

  Box 56 continues on next page...

Box 56 continued from previous page.

ñ   *treated as*   n

ü   *treated as*   u

○ Treat two or more letters printed as a unit (ligated letters) as if they were two letters.

æ   *treated as*   ae

œ   *treated as*   oe

- To help identify parts in other languages, see the following examples:

Language	Chapter	Table	Figure	Appendix	Section
French	Chapitre	Tableau	Figure	Appendice	Section
German	Kapitel	Tabelle	Abbildung	Anhang	Sektion
			Figur	Appendix	Abteilung
				Zusatz	
Italian	Capitolo	Tabella	Figura	Appendice	Parte
					Sezione
Russian	Glava	Tablitsa	Risunok	Prilozenie	Sekcija
					Otdel
					Otdelenie
Spanish	Capitulo	Tabla	Figura	Apendice	Seccion
					Parte

Box 57. No letter or number follows the name.

- Occasionally, an author will label a part as simply "Table", "Figure", "Appendix", or another name without following the name with any letter or number. In this case, give whatever name is used for the part and follow it with a comma and the title.

Appendix, Timetable of human prenatal development 1 to 6 weeks; p. 516-7.

Box 58. No name appears.

- If the part being cited is clearly a table, figure, or appendix or similar part but it is not labeled as such, place the name within square brackets and follow it with any identifying number or letter

[Figure], Protein binding and drug disposition; p. 212.

- If the part being cited is not a table, figure, or appendix and has no other identifying name such as "section", begin with the title of the part

Data and calculations required for a life table; p. 146.

Sialography; p. 1029-30.

Examples for Name and Number/Letter

1. Chapter in a report

2. Table in a report

3. Figure in a report

4. Appendix to a report

5. Other part of a report, with name and number/letter

6. Other part of a report, without name or number/letter

7. One volume of a report

8. Part of one volume of a report

9. Part of a report in language other than English

Title of the Part for a Report (required)

General Rules for Title

- Enter the title of the part as it appears in the report
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- End title information with a semicolon and a space

Specific Rules for Title

- Non-English titles for parts
- Titles containing a Greek letter, chemical formula, or other special character
- No title appears

Box 59. **Non-English titles for parts.**

- Provide the name in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    Tabla 10, Etiologia de la esplenomegalia secundaria a procesos infecciosos; p. 109. Spanish.

    Chapitre 4, Le virage de la jouissance; p. 91-102. French.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Risunok 2, Tendentsii smertnosti i prodolzhitel'nosti zhizni naseleniya Ukrainy v poslevoennyi period; p. 53. Russian.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place the translation in square brackets.

    10 Shoyo, Anchi eijingu igaku; p. 23-45. Japanese.

- Provide an English translation, if possible, after the original language title. Place the translation in square brackets.

Tableau 5, Principaux marqueurs biologiques de l'etat nutritionnel [Table 5, Principal biological markers of nutritional state]; p. 33. French.

10 Shoyo, Anchi eijingu igaku [Chapter 10, Anti-aging medicine]; p. 23-45. Japanese.

- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

   - Treat a letter marked with diacritics or accents as if it were not marked.

      Å   *treated as*   A

      Ø   *treated as*   O

      Ç   *treated as*   C

      Ł   *treated as*   L

      à   *treated as*   a

      ĝ   *treated as*   g

      ñ   *treated as*   n

      ü   *treated as*   u

   - Treat two or more letters printed as a unit (ligated letters) as if they were two letters.

      æ   *treated as*   ae

      œ   *treated as*   oe

Box 60. **Titles containing a Greek letter, chemical formula, or other special character.**

- Capitalize the first word of the title of a part unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

   Figure 10, n-alkenes on capillary columns with stationary phases of C87 hydrocarbon, Apiezonl L, CW-20M; p. 374.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

   Figure 3, Influence of seed extract of Syzygium Cumini (Jamun) on mice exposed to different doses of γ-radiation; p. 566.

   may become

   Figure 3, Influence of seed extract of Syzygium Cumini (Jamun) on mice exposed to different doses of gamma-radiation; p. 566.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses.

Box 60 continued from previous page.

Table 4, Glycoprotein mediated transport of NH^3 into red blood cells; p. 149.

may become

Table 4, Glycoprotein mediated transport of NH(3) into red blood cells; p. 149.

Box 61. No title appears.

Occasionally a part does not have a formal title, only a legend (explanatory text) for the table, figure, appendix, or other part. When this occurs:

- Create a title from the first few words of the text. Use enough words to make the constructed title meaningful.

- Place the created title within square brackets

    Table, [Waist-hip ratio ranges and the sample sizes for women aged 40 to 59]; p. 72.

    Appendix, [Excerpts from "Prescription Pain Medications: Frequently Asked Questions and Answers for Health Care Professionals"]; p. 296-301.

Examples for Title

1. Chapter in a report

2. Table in a report

3. Figure in a report

4. Appendix to a report

5. Other part of a report, with name and number/letter

6. Other part of a report, without name or number/letter

7. One volume of a report

8. Part of one volume of a report

9. Part of a report in language other than English

Location (Pagination) of the Part for a Report (required)

General Rules for Location (Pagination)

- Begin location with "p." followed by a space
- Enter the page number or numbers on which the part appears. Examples: p. 438 and p. 663-4.
- Do not repeat page numbers unless they are followed by a letter. For example: 126-127 becomes p. 126-7, but p. 126A-127A is correct.
- Include a letter (often S for Supplement or A for Appendix) when it precedes the page number. For example: p. S10-8.
- End page information with a period

Specific Rules for Location (Pagination)

- Roman numerals for page numbers
- Part paginated separately
- No page numbers appear on the pages of the part

Box 62. Roman numerals for page numbers.

- Contrary to the practice with volume and issue numbers, keep roman numerals when they are used as page numbers

- Give roman numerals in upper or lower case, whichever appears in the publication

> Appendix 2, Common aquatic invertebrates; p. XXI-XXII.

> Table 8, Classification of lung adenocarcinoma; p. xv.

Box 63. Part paginated separately.

- A part such as an appendix or a group of tables may be given its own pagination and begin anew with page one. When this occurs, give the total number of pages of the part you wish to cite, placed in square brackets, such as [5 p.].

> Appendix 3C, Description of model output tables and graphs; [7 p.].

Box 64. No page numbers appear on the pages of the part.

Occasionally, a table, figure, appendix, or another part will appear on a page that is not numbered.

- If only the part to be cited has no page numbers, identify the location in relation to numbered pages. For example: preceding p. 17 or following p. 503. Place such phrases in square brackets.

> Figure 5, Modeling the risk of in-hospital death following lung resection; [preceding p. 55].

> Appendix, Patient questionnaire; [following p. 17].

- If the entire report has no page numbers or the part cannot be easily located in relation to numbered pages, give the total number of pages of the part you wish to cite, placed in square brackets, such as [5 p.]

> Table, Checklist of symptoms; [1 p.].

Examples for Location (Pagination)

1. Chapter in a report

2. Table in a report

3. Figure in a report

4. Appendix to a report

5. Other part of a report, with name and number/letter

6. Other part of a report, without name or number/letter

7. One volume of a report

8. Part of one volume of a report

Examples of Citations to Parts of Reports

1. Chapter in a report

Reid PP, Compton WD, Grossman JH, Fanjiang G, editors. Building a better delivery system: a new engineering/ health care partnership. Washington: National Academies Press; 2005. Grant No.: 044640. Contract No.: N01-OD-42139. Chapter 3, The tools of systems engineering; p. 27-62.

2. Table in a report

Beckles GL, Thompson-Reid PE, editors. Diabetes & women's health across the life stages: a public health perspective. Atlanta (GA): Centers for Disease Control and Prevention (US), National Center for Chronic Disease Prevention and Health Promotion, Division of Diabetes Translation; 2001. Table 5-1, Prevalence (%) of diagnosed and undiagnosed diabetes among adults aged 45-64 years, by race/Hispanic origin- United States, 1986-97; p. 108.

Thompson LA, Chhikara RS (School of Natural and Applied Sciences, University of Houston, Clear Lake, TX); Conklin J (Lyndon B. Johnson Space Center, Houston, TX). Cox proportional hazards models for modeling the time to onset of decompression sickness in hypobaric environments. Houston (TX): National Aeronautics and Space Administration (US), Lyndon B. Johnson Space Center; 2003 Mar. Report No.: NASA/TP-2003-210791. Grant No.: NASA 9-1083. Table 1b, Proportion of DCS by P2 and EXER; p. 5.

Monahan C, Szpur MV, Evans M, Craik D, Kubale MG, Maloney MM. Focus on Children community planning manual: needs assessment and health planning for children, including children with special health care needs. Rev. ed. Chicago: University of Illinois at Chicago, Division of Specialized Care for Children; 1996 Oct. Grant No.: DHHS/PHS/HRSA MCJ-175005. [Table], Ensuring family involvement checklist; p. 22.

3. Figure in a report

Grady SJ. A national survey of methyl *tert*-butyl ether and other volatile organic compounds in drinking-water sources: results of the random survey. East Hartford (CT): Geological Survey (US); 2003. Report No.: USGSWRI024079. Figure 5, Concentrations of naphthalene in all source-water and field quality-control samples analyzed for the Random Survey, plotted sequentially by date and time of analysis; p. 18.

Townsend FF. The Federal response to Hurricane Katrina: lessons learned. Washington: The White House; 2006 Feb. Figure 1.2, Hurricane Katrina compared to hurricanes Ivan, Andrew, and Camille; p. 7.

Thomas C, Butler J, Davies M, Johnson R, editors. State injury indicators report: 1999 data. 2nd ed. Atlanta (GA): Centers for Disease Control and Prevention (US), National Center for Injury Prevention and Control; 2004 Feb. Figure 9b, Homicide indicator: homicide by sex, 1999; [1 p.].

4. Appendix to a report

Farley DO, Harris KM, Ashwood JS, Carlton J, Dydek G. The first year of the Medicare-DoD subvention demonstration: evaluation report for FY1999. Santa Monica (CA): RAND; 2000 Dec. Report No.: MR-1271.0-HCFA. Appendix A, Evaluation of the DoD-Medicare subvention demonstration; [4 p.].

Cohen JT, Duggar K, Gray GM, Kreindel S. Evaluation of the potential for bovine spongiform encephalopathy in the United States. Boston: Harvard School of Public Health, Center for Risk Analysis; 2001 Nov. Report No.: PB2002-108684. Appendix 3C, Description of model output tables and graphs; [7 p.].

5. Other part of a report, with name and number/letter

Children's environmental health: spotlight on the U.S.-Mexico border. Seventh report of the Good Neighbor Environmental Board to the President and Congress of the United States. Washington: Good Neighbor Environmental Board; 2004 Feb. Report No.: EPA 130-R-04-001. Part 2, Recommendations for improving children's environmental health along the U.S.-Mexico border; p. 9-26.

Wainer J. New voices in rural medical practice: analysis of qualitative data from the National Rural General Practice Study. Traralgon (Australia): Monash University, School of Rural Health; 2002. Grant No.: 751. Question 29, Positive changes; p. 20-30.

6. Other part of a report, without name or number/letter

New Jersey 2005 hospital performance report: a report on acute care hospitals for consumers. Trenton (NJ): New Jersey Department of Health and Senior Services; 2005. Heart attack treatment scores; p. 4-5.

National Research Council (US), Committee on National Needs for Biomedical and Behavioral Scientists. Addressing the nation's changing needs for biomedical and behavioral scientists. Washington: National Academy Press; c2000. Setting stipends and other compensation; p. 57-8.

7. One volume of a report

Healthcare hazard control: environmental safety and security in healthcare facilities. Vol. 3, Analysis. Plymouth Meeting (PA): ECRI; c2005.

The health care challenge: acknowledging disparity, confronting discrimination, and ensuring equality. Vol. 2, The role of Federal civil rights enforcement efforts. Washington: United States Commission on Civil Rights; 1999 Sep.

8. Part of one volume of a report

The health care challenge: acknowledging disparity, confronting discrimination, and ensuring equality. Vol. 2, The role of Federal civil rights enforcement efforts. Washington: United States Commission on Civil Rights; 1999 Sep. Chapter 3, Implementing civil rights provisions; p. 52-138.

9. Part of a report in language other than English

Rapport annuel de gestion [Annual administrative report]. Quebec City (QC): Agence d'Evaluation des Technologies et des Modes d'Intervention en Sante; 2003 Dec. Chapitre 2, Les activites scientifiques en 2002-2003 [Chapter 2, Scientific activities in 2002-2003]; p. 14-22. French.

Chapter 5. Dissertations and Theses

Created: October 10, 2007; Updated: August 11, 2015.

A. Entire Dissertations and Theses

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

B. Parts of Dissertations and Theses

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

A. Sample Citation and Introduction to Citing Entire Dissertations and Theses

The general format for a reference to entire dissertation, including punctuation:
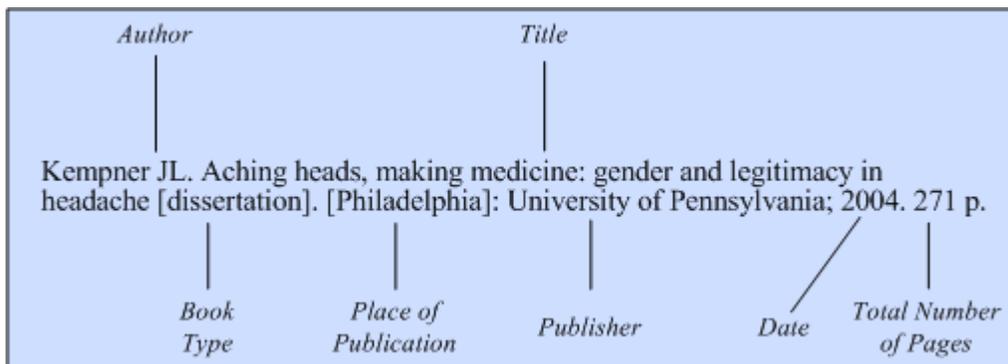
The general format for a reference to entire master's thesis, including punctuation:
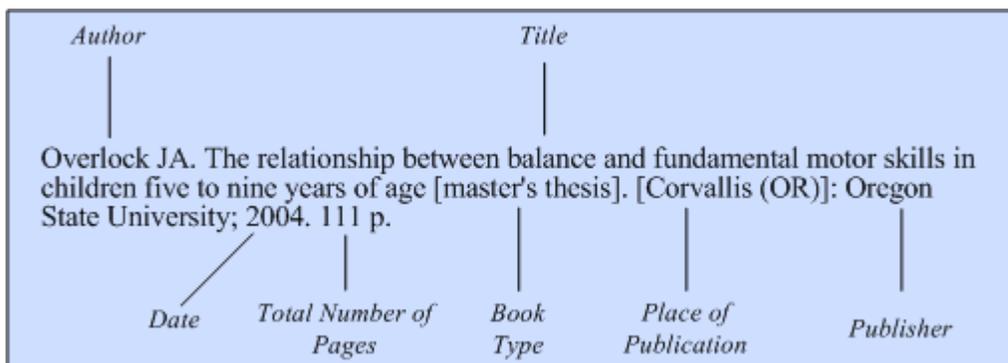
Examples of Citations to Entire Dissertations and Theses

Dissertations and theses are rigorous reports of original research written in support of academic degrees above the baccalaureate level. Although some countries use the term "thesis" to refer to material written for a doctorate, the term in this chapter is reserved for work at the master's level, while "dissertation" is used for the doctorate.

Citations to dissertations and theses are similar to the standard book, with the following important points:

- With rare exceptions, dissertations have only one author. Most master's theses also have a single author, but occasionally will have two.

- The place of publication for a thesis or dissertation is the city where the university or other institution granting the degree is located. Many dissertations, particularly those of US universities, do not state the place of publication. When this occurs, obtain the city name from another source and place it in square brackets.
- The publisher is the university or other institution granting the degree.

The chief source for information about a dissertation or thesis is its title page. The back of the title page, called the verso page, and the cover are additional sources of authoritative information not found on the title page.

Continue to Citation Rules with Examples for Entire Dissertations and Theses.

Continue to Examples of Citations to Entire Dissertations and Theses.

Citation Rules with Examples for Entire Dissertations and Theses

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Title (R) | Content Type (O) | Type of Medium (R) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Pagination (O) | Physical Description (O) | Language (R) | Notes (O)

Author for a Dissertation or Thesis (required)

General Rules for Author

- List names in the order they appear in the text
- Enter surname (family or last name) first for each author
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf or DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Separate author names from each other by a comma and a space
- End author information with a period

Specific Rules for Author

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors following a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Options for author names

Box 1. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames

> Estelle Palmer-Canton   *becomes*   Palmer-Canton E

Box 1 continues on next page...

Box 1 continued from previous page.

      Ahmed El-Assmy   *becomes*   El-Assmy A

- Keep particles, such as O', D', and L'

        Alan D. O'Brien   *becomes*   O'Brien AD

        James O. L'Esperance   *becomes*   L'Esperance JO

        U. S'adeh   *becomes*   S'adeh U

- Omit all other punctuation in surnames

        Charles A. St. James   *becomes*   St James CA

Box 2. Other surname rules.

- Keep prefixes in surnames

        Lama Al Bassit   *becomes*   Al Bassit L

        Jiddeke M. van de Kamp   *becomes*   van de Kamp JM

        Gerard de Pouvourville   *becomes*   de Pouvourville G

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

          Å   *treated as*   A

          Ø   *treated as*   O

          Ç   *treated as*   C

          Ł   *treated as*   L

          à   *treated as*   a

          ĝ   *treated as*   g

          ñ   *treated as*   n

          ü   *treated as*   u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

          æ   *treated as*   ae

          œ   *treated as*   oe

- Keep compound surnames even if no hyphen appears

        Sergio Lopez Moreno   *becomes*   Lopez Moreno S

        Jaime Mier y Teran   *becomes*   Mier y Teran J

Box 2 continued from previous page.

　　　　Virginie Halley des Fontaines   *becomes*   Halley des Fontaines V

[If you cannot determine from the title page whether a surname is compound or a combination of a middle name and a surname, look elsewhere in the text for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

Box 3. **Given names containing punctuation, a prefix, a preposition, or particle.**

- Disregard hyphens joining given (first or middle) names

　　　　Jean-Louis Lagrot   *becomes*   Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle

　　　　D'Arcy Hart   *becomes*   Hart D

　　　　W. St. John Patterson   *becomes*   Patterson WS

　　　　De la Broquerie Fortier   *becomes*   Fortier D

　　　　Craig McC. Brooks   *becomes*   Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

　　　　Ch. Wunderly   *becomes*   Wunderly C

　　　　C. Fr. Erdman   *becomes*   Erdman CF

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

　　　　Iu. A. Iakontov   *becomes*   Iakontov IuA

　　　　G. Th. Tsakalos   *becomes*   Tsakalos GTh

Box 4. **Degrees, titles, and honors following a personal name.**

- Omit degrees, titles, and honors such as M.D. following a personal name

　　　　James A. Reed, M.D., F.R.C.S.   *becomes*   Reed JA

　　　　Kristine Schmidt, M.S.   *becomes*   Schmidt K

- Omit rank and honors such as Colonel or Sir that precede a name

　　　　Sir Frances Hildebrand   *becomes*   Hildebrand F

　　　　Captain Rachel C. Williams   *becomes*   Williams RC

Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation

- Convert roman numerals to arabic ordinals

     Vincent T. DeVita, Jr.   *becomes*   DeVita VT Jr

     James G. Jones II   *becomes*   Jones JG 2nd

     John A. Adams III   *becomes*   Adams JA 3rd

     Henry B. Cooper IV   *becomes*   Cooper HB 4th

Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese

- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

     Iu. A. Iakontov   *becomes*   Iakontov IuA

     G. Th. Tsakalos   *becomes*   Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

     Å   *treated as*   A

     Ø   *treated as*   O

     Ç   *treated as*   C

     Ł   *treated as*   L

     à   *treated as*   a

     ĝ   *treated as*   g

     ñ   *treated as*   n

     ü   *treated as*   u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

     æ   *treated as*   ae

     œ   *treated as*   oe

Examples for Author

1. Standard dissertation

2. Standard master's thesis

3. Dissertation or thesis with optional full name(s) for author

4. Dissertation or thesis with more than one author (rare)

5. Dissertation or thesis with authors showing designations of rank within the family

Title for a Dissertation or Thesis (required)

General Rules for Title

- Enter the title of a dissertation or thesis as it appears in the original document and in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it or a Content Type or Type of Medium follows it, then end with a space

Specific Rules for Title

- Titles not in English
- Titles containing a Greek letter, chemical formula, or another special character

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Box 8 continued from previous page.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

  Feng J. Gong gong jian kang wei ji yu WTO zhi shi chan quan zhi du de gai ge: yi TRIPs xie yi wei zhong xin [dissertation]. [Wuchang (China)]: Wuhan University; 2005. 251 p. Chinese.

  or

  Feng J. [Public health crisis and the reformation of intellectual property rights regime in the framework of WTO: focus on TRIPs agreement] [dissertation]. [Wuchang (China)]: Wuhan University; 2005. 251 p. Chinese.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å *treated as* A

    Ø *treated as* O

    Ç *treated as* C

    Ł *treated as* L

    à *treated as* a

    ĝ *treated as* g

    ñ *treated as* n

    ü *treated as* u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ *treated as* ae

    œ *treated as* oe

- Provide an English translation after the original language title if possible; place translations in square brackets

  Cisse A. Connaissances et comportements sexuels des jeunes de 15-29 ans sur les M.T.S. et le SIDA a Bamako [Sexual knowledge and behavior of young people 15-29 years of age concerning sexually transmitted diseases (STDs) and AIDS in Bamako] [master's thesis]. [Quebec (QC)]: Laval University; 1993. 69 p. French.

  al-Bab HD. Hasiyat al-muthah [Prostatic calculi] [dissertation]. [Damascus (Syria)]: Damascus University; 1966. 35 p. Arabic.

Box 9. **Titles containing a Greek letter, chemical formula, or another special character.**

- Capitalize the first word of a title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

    Martin EJ. 1,1-dichloroethylene-induced mitochondrial aberrations precede apoptotic and necrotic cell death in murine liver and lung [dissertation]. Kingston (ON): Queen's University; 2004. 149 p.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

    Goel R. Characterization of α-thrombin-induced rapid phase of PI 3-kinase [dissertation]. St. Louis (MO): Saint Louis University; 2004. 141 p.

    or

    Goel R. Characterization of alpha-thrombin-induced rapid phase of PI 3-kinase [dissertation]. St. Louis (MO): Saint Louis University; 2004. 141 p.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

    Uddemarri S. Aging affects stretch-induced $p70^{S6k}$ and 4E-BP1 phosphorylation in fast- and slow-twitch muscle [master's thesis]. [Huntington (WV)]: Marshall University; 2005. 151 p.

    or

    Uddemarri S. Aging affects stretch-induced p70(S6k) and 4E-BP1 phosphorylation in fast- and slow-twitch muscle [master's thesis]. [Huntington (WV)]: Marshall University; 2005. 151 p.

Examples for Title

6. Dissertation or thesis with titles ending in punctuation other than a period

7. Dissertation or thesis with titles containing a chemical formula, Greek letter, or other special characters

8. Dissertation or thesis with non-English titles

9. Dissertation or thesis with non-English titles, with translation

Content Type for a Dissertation or Thesis (optional)

General Rules for Content Type

- Place [dissertation] or [master's thesis] after the title to alert the user that the reference is not to a standard book
- Follow the bracketed type with a period unless the dissertation or thesis is in a non-print medium (see Type of Medium below)

Specific Rules for Content Type

- Titles ending in punctuation other than a period
- Non-English titles with translation

Box 10. Titles ending in punctuation other than a period.

- Most titles for dissertations and theses end in a period. Place [dissertation] or [master's thesis] inside the period.

  Kennaway JG. Musical pathology in the nineteenth century: Richard Wagner and degeneration [dissertation]. Los Angeles: University of California, Los Angeles; 2004. 317 p.

- If a title ends in another form of punctuation, keep that punctuation and follow [dissertation] or [master's thesis] with a period

  Stewart EP. Who shall decide when doctors disagree? [dissertation]. [Washington]: American University; 2003. 368 p.

Box 11. Non-English titles with translation.

- If a translation of a title is provided, place it in square brackets

- Place [dissertation] or [master's thesis] after the translated title

  Montes Alvarez MJ. Parametros predictivos de complicaciones macroangiopaticos en la diabetes mellitus tipo 2 que precisa insulinoterapia [Predictive parameters for macroangiopathy complications in Type 2 diabetes which requires insulin] [dissertation]. Cadiz (Spain): Universidad de Cadiz; 2005. 180 p. Spanish.

  Im D. [A study of the Korean ginseng and oriental medical clinics: the main drugstaffs of the ginseng extract and the effect of cancer treatment] [dissertation]. Soeul (Korea): Golden State University; 1984. 151 p. Korean.

Examples for Content Type

6. Dissertation or thesis with titles ending in punctuation other than a period

8. Dissertation or thesis with non-English titles

9. Dissertation or thesis with non-English titles, with translation

10. Dissertation or thesis in a microform

Type of Medium for a Dissertation or Thesis (required)

General Rules for Type of Medium

- Indicate the specific type of medium (microfiche, ultrafiche, microfilm, microcard, etc.) following the title and the content type when a dissertation or thesis is published in a microform
- Place the name of the medium inside the square brackets for the content type, preceded by the word "on". For example: [dissertation on microfiche].
- End with a period following the closing bracket
- Add information about the medium according to the instructions under Physical Description below
- See Chapter 15 for dissertations or theses in audiovisual formats; Chapter18 and Chapter 22 for those in electronic formats

Specific Rules for Type of Medium

- Titles ending in punctuation other than a period
- Non-English titles with translation

Box 12. **Titles ending in punctuation other than a period.**

- Most titles of dissertations end in a period. Place [master's thesis on microfiche] or [dissertation on microfilm], etc., inside the period.

  Johnston PG. A survey of nursing school libraries in the city of Philadelphia [master's thesis on microcard]. Philadelphia: Drexel Institute of Technology; 1955. 55 p. 3 microcards: 3 x 5 in.

- If a title ends in another form of punctuation, keep that punctuation and follow [master's thesis on microfiche] or [dissertation on microfilm], etc., with a period

  Boyer CL. Do rural Medicare patients have different post-acute service patterns than their non-rural counterparts? [dissertation on microfilm]. [Cleveland (OH)]: Case Western Reserve University; 2004. 131 p. 1 reel: black & white, negative, 35 mm.

Box 13. **Non-English titles with translation.**

- If a translation of a title is provided, place the translation in square brackets

- Place [dissertation on microfiche], [master's thesis on microcard], and similar phrases after the translated title

  Example:

  Peppas D. Der Anatom Eduard Jacobshagen (1886-1967) [The anatomist Eduard Jacobshagen (1886-1967)] [dissertation on microfiche]. [Marburg (Germany)]: Marburg University; 2001. 133 p. 2 microfiche: negative, 4 x 6 in. German.

Examples for Type of Medium

10. Dissertation or thesis in a microform

Place of Publication for a Dissertation or Thesis (required)

General Rules for Place of Publication

- Place is defined as the city where the university or other institution granting the degree is located
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as London (ON) and London (England)
- Use the anglicized form for a non-US city, such as Vienna for Wien
- End place information with a colon

Specific Rules for Place of Publication

- Non-US cities

- No place of publication can be found

Box 14. Non-US cities.

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, whenever possible. However, the name as found on the publication may always be used.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å *treated as* A

    Ø *treated as* O

    Ç *treated as* C

    Ł *treated as* L

    à *treated as* a

    ĝ *treated as* g

    ñ *treated as* n

    ü *treated as* u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ *treated as* ae

    œ *treated as* oe

- Follow Canadian cities with the two-letter abbreviation for the province, placed in parentheses

  Montreal (QC):

  Ottawa (ON):

  Vancouver (BC):

- If the city is not well known or might be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.

  London:

  Rome:

  Paris:

  Madrid:

  but

  Malaga (Spain): *or* Malaga (ES):

  Box 14 continues on next page...

Box 14 continued from previous page.

> Basel (Switzerland):   *or*   Basel (CH):
>
> Oxford (England):   *or*   Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

---

Box 15. **No place of publication can be found.**

- Place of publication (the city where the university or other institution granting the degree is located) is frequently omitted from the title page of a dissertation or master's thesis

- If no place can be found on the publication, use directories of institutions of higher learning to locate one. For example, use Yahoo's Education Directory and the *World of Learning* (London: Europa Publications). Surround place names obtained from such other sources with square brackets.

> [Washington]: American University;
>
> [Marburg (Germany)]: Marburg University;

- If no place of publication can be found, use [place unknown]

Examples for Place of Publication

8. Dissertation or thesis with non-English titles

9. Dissertation or thesis with non-English titles, with translation

11. Dissertation or thesis with place of publication not found on title page

Publisher for a Dissertation or Thesis (required)

General Rules for Publisher

- The publisher is the university or other institution granting the degree
- Record the name of the institution as it appears in the publication, using whatever capitalization and punctuation is found there
- Abbreviate well-known words in institutional names, such as Univ. for University, if desired
- When a division or other subsidiary part of an institution appears in the publication, enter the main institutional name first. For example: University of Illinois at Chicago, Health Sciences Center.
- End publisher information with a semicolon

Specific Rules for Publisher

- Abbreviations in publisher names
- Non-English names of institutions
- Government agencies and other national and international bodies as publisher

---

Box 16. **Abbreviations in publisher names.**

- Abbreviate commonly used words in names of institutions, if desired

Box 16 continues on next page...

Box 16 continued from previous page.

> *Examples:*
>
> > Acad. for Academy
> >
> > Coll. for College
> >
> > Dept. for Department
> >
> > Div. for Division
> >
> > Inst. for Institute or Institution
> >
> > Univ. for University
>
> See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

- Follow all abbreviated words with a period

Box 17. **Non-English names of institutions.**

- Give institution names appearing in the roman alphabet (French, Spanish, Italian, etc.) in their original language

  > Rome: Universita La Sapienza;
  >
  > Navarra (Spain): Universidad de Navarra;

- Romanize names given in Cyrillic, Greek, Arabic, Hebrew, Korean

  > Rousse (Bulgaria): Rusenski Universitet;

- Romanize names or translate names presented in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.

  > Akita (Japan): Akita Daigaku;
  >
  > *or*
  >
  > Akita (Japan): [Akita University];

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    > Å *treated as* A
    >
    > Ø *treated as* O
    >
    > Ç *treated as* C

Box 17 continued from previous page.

       Ł *treated as* L

       à *treated as* a

       ĝ *treated as* g

       ñ *treated as* n

       ü *treated as* u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ *treated as* ae

    œ *treated as* oe

- Follow a non-English name with a translation, if desired. Place all translated publisher names in square brackets.

    Rousse (Bulgaria): Rusenski Universitet [Rousse University];

- If the name of a division of other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

    Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero;

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.

    Akita (Japan): [Akita University];

Box 18. **Government agencies and other national and international bodies as publisher.**

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country's two-letter ISO country code (see Appendix D) in parentheses after the name

    Naval Postgraduate School (US)

    Royal Institute of Public Health (GB)

Examples for Publisher

    8. Dissertation or thesis with non-English titles

    9. Dissertation or thesis with non-English titles, with translation

    12. Dissertation or thesis publisher with subsidiary part included

    13. Dissertation or thesis issued by a governmental body

    14. Dissertation or thesis issued by other than a university

Date of Publication for a Dissertation or Thesis (required)

General Rules for Date of Publication

- Always give the year of publication, i.e., the year the degree was granted
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month of publication, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them to the first three letters, such as Jan
- End date information with a period

Specific Rules for Date of Publication

- Non-English names for months
- Seasons instead of months
- Options for date of publication

Box 19. Non-English names for months.

- Translate names of months into English

- Abbreviate them using the first three letters

- Capitalize them
  For example:

    mayo = May

    luty = Feb

    brezen = Mar

Box 20. Seasons instead of months.

- Translate names of seasons into English

- Capitalize them

- Do not abbreviate them
  For example:

    balvan = Summer

    outomno = Fall

    hiver = Winter

    pomlad = Spring

Box 20a. Options for date of publication.

It is not NLM policy, but the following is an acceptable option:

The date of publication may follow the author names in the list of references when the name-year system of in-text references is used

Box 20a continues on next page...

- Use the year of publication only

- Place the year after the last named author, followed by a period

- End publisher information with a period

    NLM citation:

    Liu-Ambrose TY. Studies of fall risk and bone morphology in older women with low bone mass [dissertation]. [Vancouver (BC)]: University of British Columbia; 2004. 290 p.

    Name-year system of citation:

    Liu-Ambrose TY. 2004. Studies of fall risk and bone morphology in older women with low bone mass [dissertation]. [Vancouver (BC)]: University of British Columbia. 290 p.

Examples for Date of Publication

15. Dissertation or thesis date with month included

16. Dissertation or thesis date with season

Pagination for a Dissertation or Thesis (optional)

General Rules for Pagination

- Provide the total number of pages on which the text of the dissertation or thesis appears
- Do not count pages for such items as introductory material, appendixes, and indexes unless they are included in the pagination of the text
- Follow the page total with a space and the letter p
- For dissertations or theses published in more than one physical volume, cite the total number of volumes instead of the number of pages, such as 2 vol
- End pagination information with a period

Specific Rules for Pagination

- No numbers appear on the pages

Box 21. No numbers appear on the pages.

Occasionally, a dissertation or thesis will have no numbers on its pages. If the entire publication has no page numbers:

- Count the total number of pages of the text

- Express the total as leaves, not pages

- End with a period

    Example:

    37 leaves.

Examples for Pagination

17. Dissertation or thesis submitted in more than one volume

Physical Description for a Dissertation or Thesis (optional)

General Rules for Physical Description

- Give information on the physical characteristics if a dissertation or thesis is published in a microform (microfilm, microfiche, microcard, etc.), such as 3 microfiche: black & white, 2 x 4 in.

Specific Rules for Physical Description

- Language for describing physical characteristics

Box 22. Language for describing physical characteristics.

If a dissertation or thesis is published on microfiche, microfilm, or microcards:

- Begin with information on the number and type of physical pieces, followed by a colon and a space

    5 microfiche:

    3 reels: [of microfilm]

    6 microcards:

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches. Separate types of information by commas.

    Typical words used include:

    color

    black & white

    positive

    negative

    4 x 6 in. (standard microfiche size)

    3 x 5 in. (standard microcard size)

    35 mm. (a standard microfilm size)

    16 mm. (a standard microfilm size)

    Examples of complete physical description statements:

    3 microfiche: color, positive, 4 x 6 in.

    5 microcards: black & white, 3 x 5 in.

    1 reel: black& white, negative, 35 mm.

Examples for Physical Description

10. Dissertation or thesis in a microform

Language for a Dissertation or Thesis (required)

General Rules for Language

- Give the language of publication if other than English
- Capitalize the language name
- Follow the language name with a period

Examples for Language

   8. Dissertation or thesis with non-English titles

   9. Dissertation or thesis with non-English titles, with translation

Notes for a Dissertation or Thesis (optional)

General Rules for Notes

- Notes is a collective term for any type of useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Dissertations or theses accompanied by a videocassette, CD-ROM, DVD, etc.
- Other types of material to include in notes

Box 23. Dissertations or theses accompanied by a videocassette, CD-ROM, DVD, etc.

- If a dissertation or thesis has supplemental material accompanying it in the form of a videocassette, CD-ROM, DVD, or another medium, begin by citing the dissertation or theses. Add the phrase "Accompanied by:" followed by a space and the number and type of medium.

    Lukasik-Sedmak DM. How to develop an interactive MRI brain cross-sectional anatomy CD-ROM and Web-based educational materials to meet the needs of medical imaging specialists working in magnetic resonance imaging [dissertation]. [Milwaukee (WI)]: Cardinal Stritch University; 2002. 113 p. Accompanied by: 1 CD-ROM.

    Morgan JC. VISIO/KINESIS: a mixed media installation and performance [master's thesis]. Dominguez Hills (CA): California State University, Dominguez Hills; 2001. 47 p. Accompanied by: 1 videocassette.

Box 24. Other types of material to include in notes.

The notes element may be used to provide any information the compiler of the reference feels is useful to the reader. Begin by citing the dissertation or thesis, then add the note. Some examples of notes are:

- The specific type of degree

    Ari AB. Eye injuries on the battlefields of Iraq and Afghanistan: public health implications [master's thesis]. Anchorage (AK): University of Alaska; 2005. 48 p. Master of Public Health.

Box 24 continues on next page...

Box 24 continued from previous page.

> Verhovsek EL. Examining stages in curriculum change: implementation of Complementary and Alternative Medicine (CAM) [dissertation]. [Morgantown (WV)]: West Virginia University; 2003. 197 p. Doctor of Education.

- The name of any sponsoring or funding organization

  > Kanika K. Labor market implications of employer provided health insurance [dissertation]. Evanston (IL): Northwestern University; 1997. 204 p. Sponsored by the Agency for Health Care Policy and Research.

- The name of any publicly available source for the dissertation or thesis, with any accession or other ordering number

  > Boyer CL. Do rural Medicare patients have different post-acute service patterns than their non-rural counterparts? [dissertation]. [Cleveland (OH)]: Case Western Reserve University; 2004. 131 p. Available from: UMI, Ann Arbor, MI; AAT 3145345.

  > Overlock JA. The relationship between balance and fundamental motor skills in children five to nine years of age [master's thesis]. [Corvallis (OR)]: Oregon State University; 2004. 111 p. Available from: Kinesiology Publications, University of Oregon, Eugene, OR; PSY 2317.

- The location of a library or other holding institution where the dissertation/thesis may be found, with any catalog or other accession number

  > Akerstrom B. Adults with autism and mental retardation: a life-span perspective [dissertation]. Uppsala (Sweden): S. Academiae Upsaliensis; 2001. 156 p. Located at: National Library of Medicine, Bethesda, MD; W1 AC955 v.20 2001.

Examples for Notes

18. Dissertation or thesis with availability statement included

19. Dissertation or thesis with location of a library or other holding institution where the dissertation/thesis may be found

20. Dissertation or thesis with note on specific type of degree

21. Dissertation or thesis with sponsorship or support note included

22. Dissertation or thesis accompanied by a CD-ROM, DVD, or other medium

23. Dissertation or thesis with supplemental material on the Internet

Examples of Citations to Entire Dissertations and Theses

1. Standard dissertation

Jones DL. The role of physical activity on the need for revision total knee arthroplasty in individuals with osteoarthritis of the knee [dissertation]. [Pittsburgh (PA)]: University of Pittsburgh; 2001. 436 p.

Liu-Ambrose TY. Studies of fall risk and bone morphology in older women with low bone mass [dissertation]. [Vancouver (BC)]: University of British Columbia; 2004. 290 p.

Zhao C. Development of nanoelectrospray and application to protein research and drug discovery [dissertation]. Buffalo (NY): State University of New York at Buffalo; 2005. 276 p.

2. Standard master's thesis

Roguskie JM. The role of *Pseudomonas aeruginosa* 1244 pilin glycan in virulence [master's thesis]. [Pittsburgh (PA)]: Duquesne University; 2005. 111 p.

Weisbaum LD. Human sexuality of children and adolescents: a comprehensive training guide for social work professionals [master's thesis]. Long Beach (CA): California State University, Long Beach; 2005. 101 p.

3. Dissertation or thesis with optional full name(s) for author

Baldwin, Karen Brandt. An exploratory method of data retrieval from the electronic medical record for the evaluation of quality in healthcare [dissertation]. Chicago: University of Illinois at Chicago, Health Sciences Center; 2004. 116 p.

4. Dissertation or thesis with more than one author (rare)

Kolotylo C, MacDonald JM. Exploration of the relationships among personal and illness-related factors, migraine headache pain, the chronic pain experience, coping, depressive symptomatology, disability, and quality of life in women with migraine headache [dissertation]. [Milwaukee (WI)]: University of Wisconsin - Milwaukee; 1999. 295 p.

Korir J, Karr-Kidwell PJ. The relationship between self esteem and effective educational leadership: a literary review, recommendations, and interviews [master's thesis]. [Denton (TX)]: Texas Woman's University; 2000 May. 98 p.

5. Dissertation or thesis with authors showing designations of rank within the family

Daugherty RH 3rd. Social work education and public assistance workers in Kentucky 1936-2001 [dissertation]. Louisville (KY): University of Louisville; 2004. 203 p.

6. Dissertation or thesis with titles ending in punctuation other than a period

Boyer CL. Do rural Medicare patients have different post-acute service patterns than their non-rural counterparts? [dissertation]. [Cleveland (OH)]: Case Western Reserve University; 2004. 131 p.

7. Dissertation or thesis with titles containing a chemical formula, Greek letter, or other special characters

Martin EJ. 1,1-dichloroethylene-induced mitochondrial aberrations precede apoptotic and necrotic cell death in murine liver and lung [dissertation]. Kingston (ON): Queen's University; 2004. 149 p.

Greek letters may be written out if special fonts are not available

Goel R. Characterization of α-thrombin-induced rapid phase of PI 3-kinase [dissertation]. St. Louis (MO): Saint Louis University; 2004. 141 p.

or

Goel R. Characterization of alpha-thrombin-induced rapid phase of PI 3-kinase [dissertation]. St. Louis (MO): Saint Louis University; 2004. 141 p.

Superscripts/subscripts may be enclosed within parentheses if fonts are not available

Uddemarri S. Aging affects stretch-induced p70^{S6k} and 4E-BP1 phosphorylation in fast- and slow-twitch muscle [master's thesis]. [Huntington (WV)]: Marshall University; 2005. 151 p.

or

Uddemarri S. Aging affects stretch-induced p70(S6k) and 4E-BP1 phosphorylation in fast- and slow-twitch muscle [master's thesis]. [Huntington (WV)]: Marshall University; 2005. 151 p.

8. Dissertation or thesis with non-English titles

Montes Alvarez MJ. Parametros predictivos de complicaciones macroangiopaticos en la diabetes mellitus tipo 2 que precisa insulinoterapia [dissertation]. Cadiz (Spain): Universidad de Cadiz; 2005. 180 p. Spanish.

Cisse A. Connaissances et comportements sexuels des jeunes de 15-29 ans sur les M.T.S. et le SIDA a Bamako [master's thesis]. [Quebec (QC)]: Laval University; 1993. 69 p. French.

9. Dissertation or thesis with non-English titles, with translation

Montes Alvarez MJ. Parametros predictivos de complicaciones macroangiopaticos en la diabetes mellitus tipo 2 que precisa insulinoterapia [Predictive parameters for macroangiopathy complications in Type 2 diabetes which requires insulin] [dissertation]. Cadiz (Spain): Universidad de Cadiz; 2005. 180 p. Spanish.

Cisse A. Connaissances et comportements sexuels des jeunes de 15-29 ans sur les M.T.S. et le SIDA a Bamako [Sexual knowledge and behavior of young people 15-29 years of age concerning sexually transmitted diseases (STDs) and AIDS in Bamako] [master's thesis]. [Quebec (QC)]: Laval University; 1993. 69 p. French.

10. Dissertation or thesis in a microform

Craft LL. Exercise and clinical depression: examining psychological mechanisms [dissertation on microfiche]. [East Lansing (MI)]: Michigan State University; 2002. 116 p. 2 microfiche: black & white, negative, 4 x 6 in.

Peppas D. Der Anatom Eduard Jacobshagen (1886-1967) [The anatomist Eduard Jacobshagen (1886-1967)] [dissertation on microfiche]. [Marburg (Germany)]: Marburg University; 2001. 133 p. 2 microfiche: black & white, negative, 4 x 6 in. German.

Brill S. Hygieia: health and medicine in Plato's Republic [dissertation on microfilm]. [College Park (PA)]: Pennsylvania State University; 2004. 311 p. 1 reel: black & white, negative, 35 mm.

Johnston PG. A survey of nursing school libraries in the city of Philadelphia [master's thesis on microcard]. Philadelphia: Drexel Institute of Technology; 1955. 55 p. 3 microcards: 3 x 5 in.

11. Dissertation or thesis with place of publication not found on title page

Campbell E. Childbearing and choice: views of young Chinese professional women [dissertation]. [Claremont (CA)]: Claremont Graduate University; 1996. 147 p.

12. Dissertation or thesis publisher with subsidiary part included

Metry KJ. NAT polymorphism in breast cancer risk [master's thesis]. Louisville (KY): University of Louisville, Department of Pharmacology and Toxicology; 2004. 71 p.

Miller LE, Sperry BM. Central American women's experience of prenatal care [master's thesis]. [Boston (MA)]: Massachusetts General Hospital, Institute of Health Professions; 1992. 66 p.

13. Dissertation or thesis issued by a governmental body

Schauppner CE. Some ramifications of compensation limitations in personal services contracts for direct health care providers [master's thesis]. Monterey (CA): Naval Postgraduate School (US); 1990. 74 p.

Kazerouni NN. Family history of breast cancer as a determinant of the risk of developing endometrial and ovarian cancers: a nationwide cohort study [dissertation]. [Bethesda (MD)]: Uniformed Services University of the Health Sciences (US), Department of Preventive Medicine and Biometrics; 2002.

14. Dissertation or thesis issued by other than a university

Kan H. Does the Medicare principal inpatient diagnostic cost group model adequately adjust for selection bias? [dissertation]. Santa Monica (CA): RAND Graduate School; 2002. 101 p.

15. Dissertation or thesis date with month included

Korir J, Karr-Kidwell PJ. The relationship between self esteem and effective educational leadership: a literary review, recommendations, and interviews [master's thesis]. [Denton (TX)]: Texas Woman's University; 2000 May. 98 p.

16. Dissertation or thesis date with season

Lemov RM. The laboratory imagination: experiments in human and social engineering. [Berkeley (CA)]: University of California, Berkeley; 2000 Spring. 2 vol.

17. Dissertation or thesis submitted in more than one volume

Hanson CA. Embodying erudition: English art, medicine, & antiquarianism in the age of empiricism [dissertation]. [Chicago]: University of Chicago, Department of Art History; 2003. 2 vol.

18. Dissertation or thesis with availability statement included

Boyer CL. Do rural Medicare patients have different post-acute service patterns than their non-rural counterparts? [dissertation]. [Cleveland (OH)]: Case Western Reserve University; 2004. 131 p. Available from: UMI, Ann Arbor, MI; AAT 3145345.

Overlock JA. The relationship between balance and fundamental motor skills in children five to nine years of age [master's thesis]. [Corvallis (OR)]: Oregon State University; 2004. 111 p. Available from: Kinesiology Publications, University of Oregon, Eugene, OR; PSY 2317.

19. Dissertation or thesis with location of a library or other holding institution where the dissertation/thesis may be found

Akerstrom B. Adults with autism and mental retardation: a life-span perspective [dissertation]. Uppsala (Sweden): S. Academiae Upsaliensis; 2001. 156 p. Located at: National Library of Medicine, Bethesda, MD; W1 AC955 v.20 2001.

20. Dissertation or thesis with note on specific type of degree

Ari AB. Eye injuries on the battlefields of Iraq and Afghanistan: public health implications [master's thesis]. Anchorage (AK): University of Alaska; 2005. 48 p. Master of Public Health.

Verhovsek EL. Examining stages in curriculum change: implementation of Complementary and Alternative Medicine (CAM) [dissertation]. [Morgantown (WV)]: West Virginia University; 2003. 197 p. Doctor of Education.

21. Dissertation or thesis with sponsorship or support note included

Kanika K. Labor market implications of employer provided health insurance [dissertation]. Evanston (IL): Northwestern University; 1997. 204 p. Sponsored by the Agency for Health Care Policy and Research.

Tuitele BA. The current practices in injury prevention and safety helmet use in an Air Force medical center [master's thesis]. [Bethesda (MD)]: Uniformed Services University of the Health Sciences; 2000. 59 p. Supported by the Uniformed Services University of the Health Sciences, Protocol No. T061AK-01.

22. Dissertation or thesis accompanied by a CD-ROM, DVD, or other medium

Lukasik-Sedmak DM. How to develop an interactive MRI brain cross-sectional anatomy CD-ROM and Web-based educational materials to meet the needs of medical imaging specialists working in magnetic resonance imaging [dissertation]. [Milwaukee (WI)]: Cardinal Stritch University; 2002. 113 p. Accompanied by: 1 CD-ROM.

Morgan JC. VISIO/KINESIS: a mixed media installation and performance [master's thesis]. Dominguez Hills (CA): California State University, Dominguez Hills; 2001. 47 p. Accompanied by: 1 videocassette.

23. Dissertation or thesis with supplemental material on the Internet

Wyatt TH. Pilot testing Okay with Asthma$^{(TM)}$: a digital story for psychosocial asthma management [dissertation]. [Charlottesville (VA)]: University of Virginia; 2003. 109 p. Web site for the program available at: http://okay-with-asthma.org/.

B. Sample Citation and Introduction to Citing Parts of Dissertations and Theses

The general format for a reference to a part of a dissertation, including punctuation:
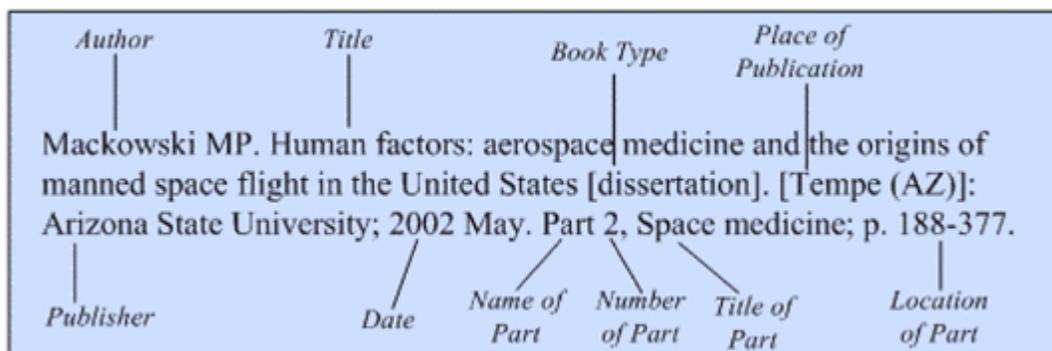
The general format for a reference to a part of a master's thesis, including punctuation:
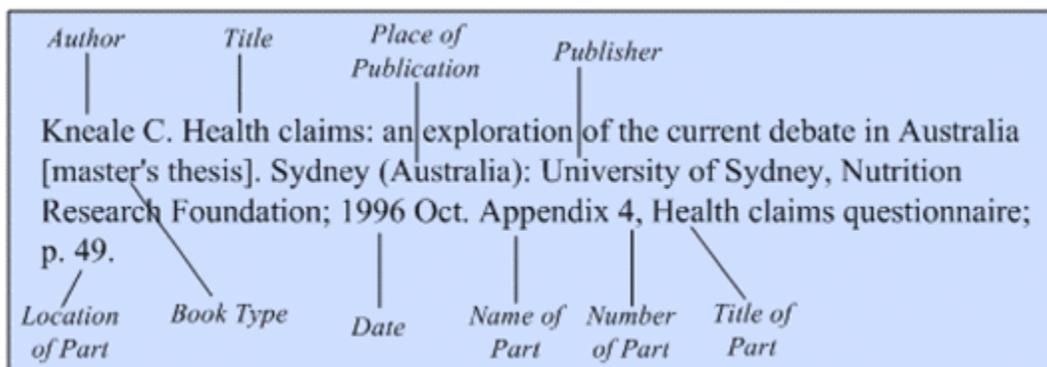
Examples of Citations to Parts of Dissertations and Theses

Rather than citing a dissertation or thesis as a whole, separately identified portions of them may be cited. Chapters, sections, tables, charts, graphs, photographs, appendixes, and the like are considered parts of dissertations/theses when they are written or compiled by the authors of the dissertation or thesis. In general, most modern texts have standardized to three types of parts: figures, tables, and appendixes. However, many other names may be found for parts.

Because a reference should start with the individual or organization with responsibility for the intellectual content of the publication, begin a reference to a part of a dissertation or thesis with the citation to the dissertation or thesis itself, then follow it with the information about the part. See Chapter 2C Parts of Books for further details on citing parts.

Medical texts frequently contain charts, figures, and other illustrative material that has been reproduced with permission from other sources. Do not cite these as parts using the instructions presented here. Consult the original publication and cite the particular item from there.

Continue to Citation Rules with Examples for Parts of Dissertations and Theses.

Continue to Examples of Citations to Parts of Dissertations and Theses.

Citation Rules with Examples for Parts of Dissertations and Theses

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Dissertation or Thesis (R) | Name and Number/Letter (R) | Title (R) | Location (Pagination) (R)

Dissertation or Thesis (required)

- Cite the dissertation or thesis according to Chapter 5A Entire Dissertations or Theses

Name and Number/Letter of the Part for a Dissertation or Thesis (required)

General Rules for Name and Number/Letter

- Enter the name of the part, such as Chapter, Table, Figure, or Appendix
- Do not abbreviate names. For example, convert Fig. to Figure.
- Follow the name with any accompanying number or letter, such as Chapter 12, Table 2, Figure 3.1, or Appendix A

- Use arabic numbers only. For example: convert VI or Six to 6.
- End name and number/letter information with a comma and a space

Specific Rules for Name and Number/Letter

- Non-English names for parts
- No letter or number follows the name
- No name appears

Box 25. **Non-English names for parts.**

- Provide the name in the original language for non-English names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    Tabelle 5.3

    Figura 10a

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Risunok 6

    Parartema 4

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

    Ichiran-hiyo 3 *or* [Table 3,]

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat a letter marked with diacritics or accents as if it were not marked

        Å *treated as* A

        Ø *treated as* O

        Ç *treated as* C

        Ł *treated as* L

        à *treated as* a

        ĝ *treated as* g

        ñ *treated as* n

        ü *treated as* u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

        æ *treated as* ae

        œ *treated as* oe

Box 25 continues on next page...

Box 25 continued from previous page.

- Provide an English translation, if possible, after the original language title, placed in square brackets

    Anexo, Creacion de las especialidades medicas [Appendix, Beginnings of medical specialties]; p. 275-81. Spanish.

- To help identify parts in other languages, see the following examples:

Language	Chapter	Table	Figure	Appendix	Section
French	Chapitre	Tableau	Figure	Appendice	Section
German	Kapitel	Tabelle	Abbildung	Anhang	Sektion
			Figur	Appendix	Abteilung
				Zusatz	
Italian	Capitolo	Tabella	Figura	Appendice	Parte
					Sezione
Russian	Glava	Tablitsa	Risunok	Prilozenie	Sekcija
					Otdel
					Otdelenie
Spanish	Capitulo	Tabla	Figura	Apendice	Seccion
					Parte

Box 26. No letter or number follows the name.

- Occasionally, an author will label a part as simply "Table", "Figure", "Appendix", or another name without following the name with any letter or number. In this case, give whatever name is used for the part and follow it with a comma and the title.

    Appendix, Timetable of human prenatal development 1 to 6 weeks; p. 516-7.

Box 27. No name appears.

- If the part being cited is clearly a table, figure, appendix or similar part but it is not labeled as such, place the name within square brackets and follow it with any identifying number or letter

    [Figure], Protein binding and drug disposition; p. 212.

    [Photograph] 8, Oliver Wendell Holmes, Professor of Anatomy and Physiology from 1838 to 1841; p. 31.

- If the part being cited is not a table, figure, or appendix and has no other identifying name such as "section", begin with the title of the part

    Data and calculations required for a life table; p. 146.

    Sialography; p. 1029-30.

Examples for Name and Number/Letter

1. Chapter in a dissertation or thesis

2. Table in a dissertation or thesis

3. Figure in a dissertation or thesis

4. Appendix in a dissertation or thesis

5. Other part of a dissertation or thesis

6. Other part of a dissertation or thesis, without name and number/letter

7. Part of a dissertation or thesis in a language other than English

Title of the Part for a Dissertation or Thesis (required)

General Rules for Title

- Enter the title of the part as it appears in the dissertation or thesis
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- End title information with a semicolon and a space

Specific Rules for Title

- Non-English titles for parts
- Titles containing a Greek letter, chemical formula, or other special character
- No title appears

Box 28. Non-English titles for parts.

- Provide the name in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    Tabla 10, Etiologia de la esplenomegalia secundaria a procesos infecciosos; p. 109. Spanish.

    Chapitre 4, Le virage de la jouissance; p. 91-102. French.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Risunok 2, Tendentsii smertnosti i prodolzhitel'nosti zhizni naseleniya Ukrainy v poslevoennyi period; p. 53. Russian.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place the translation in square brackets.

    10 Shoyo, Anchi eijingu igaku; p. 23-45. Japanese.

    [Figure 9, Annual progression of swine influenza in Seoul]; p. 44. Korean.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat a letter marked with diacritics or accents as if it were not marked

Box 28 continues on next page...

Box 28 continued from previous page.

Å   *treated as*   A

Ø   *treated as*   O

Ç   *treated as*   C

Ł   *treated as*   L

à   *treated as*   a

ĝ   *treated as*   g

ñ   *treated as*   n

ü   *treated as*   u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

  æ   *treated as*   ae

  œ   *treated as*   oe

- Provide an English translation, if possible, after the original language title. Place the translation in square brackets.

  Tableau 5, Principaux marqueurs biologiques de l'etat nutritionnel [Table 5, Principal biological markers of nutritional state]; p. 33. French.

  10 Shoyo, Anchi eijingu igaku [Chapter 10, Anti-aging medicine]; p. 23-45. Japanese.

Box 29. Titles containing a Greek letter, chemical formula, or other special character.

- Capitalize the first word of the title of a part unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

  Figure 10, n-alkenes on capillary columns with stationary phases of C87 hydrocarbon, Apiezonl L, CW-20M; p. 374.

  Table 3.1, von Willebrand's disease incidence in Europe; p. 63.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

  Figure 3, Influence of seed extract of *Syzygium Cumini* (Jamun) on mice exposed to different doses of γ-radiation; p. 566.

  may become

  Figure 3, Influence of seed extract of Syzygium Cumini (Jamun) on mice exposed to different doses of gamma-radiation; p. 566.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses.

Box 29 continues on next page...

Box 29 continued from previous page.

Table 4, Glycoprotein mediated transport of NH_3 into red blood cells; p. 149.

may become

Table 4, Glycoprotein mediated transport of NH(3) into red blood cells; p. 149.

Box 30. No title appears.

Occasionally a part does not have a formal title, only a legend (explanatory text) for the table, figure, appendix, or other part. When this occurs:

- Create a title from the first few words of the text. Use enough words to make the constructed title meaningful.

- Place the created title within square brackets

    Table, [Waist-hip ratio ranges and the sample sizes for women aged 40 to 59]; p. 72.

    Appendix, [Excerpts from "Prescription Pain Medications: Frequently Asked Questions and Answers for Health Care Professionals"]; p. 296-301.

Examples for Title

1. Chapter in a dissertation or thesis

2. Table in a dissertation or thesis

3. Figure in a dissertation or thesis

4. Appendix in a dissertation or thesis

5. Other part of a dissertation or thesis

6. Other part of a dissertation or thesis, without name and number/letter

7. Part of a dissertation or thesis in a language other than English

Location (Pagination) of the Part for a Dissertation or Thesis (required)

General Rules for Location (Pagination)

- Begin location with "p." followed by a space
- Enter the page number or numbers on which the part appears. Examples: p. 438 and p. 663-4.
- Do not repeat page numbers unless they are followed by a letter. For example: 126-127 becomes p. 126-7, but p. 126A-127A is correct.
- Include a letter (often S for Supplement or A for Appendix) when it precedes the page number. For example: p. S10-8.
- End page information with a period

Specific Rules for Location (Pagination)

- Roman numerals for page numbers
- Part paginated separately
- No page numbers appear on the pages of the part

Box 31. Roman numerals for page numbers.

- Contrary to the practice with volume and issue numbers, keep roman numerals when they are used as page numbers

- Give roman numerals in upper or lower case, whichever appears in the publication

> Appendix 2, Common aquatic invertebrates; p. XLI-XLII.

> Table 8, Classification of lung adenocarcinoma; p. xv.

Box 32. Part paginated separately.

A part such as an appendix or a group of tables may be given its own pagination and begin anew with page one.

When this occurs, give the total number of pages of the part you wish to cite, placed in square brackets, such as [5 p.]

> Appendix 3C, Description of model output tables and graphs; [7 p.].

Box 33. No page numbers appear on the pages of the part.

Occasionally, a table, figure, appendix, or another part will appear on a page that is not numbered.

- If only the part to be cited has no page numbers, identify the location in relation to numbered pages. For example: preceding p. 17 or following p. 503. Place such phrases in square brackets.

> Figure 5, Modeling the risk of in-hospital death following lung resection; [preceding p. 55].

> Appendix, Patient questionnaire; [following p. 174].

- If the entire book has no page numbers or the part cannot be easily located in relation to numbered pages, give the total number of pages of the part you wish to cite, placed in square brackets, such as [5 p.]

> Table, Checklist of symptoms; [1 p.].

Examples for Location (Pagination)

1. Chapter in a dissertation or thesis

2. Table in a dissertation or thesis

3. Figure in a dissertation or thesis

4. Appendix in a dissertation or thesis

5. Other part of a dissertation or thesis

6. Other part of a dissertation or thesis, without name and number/letter

7. Part of a dissertation or thesis in a language other than English

Examples of Citations to Parts of Dissertations and Theses

1. Chapter in a dissertation or thesis

Lemov RM. The laboratory imagination: experiments in human and social engineering [dissertation]. [Berkeley (CA)]: University of California, Berkeley; 2000 Spring. Chapter 2, Running the maze: animal and human experiments; p. 67-130.

Christensen PM. Infant nutrition and child health on Tarawa, Kiribati: a nutritional anthropological approach [master's thesis]. Sydney (Australia): University of New South Wales, Centre for South Pacific Studies; 1995. Chapter 3.1, Breastfeeding practices on Tarawa; p. 46-53.

Hayenga ES. Dieting through the decades: a comparative study of weight reduction in America as depicted in popular literature and books from 1940 to the late 1980's [dissertation]. [Minneapolis (MN)]: University of Minnesota; 1988. Chapter 3C, Science and health; p. 257-70.

2. Table in a dissertation or thesis

Cornwell D. A cost benefit of telemedicine: an assessment of aero-medical evacuation patients throughout the Pacific Basin [master's thesis]. [Waco (TX)]: Baylor University, US Army-Baylor University Graduate Program; 1995. Table 4, Total air-evacs vs total potential telemedicine patients; p. 45.

Munoz JA. What is the quality of care in a developing country? Measuring physician practice and health outcomes [dissertation]. Santa Monica (CA): Rand Graduate School; 2002. Table 4.8, Mean objective measures of health for healthcare facility users; p. 4-33.

3. Figure in a dissertation or thesis

Bicks C. Lurking in the gossip's bowl: genealogy, gynecology, and the politics of midwifery in Shakespeare's England [dissertation]. [Stanford (CA)]: Stanford University, Department of English; 1997 Jun. Figure 9, Syringe for emergency *in utero* baptism; p.194.

Roberts PR. Snakes and ladders: the pursuit of a safety culture in New Zealand public hospitals [master's thesis]. [Wellington (New Zealand)]: Victoria University of Wellington, Institute of Policy Studies and Health Services Research Centre; 2002. Figure 2.1, Schema showing relationship of paradigms to human performance and links to and through culture; p. 13.

Deutsch B. Lifestyle and contaminants in Greenland 1994-1996: evaluation of the AMAP, Human Health Subprogram [master's thesis]. Aarhus (Denmark): University of Aarhus; 1999. Figure 2, Histograms of birth weight and gestational age; p. 20.

4. Appendix in a dissertation or thesis

Grant MM. Under the microscope: "race," gender, and medical laboratory science in Canada [dissertation]. [Toronto (ON)]: University of Toronto, Ontario Institute for Studies in Education; 2004. Appendix, Survey on the career patterns and professional experiences of Canadian medical laboratory technologists; p. 285-92.

Kneale C. Health claims: an exploration of the current debate in Australia [master's thesis]. Sydney (Australia): University of Sydney, Nutrition Research Foundation; 1996 Oct. Appendix 4, Health claims questionnaire; p. 49.

Munoz JA. What is the quality of care in a developing country? Measuring physician practice and health outcomes [dissertation]. Santa Monica (CA): Rand Graduate School; 2002. Appendix 1, Background on problems of less developed countries; p. A1-8.

5. Other part of a dissertation or thesis

Powers JC. Herman Boerhaave and the pedagogical reform of eighteenth-century chemistry [dissertation]. [Bloomington (IN)]: Indiana University, Department of History and Philosophy of Science; 2001 May. Epilogue, Boerhaave's legacy; p. 296-301.

Mackowski MP. Human factors: aerospace medicine and the origins of manned space flight in the United States [dissertation]. [Tempe (AZ)]: Arizona State University; 2002 May. Part 2, Space medicine; p. 188-377.

6. Other part of a dissertation or thesis, without name and number/letter

Kairo JG. A review of the ecology and restoration of mangroves systems [dissertation]. Brussels (Belgium): Vrije University; 2001. Ecology and restoration of mangrove systems in Kenya; p. 2-15.

Kneale C. Health claims: an exploration of the current debate in Australia [master's thesis]. Sydney (Australia): University of Sydney, Nutrition Research Foundation; 1996 Oct. Summary recommendations; p. 44.

Stewart EP. Who shall decide when doctors disagree? Hoaxes and American men of science in the nineteenth century [dissertation]. Washington: American University, Faculty of the College of Arts and Sciences; 2003. "Doctor" Dionysius Lardner; p. 132-48.

Mackowski MP. Human factors: aerospace medicine and the origins of manned space flight in the United States [dissertation]. [Tempe (AZ)]: Arizona State University; 2002 May. [Map], Germany 1946: showing Allied zones of occupation; p. 188.

7. Part of a dissertation or thesis in a language other than English

Tamayo Lorenzo PA. Descentralizacion y financiacion de la asistencia sanitaria publica en Espana: un estudio desde la perspectiva de la equidad [dissertation]. Madrid: Universidad Nacional de Educacion a Distancia; 1999. Tabla 5.11, Resumen de los resultados de los estudios evaluados, en terminos de necesidad para cada comunidad autonoma; p. 238. Spanish.

with translation

Tamayo Lorenzo PA. Descentralizacion y financiacion de la asistencia sanitaria publica en Espana: un estudio desde la perspectiva de la equidad [Decentralization and financing of public health assistance in Spain: a study from the perspective of equality] [dissertation]. Madrid: Universidad Nacional de Educacion a Distancia; 1999. Tabla 5.11, Resumen de los resultados de los estudios evaluados, en terminos de necesidad para cada comunidad autonoma [Table 5.11, Summary of the results of the evaluated studies, in terms of need for each independent community]; p. 238. Spanish.

Chapter 6. Bibliographies

A. Entire Bibliographies

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

B. Parts of Bibliographies

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

A. Sample Citation and Introduction to Citing Entire Bibliographies

The general format for a reference to an entire bibliography, including punctuation:

- with bibliography in the title:
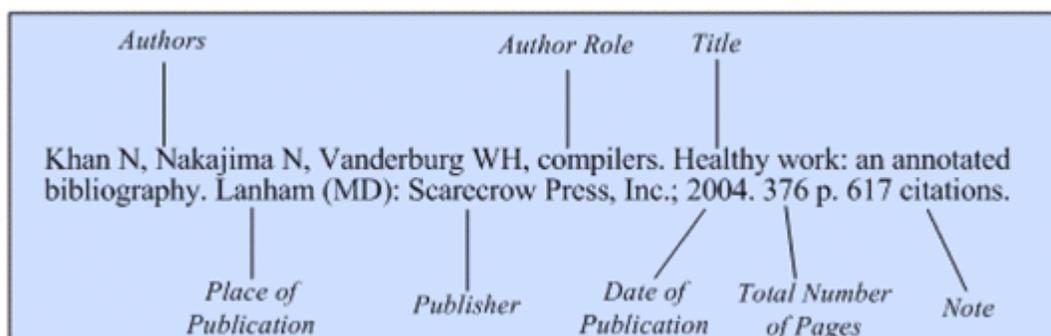
- without bibliography in the title:
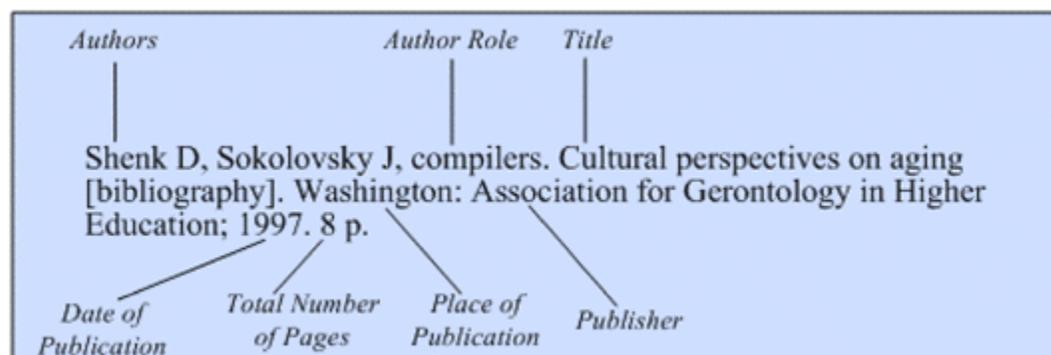
Examples of Citations to Entire Bibliographies

Bibliographies are collections of references to the literature made for a specific purpose, such as to bring together references on a specific subject or by a particular author. Their citation format is identical to that of the standard book (see Chapter 2 for details) with three exceptions:

- Authors are termed "compilers".

- The content type "[bibliography]" is added after the title if the word is not part of the title. This alerts the user that the publication is not a standard book.
- Descriptive information, such as the number of citations included, the sources searched, and the time period covered, may be added as notes to help the user identify the scope of the publication.

The chief source for information about a bibliography is its title page. The back of the title page, called the verso or copyright page, and the cover of the book are also sources of authoritative information.

References to bibliographies in print or in microform (microfilm, microfiche) are included in this chapter. For references to bibliographies in electronic form, see Chapter 18 and Chapter 22.

Continue to Citation Rules with Examples for Entire Bibliographies.

Continue to Examples of Citations to Entire Bibliographies.

Citation Rules with Examples for Entire Bibliographies

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author/Editor (R) | Author Affiliation (O) | Title (R) | Content Type (O) | Type of Medium (R) |Edition (R) | Editor and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Pagination (O) | Physical Description (O) | Series (O) | Language (R) | Notes (O)

Author/Editor for Bibliographies (required)

General Rules for Author/Editor

- Authors of bibliographies are called compilers
- List names in the order they appear in the text
- Enter surname (family or last name) first for each author/editor
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all authors/editors, regardless of the number
- Separate author/editor names from each other by a comma and a space
- Follow the last named compiler with a comma and the word compiler or compilers; see Editor and Other Secondary Authors below if there are authors and editors
- If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors
- End author/editor information with a period

Specific Rules for Author/Editor

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)

- Non-English words for compiler
- Non-English words for editor
- Organizations as author
- No author can be found
- Options for author names

Box 1. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames

  Estelle Palmer-Canton   *becomes*   Palmer-Canton E

  Ahmed El-Assmy   *becomes*   El-Assmy A

- Keep particles, such as O', D', and L'

  Alan D. O'Brien   *becomes*   O'Brien AD

  James O. L'Esperance   *becomes*   L'Esperance JO

  U. S'adeh   *becomes*   S'adeh U

- Omit all other punctuation in surnames

  Charles A. St. James   *becomes*   St James CA

Box 2. Other surname rules.

- Keep prefixes in surnames

  Lama Al Bassit   *becomes*   Al Bassit L

  Jiddeke M. van de Kamp   *becomes*   van de Kamp JM

  Gerard de Pouvourville   *becomes*   de Pouvourville G

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å   *treated as*   A

    Ø   *treated as*   O

    Ç   *treated as*   C

    Ł   *treated as*   L

    à   *treated as*   a

    ĝ   *treated as*   g

    ñ   *treated as*   n

    ü   *treated as*   u

Box 2 continues on next page...

Box 2 continued from previous page.

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ   *treated as*   ae

    œ   *treated as*   oe

- [If you cannot determine from the title page whether a surname is compound or a combination of a middle name and a surname, look elsewhere in the text for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

Box 3. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names

    Jean-Louis Lagrot   *becomes*   Lagrot JL

- Keep compound surnames even if no hyphen appears

    Sergio Lopez Moreno   *becomes*   Lopez Moreno S

    Jaime Mier y Teran   *becomes*   Mier y Teran J

    Virginie Halley des Fontaines   *becomes*   Halley des Fontaines V

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle

    D'Arcy Hart   *becomes*   Hart D

    W. St. John Patterson   *becomes*   Patterson WS

    De la Broquerie Fortier   *becomes*   Fortier D

    Craig McC. Brooks   *becomes*   Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

    Ch. Wunderly   *becomes*   Wunderly C

    C. Fr. Erdman   *becomes*   Erdman CF

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

    Iu. A. Iakontov   *becomes*   Iakontov IuA

    G. Th. Tsakalos   *becomes*   Tsakalos GTh

Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name

                                        Box 4 continues on next page...

Box 4 continued from previous page.

> James A. Reed, M.D., F.R.C.S.   *becomes*   Reed JA
>
> Kristine Schmidt, Ph.D.   *becomes*   Schmidt K
>
> Robert V. Lang, Major, US Army   *becomes*   Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name

> Sir Frances Hildebrand   *becomes*   Hildebrand F
>
> Dr. Jane Eberhard   *becomes*   Eberhard J
>
> Captain R.C. Williams   *becomes*   Williams RC

Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation

- Convert roman numerals to arabic ordinals
  Examples:

> Vincent T. DeVita, Jr.   *becomes*   DeVita VT Jr
>
> James G. Jones II   *becomes*   Jones JG 2nd
>
> John A. Adams III   *becomes*   Adams JA 3rd
>
> Henry B. Cooper IV   *becomes*   Cooper HB 4th

Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names if they are in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese

- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

> Iu. A. Iakontov   *becomes*   Iakontov IuA
>
> G. Th. Tsakalos   *becomes*   Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

> Å   *treated as*   A

Box 6 continues on next page...

Box 6 continued from previous page.

      Ø *treated as* O

      Ç *treated as* C

      Ł *treated as* L

      à *treated as* a

      ĝ *treated as* g

      ñ *treated as* n

      ü *treated as* u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

      æ *treated as* ae

      œ *treated as* oe

Box 7. Non-English words for compiler.

- Translate the word found for compiler into English. However, the wording found on the publication may always be used.
- To assist in identifying compilers, below is a brief list of non-English words for compiler:

Language	Word for Compiler
French	compilateur
German	zusammensteller
Italian	compilatore
Spanish	compilador
Russian	sostavitel

Box 8. Non-English words for editor.

- Translate the word found for editor into English. However, the wording found on the publication may always be used.
- To assist in identifying editors, below is a brief list of non-English words for editor:

Language	Word for Editor
French	redacteur
	editeur
German	redakteur
	herausgeber
Italian	redattore
	curatore

Box 8 continued from previous page.

Language	Word for Editor
	editore
Spanish	redactor
	editor
Russian	redaktor
	izdatel

Box 9. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit "The" preceding an organization name

    The American Cancer Society   *becomes*   American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

    American Medical Association, Committee on Ethics.

    International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

    American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

    National Academy of Sciences (US).

    Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

    Canadian Association of Orthodontists; Canadian Dental Association.

    American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization or organizations appear on the title page of a bibliography as compilers, use the names of the individuals as the compilers; give the organization at the end of the reference as a note, if desired

    Kolyada L, compiler. Health systems strengthening and HIV/AIDS: annotated bibliography and resources. Bethesda (MD): Abt Associates; 2004 Mar. 75 p. Prepared for Partners for Health Reformplus, a project of the US Agency for International Development.

- For names of organizations in languages other than English:

Box 9 continues on next page...

Box 9 continued from previous page.

○ Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

Istituto di Fisiologia Clinica del CNR.

Universitatsmedizin Berlin.

Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

○ Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

or

[Russian Respiratory Society].

○ Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

[Chinese Medical Society].

○ Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

■ Treat letters marked with diacritics or accents as if they are not marked

Å *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ĝ *treated as* g

ñ *treated as* n

ü *treated as* u

■ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

Box 10. No author can be found.

- If no person or organization can be found as the compiler but editors or translators are present, begin the reference with the names of the editors or translators. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.

    Morrison CP, Court FG, editors.

    Walser E, translator.

- If no person or organization can be identified as the compiler and no editors or translators are given, begin the reference with the title of the bibliography. Do not use anonymous.

    Teaching hospital costs: an annotated bibliography of the costs of medical education, patient care, and research at teaching hospitals. Washington: Association of American Medical Colleges; 2000. 165 p.

Box 11. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of compilers may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon.

    Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A., compilers.

    Mann, Frederick D.; Swartz, Mary N.; Little, R.T., compilers.

- If space is a consideration, the number of compilers may be limited to a specific number, such as the first three. Follow the last named compiler by a comma and "et al." or "and others."

    Rastan S, Hough T, Kierman A, et al., compilers.

    Adler DG, Baron TH, Davila RE, and others, compilers.

Examples for Author/Editor

1. Standard citation with bibliography in the title

2. Standard citation without the word bibliography in the title (content type added)

3. Bibliography with optional full first names for compilers

4. Bibliography with compilers and editors

5. Bibliography with organization as compiler

6. Bibliography with editors and other secondary authors, but no compilers

7. Bibliography with no compilers or editors

8. Bibliography with compiler affiliation(s) included

Author Affiliation for Bibliographies (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the affiliation
- Place the affiliation in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Follow the affiliation with a comma placed outside the parentheses, unless it is the affiliation of the last author, then use a period

Specific Rules for Author Affiliation

- E-mail address included
- Abbreviations in affiliations
- Organizational names for affiliations not in English
- Names for cities and countries not in English

Box 12. E-mail address included.

- Follow the US state, Canadian province, or country of the compiler with a period and a space

- Insert the e-mail address as it appears in the publication

- Do not end an e-mail address with a period

- Place the e-mail address within the closing parenthesis for the author affiliation

  Example:

  Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov), compilers.

Box 13. Abbreviations in affiliations.

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

  Examples:

  Acad. for Academy

  Assoc. for Association

  Co. for Company

  Coll. for College

  Corp. for Corporation

  Dept. for Department

  Box 13 continues on next page...

Box 13 continued from previous page.

Div. for Division

Inst. for Institute or Institution

Soc. for Society

Univ. for University

See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 14. Organizational names for affiliations not in English.

- Give the address of all compilers or only the first compiler. Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the address in parentheses.

- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain), compilers.

    Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G, compilers.

- Romanize (write in the roman alphabet) or translate organizational names if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I, compilers.

    Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY, compilers.

- Translate organizational names in character-based languages (Chinese, Japanese, etc.)

    Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, compilers.

Box 14 continued from previous page.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

- Use the English form of names for cities and countries whenever possible. For example, use Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 15. Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name as found on the publication may always be used.

    Moskva   *becomes*   Moscow

    Wien   *becomes*   Vienna

    Italia   *becomes*   Italy

    Espana   *becomes*   Spain

Examples for Author Affiliation

8. Bibliography with compiler affiliation(s) included

Title for Bibliographies (required)

General Rules for Title

- Enter the title of a bibliography as it appears in the original document, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless some other form of punctuation such as a question mark, period, or an exclamation point is already present

- Follow non-English titles with a translation whenever possible; surround the translation with square brackets
- End a title with a period unless a question mark or exclamation point already ends it or a Content Type follows it

Specific Rules for Title

- Titles not in English
- Titles in more than one language
- Titles containing a Greek letter, chemical formula, or another special character
- No title can be found

Box 16. **Titles not in English.**

- Provide the title in the original language for non-English titles found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    Poblacion y empleo en Bolivia (bibliografia anotada). La Paz (Bolivia): Consejo Nacional de Poblacion; 1989. 414 p. Spanish.

- Romanize (write in the roman alphabet) titles if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Zubritskii AN, compiler. Tabak i tabakokurenie: osnovnoi bibliograficheskii ukazatel otechestvennoi i zarubezhnoi literatury. Moscow: Izdatelskaia gruppa GEOTAR-Media; 2005. 335 p. Russian.

- Romanize or translate titles in character-based languages (Chinese, Japanese, etc.). Place translated titles in square brackets.

    Mori K, compiler. Chusu shinkeikei senten ijo bunkenshu: kore made no shinpo to kongo no kadai. Tokyo: Nyuronsha; 2004. 242 p. Japanese.

    or

    Mori K, compiler. [Bibliographies of congenital central nervous system diseases]. Tokyo: Nyuronsha; 2004. 242 p. Japanese.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

Box 16 continues on next page...

Box 16 continued from previous page.

> ü *treated as* u

○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

> æ *treated as* ae

> œ *treated as* oe

- Provide an English translation after the original language one if possible; place translations in square brackets

    Poblacion y empleo en Bolivia (bibliografia anotada) [Population and employment in Bolivia (an annotated bibliography)]. La Paz (Bolivia): Consejo Nacional de Poblacion; 1989. 414 p. Spanish.

    Zubritskii AN, compiler. Tabak i tabakokurenie: osnovnoi bibliograficheskii ukazatel otechestvennoi i zarubezhnoi literatury [Tobacco and tobacco smoking: bibliographic index of the Russian and foreign literature]. Moscow: Izdatelskaia gruppa GEOTAR-Media; 2005. 335 p. Russian.

    Mori K, compiler. Chusu shinkeikei senten ijo bunkenshu: kore made no shinpo to kongo no kadai [Bibliographies of congenital central nervous system diseases]. Tokyo: Nyuronsha; 2004. 242 p. Japanese.

Box 17. Titles in more than one language.

- If a bibliography title is written in several languages, give the title in the first language found on the title page and indicate all languages of publication after the pagination. Separate the languages by commas.

    Farren M, compiler. Infant mortality and health in Latin America: an annotated bibliography of the 1979-82 literature. Ottawa (ON): International Development Research Centre; 1984. 172 p. English, Spanish, Portuguese, French. 256 citations.

    Beauge G, Bendiab A, Labib A, Longuenesse E, Roussillon A, Quiles J, Weyland P, compilers. Migrations internationales au Moyen-Orient: 1975-1986. Bibliographie [International migrations in the Middle East: 1975-1986. A bibliography]. Aix-en-Provence (France): Universites d'Aix-Marseille, Institut de Recherches et d'Etudes sur le Monde Arabe et Musulman; 1987. 186 p. French, German.

- If a bibliography title is presented in two or more equal languages, as often occurs in Canadian publications, give all titles in the order in which they appear in the text, with an equals sign between them. Indicate the particular languages, separated by commas, after the pagination.

    Lavallee C, Robinson E, editors. The health of the Eastern James Bay Cree: annotated bibliography = La sante des Cris de l'Est de la Baie James: bibliographie annotee. Orr M, illustrator. Montreal (QC): Montreal General Hospital, Northern Quebec Module; 1993. 71 p. English, French.

Box 18. Titles containing a Greek letter, chemical formula, or another special character.

- The first word of a bibliography title is normally capitalized unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

    1,3-dichloro-5,5-dimethylhydantoin

Box 18 continued from previous page.

> von Willebrand disease

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

    γ-linolenic acid   *or*   gamma-linolenic acid

    Synthesis of *β*-amino acids   *or*   Synthesis of beta-amino acids

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

    TiO_2 nanoparticles *or* TiO(2) nanoparticles

Box 19. No title can be found.

- Occasionally a publication does not appear to have any title; the bibliography simply begins with the text. In this circumstance, create a title from the first few words of the text and place it in square brackets. Use enough words to make the constructed title meaningful.

Examples for Title

9. Bibliography with title in a language other than English

10. Bibliography with title in multiple languages

11. Bibliography with titles with parallel text in two languages

Content Type for Bibliographies (optional)

General Rules for Content Type

- A content type alerts the user that the reference is not to a standard book but to a bibliography
- Place [bibliography] after the book title if the word does not appear in the title
- Follow the content type with a period unless the book is in a non-print medium (see Type of Medium below)

Specific Rules for Content Type

- Titles ending in punctuation other than a period
- Titles not in English

Box 20. Titles ending in punctuation other than a period.

- Most bibliography titles end in a period. Place [bibliography] inside the period.

    Shenk D, Sokolovsky J, compilers. Cultural perspectives on aging [bibliography]. Washington: Association for Gerontology in Higher Education; 1997. 8 p.

- If a title ends in another form of punctuation, keep that punctuation and follow [bibliography] with a period

Box 20 continues on next page...

Box 20 continued from previous page.

Advancing women's status: women and men together? [bibliography].

Box 21. Titles not in English.

- If a translation of a title is given, place it in square brackets

    Mori K, compiler. Chusu shinkeikei senten ijo bunkenshu: kore made no shinpo to kongo no kadai [Bibliographies of congenital central nervous system diseases]. Tokyo: Nyuronsha; 2004. 242 p. Japanese.

- When the content type [bibliography] is added after the title, place the content type after the square brackets for the translation

    Mane Garzon F, Burgues Roca S, compilers. Publicaciones medicas uruguayas de los siglos XVIII y XIX [Uruguayan medical publications of the 18th and 19th centuries] [bibliography]. Montevideo (Uruguay): Oficina del Libro AEM; 1996. 253 p. Spanish.

Examples for Content Type

2. Standard citation without the word bibliography in the title (content type added)

Type of Medium for Bibliographies (required)

General Rules for Type of Medium

- Indicate the type of medium (microfiche, ultrafiche, microfilm, microcard, etc.) following the title (and content type, if present) when a bibliography is published in a microform
- Place the name of the medium in square brackets and end with a period, such as "[microfiche]." or "[bibliography on microfilm]."
- Add information about the medium according to the instructions under Physical Description below
- See Chapter 18 and Chapter 22 for bibliographies in electronic formats

Specific Rules for Type of Medium

- Both a content type and a medium
- Titles ending in punctuation other than a period
- Titles not in English

Box 22. Both a content type and a medium.

- If the word "bibliography" is not in the title, add the content type [bibliography] after the title

- If a bibliography is also in a microform, add the specific type of microform to the content type, preceded by "on", such as [bibliography on microfilm]

    Example:

    Williams LA, compiler. Family violence and American Indians/Alaska Natives: a report to the Indian Health Service Office of Women's Health [bibliography on microfiche]. [Bethesda (MD)]: Department of Health and Human Services (US), Indian Health Service, Office of Women's Health; 2002 Oct. 96 p. 1 microfiche: black & white, 4 x 6 in.

Box 23. Titles ending in punctuation other than a period.

- Most titles of books end in a period. Place [microfiche], [microfilm], or [microcard] inside the period.

  An overview of medical and public health literature addressing literacy issues: an annotated bibliography [microfiche].

- If a title ends in another form of punctuation, keep that punctuation and follow [microfiche], [microfilm], or [microcard] with a period

  A bibliography on human rights in South Africa: is Apartheid gone? [microfiche].

Box 24. Titles not in English.

- If a translation of a title is provided, place the translation after the original title and place it in square brackets

  Chusu shinkeikei senten ijo bunkenshu: kore made no shinpo to kongo no kadai [Bibliographies of congenital central nervous system diseases].

- If a bibliography is in a microform (microfiche, microfile, microcard, etc.), place the specific type of microform within square brackets following the translation

  Chusu shinkeikei senten ijo bunkenshu: kore made no shinpo to kongo no kadai [Bibliographies of congenital central nervous system diseases] [microfilm].

Examples for Type of Medium

33. Bibliography in a microform

Edition for Bibliographies (required)

General Rules for Edition

- Indicate the edition/version being cited after the title (and Content Type or Type of Medium if present) when a bibliography is published in more than one edition or version
- Abbreviate common words (see Abbreviation rules for editions below)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period

Box 25. Abbreviation rules for editions.

- Abbreviate common words found in edition statements, if desired:

Word	Abbreviation
edition	ed.
abbreviated	abbr.

Box 25 continues on next page...

Box 25 continued from previous page.

Word	Abbreviation
abridged	abr.
American	Am.
augmented	augm.
authorized	authoriz.
English	Engl.
enlarged	enl.
expanded	expand.
illustrated	ill.
modified	mod.
original	orig.
reprint(ed)	repr.
revised	rev.
special	spec.
translation	transl.
translated	

For additional abbreviations, see ISO 832:1994 - *Rules for the abbreviation of bibliographic terms.*

- Follow abbreviated words with a period and end all edition information with a period

    3rd rev. ed.

    1st Engl. ed.

Specific Rules for Edition

- Abbreviation rules for editions
- Non-English words for editions
- First editions

Box 26. Non-English words for editions.

- For non-English edition statements written in the roman alphabet (French, German, Spanish, Italian, etc.):

    ○ Provide the name in the original language

    ○ Abbreviate common words used in edition statements if the language is a familiar one

    ○ Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

    ○ Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

Box 26 continues on next page...

Box 26 continued from previous page.

- ○ Separate the edition from the title proper by a space

- ○ Retain the punctuation used in the edition statement

- ○ End the edition information with a period

  Examples:

    Ed. 1a.

    5. ed. interamente riv. e aggiornata.

    2. ed. veneta.

    Nuova ed.

    Seconda ed.

    4a ed. rev. e ampliada.

    2° ed. ampliada y actualizada.

- For an edition statement written in Cyrillic, Greek, Arabic, Hebrew, or Korean:

  - ○ Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables*.

  - ○ Abbreviate common words used in edition statements if the language is a familiar one

  - ○ Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

  - ○ Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

  - ○ Separate the edition from the title proper by a space

  - ○ Retain the punctuation used in the edition statement

  - ○ Follow abbreviated words by a period and end all edition information with a period

    Examples:

      Izd. 3., perer. i dop.

      2. dopunjeno izd.

      2. ekd. epeux.

      3. ekd.

- For an edition statement written in a character-based language such as Chinese or Japanese:

  - ○ Transliterate or translate the words for edition

  - ○ Do not abbreviate or omit any words

Box 26 continues on next page...

- ○ Use the capitalization system of the particular language

- ○ Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- ○ Separate the edition from the title by a space

- ○ Retain the punctuation used in the edition statement.

- ○ End all edition information with a period

  Examples:

  Shohan.

  Dai 1-han.

  Dai 3-pan.

  Di 3 ban.

  Cai se ban, Xianggang di 1 ban.

  Che 6-p`an.

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

Language	Word for Edition	Abbreviation
Danish	oplag	n.a.
	udgave	
Dutch	uitgave	uitg.
	editie	ed.
Finnish	julkaisu	julk.
French	edition	ed.
German	Ausgabe	Ausg.
	Auflage	Aufl.
Greek	ekdosis	ekd.
Italian	edizione	ed.
Portuguese	edicao	ed.
Russian	izdanie	izd.
	publikacija	publ.
Norwegian	publikasjon	publ.
	utgave	utg.
Spanish	edicion	ed.

Box 26 continued from previous page.

Language	Word for Edition	Abbreviation
	publicacion	publ.
Swedish	upplaga	n.a.

Box 27. First editions.

- If a bibliography does not carry any statement of edition, assume it is the first or only edition
- Use 1st ed. only when you know that subsequent editions have been published and you wish to cite the earlier one

Examples for Edition

12. Bibliography with edition

Editor and other Secondary Authors for Bibliographies (optional)

General Rules for Editor and other Secondary Authors

- A secondary author modifies the work of the author. Examples include editors, translators, and illustrators.
- Place the names of secondary authors after the title and any edition statement
- Use the same rules for the format of names presented in Author/Editor above
- Follow the last named editor with a comma and the word editor or editors; the last named illustrator with a comma and the word illustrator or illustrators, etc.
- End secondary author information with a period
- If there is no author, move secondary authors such as editors and translators to the author position in the reference

Specific Rules for Editor and other Secondary Authors

- More than one type of secondary author
- Secondary author performing more than one role
- Non-English names for secondary authors
- Organization as editor

Box 28. More than one type of secondary author.

A bibliography may have several types of secondary author.

- List all of them in the order they are given in the publication

- Separate each type of author and the accompanying role by a semicolon

- End secondary author information with a period

    Examples:

    Smith BC, editor; Carson HT, illustrator.

    Graber AF, Longstreet RG, translators; Johnson CT, Marks C, Huston MA, illustrators.

Box 29. Secondary author performing more than one role.

If the same secondary author performs more than one role,

- List all of them in the order they are given in the publication

- Separate the roles by "and"

- End secondary author information with a period
  Example:

     Jones AB, editor and translator.

Box 30. Non-English names for secondary authors.

- Translate the word found for editor, translator, illustrator, or other secondary author into English if possible. However, the wording found on the publication may always be used.
- To assist in identifying secondary authors, below is a brief list of non-English words for them:

Language	Word for Editor	Word for Translator	Word for Illustrator
French	redacteur	traducteur	illustrateur
	editeur		
German	redakteur	ubersetzer	erlauterer
	herausgeber	dolmetscher	
Italian	redattore	traduttore	disegnatore
	curatore		
	editore		
Spanish	redactor	traductor	ilustrador
	editor		
Russian	redaktor	perevodchik	konstruktor
	izdatel		

Box 31. Organization as editor.

On rare occasions an organization will be listed as the editor.

- Follow the instructions for entering the organization name found under Organizations as author

- Place a comma, a space, and the word editor after the organization name

     American Chemical Society, Committee on Chemical Safety, editor.

Examples for Editor and other Secondary Authors

   4. Bibliography with compilers and editors

   6. Bibliography with editors and other secondary authors, but no compilers

   7. Bibliography with no compilers or editors

Place of Publication for Bibliographies (required)

General Rules for Place of Publication

- Place is defined as the city where the bibliography was published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as London (ON) and London (England)
- Use the anglicized form for a non-US city, such as Vienna for Wein
- End place information with a colon

Specific Rules for Place of Publication

- Non-US cities
- Joint publication
- Multiple places of publication
- No place of publication can be found

Box 32. Non-US cities.

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, whenever possible. However, the name as found on the publication may always be used.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

        Å *treated as* A

        Ø *treated as* O

        Ç *treated as* C

        Ł *treated as* L

        à *treated as* a

        ĝ *treated as* g

        ñ *treated as* n

        ü *treated as* u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ *treated as* ae

        œ *treated as* oe

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), place in parentheses

Box 32 continues on next page...

Box 32 continued from previous page.

> Montreal (QC):
>
> Ottawa (ON):
>
> Vancouver (BC):

- If the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.

> London:
>
> Rome:
>
> Paris:
>
> Madrid:
>
> *but*
>
> Malaga (Spain):   *or*   Malaga (ES):
>
> Basel (Switzerland):   *or*   Basel (CH):
>
> Oxford (England):   *or*   Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

---

Box 33. Joint publication.

- Two organizations may co-publish a bibliography. Use the city of the first organization found on the title page (or on the back of the title page if no publisher information appears on the title page), as the place of publication.

- Place the name of the second organization as a note at the end of the citation, if desired

> Toronto (ON): Public Health Agency of Canada; c2000. 240 p. Co-published by the Canadian Medical Association.

- Do not give multiple places as place of publication or include multiple publishers

---

Box 34. Multiple places of publication.

- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.
- As an option, if one place is a US city and the other(s) are not, use the US city

---

Box 35. No place of publication can be found.

- If no place of publication can be found on the title page or its verso (back), but one can be found elsewhere in the publication or can be reasonably inferred (e.g., Chicago as the place for a publication of the American Medical Association), place the city in square brackets, such as "[Chicago]"

     Shakman SH, compiler. Automed A to Z: index to the literature 1894-1982 [bibliography]. [Santa Monica (CA)]: Institute of Science; c1994-1998. 96 leaves. Bibliography of 1690 citations on autohemotherapy, autogenous vaccines, and the works of E.C. Rosenow.

- If no place of publication can be found or inferred, use [place unknown]

     Patterson KD, compiler. Infectious diseases in twentieth-century Africa: a bibliography of their distribution and consequences. [place unknown]: Crossroads Press; c1979. 251 p.

Examples for Place of Publication

13. Bibliography with well-known place of publication

14. Bibliography with geographic qualifier added to place of publication for clarity

15. Bibliography with place of publication inferred

16. Bibliography with no place of publication found

21. Bibliography with no place of publication or publisher found

Publisher for Bibliographies (required)

General Rules for Publisher

- Record the name of the publisher as it appears in the publication, using whatever capitalization and punctuation is found there
- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- When a division or other subsidiary part of a publisher appears in the publication, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a semicolon

Specific Rules for Publisher

- Abbreviated words in publisher names
- Non-English publishers
- Government agencies and other national and international bodies as publisher
- Joint publication
- Multiple publishers
- No publisher can be found

Box 36. Abbreviated words in publisher names.

- Abbreviate commonly used words in names, if desired
  Examples:

Box 36 continued from previous page.

      Acad. for Academy

      Assoc. for Association

      Co. for Company

      Coll. for College

      Corp. for Corporation

      Dept. for Department

      Div. for Division

      Inst. for Institute or Institution

      Ltd. for Limited

      Soc. for Society

      Univ. for University

See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

- Follow all abbreviated words with a period

Box 37. Non-English publishers.

- Give publisher names appearing in the roman alphabet (French, Spanish, Italian, etc.) in their original language

      Rome: Societa Editrice Universo;

      Lisbon: Imprensa Medica;

- Romanize names given in Cyrillic, Greek, Arabic, Hebrew, Korean

      Sofia (Bulgaria): Sofia Medizina i Fizkultura;

- Romanize names or translate names presented in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.

      Tokyo: Medikaru Rebyusha;

      Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute];

      Taiyuan (China): Shanxi ke xue ji she chu ban she;

      [Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized.].

Box 37 continued from previous page.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

    Å   *treated as*   A

    Ø   *treated as*   O

    Ç   *treated as*   C

    Ł   *treated as*   L

    à   *treated as*   a

    ĝ   *treated as*   g

    ñ   *treated as*   n

    ü   *treated as*   u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ   *treated as*   ae

    œ   *treated as*   oe

- If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.

  Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press];

- If the name of a division of other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

  Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero;

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation has been given in the publication.

  Aarhus (Denmark): [Aarhus University Press];

Box 38. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

  National Cancer Institute (US)

  National Society on Alcoholism and Drug Dependence (NZ)

  Royal Society of Medicine Press Ltd. (GB)

Box 38 continued from previous page.

> Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor who disseminates documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency that issued the publication as the publisher and include distributor information as a note, preceded by the phrase "Available from:".

  > Cumulative trauma disorders in the workplace: bibliography. Cincinnati (OH): National Institute for Occupational Safety and Health (US), Education and Information Division; 1995. 209 p. Available from: US Government Printing Office, Washington, DC; HE 20.7114:T 69.

Box 39. Joint publication.

- Two organizations may co-publish a bibliography. Use the first organization appearing on the title page or the verso (back) of the title page as the publisher.

- Place the name of the second organization as a note at the end of the citation, if desired

  > Haynes C, compiler. Ethnic minority health: a selected, annotated bibliography. Lanham (MD): Scarecrow Press; c1997. 503 p. A joint publication of the Medical Library Association.

- Do not give more than one name as publisher

Box 40. Multiple publishers.

- If more than one publisher is found in a document, use the first one given or the one set in the largest type or bold type
- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.
- Do not list multiple publishers. For those publications with joint or co-publishers, use the name given first as the publisher and include the name of the second as a note if desired. For example, use "Jointly published by the Canadian Pharmacists Association".
- End publisher information with a semicolon

Box 41. No publisher can be found.

- If no publisher can be found, use [publisher unknown]

  > Eide M, compiler. Adult survivors of incest/childhood sexual abuse: a selected, annotated list of books. 3rd ed. Ypsilanti (MI): [publisher unknown]; c1997. 110 p.

Examples for Publisher

17. Bibliography with publisher with subsidiary department/division named

18. Bibliography with national or governmental agency as publisher, with country qualifier added

19. Bibliography with joint publication

20. Bibliography with no publisher found

21. Bibliography with no place of publication or publisher found

Date of Publication for Bibliographies (required)

General Rules for Date of Publication

- Always give the year of publication
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month of publication, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them to the first three letters, such as Jan
- End date information with a period

Specific Rules for Date of Publication

- Multiple years of publication
- Non-English names for months
- Seasons instead of months
- Date of publication and date of copyright
- No date of publication, but a date of copyright
- No date of publication or copyright can be found
- Options for date of publication

Box 42. **Multiple years of publication.**

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

    2002-2003

    1997-1998

    1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

    1999 Oct-2000 Mar

    2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen

    2005 Jan-Feb

    1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Box 43. **Non-English names for months.**

- Translate names of months into English

    Box 43 continues on next page...

Box 43 continued from previous page.

- Abbreviate them using the first three letters

- Capitalize them
  For example:

  mayo = May

  luty = Feb

  brezen = Mar

Box 44. **Seasons instead of months.**

- Translate names of seasons into English

- Capitalize them

- Do not abbreviate them
  For example:

  balvan = Summer

  outomno = Fall

  hiver = Winter

  pomlad = Spring

Box 45. **Date of publication and date of copyright.**

Some publications have both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the date of publication unless three or more years separates the two dates

- In this situation, use both dates, beginning with the year of publication

- Precede the date of copyright by the letter "c"

- Separate the dates by a comma and a space. For example, "2002, c1997".

  This convention alerts a user that the information in the publication is older than the date of publication implies.

  Example:

  New York: American Society of Mechanical Engineers; 2000, c1996.

Box 46. No date of publication, but a date of copyright.

- A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005.

    Bondi K, editor. Chronic fatigue syndrome: overview abstracts and bibliography. New York: Nova Science Publishers; c2003. 236 p.

Box 47. No date of publication or copyright can be found.

- If neither a date of publication nor a date of copyright can be found, but a date can be estimated because of material contained in the bibliography itself or on accompanying material, insert a question mark after the estimated date and place date information in square brackets

    Patton LT, compiler. Community health centers: a working bibliography. Washington: National Association of Community Health Centers; [1989?]. 76 p.

- If neither a date of publication nor a date of copyright can be found nor can the date be estimated, use [date unknown]

    Bustad LK, Hegreberg GA, Padgett GA, compilers. Naturally occurring animal models of human disease: a bibliography. Washington: National Academy of Sciences (US), Institute of Laboratory Animal Resources; [date unknown]. 99 p.

Box 47a. Options for date of publication.

It is not NLM policy, but the following is an acceptable option:

The date of publication may follow the author names in the list of references when the name-year system of in-text references is used.

- Use the year of publication only

- Place the year after the last named author, followed by a period

- End publisher information with a period

    NLM citation:

    Clamp CG, Gough S, Land L, compilers. Resources for nursing research: an annotated bibliography. 4th ed. London: Sage Publication, Limited; 2004. 432 p.

    Name-year system of citation:

    Clamp CG, Gough S, Land L, compilers. 2004. Resources for nursing research: an annotated bibliography. 4th ed. London: Sage Publication, Limited. 432 p.

Examples for Date of Publication

22. Bibliography with standard date of publication

23. Bibliography with month and year of publication

24. Bibliography with multiple years

25. Bibliography with date of publication estimated

26. Bibliography with no date of publication, but a date of copyright

27. Bibliography with no date of publication or copyright found

Pagination for Bibliographies (optional)

General Rules for Pagination

- Provide the total number of pages on which the text of the bibliography appears
- Do not count pages for such items as introductory material, appendixes, and indexes unless they are included in the pagination of the text
- Follow the page total with a space and the letter p
- For bibliographies published in more than one physical volume, cite the total number of volumes instead of the number of pages, such as 4 vol.
- End pagination information with a period

Specific Rules for Pagination

- Roman numerals used as page numbers
- No numbers appear on the pages of the bibliography

Box 48. Roman numerals used as page numbers.

If all of the pages (not just the introductory pages) of a bibliography have roman numerals instead of the usual arabic numbers:

- Convert the roman numeral on the last page of the text to an arabic number

- Follow the number by "p."

- Surround the number and "p." by square brackets, such as [12 p.]

- End page information with a period

    Example:

    [20 p.].

Box 49. No numbers appear on the pages of the bibliography.

Occasionally, a bibliography will have no numbers on its pages. If the entire publication has no page numbers:

- Count the total number of pages of the text

- Express the total as leaves, not pages

- End with a period

    Example:

    Shakman SH, compiler. Automed A to Z: index to the literature 1894-1982 [bibliography]. [Santa Monica (CA)]: Institute of Science; c1994-1998. 96 leaves. Bibliography of 1690 citations on autohemotherapy, autogenous vaccines, and the works of E.C. Rosenow.

Examples for Pagination

28. Bibliography with standard pagination

29. Bibliography published in more than one volume

30. No page numbers on the pages of the bibliography

Physical Description for Bibliographies (optional)

General Rules for Physical Description

- Give information on the physical characteristics if a bibliography is published in a microform (microfilm, microfiche, etc.), such as 3 microfiche: black & white, 2 x 4 in. This information will help the reader select the appropriate equipment with which to view the microform.

Specific Rules for Physical Description

- Language for describing physical characteristics

Box 50. Language for describing physical characteristics.

If a bibliography is published on microfiche, microfilm, or microcards:

- Begin with information on the number and type of physical pieces, followed by a colon and a space

    5 microfiche:

    3 reels: [of microfilm]

    1 microcard:

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches. Separate types of information by commas.

    Typical words used include:

    color

    black & white

    positive

    negative

    4 x 6 in. (standard microfiche size)

    3 x 5 in. (standard microcard size)

    35 mm. (a standard microfilm size)

    16 mm. (a standard microfilm size)

    Examples of complete physical description statements:

    3 microfiche: color, positive, 4 x 6 in.

    5 microcards: black & white, 3 x 5 in.

Box 50 continues on next page...

Box 50 continued from previous page.

> 1 reel: black& white, negative, 35 mm.

Examples for Physical Description

33. Bibliography in a microform

Series for Bibliographies (optional)

General Rules for Series

- Begin with the name of the series
- Capitalize only the first word and proper nouns
- Follow the name with any numbers provided. For example, vol. 3 for a volume or no. 12 for an issue number.
- Separate the title and the number by a semicolon and a space
- Place series information in parentheses
- End series information with a period, placed outside the closing parenthesis

Specific Rules for Series

- Series editor's name provided

Box 51. Series editor's name provided.

As an option, the name of the overall series editor may be included with the series information.

- Begin with the name of the series editor or editors:
  - Give surname first
  - Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
  - Separate multiple names with a comma
  - End name information with a comma
  - See the information under Author/Editor for further name rules

- Place the word editor or editors after the name information, followed by a period

- Enter the name of the series, capitalizing only the first word and proper nouns

- Follow the name with any numbers given, such as a volume or issue number; for example, vol. 3 and no. 12

- Separate the name and the numeration by a semicolon and a space

- Place series information in parentheses

- End series information with a period, placed outside the closing parenthesis

  Example:

  > Selden CR, Kelliher R, compilers. Distance education in public health [bibliography]. Bethesda (MD): National Library of Medicine (US); 2003 Dec. (Patrias K, editor. Current bibliographies in medicine; no. 2003-3). 471 citations from January 1998 through October 2003.

Examples for Series

31. Bibliography in a series

32. Bibliography in a series with series editor's name included

Language for Bibliographies (required)

General Rules for Language

- Give the language of publication if other than English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Bibliographies appearing in more than one language

Box 52. Bibliographies appearing in more than one language.

- If a bibliography is written in several languages, give the title in the first language found on the title page and indicate all languages of publication after the pagination. Separate the languages by commas.

  Beauge G, Bendiab A, Labib A, Longuenesse E, Roussillon A, Quiles J, Weyland P, compilers. Migrations internationales au Moyen-Orient: 1975-1986. Bibliographie. Aix-en-Provence (France): Universites d'Aix-Marseille, Institut de Recherches et d'Etudes sur le Monde Arabe et Musulman; 1987. 186 p. French, German.

- If a bibliography is written in two or more equal languages, as often occurs in Canadian publications, give all titles in the order in which they are presented in the text, with an equals sign between them. Indicate the particular languages, separated by a comma, after the pagination.

  Lavallee C, Robinson E, editors. The health of the Eastern James Bay Cree: annotated bibliography = La sante des Cris de l'Est de la Baie James: bibliographie annotee. Orr M, illustrator. Montreal (QC): Montreal General Hospital, Northern Quebec Module; 1993. 71 p. English, French.

- If none of the languages is English, follow the titles with a translation whenever possible. Place the translation in square brackets.

  Beauge G, Bendiab A, Labib A, Longuenesse E, Roussillon A, Quiles J, Weyland P, compilers. Migrations internationales au Moyen-Orient: 1975-1986. Bibliographie [International migrations in the Middle East: 1975-1986. A bibliography]. Aix-en-Provence (France): Universites d'Aix-Marseille, Institut de Recherches et d'Etudes sur le Monde Arabe et Musulman; 1987. 186 p. French, German.

Examples for Language

9. Bibliography with title in a language other than English

10. Bibliography with title in multiple languages

11. Bibliography with titles with parallel text in two languages

Notes for Bibliographies (optional)

General Rules for Notes

- Notes is a collective term for any type of useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Information on number of citations, time period covered, etc.
- Bibliography accompanied by a videocassette, CD-ROM, DVD, etc.
- Other types of material to include in notes

Box 53. Information on number of citations, time period covered, etc.

- If the number of citations or time period covered is not included in the title or subtitle, it is useful to the reader to include such information in notes

    Zorn MA, Allen MP, Horowitz AM, compilers. Understanding health literacy and its barriers [bibliography]. Bethesda (MD): National Library of Medicine (US); 2004. 38 p. 651 citations from January 1998 through November 2003.

Box 54. Bibliography accompanied by a videocassette, CD-ROM, DVD, etc.

- If a bibliography has supplemental material accompanying it in the form of a videocassette, CD-ROM, DVD, or another medium, begin by citing the book. Add the phrase "Accompanied by:" followed by a space and the number and type of medium.

    Jones R, editor. Bibliography of commonwealth apiculture. London: Commonwealth Secretariat; 2005. 348 p. Accompanied by: 1 CD-ROM.

    Sacks JM, Bilaniuk MT, Gendron JM, editors. Bibliography of psychodrama: inception to date. New York: Psychodrama Center of New York; c1995. 129 p. Accompanied by: 2 disks: 3 1/2 in. One disk is for an IBM Personal Computer, the other is for a Macintosh.

Box 55. Other types of material to include in notes.

- If the bibliography was government sponsored or funded, give the name of the sponsoring agency

    Kolyada L, compiler. Health systems strengthening and HIV/AIDS: annotated bibliography and resources. Bethesda (MD): Abt Associates; 2004 Mar. Contract No.: HRN-C-OO-95-00024. 75 p. 101 citations from 1995 to 2004. Funded by the US Agency for International Development.

- If the bibliography is available from a clearinghouse or other organization not the publisher, give the name and any acquisition number. Begin with the phrase "Available from" followed by a colon and a space.

    Guiterrez MK, compiler. Assessing children for the presence of a disability; resources you can use [bibliography]. 2nd ed. Washington: National Information Center for Children and Youth with Disabilities (US); 2002. 10 p. Available from: ERIC, Lanham, MD; ED473542.

Box 55 continued from previous page.

> Cumulative trauma disorders in the workplace: bibliography. Cincinnati (OH): National Institute for Occupational Safety and Health (US), Education and Information Division; 1995. 209 p. Available from: US Government Printing Office, Washington, DC; HE 20.7114:T 69.

- If the bibliography has acronyms or other words that need an explanation, provide it

> An album of publications of BIRPERHT [bibliography]. Dhaka (Bangladesh): BIRPERHT; 1997. 40 p. (BIRPERHT publication; no. 114). BIRPERHT stands for Bangladesh Institute of Research for Promotion of Essential & Reproductive Health and Technologies.

- If the bibliography may be found in a library or other archive, give the name and any location number. Begin with the phrase "Located at" followed by a colon and a space.

> Beguin Stockli D, compiler. Genitale Verstummelung von Frauen: eine Bibliographie [Female genital mutilation: a bibliography]. Bern (Switzerland): Institut fur Ethnologie der Universitat Bern; 1993. 72 p. German. Located at: National Library of Medicine, Bethesda, MD; 1996 C-377.

Examples for Notes

34. Bibliography with note on number of citations, date range

35. Bibliography that is government sponsored

36. Bibliography with availability statement

37. Bibliography accompanied by a CD-ROM, disk, or other medium

38. Bibliography with other supplemental notes

Examples of Citations to Entire Bibliographies

1. Standard citation with bibliography in the title

Khan N, Nakajima N, Vanderburg WH, compilers. Healthy work: an annotated bibliography. Lanham (MD): Scarecrow Press, Inc.; 2004. 376 p. 617 citations.

Morton LT, Moore RJ, compilers. A bibliography of medical and biomedical biography. 3rd ed. Burlington (VT): Ashgate; 2005. 425 p. 3740 citations.

2. Standard citation without the word bibliography in the title (content type added)

Grayson L, compiler. Animals in research: for and against [bibliography]. London: British Library; c2000. 320 p.

Blanchard DA, compiler. The anti-abortion movement: references and resources [bibliography]. New York: Prentice Hall International; c1996. 378 p.

3. Bibliography with optional full first names for compilers

Khan, Namir; Nakajima, Nina; Vanderburg, Willem H., compilers. Healthy work: an annotated bibliography. Lanham (MD): Scarecrow Press, Inc.; 2004. 376 p. 617 citations.

4. Bibliography with compilers and editors

Jackson E, compiler. Safer sex guidelines bibliography: healthy sexuality and HIV; an annotated bibliography for educators and counselors. Allen B, editor. Ottawa (ON): Canadian AIDS Society; 1995. 17 p.

Sleet DA, Hopkins K, compilers and editors. Bibliography of behavioral science research in unintentional injury prevention. Atlanta (GA): Centers for Disease Control and Prevention (US), National Center for Injury Prevention and Control, Division of Unintentional Injury Prevention; 2004. 115 p. 900 citations from 1980-2003.

5. Bibliography with organization as compiler

Lewin Group, compiler. Annotated bibliography for managed behavioral health care, 1989-1999. Rockville (MD): Substance Abuse and Mental Health Services Administration (US), Center for Mental Health Services, Office of Managed Care; 2000. 171 p. (DHHS publication; no. (SMA) 00-3424).

6. Bibliography with editors and other secondary authors, but no compilers

Lee MC, editor. West Nile virus: overview and abstracts [bibliography]. New York: Nova Science Publishers, Inc; 2003. 152 p.

Lavallee C, Robinson E, editors. The health of the Eastern James Bay Cree: annotated bibliography = La sante des Cris de l'Est de la Baie James: bibliographie annotee. Orr M, illustrator. Montreal (QC): Montreal General Hospital, Northern Quebec Module; 1993. 71 p. English, French.

7. Bibliography with no compilers or editors

Teaching hospital costs: an annotated bibliography of the costs of medical education, patient care, and research at teaching hospitals. Washington: Association of American Medical Colleges; 2000. 165 p.

8. Bibliography with compiler affiliation(s) included

Zorn M (National Library of Medicine, Bethesda, MD), Rowland JH (National Cancer Institute, Bethesda, MD), Varricchio CG (National Institute of Nursing Research, Bethesda, MD), compilers. Symptom management in cancer: pain, depression, and fatigue [bibliography]. Bethesda (MD): National Library of Medicine (US); 2002 Jul. (Current bibliographies in medicine; no. 2002-4). 1803 citations from January 1990 through June 2002, plus selected earlier citations.

9. Bibliography with title in a language other than English

Mori K, compiler. Chusu shinkeikei senten ijo bunkenshu: kore made no shinpo to kongo no kadai. Tokyo: Nyuronsha; 2004. 242 p. Japanese.

Poblacion y empleo en Bolivia (bibliografia anotada). La Paz (Bolivia): Consejo Nacional de Poblacion; 1989. 414 p. Spanish.

Zubritskii AN, compiler. Tabak i tabakokurenie: osnovnoi bibliograficheskii ukazatel otechestvennoi i zarubezhnoi literatury. Moscow: Izdatelskaia gruppa GEOTAR-Media; 2005. 335 p. Russian.

Mane Garzon F, Burgues Roca S, compilers. Publicaciones medicas uruguayas de los siglos XVIII y XIX [bibliography]. Montevideo (Uruguay): Oficina del Libro AEM; 1996. 253 p. Spanish.

with translation

Mori K, compiler. Chusu shinkeikei senten ijo bunkenshu: kore made no shinpo to kongo no kadai [Bibliographies of congenital central nervous system diseases]. Tokyo: Nyuronsha; 2004. 242 p. Japanese.

Poblacion y empleo en Bolivia (bibliografia anotada) [Population and employment in Bolivia (an annotated bibliography)]. La Paz (Bolivia): Consejo Nacional de Poblacion; 1989. 414 p. Spanish.

Zubritskii AN, compiler. Tabak i tabakokurenie: osnovnoi bibliograficheskii ukazatel otechestvennoi i zarubezhnoi literatury [Tobacco and tobacco smoking: bibliographic index of the Russian and foreign literature]. Moscow: Izdatelskaia gruppa GEOTAR-Media; 2005. 335 p. Russian.

Mane Garzon F, Burgues Roca S, compilers. Publicaciones medicas uruguayas de los siglos XVIII y XIX [Uruguayan medical publications of the 18th and 19th centuries] [bibliography]. Montevideo (Uruguay): Oficina del Libro AEM; 1996. 253 p. Spanish.

10. Bibliography with title in multiple languages

Farren M, compiler. Infant mortality and health in Latin America: an annotated bibliography of the 1979-82 literature. Ottawa (ON): International Development Research Centre; 1984. 172 p. English, Spanish, Portuguese, French. 256 citations.

Beauge G, Bendiab A, Labib A, Longuenesse E, Roussillon A, Quiles J, Weyland P, compilers. Migrations internationales au Moyen-Orient: 1975-1986. Bibliographie [International migrations in the Middle East: 1975-1986. A bibliography]. Aix-en-Provence (France): Universites d'Aix-Marseille, Institut de Recherches et d'Etudes sur le Monde Arabe et Musulman; 1987. 186 p. French, German.

11. Bibliography with titles with parallel text in two languages

Lavallee C, Robinson E, editors. The health of the Eastern James Bay Cree: annotated bibliography = La sante des Cris de l'Est de la Baie James: bibliographie annotee. Orr M, illustrator. Montreal (QC): Montreal General Hospital, Northern Quebec Module; 1993. 71 p. English, French.

12. Bibliography with edition

Clamp CG, Gough S, Land L, compilers. Resources for nursing research: an annotated bibliography. 4th ed. London: Sage Publication, Limited; 2004. 432 p. Approximately 3,000 entries.

Marlatt GE, compiler. Chemical, biological, and nuclear terrorism/warfare: a bibliography. Rev. and updated. [Monterey (CA)]: Naval Postgraduate School (US), Dudley Knox Library; 2003 Sep. 297 p.

Prestwidge KJ, compiler. Bibliography of African Americans, Native Americans, Hispanics in engineering, science and the health professions. 5th ed., rev. Flushing (NY): Huespin Productions; 2002 Oct. 119 p.

13. Bibliography with well-known place of publication

Bondi K, editor. Chronic fatigue syndrome: overview abstracts and bibliography. New York: Nova Science Publishers; c2003. 236 p.

Horowitz LM, Schreiber MD, Hare I, Walker VR, Talley AL, editors. Psychological factors in emergency medical services for children: abstracts of the psychological, behavioral, and medical literature, 1991-1998 [bibliography]. Washington: American Psychological Association; c1999. 98 p.

14. Bibliography with geographic qualifier added to place of publication for clarity

Arashvili NG, editor. Breast cancer: an annotated guide to the current literature [bibliography]. Commack (NY): Nova Science Publishers; c1995. 127 p.

Adipositas 1988-2003 [bibliography]. Trier (Germany): Universitat Trier, Zentrum fur Psychologische Information und Dokumentation; 2004. 177 p. German.

15. Bibliography with place of publication inferred

Shakman SH, compiler. Automed A to Z: index to the literature 1894-1982 [bibliography]. [Santa Monica (CA)]: Institute of Science; c1994-1998. 96 leaves. Bibliography of 1690 citations on autohemotherapy, autogenous vaccines, and the works of E.C. Rosenow.

16. Bibliography with no place of publication found

Patterson KD, compiler. Infectious diseases in twentieth-century Africa: a bibliography of their distribution and consequences. [place unknown]: Crossroads Press; c1979. 251 p.

17. Bibliography with publisher with subsidiary department/division named

Becker B, Wechsler L, Hoolihan C, Weimer MF, compilers. The Bernard Becker collection in ophthalmology: an annotated catalog [bibliography]. St. Louis (MO): Washington University School of Medicine, Bernard Becker Medical Library; c1996. 180 p.

Bador G, Thoolen H, Martin SF, Allard D, compilers. A selected bibliography on refugee health. Geneva (Switzerland): United Nations High Commissioner for Refugees, Centre for Documentation on Refugees; 1991. 184 p.

18. Bibliography with national or governmental agency as publisher, with country qualifier added

Advancing women's status: women and men together? Gender, society and development [bibliography]. Amsterdam (Netherlands): Royal Tropical Institute (NL); 1995. 200 p.

Yuan FL, compiler. A selected bibliography on urbanization in China. Washington: Bureau of the Census (US), Center for International Research; 1991. 182 p. (CIR staff paper; no. 61).

19. Bibliography with joint publication

Haynes C, compiler. Ethnic minority health: a selected, annotated bibliography. Lanham (MD): Scarecrow Press; c1997. 503 p. A joint publication of the Medical Library Association.

Rudd RE, Colton Tayla, Schacht R, compilers. An overview of medical and public health literature addressing literacy issues: an annotated bibliography [microfiche]. Cambridge (MA): Harvard Graduate School of Education; 2000. 1 microfiche: black & white, 4 x 6 in. Jointly published by the National Center for the Study of Adult Learning and Literacy, Washington.

20. Bibliography with no publisher found

Eide M, compiler. Adult survivors of incest/childhood sexual abuse: a selected, annotated list of books [bibliography]. 3rd ed. Ypsilanti (MI): [publisher unknown]; c1997. 110 p.

21. Bibliography with no place of publication or publisher found

Rykov M, Salmon D, compilers. Bibliography for music therapy in palliative care 1963-1996. [place unknown: publisher unknown]; 1996. 15 p.

22. Bibliography with standard date of publication

Shenk D, Sokolovsky J, compilers. Cultural perspectives on aging [bibliography]. Washington: Association for Gerontology in Higher Education; 1997. 8 p.

23. Bibliography with month and year of publication

Reinhardt V, Reinhardt A, compilers. Annotated bibliography on refinement and environmental enrichment for primates kept in laboratories. 8th ed. Washington: Animal Welfare Institute; 2005 Jan. 89 p.

24. Bibliography with multiple years

Shakman SH, compiler. Automed A to Z: index to the literature 1894-1982 [bibliography]. [Santa Monica (CA)]: Institute of Science; c1994-1998. 96 leaves. Bibliography of 1690 citations on autohemotherapy, autogenous vaccines, and the works of E.C. Rosenow.

25. Bibliography with date of publication estimated

Patton LT, compiler. Community health centers: a working bibliography. Washington: National Association of Community Health Centers; [1989?]. 76 p.

26. Bibliography with no date of publication, but a date of copyright

Bondi K, editor. Chronic fatigue syndrome: overview abstracts and bibliography. New York: Nova Science Publishers; c2003. 236 p.

27. Bibliography with no date of publication or copyright found

Bustad LK, Hegreberg GA, Padgett GA, compilers. Naturally occurring animal models of human disease: a bibliography. Washington: National Academy of Sciences (US), Institute of Laboratory Animal Resources; [date unknown]. 99 p.

28. Bibliography with standard pagination

Brogdon J, Olsen WC, editors. The contemporary and historical literature of food science and human nutrition [bibliography]. Ithaca (NY): Cornell University Press; c1995. 296 p.

29. Bibliography published in more than one volume

Nation EF, Roland CG, McGovern JP, compilers. An annotated checklist of Osleriana [bibliography]. Montreal (QC): McGill University, Osler Library; 2000. 2 vol.

30. No page numbers on the pages of the bibliography

Shakman SH, compiler. Automed A to Z: index to the literature 1894-1982 [bibliography]. [Santa Monica (CA)]: Institute of Science; c1994-1998. 96 leaves. Bibliography of 1690 citations on autohemotherapy, autogenous vaccines, and the works of E.C. Rosenow.

31. Bibliography in a series

Mullner RM, Jewell M, compilers. A bibliography of recent works on home health care. Lewiston (NY): Edwin Mellen Press; c2000. 184 p. (Studies in health and human services; vol. 37).

Yuan FL, compiler. A selected bibliography on urbanization in China. Washington: Bureau of the Census (US), Center for International Research; 1991. 182 p. (CIR staff paper; no. 61).

32. Bibliography in a series with series editor's name included

Selden CR, Kelliher R, compilers. Distance education in public health [bibliography]. Bethesda (MD): National Library of Medicine (US); 2003 Dec. (Patrias K, editor. Current bibliographies in medicine; no. 2003-3). 471 citations from January 1998 through October 2003.

33. Bibliography in a microform

Rudd RE, Colton Tayla, Schacht R, compilers. An overview of medical and public health literature addressing literacy issues: an annotated bibliography [microfiche]. Cambridge (MA): Harvard Graduate School of Education; 2000. 1 microfiche: black & white, 4 x 6 in.

Williams LA, compiler. Family violence and American Indians/Alaska Natives: a report to the Indian Health Service Office of Women's Health [bibliography on microfiche]. [Bethesda (MD)]: Department of Health and Human Services (US), Indian Health Service, Office of Women's Health; 2002 Oct. 96 p. 1 microfiche: black & white, 4 x 6 in.

34. Bibliography with note on number of citations, date range

Zorn MA, Allen MP, Horowitz AM, compilers. Understanding health literacy and its barriers [bibliography]. Bethesda (MD): National Library of Medicine (US); 2004. 38 p. 651 citations from January 1998 through November 2003.

35. Bibliography that is government sponsored

Kolyada L, compiler. Health systems strengthening and HIV/AIDS: annotated bibliography and resources. Bethesda (MD): Abt Associates; 2004 Mar. 75 p. Contract No.: HRN-C-OO-95-00024. 101 citations from 1995 to 2004. Funded by the US Agency for International Development.

36. Bibliography with availability statement

Cumulative trauma disorders in the workplace: bibliography. Cincinnati (OH): National Institute for Occupational Safety and Health (US), Education and Information Division; 1995. 209 p. Available from: US Government Printing Office, Washington, DC; HE 20.7114:T 69.

Guiterrez MK, compiler. Assessing children for the presence of a disability: resources you can use [bibliography]. 2nd ed. Washington: National Information Center for Children and Youth with Disabilities (US); 2002. 10 p. Available from: ERIC, Lanham, MD; ED473542.

37. Bibliography accompanied by a CD-ROM, disk, or other medium

Jones R, editor. Bibliography of commonwealth apiculture. London: Commonwealth Secretariat; 2005. 348 p. Accompanied by: 1 CD-ROM.

Sacks JM, Bilaniuk MT, Gendron JM, editors. Bibliography of psychodrama: inception to date. New York: Psychodrama Center of New York; c1995. 129 p. Accompanied by: 2 disks: 3 1/2 in. One disk is for an IBM Personal Computer, the other is for a Macintosh.

38. Bibliography with other supplemental notes

An album of publications of BIRPERHT [bibliography]. Dhaka (Bangladesh): BIRPERHT; 1997. 40 p. (BIRPERHT publication; no. 114). BIRPERHT stands for Bangladesh Institute of Research for Promotion of Essential & Reproductive Health and Technologies.

Beguin Stockli D, compiler. Genitale Verstummelung von Frauen: eine Bibliographie [Female genital mutilation: a bibliography]. Bern (Switzerland): Institut fur Ethnologie der Universitat Bern; 1993. 72 p. German. Located at: National Library of Medicine, Bethesda, MD; 1996 C-377.

B. Sample Citation and Introduction to Citing Parts of Bibliographies

The general format for a reference to a part of a bibliography, including punctuation:
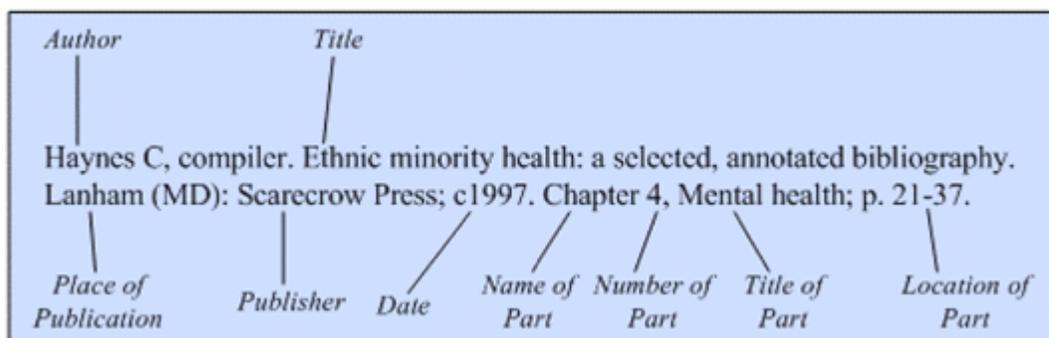
Examples of Citations to Parts of Bibliographies

Rather than citing a bibliography as a whole, separately identified portions of a bibliography may be cited. Chapters, sections, appendixes, and the like are considered parts of bibliographies when they are written or compiled by the authors of the bibliography.

Because a reference should start with the individual or organization with responsibility for the intellectual content of the publication, begin a reference to a part of a bibliography with the bibliography itself, then follow it with the information about the part. See Chapter 2C Parts of Books for further details on citing parts.

For instructions on citing one volume of a bibliography published in multiple volumes, see Chapter 2B Individual Volumes of Books (Chapter 2B(1) Individual Volumes With a Separate Title but Without Separate Authors/Editors or Chapter 2B(2) Individual Volumes With a Separate Title and Separate Authors/Editors) and example 7 below.

Continue to Citation Rules with Examples for Parts of Bibliographies.

Continue to Examples of Citations to Parts of Bibliographies.

Citation Rules with Examples for Parts of Bibliographies

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Bibliography (R) | Name and Number/Letter of the Part (R) | Title of the Part (R) | Location (Pagination) of the Part (R)

Bibliography (required)

Cite the bibliography according to Chapter 6A Entire Bibliographies

Name and Number/Letter of the Part for a Bibliography (required)

General Rules for Name and Number/Letter

- Enter the name of the part, such as Chapter or Appendix
- Do not abbreviate names. For example, convert Chap. to Chapter.
- Follow the name with any accompanying number or letter, such as Chapter 12 or Appendix A
- Use arabic numbers only. For example: convert VI or Six to 6.
- End name and number/letter information with a comma and a space

Specific Rules for Name and Number/Letter

- Non-English names for parts
- No letter or number follows the name
- No name appears

Box 56. **Non-English names for parts.**

- Provide the name in the original language for non-English names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

   Capitulo 10

   Annexe 5

   Figura 10a

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

   Risunok 6

   Parartema 4

- Romanize or translate names in character-based languages (Chinese, Japanese, etc.). Surround translated titles with square brackets.

   Ichiran-hiyo 3 *or* [Table 3,]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

   ○ Treat letters marked with diacritics or accents as if they are not marked

      Å *treated as* A

      Ø *treated as* O

   Box 56 continues on next page...

Box 56 continued from previous page.

Ç	*treated as*	C
Ł	*treated as*	L
à	*treated as*	a
ĝ	*treated as*	g
ñ	*treated as*	n
ü	*treated as*	u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ	*treated as*	ae
œ	*treated as*	oe

- Provide an English translation, if possible, after the original language title, placed in square brackets

    Anexo, Creacion de las especialidades medicas [Appendix, Beginnings of medical specialties]; p. 275-81. Spanish.

- To help identify parts in other languages, see the following examples:

Language	Chapter	Table	Figure	Appendix	Section
French	Chapitre	Tableau	Figure	Appendice	Section
German	Kapitel	Tabelle	Abbildung	Anhang	Sektion
			Figur	Appendix	Abteilung
				Zusatz	
Italian	Capitolo	Tabella	Figura	Appendice	Parte
					Sezione
Russian	Glava	Tablitsa	Risunok	Prilozenie	Sekcija
					Otdel
					Otdelenie
Spanish	Capitulo	Tabla	Figura	Apendice	Seccion
					Parte

Box 57. No letter or number follows the name.

- Occasionally, an author will label a part as simply "Table", "Figure", "Appendix", or another name without following the name with any letter or number. In this case, give whatever name is used for the part and follow it with a comma and the title.

    Appendix, Organization and program Internet resources; p. 516-7.

Box 58. No name appears.

- If the part being cited is clearly a table, figure, appendix, or similar part but it is not labeled as such, place the name within square brackets and follow it with any identifying number or letter

    [Appendix], Sources consulted; p. 151-3.

- If the part being cited is not a table, figure, or appendix and has no other identifying name such as "section", begin with the title of the part

    Fires and burns; p. 72-5.

    Sialography; p. 1029-30.

Examples for Name and Number/Letter

1. A chapter of a bibliography

2. A subject section of a bibliography with number/letter

3. A subject section of a bibliography without number/letter

4. An appendix of a bibliography

5. Other parts of a bibliography

6. Part of a bibliography in a language other than English

7. One volume of a bibliography

Title of the Part for a Bibliography (required)

General Rules for Title

- Enter the title of the part as it appears in the bibliography
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- End title information with a semicolon and a space

Specific Rules for Title

- Titles for parts not in English
- Titles of parts containing a Greek letter, chemical formula, or other special character
- No title appears

Box 59. Titles for parts not in English.

- Provide the name in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    Capitulo 10, Publicaciones sobre medicina homeopatica; p. 185-8. Spanish.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

Risunok 2, Tendentsii smertnosti i prodolzhitel'nosti zhizni naseleniya Ukrainy v poslevoennyi period; p. 53. Russian.

- Romanize or translate titles in character-based languages (Chinese, Japanese, etc.). Place the translation in square brackets.

10 Shoyo, Anchi eijingu igaku; p. 23-45. Japanese.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

  Å *treated as* A

  Ø *treated as* O

  Ç *treated as* C

  Ł *treated as* L

  à *treated as* a

  ĝ *treated as* g

  ñ *treated as* n

  ü *treated as* u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

  æ *treated as* ae

  œ *treated as* oe

- Provide an English translation, if possible, after the original language title. Place the translation in square brackets.

10 Shoyo, Anchi eijingu igaku [Chapter 10, Anti-aging medicine]; p. 23-45. Japanese.

Box 60. Titles of parts containing a Greek letter, chemical formula, or other special character.

- Capitalize the first word of the title of a part unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

Part 10, n-alkenes; p. 374-90.

Chapter 3, von Willebrand factor; p. 45-51.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

Section 3, Seed extract of *Syzygium Cumini* (Jamun) exposed to different doses of γ-radiation; p. 566-9.

Box 60 continued from previous page.

> *may become*
>
> Section 3, Seed extract of *Syzygium Cumini* (Jamun) exposed to different doses of gamma-radiation; p. 566.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

> Chapter 4, Transport of NH_3 into red blood cells; p. 149-51.
>
> *may become*
>
> Chapter 4, Transport of NH(3) into red blood cells; p. 149-51.

Box 61. No title appears.

Occasionally a part does not have a formal title, only a legend (explanatory text) for the table, figure, appendix, or other part. When this occurs:

- Create a title from the first few words of the text. Use enough words to make the constructed title meaningful.

- Place the created title within square brackets

> Table, [Ratios of types of literature found]; p. 72.
>
> Appendix, [Excerpts from "Prescription Pain Medications: Frequently Asked Questions and Answers for Health Care Professionals"]; p. 296-301.

Examples for Title

1. A chapter of a bibliography

2. A subject section of a bibliography with number/letter

3. A subject section of a bibliography without number/letter

4. An appendix of a bibliography

5. Other parts of a bibliography

6. Part of a bibliography in a language other than English

7. One volume of a bibliography

Location (Pagination) of the Part for a Bibliography (required)

General Rules for Location (Pagination)

- Begin location with "p." followed by a space
- Enter the page number or numbers on which the part appears. Examples: p. 438 and p. 663-4.
- Do not repeat page numbers unless they are followed by a letter. For example: 126-127 becomes p. 126-7, but p. 126A-127A is correct.

- Include a letter (often S for Supplement or A for Appendix) when it precedes the page number. For example: p. S10-8.
- End page information with a period

Specific Rules for Location (Pagination)

- Roman numerals for page numbers
- Part paginated separately
- No page numbers appear on the pages of the part

Box 62. Roman numerals for page numbers.

- Contrary to the practice with volume and issue numbers, keep roman numerals when they are used as page numbers

- Give roman numerals in upper or lower case, whichever appears in the publication

    Appendix 2, Directory of organizations; p. XXI-XXII.

    Table 8, Classification of lung adenocarcinoma; p. xv.

Box 63. Part paginated separately.

- A part such as an appendix or a group of tables may be given its own pagination and begin anew with page one. When this occurs, give the total number of pages of the part you wish to cite, placed in square brackets, such as [5 p.].

    Appendix 3C, Search strategies used; [7 p.].

Box 64. No page numbers appear on the pages of the part.

Occasionally, a table, figure, appendix, or another part will appear on a page that is not numbered.

- If only the part to be cited has no page numbers, identify the location in relation to numbered pages. For example: preceding p. 17 or following p. 503. Place such phrases in square brackets.

    Figure 5, Modeling the rise of in-hospital death; [preceding p. 55].

    Appendix, Patient questionnaire; [following p. 17].

- If the entire bibliography has no page numbers or the part cannot be easily located in relation to numbered pages, give the total number of pages of the part you wish to cite, placed in square brackets, such as [5 p.]

    Table, Checklist of sources; [1 p.].

Examples for Location (Pagination)

1. A chapter of a bibliography

2. A subject section of a bibliography with number/letter

3. A subject section of a bibliography without number/letter

4. An appendix of a bibliography

5. Other parts of a bibliography

6. Part of a bibliography in a language other than English

7. One volume of a bibliography

Examples of Citations to Parts of Bibliographies

1. A chapter of a bibliography

Haynes C, compiler. Ethnic minority health: a selected, annotated bibliography. Lanham (MD): Scarecrow Press; c1997. Chapter 4, Mental health; p. 21-37.

Teaching hospital costs: an annotated bibliography of the costs of medical education, patient care, and research at teaching hospitals. Washington: Association of American Medical Colleges; 2000. Chapter 3B, The cost of serving low income patients and patients without adequate insurance coverage; p. 55-8.

2. A subject section of a bibliography with number/letter

Velasquez G, Hanvoravongchai P, Boulet P, compilers. Globalization, patents and drugs: an annotated bibliography. 2nd ed. Geneva: World Health Organization, Essential Drugs and Medicines Policy; c2001. Section 2.6, North America; p. 48-50.

Gordner RL, Tralka TS, compilers. Management of hepatitis C [bibliography]. Bethesda (MD): National Library of Medicine (US), Reference Section; 1997 Feb. [Section] B2, Hepatitis C genotyping; p. 9-14.

3. A subject section of a bibliography without number/letter

Horowitz LM, Schreiber MD, Hare I, Walker VR, Talley AL, editors. Psychological factors in emergency medical services for children: abstracts of the psychological, behavioral, and medical literature, 1991-1998 [bibliography]. Washington: American Psychological Association; c1999. Children's reactions to disasters; p.37-46.

Sleet DA, Hopkins K, compilers and editors. Bibliography of behavioral science research in unintentional injury prevention. Atlanta (GA): Centers for Disease Control and Prevention (US), National Center for Injury Prevention and Control, Division of Unintentional Injury Prevention; 2004. Fires and burns; p. 72-5.

4. An appendix of a bibliography

Clamp CG, Gough S, Land L, compilers. Resources for nursing research: an annotated bibliography. 4th ed. London: Sage Publication, Limited; 2004. Appendix A, Computer programs for design and analysis; p. 338-40.

Selden CR, Humphreys BL, Yasnoff WA, Ryan ME, compilers. Public health informatics [bibliography]. Bethesda (MD): National Library of Medicine (US), Reference section; 2001 Apr. Appendix, Organization and program Internet resources; [1 p.].

5. Other parts of a bibliography

Brogdon J, Olsen WC, editors. The contemporary and historical literature of food science and human nutrition [bibliography]. Ithaca (NY): Cornell University Press; c1995. Table 4.6, Characteristics of core monographs; p. 140.

Cumulative trauma disorders in the workplace: bibliography. Cincinnati (OH): National Institute for Occupational Safety and Health (US), Education and Information Division; 1995. Part 2, Cumulative trauma disorders in the workplace - bibliography; p. 153-208.

6. Part of a bibliography in a language other than English

Mane Garzon F, Burgues Roca S. Publicaciones medicas uruguayas de los siglos XVIII y XIX. Montevideo (Uruguay): Oficina del Libro AEM; 1996. Capitulo 10, Publicaciones sobre medicina homeopatica; p. 185-8. Spanish.

40 ans de recherche en economie de la sante: bibliographie thematique illustree; retrospective des travaux du CREDES depuis 1954. Paris: Centre de Recherche d'Etude et de Documentation en Economie de la Sante; 1994 Oct. Annexe, Le Centre de Documentation du CREDES; p. 147. French.

Guerrino AA, compiler. Bibliografia historica de la medicina argentina. Buenos Aires (Argentina): Editorial Dunken; 2001. [Photograph], Impreso editado con motivo de la creacion de la Universidad de Buenos Aires en 1821; [preceding p. 13]. Spanish.

with translation

Mane Garzon F, Burgues Roca S. Publicaciones medicas uruguayas de los siglos XVIII y XIX [Uruguayan medical publications of the 18th and 19th centuries]. Montevideo (Uruguay): Oficina del Libro AEM; 1996. Capitulo 10, Publicaciones sobre medicina homeopatica [Chapter 10, Publications on homeopathic medicine]; p. 185-8. Spanish.

40 ans de recherche en economie de la sante: bibliographie thematique illustree; retrospective des travaux du CREDES depuis 1954 [40 years of research in health economics: illustrated subject bibliography; retrospective work of CREDES since 1954]. Paris: Centre de Recherche d'Etude et de Documentation en Economie de la Sante; 1994 Oct. Annexe, Le Centre de Documentation du CREDES [Appendix, The Resource Center of CREDES]; p. 147. French.

Guerrino AA, compiler. Bibliografia historica de la medicina argentina [Historical bibliography of Argentine medicine]. Buenos Aires (Argentina): Editorial Dunken; 2001. [Photograph], Impreso editado con motivo de la creacion de la Universidad de Buenos Aires en 1821 [Photograph], [Edict published showing the motivation for creation of the University of Buenos Aires in 1821]; [preceding p. 13]. Spanish.

7. One volume of a bibliography

Neu J, editor. Isis cumulative bibliography, 1986-95: a bibliography of the history of science formed from the annual Isis current bibliographies. Vol. 4, Time periods 19th and 20th centuries. Canton (MA): Science History Publications/USA; 1997. p. 623-1362.

Medicine and health in Africa: a bibliography with critical abstracts. Vol. 3, 1987/88. London: Bureau of Hygiene and Tropical Diseases; c1988.

Population--education--development in Africa South of the Sahara: a selective annotated bibliography. Vol. 1, Population. Dakar (Senegal): United Nations Educational, Scientific and Cultural Organization; 1978.

Chapter 7. Patents

Created: October 10, 2007; Updated: August 11, 2015.

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

Sample Citation and Introduction to Citing Patents

The general format for a reference to a patent, including punctuation:
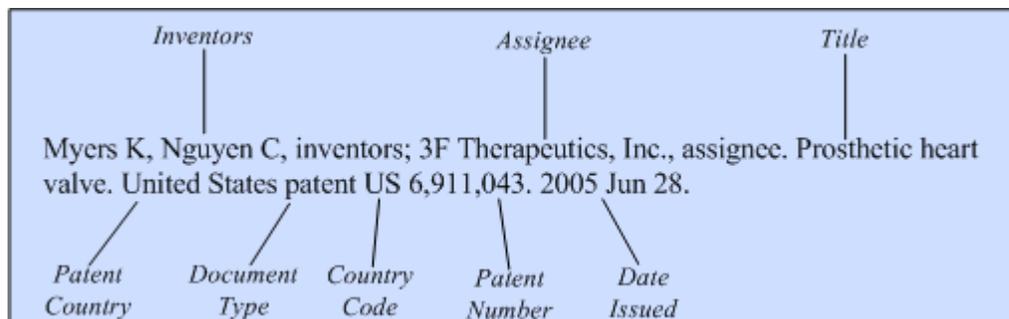
Examples of Citations to Patents

A patent is "A title of legal protection of an invention, issued, upon application and subject to meeting legal criteria, by a government office" (NISO Z39.29). Patents are a special type of legal document requiring specific information. Thus citations to patents are very different from the standard book.

- Patents have two types of "authors", the inventor(s) of the device, process, or other entity being patented, and the "assignee", the organization or individual(s) holding legal title to the patent. Note that assignee is used to refer to both a single patent holder or multiple holders.
- The name of the country granting the patent and the patent number are used instead of place of publication and publisher. Use the adjectival form of the English name for the country, e.g., "French" for France and "German" for Germany. Note, however, that US patents use United States and UK patents United Kingdom, not American and British.

In addition to patents being granted by individual countries, they may be issued by a regional office working for a number of countries, such as the European Patent Office, the Eurasian Patent Organization, and the African Regional Intellectual Property Organization. Under such regional systems, an applicant requests protection for the invention in one or more countries, and each country decides whether to offer patent protection within its borders. Patent numbers beginning with EP, for example, were issued by the European Patent Office. Finally, international patents may be issued through the World Intellectual Property Organization (WIPO). "World patent" is used for the country, and patent numbers begin with WO.

Either a final patent or a patent application may be cited. For the latter, include the word application as part of the patent document type. See the rules for Patent Applications below and example #26.

Continue to Citation Rules with Examples for Patents.

Continue to Examples of Citations to Patents.

Citation Rules with Examples for Patents

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (Inventor) (R) | Author (Assignee) (R) | Author Affiliation (O) | Title (R) | Type of Medium (R) | Patent Country (R) | Patent Document Type (R) | Country Code (R) | Patent Number (R) | Date Issued (R) | Pagination (O) | Physical Description (O) | International Classification Code (O) | Country Classification Code (O) | Application Number and Filing Date (O) | Language (R) | Notes (O) | Patent Applications

Author (Inventor) for Patents (required)

General Rules for Author (inventor)

- Begin with names of the inventors
- List names in the order they appear in the text
- Enter surname (family or last name) first for each inventor
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all inventors, regardless of the number
- Separate inventor names from each other by a comma and a space
- Follow the last named inventor with a comma and the word inventor or inventors
- End inventor information with a semicolon and a space

Specific Rules for Author (inventor)

- Surnames provided in all capital letters
- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Designations of rank in a family, such as Jr and III
- Degrees, titles, and honors before or after a personal name
- Non-English names for inventor
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Organizations as inventor
- Options for inventor names

Box 1. Surnames provided in all capital letters.

- When the surname is provided in all capital letters, lowercase all letters except the first letter of the surname (or surnames if a compound name) and any prefix, preposition, or particle

> O'CONNER   *becomes*   O'Conner
>
> ROBLES GARCIA   *becomes*   Robles Garcia
>
> LE HENANFF   *becomes*   Le Henanff

Box 1 continues on next page...

Box 1 continued from previous page.

      HALLEY DES FONTAINES   *becomes*   Halley des Fontaines

---

Box 2. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames

    Estelle Palmer-Canton   *becomes*   Palmer-Canton E

    Ahmed El-Assmy   *becomes*   El-Assmy A

- Keep particles, such as O', D', and L'

    Alan D. O'Brien   *becomes*   O'Brien AD

    James O. L'Esperance   *becomes*   L'Esperance JO

    U. S'adeh   *becomes*   S'adeh U

- Omit all other punctuation in surnames

    Charles A. St. James   *becomes*   St James CA

Box 3. Other surname rules.

- Keep prefixes in surnames

    Lama Al Bassit   *becomes*   Al Bassit L

    Jiddeke M. van de Kamp   *becomes*   van de Kamp JM

    Gerard de Pouvourville   *becomes*   de Pouvourville G

- Keep compound surnames even if no hyphen appears

    Sergio Lopez Moreno   *becomes*   Lopez Moreno S

    Jaime Mier y Teran   *becomes*   Mier y Teran J

    Virginie Halley des Fontaines   *becomes*   Halley des Fontaines V

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

Box 3 continues on next page...

Box 3 continued from previous page.

      ĝ   *treated as* g

      ñ   *treated as* n

      ü   *treated as* u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

      æ   *treated as* ae

      œ   *treated as* oe

Box 4. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names

    Jean-Louis Lagrot *becomes* Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle

    D'Arcy Hart *becomes* Hart D

    W. St. John Patterson *becomes* Patterson WS

    De la Broquerie Fortier *becomes* Fortier D

    Craig McC. Brooks *becomes* Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

    Ch. Wunderly *becomes* Wunderly C

    C. Fr. Erdman *becomes* Erdman CF

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

    Iu. A. Iakontov *becomes* Iakontov IuA

    G. Th. Tsakalos *becomes* Tsakalos GTh

Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation

- Convert roman numerals to arabic ordinals

    Examples:

    Vincent T. DeVita, Jr. *becomes* DeVita VT Jr

Box 5 continued from previous page.

James G. Jones II   *becomes*   Jones JG 2nd

John A. Adams III   *becomes*   Adams JA 3rd

Henry B. Cooper IV   *becomes*   Cooper HB 4th

Box 6. Degrees, titles, and honors before or after a personal name.

- Omit rank and honors such as Dr. or Sir that precede a name

    Prof. Dr. Eberhard Stennert   *becomes*   Stennert E

    Sir Frances Hildebrand   *becomes*   Hildebrand F

- Omit degrees, titles, and honors such as M.D. following a personal name

    James A. Reed, M.D., F.R.C.S.   *becomes*   Reed JA

    Kristine Schmidt, Ph.D.   *becomes*   Schmidt K

Box 7. Non-English names for inventor.

- Translate the word found for inventor into English. However, the wording found on the publication may always be used.
- To assist in identifying inventors, below is a brief list of non-English words for inventor:

Language	Name for Inventor
French	inventeur
German	Verfasser
	Erfinder
Italian	inventore
Russian	izobretatel
Spanish	inventor

Box 8. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

- Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese

- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

    Iu. A. Iakontov   *becomes*   Iakontov IuA

Box 8 continues on next page...

Box 8 continued from previous page.

G. Th. Tsakalos   *becomes*   Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

  Å   *treated as*   A

  Ø   *treated as*   O

  Ç   *treated as*   C

  Ł   *treated as*   L

  à   *treated as*   a

  ĝ   *treated as*   g

  ñ   *treated as*   n

  ü   *treated as*   u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

  æ   *treated as*   ae

  œ   *treated as*   oe

Box 9. Organizations as inventor.

An organization such as a university, society, association, corporation, or governmental body may serve as an inventor, although this is more unusual today.

- Give the name of the organization as it appears on the title page of the patent, using whatever abbreviations and punctuation are found

- Do not omit any words or abbreviate any words that are not already abbreviated

  Examples:

  Ethicon Inc

  Boston Scientific Limited

  Matsushita Electric Industrial Co., Ltd.

  The Dow Chemical Company

- Separate two or more organizations by a semicolon

  Medical Design Labs, Inc.; Cardiac Pacemakers, Ltd., inventors.

- For names of organizations in languages other than English:

Box 9 continued from previous page.

- ○ Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

   Istituto di Fisiologia Clinica del CNR

   Universitatsmedizin Berlin

   Consejo Superior de Investigaciones Científicas [Spanish National Research Council]

- ○ Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

   Tjumenskaja Gosudarstvennaja Meditsinskaja Akademija [Tyumen State Medical Academy]

   or

   [Tyumen State Medical Academy]

- ○ Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

   [Korean Research Institute of Bioscience and Biotechnology]

- ○ Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - ■ Treat letters marked with diacritics or accents as if they are not marked

     Å   *treated as*   A

     Ø   *treated as*   O

     Ç   *treated as*   C

     Ł   *treated as*   L

     à   *treated as*   a

     ĝ   *treated as*   g

     ñ   *treated as*   n

     ü   *treated as*   u

  - ■ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

     æ   *treated as*   ae

     œ   *treated as*   oe

Box 10. **Options for inventor names.**

The following format is not NLM practice for citing names of inventors, but is an acceptable option:

- Full first names of inventors may be given. Separate the surname from the given name or initials by a comma and a space; follow initials with a period; separate successive names by a semicolon and a space.

    Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A., inventors;

    Mann, Frederick D.; Swartz, Mary N.; Little, R.T., inventors;

Examples for Author (inventor)

1. Standard US patent

2. US patent with optional full names for inventor(s)

3. Patent in which an inventor is also an assignee

4. Patent in which an organization is the inventor

Author (Assignee) for Patents (required)

General Rules for Author (assignee)

- List names of the assignee (also called proprietors or applicants in some countries) in the order they appear in the text
- Give the name of an organization as it appears on the title page of the patent, using whatever abbreviations and punctuation are found
- Enter surname (family or last name) first for each person as assignee
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all assignee, regardless of the number
- Separate assignee names from each other by a comma and a space
- Follow the last named assignee with a comma and the word assignee (assignee is used for both singular and plural)
- End assignee information with a period

Specific Rules for Author (assignee)

- Names provided in all capital letters
- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Designations of rank in a family, such as Jr and III
- Degrees, titles, and honors before or after a personal name
- Non-English names for assignee
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Organizations as assignee

- Both individuals and organizations as assignee
- Options for assignee names

Box 11. Names provided in all capital letters.

- When the surname of an individual is provided in all capital letters, lowercase all letters except the first letter of the surname (or surnames if a compound name) and any prefix, preposition, or particle

  O'CONNER   *becomes*   O'Conner

  ROBLES GARCIA   *becomes*   Robles Garcia

  LE HENANFF   *becomes*   Le Henanff

  HALLEY DES FONTAINES   *becomes*   Halley des Fontaines

- When the name of an organization is provided in all capital letters, capitalize proper nouns, proper adjectives, acronyms, initialisms, and other significant words in an organization name and lowercase articles, conjunctions, and prepositions, such as of, the, at, in

  THE BOARD OF TRUSTEES OF THE UNIVERSITY OF MICHIGAN   *becomes*   The Board of Trustees of the University of Michigan

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Box 12. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames

  Estelle Palmer-Canton   *becomes*   Palmer-Canton E

  Ahmed El-Assmy   *becomes*   El-Assmy A

- Keep particles, such as O', D', and L'

  Alan D. O'Brien   *becomes*   O'Brien AD

  James O. L'Esperance   *becomes*   L'Esperance JO

  U. S'adeh   *becomes*   S'adeh U

- Omit all other punctuation in surnames

  Charles A. St. James   *becomes*   St James CA

Box 13. Other surname rules.

- Keep prefixes in surnames

  Lama Al Bassit   *becomes*   Al Bassit L

  Jiddeke M. van de Kamp   *becomes*   van de Kamp JM

  Gerard de Pouvourville   *becomes*   de Pouvourville G

- Keep compound surnames even if no hyphen appears

Box 13 continues on next page...

Box 13 continued from previous page.

> Sergio Lopez Moreno   *becomes*   Lopez Moreno S

> Jaime Mier y Teran   *becomes*   Mier y Teran J

> Virginie Halley des Fontaines   *becomes*   Halley des Fontaines V

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    > Å   *treated as*   A

    > Ø   *treated as*   O

    > Ç   *treated as*   C

    > Ł   *treated as*   L

    > à   *treated as*   a

    > ĝ   *treated as*   g

    > ñ   *treated as*   n

    > ü   *treated as*   u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    > æ   *treated as*   ae

    > œ   *treated as*   oe

Box 14. **Given names containing punctuation, a prefix, a preposition, or particle.**

- Disregard hyphens joining given (first or middle) names

  > Jean-Louis Lagrot   *becomes*   Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle

  > D'Arcy Hart   *becomes*   Hart D

  > W. St. John Patterson   *becomes*   Patterson WS

  > De la Broquerie Fortier   *becomes*   Fortier D

  > Craig McC. Brooks   *becomes*   Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

  > Ch. Wunderly   *becomes*   Wunderly C

Box 14 continued from previous page.

　　　C. Fr. Erdman   *becomes*   Erdman CF

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

　　　Iu. A. Iakontov   *becomes*   Iakontov IuA

　　　G. Th. Tsakalos   *becomes*   Tsakalos GTh

Box 15. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals

Examples:

　　　Vincent T. DeVita, Jr.   *becomes*   DeVita VT Jr

　　　James G. Jones II   *becomes*   Jones JG 2nd

　　　John A. Adams III   *becomes*   Adams JA 3rd

　　　Henry B. Cooper IV   *becomes*   Cooper HB 4th

Box 16. Degrees, titles, and honors before or after a personal name.

- Omit rank and honors such as Dr. or Sir that precede a name

　　　Prof. Dr. Eberhard Stennert   *becomes*   Stennert E

　　　Sir Frances Hildebrand   *becomes*   Hildebrand F

- Omit degrees, titles, and honors such as M.D. following a personal name

　　　James A. Reed, M.D., F.R.C.S.   *becomes*   Reed JA

　　　Kristine Schmidt, Ph.D.   *becomes*   Schmidt K

Box 17. Non-English names for assignee.

- Translate the word found for assignee into English. However, the wording found on the publication may always be used.
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked

　　　　Å   *treated as*   A

　　　　Ø   *treated as*   O

Box 17 continued from previous page.

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

- To assist in identifying the assignee, below is a brief list of non-English words for assignee:

Language	Name for Assignee
French	demandeur
	titulaire
German	Anmelder
Italian	richiedente
Russian	zayavitel
Spanish	solicitante

Box 18. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

- Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese

- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

    Iu. A. Iakontov   *becomes*   Iakontov IuA

    G. Th. Tsakalos   *becomes*   Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- ○ Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

Box 18 continued from previous page.

> Ø   *treated as*   O
>
> Ç   *treated as*   C
>
> Ł   *treated as*   L
>
> à   *treated as*   a
>
> ĝ   *treated as*   g
>
> ñ   *treated as*   n
>
> ü   *treated as*   u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

  > æ   *treated as*   ae
  >
  > œ   *treated as*   oe

Box 19. Organizations as assignee.

An organization such as a university, society, association, corporation, or governmental body often serves as an assignee.

- Give the name of the organization as it appears on the title page of the patent, using whatever abbreviations and punctuation are found

- Do not omit any words or abbreviate any words that are not already abbreviated

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - ○ Treat letters marked with diacritics or accents as if they are not marked

    > Å   *treated as*   A
    >
    > Ø   *treated as*   O
    >
    > Ç   *treated as*   C
    >
    > Ł   *treated as*   L
    >
    > à   *treated as*   a
    >
    > ĝ   *treated as*   g
    >
    > ñ   *treated as*   n
    >
    > ü   *treated as*   u

  - ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    > æ   *treated as*   ae

Box 19 continued from previous page.

         œ   *treated as*   oe

Examples:

     The Dow Chemical Company

     Boston Scientific Limited

     Boehringer Ingelheim Pharma GmBH & Co. KG

     Matsushita Electric Industrial Co., Ltd.

     The Board of Trustees of the University of Illinois

     The United States of America as represented by the Department of Health and Human Services

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Box 20. Both individuals and organizations as assignee.

- Give the names in the order in which they appear on the patent title page.

  Examples:

       Mazurik SM, Sokolov A, inventors; Mazurik SM, Sokolov A, Poltavsky Meditsinsky Stomatologichesky Institut, assignee.

       Nilsson H, Lange BH, Post C, Nielsen TG, inventors; Gastrotech Pharma AS, Nilsson H, Lange BH, Post C, Nielsen TG, assignee.

Box 21. Options for assignee names.

The following format is not NLM practice for citing names of assignee, but is an acceptable option:

- Full first names of the assignee may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon.

       Takagi, Yasushi; Harada, Jun, assignee.

       Mann, Frederick D.; Swartz, Mary N.; Little, R.T., assignee.

Examples for Author (assignee)

    1. Standard US patent

    3. Patent in which an inventor is also an assignee

    5. Patent with more than one assignee

    6. Patent with the US government as the assignee

    7. Patent with affiliation of inventor(s) and assignee included

Author Affiliation for Patents (optional)

General Rules for Author Affiliation

- Enter the affiliation of all inventors and assignee or only the first one
- Begin with the name of the city, if given
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E)
- Follow cities in other countries with the name of the country, either as the two-letter ISO country code (see Appendix D) or written out in full
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Pittsburgh, PA), (Berlin, DE), and (France)
- End affiliation information with a comma placed outside the closing parenthesis

Specific Rules for Author Affiliation

- Names for cities and countries not in English

Box 22. Names for cities and countries not in English.

Patents are required to list the country of the inventors, usually in the form of the two-letter ISO country code (see Appendix D). Many also include the city.

- Begin with the name of the city, if found. Use the English form for names whenever possible. However, the name as found on the publication may always be used.

  Moskva *becomes* Moscow

  Wien *becomes* Vienna

- Follow the city name with a comma, a space, and either the ISO country code (see Appendix D) or the country name written out, such as Bern, CH or Bern, Switzerland

- Place the city and country names in parentheses

  (Bern, CH) *or* (Bern, Switzerland)

  Examples:

  Fujieda Y (Okayama, JP), Ogushi M (Ibaraki, JP), Fukuda M (Ibaraki, JP), Zento T (Ibaraki, JP), Wada K (Ibaraki, JP), Ichikawa T (Oita, JP), Ishida A (Oita, JP), inventors; Kuraray Co., Ltd. (Kurashiki, JP), Kawasumi Laboratories, Inc. (Tokyo, JP), assignee.

  Nilsson H (DK), Lange BH (DK), Post C (DK), Nielsen TG (DK), inventors; Gastrotech Pharma AS (DK), Nilsson H (DK), Lange BH (DK), Post C (DK), Nielsen TG (DK), assignee.

Examples for Author Affiliation

7. Patent with affiliation of inventor(s) and assignee included

Title for Patents (required)

General Rules for Title

- Enter the title of a patent as it appears in the original document, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms

- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a period

Specific Rules for Title

- Titles not in English
- Titles containing a Greek letter, chemical formula, or another special character

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Box 23. Titles not in English.

- Provide the title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

   Cameron B, Crouzet J, inventors; Rhone-Poulenc Biochemie, assignee. Cellules modifiees au niveau du catabolisme de la betaine, preparation et utilisations, notamment pour la production de metabolites ou d'enzymes. European patent EP 0 673 422 B1. 2006 Jan 4. French.

- Romanize (write in the roman alphabet) titles if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

   Bazhenov AN, Ilyushina LV, Plesovskaya IV, inventors; Bazhenov AN, Ilyushina LV, Plesovskaya IV, assignee. Metodika lecheniia pri revmatoidnom artrite. Russian Federation patent RU 2268734. 2006 Jan 27. Russian.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets

   Katsuko S, Shunsuke M, Takashi U, Tetsuya T, Miki E, inventors; Advance Company Ltd, assignee. [Carrier for living body, and cell cultivation]. Japanese patent JP 2004267562. 2004 Sep 30. Japanese.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

   ○ Treat letters marked with diacritics or accents as if they are not marked

      Å *treated as* A

      Ø *treated as* O

      Ç *treated as* C

      Ł *treated as* L

      à *treated as* a

      ĝ *treated as* g

      ñ *treated as* n

      ü *treated as* u

   ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

      æ *treated as* ae

      œ *treated as* oe

Box 23 continued from previous page.

- Provide an English translation after the original language one if possible. Place translations in square brackets.

    Cameron B, Crouzet J, inventors; Rhone-Poulenc Biochemie, assignee. Cellules modifiees au niveau du catabolisme de la betaine, preparation et utilisations, notamment pour la production de metabolites ou d'enzymes [Cells with altered betaine catabolism, their preparation and their use, in particular for producing metabolites or enzymes]. European patent EP 0 673 422 B1. 2006 Jan 4. French.

    Bazhenov AN, Ilyushina LV, Plesovskaya IV, inventors; Bazhenov AN, Ilyushina LV, Plesovskaya IV, assignee. Metodika lecheniia pri revmatoidnom artrite [Method for treating rheumatoid arthritis]. Russian Federation patent RU 2268734. 2006 Jan 27. Int. Cl. A61K-033/06. Russian.

Box 24. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a patent title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

    Inoue K, Arai H, Arita M, Jishage K, Suzuki H, inventors; Inoue K, Arai H, assignee. α-tocopherol transport protein knockout animal. United States patent US 6,982,362. 2006 Jan 3. 19 p.

    Hong JH, Lee K, Choi Y, Shi J, McAfee JJ, Chu CK, Liotta DC, Schinazi RF, inventors; Emory University, assignee. 2'-fluoronucleosides. United States patent US 6,911,424. 2005 Jun 11. 75 p.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

    Schwinn DA, inventor; Duke University, assignee. Use of α-1AR subtype-selective drugs in patients with acute myocardial infarction. United States patent US 6,921,773. 2005 Jul 26. 5 p.

    or

    Schwinn DA, inventor; Duke University, assignee. Use of alpha-1AR subtype-selective drugs in patients with acute myocardial infarction. United States patent US 6,921,773. 2005 Jul 26. 5 p.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

    Sanger GJ, Wardle KA, inventors; SmithKline Beecham Corporation, assignee. Use of $5\text{-}HT_4$ modulators for the manufacture of a medicament for the treatment of the bladder diseases. United States patent US 6,750,195. 2004 Jun 15. 7 p.

    or

    Sanger GJ, Wardle KA, inventors; SmithKline Beecham Corporation, assignee. Use of 5-HT(4) modulators for the manufacture of a medicament for the treatment of the bladder diseases. United States patent US 6,750,195. 2004 Jun 15. 7 p.

Examples for Title

8. Non-US patent written in the roman alphabet

9. Non-US patent written in Cyrillic, Greek, Arabic, Hebrew, or Korean

10. Non-US patent written in a character-based language (Chinese, Japanese)

11. Non-US patent, with translation

12. Patent title containing a Greek letter, chemical formula, or another special character

13. Patent title containing a superscript or subscript

14. Patent in a microform

Type of Medium for Patents (required)

General Rules for Type of Medium

- Indicate the type of medium (microfiche, ultrafiche, microfilm, microcard, etc.) following the title when a patent is published in a microform
- Place the name of the medium in square brackets and end with a period, such as "[microfiche]."
- Add information about the medium according to the instructions under Physical Description below

Specific Rules for Type of Medium

- Titles not in English

Box 25. Titles not in English.

- If a translation of a title is provided, place the translation after the original title and place it in square brackets

    Le Video Tearscope: une nouvelle methode d'evaluation du film lacrymal in vivo [The Video Tearscope: a new method for evaluating lacrimal film in vivo].

- If a patent is in a microform (microfiche, microfile, microcard, etc.), place the specific name of the microform within square brackets following the translation

    Le Video Tearscope: une nouvelle methode d'evaluation du film lacrymal in vivo [The Video Tearscope: a new method for evaluating lacrimal film in vivo] [microfiche].

Examples for Type of Medium

14. Patent in a microform

Patent Country (required)

General Rules for Patent Country

- Name the country issuing the patent
- Use the adjectival form of the name, such as French and Russian, but use United States and United Kingdom
- End place information with a space

Specific Rules for Patent Country

- Regional office rather than an individual country

Box 26. Regional office rather than an individual country.

Regional offices are designated by the World Intellectual Property Organization (WIPO). The chart below is abstracted from the *Handbook on Industrial Property Information and Documenation* at WIPO Web site.

- Use the patent designation in the last column when citing a patent from a regional office.

Office	Abbreviation	Patent Designation
African Intellectual Property Organization	OAPI	African Intellectual Property patent
African Regional Intellectual Property Organization	ARIPO	African Regional Intellectual Property patent
Benelux Designs Office	BBDM	Benelux patent
Eurasian Patent Organization	EAPO	Eurasian patent
European Patent Organisation	EPO	European patent
Patent Office of the Cooperation Council for the Arab States of the Gulf	GCC	Gulf Cooperation Council patent
World Intellectual Property Organization	WIPO	World patent

Example:

Cully EH, Cutright WJ, Nordhausen CT, Vonesh MJ, Walter JT, inventors; Gore Enterprise Holdings, Inc., assignee. Medical device amenable to fenestration. European patent EP 1 539 037 B1. 2005 Jul 12. 27 p.

Examples for Patent Country

1. Standard US patent

15. Patent issued by a regional office

16. Patent issued by WIPO

Patent Document Type (required)

General Rules for Patent Document Type

- Use whatever specific document type is found on the publication
- For US patents, simply use the word patent
- End type information with a space

Specific Rules for Patent Document Type

- Document types for non-US patents

Box 27. Document types for non-US patents.

Countries other than the US often indicate a specific type of patent document. For example, in Germany the word Offenlegungsschrift indicates a patent application, Auslegeschrift an examined patent, and Patentschrift a final issued patent.

Box 27 continues on next page...

Box 27 continued from previous page.

Simply the word patent may be used for a final issued patent from all countries. However, if the language is unfamiliar or the status of the patent document is unclear, use the wording found on the document.

Examples:

Hensel W, Lehner R, Schwenk H, inventors; Siltronic AG, assignee. Nichtpolierte Halbleiterscheibe und Verfahren zur Herstellung einer nichtpolierten Halbleiterscheibe. German Offenlegungsschrift DE 10 2005 046 726 A1. 2006 Mar 16. German.

Zinsmeyer J, Gross J, Brux B, inventors; Charite der Humboldt-Universitaet Direktorat Forschung, assignee. Enzymimmunoassay und Testbesteck zum Nachweis humaner Neuronen-spezifischer Enolase. German Patentschrift DD 295717 A5. 1991 Nov 7. German.

Examples for Patent Document Type

17. Non-US patent with specific type of document given

Country Code for Patents (required)

General Rules for Country Code

- Use the two-letter ISO code for the country (see Appendix D)
- Follow the code with a space

Specific Rules for Country Code

- Regional office rather than an individual country

Box 28. Regional office rather than an individual country.

Regional offices are designated by the World Intellectual Property Organization (WIPO). The chart below is abstracted from the *Handbook on Industrial Property Information and Documenation* at WIPO Web site.

- Use the patent code in the last column when citing a patent from a regional office.

Office	Abbreviation	Patent Code
African Intellectual Property Organization	OAPI	OA
African Regional Intellectual Property Organization	ARIPO	AP
Benelux Designs/Trademark Office	BBDM	BX
Eurasian Patent Organization	EAPO	EA
European Patent Organisation	EPO	EP
Patent Office of the Cooperation Council for the Arab States of the Gulf	GCC	GC
World Intellectual Property Organization	WIPO	WO

Example:

Cully EH, Cutright WJ, Nordhausen CT, Vonesh MJ, Walter JT, inventors; Gore Enterprise Holdings, Inc., assignee. Medical device amenable to fenestration. European patent EP 1 539 037 B1. 2005 Jul 12. 27 p.

Examples for Country Code

1. Standard US patent

15. Patent issued by a regional office

16. Patent issued by WIPO

23. Regional or world patent listing countries that recognize it using ISO country codes

25. Optional brief patent citation format

Patent Number (required)

General Rules for Patent Number

- Record the patent number as it appears on the publication, using whatever spacing and punctuation are found
- End the patent number with a period

Specific Rules for Patent Number

- Letters following patent numbers
- Optional brief patent citation format

Box 29. Letters following patent numbers.

- A letter or a letter and a number combination at the end of a patent number often indicate the kind of patent document. For example, the letter A usually indicates a patent application. Always include any letter accompanying a patent document number.

  Examples:

  DD 295717 A5

  EP 0 673 422 B1

Box 30. Optional brief patent citation format.

The following format is not NLM practice for citing patents, but is an acceptable option:

- Begin with the two-letter ISO code (see Appendix D) for the country

- Follow the code with a space, the word patent, and a space

- Record the patent number as it appears on the publication, using whatever spacing and punctuation are found

- Follow the number with a period and a space

- Enter the date of publication in the format year month day

- End the citation with a period

  Examples:

  Box 30 continues on next page...

US patent 6,857,874. 2005 Feb 7.

RU patent 2 219 546. 2003 Dec 20.

Examples for Patent Number

1. Standard US patent

15. Patent issued by a regional office

16. Patent issued by WIPO

23. Regional or world patent listing countries that recognize it using ISO country codes

25. Optional brief patent citation format

Date Issued for Patents (required)

General Rules for Date Issued

- Begin with the year of publication
- Follow the year with the month and day of publication, such as 2004 May 10
- Use English names for months and abbreviate them to the first three letters, such as Jan
- End date information with a period

Specific Rules for Date Issued

- Non-US forms for dates

Box 31. Non-US forms for dates.

- Dates in US patents appear in the format month day, year. For example: August 23, 2005.

- Dates in other countries may appear in patents in a variety of formats

    2004/12/02

    30.07.2004

    2004-10-02

    14 June 2004

    15/06/2005

- Enter the year first, then the month and the day, regardless of the format found

    August 23, 2005   *becomes*   2005 Aug 23

    2004/12/02   *becomes*   2004 Dec 2

    30.07.2004   *becomes*   2004 Jul 30

    2004-10-02   *becomes*   2004 Oct 2

> *Box 31 continued from previous page.*
>
> > 14 June 2004   *becomes*   2004 Jun 14
> >
> > 15/06/2005   *becomes*   2005 Jun 15
>
> - Translate names of months into English and abbreviate them using the first three letters
>
>   > mayo = May
>   >
>   > luty = Feb
>   >
>   > brezen = Mar
>
>   *Example:*
>
>   > 22 Marz 2002   *becomes*   2002 Mar 22

Examples for Date Issued

1. Standard US patent

25. Optional brief patent citation format

Pagination for Patents (optional)

General Rules for Pagination

- Provide the total number of pages on which the text of the patent appears
- Follow the page total with a space and the letter p
- End pagination information with a period

Specific Rules for Pagination

- No numbers appear on the pages of the patent

> **Box 32. No numbers appear on the pages of the patent.**
>
> Occasionally, a patent will have no numbers on its pages.
>
> - Count the total number of pages of the text
>
> - Express the total as leaves, not pages
>
> - End with a period
>   *Example:*
>
>   > 8 leaves.

Examples for Pagination

18. Patent with optional number of pages included

Physical Description for Patents (optional)

General Rules for Physical Description

- Give information on the physical characteristics if a patent is published in a microform (microfilm, microfiche, etc.), such as 3 microfiche: black & white, 2 x 4 in. Such information will help the reader select the appropriate equipment with which to view the microform.

Specific Rules for Physical Description

- Language for describing physical characteristics

Box 33. Language for describing physical characteristics.

If a patent is published on microfiche, microfilm, or microcards:

- Begin with the number and type of physical pieces, followed by a colon and a space

   5 microfiche:

   2 reels: [of microfilm]

   3 microcards:

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches and mm. for millimeters. Separate types of information by commas.

   Typical words used include:

   color

   black & white

   positive

   negative

   4 x 6 in. (standard microfiche size)

   3 x 5 in. (standard microcard size)

   35 mm. (a standard microfilm size)

   16 mm. (a standard microfilm size)

   Examples of complete physical description statements:

   3 microfiche: color, positive, 4 x 6 in.

   5 microcards: black & white, 3 x 5 in.

   1 reel: black& white, negative, 35 mm.

Examples for Physical Description

   14. Patent in a microform

International Classification Code for Patents (optional)

General Rules for International Classification Code

- Abbreviate International Classification Code to "Int. Cl." and follow it with a space
- Enter the International Classification Code number or numbers in the order found on the patent
- Separate multiple classification numbers by a semicolon and a space
- End the list with a period

Examples for International Classification Code

19. Patent with International Classification Code included

Country Classification Code for Patents (optional)

General Rules for Country Classification Code

- Begin with the two-letter ISO code (see Appendix D) for the country issuing the patent, followed by a space
- Follow the country code with the abbreviation "Cl." and a space, such as "US Cl."
- Enter the classification number or numbers assigned to the patent by the country in the order found on the patent
- Separate multiple classification numbers by a semicolon and a space
- End the list with a period

Examples for Country Classification Code

20. Patent with classification codes of the country granting it

Application Number and Filing Date for Published Patents (optional)

General Rules for Application Number and Filing Date

- Abbreviate application number to Appl. No. and end it with a colon and a space
- Enter the application number followed by a semicolon and a space
- Give the filing date in the format year month day, as 2006 May 3
- End the date with a period
- To cite a patent application for unpublished patents, see Patent Applications below

Examples for Application Number and Filing Date

21. Patent application number and date for published patents

Language for Patents (required)

General Rules for Language

- Give the language of publication if other than English
- Capitalize the language name
- Follow the language name with a period

Examples for Language

8. Non-US patent written in the roman alphabet

9. Non-US patent written in Cyrillic, Greek, Arabic, Hebrew, or Korean

10. Non-US patent written in a character-based language (Chinese, Japanese)

11. Non-US patent, with translation

Notes for Patents (optional)

General Rules for Notes

- Notes is a collective term for any type of useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Related and cited patents
- Countries that recognize a regional or world patent
- Other types of material to include in notes

Box 34. Related and cited patents.

List the patent numbers included in the patent as related and/or as cited.

- For related patent numbers
  - Begin with the phrase "Related US patents" followed by a colon and a space, substituting the appropriate ISO country code (see Appendix D) for non-US patents
  - Enter the patent numbers in the order given in the patent
  - Separate numbers by a semicolon and a space
  - End the list with a period
  - Repeat the steps above for the numbers of additional countries

- For cited patent numbers:
  - Begin with the phrase "Cited US patents" followed by a colon and a space, substituting the appropriate ISO country code (see Appendix D) for non-US patents
  - Enter the patent numbers in the order given in the patent
  - Separate numbers by a semicolon and a space
  - End the list with a period
  - Repeat the steps above for the numbers of additional countries

Example:

Co MS (Cupertino, CA), Scheinberg DA (New York, NY), Queen CL (Los Altos, CA), inventors; Protein Design Labs, Inc. (Fremont, CA); Memorial Sloan Kettering Cancer Center (New York, NY), assignee. Increasing antibody affinity by altering glycosylation of immunoglobulin variable region. United States patent US 6,933,368. 2005 Aug 23. Related US patents: 6,350,861; 5,714,350. Cited US patents: 5,147,637; 5,714,350; 5,730,982; 5,821,337; 6,054,297; 6,218,149; 6,350,861. Cited EP patents: 0 239 400; 0 438 312. Cited WO patents: 90/07861; 92/22653; 03/016466.

Box 35. Countries that recognize a regional or world patent.

List the countries that recognize a regional or world patent.

- Begin with the phrase "Recognized by" followed by a colon and a space

Box 35 continues on next page...

Box 35 continued from previous page.

- Use the two-letter ISO country code (see Appendix D) for each country

- Place the country codes in alphabetical order

- Separate codes by a comma and a space

- End the list with a period

  Examples:

  Cameron B, Crouzet J, inventors; Rhone-Poulenc Biochimie, assignee. Cellules modifiees au niveau catabolisme de la betaine, preparation et utilisations, notamment pour la production de metabolites ou d'enzymes [Cells with altered betaine catabolism, their preparation and their use, in particular for producing metabolites or enzymes]. European patent EP 0 673 422 B1. 2006 Jan 4. French. Recognized by: AT, BE, CH, DE, DK, ES, FR, GB, GR, IE, IT, LI, LU, NL, PT, SE.

  Ottersbach P, Lohmer G, inventors; Creavis Gesellschaft fur Technologit und Innovation MBH, assignee. Verfahren zur Modifizierung von Polymersubstraten durch Oberflachenfixierung eigenschaftsbestimmender Makromolekule [Method for modifying polymer substrates by surface fixing of functional macromolecules]. World patent WO 00/44818. 2000 Aug 3. German. Recognized by: BR, CA, CN, IL, JP, KR, PL, RU, US.

Box 36. Other types of material to include in notes.

- Give any other information that may be useful to the reader, such as any grant numbers or other sponsorship information of the work that led to the patent.

  Ohlrogge JB, Benning C, Gao H, Girke TA, White JA, inventors; Board of Trustees Operating Michigan State University, assignee. Plant seed specific promoters. United States patent US 7,081,565. 2006 Jul 25. Partially supported by the United States National Science Foundation grant no. DCB94-06466.

Examples for Notes

22. Patent with lists of related and/or cited patents

23. Regional or world patent listing countries that recognize it using ISO country codes

24. Other notes for patents

Patent Applications

General Rules for Patent Applications

- Cite the patent application using the rules above
- Insert the word application between the word patent and the country code, such as UK patent application GB 2 146 419 A
- Be sure to include any letters that follow or precede the number
- Follow the patent application number with a period and a space
- Give the application date in the format year month day, as 2006 May 3
- End the date with a period

Specific Rules for Patent Applications

- Non-US names for applications
- Non-US forms for dates

Box 37. Non-US names for applications.

Countries other than the US often use a specific type of patent document rather than the word application. For example, in Germany the word Offenlegungsschrift indicates a patent application.

Simply the word application may be used for all countries to designate that a final patent has not been issued. However, if the language is unfamiliar or the status of the patent document is unclear, use the wording found on the document.

Examples:

Hensel W, Lehner R, Schwenk H, inventors; Siltronic AG, assignee. Nichtpolierte Halbleiterscheibe und Verfahren zur Herstellung einer nichtpolierten Halbleiterscheibe. German Offenlegungsschrift DE 10 2005 046 726 A1. 2006 Mar 16. German.

Box 38. Non-US forms for dates.

- Dates in US patents appear in the format month day, year. For example, August 23, 2005.

- Dates in other countries may appear in patents in a variety of formats

    2004/12/02

    30.07.2004

    2004-10-02

    14 June 2004

    15/06/2005

- Enter the year first, then the month and the day, regardless of the format found

    2004/12/02   *becomes*   2004 Dec 2

    30.07.2004   *becomes*   2004 Jul 30

    2004-10-02   *becomes*   2004 Oct 2

    14 June 2004   *becomes*   2004 Jun 14

    15/06/2005   *becomes*   2005 Jun 15

- Translate names of months into English and abbreviate them using the first three letters

    mayo = May

    luty = Feb

    brezen = Mar

Box 38 continued from previous page.

Example:

22 Marz 2002   *becomes*   2002 Mar 22

Examples for Patent Applications

26. Patent applications before issuance of the patent

Examples of Citations to Patents

1. Standard US patent

Cho ST, inventor; Hospira, Inc., assignee. Microneedles for minimally invasive drug delivery. United States patent US 6,980,855. 2005 Dec 27.

Myers K, Nguyen C, inventors; 3F Therapeutics, Inc., assignee. Prosthetic heart valve. United States patent US 6,911,043. 2005 Jun 28.

2. US patent with optional full names for inventor(s)

Howlett, Charles W.; Bullis, Grant.; Bernardo, Angel, inventors; Nobel Biocare Services AG, assignee. Dental implant delivery system. United States patent US 6,913,465. 2005 Jul 5.

3. Patent in which an inventor is also an assignee

Smith MK, Duggan JM, Stalzer CM, Smith SC, Mowry GJ, inventors; Smith MK, assignee. Universal flexible arm. United States patent US 5,823,486. 1998 Oct 20.

Bilenski E, Cobb NC, inventors; Bilenski E, Cobb NC, assignee. Single use, self-contained twist resistant surgical knife. United States patent US 6,979,340. 2005 Dec 27.

4. Patent in which an organization is the inventor

Seiko Ohkubo, inventor; Seiko Ohkubo, assignee. Acupressure appliance for medical treatment. United Kingdom patent GB 2 350 301. 2000 Nov 29. 47 p.

The Dow Chemical Company, inventor; The Dow Chemical Company, assignee. Method of producing amines from alcohols, aldehydes, ketones and mixtures thereof. Canadian patent CA 1126248. 1982 Jun 22.

5. Patent with more than one assignee

Co MS, Scheinberg DA, Queen CL, inventors; Protein Design Labs, Inc.; Memorial Sloan Kettering Cancer Center, assignee. Increasing antibody affinity by altering glycosylation of immunoglobulin variable region. United States patent US 6,933,368. 2005 Aug 23.

6. Patent with the US government as the assignee

Wang RF, Rosenberg S, inventors; The United States of America as represented by the Department of Health and Human Services, assignee. Cancer peptides of NY-ESO-1/CAG-3. United States patent US 7,084,239. 2006 Aug 1.

7. Patent with affiliation of inventor(s) and assignee included

Escandon MA (Lugo, Spain), Neisz JJ (Minnetonka, MN), inventors; American Medical Systems, Inc. (Minnetonka, MN), assignee. Regimen for treating prostate tissue and surgical kit for use in the regimen. United States patent US 7,015,253. 2006 Mar 21.

Co MS (Cupertino, CA), Scheinberg DA (New York, NY), Queen CL (Los Altos, CA), inventors; Protein Design Labs, Inc. (Fremont, CA); Memorial Sloan Kettering Cancer Center (New York, NY), assignee. Increasing antibody affinity by altering glycosylation of immunoglobulin variable region. United States patent US 6,933,368. 2005 Aug 23.

8. Non-US patent written in the roman alphabet

Poole I, Bissell AJ, inventors; Voxar Limited, assignee. Classifying voxels in a medical image. United Kingdom patent GB 2 416 944. 2006 Feb 8. 39 p.

McMullen JN, inventor; Universite de Montreal, assignee. Controlled release tablet. Canadian patent CA 1314216.1993 Mar 9.

Cameron B, Crouzet J, inventors; Rhone-Poulenc Biochemie, assignee. Cellules modifiees au niveau du catabolisme de la betaine, preparation et utilisations, notamment pour la production de metabolites ou d'enzymes. European patent EP 0 673 422 B1. 2006 Jan 4. 14 p. French.

Navarro GS, inventor; Educom Multiactivo S L, assignee. Terminal interactivo para el asesoramiento medico, farmaceutico y cosmetico. Spanish patent ES 2165321. 2002 Mar 1. Spanish.

9. Non-US patent written in Cyrillic, Greek, Arabic, or Hebrew

Bazhenov AN, Ilyushina LV, Plesovskaya IV, inventors; Bazhenov AN, Ilyushina LV, Plesovskaya IV, assignee. Metodika lecheniia pri revmatoidnom artrite. Russian Federation patent RU 2268734. 2006 Jan 27. Russian.

10. Non-US patent written in a character-based language (Chinese, Japanese)

Katsuko S, Shunsuke M, Takashi U, Tetsuya T, Miki E, inventors; Advance Company Ltd, assignee. [Carrier for living body, and cell cultivation]. Japanese patent JP 2004267562. 2004 Sep 30. Japanese.

11. Non-US patent, with translation

Cameron B, Crouzet J, inventors; Rhone-Poulenc Biochemie, assignee. Cellules modifiees au niveau du catabolisme de la betaine, preparation et utilisations, notamment pour la production de metabolites ou d'enzymes [Cells with altered betaine catabolism, their preparation and their use, in particular for producing metabolites or enzymes]. European patent EP 0 673 422 B1. 2006 Jan 4. 14 p. French.

Bazhenov AN, Ilyushina LV, Plesovskaya IV, inventors; Bazhenov AN, Ilyushina LV, Plesovskaya IV, assignee. Metodika lecheniia pri revmatoidnom artrite [Method for treating rheumatoid arthritis]. Russian Federation patent RU 2268734. 2006 Jan 27. Russian.

12. Patent title containing a Greek letter, chemical formula, or another special character

Hong JH, Lee K, Choi Y, Shi J, McAfee JJ, Chu CK, Liotta DC, Schinazi RF, inventors; Emory University, assignee. 2'-fluoronucleosides. United States patent US 6,911,424. 2005 Jun 11. 75 p.

Schwinn DA, inventor; Duke University, assignee. Use of α-1AR subtype-selective drugs in patients with acute myocardial infarction. United States patent US 6,921,773. 2005 Jul 26. 5 p.

or

Schwinn DA, inventor; Duke University, assignee. Use of alpha-1AR subtype-selective drugs in patients with acute myocardial infarction. United States patent US 6,921,773. 2005 Jul 26. 5 p.

Inoue K, Arai H, Arita M, Jishage K, Suzuki H, inventors; Inoue K, Arai H, assignee. α-tocopherol transport protein knockout animal. United States patent US 6,982,362. 2006 Jan 3. 19 p.

or

Inoue K, Arai H, Arita M, Jishage K, Suzuki H, inventors; Inoue K, Arai H, assignee. Alpha-tocopherol transport protein knockout animal. United States patent US 6,982,362. 2006 Jan 3. 19 p.

13. Patent title containing a superscript or subscript

Sanger GJ, Wardle KA, inventors; SmithKline Beecham Corporation, assignee. Use of 5-HT4 modulators for the manufacture of a medicament for the treatment of the bladder diseases. United States patent US 6,750,195. 2004 Jun 15. 7 p.

or

Sanger GJ, Wardle KA, inventors; SmithKline Beecham Corporation, assignee. Use of 5-HT(4) modulators for the manufacture of a medicament for the treatment of the bladder diseases. United States patent US 6,750,195. 2004 Jun 15. 7 p.

14. Patent in a microform

Stoudt TH, Nollstadt KH, inventors; Merck & Co., Inc., assignee. Oral hygiene enzymes and method for preparation [microfiche]. United States patent US 4,335,101. 1982 Jun 15. 1 microfiche: black & white, negative, 4 x 6 in.

15. Patent issued by a regional office

Cameron B, Crouzet J, inventors; Rhone-Poulenc Biochimie, assignee. Cellules modifiees au niveau catabolisme de la betaine, preparation et utilisations, notamment pour la production de metabolites ou d'enzymes [Cells with altered betaine catabolism, their preparation and their use, in particular for producing metabolites or enzymes]. European patent EP 0 673 422 B1. 2006 Jan 4. French.

16. Patent issued by WIPO

Ottersbach P, Lohmer G, inventors; Creavis Gesellschaft fur Technologit und Innovation MBH, assignee. Verfahren zur Modifizierung von Polymersubstraten durch Oberflachenfixierung eigenschaftsbestimmender Makromolekule [Method for modifying polymer substrates by surface fixing of functional macromolecules]. World patent WO 00/44818. 2000 Aug 3. German.

17. Non-US patent with specific type of document given

Zinsmeyer J, Gross J, Brux B, inventors; Charite der Humboldt-Universitaet Direktorat Forschung, assignee. Enzymimmunoassay und Testbesteck zum Nachweis humaner Neuronen-spezifischer Enolase. German Patentschrift DD 295717 A5. 1991 Nov 7. German.

18. Patent with optional number of pages included

Cully EH, Cutright WJ, Nordhausen CT, Vonesh MJ, Walter JT, inventors; Gore Enterprise Holdings, Inc., assignee. Medical device amenable to fenestration. European patent EP 1 539 037 B1. 2005 Jul 12. 27 p.

19. Patent with International Classification Code included

Caffey JC, Moe R, Freund MA, Hutton J, inventors; Carbomedics Inc., assignee. Heart valve stent with alignment posts. United States patent US 6,635,085. 2003 Oct 21. 10 p. Int. Cl. A61F-002/24.

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Bemis G, Xie X, inventors; Vertex Pharmaceuticals Incorporated, assignee. Compositions useful as inhibitors of ERK. United States patent US 6,994,868. 2006 Feb 7. Appl. No.: 437419; 2003 May 13.

Grainger DJ (Cambridge, GB), Metcalfe JC (Cambridge, GB), Kasina S (Mercer Island, WA), inventors; NeoRx Corporation (Seattle, WA), assignee. Compounds and therapies for the prevention of vascular and non-vascular pathologies. United States patent US 7,084,171. 2006 Aug 1. Int. Cl. A61K 31/38; A61K 31/01; A61K 31/135. US Cl. 514/445; 514/646; 514/762. Appl. No.: 10/827,602; 2004 Apr 19.

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Co MS (Cupertino, CA), Scheinberg DA (New York, NY), Queen CL (Los Altos, CA), inventors; Protein Design Labs, Inc. (Fremont, CA); Memorial Sloan Kettering Cancer Center (New York, NY), assignee. Increasing antibody affinity by altering glycosylation of immunoglobulin variable region. United States patent US 6,933,368. 2005 Aug 23. Related US patents: 6,350,861; 5,714,350. Cited US patents: 5,147,637; 5,714,350; 5,730,982; 5,821,337; 6,054,297; 6,218,149; 6,350,861. Cited EP patents: 0 239 400; 0 438 312. Cited WO patents: 90/07861; 92/22653; 03/016466.

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A61K 38/04; C07H 21/04; C07K 16/00; C12P 21/06. US Cl. 530/300; 424/184.1; 424/185.1; 530/326; 530/327; 530/328. Appl. No.: 09/529,206; 1998 Sep 1. Cited US patents: 5,539,084; 5,785,973; 5,840,839. Cited WO patents: 94/03205; 97/29195; 98/14464; 98/32855.

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Cameron B, Crouzet J, inventors; Rhone-Poulenc Biochimie, assignee. Cellules modifiees au niveau catabolisme de la betaine, preparation et utilisations, notamment pour la production de metabolites ou d'enzymes [Cells with altered betaine catabolism, their preparation and their use, in particular for producing metabolites or enzymes]. European patent EP 0 673 422 B1. 2006 Jan 4. French. Recognized by: AT, BE, CH, DE, DK, ES, FR, GB, GR, IE, IT, LI, LU, NL, PT, SE.

Ottersbach P, Lohmer G, inventors; Creavis Gesellschaft fur Technologit und Innovation MBH, assignee. Verfahren zur Modifizierung von Polymersubstraten durch Oberflachenfixierung eigenschaftsbestimmender Makromolekule [Method for modifying polymer substrates by surface fixing of functional macromolecules]. World patent WO 00/44818. 2000 Aug 3. German. Recognized by: BR, CA, CN, IL, JP, KR, PL, RU, US.

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Ohlrogge JB, Benning C, Gao H, Girke TA, White JA, inventors; Board of Trustees Operating Michigan State University, assignee. Plant seed specific promoters. United States patent US 7,081,565. 2006 Jul 25. Partially supported by the United States National Science Foundation grant no. DCB94-06466.

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RU patent 2 219 546. 2003 Dec 20.

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Munx D, Schimmer J, Schmidt R, inventors; Siemens Aktiengesellschaft, assignee. Verfahren zur Uberwachung einer Datenubertragungsstrecke [Procedure for the monitoring of data rate]. European patent application EP 1 605 612 A3. 2006 Jan 11. 3 p. Int. Cl. HO4B 10/08. German.

Hensel W, Lehner R, Schwenk H, inventors; Siltronic AG, assignee. Nichtpolierte Halbleiterscheibe und Verfahren zur Herstellung einer nichtpolierten Halbleiterscheibe. German Offenlegungsschrift DE 10 2005 046 726 A1. 2006 Mar 16. German.
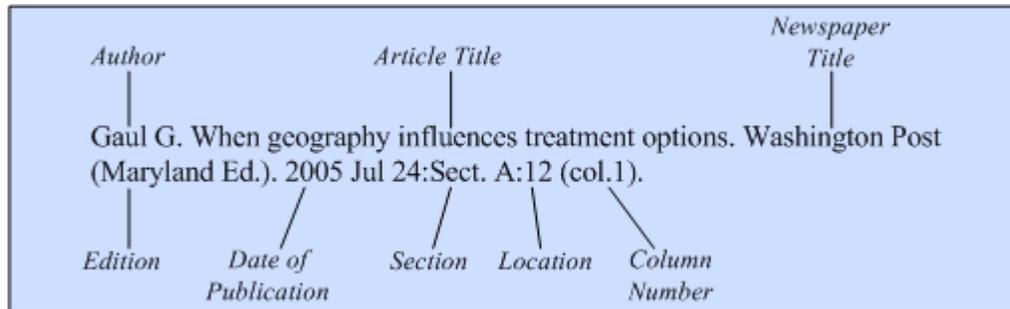
Chapter 8. Newspaper Articles

Created: October 10, 2007; Updated: August 11, 2015.

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

Sample Citation and Introduction to Citing Newspaper Articles

The general format for a reference to a newspaper article, including punctuation:

Examples of Citations to Newspaper Articles

References to articles in newspapers are very similar to those for journal articles (see Chapter 1A Journal Articles). There are 5 major differences:

- Names of newspapers are never abbreviated (e.g., "The Washington Post" not "Wash Post"), although a leading "The" may be dropped if desired.
- The location where a newspaper is published is added to the title if the newspaper title does not indicate it, either within or after the title, as appropriate.
- Section information, if present, replaces volume and issue information.
- Only the beginning page number of an article is included.
- Column location is added.

When a newspaper article has an author or authors, it is said to be "signed." Newspaper articles may be signed either at the beginning of the article or at its conclusion. If the article is signed, begin the reference with the surname (family name or last name) of the author; if the article is unsigned, begin the reference with the title of the article; the use of "anonymous" is not permitted.

The specific edition of a newspaper is a required component of a citation. The same article may or may not appear in different editions, and the text of an article often varies among editions.

Cite an Internet newspaper article as you would a print newspaper article, but with these major exceptions:

- Use the word "Internet" in square brackets as the Type of Medium after the newspaper title
- Include any update or revision date if there is one and a date of citation in square brackets following the date of publication
- When a location (pagination) for the article is not provided, as often occurs, calculate the length of the article using the best means possible, e.g., in terms of print pages, screens, or paragraphs
- Provide the URL or other electronic address of the article

The source for title and other newspaper information is, in order of preference: (1) the title page or home page of the newspaper and (2) the masthead.

Citation Rules with Examples for Newspaper Articles

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Article Title (R) | Newspaper Title (R) | Edition (R) | Type of Medium (R) | Date of Publication (R) | Section Letter, Number, or Name (R) | Location (Pagination) (R) | Column Number (R) | Physical Description (O) | Language (R) | Notes (O)

Author for Newspaper Articles (required)

General Rules for Author

- List names in the order they appear in the text
- Enter surname (family or last name) first for each author
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
- Give all authors, regardless of the number
- Separate author names from each other by a comma and a space
- End author information with a period

Specific Rules for Author

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Organization as author
- No author can be found
- Options for author names

Box 1. Surnames with hyphens and other punctuation in them.

- Keep hyphens within surnames

> Estelle Palmer-Canton   *becomes*   Palmer-Canton E

> Ahmed El-Assmy   *becomes*   El-Assmy A

- Keep particles, such as O', D', and L'

> Alan D. O'Brien   *becomes*   O'Brien AD

Box 1 continues on next page...

Box 1 continued from previous page.

> Jacques O. L'Esperance   *becomes*   L'Esperance JO
>
> U. S'adeh   *becomes*   S'adeh U

- Omit all other punctuation within surnames

> Charles A. St. James   *becomes*   St James CA

Box 2. Other surname rules.

- Keep prefixes in surnames

> Lama Al Bassit   *becomes*   Al Bassit L
>
> Jiddeke M. van de Kamp   *becomes*   van de Kamp JM
>
> Gerard de Pouvourville   *becomes*   de Pouvourville G

- Keep compound surnames even if no hyphen appears

> Sergio Lopez Moreno   *becomes*   Lopez Moreno S
>
> Jaime Mier y Teran   *becomes*   Mier y Teran J
>
> Virginie Halley des Fontaines   *becomes*   Halley des Fontaines V

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat a letter marked with diacritics or accents as if it were not marked

    > Å   *treated as*   A
    >
    > Ø   *treated as*   O
    >
    > Ç   *treated as*   C
    >
    > Ł   *treated as*   L
    >
    > à   *treated as*   a
    >
    > ĝ   *treated as*   g
    >
    > ñ   *treated as*   n
    >
    > ü   *treated as*   u

  - Treat two or more letters printed as a unit (ligated letters) as if they were two letters

    > æ   *treated as*   ae
    >
    > œ   *treated as*   oe

Box 3. **Given names containing punctuation, a prefix, a preposition, or particle.**

- Disregard hyphens joining given (first or middle) names

    Jean-Louis Lagrot   *becomes*   Lagrot JL

- Use only the first letter of given names and middle names when they contain a prefix, a preposition, or other particle

    D'Arcy Hart   *becomes*   Hart D

    W. St. John Patterson   *becomes*   Patterson WS

    De la Broquerie Fortier   *becomes*   Fortier D

    Craig McC. Brooks   *becomes*   Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

    Ch. Wunderly   *becomes*   Wunderly C

    C. Fr. Erdman   *becomes*   Erdman CF

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter when the original initial is represented by more than one letter

    Iu. A. Iakontov   *becomes*   Iakontov IuA

    G. Th. Tsakalos   *becomes*   Tsakalos GTh

Box 4. **Degrees, titles, and honors before or after a personal name.**

- Omit degrees, titles, and honors such as M.D. following a personal name

    James A. Reed, M.D., F.R.C.S.   *becomes*   Reed JA

    Kristine Schmidt, Ph.D.   *becomes*   Schmidt K

    Robert V. Lang, Major, US Army   *becomes*   Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name

    Sir Frances Hildebrand   *becomes*   Hildebrand F

    Dr. Katherine Eberhard   *becomes*   Eberhard K

    Captain R. C. Williams   *becomes*   Williams RC

Box 5. **Designations of rank in a family, such as Jr and III.**

- Place family designations of rank after the initials, without punctuation

- Convert roman numerals to arabic ordinals

Box 5 continues on next page...

Box 5 continued from previous page.

    Examples:

        Vincent T. DeVita, Jr. *becomes* DeVita VT Jr

        James G. Jones II *becomes* Jones JG 2nd

        John A. Adams III *becomes* Adams JA 3rd

        Henry B. Cooper IV *becomes* Cooper HB 4th

Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names when they are in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese.

- Capitalize only the first letter of romanized names when the original initial is represented by more than one letter.

        Iu. A. Iakontov *becomes* Iakontov IuA

        G. Th. Tsakalos *becomes* Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat a letter marked with diacritics or accents as if it were not marked

        Å *treated as* A

        Ø *treated as* O

        Ç *treated as* C

        Ł *treated as* L

        à *treated as* a

        ĝ *treated as* g

        ñ *treated as* n

        ü *treated as* u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

        æ *treated as* ae

        œ *treated as* oe

Box 7. Organization as author.

- Newspapers will sometimes carry an article from another newspaper or a wire service. The text of such articles customarily begins with the name of the source. Place a source name at the beginning of the reference as an organizational author.

    Bloomberg News. 3 drug makers gain as top sellers keep up pace. New York Times (Washington Final). 2006 Apr 20;Sect. C:13 (col. 1).

    Associated Press. Mumps outbreak spreading in Midwest. Richmond Times-Dispatch. 2006 Apr 20;Sect. A:3 (col. 1).

Box 8. No author can be found.

- If no person can be identified as the author, begin the reference with the title of the article. Do not use anonymous.

Box 9. Options for author names.

The following format is not NLM practice for citing authors, but is an acceptable option:

- Full first names of authors may be given

- Separate the surname from the given name or initials by a comma and a space

- Follow initials with a period

- Separate successive names by a semicolon and a space

- End author information with a period
    Examples:

    Moore, William A.; Lambert, Paul.

    Connant, A.G.

Examples for Author

1. Standard signed newspaper article

2. Standard unsigned newspaper article

3. Standard newspaper article with optional volume and issue numbers

4. Newspaper article with author surname showing designations of rank within a family

5. Newspaper article with compound author surname

6. Newspaper article with author surnames having particles or prefixes (give as found in the article)

7. Newspaper article with an organization as author

Article Title for Newspaper Articles (required)

General Rules for Article Title

- Enter the title of an article as it appears in the original document
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless some other form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it

Specific Rules for Article Title

- Article titles containing a Greek letter, chemical formula, or other special character
- Article titles with headers
- Article titles not in English
- Translated article titles ending in punctuation other than a period

---

Box 10. Article titles containing a Greek letter, chemical formula, or other special character.

- Capitalize the first word of an article title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

    von Willebrand disease study results from Canada.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

    Hazards of γ-radiation   *may become*   Hazards of gamma-radiation

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript within parentheses

    Red blood cells and NH_3 *may become*   Red blood cells and NH(3)

Box 11. Article titles with headers.

- Newspaper articles sometimes contain a header, such as Science News or Health Report, at the top of the page, or at the beginning, or a group of articles to indicate a subject grouping. Do not include a header as part of the article title.

Box 12. Article titles not in English.

- Provide the title in the original language for non-English titles found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    La "gripe del pollo" vuela can las aves silvestres.

- Romanize (write in the roman alphabet) titles if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Shuḳ biṭuḥe ha-beri' ut ha-peraṭiyim be-Yisrael.

Box 12 continued from previous page.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

    21-seiki no i no enshogaku.

    or

    [Gastritis in the 21st century].

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat a letter marked with diacritics or accents as if it were not marked

    > Å   *treated as*   A
    >
    > Ø   *treated as*   O
    >
    > Ç   *treated as*   C
    >
    > Ł   *treated as*   L
    >
    > à   *treated as*   a
    >
    > ĝ   *treated as*   g
    >
    > ñ   *treated as*   n
    >
    > ü   *treated as*   u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

    > æ   *treated as*   ae
    >
    > œ   *treated as;*   oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

    Neue Nifedipin-Zubeitung ermoglicht tagliche Einmalgabe [New nifedipine preparation makes single daily dose possible].

- Provide an English translation after the original language title whenever possible; place translations in square brackets

    La "gripe del pollo" vuela can las aves silvestres ["Bird flu" flies with the wild birds]. El Pais (Madrid Ed.). 2005 Jul 17:28 (col.1). Spanish.

Box 13. Translated article titles ending in punctuation other than a period.

- Most articles end in a period. When a translation of an article title is provided, place it in square brackets. Put the closing period outside the closing brackets.

    La "gripe del pollo" vuela can las aves silvestres ["Bird flu" flies with the wild birds].

Box 13 continued from previous page.

- If a translated article title ends in another form of punctuation, keep that punctuation. Place it within the square brackets and end title information with a period.

    Aed mindre, motioner mere! [Eat less, exercise more!].

Examples for Article Title

8. Newspaper article with subtitle

9. Newspaper article in a language other than English

10. Newspaper article in a language other than English with optional translated title

Newspaper Title (required)

General Rules for Newspaper Title

- Enter a newspaper title in the original language
- Do not omit or abbreviate any words in a newspaper title, with the exception of a leading "The" which may be dropped if desired
- Add the location where published if it is not included in the title: Bergen County (NJ) Record and Daily Nation (Nairobi). See Location added below.
- End the newspaper title with a period unless an Edition or a Type of Medium is included

---

Box 14. Location added.

- For most newspapers, the location is the city where it is published. If a newspaper title does not indicate the location, add the location either within or after the title, as appropriate.

    (Minneapolis) Star-Tribune

    The (Baltimore) Sun

    Daily Nation (Nairobi)

    El Dia (Mexico City)

    Les Echos (Paris)

- If the city or other location is not well known, follow US and Canadian cities and locations with the 2-letter abbreviation for the state or province (see Appendix E); follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D).

    The Record (Stockton, CA)

    Bergen County (NJ) Record

    East Valley (AZ) Tribune

    Le Journal du Jura (Bienne, Switzerland) *or* Le Journal du Jura (Bienne,CH)

- An exception to the rule regarding addition of location information occurs when the newspaper is a national or international one without a particular geographic base, such as the *Christian Science Monitor* or *Le Monde*

Specific Rules for Newspaper Title

- Location added
- Newspaper titles not in English
- Options for newspaper titles

Box 15. Newspaper titles not in English.

- Provide the name in the original language for non-English newspaper titles found in the roman alphabet (French, German, Spanish, Italian, etc.)

    Junge Welt (Berlin).

    Journal de Montreal.

- For a newspaper title in a non-roman alphabet:

    ○ Romanize (write in the roman alphabet) the title if it is in Cyrillic, Greek, Arabic, Hebrew, or Korean

        Izvestiia (Moscow)

    ○ Romanize or translate a title in a character-based language (Chinese, Japanese)

        Guangming Ribao (Beijing)

        China Times (Taiwan)

    ○ A good authority for romanization is the *ALA-LC Romanization Tables*

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat a letter marked with diacritics or accents as if it were not marked

        Å *treated as* A

        Ø *treated as* O

        Ç *treated as* C

        Ł *treated as* L

        à *treated as* a

        ĝ *treated as* g

        ñ *treated as* n

        ü *treated as* u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

        æ *treated as* ae

        œ *treated as* oe

Box 16. **Options for newspaper titles.**

- It is not NLM or NISO practice, but a newspaper title may be abbreviated using the same rules as those employed for journal titles. See Chapter 1A for further discussion.

    The Washington Post   *becomes*   Wash Post

    The New York Times   *becomes*   N Y Times

- Note that the edition rules for newspapers still apply

    N Y Times (Final Ed.).

Examples for Newspaper Title

11. Newspaper title with city of publication added for clarification

12. Newspaper title with an edition

13. Newspaper title with both a city added and an edition

14. National newspaper without geographic location

Edition for Newspaper Articles (required)

General Rules for Edition

- Indicate the edition being cited after the title when a newspaper is published in more than one edition
- Capitalize each significant word and place other words, such as articles, conjunctions, and prepositions in lower case
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- Abbreviate common words such as edition (see Abbreviation rules for editions)
- Place the edition statement in parentheses, such as (Final Ed.)
- End the edition statement with a period after the closing parenthesis unless the Type of Medium is included

---

Box 17. **Abbreviation rules for editions.**

Editions in newspaper titles are not abbreviated the same way they are in journal titles.

- Abbreviate only the word used for edition, which may become "Ed."

- Separate the edition from the newspaper title by a space and place it in parentheses

- Follow "Ed" with a period and end all the title information with a period
    Examples:

    Wall Street Journal. Western Edition.   *becomes*   Wall Street Journal (Western Ed.).

    Pravda. English Edition.   *becomes*   Pravda (English Ed.).

    Washington Post. Final Edition.   *becomes*   Washington Post (Final Ed.).

    El Pais. Edicion Europa.   *becomes*   El Pais (Madrid) (Ed. Europa).

Specific Rules for Edition

- Abbreviation rules for editions
- Non-English words for editions
- Both a location and an edition included

Box 18. Non-English words for editions.

- For non-English edition statements written in the roman alphabet (French, German, Spanish, Italian, etc.):

  - Provide the name in the original language

  - Abbreviate only the word for edition in the particular language and end the abbreviation with a period. See the table below for a list of words for edition in a variety of languages and their abbreviations.

  - Separate the edition from the newspaper title by a space and place it in parentheses

    Example:

    Behorden Spiegel (Bonn Ausg.).

- For an edition statement written in Cyrillic, Greek, Arabic, Hebrew, or Korean:

  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables*.

  - Abbreviate only the word for edition in the particular language and end the abbreviation with a period. See the table below for a list of words for edition in a variety of languages and their abbreviations.

  - Separate the edition from the newspaper title by a space and place it in parentheses

    Example:

    Komsomolskaya Pravda (Moldove Izd.).

- For an edition statement written in a character-based language such as Chinese and Japanese:

  - Romanize (write in the roman alphabet) or translate the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables*.

  - Separate the edition from the newspaper title by a space and place it in parentheses

    Example:

    Yomiuri Shimbun (Chokan). *or* Yomiuri Shimbun (Morning Ed.).

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

Language	Word	Abbreviation
Danish	oplag	n.a.
Dutch	uitgave	Uitg
	editie	Ed

Box 18 continues on next page...

Box 18 continued from previous page.

Language	Word	Abbreviation
Finnish	julkaisu	Julk
French	edition	Ed
German	Ausgabe	Ausg
Greek	ekdosis	Ekd
Italian	edizione	Ed
Norwegian	publikasjon	Publ
Portuguese	edicao	Ed
Russian	izdanie	Izd
Spanish	edicion	Ed
Swedish	upplaga	n.a.

Box 19. Both a location and an edition included.

- Place the edition information within parentheses following the newspaper title and any indication of location
- Use a space to separate the edition from the title and location

  Examples:

  The (Baltimore) Sun (Weekend Ed.).

  (Minneapolis) Star-Tribune (Metro Ed.).

  El Pais (Madrid) (Ed. Europa).

Examples for Edition

12. Newspaper title with an edition

Type of Medium for Newspaper Articles (required)

General Rules for Type of Medium

- Indicate the specific type of medium (Internet, microfiche, ultrafiche, microfilm, microcard, etc.) following the title (and edition, if present) when a newspaper article is read on the Internet or appears in a microform
- Place the name of the medium in square brackets and end with a period. For example: [microfiche].
- Add information about the medium according to the instructions under Physical Description below. If the medium is Internet, there is no physical description.

Examples for Type of Medium

20. Newspaper article in a microform

23. Newspaper article on the Internet

Date of Publication for Newspaper Articles (required)

General Rules for Date of Publication

- Include the year, month, and day of publication in that order. For example: 2004 May 5.
- Convert roman numerals to arabic numbers, such as MM to 2000
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End date information with a semicolon unless no section letter, number, or name is found (see No section letter, number, or name is found below). Exception is if using a volume and issue in place of a section (see Optional volume and issue numbers used instead of section information below).

Box 21. No section letter, number, or name is found.

- End date information with a colon if no letter, number, or name for the section is found

  Peres J. Second look shows value of calcium. Chicago Tribune (Final Ed.). 2006 Apr 25:1 (col. 1).

Box 24. Optional volume and issue numbers used instead of section information.

- Long tradition omits volume and issue numbers from references to newspapers. The date combined with the section name, number, or letter substitutes for volume information.

- As an option, however, volume and issue numbers may be included the same way they are for journal articles. See Chapter 1A for details of formats.

- Note that section letters are incorporated into the page number when volumes and issues are used. In this case where you have volume and issue you end the date information with a semicolon rather than a colon.

  Example:

  Weiss R. Study shows problems in cloning people: researchers find replicating primates will be harder than other mammals. Washington Post (Home Ed.). 2003 Apr 1;126(127):A12 (col. 1).

Specific Rules for Date of Publication

- Non-English names for months
- No section letter, number, or name is found
- Options for date of publication

Box 20. Non-English names for months.

- Translate names of months into English

- Abbreviate them to the first three letters

- Capitalize them
  Examples:

  mayo = May

  luty = Feb

  brezen = Mar

Box 21a. **Options for date of publication.**

It is not NLM policy, but the following is an acceptable option:

The date of publication may follow the author names in the list of references when the name-year system of in-text references is used.

- Use the full date of publication

- Place the year after the last named author, followed by a period

- Keep other parts of the citation in their standard order

  NLM citation:

    Gaul G. When geography influences treatment options. Washington Post (Maryland Ed.). 2005 Jul 24;Sect. A:12 (col.1).

  Name-year system of citation:

    Gaul G. 2005 Jul 24. When geography influences treatment options. Washington Post (Maryland Ed.). Sect. A:12 (col.1).

Examples for Date of Publication

3. Standard newspaper article with optional volume and issue numbers

9. Newspaper article in a language other than English

10. Newspaper article in a language other than English with optional translated title

18. Newspaper with no section letter, number, or name

Section Letter, Number, or Name for Newspaper Articles (required)

General Rules for Section Letter, Number, or Name

- Abbreviate Section to Sect.
- Follow Sect. with the letter, number, or name of the section
- Convert roman numerals used for section numbers into arabic numerals, such that II becomes 2
- End section information with a colon

Specific Rules for Section Letter, Number, or Name

- Section with a name instead of a letter or number
- No section letter, number, or name is found
- Optional volume and issue numbers used instead of section information

Box 22. **Section with a name instead of a letter or number.**

- Sections may be named, as "Metro Section", "Weekend Section", or "Holiday Extra"

- Use these names in a reference only when the section lacks a number or letter

- Do not abbreviate names of sections other than the word Section to Sect. to avoid confusion

Box 22 continues on next page...

Box 22 continued from previous page.

Examples:

Kunkle F. Grievance panel seeks reprimand for Gansler. Washington Post (Home Ed.). 2003 Jul 3;Montgomery Extra:10 (col. 1).

Graedon J, Graedon T. Amnesia and cholesterol-lowering prescription drugs. The (Baltimore) Sun (Weekend Ed.). 2005 Jul 24;Home & Family:8N (col. 1).

Box 23. No section letter, number, or name is found.

- End date information with a colon and the location (pagination) if no letter, number, or name for the section is found

    Peres J. Second look shows value of calcium. Chicago Tribune (Final Ed.). 2006 Apr 25:1 (col. 1).

Examples for Section Letter, Number, or Name

3. Standard newspaper article with optional volume and issue numbers

15. Newspaper section with letter

16. Newspaper section with number

17. Newspaper section with name

18. Newspaper with no section letter, number, or name

Location (Pagination) for Newspaper Articles (required)

General Rules for Location (Pagination)

- Pagination in a newspaper article differs from pagination in all other types of publications in that only the first page of the article is used
- Give the beginning page number on which the article appears
- Include a letter when it precedes the page number only when using the options provided in Letters before page numbers
- End pagination information with a space

Box 25. Letters before page numbers.

- If a newspaper section is lettered, omit the letter before the beginning page number. For example, an article in Section C on page C13 is cited as "Sect. C:13".

    Brown D. Journal questions data in Vioxx study: 3 heart attacks not mentioned. Washington Post (District & Maryland Final). 2005 Dec 9;Sect. A:2 (col. 3).

- As an option, a section letter may be included in the page number, omitting mention of the section

    Brown D. Journal questions data in Vioxx study: 3 heart attacks not mentioned. Washington Post (District & Maryland Final). 2005 Dec 9:A2 (col. 3).

Box 25 continues on next page...

- An exception also occurs when optional volume and issue numbers are used. When using these numbers, include the section letter in the page number.

  Brown D. Journal questions data in Vioxx study: 3 heart attacks not mentioned. Washington Post (District & Maryland Final). 2005 Dec 9;129(4):A2 (col. 3).

Specific Rules for Location (Pagination)

- Letters before page numbers
- Roman numerals used as page numbers

Box 26. **Roman numerals used as page numbers.**

- Keep roman numerals expressing location (pagination). Use upper or lower case, whichever appears in the publication.

Examples for Location (Pagination)

1. Standard signed newspaper article

2. Standard unsigned newspaper article

19. Newspaper article with optional inclusion of letter with page number (omitting section)

Column Number for Newspaper Articles (required)

General Rules for Column Number

- Give the number of the column on which the article begins
- Precede the number with "col."
- Place column information in parentheses, as (col. 3)
- End column information with a period outside the closing parenthesis

Examples for Column Number

1. Standard signed newspaper article

2. Standard unsigned newspaper article

Physical Description for Newspaper Articles (optional)

General Rules for Physical Description

- Give information on the location of an article and its physical characteristics when the newspaper appears in a microform (microfilm, microfiche, etc.). For example: microfiche 2 of 3 microfiche: color, 2 x 4 in.

Specific Rules for Physical Description

- Language for describing physical characteristics

Box 27. Language for describing physical characteristics.

- If a newspaper is found on microfiche or microcards, follow the column number with information on the location of the article within the fiche or cards. For example, if the year or issue consists of 15 microfiche and the particular article being cited is on the third fiche, cite it as "microfiche 3 of 15 microfiche." Enter a colon and a space, then enter information on the physical characteristics, such as color and size. Separate types of information by commas.

  Typical words used include:

    color

    black & white

    positive

    negative

    4 x 6 in. (standard microfiche size)

    3 x 5 in. (standard microcard size)

  Examples of complete physical description statements:

    microfiche 1 of 3 microfiche: color, positive, 4 x 6 in.

    microcard 4 of 5 microcards: black & white, 3 x 5 in.

- If a newspaper is published on microfilm, follow the pagination with information on the film and its physical characteristics, such as color and size. Because microfilm reels carry a large volume of text, one or more years is usually contained within one reel.

  Typical words used include:

    color

    black & white

    positive

    negative

    35 mm.

    16 mm.

  Examples of complete physical description statements:

    1 reel: color, positive, 35 mm.

    1 reel: black & white, negative, 16 mm.

Examples for Physical Description

20. Newspaper article in a microform

Language for Newspaper Articles (required)

General Rules for Language

- Give the language of publication if other than English
- Capitalize the language name
- Follow the language name with a period

Examples for Language

9. Newspaper article in a language other than English

10. Newspaper article in a language other than English with optional translated title

Notes for Newspaper Articles (optional)

General Rules for Notes

- Notes is a collective term for any type of useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Dateline
- Other types of material to include in notes

Box 28. Dateline.

A dateline informs the reader of the place and date where a news item was created if these differ from the date and place of the newspaper as a whole.

- Enter the name of the city followed by a comma, a space, and the month and day

- Abbreviate months to the first 3 letters of the English name

- End the dateline with a period

    Example:

    Health workers win suit over smoking ban. New York Times (Final Ed.). 1990 Dec 2;Sect. 1:33 (col. 1). Washington, Dec 1.

Box 29. Other types of material to include in notes.

The notes element may be used to provide any information that the compiler of the reference feels is useful to the reader. Begin by citing the newspaper article, then add the note. Some examples of notes are:

- To indicate that an article being cited had a subsequent notice of erratum or retraction published, enter the phrase "Erratum in:" or "Retraction in:" followed by information on the article containing the erratum or retraction. Include the newspaper title, the date of publication, section, location (pagination), and column number. Use the same punctuation and format as you would for the article itself.

- To indicate that the article being cited is one of a series, describe the series

> Vedantam S. When staying cool seems better than being bad. Washington Post (Final Ed.). 2006 Aug 7;Sect. A:2 (col. 3). Part of a weekly series of stories about the sociology and psychology behind news events.

Examples for Notes

21. Newspaper article with a dateline

22. Newspaper article with other type of note

Examples of Citations to Newspaper Articles

1. Standard signed newspaper article

Gaul G. When geography influences treatment options. Washington Post (Maryland Ed.). 2005 Jul 24;Sect. A:12 (col. 1).

Harris G. FDA orders recall of intravenous pumps. New York Times (Washington Final). 2005 Jun 22;Sect. A:12 (col. 1).

Levine S. Obesity increase creating special needs. Miami Herald (Final Ed.). 2006 Jan 4;Sect. A:4 (col. 2).

Fialka JJ. How mercury rules designed for safety end up polluting. Wall Street Journal. 2006 Apr 20;Sect. A:1 (col. 1).

with optional full name

Fialka, John J. How mercury rules designed for safety end up polluting. Wall Street Journal. 2006 Apr 20;Sect. A:1 (col. 1).

2. Standard unsigned newspaper article

Major decline in U.S. deaths is recorded. New York Times (Washington Final). 2006 Apr 20;Sect. A:14 (col. 6).

Woman in L.A. tests positive for plague. Richmond Times-Dispatch. 2006 Apr 20;Sect. A:7 (col. 6).

3. Standard newspaper article with optional volume and issue numbers

Taking steps back to normal after novel rabies therapy. New York Times (National Ed.). 2005 Dec 25;155(53439):23 (col. 3).

4. Newspaper article with author surname showing designations of rank within a family

Maugh TH 2nd. Cancer deaths decline for 1st time since 1930: the drop in U.S. is slight but marks a milestone, as advances catch up with demographics. Los Angeles Times. 2006 Feb 9;Sect. A:6 (col. 1).

McNeil DG Jr. Dogs trained to sniff out cancer: experts skeptical of 99% accuracy claim. Chicago Tribune (Final Ed.). 2006 Jan 17:2 (col. 3).

5. Newspaper article with compound author surname

Perez-Pena R. Chernobyl takes its toll among emigres in U.S. New York Times (Washington Final). 2006 Apr 20;Sect. A:23 (col. 1).

Edersheim Kalb P. Finding out what's in your water. Wall Street Journal. 2006 Apr 20;Sect. D:2 (col. 3).

6. Newspaper article with author surnames having particles or prefixes (give as found in the article)

O'Brian B. For one minority, a bias that's just so not right. Washington Post (Maryland Ed.). 2006 Aug 13;Sect. D:1 (col. 1).

McCollum DG. More abuse victims would tell doctors - if doctors would ask. (Minneapolis) Star-Tribune (Metro Ed.). 1996 Feb 3;Sect. A:23 (col. 1).

LaFraniere S. Angola is hit by cholera outbreak. New York Times (Washington Final). 2006 Apr 20;Sect. A:6 (col. 6).

von Eberstein L. Recovery role cited at NABOR installation. (New Orleans) Times-Picayune. 2006 Jan 22:99 (col. 3).

7. Newspaper article with an organization as author

Bloomberg News. 3 drug makers gain as top sellers keep up pace. New York Times (Washington Final). 2006 Apr 20;Sect. C:13 (col. 1).

Associated Press. Mumps outbreak spreading in Midwest. Richmond Times-Dispatch. 2006 Apr 20;Sect. A:3 (col. 1).

8. Newspaper article with subtitle

Vergano D, Lefort M. Stem cell implants in apes' brains bring warning: panel issues research guidelines and cites the `moral' dimension. USA Today. 2005 Jul 18;Sect. D:4 (col. 2).

9. Newspaper article in a language other than English

Se retractan cientificos sudcoreanos; admiten mentiras sobre la clonacion. La Jornada (Mexico City). 2006 Jan 5;Sect. A:3 (col. 1). Spanish.

Tchernobyl, 20 ans apres: le vrai impact en France. Le Monde (France Metropolitan). 2006 Apr 25:1 (col. 5). French.

10. Newspaper article in a language other than English with optional translated title

Se retractan cientificos sudcoreanos; admiten mentiras sobre la clonacion [South Korean scientists retract themselves; they admit lies on cloning]. La Jornada (Mexico City). 2006 Jan 5;Sect. A:3 (col. 1). Spanish.

Tchernobyl, 20 ans apres: le vrai impact en France [Chernobly, 20 years after: the real impact on France]. Le Monde (France Metropolitan). 2006 Apr 25:1 (col. 5). French.

11. Newspaper title with city of publication added for clarification

Njera C. Warning over diabetes monitors: touch glucose meters have failed to make the grade, says US regulator. Daily Nation (Nairobi). 2006 Jan 5;Sect. 2:23 (col. 1).

McCollum DG. More abuse victims would tell doctors - if doctors would ask. (Minneapolis) Star-Tribune (Metro Ed.). 1996 Feb 3;Sect. A:23 (col. 1).

Tanner L. Junior's chubby cheeks are cute, but they might never go away: study says overweight toddlers likely to keep on those pounds. The Record (Stockton, AZ). 2006 Sep 5;Sect. A:1 (col. 2).

12. Newspaper title with an edition

Stein R. Nonprescription sales of cholesterol drug rejected: FDA panel says risk of side effects outweigh benefits. Washington Post (Final Ed.). 2005 Jan 15;Sect. A:3 (col. 4).

Harris G. FDA orders recall of intravenous pumps. New York Times (Washington Final). 2005 Jun 22;Sect. A:12 (col. 1).

Web site offers checkup on media health coverage. St. Louis Post Dispatch (3rd Ed.). 2006 Apr 17;Sect. A:3 (col. 5).

13. Newspaper title with both a city added and an edition

UnitedHealth-PacifiCare deal hailed, deplored. The (Baltimore) Sun (Weekend Ed.). 2005 Jul 8;Sect. E:1 (col.1).

La "gripe del pollo" vuela can las aves silvestres [The "bird flu" flies with the wild birds]. El Pais (Madrid) (Ed. Europa). 2005 Jul 17:28 (col. 1). Spanish.

14. National newspaper without geographic location

Hellmich N. Dieter says "oui!" to French diet. USA Today. 2005 Jul 18;Sect. D:4 (col.2).

15. Newspaper section with letter

Tanner L. Rare drug mix-up can paralyze or kill: cancer therapy alert issued. USA Today. 2005 Jul 18;Sect. D:7 (col. 5).

16. Newspaper section with number

Janega J. Spoonful of cold reality. Chicago Tribune (Final Ed. South-Southwest). 2006 Jan 10;Sect. 1:1 (col.1).

17. Newspaper section with name

Graedon J, Graedon T. Amnesia and cholesterol-lowering prescription drugs. The (Baltimore) Sun (Weekend Ed.). 2005 Jul 24;Home & Family:8N (col. 1).

Kunkle F. Grievance panel seeks reprimand for Gansler. Washington Post (Home Ed.). 2003 Jul 3;Montgomery Extra:10 (col. 1).

18. Newspaper with no section letter, number, or name

Peres J. Second look shows value of calcium. Chicago Tribune (Final Ed.). 2006 Apr 25:1 (col. 1).

La "gripe del pollo" vuela can las aves silvestres [The "bird flu" flies with the wild birds]. El Pais (Madrid) (Ed. Europa). 2005 Jul 17:28 (col. 1). Spanish.

19. Newspaper article with optional inclusion of letter with page number (omitting section)

Krasner J. Doctors wary of BIOGEN MS drug, survey says. Boston Globe (3rd Ed.). 2006 Mar 1:C4 (col. 1).

20. Newspaper article in a microform

A year later, efforts are on to avoid another botched transplant. New York Times (Late City Ed.) [microfilm]. 2004 Feb 22;Sect. L:26 (col.1). 1 reel: black & white, negative, 35 mm.

21. Newspaper article with a dateline

Taking steps back to normal after novel rabies therapy. New York Times (National Ed.). 2005 Dec 25;155(53439):23 (col. 3). Milwaukee, Dec 24.

LaFraniere S. Angola is hit by cholera outbreak. New York Times (Washington Final). 2006 Apr 20;Sect. A:6 (col. 6). Johannesburg, Apr 19.

Siegal N. Mumps epidemic spreads; more vaccine promised. New York Times (Washington Final). 2006 Apr 20;Sect. A:15 (col. 5). Iowa City, Apr 19.

22. Newspaper article with other type of note

Vedantam S. When staying cool seems better than being bad. Washington Post (Final Ed.). 2006 Aug 7;Sect. A:2 (col. 3). Part of a weekly series of stories about the sociology and psychology behind news events.

23. Newspaper article on the Internet

Carey B. Psychiatrists revise the book of human troubles. New York Times [Internet]. 2008 Dec 17 [cited 2008 Dec 19];Health:[about 3 p.]. Available from: http://www.nytimes.com/2008/12/18/health/18psych.html?_r=1&em

Grady D. Jump in doctor visits and deaths in flu season. New York Times [Internet]. 2008 Apr 18 [cited 2008 Dec 19];Research:[about 4 screens]. Available from: http://www.nytimes.com/2008/04/18/health/research/18flu.html?scp=7&sq=flu%20season&st=cse

Lyderson K. Risk of disease rises with water temperatures. Washington Post [Internet]. 2008 Oct 20 [cited 2008 Dec 19]:A08. Available from: http://www.washingtonpost.com/wp-dyn/content/article/2008/10/19/AR2008101901533.html Article includes a correction.
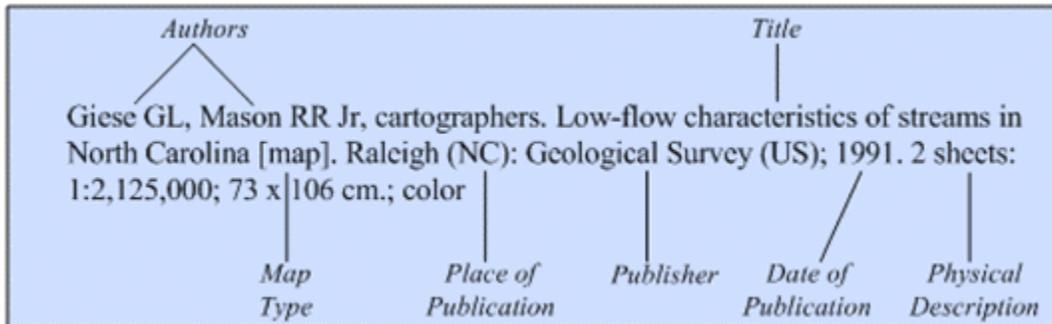
Chapter 9. Maps

Created: October 10, 2007; Updated: August 11, 2015.

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

Sample Citation and Introduction to Citing Maps

The general format for a reference to a map, including punctuation:

Examples of Citations to Maps

References to maps are very similar to books, with five major exceptions:

- Authors of maps are termed "cartographers".
- If the area covered by the map is not included in the title, it is added after the title in square brackets.
- The word map or the specific type of map is given after the title (and area if needed) in square brackets.
- Numbers of sheets, not pages, are given.
- Description of the map is usually provided, including its scale or projection, its physical size, and whether it is in color or black and white.

Maps in this section refer to those published as independent sheets. For citing maps appearing in books and atlases, see Chapter 2C Parts of Books.

Continue to Citation Rules with Examples for Maps.

Continue to Examples of Citations to Maps.

Citation Rules with Examples for Maps

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (cartographer) (R) | Author Affiliation (O) | Title (R) | Map Type (R) | Type of Medium (R) | Edition (R) | Editor and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Pagination (O) | Physical Description (O) | Series (O) | Language (R) | Notes (O)

Author (cartographer) for Maps (required)

General Rules for Author

- List names in the order they appear in the text
- Enter surname (family or last name) first for each author

- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname. For example: Smith AB.
- Give all authors, regardless of the number
- Separate author names from each other by a comma and a space
- End author information with a period
- See Editor and Other Secondary Authors below if there are authors and editors

Specific Rules for Author

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Organizations as author
- No author can be found
- Options for author names

Box 1. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames

    Estelle Palmer-Canton   *becomes*   Palmer-Canton E

    Ahmed El-Assmy   *becomes*   El-Assmy A

- Keep particles, such as O', D', and L'

    Alan D. O'Brien   *becomes*   O'Brien AD

    James O. L'Esperance   *becomes*   L'Esperance JO

    U. S'adeh   *becomes*   S'adeh U

- Omit all other punctuation in surnames

    Charles A. St.   *becomes*   St James CA

Box 2. Other surname rules.

- Keep prefixes in surnames

    Lama Al Bassit   *becomes*   Al Bassit L

    Jiddeke M. van de   *becomes*   van de Kamp JM

    Gerard de Pouvourville   *becomes*   de Pouvourville G

    Box 2 continues on next page...

Box 2 continued from previous page.

- Keep compound surnames even if no hyphen appears

    Sergio Lopez Moreno   *becomes*   Lopez Moreno S

    Jaime Mier y Teran   *becomes*   Mier y Teran J

    Virginie Halley des Fontaines   *becomes*   Halley des Fontaines V

    [If you cannot determine from the map whether a surname is compound or a combination of a middle name and a surname, look to any booklet or other material accompanying the map for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat a letter marked with diacritics or accents as if it were not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

Box 3. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names

    Jean-Louis Lagrot   *becomes*   Lagrot JL

- Use only the first letter of given names and middle names when they contain a prefix, a preposition, or other particle

    D'Arcy Hart   *becomes*   Hart D

    W. St. John Patterson   *becomes*   Patterson WS

    De la Broquerie Fortier   *becomes*   Fortier D

    Craig McC. Brooks *becomes* Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

    Ch. Wunderly *becomes* Wunderly C

    C. Fr. Erdman *becomes* Erdman CF

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter when the original initial is represented by more than one letter

    Iu. A. Iakontov *becomes* Iakontov IuA

    G. Th. Tsakalos *becomes* Tsakalos GTh

Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors that follow a personal name, such as M.D.

    James A. Reed, M.D., F.R.C.S. *becomes* Reed JA

    Kristine Schmidt, Ph.D. *becomes* Schmidt K

    Robert V. Lang, Major, US Army *becomes* Lang RV

- Omit rank and honors that precede a name, such as Colonel or Sir

    Sir Frances Hildebrand *becomes* Hildebrand F

    Dr. Jane Eberhard *becomes* Eberhard J

    Captain R.C. Williams *becomes* Williams RC

Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals

Examples:

    Vincent T. DeVita, Jr. *becomes* DeVita VT Jr

    James G. Jones II *becomes* Jones JG 2nd

    John A. Adams III *becomes* Adams JA 3rd

    Henry B. Cooper IV *becomes* Cooper HB 4th

Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese

- Capitalize only the first letter of romanized names when the original initial is represented by more than one letter

    Iu. A. Iakontov   *becomes*   Iakontov IuA

    G. Th. Tsakalos   *becomes*   Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat a letter marked with diacritics or accents as if it were not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

Box 7. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit "The" preceding an organizational name

    The American Cancer Society   *becomes*   American Cancer Society

- If a division or other part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

    University of Zimbabwe, Department of Geography

Box 7 continues on next page...

United Nations, Afghanistan Information Management Service

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

  National Geographic Society (US)

  Royal Geographical Society (GB)

  Department of Agriculture (US), Animal and Plant Health Inspection Service

- Separate two or more different organizations by a semicolon

  Photo Mosaic Aero Service Corporation; Geological Survey (US); Atomic Energy Commission (US)

  American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee

- If both individuals and an organization or organizations appear on a map as cartographers, use the names of the individuals as the author: give the organization(s) at the end of the reference as a note, if desired

  Meuschke JL, Moxham RM, cartographers. Airborne radioactivity survey of the Tabernacle Buttes area, Sublette and Fremont Counties, Wyoming [remote-sensing map]. Washington: Geological Survey (US); 1953. 1 sheet: 1:63,360; 36 x 53 cm. Compiled by staff of the Photo Mosaic Aero Service Corporation, the US Atomic Energy Commission, and the US Geological Survey.

- For names of organizations in languages other than English:

  ○ Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

    Istituto di Fisiologia Clinica del CNR

    Universitatsmedizin Berlin

    Geografiska Sallskapet i Finland [Geographical Society of Finland]

  ○ Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

    Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society]

  ○ Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

    [Japanese Society for Geographical Sciences]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

Box 7 continued from previous page.

- ○ Treat a letter marked with diacritics or accents as if it were not marked

  Å *treated as* A

  Ø *treated as* O

  Ç *treated as* C

  Ł *treated as* L

  à *treated as* a

  ĝ *treated as* g

  ñ *treated as* n

  ü *treated as* u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

  æ *treated as* ae

  œ *treated as* oe

Box 8. No author can be found.

- If no person or organization can be found as the cartographer but editors or translators are present, begin the reference with the names of the editors or translators. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.

  Morrison CP, Court FG, editors.

  Walser E, translator.

- If no person or organization can be identified as the cartographer and no editors or translators are given, begin the reference with the title of the map. Do not use anonymous.

  Maiden quadrangle, North Carolina, 1993 [topographic map]. Reston (VA): Geological Survey (US); 1996. 1 sheet: 1:24,000; Lambert conformal conic proj.; 68 x 56 cm.; color.

Box 9. Options for author names.

The following format is not NLM practice for citing authors, but is an acceptable option:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.

  Meyers, Keith R.; Lee, Barry; Lee, Michael F., cartographers. Respiratory cancer death rates, 1950-1979 [Louisiana] [map]. Baton Rouge (LA): Louisiana State University, Department of Geography and Anthropology; 1984. 2 maps on 1 sheet: 1:2,500,000; 17 x 20 cm.; black & white.

Examples for Author

1. Standard citation to a map

2. Map with designation of family rank for the author (cartographer)

3. Map with an organization as author (cartographer)

4. Map with no author (cartographer) provided

Author Affiliation for Maps (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the affiliation in parentheses. For example: (Department of Earth and Biological Sciences, Loma Linda University, Loma Linda, CA).
- Follow the affiliation with a comma placed outside the closing parenthesis, unless it is the affiliation of the last author, then use a period

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- Organizational names for affiliations not in English
- Names for cities and countries not in English
- E-mail address included

Box 10. **Abbreviations in affiliations.**

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

    Examples:

    Acad. for Academy

    Assoc. for Association

    Co. for Company

    Coll. for College

    Corp. for Corporation

    Dept. for Department

    Div. for Division

    Inst. for Institute or Institution

    Soc. for Society

    Univ. for University

    See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

Box 10 continues on next page...

Box 10 continued from previous page.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 11. Organizational names for affiliations not in English.

Give the affiliation of all cartographers or only the first cartographer.

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or two-letter ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

- Provide the name in the original language for non-English organizational names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain), cartographers.

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucuresti), Burcos T, Ungureanu CD, Zodieru-Popa I, cartographers.

    Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, cartographers.

- Translate organizational names in character-based languages (Chinese, Japanese)

    Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, cartographers.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat a letter marked with diacritics or accents as if it were not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

Box 11 continued from previous page.

      ñ   *treated as*   n

      ü   *treated as*   u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

      æ   *treated as*   ae

      œ   *treated as*   oe

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 12. Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name as found on the publication may always be used.

    Moskva   *becomes*   Moscow

    Wien   *becomes*   Vienna

    Italia   *becomes*   Italy

    Espana   *becomes*   Spain

Box 13. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears on the map

- Do not end an e-mail address with a period

- Place the e-mail address within the closing parenthesis for the author affiliation

  Example:

  Leitner M (Department of Geography and Anthropology, Louisiana State University, Baton Rouge, LA. leitner@lsu.edu), cartographer.

Examples for Author Affiliation

5. Map showing author (cartographer) affiliation

Title for Maps (required)

General Rules for Title

- Enter the title of a map as it appears in the original document, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless some other form of punctuation such as a question mark, period, or an exclamation point is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets

- End a title with a space

Specific Rules for Title

- Area of map not indicated in the title
- Titles not in English
- Titles in more than one language
- Titles containing a Greek letter, chemical formula, or another special character
- No title can be found

Box 14. Area of map not indicated in the title.

- If the title of the map does not tell the user the geographic area covered by the map, place the name for the area after the title, placed in square brackets.

  Examples:

  Respiratory cancer death rates, 1950-1979 [Louisiana] [map].

  Adolescent fertility rates, ages 15 to 19, 1994 [World] [map].

  District population per health facility [Kabul] [map].

  Pink bollworm quarantine [Southwestern United States] [map].

Box 15. Titles not in English.

- Provide the title in the original language for non-English titles found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Plano de los transportes publicos del area de salud 1 sur-este de Madrid [map]. Madrid: Comunidad de Madrid, Consejeria de Sanidad, Direccion General Planificacion Sanitaria; 2000. 2 maps on 1 sheet: 38 x 65 cm.; color. Spanish.

- Romanize (write in the roman alphabet) titles if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

  Vodacka mapa CSFR [map]. Prague: Kartografie Praha; 1991. 1 map on 2 sheets: 1:500,000; 79 x 157 cm.; color. Czech.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

  Beijing Shi ji ben yi liao bao xian ding dian yi liao ji gou ding dian ling shou yao dian zhi nan tu [map]. Beijing: Zhongguo di tu chu ban she; 2003. 2 maps on 1 sheet: 52 x 76 cm. and 38 x 38 cm.; color. Chinese.

  or

  [Local medical facilities and retail pharmacies in Beijing covered by basic medical insurance] [map]. Beijing: Zhongguo di tu chu ban she; 2003. 2 maps on 1 sheet: 52 x 76 cm. and 38 x 38 cm.; color. Chinese.

  Box 15 continues on next page...

Box 15 continued from previous page.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat a letter marked with diacritics or accents as if it were not marked

    > Å *treated as* A
    >
    > Ø *treated as* O
    >
    > Ç *treated as* C
    >
    > Ł *treated as* L
    >
    > à *treated as* a
    >
    > ĝ *treated as* g
    >
    > ñ *treated as* n
    >
    > ü *treated as* u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

    > æ *treated as* ae
    >
    > œ *treated as* oe

- Provide an English translation after the original language title whenever possible; place translations in square brackets

    > Plano de los transportes publicos del area de salud 1 sur-este de Madrid [Public transportation plan of the first southeastern health area of Madrid] [map]. Madrid: Comunidad de Madrid, Consejeria de Sanidad, Direccion General Planificacion Sanitaria; 2000. 2 maps on 1 sheet: 38 x 65 cm.; color. Spanish.

    > Beijing Shi ji ben yi liao bao xian ding dian yi liao ji gou ding dian ling shou yao dian zhi nan tu [Local medical facilities and retail pharmacies in Beijing covered by basic medical insurance] [map]. Beijing: [China Map Publishers]; 2003. 2 maps on 1 sheet: 52 x 76 cm. and 38 x 38 cm.; color. Chinese.

    > Vodacka mapa CSFR [Map of water sites of the Czechoslovak Federal Republic] [map]. Prague: Kartografie Praha; 1991. 1 map on 2 sheets: 1:500,000; 79 x 157 cm.; color. Czech.

Box 16. Titles in more than one language.

- If a map title is written in several languages, give the title in the first language found on the map and indicate all languages of publication after the pagination. Separate the languages by commas and end the list with a period.

    > Brugger EM, cartographer. Asien [map]. Frankfurt (Germany): Kartographischer Verlag Reinhard Ryborsch; 1992. 1 sheet: 1 cm. = 80 km.; 97 x 135 cm.; color. German, English, French.

Box 16 continued from previous page.

- If a map title is presented in two or more equal languages, as often occurs in Canadian publications, give all titles in the order in which they are given in the text, and place an equals sign between them. Indicate the particular languages, separated by commas, after the pagination. End the list with a period.

  Schwerdt Graphic Arts Ltd., cartographer. Carte de Montreal: communaute urbaine de Montreal = Montreal city plan: urban community [map]. Whitby (ON): Peter Heiler Ltd.; 1990. 1 sheet: 1:25,000; 110 x 199 cm.; color. French, English.

Box 17. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a map title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

  1,3-dichloro-5,5-dimethylhydantoin occupational exposure levels in the Netherlands [map].

  von Willebrand distribution [World] [map].

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

  Trends in γ-linolenic acid production in the United States [map].

  or

  Trends in gamma-linolenic acid production in the United States [map].

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

  TiO_2 in waste water in Japan [map].

  or

  TiO(2) in waste water in Japan [map].

Box 18. No title can be found.

- If a map has no formal title, construct a title using the name of the area covered by the map as the title
- Place the area name in square brackets

  Example:

  [World] [demographic map]. Washington: Bureau of the Census (US), Center for International Research; 1994. 8 maps on 4 sheets: 1:90,000,000; 20 x 39 cm.; color.

Examples for Title

6. Map with subtitle

7. Map with a title not in English

8. Map with a title not in English with optional translation

9. Map in two equal languages

10. Map in multiple languages

11. Map with location added after title

12. Map with constructed title

Map Type (required)

General Rules for Map Type

- A map type alerts the user that the reference is not to a standard book but to a map
- Place the specific type of map, such as demographic map or topographical map, after the map title, in square brackets
- If the specific type is unknown, simply use the word map
- Follow the bracketed map type with a period unless the map is in a non-print medium (see Type of Medium)

Specific Rules for Map Type

- Specific type of map included

Box 19. Specific type of map included.

- As an option, include the specific type of map cited, if known. Place the type in square brackets following the title.

  Examples:

  Maiden quadrangle, North Carolina, 1993 [topographic map]. Reston (VA): Geological Survey (US); 1996. 1 sheet: 1:24,000; Lambert conformal conic proj.; 68 x 56 cm.; color.

  Percent of population, 2000. One or more races including Asian [United States] [demographic map]. Washington: Census Bureau (US), Population Division; 2001. 1 sheet: 1:20,000,000; 14 x 24 cm.; color.

  2000 population distribution in the United States [dot distribution map]. Washington: Census Bureau (US), Geography Division; 2001. 1 sheet: 55 x 66 cm.; black & white.

  Meuschke JL, Moxham RM, cartographers. Airborne radioactivity survey of the Tabernacle Buttes area, Sublette and Fremont Counties, Wyoming [remote-sensing map]. Washington: Geological Survey (US); 1953. 1 sheet: 1:63,360; 36 x 53 cm.

- If the specific type is unknown, simply use the word map within the brackets

---

Examples for Map Type

13. Map with specific type indicated

Type of Medium for Maps (required)

General Rules for Type of Medium

- Indicate the specific type of medium (microfiche, ultrafiche, microfilm, microcard, etc.) when a map is published in a microform

- Insert the name of the medium within the square brackets for the map type, preceded by the word on. For example: [map on microfiche].
- Add information about the medium according to the instructions in Physical Description below
- See Chapter 18 and Chapter 22 for maps in electronic formats

Examples for Type of Medium

29. Map in a microform

Edition for Maps (required)

General Rules for Edition

- Indicate the edition/version being cited when a map is published in more than one edition or version
- Abbreviate common words if desired (see Abbreviation rules for editions)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period

Box 20. Abbreviation rules for editions.

- Abbreviate common words found in edition statements, if desired:

Word	Abbreviation
edition	ed.
abbreviated	abbr.
abridged	abr.
American	Am.
augmented	augm.
authorized	authoriz.
English	Engl.
enlarged	enl.
expanded	expand.
illustrated	ill.
modified	mod.
original	orig.
reprint(ed)	repr.
revised	rev.
special	spec.
translation	transl.
translated	

For additional abbreviations, see ISO 832:1994 - *Rules for the abbreviation of bibliographic terms*.

- Follow abbreviated words with a period and end all edition information with a period

Box 20 continues on next page...

> 3rd rev. ed.
>
> 1st Engl. ed.

Specific Rules for Edition

- Abbreviation rules for editions
- Non-English words for editions
- First editions

Box 21. Non-English words for editions.

- For non-English edition statements written in the roman alphabet (French, German, Spanish, Italian, etc.):

    ○ Provide the name in the original language

    ○ Abbreviate common words used in edition statements if the language is a familiar one

    ○ Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

    ○ Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

        ■ Treat letters marked with a diacritic or accent as if they are not marked

            Å *treated as* A

            Ø *treated as* O

            Ç *treated as* C

            Ł *treated as* L

            à *treated as* a

            ĝ *treated as* g

            ñ *treated as* n

            ü *treated as* u

        ■ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

            æ *treated as* ae

            œ *treated as* oe

    ○ Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

    ○ Separate the edition from the title proper by a space

Box 21 continues on next page...

- ○ Retain the punctuation used in the edition statement

- ○ Follow abbreviated words by a period and end the edition information with a period
  Examples:

    Ed. 1a.

    5. ed. interamente riv. e aggiornata.

    2. ed. veneta.

    Nuova ed.

    Seconda ed.

    4a ed. rev. e ampliada.

    2° ed. ampliada y actualizada.

- For an edition statement written in Cyrillic, Greek, Arabic, Hebrew, or Korean:

  - ○ Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables*.

  - ○ Abbreviate common words used in edition statements if the language is a familiar one

  - ○ Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

  - ○ Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

      Example: ĉ or ç *becomes* c

  - ○ Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

  - ○ Separate the edition from the title proper by a space

  - ○ Retain the punctuation used in the edition statement

  - ○ Follow abbreviated words by a period and end all edition information with a period
    Examples:

      Izd. 3., perer. i dop.

      2. dopunjeno izd.

      2. ekd. epeux.

      3. ekd.

- For an edition statement written in a character-based language such as Chinese and Japanese:

Box 21 continued from previous page.

- ○ Transliterate or translate the words for edition

- ○ Do not abbreviate any of the words or omit any words

- ○ Use the capitalization system of the particular language

- ○ Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  Examples:

    ǒ *becomes* o

    ū *becomes* u

- ○ Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- ○ Separate the edition from the title by a space

- ○ Retain the punctuation used in the edition statement.

- ○ End all edition information with a period

  Examples:

    Shohan.

    Dai 1-han.

    Dai 3-pan.

    Di 3 ban.

    Cai se ban, Xianggang di 1 ban.

    Che 6-p`an.

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

Language	Word for Edition	Abbreviation
Danish	oplag	n.a.
	udgave	
Dutch	uitgave	uitg.
	editie	ed.
Finnish	julkaisu	julk.
French	edition	ed.
German	Ausgabe	Ausg.

Box 21 continued from previous page.

Language	Word for Edition	Abbreviation
	Auflage	Aufl.
Greek	ekdosis	ekd.
Italian	edizione	ed.
Norwegian	publikasjon	publ.
	utgave	utg.
Portuguese	edicao	ed.
Russian	izdanie	izd.
	publikacija	publ.
Spanish	edicion	ed.
	publicacion	publ.
Swedish	upplaga	n.a.

Box 22. First editions.

- If a map does not carry any statement of edition, assume it is the first or only edition
- Use 1st ed. only when you know that subsequent editions have been published and you wish to cite the earlier one

Examples for Edition

14. Map with an edition

Editor and other Secondary Authors for Maps (optional)

General Rules for Editor and other Secondary Authors

- A secondary author modifies the work of the author. Examples include editors and translators.
- Place the names of secondary authors after the map type and any edition statement
- Use the same rules for the format of names presented in Author (cartographer) above
- Follow the last named editor with a comma and the word editor or editors; the last named translator with a comma and the word translator or translators, etc.
- End secondary author information with a period
- If there is no author, move secondary authors such as editors and translators to the author position in the reference

Specific Rules for Editor and other Secondary Authors

- More than one type of secondary author
- Secondary author performing more than one role
- Non-English names for secondary authors
- Organization as editor

Box 23. **More than one type of secondary author.**

A map may occasionally have several types of secondary author

- List all of them in the order they are given in the publication

- Separate each type of author and the accompanying role by a semicolon

- End secondary author information with a period
  Examples:

    Smith BC, editor; Carson HT, translator.

    Graber AF, Longstreet RG, translators; Johnson CT, editor.

Box 24. **Secondary author performing more than one role.**

If the same secondary author performs more than one role:

- List all of them in the order they are given in the publication

- Separate the roles by "and"

- End secondary author information with a period
  Example:

    Jones AB, editor and translator.

Box 25. **Non-English names for secondary authors.**

- Translate the word found for editor, translator, or other secondary author into English if possible to assist the reader. However, the wording found on the publication may always be used.

- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

Box 25 continues on next page...

Box 25 continued from previous page.

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

  æ *treated as* ae

  œ *treated as* oe

- To assist in identifying secondary authors, below is a brief list of non-English words for them:

Language	Word for Editor	Word for Translator
French	redacteur	traducteur
	editeur	
German	redakteur	ubersetzer
	herausgeber	dolmetscher
Italian	redattore	traduttore
	curatore	
	editore	
Russian	redaktor	perevodchik
	izdatel	
Spanish	redactor	traductor
	editor	

Box 26. Organization as editor.

On rare occasions an organization will be listed as the editor.

- Follow the instructions for entering the organizational name found under Organizations as author

- Place a comma and the word editor after the organizational name

  Example:

  Advisory Committee on Existing Chemicals of Environmental Relevance, editor.

Examples for Editor and other Secondary Authors

15. Map with editor(s)

Place of Publication for Maps (required)

General Rules for Place of Publication

- Place is defined as the city where the map was published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as London (ON) and London (England)

- Use the anglicized form for a non-US city, such as Vienna for Wein
- End place information with a colon and a space

Specific Rules for Place of Publication

- Non-US cities
- Joint publication
- Multiple places of publication
- No place of publication can be found

Box 27. Non-US cities.

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, whenever possible. However, the name as found on the publication may always be used.

- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å *treated as* A

    Ø *treated as* O

    Ç *treated as* C

    Ł *treated as* L

    à *treated as* a

    ĝ *treated as* g

    ñ *treated as* n

    ü *treated as* u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ *treated as* ae

    œ *treated as* oe

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:

  Montreal (QC):

  Ottawa (ON):

  Vancouver (BC):

- If the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.

  London:

Box 27 continued from previous page.

Rome:

Paris:

Madrid:

but

Malaga (Spain):   *or*   Malaga (ES):

Basel (Switzerland):   *or*   Basel (CH):

Oxford (England):   *or*   Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

Box 28. Joint publication.

- Two organizations may co-publish a map. Use the city of the first organization found on the map as the place of publication.

- Place the name of the second organization as a note at the end of the citation, if desired

  1985 national shellfish register of classified estuarine waters: regional maps of shellfish growing waters [map]. Washington: National Oceanic and Atmospheric Administration (US); 1985. 4 sheets: 1:2,500,000; 76 x 76 cm.; color. Co-published by the US Food and Drug Administration.

- Do not give multiple places as place of publication or include multiple publishers

Box 29. Multiple places of publication.

- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.
- As an option, if one place is a US city and the other(s) are not, use the US city

Box 30. No place of publication can be found.

- If no place of publication can be found on the map, but one can be found in a booklet or other publication accompanying the map or can be reasonably inferred (e.g., New York as the place for a publication of the American Geographical Society), place the city in square brackets, such as [New York]

  Percentage of persons not covered by health insurance compared with the national average, by state: 1992 [United States] [map]. [Washington]: Census Bureau (US): [1993?]. 1 sheet: 22 x 28 cm.; color.

- If no place of publication can be found, use [place unknown]

  Dent BD, cartographer. Arkansas population distribution, with shaded relief features of the physical landscape [map]. [place unknown]: B.D. Dent; c1984. 1 sheet: 1:1,000,000; 50 x 57 cm.; color.

Examples for Place of Publication

16. Map with geographic qualifier added to place of publication

17. Map with place of publication inferred

18. Map with unknown place of publication

Publisher for Maps (required)

General Rules for Publisher

- Record the name of the publisher as it appears in the map, using whatever capitalization and punctuation is found there
- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- When a division or other subsidiary part of a publisher appears in the publication, enter the publisher name first. For example: Louisiana State University, Department of Geography and Anthropology.
- End publisher information with a semicolon and a space

Specific Rules for Publisher

- Abbreviated words in publisher names
- Non-English names for publishers
- Government agencies and other national and international bodies as publisher
- Joint publication
- Multiple publishers
- No publisher can be found

Box 31. Abbreviated words in publisher names.

- Abbreviate commonly used words in publisher names, if desired

    Examples:

    Acad. for Academy

    Assoc. for Association

    Co. for Company

    Coll. for College

    Corp. for Corporation

    Dept. for Department

    Div. for Division

    Inst. for Institute or Institution

    Ltd. for Limited

    Soc. for Society

    Univ. for University

    See Appendix C for more abbreviations of commonly used English words.

    Box 31 continues on next page...

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

- Follow all abbreviated words with a period

Box 32. **Non-English names for publishers.**

- Give publisher names appearing in the roman alphabet (French, Spanish, Italian, etc.) in their original language

    Madrid: Comunidad de Madrid, Consejeria de Sanidad, Direccion General Planificacion Sanitaria; 2000.

- Romanize names given in Cyrillic, Greek, Arabic, Hebrew, Korean

    Prague: Kartografie Praha; 1991.

- Romanize names or translate names presented in and character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.

    Beijing: Zhongguo di tu chu ban she; 2003.

    [Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized.].

    or

    Beijing: [China Map Publishers]; 2003.

- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ   *treated as*   ae

Box 32 continued from previous page.

        œ   *treated as*   oe

- If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.

    Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press];

- If the name of a division of other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

    Valencia (Spain): Universidade de Valencia, Instituto de Ciencia y Documentacion Lopez Pinero;

- As an option, translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation has been given in the publication.

    Aarhus (Denmark): [Aarhus University Press];

Box 33. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

    National Cancer Institute (US)

    National Society on Alcoholism and Drug Dependence (NZ)

    Royal Geographical Society (GB)

    Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor who disseminates documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency that issued the map as the publisher and include distributor information as a note, preceded by "Available from:" .

    Thorson TD, cartographer. Ecoregions of Oregon [map]. Reston (VA): Geological Survey (US), National Health and Environmental Effects Research Laboratory, Western Ecology Division; 2004. 1 sheet: 33 x 44 cm,; color. Available from: US Government Printing Office, Washington, DC; I 19.79:EC 7/OR/2004.

Box 34. Joint publication.

- Two organizations may co-publish a map. Use the first organization appearing on the map as the publisher.

- Place the name of the second organization as a note at the end of the citation, if desired

- Do not give more than one name as publisher

Box 34 continued from previous page.

Example:

> 1985 national shellfish register of classified estuarine waters: regional maps of shellfish growing waters [map]. Washington: National Oceanic and Atmospheric Administration (US); 1985. 4 sheets: 1:2,500,000; 76 x 76 cm.; color. Co-published by the US Food and Drug Administration.

Box 35. Multiple publishers.

- If more than one publisher is found on a map, use the first one given or the one set in the largest type or bold type

- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.

- Do not list multiple publishers. For those maps with joint or co-publishers, use the name given first as the publisher and include the name of the second as a note if desired. For example, use "Jointly published by the Royal Geographical Society".

- End publisher information with a semicolon

  Example:

  > 1985 national shellfish register of classified estuarine waters: regional maps of shellfish growing waters [map]. Washington: National Oceanic and Atmospheric Administration (US); 1985. 4 sheets: 1:2,500,000; 76 x 76 cm.; color. Co-published by the US Food and Drug Administration.

Box 36. No publisher can be found.

- If no publisher can be found, use [publisher unknown].

  > Mathewson KM, cartographer. Recent unexplained mass mortality of marine fauna: a look at ocean nuclear waste dumps as possible sources of stress [Northeast Atlantic Ocean] [map]. New York: [publisher unknown]; 2004. 1 sheet: 117 x 105 cm.; color.

Examples for Publisher

19. Map with subsidiary division of the publisher

20. Map published by governmental or other national/international organization

21. Map with joint or co-publisher

22. Map with unknown publisher

Date of Publication for Maps (required)

General Rules for Date of Publication

- Always give the year of publication
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month of publication, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them to the first three letters, such as Jan

- End date information with a period

Specific Rules for Date of Publication

- Multiple years of publication
- Non-English names for months
- Date of publication and date of copyright
- No date of publication, but a date of copyright
- No date of publication or copyright can be found
- Options for date of publication

Box 37. Multiple years of publication.

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

  2002-2003

  1997-1998

  1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

  1999 Oct-2000 Mar

  2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen

  2005 Jan-Feb

  1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Box 38. Non-English names for months.

- Translate names of months into English

- Abbreviate them using the first three letters

- Capitalize them
  Examples:

  mayo = May

  luty = Feb

  brezen = Mar

Box 39. **Date of publication and date of copyright.**

Some maps have both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the date of publication unless three or more years separates the two dates
- In this situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, "2002, c1997".

This convention alerts a user that the information in the publication is older than the date of publication implies.

Box 40. **No date of publication, but a date of copyright.**

- A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005.

    Cincinnati and vicinity [map]. Lake Monroe (FL): Universal Map; c2002. 1 sheet: 2 1/4 inch = 1 mile;123 x 183 cm.; color.

Box 41. **No date of publication or copyright can be found.**

- If neither a date of publication nor a date of copyright can be found, but a date can be estimated because of material contained in the map itself or on accompanying material, place a question mark after the estimated date and place date information in square brackets

    Percentage of persons not covered by health insurance compared with the national average, by state: 1992 [United States] [map]. [Washington]: Census Bureau (US): [1993?]. 1 sheet: 22 x 28 cm.; color.

- If neither a date of publication nor a date of copyright can be found nor can the date be estimated, use [date unknown]

    Aces Products, cartographer. Navajo Nation, U.S.A., P.H.S., Indian Health Service [map]. Window Rock (AZ): Indian Health Service (US), Navajo Area; [date unknown]. 1 sheet: 1:1,600,000; 26 x 31 cm.; color.

Box 41a. **Options for date of publication.**

It is not NLM policy, but the following is an acceptable option:

The date of information may follow the author names in the list of references when the name-year system of in-text references is used

- Use the year of publication only

- Place the year after the last named author, followed by a period

- End publisher information with a period

    NLM citation:

Box 41a continued from previous page.

> Thorson TD, cartographer. Ecoregions of Oregon [map]. Reston (VA): Geological Survey (US), National Health and Environmental Effects Research Laboratory, West Ecology Division; 2004.

Name-year system of citation:

> Thorson TD, cartographer. 2004. Ecoregions of Oregon [map]. Reston (VA): Geological Survey (US), National Health and Environmental Effects Research Laboratory, West Ecology Division.

Examples for Date of Publication

23. Map with month included in date of publication

24. Map with date of copyright instead of publication

25. Map with date of publication estimated

26. Map with unknown date of publication

Pagination for Maps (optional)

General Rules for Pagination

- Provide the total number of sheets on which the map appears
- Follow the sheet total with a space and the word sheet or sheets
- End pagination information with a colon and a space, unless no Physical Description is provided, then use a period

Specific Rules for Pagination

- More than one map on a sheet or more than one sheet per map

Box 42. More than one map on a sheet or more than one sheet per map.

- If more than one map appears on a sheet, include this information with the pagination. Place the number of maps before the number of sheets.

  2 maps on 1 sheet: 1:2,500,000; 17 x 20 cm.; black & white.

  10 maps on 1 sheet: 23 x 17 cm. and 10 x 7 cm.; color.

  8 maps on 4 sheets: 1:90,000,000; 20 x 39 cm.; color.

- If a map appears on more than one sheet, include this information with the pagination

  2 sheets: 1:4,500,000; sheets 92 x 62 cm.; color.

  8 maps on 4 sheets: 1:90,000,000; 20 x 39 cm.; color.

Examples for Pagination

27. Map pagination and physical description

Physical Description for Maps (optional)

General Rules for Physical Description

- Begin with the scale of the map, followed by a semicolon and a space. For example: 1:250,000;
- Enter the size of the map in centimeters, followed by a semicolon and a space. For example: 80 x 44 cm.;
- Indicate if the map is in color or black & white
- End the map description with a period
- Give information on the physical characteristics if a map is published in a microform (microfilm, microfiche, etc.). For example: 1 microfiche: black & white, negative, 2 x 4 in.

Specific Rules for Physical Description

- Language for describing map characteristics
- Language for describing microform characteristics

Box 43. Language for describing map characteristics.

- Describe map characteristics using the features listed below

    - Give each feature as it is found on the map

    - Abbreviate measures used if desired

        centimeters = cm.

        inches = in.

        miles = mi.

        kilometers = km.

    - Separate one feature from another by a semicolon and a space

    - End the last of the features with a period

- Scale

    Examples:

        1:45,000

        1:2,125,000

        2 1/4 in. = 1 mi.

        1 cm. = 80 km.

- Size in centimeters

    Examples:

        33 x 44 cm.

        123 x 183 cm.

        If more than one map is found on a sheet and they differ in size, include all sizes:

Box 43 continues on next page...

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     2 maps on 1 sheet: 52 x 76 cm. and 38 x 38 cm.; color

- Color or black & white

  Examples:

      1 sheet: 1:1,600,000; 26 x 31 cm.; color.

      2 maps on 1 sheet: 1:2,500,000; 17 x 20 cm.; black & white.

- Projection is also sometimes found on a map

  - Use whatever wording is found on the map

  - Abbreviate projection to proj. if desired

  - Place projection information following the scale (or following the number of sheets if no scale is provided)

    Examples:

        1 sheet: 1:24,000; Lambert conformal conic proj.; 68 x 56 cm.; color.

        1 sheet: 1:54,109,440; Winkel tripel proj.; 46 x 74 cm.; color.

        8 maps on 1 sheet: 1:15,600,000; Azimuthal equidistant proj.; 26 x 20 cm. and 60 x 50 cm.; color.

Box 44. Language for describing microform characteristics.

If a map is published on microfiche, microfilm, or microcards:

- Begin with information on the number and type of physical pieces, followed by a colon and a space

      2 microfiche:

      3 microcards:

      1 reel: [of microfilm]

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches and mm. for millimeters. Separate types of information by commas.

  Typical words used include:

      color

      black & white

      positive

      negative

      4 x 6 in. (standard microfiche size)

      3 x 5 in. (standard microcard size)

> 35 mm. (a standard microfilm size)
>
> 16 mm. (a standard microfilm size)
>
> *Examples of complete physical description statements:*
>
> 3 microfiche: color, positive, 4 x 6 in.
>
> 5 microcards: black & white, 3 x 5 in.
>
> 1 reel: black& white, negative, 35 mm.
>
> - Place any microform description after the map characteristics

Examples for Physical Description

27. Map pagination and physical description

28. Map physical description showing projection

29. Map in a microform

Series for Maps (optional)

General Rules for Series

- Begin with the name of the series
- Capitalize only the first word and proper nouns
- Follow the name with any numbers provided. For example, vol. 3 for a volume or no. 12 for an issue number.
- Separate the title and the number by a semicolon and a space
- Place series information in parentheses
- End series information with a period, placed outside the closing parenthesis

Examples for Series

30. Map in a series

Language for Maps (required)

General Rules for Language

- Give the language of publication if other than English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Maps appearing in more than one language

Box 45. **Maps appearing in more than one language.**

- If the text of a map is written in several languages, give the title in the first language found on the map and indicate all languages of publication after the pagination. Separate the languages by commas.

    Brugger EM, cartographer. Asien [map]. Frankfurt (Germany): Kartographischer Verlag Reinhard Ryborsch; 1992. 1 sheet: 1 cm. = 80 km.; 97 x 135 cm.; color. German, English, French.

- If a map appears in two or more equal languages, as often occurs in Canadian publications, give all titles in the order in which they are presented on the map, with an equals sign between them. Indicate the particular languages, separated by a comma, after the pagination and description.

    Schwerdt Graphic Arts Ltd., cartographer. Carte de Montreal: communaute urbaine de Montreal = Montreal city plan: urban community [map]. Whitby (ON): Peter Heiler Ltd.; 1990. 1 sheet: 1:25,000; 110 x 199 cm.; color. French, English.

- If none of the languages is English, follow the title with a translation whenever possible. Place the translation in square brackets.

    Brugger EM, cartographer. Asien [Asia] [map]. Frankfurt (Germany): Kartographischer Verlag Reinhard Ryborsch; 1992. 1 sheet: 1 cm. = 80 km.; 97 x 135 cm.; color. German, English, French.

Examples for Language

7. Map with a title not in English

8. Map with a title not in English with optional translation

9. Map in two equal languages

10. Map in multiple languages

Notes for Maps (optional)

General Rules for Notes

- Notes is a collective term for any type of useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Map accompanied by written or other material
- Other types of material to include in notes

Box 46. **Map accompanied by written or other material.**

- If a booklet or other supplemental material accompanies a map, begin by citing the map

- Add the phrase "Accompanied by:" followed by a space and the number and type of material
    Examples:

    Accompanied by: 1 booklet.

    Accompanied by: World's most populous cities, lesson plan, 16 p.

Box 47. Other types of material to include in notes.

- If a map contains material of particular interest to the audience that may not be apparent from the title, describe it

  Veterans Health Services and Research Administration [United States] [map]. Rev. ed. Washington: Department of Veterans Affairs (US); 1991. 1 sheet: 28 x 43 cm.; color. Shows VA regional offices, medical centers, and outpatient clinics.

  AIDS and HIV in Latin America and the Caribbean [map]. Washington: Central Intelligence Agency (US); 1993. 2 maps on 1 sheet: 40 x 75 cm.; color. Information taken from reports to World Health Organization, Pan American Health Organization, USAID, and from official estimates in various countries.

  Mathes MV, Waldron MC, cartographers. Distribution of fluoride in ground water of West Virginia [map]. Charleston (WV): Geological Survey (US); 1993. 1 sheet: 1:2,125,000; 32 x 36 cm.; black & white. Prepared in cooperation with the West Virginia Geological and Economic Survey.

- If the map is a US government publication and may be obtained from the US Government Printing Office or the National Technical Information Service, provide the name and location of the service and the acquisition number. Begin with the phrase "Available from" followed by a colon and a space

  Thorson TD, cartographer. Ecoregions of Oregon [map]. Reston (VA): Geological Survey (US), National Health and Environmental Effects Research Laboratory, Western Ecology Division; 2004. 1 sheet: 33 x 44 cm.; color. Available from: US Government Printing Office, Washington, DC; I 19.79:EC 7/OR/2004.

- Give the name of a library or other archive where the map may be found. Begin with the phrase "Located at" followed by a colon and a space

  Brugger EM, cartographer. Asien [map]. Frankfurt (Germany): Kartographischer Verlag Reinhard Ryborsch; 1992. 1 sheet: 1 cm. = 80 km.; 97 x 135 cm.; color. German, English, French. Located at: Ohio State University Library, Columbus, Ohio; G7400 1992 .K3.

Examples for Notes

31. Map with note

Examples of Citations to Maps

1. Standard citation to a map

Buchholz D, cartographer. Street map, San Diego, southern area [map]. Oceanside (CA): Global Graphics; 2000. 1 sheet: 1:45,000; 89 x 68.5 cm.; color.

Davies DH, Wheeler RG, cartographers. Zimbabwe population distribution, August 1982 [map]. Causeway (Zimbabwe): Zimbabwe Surveyor-General; 1985. 1 sheet: 1:1,000,000; 78 x 88 cm.; color.

2. Map with designation of family rank for the author (cartographer)

Giese GL, Mason RR Jr, cartographers. Low-flow characteristics of streams in North Carolina [map]. Raleigh (NC): Geological Survey (US); 1991. 2 sheets: 1:2,125,000; 73 x 106 cm.; color.

3. Map with an organization as author (cartographer)

Aces Products, cartographer. Navajo Nation, U.S.A., P.H.S., Indian Health Service [Southwestern United States] [map]. Window Rock (AZ): Indian Health Service (US), Navajo Area; [date unknown]. 1 sheet: 1:1,600,000; 26 x 31 cm.; color.

Rwanda, Ministere de la Sante, cartographer. Rwanda health facilities [map]. Kigali (Rwanda): MINISANTE; 2000. 1 sheet: 60 x 92 cm.; color.

4. Map with no author (cartographer) provided

Sample PSUs for the health interview survey (HIS), 1980 redesign [United States] [map]. Washington: Bureau of the Census (US), Geography Division; 1986. 1 sheet: 1:5,000,000; 66 x 97 cm.; color.

Pink bollworm quarantine [Southwestern United States] [map]. Washington: Department of Agriculture (US), Animal and Plant Health Inspection Service; 1997. 1 sheet: 18 x 27 cm.; color.

5. Map showing author (cartographer) affiliation

Davies DH (Department of Geography, University of Zimbabwe, Harare, Zimbabwe), Wheeler RG, cartographers. Zimbabwe population distribution, August 1982 [map]. Causeway (Zimbabwe): Zimbabwe Surveyor-General; 1985. 1 sheet: 1:1,000,000; 78 x 88 cm.; color.

6. Map with subtitle

American Nuclear Society, cartographer. Commercial nuclear power stations around the world: operable, under construction or ordered, September 1991 [map]. La Grange Park (IL): Nuclear News; 1991. 7 maps on 1 sheet: 59 x 136 cm.; black & white.

7. Map with a title not in English

Plano de los transportes publicos del area de salud 1 sur-este de Madrid [map]. Madrid: Comunidad de Madrid, Consejeria de Sanidad, Direccion General Planificacion Sanitaria; 2000. 2 maps on 1 sheet: 38 x 65 cm.; color. Spanish.

Beijing Shi ji ben yi liao bao xian ding dian yi liao ji gou ding dian ling shou yao dian zhi nan tu [map]. Beijing: Zhongguo di tu chu ban she; 2003. 2 maps on 1 sheet: 52 x 76 cm. and 38 x 38 cm.; color. Chinese.

Vodacka mapa CSFR [Czechoslovak Federal Republic] [map]. Prague: Kartografie Praha; 1991. 1 map on 2 sheets: 1:500,000; 79 x 157 cm.; color. Czech.

8. Map with a title not in English with optional translation

Plano de los transportes publicos del area de salud 1 sur-este de Madrid [Public transportation plan of the first southeastern health area of Madrid] [map]. Madrid: Comunidad de Madrid, Consejeria de Sanidad, Direccion General Planificacion Sanitaria; 2000. 2 maps on 1 sheet: 38 x 65 cm.; color. Spanish.

Beijing Shi ji ben yi liao bao xian ding dian yi liao ji gou ding dian ling shou yao dian zhi nan tu [Local medical facilities and retail pharmacies in Beijing covered by basic medical insurance] [map]. Beijing: Zhongguo di tu chu ban she; 2003. 2 maps on 1 sheet: 52 x 76 cm. and 38 x 38 cm.; color. Chinese.

Vodacka mapa CSFR [Map of water sites of the Czechoslovak Federal Republic] [map]. Prague: Kartografie Praha; 1991. 2 sheets:1:500,000; 79 x 157 cm.; color. Czech.

9. Map in two equal languages

Schwerdt Graphic Arts Ltd., cartographer. Carte de Montreal: communaute urbaine de Montreal = Montreal city plan: urban community [map]. Whitby (ON): Peter Heiler Ltd.; 1990. 1 sheet: 1:25,000; 110 x 199 cm.; color. French, English.

10. Map in multiple languages

Brugger EM, cartographer. Asien [map]. Frankfurt (Germany): Kartographischer Verlag Reinhard Ryborsch; 1992. 1 sheet: 1 cm. = 80 km.; 97 x 135 cm.; color. German, English, French.

11. Map with location added after title

District population per health facility [Kabul] [map]. Kabul (Afganistan): United Nations, Afghanistan Information Management Service; 2004. 1 sheet: 61 x 84 cm.; color.

Pink bollworm quarantine [Southwestern United States] [map]. Washington: Department of Agriculture (US), Animal and Plant Health Inspection Service; 1997. 1 sheet: 18 x 27 cm.; color.

Distribution of helminthiases [World] [map]. New York: American Geographical Society; c1952. 15 maps on 1 sheet: 38 x 67 cm.; color.

12. Map with constructed title

[World] [demographic map]. Washington: Bureau of the Census (US), Center for International Research; 1994. 8 maps on 4 sheets: 1:90,000,000; 20 x 39 cm.; color.

13. Map with specific type indicated

Meuschke JL, Moxham RM, cartographers. Airborne radioactivity survey of the Tabernacle Buttes area, Sublette and Fremont Counties, Wyoming [remote-sensing map]. Washington: Geological Survey (US); 1953. 1 sheet: 1:63,360; 36 x 53 cm.

Maiden quadrangle, North Carolina, 1993 [topographic map]. Reston (VA): Geological Survey (US); 1996. 1 sheet: 1:24,000; Lambert conformal conic proj.; 68 x 56 cm.; color.

One or more races including Asian [United States] [demographic map]. Washington: Census Bureau (US), Population Division; 2001. 1 sheet: 1:20,000,000; 14 x 24 cm.; color.

2000 population distribution in the United States [dot distribution map]. Washington: Census Bureau (US), Geography Division; 2001. 1 sheet: 55 x 66 cm.; black & white.

14. Map with an edition

Richmond Virginia: includes downtown enlargement, indexed streets, place names, shopping centers, schools, airports, hospitals, places of worship, parks & recreation, and much more [map]. 2nd ed. Alexandria (VA): ADC of Alexandria; c1994. 1 sheet: 1:36,000; 66 x 97 cm.; color.

Veterans Health Services and Research Administration [United States] [map]. Rev. ed. Washington: Department of Veterans Affairs (US); 1991. 1 sheet: 28 x 43 cm.; color.

15. Map with editor(s)

Wood M, Keates JS, cartographers. Scotland, population distribution on the night of 23 April, 1961 [map]. Caird JB, Diamond DR, editors. Glasgow: William Collins & Sons Col.; 1965. 1 sheet: 1:500,000; 91 x 72 cm.; color.

16. Map with geographic qualifier added to place of publication

Hagstrom map of Ulster County, New York: fully street-indexed, U.S., state, interstate highways, Catskill Park, golf courses and country clubs, schools, hospitals, points of interest, zip codes, rr routes [map]. Maspeth (NY): Hagstrom Map Co.; c1997. 1 sheet: 1:42,000; 143 x 133 cm.; color.

17. Map with place of publication inferred

Percentage of persons not covered by health insurance compared with the national average, by state: 1992 [United States] [map]. [Washington]: Census Bureau (US): [1993?]. 1 sheet: 22 x 28 cm.; color.

18. Map with unknown place of publication

Dent BD, cartographer. Arkansas population distribution, with shaded relief features of the physical landscape [map]. [place unknown]: B.D. Dent; c1984. 1 sheet: 1:1,000,000; 50 x 57 cm.; color.

19. Map with subsidiary division of the publisher

Ghana, maternal malnutrition by region: percent mothers with children under 3 years who are malnourished [map]. Legon (Ghana): University of Ghana, Centre for Social Policy Studies; 1998. 1 sheet: 59 x 41 cm.; color.

District population per health facility [Kabul] [map]. Kabul (Afghanistan): United Nations, Afghanistan Information Management Service; 2004. 1 sheet: 61 x 84 cm.; color.

20. Map published by governmental or other national/international organization

U.S. Navy and Marine Corps guide to Native American groups [United States] [map]. Washington: Navy Department (US), Office of the Assistant Secretary; 1996. 2 sheets: 1:4,500,000; 92 x 62 cm.; color.

Thorson TD, cartographer. Ecoregions of Oregon [map]. Reston (VA): Geological Survey (US), National Health and Environmental Effects Research Laboratory, Western Ecology Division; 2004. 1 sheet: 33 x 44 cm.; color.

21. Map with joint or co-publisher

1985 national shellfish register of classified estuarine waters: regional maps of shellfish growing waters [United States] [map]. Washington: National Oceanic and Atmospheric Administration (US); 1985. 4 sheets: 1:2,500,000; 76 x 76 cm.; color. Co-published by the US Food and Drug Administration.

22. Map with unknown publisher

Mathewson KM, cartographer. Recent unexplained mass mortality of marine fauna: a look at ocean nuclear waste dumps as possible sources of stress [Northeast Atlantic Ocean] [map]. New York: [publisher unknown]; 2004. 1 sheet: 117 x 105 cm.; color.

23. Map with month included in date of publication

Adolescent fertility rates, ages 15 to 19, 1994 [World] [map]. Washington: Bureau of the Census (US), Center for International Research; 1994 Feb. 1 sheet: 1:90,000,000; 20 x 39 cm.; color.

24. Map with date of copyright instead of publication

Cincinnati and vicinity [map]. Lake Monroe (FL): Universal Map; c2002. 1 sheet: 2 1/4 in. = 1 mi.; 123 x 183 cm.; color.

25. Map with date of publication estimated

Percentage of persons not covered by health insurance compared with the national average, by state: 1992 [United States] [map]. [Washington]: Census Bureau (US): [1993?]. 1 sheet: 22 x 28 cm.; color.

26. Map with unknown date of publication

Aces Products, cartographer. Navajo Nation, U.S.A., P.H.S., Indian Health Service [Southwestern United States] [map]. Window Rock (AZ): Indian Health Service (US), Navajo Area; [date unknown]. 1 sheet: 1:1,600,000; 26 x 31 cm.; color.

27. Map pagination and physical description

Mathes MV, Waldron MC, cartographers. Distribution of fluoride in ground water of West Virginia [map]. Charleston (WV): Geological Survey (US); 1993. 1 sheet: 1:2,125,000; 32 x 36 cm.; black & white.

Veterans Health Services and Research Administration [United States] [map]. Rev. ed. Washington: Department of Veterans Affairs (US); 1991. 1 sheet: 28 x 43 cm.; color.

U.S. Navy and Marine Corps guide to Native American groups [United States] [map]. Washington: Navy Department (US), Office of the Assistant Secretary; 1996. 2 sheets: 1:4,500,000; 92 x 62 cm.; color.

Meyers KR, Lee B, Lee MF, cartographers. Respiratory cancer death rates, 1950-1979 [Louisiana] [map]. Baton Rouge (LA): Louisiana State University, Department of Geography and Anthropology; 1984. 2 maps on 1 sheet: 1:2,500,000; 17 x 20 cm.; black & white.

28. Map physical description showing projection

Maiden quadrangle, North Carolina, 1993 [topographic map]. Reston (VA): Geological Survey (US); 1996. 1 sheet: 1:24,000; Lambert conformal conic proj.; 68 x 56 cm.; color.

Natural hazards of North America [map]. Washington: National Geographic Society (US); c1998. 8 maps on 1 sheet: 1:15,600,000; Azimuthal equidistant proj.; 26 x 20 cm. and 60 x 50 cm.; color.

Millennium in maps. Population [World] [map]. Washington: National Geographic Society (US); 1998. 1 sheet: 1:54,109,440; Winkel tripel proj.; 46 x 74 cm.; color.

29. Map in a microform

Hutson SS, cartographer. Ground-water use by public supply systems in Tennessee in 1988 [map on microfiche]. Nashville (TN): Geological Survey (US); 1991. 1 sheet: 1:1,490,000; 18 x 59 cm.; color. 1 microfiche: color, positive, 4 x 6 in.

30. Map in a series

Loiselle MC, Horn MA, Medalie L, cartographers. Estimated withdrawals and use of freshwater in Maine, 1990 [map]. Reston (VA): Geological Survey (US); 1995. 10 maps on 1 sheet: 23 x 17 cm. and 10 x 7 cm.; color. (Water-resources investigations report; 93-4098).

31. Map with note

Cincinnati and vicinity [map]. Lake Monroe (FL): Universal Map; c2002. 1 sheet: 2 1/4 in. = 1 mi.; 123 x 183 cm.; color. Accompanied by: 1 booklet.

The world's most populous cities [map]. Asheville (NC): Poster Education; c1997. 1 sheet: 40 x 91 cm.; color. Accompanied by: World's most populous cities, lesson plan, 16 p.

Veterans Health Services and Research Administration [United States] [map]. Rev. ed. Washington: Department of Veterans Affairs (US); 1991. 1 sheet: 28 x 43 cm.; color. Shows VA regional offices, medical centers, and outpatient clinics.

AIDS and HIV in Latin America and the Caribbean [map]. Washington: Central Intelligence Agency (US); 1993. 2 maps on 1 sheet: 40 x 75 cm.; color. Information taken from reports to World Health Organization, Pan American Health Organization, USAID, and from official estimates in various countries.

Mathes MV, Waldron MC, cartographers. Distribution of fluoride in ground water of West Virginia [map]. Charleston (WV): Geological Survey (US); 1993. 1 sheet: 1:2,125,000; 32 x 36 cm.; black & white. Prepared in cooperation with the West Virginia Geological and Economic Survey.

Thorson TD, cartographer. Ecoregions of Oregon [map]. Reston (VA): Geological Survey (US), National Health and Environmental Effects Research Laboratory, Western Ecology Division; 2004. 1 sheet: 33 x 44 cm.; color. Available from: US Government Printing Office, Washington, DC; I 19.79:EC 7/OR/2004.

Brugger EM, cartographer. Asien [map]. Frankfurt (Germany): Kartographischer Verlag Reinhard Ryborsch; 1992. 1 sheet: 1 cm. = 80 km.; 97 x 135 cm.; color. German, English, French. Located at: Ohio State University Library, Columbus, Ohio; G7400 1992 .K3.

Chapter 10. Legal Documents

Created: October 10, 2007; Updated: January 14, 2009.

The legal profession employs a unique system of citation unlike that generally used in medicine and the sciences. This legal style is described in detail in *The Bluebook: a Uniform System of Citation* (18th ed. Cambridge (MA): Harvard Law Review Association; 2005). Because this legal standard is well established and its citation format accurately identifies legal documents for retrieval from law and general libraries, no attempt has been made to force references to legal materials such as public laws and hearings into a traditional format. Instead, examples of the common types of legal citations are provided here and the reader should consult *The Bluebook* for details.

The examples below pertain to US federal statues and legislative documents. They represent the standards followed in the United States and may not be applicable to legal documents in other countries. Documents produced by US states vary in format; see *The Bluebook*.

Unenacted Bill

- originated in the House

Treat Physicians Fairly Act, H.R. 4872, 109th Cong., 2d Sess. (2006).

- originated in the Senate

Hurricane Katrina Medicaid and SCHIP Relief Act, S. 1688, 109th Cong., 1st Sess. (2005).

Public Law

National All Schedules Prescription Electronic Reporting Act of 2005, Pub. L. 109-60, 119 Stat.1979 (Aug. 11, 2005).

Veterans Hearing Loss Compensation Act of 2002, Pub. L. No. 107-9, 115 Stat. 11 (May 24, 2001).

United States Code

Occupational Safety and Health Act (OSHA) of 1970, 29 U.S.C. Sect. 651 (2000).

Code of Federal Regulations

Epithelioma of the Eye, 9 C.F.R. Sect. 309.6 (2006).

Cardiopulmonary Bypass Intracardiac Suction Control, 21 C.F.R. Sect. 870.4430 (2002).

Federal Register

An item from the Federal Register is cited the same way as a standard journal article. Abbreviate the title to Fed Regist. and see Chapter 1A for journal article citation information.

Social Security Administration (US). Evidentiary requirements for making findings about medical equivalence. Final rules. Fed Regist. 2006 Mar 1;71(40):10419-33.

Congressional Hearing

- House

Plant Biotechnology Research and Development in Africa: Challenges and Opportunities: Hearing Before the Subcomm. on Research of the House Comm. on Science, 108th Cong., 1st Sess. (Jun. 12, 2003).

Arsenic in Drinking Water: An Update on the Science, Benefits and Cost: Hearing Before the Subcomm. on Environment, Technology and Standards of the House Comm. on Science, 107th Cong., 1st Sess. (Oct. 4, 2001).

- Senate

Public Health Preparedness in the 21st Century: Hearing Before the Subcomm. on Bioterrorism and Public Health Preparedness of the Senate Comm. on Health, Education, Labor, and Pensions, 109th Cong., 2d Sess. (Mar. 28, 2006).

Examining the Effects of Bovine Spongiform Encephalopathy (BSE) on U.S. Imports and Exports of Cattle and Beef: Hearing Before the Senate Comm. on Agriculture, Nutrition, and Forestry, 109th Cong., 1st Sess. (Feb. 3, 2005).

Congressional Report

- House report

Providing for Consideration of H.R. 525, Small Business Health Fairness Act of 2005, H.R. Rep. No. 109-183 (Jul. 25, 2005).

Methamphetamine Remediation Research Act of 2005, H.R. Rep. No. 109-42 (Apr. 13, 2005).

- Senate report

Foundation for the National Institutes of Health Improvement Act, S. Rep. No. 109-75 (May 26, 2005).

Meeting the Housing and Service Needs of Seniors Act of 2005, S. Rep. No. 109-178 (Nov. 15, 2005).

Citing Unpublished Material

Chapter 11. Forthcoming ("in press")

Created: October 10, 2007; Updated: May 18, 2018.

A. Forthcoming Journal Articles

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

B. Forthcoming Books

- Sample Citation and Introduction
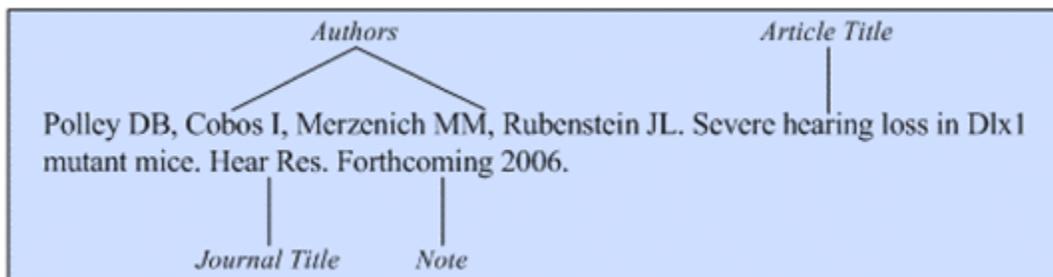- Citation Rules with Examples
- Examples

See also:

Chapter 1 Journals

Chapter 2 Books

A. Sample Citation and Introduction to Citing Forthcoming Journal Articles

The general format for a reference to a forthcoming journal article, including punctuation:

Examples of Citations to Forthcoming Journal Articles

Forthcoming material consists of journal articles or books accepted for publication but not yet published. "Forthcoming" has replaced the former "in press" because changes in the publishing industry make the latter term obsolete.

Do not include as forthcoming those articles that have been submitted for publication but have not yet been accepted for publication. Note that some publishers will not accept references to any form of unpublished items in a reference list.

You may add the affiliation of the first author or additional authors of the article to the citation to facilitate retrieval in the event there is some delay or change in final publication. For journal articles you may also include the exact volume and issue number if known.

For more examples of the components of citations, see Chapter 1A Journal Articles.

Continue to Citation Rules with Examples for Forthcoming Journal Articles.

Continue to Examples of Citations to Forthcoming Journal Articles.

Citation Rules with Examples for Forthcoming Journal Articles

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Author Affiliation (O) | Article Title (R) | Article Type (O) | Journal Title (R) | Edition (R) | Type of Medium (R) | Volume Number (O) | Issue Number (O) | Language (R) | Notes (R)

Author for Forthcoming Articles (required)

General Rules for Author

- List names in the order they will appear in the final document
- Enter surname (family or last name) first for each author/editor
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all authors, regardless of the number
- Separate author names from each other by a comma and a space
- End author/editor information with a period

Specific Rules for Author

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Organizations as author
- No author included
- Options for author names

Box 1. Surnames with hyphens and other punctuation in them.

- Keep hyphens within surnames

  Estelle Palmer-Canton   *becomes*   Palmer-Canton E

  Ahmed El-Assmy   *becomes*   El-Assmy A

- Keep particles, such as O', D', and L'

  Alan D. O'Brien   *becomes*   O'Brien AD

  Jacques O. L'Esperance   *becomes*   L'Esperance JO

  U. S'adeh   *becomes*   S'adeh U

Box 1 continues on next page...

Box 1 continued from previous page.

- Omit all other punctuation within surnames

    Charles A. St. James   *becomes*   St James CA

Box 2. Other surname rules.

- Keep prefixes in surnames

    Lama Al Bassit   *becomes*   Al Bassit L

    Jiddeke M. van de Kamp   *becomes*   van de Kamp JM

    Gerard de Pouvourville   *becomes*   de Pouvourville G

- Keep compound surnames even if no hyphen appears

    Sergio Lopez Moreno   *becomes*   Lopez Moreno S

    Jaime Mier y Teran   *becomes*   Mier y Teran J

    Virginie Halley des Fontaines   *becomes*   Halley des Fontaines V

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat a letter marked with diacritics or accents as if it were not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

Box 3. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names

    Jean-Louis Lagrot   *becomes*   Lagrot JL

Box 3 continues on next page...

Box 3 continued from previous page.

- Use only the first letter of given names and middle names when they contain a prefix, a preposition, or other particle

  D'Arcy Hart   *becomes*   Hart D

  W. St. John Patterson   *becomes*   Patterson WS

  De la Broquerie Fortier   *becomes*   Fortier D

  Craig McC. Brooks   *becomes*   Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

  Ch. Wunderly   *becomes*   Wunderly C

  C. Fr. Erdman   *becomes*   Erdman CF

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter when the original initial is represented by more than one letter

  Iu. A. Iakontov   *becomes*   Iakontov IuA

  G. Th. Tsakalos   *becomes*   Tsakalos GTh

Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors that follow a personal name, such as M.D

  James A. Reed, M.D., F.R.C.S.   *becomes*   Reed JA

  Katherine Schmidt, Ph.D.   *becomes*   Schmidt K

  Robert V. Lang, Major, US Army   *becomes*   Lang RV

- Omit rank and honors that precede a name, such as Colonel or Sir

  Sir Frances Hildebrand   *becomes*   Hildebrand F

  Dr. Kristine Eberhard   *becomes*   Eberhard K

  Captain R.C. Williams   *becomes*   Williams RC

Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals

  Examples:

  Vincent T. DeVita, Jr.   *becomes*   DeVita VT Jr

Box 5 continues on next page...

Box 5 continued from previous page.

James G. Jones II   *becomes*   Jones JG 2nd

John A. Adams III   *becomes*   Adams JA 3rd

Henry B. Cooper IV   *becomes*   Cooper HB 4th

Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names when they are in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese

- Capitalize only the first letter of romanized names when the original initial is represented by more than one letter

    Iu. A. Iakontov   *becomes*   Iakontov IuA

    G. Th. Tsakalos   *becomes*   Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat a letter marked with diacritics or accents as if it were not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

Box 7. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

Box 7 continues on next page...

Box 7 continued from previous page.

- Omit "The" preceding an organizational name

  The American Cancer Society   *becomes*   American Cancer Society

- If a division or other part of an organization will be included in the publication, give the parts of the name in descending hierarchical order, separated by commas

  American Medical Association, Committee on Ethics.

  International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

  American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country within parentheses after the name, using the two-letter ISO country code (see Appendix D)

  National Academy of Sciences (US).

  Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

  Canadian Association of Orthodontists; Canadian Dental Association.

  American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization(s) will appear on the title page of an article as authors, give both, in the order they will appear in the article; separate them by a semicolon

  Sugarman J, Getz K, Speckman JL, Byrne MM, Gerson J, Emanuel EJ; Consortium to Evaluate Clinical Research Ethics.

  Pinol V, Castells A, Andreu M, Castellvi-Bel S, Alenda C, Llor X, Xicola RM, Rodriguez-Moranta F, Paya A, Jover R, Bessa X; Spanish Gastroenterological Association, Gastrointestinal Oncology Group.

  Margulies EH; NISC Comparative Sequencing Program; Maduro VV, Thomas PJ, Tomkins JP, Amemiya CT, Luo M, Green ED.

- For names of organizations in languages other than English:

  ○ Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they will appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

    Istituto di Fisiologia Clinica del CNR.

    Universitatsmedizin Berlin.

    Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

Box 7 continued from previous page.

○ Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

[Russian Respiratory Society].

○ Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

[Chinese Medical Society].

○ Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

▪ Treat a letter marked with diacritics or accents as if it were not marked

Å *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ĝ *treated as* g

ñ *treated as* n

ü *treated as* u

▪ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

æ *treated as* ae

œ *treated as* oe

Box 8. No author included.

• If no person or organization will be given as the author but editors or translators will be given, begin the reference with the names of the editors or translators. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.

Morrison CP, Court FG, editors.

Walser E, translator.

• If no person or organization will be identified as the author and no editors or translators will be given, begin the reference with the title of the article. Do not use anonymous.

Box 8 continued from previous page.

> NCRP Report 151. Structural shielding design and evaluation for megavoltage x-and gamma-ray radiotherapy facilities. J Radiol Prot. Forthcoming 2006.

Box 9. Options for author names.

The following formats are not NLM practice for citing authors, but they are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon.

  > Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A. Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- The number of authors may be limited to a specific number, such as the first three authors or first six authors, if space is a consideration. Follow the last named author with a comma and "et al." or "and others."

  > Rastan S, Hough T, Kierman A, et al.

  > Adler DG, Baron TH, Davila RE, Egan J, Hirota WK, Leighton JA, and others.

- If both individuals and an organization or organizations will appear on the title page of the article as authors, the individuals may be given as the author and the organization listed at the end of the reference as a note

  > Buyse M, Loi S, van't Veer L, Viale G, Delorenzi M, Glas AM, d'Assignies MS, Bergh J, Lidereau R, Ellis P, Harris A, Bogaerts J, Therasse P, Floore A, Amakrane M, Piette F, Rutgers E, Sotiriou C, Cardoso F, Piccart MJ. Validation and clinical utility of a 70-gene prognostic signature for women with node-negative breast cancer. J Natl Cancer Inst. Forthcoming 2006. Authors represent the TRANSBIG Consortium.

Examples for Author

1. Standard citation for a forthcoming article

2. Forthcoming article with optional full first names

3. Forthcoming article with author names showing designation of rank in a family

4. Forthcoming article with authors having compound surnames

5. Forthcoming article with prefixes or particles in author surnames

6. Forthcoming article with no author or editor

Author Affiliation for Forthcoming Articles (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the affiliation

- Place the affiliation in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the parentheses, unless it is the affiliation of the last author, then use a period

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

Box 10. Abbreviations in affiliations.

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

  Examples:

  Acad. for Academy

  Assoc. for Association

  Co. for Company

  Coll. for College

  Corp. for Corporation

  Dept. for Department

  Div. for Division

  Inst. for Institute or Institution

  Soc. for Society

  Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference, abbreviate the same word in all references.

Box 11. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears in the publication

Box 11 continues on next page...

Box 11 continued from previous page.

- Place the e-mail address within the closing parenthesis for the author affiliation

- Do not end an e-mail address with a period

    Example:

    Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

Box 12. Organizational names for affiliations not in English.

- Give the affiliation of all authors or only the first author

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or two-letter ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses

- For non-English organizational names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.), provide the name in the original language

    Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

    Pinet LM (Departamento de Servicios de Salud de Emergencia, Escuela de Posgrado, Universidad de Maryland, Condado de Baltimore, USA. lpinetl@umbc.edu).

- Romanize (write in the roman alphabet) or translate organizational names if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucuresti), Burcos T, Ungureanu CD, Zodieru-Popa I.

    Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese)

    Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat a letter marked with diacritics or accents as if it were not marked

        Å   *treated as*   A

        Ø   *treated as*   O

Box 12 continued from previous page.

Ç	*treated as*	C
Ł	*treated as*	L
à	*treated as*	a
ĝ	*treated as*	g
ñ	*treated as*	n
ü	*treated as*	u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

æ	*treated as*	ae
œ	*treated as*	oe

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name that will be carried on the publication may always be used.

- Place the affiliation in parentheses

Box 13. **Names for cities and countries not in English.**

- Use the English form for names of cities and countries whenever possible. However, the name that will be carried on the publication may always be used.

Moskva	*becomes*	Moscow
Wien	*becomes*	Vienna
Italia	*becomes*	Italy
Espana	*becomes*	Spain

Examples for Author Affiliation

7. Forthcoming article with author affiliation

Article Title for Forthcoming Articles (required)

General Rules for Article Title

- Enter the title of an article or book as it will appear in the final document, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless some other form of punctuation such as a question mark, period, or an exclamation point is already present
- Follow non-English titles with a translation, whenever possible; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it or a Type of Medium follows it (see below)

Specific Rules for Article Title

- Article titles not in English

- Article titles in more than one language
- Translated article titles ending in punctuation other than a period
- Article titles containing a Greek letter, chemical formula, or another special character

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Box 14. Article titles not in English.

- Translate article titles not in English. Place all translated titles in square brackets. Indicate the language after the journal title.

  Perea-Carrasco R, Castano-Lopez MA, Perez-Coronel R. [Adequate use of drugs and therapeutic efficacy]. Med Clin (Barc). Spanish. Forthcoming 2006.

- Whenever possible, place the original language title or romanized title before the translation

  - Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

    Thallinger C, Joukhadar C. Cytochrom-P450 mediierte Arzneimittelinteraktionen mit Antibiotika [Cytochrom-P450 mediated drug interactions caused by antibiotics]. Wien Med Wochenschr. German. Forthcoming 2006.

  - Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - Treat a letter marked with diacritics or accents as if it were not marked

      Å *treated as* A

      Ø *treated as* O

      Ç *treated as* C

      Ł *treated as* L

      à *treated as* a

      ĝ *treated as* g

      ñ *treated as* n

      ü *treated as* u

    - Treat two or more letters printed as a unit (ligated letters) as if they were two letters

      æ *treated as* ae

      œ *treated as* oe

Example:

  Perea-Carrasco R, Castano-Lopez MA, Perez-Coronel R. Uso racional del medicamento y eficacia terapeutica [Adequate use of drugs and therapeutic efficacy]. Med Clin (Barc). Spanish. Forthcoming 2006.

Box 15. **Article titles in more than one language.**

- If an article title will be provided in English as well as other languages, give the English language version of the article title and indicate all languages of publication after the journal title, separated by commas

    Slama K. Background information for adopting a policy encouraging earmarked tobacco and alcohol taxes for the creation of health promotion foundations. Promot Educ. English, French, Spanish. Forthcoming 2006.

- If an article title will be provided in more than one language and none of them is English, translate the title into English and place the translation within square brackets. Indicate all languages of publication after the journal title, separated by commas.

    Teubner E, Marinello CP. [Determination of prospective tooth positions by means of model analysis--the Staub Cranial System]. Schweiz Monatsschr Zahnmed. French, German. Forthcoming 2006.

    - As an option, precede the translated title with the original language title

        Teubner E, Marinello CP. Die Berechnung der prospektiven Zahnposition anhand einer Modellanalyse--das Staub Cranial-System [Determination of prospective tooth positions by means of model analysis--the Staub Cranial System]. Schweiz Monatsschr Zahnmed. French, German. Forthcoming 2006.

- If an article title is presented in two equal languages, as often occurs in Canadian publications, give both titles in the order in which they will be given in the text, with an equals sign between them. Indicate the particular languages, separated by commas, after the journal title.

    Macdonald N, Squires B, Hawkins D, Downie J, Aberman A, Armstrong P, Davidoff F, Detsky A, Hall J, Hennen B, Rouleau J, Roy C, Scott J, Stewart D. Editorial independence for CMAJ: signposts along the road = L'independance de la redaction du JAMC: des signes positifs. CMAJ. English, French. Forthcoming 2006.

Box 16. **Translated article titles ending in punctuation other than a period.**

- Most article titles end in a period. When a translation of an article title is provided, place it in square brackets. Place the closing period outside the brackets.

    Collinet P, Decanter C, Lefebvre C, Leroy JL, Vinatier D. [Endometriosis and infertility]. Gynecol Obstet Fertil. French. Forthcoming 2006.

    or

    Collinet P, Decanter C, Lefebvre C, Leroy JL, Vinatier D. Endometriose et infertilite [Endometriosis and infertility]. Gynecol Obstet Fertil. French. Forthcoming 2006.

- If a translated article title ends in another form of punctuation, keep that punctuation. Place it within the square brackets and end title information with a period.

    Carbonne B. [Hannah's term breech trial: for whom the bell tolls?]. Gynecol Obstet Fertil. French. Forthcoming 2006.

Box 16 continued from previous page.

> *or*
>
> Carbonne B. Essai de Hannah sur le mode d'accouchement en presentation du siege: pour qui sonne le glas? [Hannah's term breech trial: for whom the bell tolls?]. Gynecol Obstet Fertil. French. Forthcoming 2006.

Box 17. Article titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of an article title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

    Yao S, Zhang Y, Li J. c-jun/AP-1 activation does not affect the antiproliferative activity of phenethyl isothiocyanate, a cruciferous vegetable-derived cancer chemopreventive agent. Mol Carcinog. Forthcoming 2006.

    Sun Y. p53 and its downstream proteins as molecular targets of cancer. Mol Carcinog. Forthcoming 2006.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

    Suzuki T, Hide I, Matsubara A, Hama C, Harada K, Miyano K, Andra M, Matsubayashi H, Sakai N, Kohsaka S, Inoue K, Nakata Y. Microglial α7 nicotinic acetylcholine receptors drive a phospholipase C/IP$_3$ pathway and modulate the cell activation toward a neuroprotective role. J Neurosci Res. Forthcoming 2006.

    or

    Suzuki T, Hide I, Matsubara A, Hama C, Harada K, Miyano K, Andra M, Matsubayashi H, Sakai N, Kohsaka S, Inoue K, Nakata Y. Microglial alpha7 nicotinic acetylcholine receptors drive a phospholipase C/IP$_3$ pathway and modulate the cell activation toward a neuroprotective role. J Neurosci Res. Forthcoming 2006.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript within parentheses

    Suzuki T, Hide I, Matsubara A, Hama C, Harada K, Miyano K, Andra M, Matsubayashi H, Sakai N, Kohsaka S, Inoue K, Nakata Y. Microglial α7 nicotinic acetylcholine receptors drive a phospholipase C/IP$_3$ pathway and modulate the cell activation toward a neuroprotective role. J Neurosci Res. Forthcoming 2006.

    or

    Suzuki T, Hide I, Matsubara A, Hama C, Harada K, Miyano K, Andra M, Matsubayashi H, Sakai N, Kohsaka S, Inoue K, Nakata Y. Microglial alpha7 nicotinic acetylcholine receptors drive a phospholipase C/IP(3) pathway and modulate the cell activation toward a neuroprotective role. J Neurosci Res. Forthcoming 2006.

Examples for Article Title

8. Forthcoming article title beginning with a lower case letter

9. Forthcoming article title containing Greek letters, superscripts, or subscripts

10. Forthcoming article with a title not in English

11. Forthcoming article that is a letter to the editor

Article Type for Forthcoming Articles (optional)

General Rules for Article Type

- An article type alerts the user that the reference is to an abstract or a letter to the editor, not a full article
- Place [abstract] or [letter] after the article title
- Follow the bracketed article type with a period

Specific Rules for Article Type

- Article titles ending in punctuation other than a period
- Article titles not in English

Box 25. Articles titles ending in punctuation other than a period.

- Most journal article titles end in a period. Place [letter] or [abstract] inside the period.

    Ch'ng A, Lowe M. Celecoxib allergies and cross-reactivity [letter]. Intern Med J. Forthcoming 2006.

- If an article title ends in another form of punctuation, keep that punctuation and follow [letter] or [abstract] with a period.

    Ammendola E, Russo V, Politano L, Santangelo L, Calabro R. Is heart rate variability a valid parameter to predict sudden death in patients with Becker's muscular dystrophy? [letter]. Heart. Forthcoming 2006.

Examples for Article Type

11. Forthcoming article that is a letter to the editor

Journal Title for Forthcoming Articles (required)

General Rules for Journal Title

- Enter a journal title in the original language
- Abbreviate significant words in a journal title (see Abbreviation rules for journal titles below) and omit other words, such as articles, conjunctions, and prepositions
- Capitalize all remaining title words, including abbreviations
- End the journal title with a period unless an Edition statement or a Type of Medium is included (see below)

Box 18. Abbreviation rules for journal titles.

- Abbreviate and capitalize significant words in a journal title and omit other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and, L'.

    The Journal of Biocommunication *becomes* J Biocommun.

Box 18 continues on next page...

Box 18 continued from previous page.

La Pediatria Medica e Chirurgica *becomes* Pediatr Med Chir.

L'Orthodontie Francaise *becomes* Orthod Fr.

- ○ A list of the abbreviations for common English words used in journal titles is in Appendix A. Other sources for title-word abbreviations are:
  - ■ The NLM Catalog, which includes an interface to search by journal title, and the complete active PubMed title list.
  - ■ Appendix B for non-NLM sources

- Do not abbreviate journal titles that consist of a single word or titles written in a character-based language such as Chinese and Japanese

  Virology. *remains* Virology.

  Kansenshogaku Zasshi. *remains* Kansenshogaku Zasshi.

- Do not include journal subtitles as part of the abbreviated title

  JAMA: the Journal of the American Medical Association *becomes* JAMA.

  Injury Prevention: Journal of the International Society for Child and Adolescent Injury Prevention *becomes* Inj Prev.

- Omit any punctuation found within a title

  Journal of Neuro-Oncology *becomes* J Neurooncol.

  Drug-Nutrient Interactions *becomes* Drug Nutr Interact.

  Women's Health *becomes* Womens Health.

  Oral Surgery, Oral Medicine, Oral Pathology, Oral Radiology, and Endodontics *becomes* Oral Surg Oral Med Oral Pathol Oral Radiol Endod

- Some bibliographies and online databases show a place of publication after a journal title, such as Clin Toxicol (Phila). This practice is used to show that two or more journal titles with the same name reside in a library collection or database; the name of the city where the journal is published distinguishes the various titles. The city is usually shown in abbreviated format following the same rules as for words in journal titles, as Phila for Philadelphia in the example above. If you use a bibliography or database such as PubMed to help construct your reference and a place name is included, you may keep it if you wish.

- See also *Construction of National Library of Medicine Title Abbreviations*

Specific Rules for Journal Title

- Abbreviation rules for journal titles
- Non-English journal titles
- Single word journal titles
- Journals appearing in different editions
- Options for journal titles

Box 19. **Non-English journal titles.**

- For non-English journal titles appearing in the roman alphabet (French, German, Spanish, Italian, etc.), provide the name in the original language. Abbreviate it according to the Abbreviation rules for journal titles and capitalize all remaining words, including abbreviations. Indicate the language of the article after the journal title.

  Sante Ment Que. French. Forthcoming 2006.

- For a journal title in a non-roman alphabet:

  - Romanize (write in the roman alphabet) the title if it is in Cyrillic, Greek, Arabic, Hebrew, or Korean. Abbreviate it according to the Abbreviation rules for journal titles and capitalize all remaining words, including abbreviations. Indicate the language of the article after the journal title.

    Probl Tuberk Bolezn Legk. Russian. Forthcoming 2006.

    Refuat Hapeh Vehashinayim. Hebrew. Forthcoming 2006.

  - Romanize titles in a character-based language (Chinese, Japanese). Do not abbreviate any of the words or omit any words; use the capitalization system of the particular language. Indicate the language of the article after the journal title.

    Nihon Ishigaku Zasshi. Japanese. Forthcoming 2006.

    Zhonghua Wei Zhong Bing Ji Jiu Yi Xue. Chinese. Forthcoming 2015.

    - It is not NLM practice, but you may translate journal titles in character-based languages. If you do, abbreviate the title according to the Abbreviation rules for journal titles and indicate the language of the article after the journal title.

      Chin Crit Care Med. Chinese. Forthcoming 2015.

    - A good authority for romanization is the *ALA-LC Romanization Tables*.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat a letter marked with diacritics or accents as if it were not marked

    Å   *treated as*   A

    Ø   *treated as*   O

    Ç   *treated as*   C

    Ł   *treated as*   L

    à   *treated as*   a

    ĝ   *treated as*   g

    ñ   *treated as*   n

    ü   *treated as*   u

Box 19 continued from previous page.

  ◦ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

  æ   *treated as*   ae

  œ   *treated as*   oe

Box 20. Single word journal titles.

- Do not abbreviate journal titles consisting of a single word, regardless of language.

  Urology.   *remains*   Urology.

  Harefuah.   *remains*   Harefuah.

Box 21. Journals appearing in different editions.

- If a journal is published in more than one edition, include the edition information after the title itself

- Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and, L'.

- Separate the edition from the title itself by a space and place it in parentheses

- Do not follow abbreviated words by a period, but end all title information with a period

  American Homeopathy. Consumer Edition.   *becomes*   Am Homeopath (Consum Ed).

  American Homeopathy. Professional Edition.   *becomes*   Am Homeopath (Prof Ed).

  Hospital Practice. Office Edition.   *becomes*   Hosp Pract (Off Ed).

  Hospital Practice. Hospital Editon.   *becomes*   Hosp Pract (Hosp Ed).

- See the Abbreviation rules for editions for further information

---

Box 22. Options for journal titles.

The following forms are not NLM practice for citing journal titles, but are acceptable options:

- Periods may be placed after each abbreviated word in the title

  J Contin Educ Nurs.   *may become*   J. Contin. Educ. Nurs.

- The title may be written out in full

  Journal of Continuing Education in Nursing.

Examples for Journal Title

  12. Forthcoming article in a journal title with an edition

  13. Forthcoming article in a journal title with a place of publication added

  14. Forthcoming article in an Internet journal

Edition for Forthcoming Articles (required)

General Rules for Edition

- Indicate the edition/version being cited after the title if a journal is published in more than one edition or version
- Abbreviate each significant word (see Abbreviation rules for editions below) and omit other words, such as articles, conjunctions, and prepositions
- Capitalize all remaining title words, including abbreviations
- Place the edition statement in parentheses, such as (Br Ed)
- End the edition statement with a period placed outside the parenthesis unless the Type of Medium is included (see below)

Box 23. Abbreviation rules for editions.

- Use the same rules for abbreviating the words in an edition statement as for the words in journal titles because an edition is considered a part of the title in journal citations

- Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and, L'. See Appendix A for a list of commonly abbreviated English words in journal titles. Other sources for title word abbreviations are:
  - *List of Journals Indexed for MEDLINE*
  - PubMed Journals database
  - Appendix B for non-NLM sources.

- Separate the edition from the title itself by a space and place it in parentheses

- Do not follow abbreviated words with a period, but end all title information with a period

  Examples:

  American Homeopathy. Consumer Edition.   *becomes*   Am Homeopath (Consum Ed).

  American Homeopathy. Professional Edition.   *becomes*   Am Homeopath (Prof Ed).

  Hospital Practice. Office Edition.   *becomes*   Hosp Pract (Off Ed).

  Hospital Practice. Hospital Edition.   *becomes*   Hosp Pract (Hosp Ed).

Specific Rules for Edition

- Abbreviation rules for editions
- Non-English words for editions

Box 24. Non-English words for editions.

- For non-English edition statements written in the roman alphabet (French, German, Spanish, Italian, etc.):

  - Provide the name in the original language

  - Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: de, der, y, les, and, L'.

Box 24 continues on next page...

Box 24 continued from previous page.

- ○ Sources for word abbreviations are:
  - *List of Journals Indexed for MEDLINE*
  - PubMed Journals database
  - Appendix B for non-NLM sources

- ○ Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with a diacritic or accent as if they are not marked

    Å   *treated as*   A

    Ø   *treated as*   O

    Ç   *treated as*   C

    Ł   *treated as*   L

    à   *treated as*   a

    ĝ   *treated as*   g

    ñ   *treated as*   n

    ü   *treated as*   u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ   *treated as*   ae

    œ   *treated as*   oe

- ○ Separate the edition from the title itself by a space and place it in parentheses

- ○ Do not follow abbreviated words with a period, but end all the journal title information with a period

  Examples:

    Tierarztliche Praxis. Ausgabe Klientiere Heimtiere   *becomes*   Tierarztl Prax (Ausg Klient Heimtiere).

    Angiology. Edicion Espanola.   *becomes*   Angiology (Ed Esp).

    Farmaco. Edizione Pratica.   *becomes*   Farmaco (Ed Prat).

- For an edition statement written in Cyrillic, Greek, Arabic, Hebrew, or Korean

  - ○ Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables*.

  - ○ Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: de, la, por, der, and L'.

  - ○ Sources for word abbreviations are:

Box 24 continues on next page...

Box 24 continued from previous page.

- *List of Journals Indexed for MEDLINE*
- PubMed Journals database
- Appendix B for non-NLM sources

- Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  Example: ĉ or ç *becomes* c

- Separate the edition from the title proper by a space and place it in parentheses

- Do not follow abbreviated words with a period, but end all journal title information with a period

  Example:

  Pharmakeutikon Deltion. Epistemonike Ekdosis. *becomes* Pharm Delt (Epistem Ekd).

- For an edition statement written in a character-based language such as Chinese and Japanese.

  - Transliterate the words for edition

  - Do not abbreviate any of the words or omit any words

  - Use the capitalization system of the particular language

  - Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    Examples:

    ŏ *becomes* o

    ū *becomes* u

  - Separate the edition from the title proper by a space and place it in parentheses

  - End all the title information with a period

    Example:

    Fang She Hsueh Shi Jian. Zhong Wen Ban. *becomes* Fang She Hsueh Shi Jian (Zhong Wen Ban).

  - It is not NLM practice, but you may translate such journal titles and their editions. If you do, abbreviate them according to the Abbreviation rules for journal titles.

    J Jinan Univ (Nat Sci Med Ed).

- Below is a brief list of Non-English words for editions with their abbreviations, if any. (n.a. = not abbreviated)

Language	Word	Abbreviation
Danish	oplag	n.a.

Box 24 continued from previous page.

Language	Word	Abbreviation
Dutch	uitgave	Uitg
	editie	Ed
Finnish	julkaisu	Julk
French	edition	Ed
German	Ausgabe	Ausg
Greek	ekdosis	Ekd
Italian	edizione	Ed
Norwegian	publikasjon	Publ
Portuguese	edicao	Ed
Russian	izdanieIzd	
Spanish	edicion	Ed
Swedish	upplaga	n.a.

Examples for Edition

12. Forthcoming article in a journal title with an edition

Type of Medium for Forthcoming Articles (required)

General Rules for Type of Medium

- Indicate the specific type of medium (videocassette, DVD, CD-ROM, Internet, etc.) following the title when a journal will be published in a non-print format
- Place the name of the medium in square brackets and end with a period, such as [videocassette]. or [Internet].
- See Chapter 16 for articles in audiovisual formats and Chapter 19 for electronic formats for more information

Specific Rules for Type of Medium

- Both an edition and a type of medium

Box 27. Both an edition and a type of medium.

- If a journal has both an edition and a type of medium, follow the title with the edition, then the type of medium.

    Nucl Acids Res (Electron Ed) [CD-ROM].

Examples for Type of Medium

14. Forthcoming article in an Internet journal

Volume Number for Forthcoming Articles (optional)

General Rules for Volume Number

- Omit "volume", "vol.", and similar wording preceding the number
- Use arabic numbers only. For example: convert LX or Sixtieth to 60.
- Separate multiple volumes by a hyphen, such as 5-6 or 42-43
- Do not follow a volume number with any punctuation unless there is no issue number. In that case, follow with a period.

Specific Rules for Volume Number

- Supplements, parts, special numbers to a volume
- Non-English names for volume
- No volume number present

Box 28. Supplements, parts, special numbers to a volume.

A volume will sometimes be published with a further subdivision instead of an issue. These are usually called a supplement, part, or special number.

- Abbreviate the names for such subdivisions

  Supplement = Suppl

  Part = Pt

  Special Number = Spec No

- Place them after the volume number and end with a period. For example:

- issue with supplement	*- with a part*
15 Suppl.	15 Suppl 1 Pt A.
45 Suppl A.	45 Suppl A Pt 2.
87 Suppl 1.	87 Suppl 1 Pt 1.
- issue with part	*- with a supplement*
66(Pt 2).	66(Pt 2 Suppl).
24(Pt A).	124(Pt A Suppl).
- issue with special number	*-with a part*
6 Spec No.	6 Spec No Pt 2.

- Translate names for supplements, parts, and special numbers into English. See the following examples:

Language	Suppl	Spec No	Pt
French	supplement	nombre speciale	partie
	annexe		part
German	Beiblatt	spezielle Zahl	Teil
	Beilage		

Box 28 continues on next page...

Box 28 continued from previous page.

Language	Suppl	Spec No	Pt
	Erganzung		
Italian	supplemento	numero speciale	parte
Russian	prilozenie	specialnaja	cast'
	dopolnenie		
Spanish	adjunto	numero especial	parte
	suplemento		
	anejo		

- If the supplement will be given a name rather than the usual letter or number, abbreviate significant words and omit other words such as articles, conjunctions, and prepositions

    Abstract Supplement   *becomes*   Abstr Suppl

    Supplement: Dementia   *becomes*   Suppl Dementia

    Supplement: AIDS in Children   *becomes*   Suppl AIDS Child

- Use the word abbreviations lists found in Appendix A and Appendix B

    Example: 24 Abstr Suppl.

Box 29. Non-English names for volume.

- See the following list for the words and abbreviations used for volume in a variety of languages:

    aarg. aargang année anno año årg. årgang band bd. bind

    évf. évfolyam g. god god. godina godišté jaarg. jaargang

    jahrg. jahrgang köt. kötet r. ročník rocznik rok sv. svazek

    svezak t. tom tom. tome tomo tomus vol. volumen zv. zväzok zvezek

- Omit these names when creating a citation; use the number only

---

Box 30. No volume number present.

Occasionally a journal will publish a series of issues without volumes or will publish a supplement, part, or special number to a date of publication rather than to a volume or issue.

- If there are issues only, no volume numbers, follow the journal title with a space and the issue number, placed in parentheses. End with a period.

    Vestn Ross Akad Med Nauk. (9). Russian. Forthcoming 2006.

- If no issue or volume is found, but a supplement, part, or special number to a date of publication is present, follow the journal title with a space and information on the supplement, part, or special number. End with a period.

Box 30 continues on next page...

Box 30 continued from previous page.

> Biotechniques. Suppl. Forthcoming 2006.

Examples for Volume Number

15. Forthcoming article with volume and issue predicted

Issue Number for Forthcoming Articles (optional)

General Rules for Issue Number

- Omit "number", "no.", and other wording preceding the number
- Use arabic numbers only. For example: convert IV or Fourth to 4.
- Separate multiple issues by a hyphen, such 2-3
- Place issue information in parentheses
- End issue information with a period

Specific Rules for Issue Number

- Supplements, parts, special numbers to an issue
- Non-English names for issue
- No volume number present
- No issue number present

Box 31. **Supplements, parts, special numbers to an issue.**

An issue will sometimes be published with a further subdivision, usually called a supplement, part, or special number.

- Abbreviate the names for subdivisions

    Supplement = Suppl

    Part = Pt

    Special Number = Spec No

- Place them after the issue number and inside the parentheses. End with a period. For example:

- issue with supplement	*-with a part*
(1 Suppl).	(1 Suppl Pt A).
(12 Suppl A).	(12 Suppl A Pt 2).
	(3 Suppl Pt B).
- issue with part	*-with a supplement*
(1 Pt 2).	(Pt 2 Suppl).
(Pt A).	(Pt A Suppl).
- issue with special number	*-with a part*
(2 Spec No).	(2 Spec No Pt 2).

Box 31 continues on next page...

Box 31 continued from previous page.

- Translate names for supplements, parts, and special numbers into English. See the following examples:

Language	Suppl	Spec No	Pt
French	supplement	nombre speciale	partie
	annexe		part
German	Beiblatt	spezielle Zahl	Teil
	Beilage		
	Erganzung		
Italian	supplemento	numero speciale	parte
Russian	prilozenie	specialnaja	cast'
	dopolnenie		
Spanish	adjunto	numero especial	parte
	suplemento		
	anejo		

- If the supplement will be given a name rather than the usual letter or number, abbreviate significant words and omit other words such as articles, conjunctions, and prepositions. Place them after the issue number and inside the parentheses.

    Abstract Supplement   *becomes*   Abstr Suppl

    Supplement: Dementia   *becomes*   Suppl Dementia

    Supplement: AIDS in Children   *becomes*   Suppl AIDS Child

    Use the word abbreviations lists found in Appendix A and Appendix B

    Example: (5 Suppl Dementia).

Box 32. Non-English names for issue.

- See the following list of words and abbreviations used for issue (usually variations on the word number) in a variety of languages:

    čís. číslo fasc. fascicle fascicule fasciculus heft knižka

    no. nommernr. numer número nummer sveska sz. szám

    vypusk zesz. zeszyt zošit

- Omit these names when creating a citation; use the number only

---

Box 33. No volume number present.

- If there are issues only, no volume numbers, follow the journal title with a space and the issue number, placed in parentheses. End with a period.

    Vestn Ross Akad Med Nauk. (9). Russian. Forthcoming 2006.

Box 34. No issue number present.

- If no issue number, follow the volume number with a period

    Prog Drug Res. 63. Forthcoming 2006.

Examples for Issue Number

15. Forthcoming article with volume and issue predicted

Language for Forthcoming Articles (required)

General Rules for Language

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Articles appearing in more than one language

Box 35. Articles appearing in more than one language.

- If an article is written in English as well as other languages, give the English language version of the article title and indicate all languages of publication after the journal title and any volume or issue number

    Gasparini M, Bonito V, Leonardi M, Tarquini D, Colombi L, Congedo M, Marcello N, Causarano R, Gasperini M, Rizzo M, Porteri C, Borghi L, Primavera A, Defanti CA. Neurologists and patients' associations: alliances and conflicts. Neurol Sci. 27. English, Italian. Forthcoming 2006.

- If an article is written in more than one language and none of them is English, translate into English the version of the title that will appear first and place the translation in square brackets. Indicate all languages of publication after the journal title and any volume or issue number

    Colombo C. [How "Spanish flu" is not recognized]. Krankenpfl Soins Infirm. 99(6). French, German, Italian. Forthcoming 2006.

- As an option, when an article title is written in two equal languages as often occurs in Canadian publications, give both titles in the order in which they are presented in the text, with an equals sign between them. Indicate the particular languages, separated by a comma, after the journal title and any volume or issue number.

    Rowe T. Do women need androgens? = Le recours aux angrogenes est-il indique dans le cas des femmes? J Obstet Gynaecol Can. 28(4). English, French. Forthcoming 2006.

Examples for Language

10. Forthcoming article with a title not in English

Notes for Forthcoming Articles (required)

General Rules for Notes

- Begin with the word Forthcoming

- Enter the year of intended publication, if known
- End with a period

Specific Rules for Notes

- Other types of material to include in notes
- Options for date

Box 36. Other types of material to include in notes.

The notes element may be used to provide any information that the compiler of the reference feels is useful to the user. For example:

- If the article contains a review of the literature and this is not indicated in the title

  Scott DL, Kingsley GH. Tumor necrosis factor inhibitors for rheumatoid arthritis. N Engl J Med. 355. Forthcoming 2006. Review.

- If the study on which the article is based was funded or otherwise supported by a particular organization

  Arnlov J, Pencina MJ, Amin S, Nam BH, Benjamin EJ, Murabito JM, Wang TJ, Knapp PE, D'Agostino RB Sr, Bhasin S, Vasan RS. Endogenous sex hormones and cardiovascular disease incidence in men. Ann Intern Med.145(3). Forthcoming 2006. Supported by research grants from the Thureus Foundation and the National Heart, Lung, and Blood Institute.

- If the article will contain a handout or informative material used to explain a procedure or a condition or the contents of a specific article are written in non-technical language for the patient or consumer

  American Academy of Family Physicians. Information from your family doctor. What you should know about worrying too much. Am Fam Physician. 73(6). Forthcoming 2006. Patient education handout to be included.

- If the author's manuscript is available electronically

  Hao Zheng, Ng F, Yixiao Liu, Hardin PE. Spatial and circadian regulation of cry in Drosophila. J Biol Rhythms. Forthcoming. [cited 2008 Aug 11]:[18 p.]. Author's manuscript available at http://www.pubmedcentral.nih.gov/articlerender.fcgi?tool=pubmed&pubmedid=18663236 PubMed Central; PMCID: PMC2504742.

Box 36a. Options for date.

It is not NLM policy, but the following is an acceptable option:

The forthcoming date of publication may follow the author names (or title if there are no authors) in the list of references when the name-year system of in-text references is used.

- Use Forthcoming and the year of publication only

- Place the Forthcoming year after the last named author (or after the title if there is no author), followed by a period

  NLM citation:

  Laking G, Lord J, Fischer A. The economics of diagnosis. Health Econ. Forthcoming 2006.

  Box 36a continues on next page...

Box 36a continued from previous page.

> NCRP Report 151. Structural shielding design and evaluation for megavoltage x-and gamma-ray radiotherapy facilities. J Radiol Prot. Forthcoming 2006.

Name-year system of citation:

> Laking G, Lord J, Fischer A. Forthcoming 2006. The economics of diagnosis. Health Econ.

> NCRP Report 151. Forthcoming 2006. Structural shielding design and evaluation for megavoltage x-and gamma-ray radiotherapy facilities. J Radiol Prot.

Examples for Notes

16. Forthcoming article with specific date predicted

17. Forthcoming article with no date predicted

18. Forthcoming article with other types of note

Examples of Citations to Forthcoming Journal Articles

1. Standard citation for a forthcoming article

Laking G, Lord J, Fischer A. The economics of diagnosis. Health Econ. Forthcoming 2006.

Savinainen KJ, Helenius MA, Lehtonen HJ, Visakorpi T. Overexpression of EIF3S3 promotes cancer cell growth. Prostate. Forthcoming 2006.

2. Forthcoming article with optional full first names

Burgio, Kathryn L.; Goode, Patricia S.; Richter, Holly E.; Locher, Julie L.; Roth, David L. Global ratings of patient satisfaction and perceptions of improvement with treatment for urinary incontinence: validation of three global patient ratings. Neurourol Urodyn. Forthcoming 2006.

3. Forthcoming article with author names showing designation of rank in a family

Loudon RP, Silver LD, Yee HF Jr, Gallo G. RhoA-kinase and myosin II are required for the maintenance of growth cone polarity and guidance by nerve growth factor. J Neurobiol. Forthcoming 2006.

Cross WW 3rd, Saleh KJ, Wilt TJ, Kane RL. Agreement about indications for total knee arthroplasty. Clin Orthop Relat Res. Forthcoming 2006.

4. Forthcoming article with authors having compound surnames

Navarro-Sarabia F, Ariza-Ariza R, Hernandez-Cruz B, Villanueva I. Adalimumab for treating rheumatoid arthritis. J Rheumatol. Forthcoming 2006.

Ilja Boor PK, Groot KD, Mejaski-Bosnjak V, Brenner C, van der Knaap MS, Scheper GC, Pronk JC. Megalencephalic leukoencephalopathy with subcortical cysts: an update and extended mutation analysis of MLC1. Hum Mutat. Forthcoming 2006

5. Forthcoming article with prefixes or particles in author surnames

Lantinga-van Leeuwen IS, Leonhard WN, van de Wal A, Breuning MH, Verbeek S, de Heer E, Peters DJ. Transgenic mice expressing tamoxifen-inducible Cre for somatic gene modification in renal epithelial cells. Genesis. Forthcoming 2006.

Williams NI, De Souza MJ. Female athlete triad errors and misunderstandings. Med Sci Sports Exerc. Forthcoming 2006.

O'Rourke E, Hussain R, Buscombe JR, Hilson AJ. Overlying urostomy bag simulating urinary leak in a postrenal transplant MAG3 study. Clin Nucl Med. Forthcoming 2006.

Alston RD, Tatevossian RG, McNally RJ, Kelsey A, Birch JM, Eden TO. Incidence and survival of childhood Langerhans cell histiocytosis in Northwest England from 1954 to 1998. Pediatr Blood Cancer. Forthcoming 2006.

Ilja Boor PK, Groot KD, Mejaski-Bosnjak V, Brenner C, van der Knaap MS, Scheper GC, Pronk JC. Megalencephalic leukoencephalopathy with subcortical cysts: an update and extended mutation analysis of MLC1. Hum Mutat. Forthcoming 2006.

6. Forthcoming article with no author or editor

NCRP Report 151. Structural shielding design and evaluation for megavoltage x-and gamma-ray radiotherapy facilities. J Radiol Prot. Forthcoming 2006.

7. Forthcoming article with author affiliation

Culley MR (Georgia State University, Atlanta, GA), Conkling M, Emshoff J, Blakely C, Gorman D. Environmental and contextual influences on school violence and its prevention. J Prim Prev. Forthcoming 2006.

Satyanarayana T (Laboratoire de Catalyse Moleculaire, Institut de Chimie Moleculaire et des Materiaux d'Orsay, Universite Paris-Sud, Orsay, France), Kagan HB (Laboratoire de Synthese Asymetrique, Universite Paris-Sud, Orsay, France). Asymmetric amplification by kinetic resolution using a racemic reagent: example in amine acetylation. Chemistry. Forthcoming 2006.

8. Forthcoming article title beginning with a lower case letter

Yao S, Zhang Y, Li J. c-jun/AP-1 activation does not affect the antiproliferative activity of phenethyl isothiocyanate, a cruciferous vegetable-derived cancer chemopreventive agent. Mol Carcinog. Forthcoming 2006.

Sun Y. p53 and its downstream proteins as molecular targets of cancer. Mol Carcinog. Forthcoming 2006.

9. Forthcoming article title containing Greek letters, superscripts, or subscripts

Suzuki T, Hide I, Matsubara A, Hama C, Harada K, Miyano K, Andra M, Matsubayashi H, Sakai N, Kohsaka S, Inoue K, Nakata Y. Microglial α7 nicotinic acetylcholine receptors drive a phospholipase C/IP_3 pathway and modulate the cell activation toward a neuroprotective role. J Neurosci Res. Forthcoming 2006.

or

Suzuki T, Hide I, Matsubara A, Hama C, Harada K, Miyano K, Andra M, Matsubayashi H, Sakai N, Kohsaka S, Inoue K, Nakata Y. Microglial alpha7 nicotinic acetylcholine receptors drive a phospholipase C/IP(3) pathway and modulate the cell activation toward a neuroprotective role. J Neurosci Res. Forthcoming 2006.

10. Forthcoming article with a title not in English

Collinet P, Decanter C, Lefebvre C, Leroy JL, Vinatier D. [Endometriosis and infertility]. Gynecol Obstet Fertil. French. Forthcoming 2006.

Perea-Carrasco R, Castano-Lopez MA, Perez-Coronel R. [Adequate use of drugs and therapeutic efficacy]. Med Clin (Barc). Spanish. Forthcoming 2006.

with optional original title included

Collinet P, Decanter C, Lefebvre C, Leroy JL, Vinatier D. Endometriose et infertilite [Endometriosis and infertility]. Gynecol Obstet Fertil. French. Forthcoming 2006.

Perea-Carrasco R, Castano-Lopez MA, Perez-Coronel R. Uso racional del medicamento y eficacia terapeutica [Adequate use of drugs and therapeutic efficacy]. Med Clin (Barc). Spanish. Forthcoming 2006.

11. Forthcoming article that is a letter to the editor

Ch'ng A, Lowe M. Celecoxib allergies and cross-reactivity [letter]. Intern Med J. Forthcoming 2006.

Thabet F, Tilouche S, Tabarki B, Boukadida J, Yacoub M. [Listeria monocytogenes meningitis in an immunocompetent child (letter)]. Arch Pediatr. French. Forthcoming 2006.

Sleth JC, Saizy C, Servais R, Pluskwa F, Lafforgue E. [Intrathecal catheter after wet tap in labour: headache prevention? (letter)]. Ann Fr Anesth Reanim. French. Forthcoming 2006.

12. Forthcoming article in a journal title with an edition

Altintas EB, Yavuz H, Say R, Denizli A. Methacryloylamidoglutamic acid having porous magnetic beads as a stationary phase in metal chelate affinity chromatography. J Biomater Sci (Polym Ed). Forthcoming 2006.

13. Forthcoming article in a journal title with a place of publication added

Perea-Carrasco R, Castano-Lopez MA, Perez-Coronel R. [Adequate use of drugs and therapeutic efficacy]. Med Clin (Barc). Spanish. Forthcoming 2006.

14. Forthcoming article in an Internet journal

Reich T, Gefen A. Effect of trabecular bone loss on cortical strain rate during impact in an in vitro model of avian femur. Biomed Eng Online [Internet]. Forthcoming 2006.

15. Forthcoming article with volume and issue predicted

Velentgas P, West W, Cannuscio CC, Watson DJ, Walker AM. Cardiovascular risk of selective cyclooxygenase-2 inhibitors and other non-aspirin non-steroidal anti-inflammatory medications. Pharmacoepidemiol Drug Saf. 15(5). Forthcoming 2006.

16. Forthcoming article with specific date predicted

Laking G, Lord J, Fischer A. The economics of diagnosis. Health Econ. Forthcoming 2006 May 2.

17. Forthcoming article with no date predicted

Zawada J, Swartz J. Effects of growth rate on cell extract performance in cell-free protein synthesis. Biotechnol Bioeng. Forthcoming.

18. Forthcoming article with other types of note

Sun Y. p53 and its downstream proteins as molecular targets of cancer. Mol Carcinog. Forthcoming 2006. Review.

Kraemer HC, Frank E, Kupfer DJ. Moderators of treatment outcomes: clinical, research, and policy importance. JAMA. Forthcoming 2006. Supported by grants from the National Institute on Aging and the National Institute of Mental Health.

American Academy of Family Physicians. Information from your family doctor. What you should know about worrying too much. Am Fam Physician. 73(6). Forthcoming 2006. Patient education handout to be included.

Hao Zheng, Ng F, Yixiao Liu, Hardin PE. Spatial and circadian regulation of cry in Drosophila. J Biol Rhythms. Forthcoming. [cited 2008 Aug 11]:[18 p.]. Author's manuscript available at http://www.pubmedcentral.nih.gov/articlerender.fcgi?tool=pubmed&pubmedid=18663236 PubMed Central; PMCID: PMC2504742.

B. Sample Citation and Introduction to Citing Forthcoming Books

The general format for a reference to a forthcoming book, including punctuation:
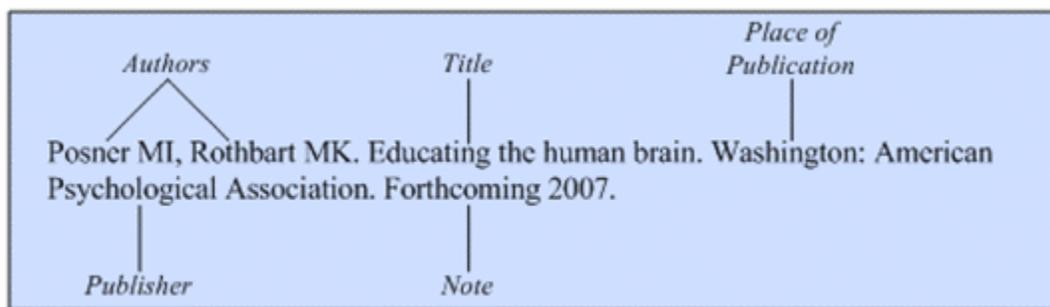
Examples of Citations to Forthcoming Books

Forthcoming material consists of journal articles or books accepted for publication but not yet published. "Forthcoming" has replaced the former "in press" because changes in the publishing industry make the latter term obsolete.

Do not include as forthcoming those books that have been submitted for publication but have not yet been accepted for publication. Note that some publishers will not accept references to any form of unpublished items in a reference list.

You may add the affiliation of the first author or additional authors of a book to the citation to facilitate retrieval in the event there is some delay or change in final publication.

For additional examples of the components of citations, see Chapter 2 Books.

Continue to Citation Rules with Examples for Forthcoming Books.

Continue to Examples of Citations to Forthcoming Books.

Citation Rules with Examples for Forthcoming Books

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author/Editor (R) | Author Affiliation (O) | Title (R) | Type of Medium (R) | Edition (R) | Editor and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Language (R) | Notes (R)

Author/Editor for Forthcoming Books (required)

General Rules for Author/Editor

- List names in the order they will appear in the final book
- Enter surname (family or last name) first for each author/editor
- Capitalize surnames and enter spaces in surnames as they will appear in the book on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all authors/editors, regardless of the number
- Separate author/editor names from each other by a comma and a space
- If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors; see Editor and Other Secondary Authors below if there are authors and editors
- End author/editor information with a period

Specific Rules for Author/Editor

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Non-English words for editor
- Organizations as author
- No author included
- Options for author names

Box 37. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames

  Estelle Palmer-Canton   *becomes*   Palmer-Canton E

  Ahmed El-Assmy   *becomes*   El-Assmy A

- Keep particles, such as O', D', and L'

  Alan D. O'Brien   *becomes*   O'Brien AD

  James O. L'Esperance   *becomes*   L'Esperance JO

Box 37 continues on next page...

U. S'adeh   *becomes*   S'adeh U

- Omit all other punctuation in surnames

    Charles A. St. James   *becomes*   St James CA

Box 38. Other surname rules.

- Keep prefixes in surnames

    Lama Al Bassit   *becomes*   Al Bassit L

    Jiddeke M. van de Kamp   *becomes*   van de Kamp JM

    Gerard de Pouvourville   *becomes*   de Pouvourville G

- Keep compound surnames even if no hyphen appears

    Sergio Lopez Moreno   *becomes*   Lopez Moreno S

    Jaime Mier y Teran   *becomes*   Mier y Teran J

    Virginie Halley des Fontaines   *becomes*   Halley des Fontaines V

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

Box 39. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names

Box 39 continued from previous page.

> Jean-Louis Lagrot   *becomes*   Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle

> D'Arcy Hart   *becomes*   Hart D
>
> W. St. John Patterson   *becomes*   Patterson WS
>
> De la Broquerie Fortier   *becomes*   Fortier D
>
> Craig McC. Brooks   *becomes*   Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

> Ch. Wunderly   *becomes*   Wunderly C
>
> C. Fr. Erdman   *becomes*   Erdman CF

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

> Iu. A. Iakontov   *becomes*   Iakontov IuA
>
> G. Th. Tsakalos   *becomes*   Tsakalos GTh

Box 40. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name

> James A. Reed, M.D., F.R.C.S.   *becomes*   Reed JA
>
> Kristine Schmidt, Ph.D.   *becomes*   Schmidt K
>
> Robert V. Lang, Major, US Army   *becomes*   Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name

> Sir Frances Hildebrand   *becomes*   Hildebrand F
>
> Dr. Jane Eberhard   *becomes*   Eberhard J
>
> Captain R.C. Williams   *becomes*   Williams RC

Box 41. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals

Examples:

Box 41 continued from previous page.

>   Vincent T. DeVita, Jr.   *becomes*   DeVita VT Jr
>
>   James G. Jones II   *becomes*   Jones JG 2nd
>
>   John A. Adams III   *becomes*   Adams JA 3rd
>
>   Henry B. Cooper IV   *becomes*   Cooper HB 4th

Box 42. **Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).**

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese

- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

  >   Iu. A. Iakontov   *becomes*   Iakontov IuA
  >
  >   G. Th. Tsakalos   *becomes*   Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    >   Å   *treated as*   A
    >
    >   Ø   *treated as*   O
    >
    >   Ç   *treated as*   C
    >
    >   Ł   *treated as*   L
    >
    >   à   *treated as*   a
    >
    >   ĝ   *treated as*   g
    >
    >   ñ   *treated as*   n
    >
    >   ü   *treated as*   u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    >   æ   *treated as*   ae
    >
    >   œ   *treated as*   oe

Box 43. Non-English words for editor.

- Translate the word found for editor into English to assist the reader. However, the wording found on the publication may always be used.
- Below is a brief list of non-English words for editor:

Language	Word for Editor
French	redacteur
	editeur
German	redakteur
	herausgeber
Italian	redattore
	curatore
	editore
Russian	redaktor
	izdatel
Spanish	redactor
	editor

Box 44. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit "The" preceding an organizational name

    The American Cancer Society   *becomes*   American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

    American Medical Association, Committee on Ethics.

    International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

    American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

    National Academy of Sciences (US).

    Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations with a semicolon

    Canadian Association of Orthodontists; Canadian Dental Association.

Box 44 continues on next page...

> American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization or organizations will appear on the title page of a book as authors, use the names of the individuals as the author and give the organization or organizations at the end of the reference as a note

> Prepared for the International Union of Pure and Applied Chemistry.

- For names of organizations in languages other than English:

  - Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

    > Istituto di Fisiologia Clinica del CNR.

    > Universitatsmedizin Berlin.

    > Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

  - Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

    > Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

    > *or*

    > [Russian Respiratory Society].

  - Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

    > [Chinese Medical Society].

  - Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - Treat a letter marked with diacritics or accents as if it were not marked

      > Å *treated as* A
      >
      > Ø *treated as* O
      >
      > Ç *treated as* C
      >
      > Ł *treated as* L
      >
      > à *treated as* a
      >
      > ĝ *treated as* g

Box 44 continued from previous page.

> ñ   *treated as*   n
>
> ü   *treated as*   u
>
> ■ Treat two or more letters printed as a unit (ligated letters) as if they were two letters
>
> > æ   *treated as*   ae
> >
> > œ   *treated as*   oe

Box 45. No author included.

- If no person or organization will be given as the author but editors or translators will be given, begin the reference with the names of the editors or translators. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.

  Morrison CP, Court FG, editors.

  Walser E, translator.

- If no person or organization will be identified as the author and no editors or translators will be given, begin the reference with the title of the book. Do not use anonymous.

  Stedman's neurology & neurosurgery words. 4th ed. Baltimore (MD): Lippincott Williams & Wilkins. Forthcoming 2007.

Box 46. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon.

  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.

  Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."

  Rastan S, Hough T, Kierman A, et al.

  Adler DG, Baron TH, Davila RE, and others.

Examples for Author/Editor

1. Standard citation for a forthcoming book

2. Forthcoming book with optional full first names

3. Forthcoming book with designations of family rank in author/editor names

4. Forthcoming book with compound author/editor names

5. Forthcoming book with prefixes or particles in author/editor names

6. Forthcoming book with editor(s) instead of an author

7. Forthcoming book with an organization as the author

8. Forthcoming book with no author

Author Affiliation for Forthcoming Books (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the parentheses, unless it is the affiliation of the last author, then use a period

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

Box 47. Abbreviations in affiliations.

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

    Examples:

    Acad. for Academy

    Assoc. for Association

    Co. for Company

    Coll. for College

    Corp. for Corporation

    Dept. for Department

    Div. for Division

    Inst. for Institute or Institution

    Soc. for Society

    Univ. for University

    See Appendix C for more abbreviations of commonly used English words.

Box 47 continues on next page...

Box 47 continued from previous page.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 48. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears in the publication

- Place the e-mail address within the closing parenthesis for the author affiliation

- Do not end an e-mail address with a period

    Example:

    Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

Box 49. Organizational names for affiliations not in English.

- Give the affiliation of all authors or only the first author

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

- Provide the name in the original language for non-English organization names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

    Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I.

Box 49 continued from previous page.

Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese)

Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat a letter marked with diacritics or accents as if it were not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name that will be carried on the publication may always be used.

Box 50. Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name that will be carried on the publication may always be used.

    Moskva   *becomes*   Moscow

    Wien   *becomes*   Vienna

    Italia   *becomes*   Italy

    Espana   *becomes*   Spain

Examples for Author Affiliation

9. Forthcoming book with author affiliation

Title for Forthcoming Books (required)

General Rules for Title

- Enter the title of an article or book as it will appear in the final document, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless some other form of punctuation such as a question mark, period, or an exclamation point is already present
- Follow non-English titles with a translation, whenever possible; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it or a Type of Medium follows it

Specific Rules for Title

- Titles not in English
- Titles in more than one language
- Titles containing a Greek letter, chemical formula, or another special character

---

Box 51. Titles not in English.

- Provide the title in the original language for non-English titles found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Narro Robles J, Rivero Serrano O, Lopez Barcena JJ. Diagnostico y tratamiento en la practica medica. Mexico City: Editorial El Manual Moderno. Spanish. Forthcoming 2006.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

  Grigorian RA. Abdominalnai a khirurgiia. Moscow: Med. Informatsionnoe Agentstvo. Russian. Forthcoming 2006.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

  Kodama N. Infomudo konsento. Tokyo: Nakayama Shoten. Japanese. Forthcoming 2006.

  or

  Kodama N. [Informed consent]. Tokyo: Nakayama Shoten. Japanese. Forthcoming 2006.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat a letter marked with diacritics or accents as if it were not marked

    Å *treated as* A

    Ø *treated as* O

    Ç *treated as* C

    Ł *treated as* L

Box 51 continues on next page...

Box 51 continued from previous page.

à   *treated as*   a

ĝ   *treated as*   g

ñ   *treated as*   n

ü   *treated as*   u

○   Treat two or more letters printed as a unit (ligated letters) as if they were two letters

æ   *treated as*   ae

œ   *treated as*   oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

  Philbert-Hasucha S. Pflegekompendium: Wirkstoffe, Materialien, Techniken. Heidelberg: Springer Medizin. German. Forthcoming 2006.

- Provide an English translation after the original language title if possible; place translations in square brackets

  Greim H, editor. Gesundheitsschadliche Arbeitsstoffe [Workplace materials injurious to health]. Weinheim (Germany): Wiley-VCH. German. Forthcoming 2006.

  Narro Robles J, Rivero Serrano O, Lopez Barcena JJ. Diagnostico y tratamiento en la practica medica [Diagnosis and treatment in medical practice]. Mexico City: Editorial El Manual Moderno. Spanish. Forthcoming 2006.

Box 52. Titles in more than one language.

- If a book title is written in several languages, give the title in the first language that will appear on the title page and indicate all languages of publication after the publisher name. Separate the languages by commas and end the list with a period.

  Chen WP. Asian blepharoplasty and the eyelid crease. Philadelphia: Butterworth Heinemann/ Elsevier. English, Japanese. Forthcoming 2006.

  Betta E. Animare la vita: disciplina della nascita tra medicina e morale nell'Ottocento. Bologna (Italy): Il Mulino. Italian, French. Forthcoming 2006.

- If a book title will be presented in two or more equal languages, as often occurs in Canadian publications, give all titles in the order in which they will appear in the text, with an equals sign between them. Indicate the languages, separated by commas, after the publisher name. End the list with a period.

  Mapping FASD training opportunities in Canada: an environmental scan = Portrait global des possibilites de formation sur l'ETCAF au Canada: analyse de la conjecture. Ottawa (ON): Public Health Agency of Canada. English, French. Forthcoming 2006.

- If none of the languages is English, follow the title with a translation whenever possible. Place the translation in square brackets.

Box 52 continues on next page...

Box 52 *continued from previous page.*

> Sprumont D, Poledna T, editors. Medizinische Forschung - Haftung und Versicherung [Medical research: liability and insurance]. Zurich: Universite de Neuchatel. German, French. Forthcoming 2006.

Box 53. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a book title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

  1,3-dichloro-5,5-dimethylhydantoin.

  von Willebrand factor.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

  Enantioselective synthesis of β-amino acids.

  may become

  Enantioselective synthesis of beta-amino acids.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

  TiO_2 nanoparticles.

  may become

  TiO(2) nanoparticles.

Examples for Title

1. Standard citation for a forthcoming book

10. Forthcoming book with a subtitle

11. Forthcoming book in a language other than English

12. Forthcoming book to be published in multiple languages

Type of Medium for Forthcoming Books (required)

General Rules for Type of Medium

- Indicate the type of medium (videocassette, DVD, Internet, etc.) following the title when a book will be published in a non-print format
- Place the name of the medium in square brackets and end with a period, such as [videocassette]. or [Internet].
- See Chapter 15 for books in audiovisual formats and Chapter 18 for books in electronic formats for more information

Specific Rules for Type of Medium

- Titles not in English
- Titles ending in punctuation other than a period

Box 54. Titles not in English.

- If a translation of a title is provided, place the translation after the original title and place it in square brackets

    Narro Robles J, Rivero Serrano O, Lopez Barcena JJ. Diagnostico y tratamiento en la practica medica [Diagnosis and treatment in medical practice]. Mexico City: Editorial El Manual Moderno. Spanish. Forthcoming 2006.

- If a book will be published in a non-print medium (videocassette, CD-ROM, DVD, Internet, etc.), place the name of the medium in square brackets following the translation

    Etude et traitment de la meningite tuberculeuse [Study and treatment of meningeal tuberculosis] [CD-ROM].

Box 55. Titles ending in punctuation other than a period.

- Most titles of books end in a period. Place the name of the medium (videocassette, CD-ROM, DVD, Internet, etc.) in square brackets inside the period

    Women and medicine [CD-ROM].

- If a title ends in another form of punctuation, keep that punctuation and follow the name of the medium with a period

    AIDS is over, right? [Internet].

Examples for Type of Medium

13. Forthcoming book in a non-print medium

Edition for Forthcoming Books (required)

General Rules for Edition

- Indicate the edition/version being cited after the title if a book will be published with a statement of edition
- Abbreviate common words (see Abbreviation rules for editions)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period

Specific Rules for Edition

- Abbreviation rules for editions
- Non-English words for editions
- First editions

Box 56. Abbreviation rules for editions.

- Abbreviate common words found in edition statements, if desired:

Word	Abbreviation
edition	ed.
abbreviated	abbr.
abridged	abr.
American	Am.
augmented	augm.
authorized	authoriz.
English	Engl.
enlarged	enl.
expanded	expand.
illustrated	ill.
modified	mod.
original	orig.
reprint(ed)	repr.
revised	rev.
special	spec.
translation	transl.
translated	

- Follow abbreviated words with a period and end all edition information with a period

> 3rd rev. ed.

> 1st Engl. ed.

Box 57. Non-English words for editions.

- For non-English edition statements written in the roman alphabet (French, German, Spanish, Italian, etc.):
  - Provide the name in the original language
  - Abbreviate common words used in edition statements if the language is a familiar one
  - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words
  - Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
    - Treat letters marked with diacritics or accents as if they are not marked

Å   *treated as*   A

Ø   *treated as*   O

Ç   *treated as*   C

Ł   *treated as*   L

à   *treated as*   a

ĝ   *treated as*   g

ñ   *treated as*   n

ü   *treated as*   u

- ■ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

  æ   *treated as*   ae

  œ   *treated as*   oe

- ○ Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- ○ Separate the edition from the title proper by a space

- ○ Retain the punctuation used in the edition statement

- ○ Follow abbreviated words by a period

- ○ End edition information with a period

  Examples:

  Ed. 1a.

  5. ed. interamente riv. e aggiornata.

  2. ed. veneta.

  Nuova ed.

  Seconda ed.

  4a ed. rev. e ampliada.

  2° ed. ampliada y actualizada.

- For an edition statement written in Cyrillic, Greek, Arabic, Hebrew, or Korean:

  - ○ Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables*.

  - ○ Abbreviate common words used in edition statements if the language is a familiar one

Box 57 continued from previous page.

- ○ Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

- ○ Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  Example: ĉ or ç *becomes* c

- ○ Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- ○ Separate the edition from the title proper by a space

- ○ Retain the punctuation used in the edition statement

- ○ Follow abbreviated words by a period

- ○ End all edition information with a period

  Examples:

    Izd. 3., perer. i dop.

    2. dopunjeno izd.

    2. ekd. epeux.

    3. ekd.

- For an edition statement written in a character-based language such as Chinese and Japanese:

  - ○ Transliterate or translate the words for edition

  - ○ Do not abbreviate any of the words or omit any words

  - ○ Use the capitalization system of the particular language

  - ○ Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    Examples:

      ŏ *becomes* o

      ū *becomes* u

  - ○ Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

  - ○ Separate the edition from the title by a space

  - ○ Retain the punctuation used in the edition statement.

Box 57 continued from previous page.

- ○ End all edition information with a period

    Examples:

    Shohan.

    Dai 1-han.

    Dai 3-pan.

    Di 3 ban.

    Cai se ban, Xianggang di 1 ban.

    Che 6-p`an.

- Below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

Language	Word for Edition	Abbreviation
Danish	oplag	n.a.
	udgave	
Dutch	uitgave	uitg.
	editie	ed.
Finnish	julkaisu	julk.
French	edition	ed.
German	Ausgabe	Ausg.
	Auflage	Aufl.
Greek	ekdosis	ekd.
Italian	edizione	ed.
Norwegian	publikasjon	publ.
	utgave	utg.
Portuguese	edicao	ed.
Russian	izdanie	izd.
	publikacija	publ.
Spanish	edicion	ed.
	publicacion	publ.
Swedish	upplaga	n.a.

Box 58. First editions.

- Do not include any statement of edition if the book to be published will be the first edition

Examples for Edition

14. Forthcoming book with an edition

Editor and other Secondary Authors for Forthcoming Books (optional)

General Rules for Editor and other Secondary Authors

- A secondary author modifies the work of the author. Examples include editors, translators, and illustrators.
- Place the names of secondary authors after the title, following any type of medium or edition statement
- Use the same rules for the format of names presented in Author/Editor above
- Follow the last named editor with a comma and the word editor or editors; the last named illustrator with a comma and the word illustrator or illustrators, etc.
- End secondary author information with a period
- If there is no author, move secondary authors such as editors and translators to the author position in the reference

Specific Rules for Editor and other Secondary Authors

- More than one type of secondary author
- Secondary author performing more than one role
- Non-English names for secondary authors
- Organization as editor

Box 59. More than one type of secondary author.

A book may have several types of secondary author.

- List all of them in the order they will be given in the book

- Separate each type of secondary author with the accompanying role by a semicolon

- End secondary author information with a period

    Examples:

    Smith BC, editor; Carson HT, illustrator.

    Graber AF, Longstreet RG, translators; Johnson CT, Marks C, Huston MA, illustrators.

Box 60. Secondary author performing more than one role.

If the same secondary author performs more than one role:

- List all of them in the order they will be given in the book

- Separate the roles by "and"

- End secondary author information with a period

    Example:

    Jones AB, editor and translator.

Box 61. **Non-English names for secondary authors.**

- Translate the word for editor, translator, illustrator, or other secondary author into English if possible. However, the wording that will be found on the publication may always be used.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å *treated as* A

    Ø *treated as* O

    Ç *treated as* C

    Ł *treated as* L

    à *treated as* a

    ĝ *treated as* g

    ñ *treated as* n

    ü *treated as* u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ *treated as* ae

    œ *treated as* oe

- Below is a brief list of non-English words for secondary authors:

Language	Word for Editor	Word for Translator	Word for Illustrator
French	redacteur	traducteur	illustrateur
	editeur		
German	redakteur	ubersetzer	erlauterer
	herausgeber	dolmetscher	
Italian	redattore	traduttore	disegnatore
	curatore		
	editore		
Russian	redaktor	perevodchik	konstruktor
	izdatel		
Spanish	redactor	traductor	ilustrador
	editor		

Box 62. **Organization as editor.**

On rare occasions an organization will be listed as the editor.

Box 62 continued from previous page.

- Follow the instructions for entering the organizational name found under Organizations as author

- Place a comma, space, and the word editor after the organizational name

- End with a period

    Advisory Committee on Existing Chemicals of Environmental Relevance, editor.

Examples for Editor and other Secondary Authors

15. Forthcoming book with secondary authors

Place of Publication for Forthcoming Books (required)

General Rules for Place of Publication

- Place is defined as the city where the book will be published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as London (ON) and London (England)
- Use the anglicized form for a non-US city, such as Vienna for Wien
- End place information with a colon

Specific Rules for Place of Publication

- Non-US cities
- Joint publication
- Multiple places of publication

Box 63. **Non-US cities.**

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, whenever possible. However, the name as found on the publication may always be used.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

        Å *treated as* A

        Ø *treated as* O

        Ç *treated as* C

        Ł *treated as* L

        à *treated as* a

Box 63 continued from previous page.

        ĝ *treated as* g

        ñ *treated as* n

        ü *treated as* u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ *treated as* ae

        œ *treated as* oe

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:

    Montreal (QC):

    Ottawa (ON):

    Vancouver (BC):

- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.

    London:

    Rome:

    Paris:

    Madrid:

    but

    Malaga (Spain): *or* Malaga (ES):

    Basel (Switzerland): *or* Basel (CH):

    Oxford (England): *or* Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

---

Box 64. Joint publication.

Two organizations may co-publish a book.

- Use the city of the first organization that will be found on the title page as the place of publication

- Place the name of the second organization as a note at the end of the citation, if desired

    Co-published by the Canadian Medical Association.

- Do not give multiple places as place of publication or include multiple publishers

---

Box 65. Multiple places of publication.

- If more than one place of publication will appear in the book, use the one that will appear first on the title page or the one that will be set in the largest type or in bold type. Do not give multiple places.
- As an option, if one place is a US city and the other(s) are not, use the US city

---

Examples for Place of Publication

16. Forthcoming book with geographic qualifier added to place of publication

Publisher for Forthcoming Books (required)

General Rules for Publisher

- Record the name of the publisher as it will appear in the publication, using whatever capitalization and punctuation will be found there
- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- When a division or other subsidiary part of a publisher will appear in the publication, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a period

Specific Rules for Publisher

- Abbreviated words in publisher names
- Non-English names for publishers
- Government agencies and other national and international bodies as publisher
- Joint publication
- Multiple publishers

Box 66. Abbreviated words in publisher names.

- Abbreviate commonly used words in publisher names, if desired

    Examples:

    Acad. for Academy

    Assoc. for Association

    Co. for Company

    Coll. for College

    Corp. for Corporation

    Dept. for Department

    Div. for Division

    Inst. for Institute or Institution

    Ltd. for Limited

Box 66 continues on next page...

Box 66 continued from previous page.

        Soc. for Society

        Univ. for University

    See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

- Follow all abbreviated words with a period

Box 67. Non-English names for publishers.

- Give publisher names appearing in the roman alphabet (French, Spanish, Italian, etc.) in their original language

  Rome: Societa Editrice Universo.

  Lisbon: Imprensa Medica.

- Romanize names given in Cyrillic, Greek, Arabic, Hebrew, Korean

  Sofia (Bulgaria): Sofia Medizina i Fizkultura.

- Romanize names or translate names presented in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation will be given in the publication.

  Tokyo: Medikaru Rebyusha.

  Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute].

  Taiyuan (China): Shanxi ke xue ji she chu ban she.

  [Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as* A

        Ø   *treated as* O

        Ç   *treated as* C

        Ł   *treated as* L

        à   *treated as* a

        ĝ   *treated as* g

        ñ   *treated as* n

Box 67 continued from previous page.

ü   *treated as*   u

○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ   *treated as*   ae

œ   *treated as*   oe

- If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.

    Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press].

- If the name of a division of other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

    Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero.

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation will be given in the publication.

    Aarhus (Denmark): [Aarhus University Press].

Box 68. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D).

    National Cancer Institute (US)

    National Society on Alcoholism and Drug Dependence (NZ)

    Royal Society of Medicine Press Ltd. (GB)

    Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor, which disseminates documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency that will issue the book as the publisher and include distributor information as a note, if desired, preceded by "Available from: ".

Box 69. Joint publication.

Two organizations may co-publish a book.

- Use the city of the first organization that will be found on the title page as the place of publication

- Place the name of the second organization as a note at the end of the citation, if desired

    Co-published by the Canadian Medical Association.

Box 69 continued from previous page.

- Do not give multiple places as place of publication or include multiple publishers

Box 70. Multiple publishers.

- If the name of more than one publisher will be found in a book, use the first one that will appear on the title page as the publisher
- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.
- Do not list multiple publishers. For those publications with joint or co-publishers, use the name that will appear first on the title page as the publisher and include the name of the second as a note if desired. For example, use "Jointly published by the Canadian Pharmacists Association".
- End publisher information with a period

Examples for Publisher

    17. Forthcoming book with publisher with subsidiary department/division named

Language for Forthcoming Books (required)

General Rules for Language

- Give the language of publication if other than English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Books appearing in more than one language

Box 71. Books appearing in more than one language.

- If a book is written in several languages, give the title in the first language that will appear on the title page and indicate all languages of publication after the publisher. Separate the languages by commas.

  Chen WP. Asian blepharoplasty and the eyelid crease. Philadelphia: Butterworth Heinemann/ Elsevier. English, Japanese. Forthcoming 2006.

  Betta E. Animare la vita: disciplina della nascita tra medicina e morale nell'Ottocento. Bologna (Italy): Il Mulino. Italian, French. Forthcoming 2006.

- If a book is written in two or more equal languages, as often occurs in Canadian publications, give all titles in the order in which they will appear on the title page, with an equals sign between them. Indicate the languages, separated by commas, after the publisher.

  Mapping FASD training opportunities in Canada: an environmental scan = Portrait global des possibilites de formation sur l'ETCAF au Canada: analyse de la conjecture. Ottawa (ON): Public Health Agency of Canada. English, French. Forthcoming 2006.

Box 71 continued from previous page.

- If none of the languages is English, follow the title with a translation whenever possible. Place the translation in square brackets.

    Sprumont D, Poledna T, editors. Medizinische Forschung - Haftung und Versicherung [Medical research: liability and insurance]. Zurich: Universite de Neuchatel. German, French. Forthcoming 2006.

Examples for Language

11. Forthcoming book in a language other than English

12. Forthcoming book to be published in multiple languages

Notes for Forthcoming Books (required)

General Rules for Notes

- Begin with the word Forthcoming
- Enter the year of intended publication, if known
- End with a period

Specific Rules for Notes

- Other types of material to include in notes
- Options for date

Box 72. Other types of material to include in notes.

The notes element may be used to provide any information that the compiler of the reference feels is useful. Begin by citing the book, then add the note. Some examples of notes are:

- If a book will have supplemental material accompanying it in the form of a videocassette, CD-ROM, DVD, or another medium, begin by citing the book. Add the phrase "Accompanied by: " followed by the number and type of medium.

    Accompanied by: 1 CD-ROM.

- If the book is translated or otherwise adapted from another book, give the name of the original

    Originally published in French under the title Decodage Biologique et Destin Familial.

- If the book was sponsored by or prepared for a particular organization, give the name

    Prepared for the International Union of Pure and Applied Chemistry.

- If the book contains material of particular interest to the audience that may not be apparent from the title, describe it

    16 pages of plates, some color.

> **Box 73. Options for date.**
>
> It is not NLM policy, but the following is an acceptable option:
>
> The forthcoming date of publication may follow the author names (or title if there are no authors) in the list of references when the name-year system of in-text references is used.
>
> - Use Forthcoming and the year of publication only
> - Place the Forthcoming year after the last named author (or after the title if there is no author), followed by a period
>
>   *NLM citation:*
>
>   Posner MI, Rothbart MK. Educating the human brain. Washington: American Psychological Association. Forthcoming 2007.
>
>   Stedman's neurology & neurosurgery words. 4th ed. Baltimore (MD): Lippincott Williams & Wilkins. Forthcoming 2007.
>
>   *Name-year system of citation:*
>
>   Posner MI, Rothbart MK. Forthcoming 2007. Educating the human brain. Washington: American Psychological Association.
>
>   Stedman's neurology & neurosurgery words. Forthcoming 2007. 4th ed. Baltimore (MD): Lippincott Williams & Wilkins.

Examples for Notes

1. Standard citation for a forthcoming book

18. Forthcoming book with no predicted date of publication

Examples of Citations to Forthcoming Books

1. Standard citation for a forthcoming book

Posner MI, Rothbart MK. Educating the human brain. Washington: American Psychological Association. Forthcoming 2007.

Burroughs A. Atlas of liver disease. Carnforth (UK): Parthenon Publications Group. Forthcoming 2007.

2. Forthcoming book with optional full first names

Posner, Michael I.; Rothbart, Mary Klevjord. Educating the human brain. Washington: American Psychological Association. Forthcoming 2007.

3. Forthcoming book with designations of family rank in author/editor names

Nelson WM 3rd. Conduct disorders: a practitioner's guide to comparative treatments. New York: Springer Publishing Company, Incorporated. Forthcoming 2006.

Miller WT Jr. Diagnostic thoracic imaging. New York: McGraw-Hill Incorporated. Forthcoming 2006.

4. Forthcoming book with compound author/editor names

Timor-Tritsch IE, Goldstein SR. Ultrasound in gynecology. 2nd ed. Philadelphia: Elsevier Churchill Livingstone. Forthcoming 2007.

Narro Robles J, Rivero Serrano O, Lopez Barcena JJ. Diagnostico y tratamiento en la practica medica. Mexico City: Editorial El Manual Moderno. Spanish. Forthcoming 2006.

5. Forthcoming book with prefixes or particles in author/editor names

Lilienfeld SO, O'Donohue WT. The great ideas of clinical science: 17 principles that every mental health researcher and practitioner should understand. New York: Routledge. Forthcoming 2007.

Taylor CR, Dell'Oro R, editors. Health and human flourishing: religion, medicine, and moral anthropology. Washington: Georgetown University Press. Forthcoming 2006.

McLean S. Making medical decisions. Aldershot (UK): Ashgate Publishing Company. Forthcoming 2006.

zur Hausen H. Infections causing human cancer. Weinheim (Germany): Wiley-VCH. Forthcoming 2006.

6. Forthcoming book with editor(s) instead of an author

Lilienfeld SO, O'Donohue WT, editors. The great ideas of clinical science: 17 principles that every mental health researcher and practitioner should understand. New York: Routledge. Forthcoming 2007.

7. Forthcoming book with an organization as the author

Joint Commission on Accreditation of Healthcare Organizations. Are you prepared? Hospital emergency management checklist. Oak Brook (IL): Joint Commission Resources. Forthcoming 2006.

8. Forthcoming book with no author

Stedman's neurology & neurosurgery words. 4th ed. Baltimore (MD): Lippincott Williams & Wilkins. Forthcoming 2007.

9. Forthcoming book with author affiliation

Del Mar C (Bond University, Queensland, Australia), Doust J (University of Queensland, Queensland, Australia), Glasziou P (University of Oxford, Oxford, UK). Clinical thinking: evidence, communication and decision-making. Oxford (UK): Blackwell BMJ Books. Forthcoming 2006.

Toone EJ, editor (Department of Chemistry, Duke University, Durham, NC). Protein evolution. Hoboken (NJ): John Wiley and Sons, Inc. Forthcoming 2006.

10. Forthcoming book with a subtitle

Bellack AS, Bennett ME, Gearon JS. Behavioral treatment for substance abuse in people with serious and persistent mental illness: a handbook for mental health professionals. New York: Routledge. Forthcoming 2007.

11. Forthcoming book in a language other than English

Cantani A. Allergologia e immunologia pediatrica - dall'infanza all'adolescenza. 2nd ed. Berlin (Germany): Springer. Italian. Forthcoming 2006.

Greim H, editor. Gesundheitsschadliche Arbeitsstoffe. Weinheim (Germany): Wiley-VCH. German. Forthcoming 2006.

Narro Robles J, Rivero Serrano O, Lopez Barcena JJ. Diagnostico y tratamiento en la practica medica. Mexico City: Editorial El Manual Moderno. Spanish. Forthcoming 2006.

with translation

Cantani A. Allergologia e immunologia pediatrica - dall'infanza all'adolescenza [Pediatric allergy and immunology - from infancy to adolescence]. 2nd ed. Berlin (Germany): Springer. Italian. Forthcoming 2006.

Greim H, editor. Gesundheitsschadliche Arbeitsstoffe [Workplace materials injurious to health]. Weinheim (Germany): Wiley-VCH. German. Forthcoming 2006.

Narro Robles J, Rivero Serrano O, Lopez Barcena JJ. Diagnostico y tratamiento en la practica medica [Diagnosis and treatment in medical practice]. Mexico City: Editorial El Manual Moderno. Spanish. Forthcoming 2006.

12. Forthcoming book to be published in multiple languages

Chen WP. Asian blepharoplasty and the eyelid crease. Philadelphia: Butterworth Heinemann/Elsevier. English, Japanese. Forthcoming 2006.

Betta E. Animare la vita: disciplina della nascita tra medicina e morale nell'Ottocento. Bologna (Italy): Il Mulino. Italian, French. Forthcoming 2006.

13. Forthcoming book in a non-print medium

Larsen E. Abused boys, wounded men: taking responsibility for ending the cycle of pain [videocassette]. Center City (MN): Hazelden Publishing. Forthcoming 2006.

14. Forthcoming book with an edition

Keats TE, Anderson M. Atlas of normal roentgen variants that may simulate disease. 8th ed. St. Louis (MO): Mosby. Forthcoming 2007.

Civetta J. Critical care. 4th ed. Baltimore (MD): Lippincott Williams & Wilkins. Forthcoming 2008.

Cantani A. Allergologia e immunologia pediatrica - dall'infanza all'adolescenza [Pediatric allergy and immunology - from infancy to adolescence]. 2nd ed. Berlin (Germany): Springer. Italian. Forthcoming 2006.

15. Forthcoming book with secondary authors

LaFleur WR. Dark medicine: rationalizing unethical medical research. Bohme G, Shimazono S, editors. Bloomington (IN): Indiana University Press. Forthcoming 2007.

Robbins T. Elizabeth Blackwell: America's first woman doctor. Martin C, Timmons A, illustrators. Bloomington (IN): Capstone Press. Forthcoming 2007.

Pischinger AW. The extracellular matrix and ground regulation: basis for a holistic biological medicine. Eibl I, translator; Heine H, editor. Berkeley (CA): North Atlantic Books. Forthcoming 2007.

16. Forthcoming book with geographic qualifier added to place of publication

Dutton RL, Scharer JM, editors. Advanced technologies for biopharmaceutical processing. Ames (IA): Blackwell Pub. Forthcoming 2007.

17. Forthcoming book with publisher with subsidiary department/division named

Nordin BE. Musculoskeletal disorders and the workplace. Philadelphia: Elsevier, Health Sciences Division. Forthcoming 2006.

18. Forthcoming book with no predicted date of publication

D'Andrea D. Civic Christianity in Renaissance Italy: the Hospital of Treviso (1400-1530). Rochester (NY): University of Rochester Press. Forthcoming.

Chapter 12. Papers and Poster Sessions Presented at Meetings

Created: October 10, 2007; Updated: August 5, 2020.

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

See also:

Chapter 3 Conference Publications

Sample Citation and Introduction to Citing Papers and Poster Sessions Presented at Meetings

The general format for a reference to an unpublished conference paper or poster session, including punctuation:

- for a paper:
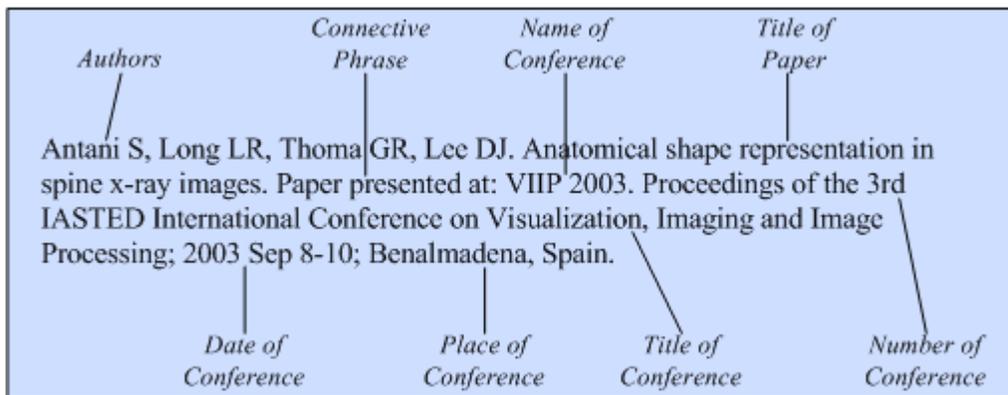
- for a poster session:
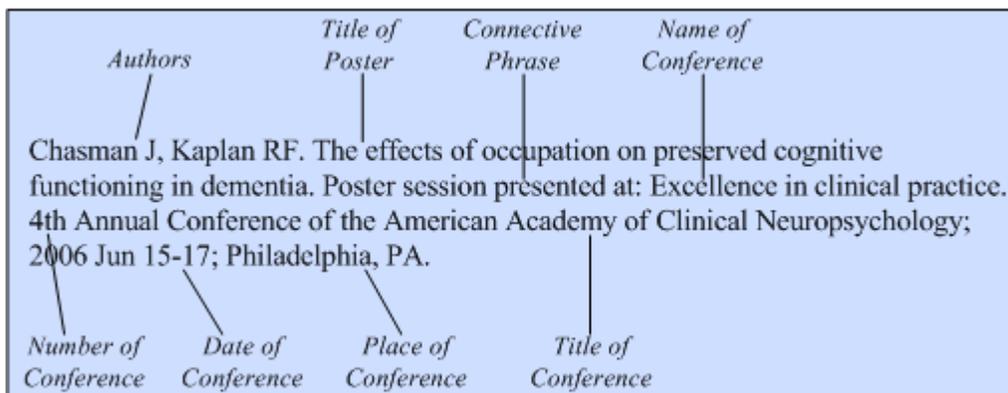
Examples of Citations to Papers and Poster Sessions Presented at Meetings

Papers and poster sessions presented at meetings include both items that were presented but never published and items for which any subsequent publication is unknown. If subsequent publication is known, cite the published form rather than the meeting paper or poster session.

Begin the reference with information on the author(s) and title of the paper or poster session; use the same format as that used for conference papers. See Chapter 3 Conference Publications for details. Use the phrases "Paper presented at:" and "Poster session presented at:" to connect author and title information with meeting information.

Although author affiliation is an optional part of a citation, including it in references to unpublished papers and poster sessions is very helpful to the reader because compilations of papers and poster sessions can be difficult to locate.

Examples provided in this chapter are primarily from material distributed at various conferences. No attempt was made to ascertain whether or not subsequent publication occurred, as would normally be done before citation.

Continue to Citation Rules with Examples for Papers and Poster Sessions Presented at Meetings.

Continue to Examples of Citations to Papers and Poster Sessions Presented at Meetings.

Citation Rules with Examples for Papers and Poster Sessions Presented at Meetings

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Author Affiliation (O) | Title (R) | Connective Phrase (R) | Conference Proceedings (R) | Language (R) | Notes (O)

Author of Paper or Poster Presented (required)

General Rules for Author

- List names in the order they appear in the text
- Enter surname (family or last name) first for each author
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
- Give all authors, regardless of the number
- Separate author names from each other by a comma and a space
- End author information with a period

Specific Rules for Author

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Options for author names

Box 1. **Surnames with hyphens and other punctuation in them.**

- Keep hyphens in surnames

Box 1 continues on next page...

Box 1 continued from previous page.

      Estelle Palmer-Canton   *becomes*   Palmer-Canton E

      Ahmed El-Assmy   *becomes*   El-Assmy A

- Keep particles, such as O', D', and L'

      Alan D. O'Brien   *becomes*   O'Brien AD

      James O. L'Esperance   *becomes*   L'Esperance JO

      U. S'adeh   *becomes*   S'adeh U

- Omit all other punctuation in surnames

      Charles A. St. James   *becomes*   St James CA

Box 2. Other surname rules.

- Keep prefixes in surnames

      Lama Al Bassit   *becomes*   Al Bassit L

      Jiddeke M. van de Kamp   *becomes*   van de Kamp JM

      Gerard de Pouvourville   *becomes*   de Pouvourville G

- Keep compound surnames even if no hyphen appears

      Sergio Lopez Moreno   *becomes*   Lopez Moreno S

      Jaime Mier y Teran   *becomes*   Mier y Teran J

      Virginie Halley des Fontaines   *becomes*   Halley des Fontaines V

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat a letter marked with diacritics or accents as if it were not marked

      Å   *treated as*   A

      Ø   *treated as*   O

      Ç   *treated as*   C

      Ł   *treated as*   L

      à   *treated as*   a

      ĝ   *treated as*   g

      ñ   *treated as*   n

      ü   *treated as*   u

Box 2 continues on next page...

Box 2 continued from previous page.

- ○ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

  æ   *treated as*   ae

  œ   *treated as*   oe

Box 3. **Given names containing punctuation, a prefix, a preposition, or particle.**

- Disregard hyphens joining given (first or middle) names

  Jean-Louis Lagrot   *becomes*   Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle

  D'Arcy Hart   *becomes*   Hart D

  W. St. John Patterson   *becomes*   Patterson WS

  De la Broquerie Fortier   *becomes*   Fortier D

  Craig McC. Brooks   *becomes*   Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

  Ch. Wunderly   *becomes*   Wunderly C

  C. Fr. Erdman   *becomes*   Erdman CF

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

  Iu. A. Iakontov   *becomes*   Iakontov IuA

  G. Th. Tsakalos   *becomes*   Tsakalos GTh

Box 4. **Degrees, titles, and honors before or after a personal name.**

- Omit degrees, titles, and honors such as M.D. following a personal name

  James A. Reed, M.D., F.R.C.S.   *becomes*   Reed JA

  Kristine Schmidt, Ph.D.   *becomes*   Schmidt K

  Robert V. Lang, Major, US Army   *becomes*   Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name

  Sir Frances Hildebrand   *becomes*   Hildebrand F

  Dr. Jane Eberhard   *becomes*   Eberhard J

  Captain R.C. Williams   *becomes*   Williams RC

Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation

- Convert roman numerals to arabic ordinals
  Examples:

  Vincent T. DeVita, Jr.   *becomes*   DeVita VT Jr

  James G. Jones II   *becomes*   Jones JG 2nd

  John A. Adams III   *becomes*   Adams JA 3rd

  Henry B. Cooper IV   *becomes*   Cooper HB 4th

Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names if they are in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese

- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

  Iu. A. Iakontov   *becomes*   Iakontov IuA

  G. Th. Tsakalos   *becomes*   Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat a letter marked with diacritics or accents as if it were not marked

      Å   *treated as*   A

      Ø   *treated as*   O

      Ç   *treated as*   C

      Ł   *treated as*   L

      à   *treated as*   a

      ĝ   *treated as*   g

      ñ   *treated as*   n

      ü   *treated as*   u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

      æ   *treated as*   ae

      œ   *treated as*   oe

Box 7. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon.

    Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.

    Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."

    Rastan S, Hough T, Kierman A, et al.

    Adler DG, Baron TH, Davila RE, and others.

Examples for Author

1. Standard paper presented with a separate name for the conference

2. Standard paper presented without a separate name for the conference

3. Standard poster presented with a separate name for the conference

4. Standard poster presented without a separate name for the conference

5. Paper/poster author with optional full name

6. Paper/poster with optional limit to the first six authors

7. Paper/poster author with designation of rank within a family

8. Paper/poster author with a prefix or particle in the surname

9. Paper/poster author with compound surname

10. Paper/poster with both a person and an organization as author

Author Affiliation for Paper or Poster Presented (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the affiliation
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the closing parenthesis, unless it is the affiliation of the last author, then use a period

Specific Rules for Author Affiliation

- Abbreviations in affiliations

- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

Box 8. **Abbreviations in affiliations.**

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

  Examples:

    Acad. for Academy

    Assoc. for Association

    Co. for Company

    Coll. for College

    Corp. for Corporation

    Dept. for Department

    Div. for Division

    Inst. for Institute or Institution

    Soc. for Society

    Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 9. **E-mail address included.**

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears in the publication

- Do not end an e-mail address with a period

- Place the e-mail address within the closing parenthesis for the author affiliation

  Example:

  Patrias K (National Library of Medicine, Bethesda, MD. patrias@nlm.nih.gov). Computer-compatible writing and editing. Paper presented at: Interacting with the digital environment: modern scientific publishing. 46th Annual Meeting of the Council of Science Editors; 2003 May 3-6; Pittsburgh, PA.

Box 10. Organizational names for affiliations not in English.

- Give the affiliation of all authors or only the first author

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

  Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

- Romanize (write in the roman alphabet) or translate organizational names if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

  Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I.

  Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese)

  Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat a letter marked with diacritics or accents as if it were not marked

    Å *treated as* A

    Ø *treated as* O

    Ç *treated as* C

    Ł *treated as* L

    à *treated as* a

    ĝ *treated as* g

    ñ *treated as* n

    ü *treated as* u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

---

Box 10 continued from previous page.

> æ *treated as* ae
>
> œ *treated as* oe

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 11. Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name as found on the publication may always be used.

> Moskva *becomes* Moscow
>
> Wien *becomes* Vienna
>
> Italia *becomes* Italy
>
> Espana *becomes* Spain

Examples for Author Affiliation

11. Paper/poster with author affiliation

12. Paper/poster with author affiliation including e-mail address

Title of Paper or Poster Presented (required)

General Rules for Title

- Enter the title of a paper or poster as it appears in the original document
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it

Specific Rules for Title

- Titles not in English
- Titles containing a Greek letter, chemical formula, or other special character

---

Box 12. Titles not in English.

- Provide the title in the original language for non-English titles found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

> Villagra F, Aroca A, Gomez R, Cazzaniga M, Larraya FG, Rodriguez M, Herraiz JI, Romera G, Soler V, Simo S, Arjona D. Cirugia de la coartacion de aorta (COA) asociada a defectos septales ventriculares (DSV) significativos (COA + DSV). Paper presented at: 1st Congreso Nacional de Cardiologia Pediatrica; 2003 May 23-24; Seville, Spain. Spanish.

Box 12 continues on next page...

Box 12 continued from previous page.

- Romanize (write in the roman alphabet) titles if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

  Stefanov S. Prilozhenie na iadrenomagnitniia rezonans v kardiologiiata. Paper presented at: Bulgarska kardiologiia. 9th Natsionalenkongres po Kardiologiia; 2004 Oct 28-30; Sofia, Bulgaria. Bulgarian.

- Romanize or translate titles in character-based languages (Chinese, Japanese) and place in square brackets

  Wu HH. [Care of rheumatoid arthritis treated with acupuncture]. Paper presented at: [5th National Symposium of Acupuncture Anesthesia and Acupuncture Analgesia]; 1994 Sep 20-24; Wuhan, China. Chinese.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat a letter marked with diacritics or accents as if it were not marked

    Å   *treated as*   A

    Ø   *treated as*   O

    Ç   *treated as*   C

    Ł   *treated as*   L

    à   *treated as*   a

    ĝ   *treated as*   g

    ñ   *treated as*   n

    ü   *treated as*   u

  - Treat two or more letters printed as a unit (ligated letters) as if they were two letters

    æ   *treated as*   ae

    œ   *treated as*   oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of the particular language require other capitalization

  Morbus Cushing und Prolaktinom [Cushing's disease and prolactinoma].

- Provide an English translation after the original language title whenever possible and place it in square brackets

  Villagra F (Hospitales Zarzuela y Monte Principe, Madrid, Espana), Aroca A, Gomez R, Cazzaniga M, Larraya FG, Rodriguez M, Herraiz JI, Romera G, Soler V, Simo S, Arjona D. Cirugia de la coartacion de aorta (COA) asociada a defectos septales ventriculares (DSV) significativos (COA + DSV) [Surgery for coarctation of the aorta (COA) associated with significant ventricular septal defect (COA + DSV)]. Paper presented at: 1st Congreso Nacional de Cardiologia Pediatrica [1st National Congress of Pediatric Cardiology]; 2003 May 23-24; Seville, Spain. Spanish.

Box 12 continued from previous page.

> Stefanov S. Prilozhenie na iadrenomagnitniia rezonans v kardiologiiata [The use of nuclear magnetic resonance in cardiology]. Paper presented at: Bulgarska kardiologiia. 9th Natsionalenkongres po Kardiologiia [Bulgarian cardiology. 9th National Congress of Cardiology]; 2004 Oct 28-30; Sofia, Bulgaria. Bulgarian.

Box 13. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a title for a poster or paper unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

    1,3-dichloro-5,5-dimethylhydantoin: health-based reassessment of occupational exposure limits.

    von Willebrand factor and the mechanisms of platelet function.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

    Regulation of BCRP expression by progesterone and 17β-estradiol.

    may become

    Regulation of BCRP expression by progesterone and 17beta-estradiol.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

    Pre-operative diagnosis and staging of symptomatic breast disease using ^{99m}technitium scintimammography.

    may become

    Pre-operative diagnosis and staging of symptomatic breast disease using (99m)technitium scintimammography.

    Proinflammatory role for AT_1 receptors in the rat synovium.

    may become

    Proinflammatory role for AT(1) receptors in the rat synovium.

Examples for Title

13. Paper/poster title containing a Greek letter or other special character

14. Paper/poster in a language other than English

Connective Phrase for Paper or Poster Presented (required)

General Rule for Connective Phrase

- Use the words "Paper presented at" or "Poster session presented at" followed by a colon and a space to connect information about the paper or poster with information on the conference proceedings

Examples for Connective Phrase

1. Standard paper presented with a separate name for the conference

2. Standard paper presented without a separate name for the conference

3. Standard poster presented with a separate name for the conference

4. Standard poster presented without a separate name for the conference

Conference Proceedings for Paper or Poster Presented (required)

Follow the instructions in Chapter 3 to enter proceedings citation information

Examples for Conference Proceedings

1. Standard paper presented with a separate name for the conference

2. Standard paper presented without a separate name for the conference

3. Standard poster presented with a separate name for the conference

4. Standard poster presented without a separate name for the conference

15. Paper/poster with optional specific location of the conference added

Language for Paper or Poster Presented (required)

General Rules for Language

- Give the language of the paper or poster if not English
- Capitalize the language name
- Follow the language name with a period

Examples for Language

14. Paper/poster in a language other than English

Notes for Paper or Poster Presented (optional)

General Rules for Notes

- Notes is a collective term for any useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Sponsorship note
- Other types of material to include in notes

Box 14. Sponsorship note.

- If the conference was sponsored by an organization or organizations that are not evident from the title of the conference, add the organizations as a note

Box 14 continues on next page...

Box 14 continued from previous page.

> Rosenberg SA. Human cancer immunotherapy: progress and problems. Paper presented at: Cancer Vaccines 2005: Barriers, Endpoints & Opportunities; 2005 Oct 5-7; New York, NY. Conference sponsored by the Cancer Research Institute, New York.
>
> Rookus MA, Brohet RM, Andrieu N, Antroniou AC, Chang-Claude J, Easton DF, Peock S, Nogues C, van Leeuwen FE, Goldgar DE. Oral contraceptives and breast cancer risk in the International BRCA1/2 Carrier Cohort Study (IBCCS). Paper presented at: 3rd International Symposium on the Molecular Biology of Breast Cancer; 2005 Jun 22-26; Molde, Norway. Main conference sponsors were Affymetrix, Agilent Technologies, Applied Biosystems, AstraZeneca, Novartis Oncology, Pfizer, and Roche Diagnostics.

Box 15. Other types of material to include in notes.

The notes element may be used to provide any information that the compiler of the reference feels is useful. Begin by citing the paper or poster, then add the note. Some examples of notes are:

- Clarification of initialisms or acronyms used in the conference title

  Hu X, Gao Z, Xu F, Liu N. A novel approach to harvesting lymphatic endothelial cells from human foreskin dermis. Paper presented at: 8th TESI Annual Meeting; 2005 Oct 22-25; Shanghai, China. TESI = Tissue Engineering Society International.

- Indication that copies of the paper or poster are available from the author

  Patrias K (National Library of Medicine, Bethesda, MD. patrias@nlm.nih.gov). Computer-compatible writing and editing. Paper presented at: Interacting with the digital environment: modern scientific publishing. 46th Annual Meeting of the Council of Science Editors; 2003 May 3-6; Pittsburgh, PA. Copies of the PowerPoint presentation are available from the author.

Examples for Notes

16. Paper/poster with sponsorship note

17. Paper/poster with other supplemental note

Examples of Citations to Papers and Poster Sessions Presented at Meetings

1. Standard paper presented with a separate name for the conference

Patrias K. Computer-compatible writing and editing. Paper presented at: Interacting with the digital environment: modern scientific publishing. 46th Annual Meeting of the Council of Science Editors; 2003 May 3-6; Pittsburgh, PA.

Bernhardt A, Weiss C, Breuer J, Kumpf M, Sieverding L. The clinical relevance of an elevated lactate level after surgery for congenital heart disease. Paper presented at: Myocardial cell damage and myocardial protection. 3rd International Symposium on the Pathophysiology of Cardiopulmonary Bypass; 2000 Dec 16; Aachen, Germany.

2. Standard paper presented without a separate name for the conference

Hu X, Gao Z, Xu F, Liu N. A novel approach to harvesting lymphatic endothelial cells from human foreskin dermis. Paper presented at: 8th TESI Annual Meeting; 2005 Oct 22-25; Shanghai, China.

Thabet A. Clinical value of two serial pulmonary embolism-protocol CT studies performed within ten days. Paper presented at: Annual Scientific Meeting and Postgraduate Course of the American Society of Emergency Radiology; 2006 Sep 27-30; Washington, DC.

3. Standard poster presented with a separate name for the conference

Chasman J, Kaplan RF. The effects of occupation on preserved cognitive functioning in dementia. Poster session presented at: Excellence in clinical practice. 4th Annual Conference of the American Academy of Clinical Neuropsychology; 2006 Jun 15-17; Philadelphia, PA.

Charles L, Gordner R. Analysis of MedlinePlus en Espanol customer service requests. Poster session presented at: Futuro magnifico! Celebrating our diversity. MLA `05: Medical Library Association Annual Meeting; 2005 May 14-19; San Antonio, TX.

4. Standard poster presented without a separate name for the conference

Muto A, Funakubo K. Efficacy of transarterial embolization using NBCA-LPD for acute arterial bleeding in patients with coagulopathy. Poster session presented at: Annual Scientific Meeting and Postgraduate Course of the American Society of Emergency Radiology; 2006 Sep 27-30; Washington, DC.

Rao RM, Lord GM, Choe H, Lichtman AH, Luscinskas FW, Glimcher LH. The transcription T-bet is required for optimal proinflammatory trafficking of CD4+ T cells. Poster session presented at: 25th European Workshop for Rheumatology Research; 2005 Feb 24-27; Glasgow, UK.

5. Paper/poster author with optional full name

Rosenberg, Steven A. Human cancer immunotherapy: progress and problems. Paper presented at: Cancer Vaccines 2005: Barriers, Endpoints & Opportunities; 2005 Oct 5-7; New York, NY.

Cronin, James T.; Haynes, Kyle J. Parasitoid and host movement and population dynamics in a heterogeneous prairie landscape. Paper presented at: 13th International Entomophagous Insects Workshop; 2003 Jul 27-31; Tucson, AZ.

6. Paper/poster with optional limit to the first six authors

Boggi U, Del Chiaro M, Croce C, Gremmo F, Sgambelluri AF, Cappelli C, et al. Mesenteric portal vein resection during pancreatectomy for ductal adenocarcinoma of the pancreas: is it worthwhile? Paper presented at: 29th National Congress of the Italian Association for the Study of the Pancreas (AISP); 2005 Sep 15-17; Bologna, Italy.

7. Paper/poster author with designation of rank within a family

Hubert JM, Renoult E, Chammas M Jr, Mourey E, Feuillu B, Frimat L, Cormier L, Prevot L, Hestin D, Kessler M. Purely laparoscopic robotic (Da Vinci®) live donor nephrectomy: experience in 37 cases. Poster session presented at: 24th Annual World Congress of Endourology; 2006 Aug 17-20; Cleveland, OH.

8. Paper/poster author with a prefix or particle in the surname

Sarna A, Pujari S, Sengar AK, Garg R, Katke S, van Dam J. Adherence to antiretroviral therapy (ART) and its principal determinants in HIV-infected adults in India. Poster session presented at: NIMH/IAPAC International Conference on HIV Treatment Adherence; 2006 Mar 8-10; Jersey City, NJ.

Van Assche FA. The relation of EBCOG with scientific organisations in Europe. Paper presented at: 9th Congress of the European Society of Contraception; 2006 May 3-6; Istanbul, Turkey.

Fettouh HI, Morsy HA, El Shenoufy A, Agabo H, Fettouh IA. Laparoscopic right donor nephrectomy using non-absorbable locking clips to control the renal vein. Poster session presented at: 24th Annual World Congress of Endourology; 2006 Aug 17-20; Cleveland, OH.

Joseph MA, Harlow SD, LaRosa JH. Ethnic differences in menstrual cycle length and variability in midlife women: The Study of Women's Health across the Nation (SWAN). Poster session presented at: 2nd Women's Health NIH Interdisciplinary Research Symposium; 2005 Oct 20; Bethesda, MD.

Dell'Accio F, De Bari C, El Tawil NM, Barone F, Mitsiadis TA, O'Dowd J, Pitzalis C. Activation of WNT and BMP signaling in adult human articular cartilage following mechanical injury. Paper presented at: 25th European Workshop for Rheumatology Research; 2005 Feb 24-27; Glasgow, UK.

Prakken BJ, de Kleer I. Autoimmunity or immune deficiency? On the role and function of regulatory T cells in chronic arthritis. Paper presented at: 25th European Workshop for Rheumatology Research; 2005 Feb 24-27; Glasgow, UK.

Martin M, Del Cacho E, Lopez E, Tuset M, Codina C, Miro JM, Ribas J. Adverse side effects and nonadherence to antiretroviral therapy. Poster session presented at: NIMH/IAPAC International Conference on HIV Treatment Adherence; 2006 Mar 8-10; Jersey City, NJ.

9. Paper/poster author with compound surname

Bryan-Rest LL. The "clear sinus sign" revisited in the multislice CT ERA. Paper presented at: Annual Scientific Meeting and Postgraduate Course of the American Society of Emergency Radiology; 2006 Sep 27-30; Washington, DC.

Ruiz Mondejar R, Donate MJ, Pastor H, Hernandez I, Lorenzo J, Virseda JA, Gimenez J. Laparoscopic adrenalectomy, an initial experience of 14 cases in a Spanish general hospital. Poster session presented at: 24th Annual World Congress of Endourology; 2006 Aug 17-20; Cleveland, OH.

10. Paper/poster with both a person and an organization as author

Atkinson RP; ARCHeR Trial Collaborators. Final 1-year composite endpoint results for the ARCHeR Trials: ACCULINK for revascularization of carotids in high-risk patients. Paper presented at: 129th Annual Meeting of the American Neurological Association; 2004 Oct 3-6; Toronto, ON.

11. Paper/poster with author affiliation

Thabet A (Massachusetts General Hospital, Boston, MA). Clinical value of two serial pulmonary embolism-protocol CT studies performed within ten days. Paper presented at: Annual Scientific Meeting and Postgraduate Course of the American Society of Emergency Radiology; 2006 Sep 27-30; Washington, DC.

Barron D (Leeds Teaching Hospitals, Leeds, UK), Enion DS (Blackburn Royal Infirmary, Blackburn, UK), Bollen SR (Blackburn Royal Infirmary, Blackburn, UK). Femoro-tibial dislocation and the radiologist. Poster session

presented at: Annual Scientific Meeting and Postgraduate Course of the American Society of Emergency Radiology; 2006 Sep 27-30; Washington, DC.

12. Paper/poster with author affiliation including e-mail address

Patrias K (National Library of Medicine, Bethesda, MD. patrias@nlm.nih.gov). Computer-compatible writing and editing. Paper presented at: Interacting with the digital environment: modern scientific publishing. 46th Annual Meeting of the Council of Science Editors; 2003 May 3-6; Pittsburgh, PA.

13. Paper/poster title containing a Greek letter or other special character

Greek letters may be written out if special fonts are not available

Wang H, Unadkat JD, Mao Q. Regulation of BCRP expression by progesterone and 17β-estradiol. Poster session presented at: 2nd Women's Health NIH Interdisciplinary Research Symposium; 2005 Oct 20; Bethesda, MD.

may become

Wang H, Unadkat JD, Mao Q. Regulation of BCRP expression by progesterone and 17beta-estradiol. Poster session presented at: 2nd Women's Health NIH Interdisciplinary Research Symposium; 2005 Oct 20; Bethesda, MD.

Superscripts or subscripts may be enclosed within parentheses if fonts are not available

Bradford I, Mackie A, McCauley E, Cadigan P, Cook A. Pre-operative diagnosis and staging of symptomatic breast disease using ^{99m}technitium scintimammography. Paper presented at: Symposium Mammographicum 2000; 2000 Oct 4-6; York, UK.

may become

Bradford I, Mackie A, McCauley E, Cadigan P, Cook A. Pre-operative diagnosis and staging of symptomatic breast disease using (99m)technitium scintimammography. Paper presented at: Symposium Mammographicum 2000; 2000 Oct 4-6; York, UK.

Price AG, Lockhart JC, Mc Lean JS, Ferrell WR. Proinflammatory role for AT_1 receptors in the rat synovium. Poster session presented at: 25th European Workshop for Rheumatology Research; 2005 Feb 24-27; Glasgow, UK.

may become

Price AG, Lockhart JC, Mc Lean JS, Ferrell WR. Proinflammatory role for AT(1) receptors in the rat synovium. Poster session presented at: 25th European Workshop for Rheumatology Research; 2005 Feb 24-27; Glasgow, UK.

14. Paper/poster in a language other than English

Villagra F (Hospitales Zarzuela y Monte Principe, Madrid, Spain), Aroca A, Gomez R, Cazzaniga M, Larraya FG, Rodriguez M, Herraiz JI, Romera G, Soler V, Simo S, Arjona D. Cirugia de la coartacion de aorta (COA) asociada a defectos septales ventriculares (DSV) significativos (COA + DSV). Paper presented at: 1st Congreso Nacional de Cardiologia Pediatrica; 2003 May 23-24; Seville, Spain. Spanish.

Beganyi N (Fovarosi Onkormanyzat Uzsoki utcai Korhaz, Fovarosi Onkoradiologiai Kozpont, Budapest, Hungary). Mezoillesztesi technikak rosszindulatu fej-nyaki daganatok sugarkezeleseben. Paper presented at: A Magyar Sugarterapias Tarsasag Kongresszusa; 2005 Oct 13-15; Kaposvar, Hungary. Hungarian.

Wu HH. [Care of rheumatoid arthritis treated with acupuncture]. Paper presented at: [5th National Symposium of Acupuncture Anesthesia and Acupuncture Analgesia]; 1994 Sep 20-24; Wuhan, China. Chinese.

with translation

Villagra F (Hospitales Zarzuela y Monte Principe, Madrid, Spain), Aroca A, Gomez R, Cazzaniga M, Larraya FG, Rodriguez M, Herraiz JI, Romera G, Soler V, Simo S, Arjona D. Cirugia de la coartacion de aorta (COA) asociada a defectos septales ventriculares (DSV) significativos (COA + DSV) [Surgery for coarctation of the aorta (COA) associated with significant septal ventricular defect]. Paper presented at: 1st Congreso Nacional de Cardiologia Pediatrica [1st National Congress of Pediatric Cardiology]; 2003 May 23-24; Seville, Spain. Spanish.

Beganyi N (Fovarosi Onkormanyzat Uzsoki utcai Korhaz, Fovarosi Onkoradiologiai Kozpont, Budapest, Hungary). Mezpillesztesi technikak rosszindulatu fej-nyaki daganatok sugarkezeleseben [Field-matched techniques of radiotherapy for head and neck tumors]. Paper presented at: A Magyar Sugarterapias Tarsasag Kongresszusa [Congress of the Hungarian Radiotherapy Society]; 2005 Oct 13-15; Kaposvar, Hungary. Hungarian.

15. Paper/poster with optional specific location of the conference added

Hilbelink DR, Hu X. Use of a point-to-point method to morph image of the Visible Human Project. Paper presented at: 3rd Visible Human Project Conference; 2000 Oct 5-6; National Institutes of Health, Bethesda, MD.

16. Paper/poster with sponsorship note

Rosenberg SA. Human cancer immunotherapy: progress and problems. Paper presented at: Cancer Vaccines 2005: Barriers, Endpoints & Opportunities; 2005 Oct 5-7; New York, NY. Conference sponsored by the Cancer Research Institute, New York.

Rookus MA, Brohet RM, Andrieu N, Antroniou AC, Chang-Claude J, Easton DF, Peock S, Nogues C, van Leeuwen FE, Goldgar DE. Oral contraceptives and breast cancer risk in the International BRCA1/2 Carrier Cohort Study (IBCCS). Paper presented at: 3rd International Symposium on the Molecular Biology of Breast Cancer; 2005 Jun 22-26; Molde, Norway. Main conference sponsors were Affymetrix, Agilent Technologies, Applied Biosystems, AstraZeneca, Novartis Oncology, Pfizer, and Roche Diagnostics.

17. Paper/Poster with other supplemental note

Hu X, Gao Z, Xu F, Liu N. A novel approach to harvesting lymphatic endothelial cells from human foreskin dermis. Paper presented at: 8th TESI Annual Meeting; 2005 Oct 22-25; Shanghai, China. TESI = Tissue Engineering Society International.

18. Paper/Poster for a Cancelled Conference

Joubert, D. J. (2020, May 10–15). Best Practices for Dealing with Biomedical Data [Conference session canceled]. 12th Annual Congress of Data Scientist, Paris, France.

Chapter 13. Letters and Other Personal Communication

Created: October 10, 2007; Updated: March 17, 2017.

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

See also:

Chapter 14 Manuscripts and Preprints

Chapter 26 Electronic Mail and Discussion Forums

Sample Citation and Introduction to Citing Letters and Other Personal Communication

The general format for a reference to a letter or other type of personal communication, including punctuation:

- letter:

- other personal communication:

Examples of Citations to Letters and Other Personal Communication

Documents generally available to scholars in an archive or a depository can usually be included in a reference list. However, many publishers do not permit placing any form of unpublished material in the end references. Most authorities recommend placing references to personal communications such as letters and conversations within the running text, not as formal end references. Include the nature and source of the cited information, using a term or terms to indicate clearly that no corresponding citation is in the reference list. Place the source information in parentheses. For example:

> … and most of these meningiomas proved to be inoperable (2003 letter from RS Grant to me; unreferenced, see "Notes") while the few that …

Unless the letter resides in a library or other public archive, the author of a publication citing a letter must provide written permission from the cited person (if living) to the publisher or from the cited organization if it is carried in a document such as in internal memorandum that is not accessible to scholars. Acknowledge such permission in an "Acknowledgments" or a "Notes" section following the text of an article or at the end of a book's main text. Such statements may include additional details, such as the reason for the communication.

The rules below apply when a letter is included in a reference list rather than within the text as described above. Letters are similar to manuscripts in that they contain little information from which to construct a citation. They lack titles, and have no place of publication or publisher. References to letters differ from manuscripts in that they have a formal structure applied to clearly identify the author (initiator) and the recipient (receiver) of the communication. Because of the lack of other information to include in a citation to a letter, providing the full names for both author and recipient is recommended as well as any clarifying notes on its content.

For information on citing collections of letters, see Chapter 14 Manuscripts and Preprints. For information on citing letters to the editors of journals, see Chapter 1A Journal Articles.

Most examples for citations to letters provided in this chapter are taken from the Modern Manuscripts Collection of the National Library of Medicine. Since the Collection is housed organizationally within the Library's History of Medicine Division, many items are historical in nature. However, the rules provided are applicable to contemporary material. Other types of personal communication, such as conversations, are not included in the examples for this chapter because they are so rarely seen in a reference list.

Continue to Citation Rules with Examples for Letters and Other Personal Communication.

Continue to Examples of Citations to Letters and Other Personal Communication.

Citation Rules with Examples for Letters and Other Personal Communication

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Author Affiliation (O) | Connective Phrase (R) | Recipient (R) | Recipient Affiliation (O) | Date (R) | Pagination (O) | Language (R) | Notes (O)

Author for Personal Communication (required)

General Rules for Author

- Enter surname (family or last name) first for the person initiating the communication
- Capitalize surnames and enter spaces in surnames as they appear in the document cited. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Follow the surname with a comma and a space
- Enter the given (first) name and any middle name or initials; follow initials with periods
- End author information with a period unless the Author Affiliation is given, then use a space

Specific Rules for Author

- Surnames with hyphens and other punctuation in them

- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Organization as author
- Title of author given
- Options for author names

Box 1. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames

  Estelle Palmer-Canton   *becomes*   Palmer-Canton, Estelle

  Ahmed El-Assmy   *becomes*   El-Assmy, Ahmed

- Keep particles, such as O', D', and L'

  Alan D. O'Brien   *becomes*   O'Brien, Alan D.

  James O. L'Esperance   *becomes*   L'Esperance, James O.

  U. S'adeh   *becomes*   S'adeh, U.

- Keep all other punctuation in surnames

  Charles A. St. James   *becomes*   St. James, Charles A.

Box 2. Other surname rules.

- Keep prefixes in surnames

  Lama Al Bassit   *becomes*   Al Bassit, Lama

  Jiddeke M. van de Kamp   *becomes*   van de Kamp, Jiddeke M.

  Gerard de Pouvourville   *becomes*   de Pouvourville, Gerard

- Keep compound surnames even if no hyphen appears

  Sergio Lopez Moreno   *becomes*   Lopez Moreno, Sergio

  Jaime Mier y Teran   *becomes*   Mier y Teran, Jaime

  Virginie Halley des Fontaines   *becomes*   Halley des Fontaines, Virginie

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å   *treated as*   A

Box 2 continues on next page...

> Ø   *treated as*   O
>
> Ç   *treated as*   C
>
> Ł   *treated as*   L
>
> à   *treated as*   a
>
> ĝ   *treated as*   g
>
> ñ   *treated as*   n
>
> ü   *treated as*   u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

> æ   *treated as*   ae
>
> œ   *treated as*   oe

Box 3. **Given names containing punctuation, a prefix, a preposition, or particle.**

- Keep hyphens joining given (first or middle) names

> Jean-Louis Lagrot   *becomes*   Lagrot, Jean-Louis

- Keep prefixes, prepositions, and other particles

> D'Arcy Hart   *becomes*   Hart, D'Arcy
>
> William St. John Patterson   *becomes*   Patterson, William St. John
>
> De la Broquerie Fortier   *becomes*   Fortier, De la Broquerie
>
> Craig McC. Brooks   *becomes*   Brooks, Craig McC.

- Keep traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan.

> Ch. Wunderly   *becomes*   Wunderly, Ch.
>
> Charles Fr. Erdman   *becomes*   Erdman, Charles Fr.

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter if an initial is represented by more than one letter

> Iu. A. Iakontov   *becomes*   Iakontov, Iu.A.
>
> Georgios Th. Tsakalos   *becomes*   Tsakalos, Georgios Th.

Box 4. **Degrees, titles, and honors before or after a personal name.**

- Omit degrees, titles, and honors such as M.D. following a personal name

Box 4 continued from previous page.

James A. Reed, M.D., F.R.C.S. *becomes* Reed, James A.

Kristine Schmidt, Ph.D. *becomes* Schmidt, Kristine

Robert V. Lang, Major, US Army *becomes* Lang, Robert V.

- Omit rank and honors such as Colonel or Sir that precede a name, unless no given name is provided

Sir Frances Hildebrand *becomes* Hildebrand, Frances

Dr. Jane Eberhard *becomes* Eberhard, Jane

Captain R.C. Williams *becomes* Williams, R.C.

but

Dr. Morton *becomes* Morton, Dr.

Major Robertson *becomes* Robertson, Major.

Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the given (first) name and any middle name or initials

- End initials and Jr or Sr with periods

- Convert roman numerals to arabic ordinals
Examples:

Vincent T. DeVita, Jr. *becomes* DeVita, Vincent T. Jr.

James G. Jones II *becomes* Jones, James G. 2nd

John A. Adams III *becomes* Adams, John A. 3rd

Henry B. Cooper IV *becomes* Cooper, Henry B. 4th

Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese

- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

Iu. A. Iakontov *becomes* Iakontov, Iu.A.

Georgios Th. Tsakalos *becomes* Tsakalos, Georgios Th.

Box 6 continued from previous page.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat a letter marked with diacritics or accents as if it were not marked

    Å *treated as* A

    Ø *treated as* O

    Ç *treated as* C

    Ł *treated as* L

    à *treated as* a

    ĝ *treated as* g

    ñ *treated as* n

    ü *treated as* u

  - Treat two or more letters printed as a unit (ligated letters) as if they were two letters

    æ *treated as* ae

    œ *treated as* oe

Box 7. Organization as author.

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit "The" preceding an organizational name

  The American Cancer Society *becomes* American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

  American Medical Association, Committee on Ethics.

  International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

  American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

  National Academy of Sciences (US).

  Royal Marsden Hospital (GB).

- For names of organizations in languages other than English:

Box 7 continues on next page...

Box 7 continued from previous page.

○ Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

   Istituto di Fisiologia Clinica del CNR.

   Universitatsmedizin Berlin.

   Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

○ Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

   Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

   or

   [Russian Respiratory Society].

○ Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

   [Chinese Medical Society].

○ Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

   ▪ Treat a letter marked with diacritics or accents as if it were not marked

      Å *treated as* A

      Ø *treated as* O

      Ç *treated as* C

      Ł *treated as* L

      à *treated as* a

      ĝ *treated as* g

      ñ *treated as* n

      ü *treated as* u

   ▪ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

      æ *treated as* ae

      œ *treated as* oe

Box 8. **Title of author given.**

- If the author's title is given, place it at the beginning of the affiliation

  Example:

  Blue, Rupert (Surgeon General, Bureau of the Public Health Service, Treasury Department, Washington, DC). Letter to: Wm. H. Welch (American Red Cross, Paris, FR). 1919 Mar 18. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 211.

- If the author's title is given in place of a name, put the title in the author position. If the actual name is located elsewhere, add it surname first in square brackets after the title.

  Example:

  Secretary of War (Washington, DC). Letter to: Commander, Fort Dearborn (Illinois). 1846 Mar 7. 15 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; W6 P3 v.7481 box 916 no.1.

  or

  Secretary of War [Marcy, William L.] (Washington, DC). Letter to: Commander, Fort Dearborn (Illinois). 1846 Mar 7. 15 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; W6 P3 v.7481 box 916 no.1.

Box 9. **Options for author names.**

The following format is not NLM practice for citing authors of letters, but is an acceptable option:

- Given (first) and middle names of authors may be reduced to initials. See Chapter 1 for instructions on handling names in this format.

  Takagi Y.

  Moskowitz MA.

Examples for Author

1. Standard citation to a letter

2. Letter with optional initials for author and recipient

3. Letter providing only initials for author and recipient

5. Letter with organization as author

Author Affiliation for Personal Communication (optional)

General Rules for Author Affiliation

- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the affiliation
- Place the affiliation in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)

- Separate the affiliation from its author by a space
- Follow the affiliation with a period placed outside the parentheses

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Titles in affiliations
- Organizational names for affiliations not in English
- Names for cities and countries not in English
- No affiliation found

Box 10. Abbreviations in affiliations.

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

  Examples:

  Acad. for Academy

  Assoc. for Association

  Co. for Company

  Coll. for College

  Corp. for Corporation

  Dept. for Department

  Div. for Division

  Inst. for Institute or Institution

  Soc. for Society

  Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 11. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears in the letter

Box 11 continues on next page...

Box 11 continued from previous page.

- Place the e-mail address inside the closing parenthesis for the author affiliation

- Do not end an e-mail address with a period

    Example:

    Patrias, Karen (Public Services Division, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov).

Box 12. Titles in affiliations.

- If the author's title is given, place it at the beginning of the affiliation

    Example:

    Blue, Rupert (Surgeon General, Bureau of the Public Health Service, Treasury Department, Washington, DC). Letter to: Wm. H. Welch (American Red Cross, Paris, FR). 1919 Mar 18. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 211.

- If the author's title is given in place of a name, put the title in the author position. If the actual name is located elsewhere, add it surname first in square brackets after the title.

    Example:

    Secretary of War (Washington, DC). Letter to: Commander, Fort Dearborn (Illinois). 1846 Mar 7. 15 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; W6 P3 v.7481 box 916 no.1.

    or

    Secretary of War [Marcy, William L.] (Washington, DC). Letter to: Commander, Fort Dearborn (Illinois). 1846 Mar 7. 15 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; W6 P3 v.7481 box 916 no.1.

Box 13. Organizational names for affiliations not in English.

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    Carpentier, Antoine F. (Service de Neurologie, Hopital de la Salpetriere, Paris, France).

    Marubini, Ettore (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy).

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

Box 13 continued from previous page.

Barbulescu, Mihai (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania).

- Translate organizational names in character-based languages (Chinese, Japanese)

Susaki, Kanako (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan).

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat a letter marked with diacritics or accents as if it were not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 14. Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name as found on the publication may always be used.

    Moskva   *becomes*   Moscow

    Wien   *becomes*   Vienna

    Italia   *becomes*   Italy

    Espana   *becomes*   Spain

Box 15. No affiliation found.

- If no affiliation is found or the affiliation is incomplete but it can be determined from elsewhere in the letter or from knowledge of the writer, put the place name in square brackets

Examples:

Nightingale, Florence (115 Park Street, W, [London, GB]). Letter to: Marquis Townshend. 1864 Jul 27. 4 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 179.

Pina, Luciano (Santiago, Chile). Letter to: D.M. Arroyo de Veracruz ([Mexico]). 1845 Jun 26. 4 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 196. Spanish.

Examples for Author Affiliation

1. Standard citation to a letter

2. Letter with optional initials for author and recipient

3. Letter providing only initials for author and recipient

5. Letter with organization as author

6. Letter with author's title included in affiliation

7. Letter with place inferred

Connective Phrase for Personal Communication (required)

General Rules for Connective Phrase

- Use the phrase "Letter to", "Conversation with", or "Telephone conversation with" as appropriate
- End the phrase with a colon and a space

Recipient for Personal Communication (required)

General Rules for Recipient

- Enter the given (first) name and any middle name or initials of the person receiving the communication; follow initials with periods
- Give the surname (family or last name)
- Capitalize surnames and enter spaces in surnames as they appear in the document cited. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- End recipient information with a period unless the Recipient Affiliation is given, then use a space

Specific Rules for Recipient

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III

- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Titles in recipient names
- Organization as recipient
- Options for recipient names

Box 16. **Surnames with hyphens and other punctuation in them.**

- Keep hyphens in surnames

    Estelle Palmer-Canton

    Ahmed El-Assmy

- Keep particles, such as O', D', and L'

    Alan D. O'Brien

    James O. L'Esperance

    U. S'adeh

- Keep all other punctuation in surnames

    Charles A. St. James

Box 17. **Other surname rules.**

- Keep prefixes in surnames

    Lama Al Bassit

    Jiddeke M. van de Kamp

    Gerard de Pouvourville

- Keep compound surnames even if no hyphen appears

    Sergio Lopez Moreno

    Jaime Mier y Teran

    Virginie Halley des Fontaines

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

Box 17 continued from previous page.

 à   *treated as*   a

 ĝ   *treated as*   g

 ñ   *treated as*   n

 ü   *treated as*   u

  ◦ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

 æ   *treated as*   ae

 œ   *treated as*   oe

Box 18. Given names containing punctuation, a prefix, a preposition, or particle.

- Keep hyphens joining given (first or middle) names

    Jean-Louis Lagrot

- Keep prefixes, prepositions, or other particles

    D'Arcy Hart

    W. St. John Patterson

    De la Broquerie Fortier

    Craig McC. Brooks

- Keep traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan.

    Ch. Wunderly

    Charles Fr. Erdman

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter if an initial is represented by more than one letter

    Iu. A. Iakontov

    Georgios Th. Tsakalos

Box 19. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name

    James A. Reed, M.D., F.R.C.S.   *becomes*   James A. Reed

    Kristine Schmidt, Ph.D.   *becomes*   Kristine Schmidt

    Robert V. Lang, Major, US Army   *becomes*   Robert V. Lang

Box 19 continues on next page...

Box 19 continued from previous page.

- Omit rank and honors such as Colonel or Sir that precede a name, unless no given name is provided

  Sir Frances Hildebrand   *becomes*   Frances Hildebrand

  Dr. Jane Eberhard   *becomes*   Jane Eberhard

  Captain R.C. Williams   *becomes*   R.C. Williams

  but

  Dr. Morton   *remains*   Dr. Morton

  Major Robertson   *remains*   Major Robertson

Box 20. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the surname
- Omit any commas between the surname and the designation
- Follow Jr or Sr with a period
- Convert roman numerals to arabic ordinals

  Examples:

  Vincent T. DeVita, Jr.   *becomes*   Vincent T. DeVita Jr.

  James G. Jones, II   *becomes*   James G. Jones 2nd

  John A. Adams III   *becomes*   John A. Adams 3rd

  Henry B. Cooper IV   *becomes*   Henry B. Cooper 4th

Box 21. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

  Iu. A. Iakontov

  Georgios Th. Tsakalos

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

Box 21 continued from previous page.

- Treat a letter marked with diacritics or accents as if it were not marked

    Å *treated as* A

    Ø *treated as* O

    Ç *treated as* C

    Ł *treated as* L

    à *treated as* a

    ĝ *treated as* g

    ñ *treated as* n

    ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters

    æ *treated as* ae

    œ *treated as* oe

Box 22. Titles in recipient names.

- If the recipient's title is given, place it at the beginning of the affiliation

    Letter to: Rupert Blue (Surgeon General, Bureau of the Public Health Service, Treasury Department, Washington, DC).

- If the recipient's title is given in place of a name, put the title in the recipient position. If the actual name is located elsewhere, add it in square brackets following the title.

    Examples:

    Letter to: Secretary of War (Washington, DC).

    or

    Letter to: Secretary of War [William Endicott] (Washington, DC).

    Letter to: Dr. Morton ([Boston, MA]).

    or

    Letter to: Dr. Morton [William Thomas Morton] ([Boston, MA]).

Box 23. Organization as recipient.

An organization such as a university, society, association, corporation, or governmental body may serve as the recipient of a letter.

- Omit "The" preceding an organizational name

The American Cancer Society *becomes* American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in hierarchical order, separated by commas

    Committee on Ethics, American Medical Association.

    Organic and Biomolecular Chemistry Division, International Union of Pure and Applied Chemistry.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

    National Academy of Sciences (US).

    Royal Marsden Hospital (GB).

- For names of organizations in languages other than English:

  - Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

      Istituto di Fisiologia Clinica del CNR.

      Universitatsmedizin Berlin.

      Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

  - Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

      Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

      or

      [Russian Respiratory Society].

  - Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

      [Chinese Medical Society].

  - Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - Treat a letter marked with diacritics or accents as if it were not marked

        Å *treated as* A

        Ø *treated as* O

Ç   *treated as*   C

Ł   *treated as*   L

à   *treated as*   a

ĝ   *treated as*   g

ñ   *treated as*   n

ü   *treated as*   u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters

  æ   *treated as*   ae

  œ   *treated as*   oe

Box 24. **Options for recipient names.**

The following format is not NLM practice for citing recipients, but is an acceptable option:

- Given (first) and middle names of recipients may be reduced to initials. See Chapter 1 for instructions on converting names to initials.

  Y Takagi

  MA Moskowitz

Examples for Recipient

1. Standard citation to a letter

2. Letter with optional initials for author and recipient

3. Letter providing only initials for author and recipient

4. Letter with a title for the recipient rather than a name

Recipient Affiliation for Personal Communication (optional)

General Rules for Recipient Affiliation

- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the affiliation in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from the recipient by a space
- Follow the affiliation with a period placed outside the parentheses

Specific Rules for Recipient Affiliation

- Abbreviations in affiliations
- E-mail address included

- Titles in affiliations
- Organizational names for affiliations not in English
- Names for cities and countries not in English
- No affiliation found

Box 25. Abbreviations in affiliations.

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

    Examples:

    > Acad. for Academy
    >
    > Assoc. for Association
    >
    > Co. for Company
    >
    > Coll. for College
    >
    > Corp. for Corporation
    >
    > Dept. for Department
    >
    > Div. for Division
    >
    > Inst. for Institute or Institution
    >
    > Soc. for Society
    >
    > Univ. for University

    See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 26. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears in the letter

- Place the e-mail address within the closing parenthesis for the author affiliation

- Do not end an e-mail address with a period

    Example:

    > Karen Patrias (Public Services Division, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov).

Box 27. Title in affiliations.

- If the recipient's title is given, place it at the beginning of the affiliation

    Letter to: Rupert Blue (Surgeon General, Bureau of the Public Health Service, Treasury Department, Washington, DC).

- If the recipient's title is given in place of a name, put the title in the recipient position. If the actual name is located elsewhere, add it in square brackets following the title.

    Examples:

    Letter to: Secretary of War (Washington, DC).

    or

    Letter to: Secretary of War [William Endicott] (Washington, DC).

    Letter to: Dr. Morton ([Boston, MA]).

    or

    Letter to: Dr. Morton [William Thomas Morton] ([Boston, MA]).

Box 28. Organizational names for affiliations not in English.

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    Letter to: Antoine F. Carpentier (Service de Neurologie, Hopital de la Salpetriere, Paris, France).

    Letter to: Ettore Marubini (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy).

- Romanize (write in the roman alphabet) or translate organizational names if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Letter to: Mihai Barbulescu (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania).

- Translate organizational names in character-based languages (Chinese, Japanese)

    Letter to: Kanako Susaki (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan).

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat a letter marked with diacritics or accents as if it were not marked

        Å *treated as* A

Box 28 continues on next page...

Box 28 continued from previous page.

> Ø *treated as* O
>
> Ç *treated as* C
>
> Ł *treated as* L
>
> à *treated as* a
>
> ĝ *treated as* g
>
> ñ *treated as* n
>
> ü *treated as* u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

  > æ *treated as* ae
  >
  > œ *treated as* oe

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 29. Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name as found on the publication may always be used.

  > Moskva *becomes* Moscow
  >
  > Wien *becomes* Vienna
  >
  > Italia *becomes* Italy
  >
  > Espana *becomes* Spain

Box 30. No affiliation found.

- If no affiliation is found or the affiliation is incomplete but it can be determined from elsewhere in the letter or from knowledge of the recipient, put the place name in square brackets

  Examples:

  > Wells, Horace (Hartford, CT). Letter to: Dr. Morton ([Boston, MA]). 1846 Oct 20. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 176.
  >
  > Pina, Luciano (Santiago, Chile). Letter to: D.M. Arroyo de Veracruz ([Mexico]). 1845 Jun 26. 4 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 196. Spanish.

Examples for Recipient Affiliation

1. Standard citation to a letter

2. Letter with optional initials for author and recipient

3. Letter providing only initials for author and recipient

4. Letter with a title for the recipient rather than a name

7. Letter with place inferred

Date for Personal Communication (required)

General Rules for Date

- Begin with the year
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month after the year, such as 2004 Mar
- Use English names for months and abbreviate them to the first three letters
- Include the day after the month, such as 2004 Mar 3
- End date information with a period

Specific Rules for Date

- Non-US forms for dates
- Non-English names for months
- Seasons instead of months
- No date can be found
- Options for date

Box 31. Non-US forms for dates.

- Dates in US letters usually appear in the format month day, year. For example: August 23, 2005.

- Dates in other countries may appear in a variety of formats

    2004/12/02

    30.07.2004

    2004-10-02

    14 June 2004

    15/06/2005

- Enter the year first, then the month and the day, regardless of the format found

    2004/12/02   *becomes*   2004 Dec 2

    30.07.2004   *becomes*   2004 Jul 30

    2004-10-02   *becomes*   2004 Oct 2

    14 June 2004   *becomes*   2004 Jun 14

    15/06/2005   *becomes*   2005 Jun 15

- Translate names of months into English and abbreviate them using the first three letters

Box 31 continues on next page...

Box 31 continued from previous page.

mayo = May

luty = Feb

brezen = Mar

Example:

22 Marz 2002 *becomes* 2002 Mar 22

Box 32. Non-English names for months.

- Translate names of months into English

- Abbreviate them using the first three letters

- Capitalize them
Examples:

mayo = May

luty = Feb

brezen = Mar

Box 33. Seasons instead of months.

- Translate names of seasons into English

- Capitalize them

- Do not abbreviate them
For example:

balvan = Summer

outomno = Fall

hiver = Winter

pomlad = Spring

Box 34. No date can be found.

- If a date cannot be found, but a date can be estimated from the content of the letter or in accompanying material, place a question mark after the estimated date and place date information in square brackets

Bell, John ([Edinburgh, Scotland]). Letter to: Cadell and Davies, Book Sellers ([London, England]). [1793?]. 8 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 291.

- If a date cannot be found or estimated, use [date unknown]

Box 34 continues on next page...

> Hennen, John (Edinburgh, Scotland). Letter to: Dr. Duncan. [date unknown]. 9 p. Located at: History of Medicine Division, National Library of Medicine, Bethesda, MD; W6 P3 v.1575.

Box 34a. Options for date.

It is not NLM policy, but the following is an acceptable option:

The date for the personal communication may follow the author names in the list of references when the name-year system of in-text references is used.

- Use the complete date of the communication

- Place the date after the author and any author affiliation, followed by a period

  NLM citation:

  > Anfinsen, Christian B. (Department of Biology, Johns Hopkins University, Baltimore, MD). Letter to: Cyril Ponnamperuma (University of Maryland, College Park, MD). 1991 Apr 23. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 496, Box 8, Folder 3.

  Name-year system of citation:

  > Anfinsen, Christian B. (Department of Biology, Johns Hopkins University, Baltimore, MD). 1991 Apr 23. Letter to: Cyril Ponnamperuma (University of Maryland, College Park, MD). 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 496, Box 8, Folder 3.

Examples for Date

   8. Letter with standard date

   9. Letter with date estimated

Pagination for Personal Communication (optional)

General Rules for Pagination

- If the pages of a letter are numbered, provide the total number of pages
- Follow the page total with a space and the letter p
- If the pages of a letter are not numbered, provide the total number of sheets of paper on which the letter appears
- Follow the page total with the word leaf or leaves
- End pagination information in both cases with a period

Specific Rules for Pagination

- Roman numerals used as page numbers

Box 35. **Roman numerals used as page numbers.**

If the pages of a letter have roman numerals instead of the usual arabic numbers:

- Convert the roman numeral on the last page of the text to an arabic number

- Follow the number by "p."

- Place the number and "p." in square brackets, such as [12 p.]

- End page information with a period
  Example: [20 p.].

Examples for Pagination

10. Letter with unnumbered pages

11. Letter with numbered pages

Language for Personal Communication (required)

General Rules for Language

- Give the language of communication if not English
- Capitalize the language name
- Follow the language name with a period

Examples for Language

12. Letter in a language other than English

Notes for Personal Communication (optional)

General Rules for Notes

- Notes is a collective term for any type of useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Name and location of a public archive
- Restrictions on use
- Other types of material to include in notes

Box 36. **Name and location of a public archive.**

Information on a library or other public archive where the letter may be seen is helpful to the reader.

- Enter the phrase "Located at" followed by a colon and a space

- Give the name of the library or archive, preceded by any subsidiary division(s), and followed by a comma and a space. For example: Manuscripts Division, Library of Congress.

Box 36 continued from previous page.

- Follow the library or archive name with the city, a comma, and the two-letter abbreviation for the US state or Canadian province (see Appendix E); add the country if not the US or Canada, either written out or as two-letter ISO country code (see Appendix D)

- Enter a semicolon and any identifying number for the manuscript

- End library or archive information with a period

    Example:

    Joseph Eastman Sanitorium (Indianapolis, IN). Letter to: Wm. E. Lybrook (Young America, IN). 1904 Nov 17. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 358.

Box 37. Restrictions on use.

- A library or other archive may place a variety of types of restrictions on the use of letters. For example, letters may only be available with an appointment or to scholars at the doctorate level. This information may be provided as a note at the end of the citation. Complete sentences are not required.

    Examples:

    Materials stored offsite; 24 hour prior notice required for delivery.

    Written permission required to quote, cite, paraphrase, or publish any of Dr. Henle's unpublished material during her lifetime.

Box 38. Other types of material to include in notes.

Notes is a collective term for any type of useful information given after the citation itself. Examples include:

- information on any material accompanying the letter

    Blue, Rupert (Surgeon General, US Public Health Service, Washington, DC). Letter to: Wm. H. Welch (American Red Cross, Paris, FR). 1919 Mar 18. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 211. Accompanied by: Blue's "Memorandum Relative to the Development of National and International Programs of Public Health."

- explanatory information on the content of the letter

    Reed, Walter (Army Medical Museum, Washington, DC). Letter to: W.S. Halstead (Johns Hopkins Hospital, Baltimore, MD). 1985 Apr 10. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 200. Letter asking if Halsted could perform a hernia operation on the carpenter of the Army Medical Museum.

Examples for Notes

13. Letter with an accompaniment

14. Letter with note

Examples of Citations to Letters and Other Personal Communication

1. Standard citation to a letter

Anfinsen, Christian B. (Department of Biology, Johns Hopkins University, Baltimore, MD). Letter to: Cyril Ponnamperuma (University of Maryland, College Park, MD). 1991 Apr 23. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 496, Box 8, Folder 3.

Reed, Walter (Army Medical Museum, Washington, DC). Letter to: W.S. Halstead (Johns Hopkins Hospital, Baltimore, MD). 1985 Apr 10. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 200.

2. Letter with optional initials for author and recipient

Reed W. (Army Medical Museum, Washington, DC). Letter to: W.S. Halstead (Johns Hopkins Hospital, Baltimore, MD). 1985 Apr 10. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 200.

3. Letter providing only initials for author and recipient

Colt, P. (Rome, NY). Letter to: M. Goshall (Hartford, CT). 1809 Mar 4. 4 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 312.

4. Letter with a title for the recipient rather than a name

Mayard, T.F. (Department of State, Washington, DC). Letter to: Secretary of War (Washington, DC). 1888 Feb 16. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 269.

Wells, Horace (Hartford, CT). Letter to: Dr. Morton ([Boston, MA]). 1846 Oct 20. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 176.

with name added as title

Mayard, T.F. (Department of State, Washington, DC). Letter to: Secretary of War [William Endicott] (Washington, DC). 1888 Feb 16. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 269.

Wells, Horace (Hartford, CT). Letter to: Dr. Morton [William Thomas Morton] ([Boston, MA]). 1846 Oct 20. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 176.

5. Letter with organization as author

Mason Chemical Company (Philadelphia, PA). Letter to: Abram Claude (Annapolis, MD). 1897 Dec 24. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 283.

Joseph Eastman Sanitorium (Indianapolis, IN). Letter to: Wm. E. Lybrook (Young America, IN). 1904 Nov 17. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 358.

6. Letter with author's title included in affiliation

Blue, Rupert (Surgeon General, Bureau of the Public Health Service, Treasury Department, Washington, DC). Letter to: Wm. H. Welch (American Red Cross, Paris, FR). 1919 Mar 18. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 211.

Loper, Richard L. (General Manager, Guarantors Liability Indemnity Company of Pennsylvania, Philadelphia, PA). Letter to: Dear Sirs. 1 leaf. [1895?]. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 274.

7. Letter with place inferred

Nightingale, Florence (115 Park Street, W, [London, GB]). Letter to: Marquis Townshend. 1864 Jul 27. 4 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 179.

Pina, Luciano (Santiago, Chile). Letter to: D.M. Arroyo de Veracruz ([Mexico]). 1845 Jun 26. 4 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 196. Spanish.

8. Letter with standard date

Wheaton, Levi (Providence, RI). Letter to: Moses Younglove (Cornwall, CT). 1800 Dec 18. 3 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 293.

9. Letter with date estimated

Bell, John ([Edinburgh, Scotland]). Letter to: Cadell and Davies, Book Sellers ([London, England]). [1793?]. 8 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 291.

Loper, Richard L. (General Manager, Guarantors Liability Indemnity Company of Pennsylvania, Philadelphia, PA). Letter to: Dear Sirs. 1 leaf. [1895?]. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 274.

10. Letter with unnumbered pages

Wheaton, Levi (Providence, RI). Letter to: Moses Younglove (Cornwall, CT). 1800 Dec 18. 3 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 293.

11. Letter with numbered pages

Kerr, J. Auston (Chevy Chase, MD). Letter to: Ramon Cordoba Palacio (Medellin, Colombia). 1974 Nov 11. 11 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 456.

12. Letter in a language other than English

de Lucretiis, Gaetano (San Severo, Italy). Letter to: D. Biagio Michetelli (Puglia, Italy). 1807 Nov 13. 9 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 214. Italian.

Pina, Luciano (Santiago, Chile). Letter to: D.M. Arroyo de Veracruz ([Mexico]). 1845 Jun 26. 4 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 196. Spanish.

13. Letter with an accompaniment

Blue, Rupert (Surgeon General, US Public Health Service, Washington, DC). Letter to: Wm. H. Welch (American Red Cross, Paris, FR). 1919 Mar 18. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 211. Accompanied by: Blue's "Memorandum Relative to the Development of National and International Programs of Public Health."

Mayard, T.F. (Department of State, Washington, DC). Letter to: Secretary of War [William Endicott] (Washington, DC). 1888 Feb 16. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 269. Accompanied by: *El Comerrio* newsclipping written by Dr. David Matto.

14. Letter with note

Reed, Walter (Army Medical Museum, Washington, DC). Letter to: W.S. Halstead (Johns Hopkins Hospital, Baltimore, MD). 1985 Apr 10. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 200. Letter asking if Halsted could perform a hernia operation on the carpenter of the Army Medical Museum.

Wheaton, Levi (Providence, RI). Letter to: Moses Younglove (Cornwall, CT). 1800 Dec 18. 3 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 293. Wheaton thanks Younglove for a cowpox sample and describes his experiments with smallpox.

Kerr, J. Auston (Chevy Chase, MD). Letter to: Ramon Cordoba Palacio (Medellin, Colombia). 1974 Nov 11. 11 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 456. Contains reminiscences of Kerr's experiences in Colombia studying yellow fever for the Rockefeller Foundation in its laboratories from 1932 to 1938.

Nightingale, Florence (115 Park Street, W, [London, GB]). Letter to: Marquis Townshend. 1864 Jul 27. 4 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 179. Nightingale responds to Townshend's request on behalf of a Mrs. Montague for funds to support old nurses.

Wells, Horace (Hartford, CT). Letter to: Dr. Morton [William Thomas Morton] ([Boston, MA]). 1846 Oct 20. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 176. Comments on the first use of Morton's anesthesia device.

Hennen, John (Edinburgh, Scotland). Letter to: Dr. Duncan. [date unknown]. 9 p. Located at: History of Medicine Division, National Library of Medicine, Bethesda, MD; W6 P3 v.1575. Observations on the cure of syphilis without mercury.

Chapter 14. Manuscripts and Preprints

Created: October 10, 2007; Updated: March 17, 2017.

A. Individual Manuscripts

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

B. Manuscript Collections

- Sample Citation and Introduction
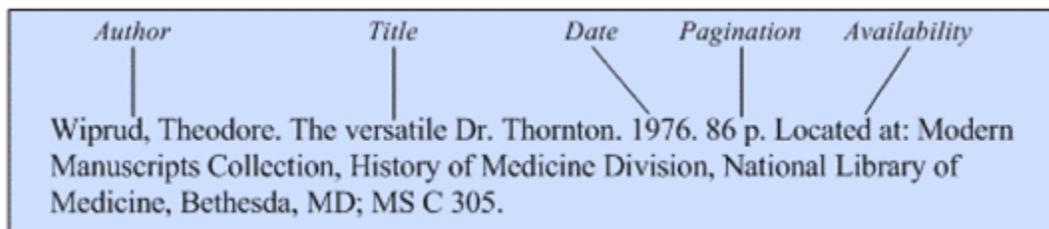- Citation Rules with Examples
- Examples

C. Preprints

- Introduction and Examples

See also:

Chapter 13 Letters and Other Personal Communication

A. Sample Citation and Introduction to Citing Individual Manuscripts

The general format for a reference to an individual manuscript, including punctuation:

Examples of Citations to Individual Manuscripts

A manuscript refers to any type of work, either handwritten or typewritten, that is not published. Examples of manuscripts include author drafts of journal articles and books as well as finished works. Manuscripts often contain little information from which to construct a citation. A formal title may be absent and other information unclear. There is no place of publication, publisher, or date of publication in an unpublished manuscript. Other differences from the standard book are that the full names of authors are used, and an unpaginated manuscript is described in terms of leaves, not pages.

Include in a citation, when possible, the name of a library or other public archive where the item may be found, as well as any order or catalog number. See Notes in the next section. If a manuscript is not available in a public archive, most authorities recommend placing references to it within the running text, not as a formal end reference. The nature and source of the cited information should be identified by an appropriate statement. Place the source information in parentheses, using a term or terms to indicate that the citation is not represented in the reference list.

> …material gathered from an unpublished draft by Harold Jones (private collection; unreferenced, see "Notes") that …

The rules below apply when a manuscript is included in a reference list rather than in the text as described above. Note that the majority of examples for citations provided in this chapter are taken from the Modern Manuscripts Collection of the National Library of Medicine. Since the Collection is housed organizationally within the Library's History of Medicine Division, many items are historical in nature. However, the rules provided are applicable to contemporary material.

Manuscripts may be cited as individual items and as collections. See Chapter 14B Manuscript Collections for information on citing collections.

Continue to Citation Rules with Examples for Individual Manuscripts.

Continue to Examples of Citations to Individual Manuscripts.

Citation Rules with Examples for Individual Manuscripts

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Author Affiliation (O) | Title (R) | Type of Medium (R) | Secondary Author (O) | Date (R) | Pagination (O) | Physical Description (O) | Availability (O) | Language (R) | Notes (O)

Author for Individual Manuscripts (required)

General Rules for Author

- Enter surname (family or last name) first for the author
- Capitalize surnames and enter spaces within surnames as they appear in the document cited. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Follow the surname with a comma and a space
- Enter the given (first) name and any middle name or initials; follow initials with periods
- Separate author names from each other by a semicolon and a space
- Give all authors, regardless of the number
- End author information with a period

Specific Rules for Author

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Organizations as author
- No author can be found
- Options for author names

Box 1. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames

    Estelle Palmer-Canton   *becomes*   Palmer-Canton, Estelle

Box 1 continues on next page...

Box 1 continued from previous page.

Ahmed El-Assmy   *becomes*   El-Assmy, Ahmed

- Keep particles, such as O', D', and L'

    Alan D. O'Brien   *becomes*   O'Brien, Alan D.

    James O. L'Esperance   *becomes*   L'Esperance, James O.

    U. S'adeh   *becomes*   S'adeh, U.

- Keep all other punctuation in surnames

    Charles A. St. James   *becomes*   St. James, Charles A.

Box 2. Other surname rules.

- Keep prefixes in surnames

    Lama Al Bassit   *becomes*   Al Bassit, Lama

    Jiddeke M. van de Kamp   *becomes*   van de Kamp, Jiddeke M.

    Gerard de Pouvourville   *becomes*   de Pouvourville, Gerard

- Keep compound surnames even if no hyphen appears

    Sergio Lopez Moreno   *becomes*   Lopez Moreno, Sergio

    Jaime Mier y Teran   *becomes*   Mier y Teran, Jaime

    Virginie Halley des Fontaines   *becomes*   Halley des Fontaines, Virginie

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

Box 2 continues on next page...

Box 2 continued from previous page.

> æ   *treated as*   ae
>
> œ   *treated as*   oe

Box 3. Given names containing punctuation, a prefix, a preposition, or particle.

- Keep hyphens joining given (first or middle) names

    Jean-Louis Lagrot   *becomes*   Lagrot, Jean-Louis

- Keep prefixes, prepositions, and other particles

    D'Arcy Hart   *becomes*   Hart, D'Arcy

    William St. John Patterson   *becomes*   Patterson, William St. John

    De la Broquerie Fortier   *becomes*   Fortier, De la Broquerie

    Craig McC. Brooks   *becomes*   Brooks, Craig McC.

- Keep traditional abbreviations of given names. Some non-US manuscripts use abbreviations of conventional given names rather than single initials, such as St. for Stefan.

    Ch. Wunderly   *becomes*   Wunderly, Ch.

    Charles Fr. Erdman   *becomes*   Erdman, Charles Fr.

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if an initial is represented by more than one letter

    Iu. A. Iakontov   *becomes*   Iakontov, Iu.A.

    Georgios Th. Tsakalos   *becomes*   Tsakalos, Georgios Th.

Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name

    James A. Reed, M.D., F.R.C.S.   *becomes*   Reed, James A.

    Kristine Schmidt, Ph.D.   *becomes*   Schmidt, Kristine

    Robert V. Lang, Major, US Army   *becomes*   Lang, Robert V.

- Omit rank and honors such as Colonel or Sir that precede a name, unless no given name is provided

    Sir Frances Hildebrand   *becomes*   Hildebrand, Frances

    Dr. Jane Eberhard   *becomes*   Eberhard, Jane

    Captain R.C. Williams   *becomes*   Williams, R.C.

    but

Box 4 continued from previous page.

Dr. Morton   *becomes*   Morton, Dr.

Major Robertson   *becomes*   Robertson, Major.

Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the given (first) name and any middle name or initials

- Omit commas preceding the designation

- Follow Jr or Sr with periods

- Convert roman numerals to arabic ordinals

  Examples:

  Vincent T. DeVita, Jr.   *becomes*   DeVita, Vincent T. Jr.

  James G. Jones, II   *becomes*   Jones, James G. 2nd

  John A. Adams III   *becomes*   Adams, John A. 3rd

  Henry B. Cooper IV   *becomes*   Cooper, Henry B. 4th

Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese

- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

  Iu. A. Iakontov   *becomes*   Iakontov, Iu.A.

  Georgios Th. Tsakalos   *becomes*   Tsakalos, Georgios Th.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat a letter marked with diacritics or accents as if it were not marked

    Å   *treated as*   A

    Ø   *treated as*   O

    Ç   *treated as*   C

    Ł   *treated as*   L

Box 6 continues on next page...

Box 6 continued from previous page.

à   *treated as*   a

ĝ   *treated as*   g

ñ   *treated as*   n

ü   *treated as*   u

○ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

æ   *treated as*   ae

œ   *treated as*   oe

Box 7. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit "The" preceding an organizational name

    The American Cancer Society   *becomes*   American Cancer Society

- If a division or another part of an organization is included in the manuscript, give the parts of the name in descending hierarchical order, separated by commas

    American Medical Association, Committee on Ethics.

    International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

    American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

    National Academy of Sciences (US).

    Royal Marsden Hospital (GB).

- For names of organizations in languages other than English:

    ○ Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the manuscript. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

    Istituto di Fisiologia Clinica del CNR.

    Universitatsmedizin Berlin.

    Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

Box 7 continued from previous page.

- ○ Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

    Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

    or

    [Russian Respiratory Society].

- ○ Translate names of organizations in character-based languages such as Chinese, Japanese. Place all translations in square brackets.

    [Chinese Medical Society].

- ○ Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - ■ Treat a letter marked with diacritics or accents as if it were not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    - ■ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

Box 8. **No author can be found.**

- If no person or organization can be found as the author but a translator is present, begin the reference with the name of the translator. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, translator.

    Walter, Edward D., translator.

    Morrison, Carl P.; Court, Frances G., translators.

Box 8 continued from previous page.

- If no person or organization can be identified as the author and no translator is given, begin the reference with the title of the manuscript. Do not use anonymous.

  Review and analysis of Letort's medical services in modern armies: observations and recollections of the late war. [1970?]. 52 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 285.

Box 9. Options for author names.

The following format is not NLM practice for citing authors of manuscripts, but is an acceptable option.

- Given (first) and middle names of authors may be reduced to initials. See Chapter 1 for instructions on handling names in this format.

  Takagi Y.

  Moskowitz MA.

Examples for Author

1. Manuscript standard citation with full name for authors

2. Manuscript authors with optional initials for first names

3. Manuscript author name or secondary author name with designations of rank within a family

4. Manuscript authors with prefixes or particles in their names

5. Manuscript authors with compound last names

6. Manuscript authors with only a surname

7. Manuscript with organization as author

8. Manuscript with more than one author

9. Manuscript with no authors found

Author Affiliation for Individual Manuscripts (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/ country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a semicolon placed outside the closing parentheses, unless it is the affiliation of the last author or the only author of a manuscript, then use a period

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

Box 10. **Abbreviations in affiliations.**

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

    Examples:

> Acad. for Academy
>
> Assoc. for Association
>
> Co. for Company
>
> Coll. for College
>
> Corp. for Corporation
>
> Dept. for Department
>
> Div. for Division
>
> Inst. for Institute or Institution
>
> Soc. for Society
>
> Univ. for University

    See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 11. **E-mail address included.**

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears in the letter

- Place the e-mail address inside the closing parenthesis for the author affiliation

- Do not end an e-mail address with a period

    Example:

> Patrias, Karen (Public Services Division, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov).

Box 12. Organizational names for affiliations not in English.

- Give the affiliation of all authors or only the first author

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

- Provide the name in the original language for non-English organization names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  > Carpentier, Antoine F. (Service de Neurologie, Hopital de la Salpetriere, Paris, France).

  > Marubini, Ettore (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy).

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

  > Barbulescu, Mihai (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania).

- Translate organizational names in character-based languages (Chinese, Japanese)

  > Susaki, Kanako (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan).

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat a letter marked with diacritics or accents as if it were not marked

    > Å *treated as* A

    > Ø *treated as* O

    > Ç *treated as* C

    > Ł *treated as* L

    > à *treated as* a

    > ĝ *treated as* g

    > ñ *treated as* n

    > ü *treated as* u

  - Treat two or more letters printed as a unit (ligated letters) as if they were two letters

    > æ *treated as* ae

Box 12 continued from previous page.

       œ   *treated as* oe

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the manuscript may always be used.

Box 13. Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name as found on the manuscript may always be used.

  Moskva *becomes* Moscow

  Wien *becomes* Vienna

  Italia *becomes* Italy

  Espana *becomes* Spain

Examples for Author Affiliation

10. Manuscript with author affiliation included

Title for Individual Manuscripts (required)

General Rules for Title

- Enter the title of the manuscript as it appears on the original document, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless some other form of punctuation such as a question mark, period, or an exclamation point is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it or a type of medium follows it, then end with a space

Specific Rules for Title

- Titles not in English
- Titles containing a Greek letter, chemical formula, or another special character
- No title can be found

Box 14. Titles not in English.

- Provide the title in the original language for non-English titles found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Descomps, Pierre. Appendicites chroniques et epiploite. [1906?]. 1921 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 145. French.

Box 14 continued from previous page.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Avicenna. Qawlanj. [circa 1800]. 41 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; A 55. Arabic.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

    Gonda, Naosuke. Koido myakuden. 1850. 16 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 939. Japanese.

    or

    Gonda, Naosuke. [Pulse diagnosis of old medicine]. 1850. 16 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 939. Japanese.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - Treat a letter marked with diacritics or accents as if it were not marked

        Å *treated as* A

        Ø *treated as* O

        Ç *treated as* C

        Ł *treated as* L

        à *treated as* a

        ĝ *treated as* g

        ñ *treated as* n

        ü *treated as* u

    - Treat two or more letters printed as a unit (ligated letters) as if they were two letters

        æ *treated as* ae

        œ *treated as* oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

    Perez, Victor. Methode von vorherigen Acclimatisiren zur Verhinderung des gelben feber. [1880?]. 13 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 263. German.

- Provide an English translation after the original language title whenever possible; place translations in square brackets

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Box 14 continued from previous page.

> Gonda, Naosuke. Koido myakuden [Pulse diagnosis of old medicine]. 1850. 16 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 939.000. Japanese.

Box 15. **Titles containing a Greek letter, chemical formula, or another special character.**

- Capitalize the first word of a manuscript title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

  1,3-dichloro-5,5-dimethylhydantoin: health-based reassessment.

  von Willebrand factor and the mechanisms of platelet function.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

  Enantioselective synthesis of β-amino acids.

  may become

  Enantioselective synthesis of beta-amino acids.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

  TiO_2 nanoparticles.

  may become

  TiO(2) nanoparticles.

Box 16. **No title can be found.**

Occasionally a manuscript does not appear to have any title; the document simply begins with the text. In this circumstance:

- Construct a title from the first few words of the text

- Use enough words to make the constructed title meaningful

- Place the constructed title in square brackets

  Examples:

  > Reeves, James Edmund. [President's address delivered at the opening of the 13th annual meeting of the American Public Health Association]. 1885 Dec 8. 32 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 267.

  > Hood, Thomas B. (Howard University, Washington, DC). [Notes of lectures on the practice of medicine]. [circa 1880s]. 162 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 414.

Examples for Title

11. Manuscript with constructed title

12. Manuscript with title in a language other than English

13. Manuscript with title in a language other than English with optional translation

Type of Medium for Individual Manuscripts (required)

General Rules for Type of Medium

- Indicate the type of medium (microfilm, microfiche, etc.) following the title when a manuscript is in a microform
- Place the name of the medium in square brackets and end with a period, such as [microfilm].
- Add information about the medium according to the instructions under Physical Description

Specific Rules for Type of Medium

- Titles ending in punctuation other than a period
- Titles not in English

Box 17. Titles ending in punctuation other than a period.

- Most titles of manuscripts end in a period. Place [microfiche], [microfilm], or [microcard] inside the period.

  Osler, William. The fixed period [microfilm]. 1905. 21 leaves. 1 reel: black & white, negative, 35 mm. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 146.

- If a title ends in another form of punctuation, keep that punctuation and follow [microfiche], [microfilm], or [microcard] with a period

  AIDS is over, right? [microfiche].

Box 18. Titles not in English.

- If a translation of a title is provided, place the translation in square brackets after the original title

  L'hypnotisme en therapeutique: guerson d'une contracture hysterique [Therapeutic hypnotism: cure of hysterical contracture].

- If a title is in a microform (microfiche, microfile, microcard, etc.), place the specific name of the microform in square brackets following the translation

  Etude et traitment de la meningite tuberculeuse [Study and treatment of meningeal tuberculosis] [microfilm].

Examples for Type of Medium

24. Manuscript in a microform

Secondary Author for Individual Manuscripts (optional)

General Rules for Secondary Author

- A secondary author modifies the work of the author. Examples include compilers, translators, illustrators, and interviewers.
- Place the names of secondary authors after the title, following any Type of Medium
- Use the same rules for the format of names presented in Author above
- Follow the last translator's name with a comma and the word translator or translators; the last illustrator's name with a comma and the word illustrator or illustrators, etc.
- End secondary author information with a period

Specific Rules for Secondary Author

- More than one type of secondary author
- Secondary author performing more than one role
- Non-English names for secondary authors

Box 19. More than one type of secondary author.

A manuscript may have several types of secondary author.

- List all of them in the order they are given in the manuscript

- Separate a single secondary author from the role by a comma

- Separate one type of secondary author from another by a semicolon

- Place a semicolon between multiple occurrences of secondary authors

- End secondary author information with a period

  Examples:

  > Smith, Brian C., translator; Carson, Harrison T., interviewer.

  > Graber, Alfred F.; Longstreet, Richard G., translators; Johnson, Carl T.; Marks, Catherine; Huston, Melanie A., illustrators.

Box 20. Secondary author performing more than one role.

If the same secondary author performs more than one role:

- List all of the roles in the order given in the manuscript

- Separate the roles by "and"

- End secondary author information with a period

  Example:

  > Jones, Albert B., compiler and translator.

Box 21. Non-English names for secondary authors.

- Translate the word found for editor, translator, illustrator, or other secondary author into English if possible. However, the wording found on the manuscript may always be used.

- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

    Å *treated as* A

    Ø *treated as* O

    Ç *treated as* C

    Ł *treated as* L

    à *treated as* a

    ĝ *treated as* g

    ñ *treated as* n

    ü *treated as* u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ *treated as* ae

    œ *treated as* oe

- To assist in identifying secondary authors, below is a brief list of non-English words for them:

Language	Word for Translator	Word for Illustrator	Word for Compiler	Word for Interviewer
French	traducteur	illustrateur	compilateur	enqueteur
German	ubersetzer	erlauterer	zusammensteller	befrager
	dolmetscher			
Italian	traduttore	disegnatore	compilatore	intervistatore
Spanish	traductor	ilustrador	recopilador	entrevistador
			compilador	
Russian	perevodchik	konstruktor	sostavitel'	interviever

Examples for Secondary Author

14. Manuscript with translators and other secondary authors

Date for Individual Manuscripts (required)

General Rules for Date

- Begin with the year
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month after the year, if provided, such as 2004 Mar

- Use English names for months and abbreviate them using the first three letters, such as Jan
- Include the day after the month, if provided, such as 2004 Mar 3
- End date information with a period

Specific Rules for Date

- Non-US forms for dates
- Non-English names for months
- Seasons instead of months
- Multiple dates
- No date can be found
- Options for date

Box 22. Non-US forms for dates.

- Dates in US manuscripts usually appear in the format month day, year. For example: August 23, 2005.

- Dates in other countries may appear in manuscripts in a variety of formats

    2004/12/02

    30.07.2004

    2004-10-02

    14 June 2004

    15/06/2005

- Enter the year first, then the month and the day, regardless of the format found

    August 23, 2005   *becomes*   2005 Aug 23

    2004/12/02   *becomes*   2004 Dec 2

    30.07.2004   *becomes*   2004 Jul 30

    2004-10-02   *becomes*   2004 Oct 2

    14 June 2004   *becomes*   2004 Jun 14

    15/06/2005   *becomes*   2005 Jun 15

- Translate names of months into English and abbreviate them using the first three letters

    mayo = May

    luty = Feb

    brezen = Mar

    Example:

    22 Marz 2002   *becomes*   2002 Mar 22

Box 23. Non-English names for months.

- Translate names of months into English

- Abbreviate them using the first three letters

- Capitalize them
  Examples:

    mayo = May

    luty = Feb

    brezen = Mar

Box 24. Seasons instead of months.

- Translate names of seasons into English

- Capitalize them

- Do not abbreviate them
  For example:

    balvan = Summer

    outomno = Fall

    hiver = Winter

    pomlad = Spring

Box 25. Multiple dates.

- For multiple years, separate the first and last year by a hyphen. Do not shorten the second of the two years to the last two digits.

    2002-2003

    1997-1998

    1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

    1999 Oct-2000 Mar

    2002 Dec-2003 Jan

- Separate multiple months by a hyphen

    2005 Jan-Feb

    1999 Dec-2000 Jan

Box 25 continues on next page...

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Box 26. No date can be found.

- If no date can be found, but a specific year can be estimated because of material contained in the manuscript itself or on accompanying material, place a question mark after the estimated date and place date information in square brackets

    Mann, Lucile Quarry. Drug hunters: the Mulford biological explorations of the Amazon basin. [1977?]. 190 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 458.

- If no date can be found nor can a specific year be estimated, but an approximate time can be determined based on material contained in the manuscript itself or its accompanying material, place the word circa and the approximate date or dates in square brackets

    Duncan, Louis C. Cholera at Fort Riley in 1855. [circa 1900]. 10 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 112.

    Sacadura, Costa. Guia de parteiras por perguntas e respostas [Guide to questions and answers for midwives]. [circa 1700s]. 48 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 406. Portuguese.

    Graves, George W. [Pharmacological notebook]. [circa 1874-1885]. 46 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 403.

- If no date can be found, nor can a date can be estimated or approximated, use [date unknown]

    Foltz, E.K. List of known cases of infection in line of duty in personnel of the U.S. Public Health Service, 1878-1936. [date unknown]. 6 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 329.

Box 26a. Options for date.

It is not NLM policy, but the following is an acceptable option:

The date for a manuscript may follow the author names in the list of references when the name-year system of in-text references is used.

- Use the complete date of the manuscript

- Place the date after the author and any author affiliation (or title if there is no author), followed by a period

    NLM citation:

    Wiprud, Theodore. The versatile Dr. Thornton. 1976. 86 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 305.

Review and analysis of Letort's medical services in modern armies: observations and recollections of the late war. [1970?]. 52 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 285.

Name-year system of citation:

Wiprud, Theodore. 1976. The versatile Dr. Thornton. 86 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 305.

Review and analysis of Letort's medical services in modern armies: observations and recollections of the late war. [1970?]. 52 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 285.

Examples for Date

15. Manuscript with standard date

16. Manuscript date with month or month and day provided

17. Manuscript with multiple dates

18. Manuscript with date estimated

19. Manuscript with no date found

Pagination for Individual Manuscripts (optional)

General Rules for Pagination

- If a manuscript has no numbers on its pages, give the total number of sheets of paper on which the text appears
- Follow the page total with a space and the word leaf or leaves
- If the pages of a manuscript are numbered, give the total number of pages on which the text appears
- Do not count pages for such items as introductory material, appendixes, and indexes unless they are included in the pagination of the text
- Follow the page total with a space and the letter p
- End pagination information with a period in both cases

Specific Rules for Pagination

- Roman numerals used as page numbers
- More than one physical volume

Box 27. **Roman numerals used as page numbers.**

If all of the pages (not just the introductory pages) of a manuscript have roman numerals instead of the usual arabic numbers:

- Convert the roman numeral on the last page of the text to an arabic number

- Follow the number by " p."

- Place the number and " p." in square brackets, such as [12 p.]

- End page information with a period
  Example: [20 p.].

Box 28. More than one physical volume.

- For manuscripts in more than one physical volume, cite the total number of volumes instead of the number of pages, such as 4 vol.

  Wolfe, Edwin Phillip. Medical supplies and the supply service of the Medical Department, United States Army. [1920?]. 4 vol. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 284.

Examples for Pagination

1. Manuscript standard citation with full name for authors

20. Manuscript with numbered pages

21. Manuscript in more than one volume

22. Manuscript with no numbers on the pages of the book

Physical Description for Individual Manuscripts (optional)

General Rules for Physical Description

- Give the total number of containers holding the manuscript and/or the total number of linear feet of shelf space the manuscript occupies
- Follow with the type of container or the words linear feet. Examples: 3 boxes or 10 linear feet.
- End with a period
- Give information on the total number and physical characteristics of the manuscript if it resides in a microform, such as 6 microfiche: black & white, 4 x 6 in.

Specific Rules for Physical Description

- Language for describing physical characteristics

Box 29. Language for describing physical characteristics.

If a manuscript is on microfiche, microfilm, or microcards:

- Begin with information on the number and type of physical pieces, followed by a colon and a space

  5 microfiche:

  3 reels: [of microfilm]

  2 microcards:

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches and mm. for millimeters. Separate types of information by commas.

  Typical words used include:

  color

  black & white

  positive

  negative

  4 x 6 in. (standard microfiche size)

  3 x 5 in. (standard microcard size)

  35 mm. (a standard microfilm size)

  16 mm. (a standard microfilm size)

  Examples of complete physical description statements:

  3 microfiche: color, positive, 4 x 6 in.

  5 microcards: black & white, 3 x 5 in.

  1 reel: black & white, negative, 35 mm.

Examples for Physical Description

23. Manuscript with physical description

24. Manuscript in a microform

Availability for Individual Manuscripts (optional)

General Rules for Availability

- Enter the phrase "Located at" followed by a colon and a space
- Give the name of the library or archive, preceded by any subsidiary division(s), and followed with a comma and a space. For example: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine,
- Follow with the name of the city, a comma, and the two-letter abbreviation for the US state or Canadian province (see Appendix E); add the country if not the US or Canada, either written out or as the two-letter ISO country code (see Appendix D)
- Enter a semicolon and any identifying number for the manuscript
- End library information with a period

Specific Rules for Availability

- Non-English names for libraries and archives
- Locations outside of the US

Box 30. **Non-English names for libraries and archives.**

- Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the manuscript. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

  Bibliotheque Anatomique, Institut d'Anatomie de Paris

  Medizinische Abteilung, Saarlaandische Universitaats- und Landesbibliothek

- Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Whenever possible, follow a non-English name with a translation. Place all translations in square brackets.

  Bibliotyeka, Rossiiskaia Akademiia Meditsinskikh Nauk [Library, Russian Academy of Medical Sciences]

  or

  [Library, Russian Academy of Medical Sciences]

- Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

  [Central Archives of China]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat a letter marked with diacritics or accents as if it were not marked

    Å   *treated as*   A

    Ø   *treated as*   O

    Ç   *treated as*   C

    Ł   *treated as*   L

    à   *treated as*   a

    ĝ   *treated as*   g

    ñ   *treated as*   n

    ü   *treated as*   u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

    æ   *treated as*   ae

    œ   *treated as*   oe

> **Box 31. Locations outside of the US.**
>
> - Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, whenever possible. However, the name as found on the manuscript may always be used.
>
> - Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E)
>
>> Montreal, QC
>>
>> Ottawa, ON
>>
>> Vancouver, BC
>
> - Follow cities in other countries with the country name, either written in full or as the two-letter ISO country code (see Appendix D)
>
>> Rome, Italy   *or*   Rome, IT
>>
>> Malaga, Spain   *or*   Malaga, ES
>>
>> Basel, Switzerland   *or*   Basel, CH
>>
>> Oxford, England   *or*   Oxford, GB
>
> - Be consistent. If you choose an angelicized form for a city name or choose a country code, use that same form or code throughout all references.

Examples for Availability

25. Manuscript with information on availability

Language for Individual Manuscripts (required)

General Rules for Language

- Give the language of the manuscript if other than English
- Capitalize the language name
- Follow the language name with a period

Examples for Language

12. Manuscript with title in a language other than English

13. Manuscript with title in a language other than English with optional translation

Notes for Individual Manuscripts (optional)

General Rules for Notes

- Notes is a collective term for any type of useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Information about any restrictions on use
- Other types of material to include in notes

Box 32. **Information about any restrictions on use.**

- A library or other archive may place a variety of restrictions on the use of manuscripts, or the donors of the manuscripts may restrict use. Such information may be provided as a note at the end of the citation. Complete sentences are not required.

  Taussig, Helen B. Helen B. Taussig: transcript of interview. Janeway, Charles A., interviewer. 1976 Sep 15. 52 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; OH 74. No part of this manuscript may be quoted without the written permission of the Director of the Schlesinger Library and Helen Brooke Taussig, M.D.

Box 33. **Other types of material to include in notes.**

Notes is a collective term for any useful information given after the citation itself. Examples include:

- If the manuscript was translated, provide the name of the original document

  Heister, Lorenz. Of the four divisions of the trunk of the human body. Manby, Edward Jr., translator. [circa 1800]. 188 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 386. Translated from the Compendium Anatomicum Laurentio Heisteri.

- Give explanatory information on the content of the manuscript

  Descripcion y plan curativo de la epidemia que ha reinado en Queretaro desde fines de junio de este presente ano, hasta la fecha en que esto se escribia [Description and treatment plan for the epidemic that occurred in Queretaro from the end of June of this year, until the date of this writing]. 1825 Sep 27. 12 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 487. Spanish. Apparently written by a military doctor providing a concise history of the origins and progress of an epidemic of measles and scarlet fever that swept through the city of Queretaro, Mexico, during the summer and early fall of 1825.

  Clarke, Charles Mansfield. Observations on those diseases of females which are attended by discharges. [circa 1814]. 168 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 363. Clarke's manuscript copy of chapters II-XVII of the first volume of his "Observations on those diseases of females which are attended by discharges," was first printed in London by Longman in 1814.

Examples for Notes

26. Manuscript with information about any restrictions on use

27. Manuscript with supplemental note included

Examples of Citations to Individual Manuscripts

1. Manuscript standard citation with full name for authors

Wiprud, Theodore. The versatile Dr. Thornton. 1976. 86 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 305.

Cutter, William R. Manuscript in reference to small-pox epidemic at Woburn in 1815. 1815. 6 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 332.

Toepper, C.G. History of the Library of the Surgeon-General's Office, Washington, D.C. 1934. 105 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 442.

2. Manuscript authors with optional initials for first names

Wiprud T. The versatile Dr. Thornton. 1976. 86 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 305.

Toepper CG. History of the Library of the Surgeon-General's Office, Washington, D.C. 1934. 105 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 442.

3. Manuscript author name or secondary author name with designations of rank within a family

Heister, Lorenz. Of the four divisions of the trunk of the human body. Manby, Edward Jr., translator. [circa 1800]. 188 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 386.

4. Manuscript authors with prefixes or particles in their names

O'Conor, John. Traumatic haemarthrosis of knee joint. 1898. 10 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 326.

McIlwaine, Robert R. An inaugural thesis on mania a potu. 1839 Feb 20. 15 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 432.

Le Ber, Y.J. Edouard. Phrenologie des gens du monde on l'art. 1833. 267 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 421. French.

5. Manuscript authors with compound last names

Berengario da Carpi, Jacopo. Berengario: de fractura cranei. Seaman, William M., translator. [circa 1940]. 149 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 1036.

6. Manuscript authors with only a surname

Galen. Ars medica [microfilm]. [circa 1250]. 14 leaves. 1 reel: black & white, negative, 35 mm. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; Film C124. Latin.

D'Eggs. Relation d'une nevrose convulsive epidemique: observe a l'ecole normal des instituteurs primaires a Strasbourg [Relation of a convulsive nervous epidemic: observed at the normal school of the Strasbourg primate institute]. [date unknown]. 8 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 197. French.

Avicenna. Qawlanj [Treatise on colic]. [circa 1800]. 41 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; A 55. Arabic.

7. Manuscript with organization as author

Bangor State Hospital. Eastern Maine Insane Hospital account ledger book. 1904 Dec 1-1908 Nov 30. 406 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 161.

Joel and Jotham Post (New York, NY). Directions for medicine chests [microfilm]. 1804. 16 p. 1 reel: black & white, negative, 35 mm. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; Film 00577.

Kansas Legislative Council, Research Department. The basic sciences: their relationship to the control and regulation of the healing arts. 1937 Feb. 20 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 280.

8. Manuscript with more than one author

Jennings, Allan H.; King, W.V. An intensive study of insects as a possible etiologic factor in pellagra. [1913?]. 42 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 61.

9. Manuscript with no authors found

Arzneybuchlein von mancherley bewarthen und erfahrnen Arzneyen, fur allerley Zufalle und Krankheiten des menschlichen Leibs dienstlich. 1671. 202 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 980. German.

Review and analysis of Letort's medical services in modern armies: observations and recollections of the late war. [1970?]. 52 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 285.

Descripcion y plan curativo de la epidemia que ha reinado en Queretaro desde fines de junio de este presente ano, hasta la fecha en que esto se escribia [Description and treatment plan for the epidemic that occurred in Queretaro in June of this year, until the date of this writing]. 1825 Sep 27. 12 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 487. Spanish.

10. Manuscript with author affiliation included

Nemec, Jaroslav (History of Medicine Division, National Library of Medicine, Bethesda, MD). [Manuscript of essays by Jaroslav Nemec on the history of medicolegal relations]. [1991?]. 0.2 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS ACC 685.

Hood, Thomas B. (Howard University, Washington, DC). [Notes of lectures on the practice of medicine]. [circa 1880s]. 162 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 414.

McIlwaine, Robert R. (Cincinnati College, Cincinnati, OH). An inaugural thesis on mania a potu. 1839 Feb 20. 15 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 432.

Hope, James (Aldersgate School of Medicine, London, GB). Lectures on the theories and practice of medicine. 1836-1837. 238 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 788.

Joel and Jotham Post (New York, NY). Directions for medicine chests [microfilm]. 1804. 16 p. 1 reel: black & white, negative, 35 mm. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; Film 00577.

11. Manuscript with constructed title

Reeves, James Edmund. [President's address delivered at the opening of the 13th annual meeting of the American Public Health Association]. 1885 Dec 8. 32 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 267.

Hood, Thomas B. (Howard University, Washington, DC). [Notes of lectures on the practice of medicine]. [circa 1880s]. 162 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 414.

Graves, George W. [Pharmacological notebook]. [circa 1874-1885]. 46 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 403.

12. Manuscript with title in a language other than English

Descomps, Pierre. Appendicites chroniques et epiploite. [1906?]. 1921 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 145. French.

Arzneybuchlein von mancherley bewarthen und erfahrnen Arzneyen, fur allerley Zufalle und Krankheiten des menschlichen Leibs dienstlich. 1671. 202 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 980. German.

Perez, Victor. Methode von vorherigen Acclimatisiren zur Verhinderung des gelben feber. [1880?]. 13 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 263. German.

13. Manuscript with title in a language other than English with optional translation

De la grippe et de son traitement par le sulfate de quinine: 2 e partie. Résumé d'une vaste enquête sur les résultats de ce traitement, au point de vue des rechûtes et des accidents tardifs (2,000 cas) [The grippe and its treatment with quinine sulfate: part 2. Review of the vast research on treatment results (2,000 cases)]. 1891. 11 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 313. French.

Charcot, J.M. L'hypnotisme en therapeutique: guerson d'une contracture hysterique [Therapeutic hypnotism: cure of hysterical contracture]. [1887?]. 4 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 170. French.

Akbar, Mohammed. Qarabadin-i Qadiri [The Qadiri formulary] [microfilm]. 1886. 300 leaves. 1 reel: black & white, negative, 35 mm. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; P 14.1. Persian.

Gonda, Naosuke. Koido myakuden [Pulse diagnosis of old medicine]. 1850. 16 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 939. Japanese.

Avicenna. Qawlanj [Treatise on colic]. [circa 1800]. 41 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; A 55. Arabic.

14. Manuscript with translators and other secondary authors

Berengario da Carpi, Jacopo. Berengario: De fractura cranei. Seaman, William M., translator. [circa 1940]. 149 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 1036.

Heister, Lorenz. Of the four divisions of the trunk of the human body. Manby, Edward Jr., translator. [circa 1800]. 188 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 386. Translated from the Compendium Anatomicum Laurentio Heisteri.

Cochon du Puy, Jean. Manuel des operations de chirurgerie par monsieur De Puys premier medicine du Royal Hopital de la Marine de Rochefort [Surgical operations manual of Monsieur De Puy, chief of medicine of the Royal Hospital de la Marine de Rochefort]. Ferret, M., compiler. 1757. 178 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 409. French.

Taussig, Helen B. Helen B. Taussig: transcript of interview. Janeway, Charles A., interviewer. 1976 Sep 15. 52 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; OH 74.

15. Manuscript with standard date

Newcomb, Clive. On an outbreak of relapsing fever in Turkey in 1918. 1919. 1 box. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 524.

16. Manuscript date with month or month and day provided

Kansas Legislative Council, Research Department. The basic sciences: their relationship to the control and regulation of the healing arts. 1937 Feb. 20 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 280.

Delavan, David Bryson. Memorial: Andrew Rose Robinson. 1929 Dec 7. 21 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 266.

Jenkins, J. Foster. Relations of the war to medical science: the annual address delivered before the Westchester Co. Medical Society. 1863 Jun 16. 40 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 260.

17. Manuscript with multiple dates

Semmola, Mariano. Curability of cirrhosis hepatica. Lessons of clinical therapeutics given at the Hospital of Santa Maria della Pace. 1880-1889. 12 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 338.

Thorne, Jennie H. Nurse's manuscript diary. 1916 Oct 16-1917 Oct 12. 1 vol. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 1035.

Bangor State Hospital. Eastern Maine Insane Hospital account ledger book. 1904 Dec 1-1908 Nov 30. 406 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 161.

18. Manuscript with date estimated

Mann, Lucile Quarry. Drug hunters: the Mulford biological explorations of the Amazon basin. [1977?]. 190 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 458.

Duncan, Louis C. Cholera at Fort Riley in 1855. [circa 1900]. 10 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 112.

Sacadura, Costa. Guia de parteiras por perguntas e respostas [Guide to questions and answers for midwives]. [circa 1700s]. 48 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 406. Portuguese.

Graves, George W. [Pharmacological notebook]. [circa 1874-1885]. 46 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 403.

19. Manuscript with no date found

Foltz, E.K. List of known cases of infection in line of duty in personnel of the U.S. Public Health Service, 1878-1936. [date unknown]. 6 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 329.

Vogler, Johann Philipp. [Medico-legal opinion on a case of simulated somnambulism in a woman]. [date unknown]. 5 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 314. German.

20. Manuscript with numbered pages

McKnight, George B. (College of Physicians and Surgeons, New York, NY). An inaugural dissertation on cholera infantum. 1816 May 7. 26 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 443.

21. Manuscript in more than one volume

Wolfe, Edwin Phillip. Medical supplies and the supply service of the Medical Department, United States Army. [1920?]. 4 vol. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 284.

22. Manuscript with no numbers on the pages of the book

Cutter, William R. Manuscript in reference to small-pox epidemic at Woburn in 1815. 1815. 6 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 332.

Duncan, Louis C. Tablets for field hospitals at Gettysburg. [1914?]. 13 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 242.

23. Manuscript with physical description

Newcomb, Clive. On an outbreak of relapsing fever in Turkey in 1918. 1919. 1 box. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 524.

Nemec, Jaroslav (History of Medicine Division, National Library of Medicine, Bethesda, MD). [Manuscript of essays by Jaroslav Nemec on the history of medicolegal relations]. [1991?]. 0.2 linear feet. Located at: Modern

Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS ACC 685.

24. Manuscript in a microform

Galen. Ars medica [microfilm]. [circa 1250]. 14 leaves. 1 reel: black & white, negative, 35 mm. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; Film C124. Latin.

Osler, William. The fixed period [microfilm]. 1905. 21 leaves. 1 reel: black & white, negative, 35 mm. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 146.

Akbar, Mohammed. Qarabadin-i Qadiri [The Qadiri formulary] [microfilm]. 1886. 300 leaves. 1 reel: black & white, negative, 35 mm. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; P 14.1. Persian.

25. Manuscript with information on availability

Newcomb, Clive. On an outbreak of relapsing fever in Turkey in 1918. 1919. 1 box. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 524.

26. Manuscript with information about any restrictions on use

Taussig, Helen B. Helen B. Taussig: transcript of interview. Janeway, Charles A., interviewer. 1976 Sep 15. 52 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; OH 74. No part of this manuscript may be quoted without the written permission of the Director of the Schlesinger Library and Helen Brooke Taussig, M.D.

27. Manuscript with supplemental note included

Heister, Lorenz. Of the four divisions of the trunk of the human body. Manby, Edward Jr., translator. [circa 1800]. 188 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 386. Translated from the Compendium Anatomicum Laurentio Heisteri.

Descripcion y plan curativo de la epidemia que ha reinado en Queretaro desde fines de junio de este presente ano, hasta la fecha en que esto se escribia [Description and treatment plan for the epidemic that occurred in Queretaro from the end of June of this year, until the date of this writing]. 1825 Sep 27. 12 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 487. Spanish. Apparently written by a military doctor providing a concise history of the origins and progress of an epidemic of measles and scarlet fever that swept through the city of Queretaro, Mexico, during the summer and early fall of 1825.

Clarke, Charles Mansfield. Observations on those diseases of females which are attended by discharges. [circa 1814]. 168 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 363. Clarke's manuscript copy of chapters II-XVII of the first volume of his "Observations on those diseases of females which are attended by discharges," was first printed in London by Longman in 1814.

Chabert. Droguier a l'usage des eleves de l'Ecole Royalle Veterinaire. [circa 1780]. 368 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 387. French. Manuscript transcript from lectures or possibly Philibert Chabert's manuscript textbook of veterinary pharmacology. Chabert came to Paris where he taught at and, in 1780, took over the Royal Veterinary School.

Euchai eis asthenous kai diaphora iatrika eis astheneias. [date unknown]. 142 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 480. Greek. In two sections: the first is mainly Greek Orthodox Christian prayers for clergy members for the benefit of sick laypersons in their care; the second half contains recipes for medicines and directions for therapies, also written for clergy.

Newcomb, Clive. On an outbreak of relapsing fever in Turkey in 1918. 1919. 1 box. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 524. Original manuscript of the printed article found in the Indian Medical Gazette, June 1920.

Zhu JJ. Activity level-dependent synapse-specific AMPA receptor trafficking regulates transmission kinetics [Internet]. [2009]. 31 p. Figure 6, Expression level regulates synaptic insertion of GluR4 but not GluR1; [cited 2010 Oct 25]; p. 25. Available from: http://www.ncbi.nlm.nih.gov/pmc/articles/PMC2734326/pdf/. Author manuscript, article published in J Neurosci. 2009 May 13;29(19):6320-35.

B. Sample Citation and Introduction to Citing Manuscript Collections

The general format for a reference to a manuscript collection, including punctuation:
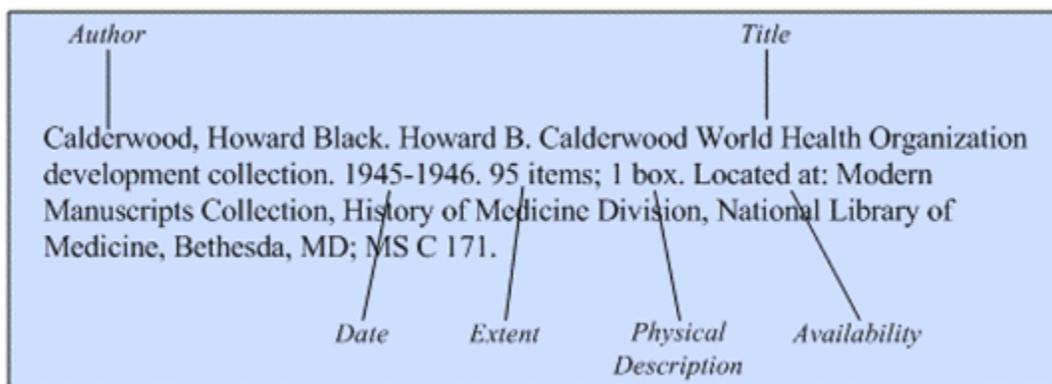
Examples of Citations to Manuscript Collections

A manuscript refers to any type of work, either handwritten or typewritten, that is not published. Titles for collections of manuscripts are unusual in that they are assigned by the library or other archive housing the collection. Although they are thus constructed titles, they are not placed in square brackets as are constructed titles for books. Other citation differences include:

- Full names of authors are used.
- There is no place of publication, publisher, or date of publication.
- The range of dates of items in the collection is provided instead of a single date of publication.
- The number of items in the collection is used in place of pagination.
- The name of the library or archive housing the collection is a required part of the citation.

If a manuscript collection is not available in any public archive, most authorities recommend placing references to it within the running text, not as a formal end reference. The nature and source of the cited information should be identified by an appropriate statement. Place the source information in parentheses, using a term or terms to indicate clearly that the citation is not represented in the reference list. For example:

...material gathered from a collection of papers of Harold Jones (private collection; unreferenced, see "Notes") that ...

The rules below apply when a manuscript collection is included in a reference list rather than within the text as described above. Note that most of the examples for citations provided in this chapter are taken from the Modern Manuscripts Collection of the National Library of Medicine. Since the Collection is housed organizationally within the Library's History of Medicine Division, many items are historical in nature. However, the rules provided are applicable to contemporary material.

Continue to Citation Rules with Examples for Manuscript Collections.

Continue to Examples of Citations to Manuscript Collections.

Citation Rules with Examples for Manuscript Collections

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Author Affiliation (O) | Title (R) | Type of Medium (R) | Secondary Author (O) | Date (R) | Extent (Pagination) (O) | Physical Description (O) | Availability (R) | Language (R) | Notes (O)

Author for Manuscript Collections (required)

General Rules for Author

- Enter the author's surname (family or last name) first
- Capitalize surnames and enter spaces within surnames as they appear on the document cited on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Follow the surname with a comma and a space
- Enter the given (first) name and any middle name or initials; follow initials with periods
- Separate author names from each other by a semicolon and a space
- Give all authors, regardless of the number
- End author information with a period

Specific Rules for Author

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Organizations as author
- Compiler instead of an author
- No author can be found
- Options for author names

Box 34. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames

    Estelle Palmer-Canton   *becomes*   Palmer-Canton, Estelle

Box 34 continues on next page...

Box 34 continued from previous page.

> Ahmed El-Assmy   *becomes*   El-Assmy, Ahmed

- Keep particles, such as O', D', and L'

  > Alan D. O'Brien   *becomes*   O'Brien, Alan D.

  > James O. L'Esperance   *becomes*   L'Esperance, James O.

  > U. S'adeh   *becomes*   S'adeh, U.

- Keep all other punctuation in surnames

  > Charles A. St. James   *becomes*   St. James, Charles A.

Box 35. Other surname rules.

- Keep prefixes in surnames

  > Lama Al Bassit   *becomes*   Al Bassit, Lama

  > Jiddeke M. van de Kamp   *becomes*   van de Kamp, Jiddeke M.

  > Gerard de Pouvourville   *becomes*   de Pouvourville, Gerard

- Keep compound surnames even if no hyphen appears

  > Sergio Lopez Moreno   *becomes*   Lopez Moreno, Sergio

  > Jaime Mier y Teran   *becomes*   Mier y Teran, Jaime

  > Virginie Halley des Fontaines   *becomes*   Halley des Fontaines, Virginie

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    > Å   *treated as*   A

    > Ø   *treated as*   O

    > Ç   *treated as*   C

    > Ł   *treated as*   L

    > à   *treated as*   a

    > ĝ   *treated as*   g

    > ñ   *treated as*   n

    > ü   *treated as*   u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

---

Box 35 continued from previous page.

   æ *treated as* ae

   œ *treated as* oe

Box 36. **Given names containing punctuation, a prefix, a preposition, or particle.**

- Keep hyphens joining given (first or middle) names

  Jean-Louis Lagrot *becomes* Lagrot, Jean-Louis

- Keep prefixes, prepositions, and other particles

  D'Arcy Hart *becomes* Hart, D'Arcy

  William St. John Patterson *becomes* Patterson, William St. John

  De la Broquerie Fortier *becomes* Fortier, De la Broquerie

  Craig McC. Brooks *becomes* Brooks, Craig McC.

- Keep traditional abbreviations of given names. Some non-US manuscripts use abbreviations of conventional given names rather than single initials, such as St. for Stefan.

  Ch. Wunderly *becomes* Wunderly, Ch.

  Charles Fr. Erdman *becomes* Erdman, Charles Fr.

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if an initial is represented by more than one letter

  Iu. A. Iakontov *becomes* Iakontov, Iu.A.

  Georgios Th. Tsakalos *becomes* Tsakalos, Georgios Th.

Box 37. **Degrees, titles, and honors before or after a personal name.**

- Omit degrees, titles, and honors such as M.D. following a personal name

  James A. Reed, M.D., F.R.C.S. *becomes* Reed, James A.

  Kristine Schmidt, Ph.D. *becomes* Schmidt, Kristine

  Robert V. Lang, Major, US Army *becomes* Lang, Robert V.

- Omit rank and honors such as Colonel or Sir that precede a name, unless no given name is provided

  Sir Frances Hildebrand *becomes* Hildebrand, Frances

  Dr. Jane Eberhard *becomes* Eberhard, Jane

  Captain R.C. Williams *becomes* Williams, R.C.

  but

> Dr. Morton   *becomes*   Morton, Dr.
>
> Major Robertson   *becomes*   Robertson, Major.

Box 38. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the given (first) name and any middle name or initials

- Omit commas preceding the designation

- Follow Jr or Sr with periods

- Convert roman numerals to arabic ordinals
  Examples:

  > Vincent T. DeVita, Jr.   *becomes*   DeVita, Vincent T. Jr.
  >
  > James G. Jones, II   *becomes*   Jones, James G. 2nd
  >
  > John A. Adams III   *becomes*   Adams, John A. 3rd
  >
  > Henry B. Cooper IV   *becomes*   Cooper, Henry B. 4th

Box 39. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese

- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

  > Iu. A. Iakontov   *becomes*   Iakontov, Iu.A.
  >
  > Georgios Th. Tsakalos   *becomes*   Tsakalos, Georgios Th.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat a letter marked with diacritics or accents as if it were not marked

    > Å   *treated as*   A
    >
    > Ø   *treated as*   O
    >
    > Ç   *treated as*   C
    >
    > Ł   *treated as*   L

Box 39 continued from previous page.

> à   *treated as*   a
>
> ĝ   *treated as*   g
>
> ñ   *treated as*   n
>
> ü   *treated as*   u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

  > æ   *treated as*   ae
  >
  > œ   *treated as*   oe

Box 40. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit "The" preceding an organizational name

  The American Cancer Society   *becomes*   American Cancer Society

- If a division or another part of an organization is included in the manuscript, give the parts of the name in descending hierarchical order, separated by commas

  American Medical Association, Committee on Ethics.

  International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

  American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

  National Academy of Sciences (US).

  Royal Marsden Hospital (GB).

- For names of organizations not in English:
  - ○ Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the manuscript. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

    Istituto di Fisiologia Clinica del CNR.

    Universitatsmedizin Berlin.

    Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

○ Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

or

[Russian Respiratory Society].

○ Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

[Chinese Medical Society].

○ Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

■ Treat a letter marked with diacritics or accents as if it were not marked

Å *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ĝ *treated as* g

ñ *treated as* n

ü *treated as* u

■ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

æ *treated as* ae

œ *treated as* oe

Box 41. Compiler instead of an author.

A compiler is someone who collects and organizes the work of others.

• Place the name of a compiler in the author position when the manuscript collection consists of the works of various individuals or organizations

• Follow the same rules as used for author names

• Separate the names of multiple compilers with a semicolon

Box 41 continued from previous page.

- Follow the name of a single compiler or the last named compiler with a comma and the word compiler or compilers

- End compiler information with a period

  Examples:

  > Youtz, Dorothy Jane, compiler. District of Columbia League for Nursing collection. 1960-1980. 2 boxes. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 297.

  > Kornhauser Health Sciences Library, compiler. Kentucky medical history: WPA research project records [microfilm]. 1801-1940. 32 reels: negative, 35 mm. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS Film 24.

- If there are both an author and a compiler, place the compiler in the secondary author position, following the title (and type of medium if present)

  > Armstrong, Charles. Charles Armstrong collection. Leake, James Payton, compiler. 1920-1963. 114 items; 2 boxes. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 269.

Box 42. No author can be found.

- If no person or organization can be found as the author but a compiler is present, begin the reference with the name of the compiler. Follow the same rules as used for author names, but end the list of names with a comma and the word compiler.

  > Youtz, Dorothy Jane, compiler.

  > Kornhauser Health Sciences Library, compiler.

- If no person or organization can be found as the author or compiler but a translator is present, begin the reference with the name of the translator. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, translator.

  > Walter, Edward D., translator.

  > Morrison, Carl P.; Court, Frances G., translators.

- If no person or organization can be identified as the author or compiler and no translators are given, begin the reference with the title of the manuscript collection. Do not use anonymous.

  > Collection concerning health resorts. 1881-1889. 13 items. Located at: Manuscript Division, Library of Congress, Washington, DC; MSS5746. Acquired from the United States Weather Bureau, 1905.

Box 43. Options for author names.

The following format is not NLM practice for citing authors of manuscript collections, but it is an acceptable option.

- Given (first) and middle names of authors may be reduced to initials. See Chapter 1 for instructions on handling names in this format.

    Takagi Y.

    Moskowitz MA.

Examples for Author

1. Manuscript collection standard citation with full name for authors

2. Manuscript collection with optional initials for author

3. Manuscript collection with multiple authors

4. Manuscript collection with compilers

5. Manuscript collection with author and compiler

6. Manuscript collection with organization as author

7. Manuscript collection with government organization as author

8. Manuscript collection with no author or compiler

Author Affiliation for Manuscript Collections (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the parentheses, unless it is the affiliation of the last author, then use a period

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

Box 44. **Abbreviations in affiliations.**

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

    Examples:

Box 44 continued from previous page.

> Acad. for Academy
>
> Assoc. for Association
>
> Co. for Company
>
> Coll. for College
>
> Corp. for Corporation
>
> Dept. for Department
>
> Div. for Division
>
> Inst. for Institute or Institution
>
> Soc. for Society
>
> Univ. for University

See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 45. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears in the manuscript

- Place the e-mail address inside the closing parenthesis for the author affiliation

- Do not end an e-mail address with a period

  Example:

  > Patrias, Karen (Public Services Division, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov).

Box 46. Organizational names for affiliations not in English.

- Give the affiliation of all authors or only the first author

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

Box 46 continued from previous page.

- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    Carpentier, Antoine F. (Service de Neurologie, Hopital de la Salpetriere, Paris, France).

    Marubini, Ettore (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy).

- Romanize (write in the roman alphabet) or translate organizational names if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Barbulescu, Mihai (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania).

- Translate organizational names in character-based languages (Chinese, Japanese)

    Susaki, Kanako (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan).

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - Treat a letter marked with diacritics or accents as if it were not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    - Treat two or more letters printed as a unit (ligated letters) as if they were two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

- Use the English form of names for cities and countries whenever possible Vienna for Wien and Spain for Espana. However, the name found on the manuscript may always be used.

Box 47. Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name as found on the manuscript may always be used.

    Moskva   *becomes*   Moscow

Box 47 continued from previous page.

> Wien *becomes* Vienna
>
> Italia *becomes* Italy
>
> Espana *becomes* Spain

Examples for Author Affiliation

9. Manuscript collection with author/compiler affiliation

Title for Manuscript Collections (required)

General Rules for Title

- Enter the title of the collection as assigned by the library, archive, or other holder of the collection
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless some other form of punctuation such as a question mark, period, or an exclamation point is already present
- End a title with a period

Specific Rules for Title

- Titles not in English
- Titles containing a Greek letter, chemical formula, or another special character

---

Box 48. Titles not in English.

Because the title of a manuscript collection is assigned by the library or other archive housing the collection, the title will be in the language of the country where the library or archive is located, regardless of the language of the materials contained in the collection.

> Freud, Sigmund. Miscellaneous papers in the Sigmund Freud collection. 1866-1983. 120 items; 2 boxes. Located at: Manuscript Division, Library of Congress, Washington, DC; MSS84903. German, English, French.

To cite a collection in a non-English speaking country:

- Provide the title in the original language for non-English titles found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat a letter marked with diacritics or accents as if it were not marked

Box 48 continues on next page...

Box 48 continued from previous page.

       Å *treated as* A

       Ø *treated as* O

       Ç *treated as* C

       Ł *treated as* L

       à *treated as* a

       ĝ *treated as* g

       ñ *treated as* n

       ü *treated as* u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

       æ *treated as* ae

       œ *treated as* oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

- Provide an English translation after the original language title whenever possible; place translations in square brackets

Example:

Fonds du Conseil de Recherches Medicales [Collections of the Medical Research Council]. 1944-1982. 187 feet. Located at: Library and Archives Canada, Ottawa, ON; R1218-0-5-F. French.

Box 49. **Titles containing a Greek letter, chemical formula, or another special character.**

- Capitalize the first word of a manuscript collection title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

1,3-dichloro-5,5-dimethylhydantoin.

von Willebrand factor and the mechanisms of platelet function.

- If a title of a collection contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol Ω becomes omega.

Enantioselective synthesis of β-amino acids.

may become

Enantioselective synthesis of beta-amino acids.

- If a title of a collection contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

TiO_2 nanoparticles.

Box 49 continued from previous page.

> *may become*
>
> TiO(2) nanoparticles.

Examples for Title

1. Manuscript collection standard citation with full name for authors

10. Manuscript collection title not in English

11. Manuscript collection in microform

18. Manuscript collection with items not in English

Type of Medium for Manuscript Collections (required)

General Rules for Type of Medium

- Indicate the specific type of medium (microfilm, microfiche, etc.) of the items in the collection following the title
- Place the name of the medium in square brackets and end with a period, such as [microfiche].
- Add information about the medium according to the instructions under Physical Description

Specific Rules for Type of Medium

- More than one type of medium

Box 50. More than one type of medium.

- If a manuscript collection is found in a microform such as microfilm or microfiche, place the name of the type of microform after the title in square brackets

    Alchemy collection [microfilm]. [circa 1700s]. 1 reel: black & white, negative, 35 mm. Located at: Manuscript Division, Library of Congress, Washington, DC; MSS98426. French, German, Italian.

- If a manuscript collection consists or more than one type of microform, give the names for the specific types, separated by a plus sign

    [microfilm + microfiche]

- Physical description is an optional part of a citation, but include the physical descriptions of all types whenever possible. Use a semicolon to separate the descriptions.

    5 reels: black & white, negative, 35 mm.; 31 microfiche: black & white, negative, 4 x 6 in.

Examples for Type of Medium

11. Manuscript collection in microform

Secondary Author for Manuscript Collections (optional)

General Rules for Secondary Author

- A secondary author modifies the work of the author. Examples include translators, compilers, illustrators, and interviewers.
- Place the names of secondary authors after the title, following any Type of Medium
- Use the same rules for the format of names presented in Author above
- Follow the last named translator with a comma and the word translator or translators; the last named illustrator with a comma and the word illustrator or illustrators, etc.
- End secondary author information with a period

Specific Rules for Secondary Author

- More than one type of secondary author
- Secondary author performing more than one role
- Non-English names for secondary authors

Box 51. More than one type of secondary author.

A manuscript collection may have several types of secondary author.

- List all of them in the order they are given

- Separate a single secondary author from the role by a comma

- Separate one type of secondary author from another by a semicolon

- Place a semicolon between multiple occurrences of secondary authors

- End secondary author information with a period

    Examples:

    Lang, Stephanie H., compiler; Friedman, Joseph F., translator.

    Smith, Brian C., translator; Carson, Harrison T., interviewer.

    Graber, Alfred F.; Longstreet, Richard G., translators; Johnson, Carl T.; Marks, Catherine; Huston, Melanie A., illustrators.

Box 52. Secondary author performing more than one role.

If the same secondary author performs more than one role:

- List all the roles in the order they are given

- Separate the roles by "and"

- End secondary author information with a period

    Example:

    Jones, Albert B., compiler and translator.

Box 53. Non-English names for secondary authors.

- Translate the word found for editor, translator, illustrator, or other secondary author into English whenever possible. However, the wording found on the manuscript may always be used.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å *treated as* A

    Ø *treated as* O

    Ç *treated as* C

    Ł *treated as* L

    à *treated as* a

    ĝ *treated as* g

    ñ *treated as* n

    ü *treated as* u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ *treated as* ae

    œ *treated as* oe

- To assist in identifying secondary authors, below is a brief list of non-English words for them:

Language	Word for Translator	Word for Illustrator	Word for Compiler	Word for Interviewer
French	traducteur	illustrateur	compilateur	enqueteur
German	ubersetzer	erlauterer	zusammensteller	befrager
	dolmetscher			
Italian	traduttore	disegnatore	compilatore	intervistatore
Spanish	traductor	ilustrador	recopilador	entrevistador
			compilador	
Russian	perevodchik	konstruktor	sostavitel'	interviever

Examples for Secondary Author

5. Manuscript collection with author and compiler

Date for Manuscript Collections (required)

General Rules for Date

- Give the date range of the items in the collection
- Enter the earliest date of the items in the collection, a hyphen, and the latest date of the items. For example: 2000-2005.

- Follow the last date with a period

Specific Rules for Date

- Months and days of the month included
- Non-US forms for dates
- Non-English names for months
- Dates estimated
- Options for date

Box 54. Months and days of the month included.

- Enter the earliest date of the items in the collection, a hyphen, the latest date of the items, and a period.

    1943-1955.

- When months and days of the month are included, enter the year first, then the month and the day, regardless of the format found for dates in the collection

    August 23, 2005   *becomes*   2005 Aug 23

    2004/12/02   *becomes*   2004 Dec 2

    30.07.2004   *becomes*   2004 Jul 30

    2004-10-02   *becomes*   2004 Oct 2

    14 June 2004   *becomes*   2004 Jun 14

    15/06/2005   *becomes*   2005 Jun 15

    Example:

    Agnes, D. Hayes; Barnes, J.J.; Bliss, D.W.; Hamilton, Frank H.; Reyburn, Robert; Woodward, J.J. Official medical bulletins relating to the health of U.S. president James Garfield. 1881 Jul 6-Sep 19. 103 items. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 66.

- Translate names of months into English and abbreviate them using the first three letters

    mayo = May

    luty = Feb

    brezen = Mar

    Example:

    22 Marz 2002   *becomes*   2002 Mar 22

Box 55. Non-US forms for dates.

- Dates in US manuscripts usually appear in the format month day, year. For example: August 23, 2005.

- Dates in other countries may appear in manuscripts in a variety of formats

Box 55 continued from previous page.

> 2004/12/02
>
> 30.07.2004
>
> 2004-10-02
>
> 14 June 2004
>
> 15/06/2005

- Enter the year first, then the month and the day, regardless of the format found

  > August 23, 2005   *becomes*   2005 Aug 23
  >
  > 2004/12/02   *becomes*   2004 Dec 2
  >
  > 30.07.2004   *becomes*   2004 Jul 30
  >
  > 2004-10-02   *becomes*   2004 Oct 2
  >
  > 14 June 2004   *becomes*   2004 Jun 14
  >
  > 15/06/2005   *becomes*   2005 Jun 15

- Translate names of months into English and abbreviate them using the first three letters

  > mayo = May
  >
  > luty = Feb
  >
  > brezen = Mar

  Example:

  > 22 Marz 2002   *becomes*   2002 Mar 22

Box 56. Non-English names for months.

- Translate names of months into English

- Abbreviate them using the first three letters

- Capitalize them
  Examples:

  > mayo = May
  >
  > luty = Feb
  >
  > brezen = Mar

Box 57. **Dates estimated.**

- If no specific dates can be found for items in the collection, but a specific year or years can be estimated because of material in the manuscripts or in accompanying material, place a question mark after the estimated date and place date information in square brackets

    Henle, Werner; Henle, Gertrude. Growing up with virology: an annotated bibliography of Werner and Gertrude Henle. [1986?]. 4 items; 0.2 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 460.

    American College of Cardiology. Oral history of twenty-five years of American cardiology. [1949-1974?]. 6 items. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS ACC 398. Accompanied by: 5 audiocassettes.

- If no date can be found nor can a specific year be estimated, but an approximate time can be determined based on material contained in the manuscripts themselves or in accompanying material, place the word circa and the approximate date or dates in square brackets

    Loewi, Otto. Otto Loewi papers. [circa 1935-1956]. 1 box. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 409.

    Alchemy collection [microfilm]. [circa 1700s]. 1 reel: black & white, negative, 35 mm. Located at: Manuscript Division, Library of Congress, Washington, DC; MSS98426. French, German, Italian.

- If no date can be found, estimated, or approximated, use [date unknown]

Box 57a. **Options for date.**

It is not NLM policy, but the following is an acceptable option:

The date range for a manuscript collection may follow the author names in the list of references when the name-year system of in-text references is used.

- Use the complete date range of the collection

- Place the date range after the author and any author affiliation (or title if there is no author), followed by a period

    NLM citation:

    Rosen, George. George Rosen public health oral history collection. 1960-1965. 5 boxes. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 203.

    Youtz, Dorothy Jane, compiler. District of Columbia League for Nursing collection. 1960-1980. 2 boxes. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 297.

    Collection concerning health resorts. 1881-1889. 13 items. Located at: Manuscript Division, Library of Congress, Washington, DC; MSS5746.

    Name-year system of citation:

> *Box 57a continued from previous page.*
>
> Rosen, George. 1960-1965. George Rosen public health oral history collection. 5 boxes. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 203.
>
> Youtz, Dorothy Jane, compiler. 1960-1980. District of Columbia League for Nursing collection. 2 boxes. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 297.
>
> Collection concerning health resorts. 1881-1889. 13 items. Located at: Manuscript Division, Library of Congress, Washington, DC; MSS5746.

Examples for Date

12. Manuscript collection with standard date range

13. Manuscript collection dates with month and day included

14. Manuscript collection with dates estimated

Extent (Pagination) for Manuscript Collections (optional)

General Rules for Pagination

- Give the total number of the items in the collection
- End with a semicolon and a space if Physical Description is provided; end with a period if there is no physical description

Specific Rules for Pagination

- Collection bound in volumes
- Number of items unknown

Box 58. **Collection bound in volumes.**

A collection of manuscripts may be bound in volumes rather than being placed in boxes or other containers. When this occurs:

- Express extent as the number of volumes

- Abbreviate volume to vol.

  Examples:

  Zakrevskii, Arsenii Andreevich. Documents pertaining to the cholera epidemic. 1830-1831. 3 vol. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 146. Russian.

  History of Ophthalmology. 1988-1989. 2 vol. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS ACC 632.

Box 59. Number of items unknown.

A collection may be so large that an exact count of the number of items in it has not been made.

- Provide an approximate count of the items if possible

    Frost, Gideon. Manuscript physician bills and accounts. 1821-1834. Approx. 100 items. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 508.

- If an approximate number is not possible:
    - Give the total number of containers holding the collection and/or the total number of linear feet of shelf space the collection occupies
    - Follow with the type of container or the words linear feet, such as 3 boxes or 10 linear feet

    Examples:

    Anfensen, Christian B. Christian B. Anfinsen Papers. 1939-1999. 16 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 496.

    18th century German medical manuscript collection. 1708, 1762-1776. 1 box; 0.21 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 512. German.

Examples for Pagination

15. Manuscript collection in multiple volumes

16. Manuscript collection with extent estimated

Physical Description for Manuscript Collections (optional)

General Rules for Physical Description

- Give the total number of containers holding the collection and/or the total number of linear feet of shelf space the collection occupies
- Follow with the type of container or the words linear feet, such as 3 boxes or 10 linear feet
- End with a period
- Give information on the total number and physical characteristics of the items in the collection if they reside in a microform, such as 26 microfiche: black & white, 4 x 6 in.

Specific Rules for Physical Description

- Language for describing physical characteristics
- More than one type of medium

Box 60. Language for describing physical characteristics.

If a manuscript is found on microfiche, microfilm, or microcards:

- Begin with information on the number and type of physical pieces, followed by a colon and a space

Box 60 continues on next page...

Box 60 continued from previous page.

> 5 microfiche:
>
> 3 reels: [of microfilm]
>
> 2 microcards:

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches and mm. for millimeters. Separate types of information by commas.

  Typical words used include:

  > color
  >
  > black & white
  >
  > positive
  >
  > negative
  >
  > 4 x 6 in. (standard microfiche size)
  >
  > 3 x 5 in. (standard microcard size)
  >
  > 35 mm. (a standard microfilm size)
  >
  > 16 mm. (a standard microfilm size)

  Examples of complete physical description statements:

  > 3 microfiche: color, positive, 4 x 6 in.
  >
  > 5 microcards: black & white, 3 x 5 in.
  >
  > 1 reel: black & white, negative, 35 mm.

Box 61. More than one type of medium.

- If a manuscript collection is in a microform such as microfilm or microfiche, place the name of the type of microform after the title in square brackets

  > Alchemy collection [microfilm]. [circa 1700s]. 1 reel: black & white, negative, 35 mm. Located at: Manuscript Division, Library of Congress, Washington, DC; MSS98426. French, German, Italian.

- If a manuscript collection consists or more than one type of microform, give the names for all the types, separated by a plus sign

  > [microfilm + microfiche]

- Physical description is an optional part of a citation, but include the physical descriptions of all types when possible. Use a semicolon to separate the descriptions.

  > 5 reels: black & white, negative, 35 mm.; 31 microfiche: black & white, negative, 4 x 6 in.

Examples for Physical Description

11. Manuscript collection in microform

17. Manuscript collection with physical description

Availability for Manuscript Collections (required)

General Rules for Availability

- Enter the phrase "Located at" followed by a colon and a space
- Give the name of the library or archive, preceded by any subsidiary division(s), and followed by a comma and a space. For example: Manuscript Division, Library of Congress.
- Follow with the name of the city, a comma, and the two-letter abbreviation for the US state or Canadian province (see Appendix E); add the country if not the US or Canada, either written out or as the two-letter ISO country code (see Appendix D)
- Enter a semicolon and any identifying number for the collection
- End library information with a period

Specific Rules for Availability

- Non-English names for libraries and archives
- Locations outside of the US

Box 63. **Non-English names for libraries and archives.**

- Provide the name in the original language for non-English names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

   Bibliotheque Anatomique, Institut d'Anatomie de Paris

   Medizinische Abteilung, Saarlaandische Universitaats- und Landesbibliothek

- Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Whenever possible, follow a non-English name with a translation. Place all translations in square brackets.

   Bibliotyeka, Rossiiskaia Akademiia Meditsinskikh Nauk [Library, Russian Academy of Medical Sciences]

   or

   [Library, Russian Academy of Medical Sciences]

- Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

   [Central Archives of China]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

   - Treat a letter marked with diacritics or accents as if it were not marked

      Å   *treated as*   A

      Ø   *treated as*   O

Box 63 continues on next page...

Box 63 continued from previous page.

        Ç *treated as* C

        Ł *treated as* L

        à *treated as* a

        ĝ *treated as* g

        ñ *treated as* n

        ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters

        æ *treated as* ae

        œ *treated as* oe

Box 64. **Locations outside of the US.**

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, whenever possible. However, the name as found on the manuscript may always be used.

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E)

    Montreal, QC

    Ottawa, ON

    Vancouver, BC

- Follow cities in other countries with the country name, either written in full or as the two-letter ISO country code (see Appendix D)

    Rome, Italy *or* Rome, IT

    Malaga, Spain *or* Malaga, ES

    Basel, Switzerland *or* Basel, CH

    Oxford, England *or* Oxford, GB

- Be consistent. If you choose an angelicized form for a city name or choose a country code, use that same form or code throughout all references.

Examples for Availability

19. Manuscript collection with availability

Language for Manuscript Collections (required)

General Rules for Language

- Give the language of the collection if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Collections with items in more than one language

Box 62. Collections with items in more than one language.

- If the items in the collection appear in more than one language, give all languages found, separating them by a comma and a space

  Examples:

  > von Diringshofen, Heinz. Heinz von Diringshofen papers. 1912-1977. 14 boxes; 5.88 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 535. German, English, French, Spanish, Italian.

  > Freud, Sigmund. Miscellaneous papers in the Sigmund Freud collection. 1866-1983. 120 items; 2 boxes. Located at: Manuscript Division, Library of Congress, Washington, DC; MSS84903. German, English, French.

Examples for Language

18. Manuscript collection with items not in English

Notes for Manuscript Collections (optional)

General Rules for Notes

- Notes is a collective term for any type of useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Collection accompanied by material in another medium
- Collection with restrictions on use
- Other types of material to include in notes

Box 65. Collection accompanied by material in another medium.

If a manuscript collection is primarily in print but has some items in another medium such as audiocassettes, videocassettes, CD-ROMS, or DVDs:

- Begin with the phrase "Accompanied by" followed by a colon and a space

- Give the number of items in the other medium and the name of the medium

- End with a period

  Example:

  > American College of Cardiology. Oral history of twenty-five years of American cardiology. [1949-1974?]. 6 items. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS ACC 398. Accompanied by: 5 audiocassettes.

Box 66. Collections with restrictions on use.

- A library or other archive may place a variety of restrictions on the use of manuscript collections, or the donors of the manuscripts may restrict use. Such information may be provided as a note at the end of the citation. Complete sentences are not required.

  Examples:

  Murphy, Lois Barclay. Drafts, reports, and correspondence of Lois B. Murphy. 1934-1992. 3.1 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS ACC 713. Materials stored offsite; 24 hour prior notice required for delivery.

  Henle, Werner; Henle, Gertrude. Growing up with virology: an annotated bibliography of Werner and Gertrude Henle. [1986?]. 4 items; 0.2 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 460. Written permission of Dr. Gertrude Henle required to quote, cite, paraphrase, or publish any of the unpublished material during her lifetime.

Box 67. Other types of material to include in notes.

Notes is a collective term for any type of useful information given after the citation itself. Examples include:

- Explanatory information on the content of the collection

  Bailey, Zachariah. Papers of Zachariah Bailey. 1759-1819. Located at: Manuscript Division, Library of Congress, Washington, DC; MSS6328. Plantation account book kept by the Bailey family of Sussex County, Va., including records for the hiring out and medical care of slaves, medical fees, and records of Zachariah Bailey, and Bailey family genealogical material.

  Hinman, Edward J. Hinman medical informatics collection. 1969-1990. 6 boxes; 6.25 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 547. Board meeting notes, drafts of by-laws and constitutions, reports, correspondence, conference packets, and publications represent materials collected by Hinman during his executive involvement with the activities of six interrelated medical informatics societies.

- Information on any finding aids available

  Anfensen, Christian B. Christian B. Anfinsen Papers. 1939-1999. 16 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 496. Finding aid available from: http://www.nlm.nih.gov/hmd/manuscripts/ead/anfinsen.html

Examples for Notes

20. Manuscript collection accompanied by material in another medium

21. Manuscript collection with restrictions on use

22. Manuscript collection with other notes

Examples of Citations to Manuscript Collections

1. Manuscript collection standard citation with full name for authors

Calderwood, Howard Black. Howard B. Calderwood World Health Organization development collection. 1945-1946. 95 items; 1 box. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 171.

Rosen, George. George Rosen public health oral history collection. 1960-1965. 5 boxes. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 203.

2. Manuscript collection with optional initials for author

Calderwood HB. Howard B. Calderwood World Health Organization development collection. 1945-1946. 95 items; 1 box. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 171.

3. Manuscript collection with multiple authors

Henle, Werner; Henle, Gertrude. Growing up with virology: an annotated bibliography of Werner and Gertrude Henle. [1986?]. 4 items; 0.2 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 460.

Frank, Lawrence K.; Murphy, Lois Barclay; Senn, Milton J.E.; Sontag, Lester Warren; Thompson, Helen; Washburn, Alfred H. Material on the child development movement collection. 1926-1971. 69 boxes; 30 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 280.

Agnes, D. Hayes; Barnes, J.J.; Bliss, D.W.; Hamilton, Frank H.; Reyburn, Robert; Woodward, J.J. Official medical bulletins relating to the health of U.S. president James Garfield. 1881 Jul 6-Sep 19. 103 items. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 66.

4. Manuscript collection with compilers

Youtz, Dorothy Jane, compiler. District of Columbia League for Nursing collection. 1960-1980. 2 boxes. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 297.

Kornhauser Health Sciences Library, compiler. Kentucky medical history: WPA research project records [microfilm]. 1801-1940. 32 reels: negative, 35 mm. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS Film 24.

5. Manuscript collection with author and compiler

Armstrong, Charles. Charles Armstrong collection. Leake, James Payton, compiler. 1920-1963. 114 items; 2 boxes. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 269.

6. Manuscript collection with organization as author

Association of Military Surgeons of the United States. Association of Military Surgeons Wellcome Prize essay collection. 1933. 15 essays; 0.21 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 543.

American College of Nurse-Midwives. American College of Nurse-Midwives archives. 1946-1976. 41 boxes; 16 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 330.

7. Manuscript collection with government organization as author

National Library of Medicine (US). Regional Medical Programs Service collection. 1948-1993. 13 boxes. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 501.

Public Health Service (US). U.S. Public Health Service Salk polio vaccine collection. 1951-1962. 5 boxes. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 251.

Army Medical Department (US). U.S. Army Medical Corps lecture collection. 1942-1945. 1 box. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 26.

Department of Health, Education, and Welfare (US). Documents on the origin and development of the Tuskegee syphilis study. 1921-1973. 5 boxes; 2.1 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 264.

8. Manuscript collection with no author or compiler

Collection concerning health resorts. 1881-1889. 13 items. Located at: Manuscript Division, Library of Congress, Washington, DC; MSS5746.

History of Ophthalmology. 1988-1989. 2 vol. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS ACC 632.

Medical dissertations. 1827-1837. 6 vol. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 381.

18th century German medical manuscript collection. 1708, 1762-1776. 1 box; 0.21 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 512. German.

9. Manuscript collection with author/compiler affiliation

Youtz, Dorothy Jane, compiler (The Capital City School of Nursing, Washington, DC). District of Columbia League for Nursing collection. 1960-1980. 2 boxes. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 297.

10. Manuscript collection title not in English

Fonds du Conseil de Recherches Medicales. 1944-1982. 187 feet. Located at: Library and Archives Canada, Ottawa, ON; R1218-0-5-F. French.

with optional translation included

Fonds du Conseil de Recherches Medicales [Collections of the Medical Research Council]. 1944-1982. 187 feet. Located at: Library and Archives Canada, Ottawa, ON; R1218-0-5-F. French.

11. Manuscript collection in microform

Billings, John Shaw. Papers [microfilm]. 1861-1918. 61 reels: black & white, negative, 35 mm. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS Film 25.

McFarland, Ross Armstrong. Ross A. McFarland collection in aerospace medicine and human factors engineering [microfiche]. 1849-1983. Approx. 15,600 microfiche: 4 x 6 in. Located at: Fordham Health Sciences Library, Wright State University School of Medicine, Dayton, OH; Z6664.3.M37.

Alchemy collection [microfilm]. [circa 1700s]. 1 reel: black & white, negative, 35 mm. Located at: Manuscript Division, Library of Congress, Washington, DC; MSS98426. French, German, Italian.

12. Manuscript collection with standard date range

Billings, John S. John Shaw Billings Centennial collection. 1964-1965. 1 box. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 261.

13. Manuscript collection dates with month and day included

Agnes, D. Hayes; Barnes, J.J.; Bliss, D.W.; Hamilton, Frank H.; Reyburn, Robert; Woodward, J.J. Official medical bulletins relating to the health of U.S. president James Garfield. 1881 Jul 6-Sep 19. 103 items. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 66.

14. Manuscript collection with dates estimated

Henle, Werner; Henle, Gertrude. Growing up with virology: an annotated bibliography of Werner and Gertrude Henle. [1986?]. 4 items; 0.2 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 460.

Loewi, Otto. Otto Loewi papers. [circa 1935-1956]. 1 box. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 409.

Alchemy collection [microfilm]. [circa 1700s]. 1 reel: black & white, negative, 35 mm. Located at: Manuscript Division, Library of Congress, Washington, DC; MSS98426. French, German, Italian.

American College of Cardiology. Oral history of twenty-five years of American cardiology. [1949-1974?]. 6 items. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS ACC 398. Accompanied by: 5 audiocassettes.

15. Manuscript collection in multiple volumes

Zakrevskii, Arsenii Andreevich. Documents pertaining to the cholera epidemic. 1830-1831. 3 vol. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 146. Russian.

History of Ophthalmology. 1988-1989. 2 vol. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS ACC 632.

16. Manuscript collection with extent estimated

Frost, Gideon. Manuscript physician bills and accounts. 1821-1834. Approx. 100 items. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 508.

McFarland, Ross Armstrong. Ross A. McFarland collection in aerospace medicine and human factors engineering [microfiche]. 1849-1983. Approx. 15,600 microfiche: 4 x 6 in. Located at: Fordham Health Sciences Library, Wright State University School of Medicine, Dayton, OH; Z6664.3.M37.

17. Manuscript collection with physical description

Henle, Werner; Henle, Gertrude. Growing up with virology: an annotated bibliography of Werner and Gertrude Henle. [1986?]. 4 items; 0.2 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 460.

Anfensen, Christian B. Christian B. Anfinsen Papers. 1939-1999. 16 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 496. Finding aid available from: http://www.nlm.nih.gov/hmd/manuscripts/ead/anfinsen.html

18th century German medical manuscript collection. 1708, 1762-1776. 1 box; 0.21 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 512. German.

American College of Nurse-Midwives. American College of Nurse-Midwives archives. 1946-1976. 41 boxes; 16 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 330.

18. Manuscript collection with items not in English

Meyerhof, Max. Max Meyerhof papers. 1908-1938. 30 items. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 131. German.

von Diringshofen, Heinz. Heinz von Diringshofen papers. 1912-1977. 14 boxes; 5.88 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 535. German, English, French, Spanish, Italian.

Freud, Sigmund. Miscellaneous papers in the Sigmund Freud collection. 1866-1983. 120 items; 2 boxes. Located at: Manuscript Division, Library of Congress, Washington, DC; MSS84903. German, English, French.

Fonds du Conseil de Recherches Medicales [Collections of the Medical Research Council]. 1944-1982. 187 feet. Located at: Library and Archives Canada, Ottawa, ON; R1218-0-5-F. French.

19. Manuscript collection with availability

McFarland, Ross Armstrong. Ross A. McFarland collection in aerospace medicine and human factors engineering [microfiche]. 1849-1983. Approx. 15,600 microfiche: 4 x 6 in. Located at: Fordham Health Sciences Library, Wright State University School of Medicine, Dayton, OH; Z6664.3.M37.

Alchemy collection [microfilm]. [circa 1700s]. 1 reel: black & white, negative, 35 mm. Located at: Manuscript Division, Library of Congress, Washington, DC; MSS98426. French, German, Italian.

Meyerhof, Max. Max Meyerhof papers. 1908-1938. 30 items. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 131. German.

20. Manuscript collection accompanied by material in another medium

American College of Cardiology. Oral history of twenty-five years of American cardiology. [1949-1974?]. 6 items. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS ACC 398. Accompanied by: 5 audiocassettes.

21. Manuscript collection with restrictions on use

Henle, Werner; Henle, Gertrude. Growing up with virology: an annotated bibliography of Werner and Gertrude Henle. [1986?]. 4 items; 0.2 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 460. Written permission of Dr. Gertrude Henle is required to quote, cite, paraphrase, or publish any of the unpublished material during her lifetime.

Murphy, Lois Barclay. Drafts, reports, and correspondence of Lois B. Murphy. 1934-1992. 3.1 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS ACC 713. Materials stored offsite; 24 hour prior notice required for delivery.

22. Manuscript collection with other notes

Bailey, Zachariah. Papers of Zachariah Bailey. 1759-1819. Located at: Manuscript Division, Library of Congress, Washington, DC; MSS6328. Plantation account book kept by the Bailey family of Sussex County, Va., including records for the hiring out and medical care of slaves, medical fees, and records of Zachariah Bailey, and Bailey family genealogical material.

History of Ophthalmology. 1988-1989. 2 vol. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS ACC 632. Proceedings of the History of Ophthalmology conferences held at the National Library of Medicine in March of 1988 and 1989.

Hinman, Edward J. Hinman medical informatics collection. 1969-1990. 6 boxes; 6.25 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 547. Finding aid available at http://www.nlm.nih.gov/hmd/manuscripts/ead/hinman547.html Board meeting notes, drafts of by-laws and constitutions, reports, correspondence, conference packets, and publications represent materials collected by Hinman during his executive involvement with the activities of six interrelated medical informatics societies.

Anfensen, Christian B. Christian B. Anfinsen Papers. 1939-1999. 16 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 496. Finding aid available from: http://www.nlm.nih.gov/hmd/manuscripts/ead/anfinsen.html

C. Introduction and Examples

Preprints are complete and public drafts of scientific documents, not yet certified by peer review. These documents ensure that the findings of the research community are widely disseminated, priorities of discoveries are established and they invite feedback and discussion to help improve the work.

Originally, a preprint was a document that was issued before peer review. The document was reviewed by colleagues before or in lieu of submitting to a publisher. A preprint may never be published in print or online as a final article or report. Preprints, once the sole domain of the hard sciences, such as physics, are now found in the applied sciences, social sciences, business, and the arts and humanities. Since the majority or preprints originate and remain online, they are also called e-prints.

1. Preprints

Bar DZ, Atkatsh K, Tavarez U, Erdos MR, Gruenbaum Y, Collins FS. Biotinylation by antibody recognition- A novel method for proximity labeling. BioRxiv 069187 [Preprint]. 2016 [cited 2017 Jan 12]. Available from: https://doi.org/10.1101/069187

Alvarez R. Near optimal neural network estimator for spectral x-ray photon counting data with pileup. arXiv:1702.01006v1 [Preprint]. 2017 [cited 2017 Feb 9]: [11 p.]. Available from: https://arxiv.org/abs/1702.01006

Kording KP, Mensh B. Ten simple rules for structuring papers. BioRxiv [Preprint]. 2016 bioRxiv 088278 [posted 2016 Nov 28; revised 2016 Dec 14; revised 2016 Dec 15; cited 2017 Feb 9]: [12 p.]. Available from: http://biorxiv.org/content/early/2016/11/28/088278 doi: https://doi.org/10.1101/088278

Rupprecht C. Ready for more-than-human? Urban residents' willingness to coexist with animals and plants. Version: 1. SocArXiv [Preprint]. [posted 2016 Jul 13; revised 2016 Dec 07; cited 2017 Feb 15]: [22 p.]. Available from: https://osf.io/preprints/socarxiv/hbcmz/.

Citing Audio and Visual Media (audiocassettes, videocassettes, slides, photographs, etc.)

Chapter 15. Books and Other Individual Titles in Audiovisual Formats

Created: October 10, 2007; Updated: August 11, 2015.

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

Sample Citation and Introduction to Citing Books and Other Individual Titles in Audiovisual Formats

The general format for a reference to an individual audiovisual title, including punctuation:
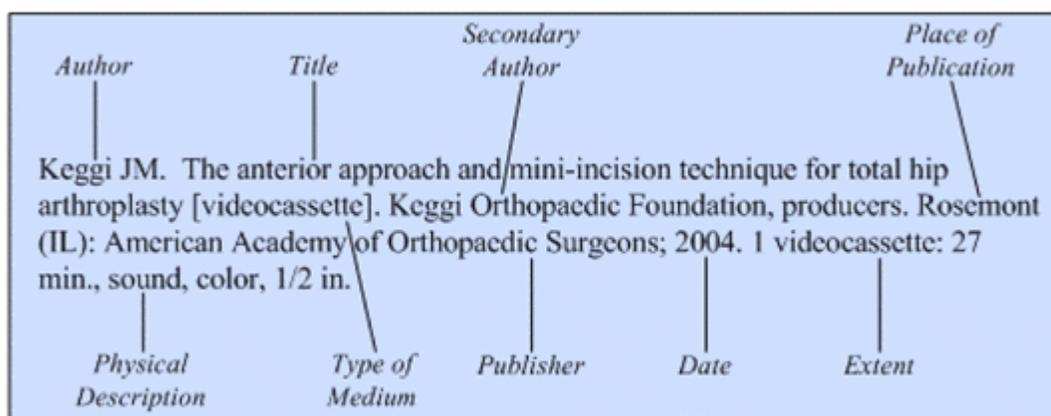
Examples of Citations to Books and Other Individual Titles in Audiovisual Formats

Audiovisuals include videocassettes, audiocassettes, videodiscs, motion pictures, and slides. CD-ROMs and DVDs are considered electronic material (see Chapters 18 - 21 for citing Material on CD-ROM, DVD, or Disk); for videocasts and podcasts see Chapters 22 - 26 for for citing material on the Internet.

An audiovisual may be published in monograph form, such as a book on videodisc, or in journal form, distributed on videocassette or audiocassette. Cite audiovisuals using the standard format for journals and books (see Chapter 1 and Chapter 2), but add a type of medium after the title to alert the user that special equipment is needed to view the publication.

The extent or length of an audiovisual is an optional component of a reference that may provide useful information to the reader. Provide extent as the total number of physical pieces, such as 387 slides or 1 videocassette. Include the run time if appropriate. Run time (also known as running-time) is the length of the film or program in minutes, such as 2 videocassettes: 140 min. You may provide more physical description details after the extent to give the reader additional information. For example, the size of an audiovisual can affect the equipment needed to view the item. See Physical Description in the next section for details.

This chapter covers audiovisuals published as individual titles, not journals or journal articles. See Chapter 16 for journals published in audiovisual formats. The chief source for information about an audiovisual is the opening screens. If more information is needed, consult the case housing the audiovisual or any accompanying booklet or other documentation.

Note that the rules for creating references to audiovisuals are not the same as the rules for cataloging them. Records found in the NLM LocatorPlus and the NLM Catalog databases therefore will not always agree with the instructions presented here.

Citation Rules with Examples for Books and Other Individual Titles in Audiovisual Formats

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author/Editor (R) | Author Affiliation (O) | Title (R) | Type of Medium (R) | Edition (R) | Producer, Editor, and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Extent (O) | Physical Description (O) | Series (O) | Language (R) | Notes (O)

Author/Editor for Books and Other Individual Titles in Audiovisual Formats (required)

General Rules for Author/Editor

- List names in the order they appear on the opening screens or in the text accompanying text
- Enter surname (family or last name) first for each author/editor
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all authors/editors, regardless of the number
- Separate author/editor names from each other by a comma and a space
- If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors; see Producer, Editor, and Other Secondary Authors below if there are authors and editors
- End author/editor information with a period

Specific Rules for Author/Editor

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Non-English words for editor
- Organizations as author
- No author can be found
- Options for author names

Box 1. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames

Box 1 continues on next page...

Box 1 continued from previous page.

Estelle Palmer-Canton   *becomes*   Palmer-Canton E

Ahmed El-Assmy   *becomes*   El-Assmy A

- Keep particles, such as O', D', and L'

Alan D. O'Brien   *becomes*   O'Brien AD

James O. L'Esperance   *becomes*   L'Esperance JO

U. S'adeh   *becomes*   S'adeh U

- Omit all other punctuation in surnames

Charles A. St. James   *becomes*   St James CA

K.A.J. Gupta   *becomes*   Gupta KA

Box 2. Other surname rules.

- Keep prefixes in surnames

Lama Al Bassit   *becomes*   Al Bassit L

Jiddeke M. van de Kamp   *becomes*   van de Kamp JM

Gerard de Pouvourville   *becomes*   de Pouvourville G

- Keep compound surnames even if no hyphen appears

Sergio Lopez Moreno   *becomes*   Lopez Moreno S

Jaime Mier y Teran   *becomes*   Mier y Teran J

Virginie Halley des Fontaines   *becomes*   Halley des Fontaines V

[If you cannot determine whether a surname is compound or a combination of a middle name and a surname by looking at the opening screens of a videocassette, videodisc, or motion picture or the first few slides of a slide set or by listening to an audiocassette, look to the container of the audiovisual or other accompanying written material for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

  Å   *treated as*   A

  Ø   *treated as*   O

  Ç   *treated as*   C

  Ł   *treated as*   L

Box 2 continued from previous page.

à   *treated as*   a

ĝ   *treated as*   g

ñ   *treated as*   n

ü   *treated as*   u

○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ   *treated as*   ae

œ   *treated as*   oe

Box 3. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names

    Jean-Louis Lagrot   *becomes*   Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle

    D'Arcy Hart   *becomes*   Hart D

    W. St. John Patterson   *becomes*   Patterson WS

    De la Broquerie Fortier   *becomes*   Fortier D

    Craig McC. Brooks   *becomes*   Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

    Ch. Wunderly   *becomes*   Wunderly C

    C. Fr. Erdman   *becomes*   Erdman CF

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

    Iu. A. Iakontov   *becomes*   Iakontov IuA

    G. Th. Tsakalos   *becomes*   Tsakalos GTh

Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name

    James A. Reed, M.D., F.R.C.S.   *becomes*   Reed JA

    Kristine Schmidt, Ph.D.   *becomes*   Schmidt K

Box 4 continues on next page...

Box 4 continued from previous page.

      Robert V. Lang, Major, US Army *becomes* Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name

      Sir Frances Hildebrand *becomes* Hildebrand F

      Dr. Karl Eberhard *becomes* Eberhard K

      Captain R.C. Williams *becomes* Williams RC

Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals

Examples:

      Vincent T. DeVita, Jr. *becomes* DeVita VT Jr

      James G. Jones II *becomes* Jones JG 2nd

      John A. Adams III *becomes* Adams JA 3rd

      Henry B. Cooper IV *becomes* Cooper HB 4th

Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

      Iu. A. Iakontov *becomes* Iakontov IuA

      G. Th. Tsakalos *becomes* Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

     ○ Treat letters marked with diacritics or accents as if they are not marked

          Å *treated as* A

          Ø *treated as* O

          Ç *treated as* C

Box 6 continued from previous page.

        Ł *treated as* L

        à *treated as* a

        ĝ *treated as* g

        ñ *treated as* n

        ü *treated as* u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ *treated as* ae

        œ *treated as* oe

Box 7. Non-English words for editor.

- Translate the word found for editor into English. However, the wording found on the publication may always be used.

- If not translated, ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - ○ Treat letters marked with diacritics or accents as if they are not marked

        Å *treated as* A

        Ø *treated as* O

        Ç *treated as* C

        Ł *treated as* L

        à *treated as* a

        ĝ *treated as* g

        ñ *treated as* n

        ü *treated as* u

  - ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ *treated as* ae

        œ *treated as* oe

- To assist in identifying editors, below is a brief list of non-English words for editor:

Language	Word for Editor
French	redacteur
	editeur

Box 7 continues on next page...

Box 7 continued from previous page.

Language	Word for Editor
German	redakteur
	herausgeber
Italian	redattore
	curatore
	editore
Russian	redaktor
	izdatel
Spanish	redactor
	editor

Box 8. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit "The" preceding an organizational name

    The American Cancer Society   *becomes*   American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

    American Medical Association, Committee on Ethics.

    International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

    American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

    National Academy of Sciences (US).

    Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

    Canadian Association of Orthodontists; Canadian Dental Association.

    American Academy of Pediatrics, Committee on Pediatric Emergency Medicine;

    American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization or organizations appear on the title page of an audiovisual as authors, use the names of the individuals as the author. Give the organization at the end of the reference as a note, if desired.

Box 8 continued from previous page.

- For names of organizations in languages other than English:

  - Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

    Istituto di Fisiologia Clinica del CNR.

    Universitatsmedizin Berlin.

    Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

  - Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

    Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

    or

    [Russian Respiratory Society].

  - Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

    [Chinese Medical Society].

  - Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - Treat letters marked with diacritics or accents as if they are not marked

      Å *treated as* A

      Ø *treated as* O

      Ç *treated as* C

      Ł *treated as* L

      à *treated as* a

      ĝ *treated as* g

      ñ *treated as* n

      ü *treated as* u

    - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

      æ *treated as* ae

      œ *treated as* oe

Box 9. No author can be found.

- If no person or organization can be found as the author but editors or translators are present, begin the reference with the names of the editors or translators. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.

  Morrison CP, Court FG, editors.

  Walser E, translator.

  Do not place producers in the author position if there are no authors.

- If no person or organization can be identified as the author and no editors or translators are given, begin the reference with the title of the audiovisual. Do not use anonymous.

  Collaborative research with communities: value added & challenges faced [videocassette]. Washington: Public Health Foundation; 2006. 1 videocassette: 103 min., sound, color, 1/2 in.

Box 10. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options.

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.

  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.

  Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."

  Rastan S, Hough T, Kierman A, et al.

  Adler DG, Baron TH, Davila RE, and others.

Examples for Author/Editor

1. Standard citation to an audiovisual

2. Audiovisual authors with optional full first names given

3. Audiovisuals with more than three authors (list all)

4. Audiovisuals with optional limit to the first three authors (use "et al." or "and others")

5. Audiovisual author surnames with designations of rank in a family

6. Audiovisuals authors with particles or prefixes in their names (give as provided in the publication)

7. Audiovisual authors with compound last names

8. Audiovisuals with organization as author

9. Audiovisuals with organization as author with subsidiary part of organization named

10. Audiovisuals with more than one organization as author

Author Affiliation for Books and Other Individual Titles in Audiovisual Formats (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/ country
- Use commas to separate parts of the address
- Place the affiliation in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the closing parenthesis, unless it is the affiliation of the last author, then use a period

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

Box 11. **Abbreviations in affiliations.**

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

    Examples:

    Acad. for Academy

    Assoc. for Association

    Co. for Company

    Coll. for College

    Corp. for Corporation

    Dept. for Department

    Div. for Division

    Inst. for Institute or Institution

    Soc. for Society

    Univ. for University

    Box 11 continues on next page...

Box 11 continued from previous page.

See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 12. **E-mail address included.**

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears in the publication

- Do not end an e-mail address with a period

- Place the e-mail address within the closing parenthesis for the author affiliation

  Example:

  Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

Box 13. **Organizational names for affiliations not in English.**

- Give the affiliation of all authors or only the first author

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

- Provide the name in the original language for non-English organization names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

  Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

  Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I.

Box 13 continued from previous page.

> Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese)

> Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    > Å *treated as* A
    >
    > Ø *treated as* O
    >
    > Ç *treated as* C
    >
    > Ł *treated as* L
    >
    > à *treated as* a
    >
    > ĝ *treated as* g
    >
    > ñ *treated as* n
    >
    > ü *treated as* u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    > æ *treated as* ae
    >
    > œ *treated as* oe

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 14. **Names for cities and countries not in English.**

- Use the English form for names of cities and countries whenever possible. However, the name as found on the publication may always be used.

  > Moskva *becomes* Moscow
  >
  > Wien *becomes* Vienna
  >
  > Italia *becomes* Italy
  >
  > Espana *becomes* Spain

Examples for Author Affiliation

12. Audiovisuals with author affiliation included

Title for Books and Other Individual Titles in Audiovisual Formats (required)

General Rules for Title

- Enter the title of an audiovisual as it appears on the opening screen(s) or in the text accompanying text, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless some other form of punctuation such as a question mark, period, or an exclamation point is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with no punctuation unless a question mark or exclamation point already ends it

Specific Rules for Title

- Audiovisual titles not in English
- Audiovisual titles in more than one language
- Audiovisual titles ending in punctuation other than a period
- Audiovisual titles containing a Greek letter, chemical formula, or another special character
- No audiovisual title can be found

Box 15. Audiovisual titles not in English.

- Provide the title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Piccoli. M. Les medecins sans frontiers [videocassette]. Gire JF, editor. New York: Society for French American Cultural Services and Educational Aid; 1991. 2 videocassettes: 121 min., sound, color with black & white sequences, 1/2 in. French.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

  Akademiia Meditsinskikh nauk SSSR, Institut Tuberkuleza. Udalenie doli legkogo pri tuberkuleze [motion picture]. Moscow: Otdel nauchnoi Kinofotodokumentatsii AMN SSSR; [1957?]. 2 reels: sound, color, 35 mm. Russian.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

  Yang T, editor and producer. Lao tou [videocassette]. Brooklyn (NY): First Run/Icarus Films; 1999. 1 videocassette: 94 min., sound, color, 1/2 in. Chinese.

  or

  Yang T, editor and producer. [Old men] [videocassette]. Brooklyn (NY): First Run/Icarus Films; 1999. 1 videocassette: 94 min., sound, color, 1/2 in. Chinese.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

  Box 15 continues on next page...

Box 15 continued from previous page.

Å *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ĝ *treated as* g

ñ *treated as* n

ü *treated as* u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

  æ *treated as* ae

  œ *treated as* oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

  Kontrastdarstellung des Herzens und der grossen Gefasse im Rontgen-Kinofilm [motion picture]. Bonn (Germany): [publisher unknown]; 1959. 1 reel: sound, black & white, 16 mm. German.

- Provide an English translation after the original language title if possible; place translations in square brackets

  Piccoli. M. Les medecins sans frontieres [Doctors without borders] [videocassette]. Gire JF, editor. New York: Society for French American Cultural Services and Educational Aid; 1991. 2 videocassettes: 121 min., sound, color with black & white sequences, 1/2 in. French.

  Akademiia Meditsinskikh nauk SSSR, Institut Tuberkuleza. Udalenie doli legkogo pri tuberkuleze [Lung lobe resection in tuberculosis] [motion picture]. Moscow: Otdel nauchnoi Kinofotodokumentatsii AMN SSSR; [1957?]. 2 reels: sound, color, 35 mm. Russian.

  Yang T, editor and producer. Lao tou [Old men] [videocassette]. Brooklyn (NY): First Run/Icarus Films; 1999. 1 videocassette: 94 min., sound, color, 1/2 in. Chinese.

Box 16. Audiovisual titles in more than one language.

- If an audiovisual title is written in several languages:

  - ○ Give the title in the first language found on the opening screens of a videocassette, videodisc, or motion picture or the first few slides of a slide set or by listening to an audiocassette

  - ○ If the language cannot be determined there, look to the container of the audiovisual or other accompanying written material for clarification

  - ○ List all languages of publication after the date of publication (and extent if included)

Box 16 continued from previous page.

- ○ Separate the languages by commas

- ○ End language information with a period

  Example:

  > A plastic story: a history of plastic surgery [videocassette]. Adocs, producer. New York: First Run/Icarus Films; c2003. 1 videocassette: 52 min., sound, color with black & white sequences, 1/2 in. English, French, Spanish with English subtitles.

- If an audiovisual title is presented in two or more equal languages, as often occurs in Canadian publications:

  - ○ Give all titles in the order in which they are given in the audiovisual

  - ○ Place an equals sign with a space on either side between each title

  - ○ List the particular languages after the date of publication (and extent if included)

  - ○ Separate the languages by commas

  - ○ End language information with a period

    Example:

    > Paranormale heilmethoden auf den Philippinen = Paranormal healing in the Philippines [videocassette]. [place unknown: publisher unknown]; 1973-1980. 2 videocassettes: 90 min., sound, color, 3/4 in. German, English.

Box 17. Audiovisual titles ending in punctuation other than a period.

- Most titles end in a period. Place the type of medium in square brackets inside the closing period.

  > Carlson J. Depression [videocassette]. VandenBos GR, producer. Washington: American Psychological Association; c2005. 1 videocassette: 100 min., sound, color, 1/2 in.

- If a title ends in another form of punctuation, keep that punctuation. Place the type of medium in square brackets and end title information with a period.

  > Does anyone die of AIDS anymore? [videocassette]. Los Angeles: Dream Out Loud Productions; 2002. 1 videocassette: 26 min., sound, color, 1/2 in.

Box 18. Audiovisual titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of an audiovisual title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

  > 1,3-dichloro-5,5-dimethylhydantoin [videocassette].

  > von Willebrand disease [audiocassette].

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

Box 18 continued from previous page.

> β-arrestins: traffic cops of cell signaling [videocassette].
>
> *may become*
>
> Beta-arrestins: traffic cops of cell signaling [videocassette].

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

> TiO_2 nanoparticles [slide].
>
> *may become*
>
> TiO(2) nanoparticles [slide].

Box 19. **No audiovisual title can be found.**

Occasionally an audiovisual does not appear to have any formal title; it simply begins with the text. In this circumstance:

- Create a title from the first few words or concepts expressed on the opening screens

- Use enough words to make the constructed title meaningful.

- Place the constructed title in square brackets
  Example:

> Work TH. [Galapagos] [motion picture]. [place unknown]: T. Work; 1988. 2 reels: 3000 ft., silent, color, 16 mm.

Examples for Title

13. Audiovisuals with constructed title

14. Audiovisuals with title in a language other than English

15. Audiovisuals published with parallel text in two languages

16. Audiovisuals published with text in multiple languages

17. Audiovisuals with Greek letters in titles

Type of Medium for Books and Other Individual Titles in Audiovisual Formats (required)

General Rules for Type of Medium

- Indicate the type of medium (videocassette, audiocassette, videodisc, motion picture, slide, etc.) following the title
- Place the name of the medium in square brackets and end with a period, such as "[videocassette]."
- Add information about the medium according to the instructions under Physical Description below

Specific Rules for Type of Medium

- Titles ending in punctuation other than a period
- Non-English titles with translations
- More than one type of medium

Box 20. Titles ending in punctuation other than a period.

- Most audiovisual titles end in a period. Place [videocassette], [audiocassette], [motion picture], and similar types inside the period.

  Carlson J. Depression [videocassette]. VandenBos GR, producer. Washington: American Psychological Association; c2005. 1 videocassette: 100 min., sound, color, 1/2 in.

- If a title ends in another form of punctuation, keep that punctuation and follow [videocassette], [audiocassette], [motion picture], and similar types with a period.

  Diabetes tipo 2: estoy en el riesgo? [videocassette]. Carrollton (TX): PRIMEDIA Healthcare; 2004. 1 videocassette: 15 min., sound, color, 1/2 in. Spanish.

Box 21. Non-English titles with translations.

- If a translation of a title is provided, place it in square brackets

- Place the type of medium after the square brackets for the translation

  Example:

  Piccoli. M. Les medecins sans frontieres [Doctors without borders] [videocassette]. Gire JF, editor. New York: Society for French American Cultural Services and Educational Aid; 1991. 2 videocassettes: 121 min., sound, color with black & white sequences, 1/2 in. French.

Box 22. More than one type of medium.

- When an audiovisual title is comprised of more than one type of medium, such as a videocassette and an audiocassette or a slide set and an audiocassette, indicate the combination by placing a plus sign (+) between the media

  [videocassette + audiocassette]

  [audiocassette + slide]

- The extent and physical descriptions of the audiovisuals are optional, but if you do include them, provide the information for both, separated by a semicolon

  1 videocassette: 2 hrs., sound, color, 1/2 in.; 2 audiocassettes: 30 min.

  Examples:

  Microhemagglutination assay methods in the diagnosis of syphilis [audiocassette + slide]. Batavia (IL): NCCE; [1980?]. 1 audiocassette: 40 min., 1 7/8 ips.; 29 slides: color, 2 x 2 in.

> Ohio Regional Medical Audiovisual Consortium. Case studies in human growth and development: a flexible instructional module [audiocassette + videocassette]. Case Western Reserve University, Health Sciences Communication Center, producer. [Bethesda (MD)]: National Institutes of Health (US); 1978. 1 audiocassette: 7 min.; 1 videocassette: 15 min., sound, color, 3/4 in.

Examples for Type of Medium

1. Standard citation to an audiovisual

14. Audiovisuals with title in a language other than English

18. Audiovisuals with more than one type of medium

Edition for Books and Other Individual Titles in Audiovisual Formats (required)

General Rules for Edition

- Indicate the edition/version being cited after the type of medium when an audiovisual is published in more than one edition or version
- Abbreviate common words (see Abbreviation rules for editions below)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period

Box 23. **Abbreviation rules for editions.**

- Abbreviate common words found in edition statements, if desired:

Word	Abbreviation
edition	ed.
abbreviated	abbr.
abridged	abr.
American	Am.
augmented	augm.
authorized	authoriz.
English	Engl.
enlarged	enl.
expanded	expand.
illustrated	ill.
modified	mod.
original	orig.

Box 23 *continued from previous page.*

Word	Abbreviation
reprint(ed)	repr.
revised	rev.
special	spec.
translation	transl.
translated	

For additional abbreviations, see ISO 832:1994 - *Rules for the abbreviation of bibliographic terms.*

- Follow abbreviated words with a period and end all edition information with a period

> 3rd rev. ed.

> 1st Engl. ed.

Specific Rules for Edition

- Abbreviation rules for editions
- Non-English words for editions
- Both an edition and a version
- First editions

Box 24. Non-English words for editions.

- For non-English edition statements written in the roman alphabet (French, German, Spanish, Italian, etc.):

  - Provide the name in the original language

  - Abbreviate common words used in edition statements if the language is a familiar one

  - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

  - Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - Treat letters marked with a diacritic or accent as if they are not marked

      > Å *treated as* A

      > Ø *treated as* O

      > Ç *treated as* C

      > Ł *treated as* L

      > à *treated as* a

      > ĝ *treated as* g

   ñ *treated as* n

   ü *treated as* u

- ■ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

   æ *treated as* ae

   œ *treated as* oe

- ○ Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- ○ Separate the edition from the title proper by a space

- ○ Retain the punctuation used in the edition statement

- ○ Follow abbreviated words by a period and end the edition information with a period

 Examples:

  Ed. 1a.

  5. ed. interamente riv. e aggiornata.

  2. ed. veneta.

  Nuova ed.

  Seconda ed.

  4a ed. rev. e ampliada.

  2° ed. ampliada y actualizada.

- For an edition statement written in Cyrillic, Greek, Arabic, Hebrew, or Korean:

- ○ Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables*.

- ○ Abbreviate common words used in edition statements if the language is a familiar one

- ○ Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

- ○ Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

 Examples: ĉ or ç *becomes* c

- ○ Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- ○ Separate the edition from the title proper by a space

- ○ Retain the punctuation used in the edition statement

- ○ Follow abbreviated words by a period and end all edition information with a period

  Examples:

  > Izd. 3., perer. i dop.

  > 2. dopunjeno izd.

  > 2. ekd. epeux.

  > 3. ekd.

- For an edition statement written in a character-based language such as Chinese and Japanese:

  - ○ Transliterate or translate the words for edition

  - ○ Do not abbreviate any of the words or omit any words

  - ○ Use the capitalization system of the particular language

  - ○ Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    Examples:

    > ǒ *becomes* o

    > ū *becomes* u

  - ○ Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

  - ○ Separate the edition from the title by a space

  - ○ Retain the punctuation used in the edition statement

  - ○ End all edition information with a period

    Examples:

    > Shohan.

    > Dai 1-han.

    > Dai 3-pan.

    > Di 3 ban.

    > Cai se ban, Xianggang di 1 ban.

    > Che 6-p`an.

Box 24 continued from previous page.

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

Language	Word for Edition	Abbreviation
Danish	oplag	n.a.
	udgave	
Dutch	uitgave	uitg.
	editie	ed.
Finnish	julkaisu	julk.
French	edition	ed.
German	Ausgabe	Ausg.
	Auflage	Aufl.
Greek	ekdosis	ekd.
Italian	edizione	ed.
Norwegian	publikasjon	publ.
	utgave	utg.
Portuguese	edicao	ed.
Russian	izdanie	izd.
	publikacija	publ.
Spanish	edicion	ed.
	publicacion	publ.
Swedish	upplaga	n.a.

Box 25. Both an edition and a version.

If an audiovisual provides information for both an edition and a version:

- Give both, in the order presented
- Separate the two statements with a semicolon
- End edition/version information with a period

  Examples:

  Epidural anesthesia [videocassette]. 2nd ed.; Informed consent version. Timonium (MD): Milner-Fenwick; c2004. 1 videocassette: 10 min., sound, color, 1/2 in.

  Kapur RP. Ultrasound of fetal anomalies [videodisc]. 1st ed.; Version 1.0. Minneapolis (MM): Image Premastering Services; c1994. 1 videodisc: silent, color with black & white, 12 in.

Box 26. First editions.

- If an audiovisual does not carry any statement of edition, assume it is the first or only edition

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Box 26 continued from previous page.

- Use 1st ed. only when you know that subsequent editions have been published and you wish to cite the earlier one

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Examples for Edition

19. Audiovisuals with edition/version

Producer, Editor, and other Secondary Authors for Books and Other Individual Titles in Audiovisual Formats (optional)

General Rules for Producer, Editor, and other Secondary Authors

- A secondary author modifies the work of the author. Examples include producers, editors, and translators.
- Place the names of secondary authors after the type of medium and any edition statement
- Use the same rules for the format of names presented in Author above
- Follow the last named editor with a comma and the word editor or editors; the last named producer with a comma and the word producer or producers, etc.
- End secondary author information with a period
- If there is no author, move secondary authors such as editors and translators (but not producers) to the author position in the reference

Specific Rules for Producer, Editor, and other Secondary Authors

- More than one type of secondary author
- Secondary author performing more than one role
- Non-English names for secondary authors
- Organization as editor

Box 27. **More than one type of secondary author.**

An audiovisual may have several types of secondary author.

- List all of them in the order they are given in the publication

- Separate each type of secondary author with the accompanying role by a semicolon

- End secondary author information with a period

    Example:

    Van Peebles M. Classified X [videocassette]. Yves Jeanneau Y, Le Goff C, producers; Mabilat C, Jones J, editors. [place unknown]: WinStar Home Entertainment; 1998. 1 videocassette: 50 min., sound, color and black & white, 1/2 in.

Box 28. **Secondary author performing more than one role.**

If the same secondary author performs more than one role:

- List all roles in the order they are given in the publication

Box 28 continued from previous page.

- Separate the roles by "and"

- End secondary author information with a period

  Example:

  > Baxley N, Dunaway C. Cognition, creativity, and behavior: the Columban simulations [motion picture]. Baxley N, editor and producer. Champaign (IL): Research Press Company; 1982. 1 reel: 30 min., sound, color, 16 mm.

Box 29. Non-English names for secondary authors.

- Translate the word found for editor, producer, translator, illustrator, or other secondary author into English if possible. However, the wording found on the publication may always be used.

- If not translated, ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å   *treated as*   A

    Ø   *treated as*   O

    Ç   *treated as*   C

    Ł   *treated as*   L

    à   *treated as*   a

    ĝ   *treated as*   g

    ñ   *treated as*   n

    ü   *treated as*   u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ   *treated as*   ae

    œ   *treated as*   oe

- To assist in identifying secondary authors, below is a brief list of non-English words for them:

Language	Word for Producer	Word for Editor	Word for Translator	Word for Illustrator
French	producteur	redacteur	traducteur	illustrateur
		editeur		
German	produzent	redakteur	ubersetzer	illustrator
	produzentin	herausgeber	dolmetscher	
Italian	produttore	redattore	traduttore	disegnatore
		curatore		

Box 29 continues on next page...

Box 29 continued from previous page.

Language	Word for Producer	Word for Editor	Word for Translator	Word for Illustrator
		editore		
Russian	rezhisser	redaktor	perevodchik	konstruktor
		izdatel		
Spanish	productor	redactor	traductor	ilustrador
	productora	editor		

Box 30. Organization as editor.

On rare occasions an organization will be listed as the editor.

- Follow the instructions for entering Organizations as author
- Place a comma, space, and the word editor after the organizational name

   American Medical Association, Physician Consortium for Performance Improvement, editor.

Examples for Producer, Editor, and other Secondary Authors

20. Audiovisuals with authors and producer(s), editor(s), or other secondary authors

21. Audiovisuals with multiple organizations as producer

22. Audiovisual producers with subsidiary division

23. Audiovisual producers when there is no author

24. Audiovisuals with editors when there is no author

Place of Publication for Books and Other Individual Titles in Audiovisual Formats (required)

General Rules for Place of Publication

- Place is defined as the city where the audiovisual was published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as London (ON) and London (England)
- Use the anglicized form for a non-US city, such as Vienna for Wein
- End place information with a colon

Specific Rules for Place of Publication

- Non-US cities
- Joint publication
- Multiple places of publication
- No place of publication can be found

Box 31. Non-US cities.

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva. However, the name as found on the publication may always be used.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

      Å   *treated as*   A

      Ø   *treated as*   O

      Ç   *treated as*   C

      Ł   *treated as*   L

      à   *treated as*   a

      ĝ   *treated as*   g

      ñ   *treated as*   n

      ü   *treated as*   u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

      æ   *treated as*   ae

      œ   *treated as*   oe

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:

  Montreal (QC):

  Ottawa (ON):

  Vancouver (BC):

- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.

  London:

  Rome:

  Paris:

  Madrid:

  but

  Malaga (Spain):   *or*   Malaga (ES):

  Basel (Switzerland):   *or*   Basel (CH):

Box 31 continued from previous page.

> Oxford (England):   *or*   Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

---

Box 32. Joint publication.

Two organizations may co-publish an audiovisual.

- Use the city of the first organization found on the opening screens (or on the case of the audiovisual or accompanying booklet if no publisher information appears on the title screen), as the place of publication.

- Place the name of the second organization as a note at the end of the citation, if desired

    Does anyone die of AIDS anymore? [videocassette]. Los Angeles: Dream Out Loud Productions; 2002. 1 videocassette: 26 min., sound, color, 1/2 in. Jointly published by Fanlight Productions, Boston.

- Do not give multiple places as place of publication or include multiple publishers

---

Box 33. Multiple places of publication.

- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.
- As an option, if one place is a US city and the other(s) are not, use the US city

---

Box 34. No place of publication can be found.

- If no place of publication can be found on the opening screens or in accompanying text but can be reasonably inferred (e.g., Chicago as the place for a publication of the American Medical Association), place the city in square brackets, such as "[Chicago]".

    Fluoride: the magnificent mineral [motion picture]. [Bethesda (MD)]: National Institute of Dental Research (US), National Caries Program; c1984. 1 reel: 468 ft., sound, color with black & white, 16 mm.

- If no place of publication can be found or inferred, use [place unknown]

    Van Peebles M. Classified X [videocassette]. Yves Jeanneau Y, Le Goff C, producers ; Mabilat C, Janice Jones J, editors. [place unknown]: WinStar Home Entertainment; 1998. 1 videocassette: 50 min., sound, color and black & white, 1/2 in.

Examples for Place of Publication

33. Audiovisuals with no place of publication or publisher found

40. Audiovisuals with no place, publisher, or date of publication found

Publisher for Books and Other Individual Titles in Audiovisual Formats (required)

General Rules for Publisher

- Record the name of the publisher as it appears in the publication, using whatever capitalization and punctuation is found there
- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- When a division or other subsidiary part of a publisher appears in the publication, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a semicolon

Specific Rules for Publisher

- Abbreviated words in publisher names
- Non-English publisher names
- Government agencies and other national and international bodies as publisher
- Joint publication
- Multiple publishers
- No publisher can be found

Box 35. Abbreviated words in publisher names.

- Abbreviate commonly used words in publisher names, if desired

    Examples:

    Acad. for Academy

    Assoc. for Association

    Co. for Company

    Coll. for College

    Corp. for Corporation

    Dept. for Department

    Div. for Division

    Inst. for Institute or Institution

    Ltd. for Limited

    Soc. for Society

    Univ. for University

    See Appendix C for more abbreviations of commonly used English words.

    Box 35 continues on next page...

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

- Follow all abbreviated words with a period

Box 36. Non-English publisher names.

- Give publisher names in the roman alphabet (French, Spanish, Italian, etc.) in their original language

    Rome: Societa Editrice Universo;

    Lisbon: Imprensa Medica;

- Romanize names in Cyrillic, Greek, Arabic, Hebrew, Korean

    Sofia (Bulgaria): Sofia Medizina i Fizkultura;

- Romanize names or translate names in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.

    Tokyo: Medikaru Rebyusha;

    Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute];

    Taiyuan (China): Shanxi ke xue ji she chu ban she;

    [Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized.]

- If the name of a division of other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

    Valencia (Spain) : Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero ;

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

Box 36 continued from previous page.

        ü *treated as* u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ *treated as* ae

        œ *treated as* oe

- If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.

    Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press];

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.

    Aarhus (Denmark): [Aarhus University Press];

Box 37. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

    National Cancer Institute (US)

    National Society on Alcoholism and Drug Dependence (NZ)

    Royal Society of Medicine Press Ltd. (GB)

    Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor of documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency that issued the publication as the publisher and include distributor information as a note, preceded by Available from: ".

    1996 STD surveillance report [slide]. Atlanta (GA): Centers for Disease Control (US); 1997. 59 slides: color, 2 x 2 in. Available from: NTIS, Springfield, VA; AVA20125SS00.

Box 38. Joint publication.

Two organizations may co-publish an audiovisual.

- Use the first organization appearing as the publisher on the opening screens, on the audiovisual's case, or in an accompanying booklet

- Place the name of the second organization as a note at the end of the citation, if desired

    Does anyone die of AIDS anymore? [videocassette]. Los Angeles: Dream Out Loud Productions; 2002. 1 videocassette: 26 min., sound, color, 1/2 in. Jointly published by Fanlight Productions, Boston.

Box 38 continued from previous page.

- Do not give more than one name as publisher

Box 39. Multiple publishers.

- If more than one publisher is found in a document, use the first one given or the one set in the largest type or bold type

- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.

- Do not list multiple publishers. For publications with joint or co-publishers, use the name given first as the publisher and include the name of the second as a note if desired.

- End publisher information with a semicolon

    Example:

    Does anyone die of AIDS anymore? [videocassette]. Los Angeles: Dream Out Loud Productions; 2002. 1 videocassette: 26 min., sound, color, 1/2 in. Jointly published by Fanlight Productions, Boston.

Box 40. No publisher can be found.

- If no publisher can be found, use [publisher unknown]

    Kontrastdarstellung des Herzens und der grossen Gefasse im Rontgen-Kinofilm [Demonstration of the heart and large vessels in cine-radiographic film] [motion picture]. Bonn (Germany): [publisher unknown]; 1959. 1 reel: sound, black & white, 16 mm. German.

Examples for Publisher

29. Audiovisual publisher with subsidiary department/division named

30. Audiovisuals with government agency as publisher

31. Audiovisuals with joint publication

32. Audiovisuals with no publisher found

33. Audiovisuals with no place of publication or publisher found

40. Audiovisuals with no place, publisher, or date of publication found

Date of Publication for Books and Other Individual Titles in Audiovisual Formats (required)

General Rules for Date of Publication

- Always give the year of publication
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month of publication, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them using the first three letters, such as Jan

- End date information with a period

Specific Rules for Date of Publication

- Multiple years of publication
- Non-English names for months
- Seasons instead of months
- Date of publication and date of copyright
- No date of publication, but a date of copyright
- No date of publication or copyright can be found
- Options for date of publication

Box 41. Multiple years of publication.

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

    2002-2003

    1997-1998

    1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

    1999 Oct-2000 Mar

    2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen

    2005 Jan-Feb

    1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Box 42. Non-English names for months.

- Translate names of months into English

- Abbreviate them using the first three letters

- Capitalize them
  For example:

    mayo = May

    luty = Feb

    brezen = Mar

Box 43. Seasons instead of months.

- Translate names of seasons into English

- Capitalize them

- Do not abbreviate them
  For example:

  balvan = Summer

  outomno = Fall

  hiver = Winter

  pomlad = Spring

Box 44. Date of publication and date of copyright.

Some publications have both a year of publication and a year of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the date of publication unless three or more years separates the two dates

- In this situation, use both dates, beginning with the year of publication

- Precede the date of copyright by the letter "c"

- Separate the dates by a comma and a space. For example, "2002, c1997".

  [This convention alerts a user that the information in the publication is older than the date of publication implies.]

  Example:

  MacIntyre R, Preston I. A room full of men [videocassette]. Preston I, Mitchell D, producers; Preston I, MacIntyre R, editors. Princeton (NJ): Films for the Humanities & Sciences; 1997, c1991. 1 videocassette: 49 min., sound, color, 1/2 in.

Box 45. No date of publication, but a date of copyright.

- A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005.

  Hegner BR. Delmar's nursing assistant laser discs [videodisc]. Albany (NY): Delmar Publishers; c1995. 5 videodiscs: 4 1/2 hr., sound, color, 12 in.

Box 46. **No date of publication or copyright can be found.**

- If neither a date of publication nor a date of copyright can be found, but a date can be estimated because of material contained in audiovisual itself or on accompanying material, put a question mark after the estimated date and place date information in square brackets

  Akademiia Meditsinskikh nauk SSSR, Institut Tuberkuleza. Udalenie doli legkogo pri tuberkuleze [Lung lobe resection in tuberculosis] [motion picture]. Moscow: Otdel nauchnoi Kinofotodokumentatsii AMN SSSR; [1957?]. 2 reels: sound, color, 35 mm. Russian.

- If neither a date of publication nor a date of copyright can be found and the date cannot be estimated, use [date unknown]

  Cartwright B, D'Andrea M, Daniels J. Confronting racial and gender difference: 3 approaches to multicultural counseling and therapy [videocassette]. Framingham (MA): Microtraining Associates; [date unknown]. 1 videocassette: 80 min., sound, color, 1/2 in.

Box 47. **Options for date of publication.**

It is not NLM policy, but the following is an acceptable option:

The date of publication may follow the author names (or title if there are no authors) in the list of references when the name-year system of in-text references is used.

- Use the year of publication only

- Place the year after the last named author (or after the title if there is no author), followed by a period

- End publisher information with a period

  NLM citation:

  Heizer WD, Semrad CE, Sweeting JG. Clinical nutrition I [slide]. Bethesda (MD): American Gastroenterological Association; c2000. 117 slides: color, 2 x 2 in.

  Collaborative research with communities: value added & challenges faced [videocassette]. Washington: Public Health Foundation; 2006. 1 videocassette: 103 min., sound, color, 1/2 in.

  Name-year system of citation:

  Heizer WD, Semrad CE, Sweeting JG. c2000. Clinical nutrition I [slide]. Bethesda (MD): American Gastroenterological Association. 117 slides: color, 2 x 2 in.

  Collaborative research with communities: value added & challenges faced [videocassette]. 2006. Washington: Public Health Foundation. 1 videocassette: 103 min., sound, color, 1/2 in.

Examples for Date of Publication

34. Audiovisuals with standard date of publication

35. Audiovisuals with date of copyright instead of date of publication

36. Audiovisuals with date of publication and date of copyright

37. Audiovisuals with date range of publication

38. Audiovisuals with date of publication estimated

39. Audiovisuals with no date of publication or copyright found

40. Audiovisuals with no place, publisher, or date of publication found

Extent for Books and Other Individual Titles in Audiovisual Formats (optional)

General Rules for Extent

- Give the total number of physical pieces on which the audiovisual appears
- Follow the number with a space and the type of audiovisual. Note that motion pictures are expressed in terms of reels of film. Examples: 3 videocassettes, 54 slides, 2 reels.
- End with a colon and the run time expressed as minutes or hours, usually abbreviated to min. and hr.
- If Run time or Physical Description are not included, follow the type of audiovisual with a period; if either of them are included, end with a colon

---

Box 48. Run time.

The length of a publication in audiovisual format is optional in a reference but may be included to provide useful information. For example, a user may want to know if a videocassette is 15 minutes long or an hour.

- Provide extent as the total number of physical pieces and the run time if appropriate

- Express run time in terms of minutes or hours, usually abbreviated to min. and hr.

    Examples :

        2 videocassettes : 140 min.

        24 audiocassettes : 480 min.

        5 videodiscs: 4 1/2 hr.

        2 reels: 45 min. [motion picture]

- Many audiovisuals provide run time on either the case housing the audiovisual or in an accompanying booklet or other material. A library catalog record is another source for run time. If run time is not provided, you have the option of timing the audiovisual or omitting run time from the citation.

Specific Rules for Extent

- Run time

Examples for Extent

1. Standard citation to an audiovisual

Physical Description for Books and Other Individual Titles in Audiovisual Formats (optional)

General Rules for Physical Description

- Give information on the physical characteristics of an audiovisual, such as color and size

Specific Rules for Physical Description

- Language for describing physical characteristics

Box 49. **Language for describing physical characteristics.**

Physical description of a publication in audiovisual format is optional in a reference but may be included to provide useful information. For example, the size of an audiovisual will indicate to the reader what equipment is needed to view it. See Appendix C for a list of commonly used English words in description and their abbreviations.

- Enter information on the physical characteristics, such as color and size, following the extent of the audiovisual

- Abbreviate common words for measurement, such as in. for inches and mm. for millimeters

- Separate types of information by commas

Typical words used include:

> sound
>
> silent
>
> color
>
> black & white
>
> color with black & white
>
> 1/2 in. (standard videocassette size)
>
> 3/4 in. (non-standard videocassette size)
>
> 1 7/8 ips. [inches per second] (standard speed for compact audiocassettes)
>
> 15/16 ips. (standard speed for microcassettes)
>
> 12 in. (videodisc size)
>
> 2 x 2 in. (standard slide size)
>
> 2 3/4 x 4 in. (non-standard slide size)
>
> 35 mm. (a standard motion picture size)
>
> 16 mm. (a standard motion picture size)
>
> 8 mm. (a standard motion picture size)

Examples of complete physical description statements:

> 2 videocassettes: 140 min., sound, color, 1/2 in.
>
> 5 videodiscs: 4 1/2 hr., sound, color, 12 in.
>
> 2 reels: 45 min., silent, color, 16 mm.

Box 49 continues on next page...

Box 49 continued from previous page.

> 1 reel: silent, black & white, 35 mm.
>
> 1 audiocassette: 40 min., 1 7/8 ips.
>
> 177 slides: color, 2 x 2 in.

Examples for Physical Description

1. Standard citation to an audiovisual

Series for Books and Other Individual Titles in Audiovisual Formats (optional)

General Rules for Series

- Begin with the name of the series
- Capitalize only the first word and proper nouns
- Follow the name with any numbers provided. For example, a volume or issue number such as vol. 3 and no. 12
- Separate the title and the number by a semicolon and a space
- Place series information in parentheses
- End series information with a period, placed outside the closing parenthesis

Specific Rules for Series

- Series editor's name provided
- Multiple series

Box 50. Series editor's name provided.

As an option, the name of the overall series editor may be included with the series information.

- Begin with the name of the series editor or editors:
  - Give surname first
  - Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
  - Separate multiple names with a comma
  - End name information with a comma
  - See the information under Author/Editor for further name rules

- Place the word editor or editors after the name information, followed by a period

- Enter the name of the series, capitalizing only the first word and proper nouns

- Follow the name with any numbers given, such as a volume or issue number; for example, vol. 3 and no. 12

- Separate the name and the numeration by a semicolon and a space

- Place series information in parentheses

Box 50 continues on next page...

Box 50 continued from previous page.

- End series information with a period, placed outside the closing parenthesis

  Example:

  > Nelson JS, McKeever PE. Clinical neuropathology [videodisc]. Version 1.0. Minneapolis (MN): Image Premastering Services; c1994. 1 videodisc: silent, color, 12 in. (Nyberg DA, editor. ImageDisc library).

Box 51. Multiple series.

If an audiovisual is a part of more than one series, include information on all series if desired.

- Place each series in parentheses

- Separate the series by a semicolon and a space

- End series information with a period, placed outside the closing parenthesis for the last series

  Example:

  > (New directions for evaluation; no. 103); (Jossey-Bass education series).

Examples for Series

41. Audiovisual series with number given

42. Audiovisuals with series without number

43. Audiovisuals with series with editor

Language for Books and Other Individual Titles in Audiovisual Formats (required)

General Rules for Language

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Audiovisuals appearing in more than one language

Box 52. Audiovisuals appearing in more than one language.

- If an audiovisual is presented in several languages

  - Give the title in the first language found on the opening screens

  - List all languages of publication after the date of publication (and extent if provided)

  - Separate the languages by commas

Box 52 continued from previous page.

- ○ End the list of languages with a period

  Examples:

  > A plastic story: a history of plastic surgery [videocassette]. Adocs, producer. New York: First Run/Icarus Films; c2003. 1 videocassette: 52 min., sound, color with black & white sequences, 1/2 in. English, French, Spanish.

  > Apparition et evolution de l'infirmite motrice cerebrale chez le nourrisson [The onset and evolution of cerebral palsy] [videocassette]. Champaign (IL): University of Illinois, Board of Trustees; c1983. 1 videocassette: 36 min., sound, color, 3/4 in. French, English.

- If an audiovisual is written in two or more equal languages, as often occurs in Canadian publications

  - ○ Give all titles in the order in which they are presented on the opening screens

  - ○ Separate them with an equals sign with a space on either side

  - ○ List the languages after the date of publication (and extent if provided)

  - ○ Separate the languages by commas

  - ○ End the list of languages with a period

    Example:

    > Choropampa: the price of gold = Choropampa: el precio del oro [videocassette]. Cabellos E, Boyd S, producers. Brooklyn (NY): First Run/Icarus Films [distributor]; c2002. 1 videocassette: 75 min., sound, color, 1/2 in. English, Spanish.

    > Paranormale heilmethoden auf den Philippinen = Paranormal healing in the Philippines [videocassette]. [place unknown: publisher unknown]; 1973-1980. 2 videocassettes: 90 min., sound, color, 3/4 in. German, English.

- Follow titles not in English with a translation whenever possible. Place the translation in square brackets.

Examples for Language

14. Audiovisuals with title in a language other than English

15. Audiovisuals published with parallel text in two languages

16. Audiovisuals published with text in multiple languages

Notes for Books and Other Individual Titles in Audiovisual Formats (optional)

General Rules for Notes

- Notes is a collective term for any type of useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Audiovisual accompanied by a booklet or other material

- Other types of material to include in notes

Box 53. Audiovisual accompanied by a booklet or other material.

- If an audiovisual has supplemental material accompanying it in the form of a manual, booklet, or other type of material, begin by citing the audiovisual. Add the phrase "Accompanied by: " followed by the number and type of the medium.

    Collins MS. Advanced radiology life support [videocassette]. Cherry Hill (NJ): CMEinfo.com; 2002. 4 videocassettes: 4 hr., sound, color, 1/2 in. Accompanied by: 1 guide (60 p.) and 1 post-test.

    University of Nebraska Medical Center. Family practice review: best practices for the 21st century [videocassette]. Cherry Hill (NJ): CMEinfo.com; 2003. 41 videocassettes: 80 hr., sound, color, 1/2 in. Accompanied by: 1 guide in 3 vol.

Box 54. Other types of material to include in notes.

The notes element may be used to provide any information the compiler of the reference feels is useful to the reader. Begin by citing the audiovisual, then add the note. Examples of notes are:

- If the audiovisual was sponsored by or prepared for a particular organization, give the name

    Fluoride: the magnificent mineral [motion picture]. [Bethesda (MD)]: National Institute of Dental Research (US), National Caries Program; c1984. 1 reel: sound, color with black & white, 16 mm. Made possible by a grant from the Colgate-Palmolive Co.

- If the audiovisual is available from a government or other repository, give the name and acquisition number. Begin with the phrase "Available from" followed by a colon and a space

    1996 STD surveillance report [slide]. Atlanta (GA): Centers for Disease Control (US); 1997. 59 slides: color, 2 x 2 in. Available from: NTIS, Springfield, VA; AVA20125SS00.

- If the audiovisual is not a common one, give the name of a library or other archive where it may be found, including any catalog or other finding number. Begin with the phrase "Located at" followed by a colon and a space

    Harbaugh OS, Slocum DB. Amputation of lower extremity [motion picture]. [Washington]: War Department (US); 1944. 2 reels: 45 min., silent, color, 16 mm. Located at: History of Medicine Division, National Library of Medicine; WE 850 VC no.40 1944.

- If the audiovisual contains material of particular interest to an audience that is not apparent from the title, describe it

    Taylor HL Jr. Health and the built environment: the effects of where we live, work and play [videocassette]. Chapel Hill (NC): University of North Carolina, School of Public Health, Minority Health Program; c2005. 1 videocassette: 90 min., sound, color, 1/2 in. From the 26th Minority Health Conference held in 2005 at Chapel Hill, NC.

    Minkoff K. Adults and co-occurring disorders [videocassette]. Blue Moon Productions, producer. Center City (MN): Hazelden; c2003. 1 videocassette: 28 min., sound, color, 1/2 in. Closed-captioned.

- If the audiovisual is translated or otherwise adapted from another publication, give the name of the original

    History of bioterrorism: biological warfare and terrorism [videocassette]. [Atlanta (GA)]: Centers for Disease Control and Prevention (US); 2003. 1 videocassette: 27 min., sound, color with black & white sequences, 1/2 in. Parts of this video were adapted from "Biological warfare and terrorism: the military and public health response," co-produced by the United States Army Medical Research Institute of Infectious Diseases (USAMRIID), the Food and Drug Administration (FDA), and the Centers for Disease Control and Prevention (CDC), 1999.

Examples for Notes

44. Audiovisuals with sponsorship note included

45. Audiovisuals accompanied by a manual or other material

46. Audiovisuals with supplemental note included

Examples of Citations to Books and Other Individual Titles in Audiovisual Formats

1. Standard citation to an audiovisual

Carlson J. Depression [videocassette]. VandenBos GR, producer. Washington: American Psychological Association; c2005. 1 videocassette: 100 min., sound, color, 1/2 in.

Wackers FJ, Jaffe CC, Lynch PJ. Nuclear cardiac imaging: equilibrium and gated first pass radionuclide angiocardiography [videodisc]. 1st ed.; Version 1.0. Saint Paul (MN): Image PSL; c1992. 1 videodisc: silent, black & white with color, 12 in.

Stanfield PS, Wetle V, Longshore G. Essential medical terminology [audiocassette]. 2nd ed. Sudbury (MA): Jones and Bartlett; c1996. 1 audiocassette: 89 min.

Heizer WD, Semrad CE, Sweeting JG. Clinical nutrition I [slide]. Bethesda (MD): American Gastroenterological Association; c2000. 117 slides: color, 2 x 2 in.

Baxley N, Dunaway C. Cognition, creativity, and behavior: the Columban simulations [motion picture]. Baxley N, editor and producer. Champaign (IL): Research Press Company; 1982. 1 reel: 30 min., sound, color, 16 mm.

2. Audiovisual authors with optional full first names given

Stanfield, Peggy S.; Wetle, Vikki; Longshore, Glen. Essential medical terminology [audiocassette]. 2nd ed. Sudbury (MA): Jones and Bartlett; c1996. 1 audiocassette : 89 min.

3. Audiovisuals with more than three authors (list all)

Crayton S, Daus G, Heart CA, Grant G, Perez Perdomo R, Noonan A, Watt ML. Health disparities: from civil rights to human rights [videoccassette]. Chapel Hill (NC): University of North Carolina, School of Public Health, Minority Health Project; 2005. 1 videocassette: 120 min., sound, color, 1/2 in.

Lindenfeld T, O'Brien S, McCormack M, Arciero R, Wilk K, Paine R, Davies G, Malone T. Treatment and rehabilitation of shoulder instability [videocassette]. Cincinnati (OH): Cincinnati Sportsmedicine Research and Education Foundation; 1999. 2 videocassettes: 160 min., sound, color, 1/2 in.

4. Audiovisuals with optional limit to the first three authors (use "et al." or "and others")

Crayton S, Daus G, Heart CA, et al. Health disparities: from civil rights to human rights [videocassette]. Chapel Hill (NC): University of North Carolina, School of Public Health, Minority Health Project; 2005. 1 videocassette: 120 min., sound, color, 1/2 in.

Lindenfeld T, O'Brien S, McCormack M, and others. Treatment and rehabilitation of shoulder instability [videocassette]. Cincinnati (OH): Cincinnati Sportsmedicine Research and Education Foundation; 1999. 2 videocassettes: 160 min., sound, color, 1/2 in.

5. Audiovisual author surnames with designations of rank in a family

Taylor HL Jr. Health and the built environment: the effects of where we live, work and play [videocassette]. Chapel Hill (NC): University of North Carolina, School of Public Health, Minority Health Program; c2005. 1 videocassette: 90 min., sound, color, 1/2 in.

Amaral RS, Hoffman CW 3rd. Life cycle of Schistosoma mansoni [motion picture]. Amaral RS, Hoffman CW 3rd, producers. San Francisco: University of California, San Francisco; c1983. 1 reel: sound, color, 16 mm.

Fisch U, Davidson TM, Collins H 2nd, Harris JP, Kearns M. Infratemporal fossa surgery for temporal bone tumors [videocassette]. Washington: American Academy of Otolaryngology; c1983. 3 videocassettes: sound, color, 3/4 in.

6. Audiovisuals authors with particles or prefixes in their names (give as provided in the publication)

MacFadyen BV, Ponsky JL. The current spectrum of laparoscopic surgery [audiocassette]. Chicago (IL): American College of Surgeons; 1991. 9 audiocassettes.

McDevitt L. Expert exam. Cervical, thoracic, and lumbar spine [videocassette]. North Andover (MA): Fitzgerald Health Education Associates; c2005. 2 videocassettes: 3 hr., sound, color, 1/2 in.

O'Connor D. April and Renee: the supermodel, the tennis player, and the discourses of trans/sexual difference [videocassette]. Bethesda (MD): National Library of Medicine (US); 2005. 1 videocassette: 75 min., sound, color, 1/2 in.

Lindenfeld T, O'Brien S, McCormack M, Arciero R, Wilk K, Paine R, Davies G, Malone T. Treatment and rehabilitation of shoulder instability [videocassette]. Cincinnati (OH): Cincinnati Sportsmedicine Research and Education Foundation; 1999. 2 videocassettes: 160 min., sound, color, 1/2 in.

Van Peebles M. Classified X [videocassette]. Yves Jeanneau Y, Le Goff C, producers; Mabilat C, Jones J, editors. [place unknown]: WinStar Home Entertainment; 1998. 1 videocassette: 50 min., sound, color and black & white, 1/2 in.

van der Linden FP, Proffit WR, McNamara JA Jr. Facial growth and facial orthopedics [videocassette]. Carol Stream (IL): Quintessence Publishing Co., Inc.; 2000. 2 videocassettes: 63 min., sound, color, 1/2 in.

De Jong AR, Gibbons MS. How to recognize physical and sexual abuse in children [videocassette]. Secaucus (NJ): Network for Continuing Medical Education; c1990. 1 videocassette: 49 min., sound, color, 3/4 in.

7. Audiovisual authors with compound last names

Crayton S, Daus G, Heart CA, Grant G, Perez Perdomo R, Noonan A, Watt ML. Health disparities: from civil rights to human rights [videocassette]. Chapel Hill (NC): University of North Carolina, School of Public Health, Minority Health Project; 2005. 1 videocassette: 120 min., sound, color, 1/2 in.

Kleine-Gunk B. Age shall not weary them: new perspectives on aging [videocassette]. Princeton (NJ): Films for the Humanities & Sciences; c2003. 1 videocassette: 26 min., sound, color, 1/2 in.

Meis-Kindblom JM, Enzinger FM. Atlas of soft tissue tumors [videodisc]. 1st ed.; Version 1.0. Saint Paul (MN): Image PSL; c1993. 1 videodisc: silent, color, 12 in.

8. Audiovisuals with organization as author

Glaxo Pharmaceuticals. Acute and chronic hepatitis C [slide]. New York: HP Publishing Company; 1993. 12 slides: color, 2 x 2 in.

University of Nebraska Medical Center. Family practice review: best practices for the 21st century [videocassette]. Cherry Hill (NJ): CMEinfo.com; 2003. 41 videocassettes: 80 hr., sound, color, 1/2 in. Accompanied by: 1 guide in 3 vol.

9. Audiovisuals with organization as author with subsidiary part of organization named

Kaiser Permanente, Southern California Permanente Medical Group. Surgical reconstruction of cloacal exstrophy [motion picture]. Los Angeles: Wexler Films; 1985. 1 reel: 24 min., sound, color, 16 mm.

Akademiia Meditsinskikh nauk SSSR, Institut Tuberkuleza. Udalenie doli legkogo pri tuberkuleze [Lung lobe resection in tuberculosis] [motion picture]. Moscow: Otdel nauchnoi Kinofotodokumentatsii AMN SSSR; [1957?]. 2 reels: sound, color, 35 mm. Russian.

10. Audiovisuals with more than one organization as author

American Association of Oral and Maxillofacial Surgeons; American Academy of Oral Pathology. CPC on multiple disease entities [slide]. Chicago: AAOMS; 1993. 41 slides: color, 2 x 2 in.

11. Audiovisuals with no authors found

Collaborative research with communities: value added & challenges faced [videocassette]. Washington: Public Health Foundation; 2006. 1 videocassette: 103 min., sound, color, 1/2 in.

Clinical tonometry [motion picture]. Public Health Service Audiovisual Facility, producer. [Washington]: Department of Health, Education, and Welfare (US), Public Health Service; 1965. 1 reel: silent, black & white, 35 mm.

12. Audiovisuals with author affiliation included

Whitlock DG (Department of Radiology, University of Colorado Health Sciences Center, Denver, CO), Spitzer VM (Department of Cellular and Structural Biology, University of Colorado Health Sciences Center, Denver, CO). Video 3D atlas of the human head & neck in cross section [videodisc]. St. Louis (MO): Mosby-Year Book; 1993. 1 videodisc: silent, color with black & white, 12 in.

13. Audiovisuals with constructed title

Work TH. [Galapagos] [motion picture]. [place unknown]: T. Work; 1988. 2 reels: 3000 ft., silent, color, 16 mm.

14. Audiovisuals with title in a language other than English

Piccoli M. Les medecins sans frontiers [videocassette]. Gire JF, editor. New York: Society for French American Cultural Services and Educational Aid; 1991. 2 videocassettes: 121 min., sound, color with black & white sequences, 1/2 in. French.

Akademiia Meditsinskikh nauk SSSR, Institut Tuberkuleza. Udalenie doli legkogo pri tuberkuleze [motion picture]. Moscow: Otdel nauchnoi Kinofotodokumentatsii AMN SSSR; [1957?]. 2 reels: sound, color, 35 mm. Russian.

Diabetes tipo 2: estoy en el riesgo? [videocassette]. Carrollton (TX): PRIMEDIA Healthcare; 2004. 1 videocassette: 15 min., sound, color, 1/2 in. Spanish.

with translation included

Piccoli. M. Les medecins sans frontieres [Doctors without borders] [videocassette]. Gire JF, editor. New York: Society for French American Cultural Services and Educational Aid; 1991. 2 videocassettes: 121 min., sound, color with black & white sequences, 1/2 in. French.

Akademiia Meditsinskikh nauk SSSR, Institut Tuberkuleza. Udalenie doli legkogo pri tuberkuleze [Lung lobe resection in tuberculosis] [motion picture]. Moscow: Otdel nauchnoi Kinofotodokumentatsii AMN SSSR; [1957?]. 2 reels: sound, color, 35 mm. Russian.

Diabetes tipo 2: estoy en el riesgo? [Type 2 diabetes: what is the risk?] [videocassette]. Carrollton (TX): PRIMEDIA Healthcare; 2004. 1 videocassette: 15 min., sound, color, 1/2 in. Spanish.

15. Audiovisuals published with parallel text in two languages

Choropampa: the price of gold = Choropampa: el precio del oro [videocassette]. Cabellos E, Boyd S, producers. Brooklyn (NY): First Run/Icarus Films; c2002. 1 videocassette: 75 min., sound, color, 1/2 in. English, Spanish.

Paranormale heilmethoden auf den Philippinen = Paranormal healing in the Philippines [videocassette]. [place unknown: publisher unknown]; 1973-1980. 2 videocassettes: 90 min., sound, color, 3/4 in. German, English.

16. Audiovisuals published with text in multiple languages

A plastic story: a history of plastic surgery [videocassette]. Adocs, producer. New York: First Run/Icarus Films; c2003. 1 videocassette: 52 min., sound, color with black & white sequences, 1/2 in. English, French, Spanish with English subtitles.

Apparition et evolution de l'infirmite motrice cerebrale chez le nourrisson [The onset and evolution of cerebral palsy] [videocassette]. Champaign (IL): University of Illinois, Board of Trustees; c1983. 1 videocassette: 36 min., sound, color, 3/4 in. French, English.

The Guinea pig: handling and basic techniques [slide + audiocassette]. Stockholm (Sweden): FELASA; 1981. 31 slides: color, 2 x 2 in.; 1 audiocassette: 1 7/8 ips. English, German, Norwegian.

17. Audiovisuals with Greek letters in titles

β-arrestins: traffic cops of cell signaling [videocassette]. [Bethesda (MD)]: National Institutes of Health (US), Medical Arts and Photography Branch; 2002. 1 videocassette: 60 min., sound, color, 1/2 in.

may become

Beta-arrestins: traffic cops of cell signaling [videocassette]. [Bethesda (MD)]: National Institutes of Health (US), Medical Arts and Photography Branch; 2002. 1 videocassette: 60 min., sound, color, 1/2 in.

18. Audiovisuals with more than one type of medium

Microhemagglutination assay methods in the diagnosis of syphilis [audiocassette + slide]. Batavia (IL): NCCE; [1980?]. 1 audiocassette: 40 min., 1 7/8 ips.; 29 slides: color, 2 x 2 in.

The Guinea pig: handling and basic techniques [slide + audiocassette]. Stockholm (Sweden): FELASA; 1981. 31 slides: color, 2 x 2 in.; 1 audiocassette: 1 7/8 ips. English, German, Norwegian.

Ohio Regional Medical Audiovisual Consortium. Case studies in human growth and development: a flexible instructional module [audiocassette + videocassette]. Case Western Reserve University, Health Sciences Communication Center, producer. [Bethesda (MD)]: National Institutes of Health (US); 1978. 1 audiocassette: 7 min.; 1 videocassette: 15 min., sound, color, 3/4 in.

19. Audiovisuals with edition/version

The heart truth for women [videocassette]. Rev. ed. Bethesda (MD): National Heart, Lung, and Blood Institute (US); 2006. 1 videocassette: 9 min., sound, color, 1/2 in.

Benzene, toluene, and xylene [videocassette]. Version 3. Lawrence D, producer. Edgartown (MA): Emergency Film Group; c2002. 1 videocassette: 28 min., sound, color, 1/2 in. (Hazchem; 7).

Aho M, Dorelli M, Roush L, Turner S. Following Antigone: forensic anthropology and human rights investigations [videocassette]. Eng. version. Gregory S, Dorelli M, Aho M, producers. New York: Witness; c2002. 1 videocassette: 37 min., sound, color with black & white sequences, 1/2 in.

Eklund GW, Cardenosa G, Parsons W. Optimizing the mammographic study: positioning and technical considerations [videodisc]. Version 1.0. Minneapolis (MN): Image Premastering Services; c1994. 1 videodisc: sound, color, 12 in.

High blood pressure: an introduction to treatment [videocassette]. 3rd ed. Timonium (MD): Milner-Fenwick; c2003. 1 videocassette: 16 min., sound, color, 1/2 in.

Epidural anesthesia [videocassette]. 2nd ed.; Informed consent version. Timonium (MD): Milner-Fenwick; c2004. 1 videocassette: 10 min., sound, color, 1/2 in.

Kapur RP. Ultrasound of fetal anomalies [videodisc]. 1st ed.; Version 1.0. Minneapolis (MM): Image Premastering Services; c1994. 1 videodisc: silent, color with black & white, 12 in.

20. Audiovisuals with authors and producer(s), editor(s), or other secondary authors

Hable M. Avoiding charges of negligence [videocassette]. Classroom Productions, producer. Irvine (CA): ConceptMedia; c2002. 1 videocassette: 25 min., sound, color, 1/2 in.

Munoz SJ. Transplantation immunology [slide]. Barchi NE, illustrator. Bethesda (MD): American Gastroenterological Association; c1997. 94 slides: color, 2 x 2 in.

Van Peebles M. Classified X [videocassette]. Yves Jeanneau Y, Le Goff C, producers; Mabilat C, Jones J, editors. [place unknown]: WinStar Home Entertainment; 1998. 1 videocassette: 50 min., sound, color and black & white, 1/2 in.

Baxley N, Dunaway C. Cognition, creativity, and behavior: the Columban simulations [motion picture]. Baxley N, editor and producer. Champaign (IL): Research Press Company; 1982. 1 reel: 30 min., sound, color, 16 mm.

21. Audiovisuals with multiple organizations as producer

Taylor MR. Antibiotic resistance [videocassette]. Multimedia Communications; Physician Education and Development, producers. Oakland (CA): Kaiser Foundation Health Plan; c2005. 1 videocassette: 53 min., sound, color, 1/2 in.

Aronson-Rath R. The alternative fix: a PBS Home Video [videocassette]. Frontline; Little Rain Productions, Inc.; WGBH Boston, producers. Alexandria (VA): PBS Video; c2003. 1 videocassette: 60 min., sound, color, 1/2 in.

Geirget A. At the gates of autism: emerging into life [videocassette]. La Sept Arte; Gloria Films, producers. Princeton (NJ): Films for the Humanities & Sciences; c2002. 1 videocassette: 58 min., sound, color, 1/2 in.

22. Audiovisual producers with subsidiary division

Sundin H. Administration of intravenous medication. Administering IV meds to adults [videocassette]. Washington State University College of Nursing, Learning Resources Center, producer. Irvine (CA): Concept Media; c2003. 1 videocassette: 21 min., sound, color, 1/2 in.

23. Audiovisual producers when there is no author

Aging & creativity [videocassette]. Grand Rapids Community College, Media Technologies Department, producer. Medfield (MA): Aquarius Health Care Videos; 2002. 1 videocassette: 27 min., sound, color, 1/2 in.

Alcohol and drug use and the cultures of addiction [videocassette]. Torres IA, Westbrook M, producers. Rockville (MD): Department of Health and Human Services (US), Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Treatment; 2003. 1 videocassette: 60 min., sound, color, 1/2 in.

24. Audiovisuals with editors when there is no author

Johnson D, editor. Surgical techniques in orthopaedics: anterior cruciate ligament reconstruction [videodisc]. Rosemont (IL): American Academy of Orthopaedic Surgeons; c2002. 1 videodisc: sound, color, 12 in.

Ridberg R, editor and producer. Spin the bottle: sex, lies & alcohol [videocassette]. Northampton (MA): Media Education Foundation; c2004. 1 videocassette: 45 min., sound, color, 1/2 in.

Yang T, editor and producer. Lao tou [Old men] [videocassette]. Brooklyn (NY): First Run/Icarus Films; 1999. 1 videocassette: 94 min., sound, color, 1/2 in. Chinese.

25. Audiovisuals with well-known place of publication

Raikes J, Sachs S. Bad hair life [videocassette]. Raikes J, producer; Sachs S, editor. Boston: Fanlight Productions; c2003. 1 videocassette: 57 min., sound, color, 1/2 in.

Cutler M. Radium treatment of carcinoma of the cervix [motion picture]. Chicago Film Laboratory, producer. Chicago: Petrolager Laboratories; 1938. 2 reels: silent, black & white, 35 mm.

26. Audiovisual place of publication with geographic qualifier added for clarity

Fisher WL, Papele H. 2005 national patient safety goals: training video for staff [videocassette]. Marblehead (MA): HCPro; c2005. 1 videocassette: 26 min., sound, color, 1/2 in.

Kontrastdarstellung des Herzens und der grossen Gefasse im Rontgen-Kinofilm [Demonstration of the heart and large vessels in cine-radiographic film] [motion picture]. Bonn (Germany): [publisher unknown]; 1959. 1 reel: sound, black & white, 16 mm. German.

27. Audiovisuals with place of publication inferred

Fluoride: the magnificent mineral [motion picture]. [Bethesda (MD)]: National Institute of Dental Research (US), National Caries Program; c1984. 1 reel: 468 ft., sound, color with black & white, 16 mm.

28. Audiovisuals with no place of publication found

Van Peebles M. Classified X [videocassette]. Yves Jeanneau Y, Le Goff C, producers; Mabilat C, Jones J, editors. [place unknown]: WinStar Home Entertainment; 1998. 1 videocassette: 50 min., sound, color and black & white, 1/2 in.

Work TH. [Galapagos] [motion picture]. [place unknown]: T. Work; 1988. 2 reels: 3000 ft., silent, color, 16 mm.

29. Audiovisual publisher with subsidiary department/division named

Stryker MP. Making maps in the brain [videocassette]. Bethesda (MD): National Institutes of Health (US), Medical Arts and Photography Branch, Office of Research Services; 2006. 1 videocassette: 63 min., sound, color, 1/2 in.

Taylor HL Jr. Health and the built environment: the effects of where we live, work and play [videocassette]. Chapel Hill (NC): University of North Carolina, School of Public Health, Minority Health Program; c2005. 1 videocassette: 90 min., sound, color, 1/2 in.

30. Audiovisuals with government agency as publisher

Epidemiology and prevention of viral hepatitis A, B, C, D, E: an overview [slide]. Atlanta (GA): Centers for Disease Control and Prevention (US); 1996. 67 slides: color, 2 x 2 in.

Hennekens CH. Aspirin in the secondary and primary prevention of cardiovascular disease [audiocassette]. Bethesda (MD): National Institutes of Health (US); 1995. 1 audiocassette.

Stryker MP. Making maps in the brain [videocassette]. Bethesda (MD): National Institutes of Health (US), Medical Arts and Photography Branch, Office of Research Services; 2006. 1 videocassette: 63 min., sound, color, 1/2 in.

31. Audiovisuals with joint publication

Does anyone die of AIDS anymore? [videocassette]. Los Angeles: Dream Out Loud Productions; 2002. 1 videocassette: 26 min., sound, color, 1/2 in. Jointly published by Fanlight Productions, Boston.

32. Audiovisuals with no publisher found

Kontrastdarstellung des Herzens und der grossen Gefasse im Rontgen-Kinofilm [Demonstration of the heart and large vessels in cine-radiographic film] [motion picture]. Bonn (Germany): [publisher unknown]; 1959. 1 reel: sound, black & white, 16 mm. German.

33. Audiovisuals with no place of publication or publisher found

Onepauur ydarehur dephmpudhou kucmbi cpedocmehur [Ablation of a cyst in the mediastinum] [motion picture]. [place unknown: publisher unknown]; 1954. 1 reel: sound, color, 35 mm. Russian.

Physics and technology applied to radiology and radiation oncology [slide]. [place unknown: publisher unknown]; 1994. 100 slides: color with black & white, 2 x 2 in.

34. Audiovisuals with standard date of publication

Glazer WM. Dosing antipsychotic medications: insights from data and practice [videocassette]. Health & Sciences Television Network, producer. Carrollton (TX): PRIMEDIA Workplace Learning; 2002. 1 videocassette: 60 min., sound, color, 1/2 in.

35. Audiovisuals with date of copyright instead of date of publication

Assessment & diagnosis [videocassette]. Nick Kaufman Productions, producer. Clifton Park (NY): Thomson Delmar Learning; c2003. 1 videocassette: 30 min., sound, color, 1/2 in.

Hegner BR. Delmar's nursing assistant laser discs [videodisc]. Albany (NY): Delmar Publishers; c1995. 5 videodiscs: 4 1/2 hr., sound, color, 12 in.

36. Audiovisuals with date of publication and date of copyright

MacIntyre R, Preston I. A room full of men [videocassette]. Preston I, Mitchell D, producers; Preston I, MacIntyre R, editors. Princeton (NJ): Films for the Humanities & Sciences; 1997, c1991. 1 videocassette: 49 min., sound, color, 1/2 in.

37. Audiovisuals with date range of publication

Paranormale heilmethoden auf den Philippinen = Paranormal healing in the Philippines [videocassette]. [place unknown: publisher unknown]; 1973-1980. 2 videocassettes: 90 min., sound, color, 3/4 in. German, English.

38. Audiovisuals with date of publication estimated

Akademiia Meditsinskikh nauk SSSR, Institut Tuberkuleza. Udalenie doli legkogo pri tuberkuleze [Lung lobe resection in tuberculosis] [motion picture]. Moscow: Otdel nauchnoi Kinofotodokumentatsii AMN SSSR; [1957?]. 2 reels: sound, color, 35 mm. Russian.

39. Audiovisuals with no date of publication or copyright found

Cartwright B, D'Andrea M, Daniels J. Confronting racial and gender difference: 3 approaches to multicultural counseling and therapy [videocassette]. Framingham (MA): Microtraining Associates; [date unknown]. 1 videocassette: 80 min., sound, color, 1/2 in.

40. Audiovisuals with no place, publisher, or date of publication found

Technique of laparoscopy [motion picture]. [place, publisher, date unknown]. 1 reel: 757 ft., sound, color, 16 mm.

41. Audiovisual series with number given

Assessment & diagnosis [videocassette]. Nick Kaufman Productions, producer. Clifton Park (NY): Thomson Delmar Learning; c2003. 1 videocassette: 30 min., sound, color, 1/2 in. (Core concepts in nursing; program 2).

Greenberger NJ. Acute abdominal pain in adults [videocassette]. Secaucus (NJ): Network for Continuing Medical Education; 1987. 1 videocassette: 32 min., sound, color, 1/2 in. (NCME VHS; no. 842).

Benzene, toluene, and xylene [videocassette]. Version 3. Lawrence D, producer. Edgartown (MA): Emergency Film Group; c2002. 1 videocassette: 28 min., sound, color, 1/2 in. (Hazchem; 7).

Fuller MG. Cocaine use and its medical consequences [slide]. Hanover (NH): Project Cork; c1995. 62 slides: color, 2 x 2 in. (Alcohol use and its medical consequences; unit 11).

42. Audiovisuals with series without number

Rawson RA. Methamphetamine-- new knowledge, new treatments [videocassette]. Center City (MN): Hazelden Foundation; c2006. 1 videocassette: 64 min., sound, color, 1/2 in. (The clinical innovators series).

43. Audiovisuals with series with editor

Nelson JS, McKeever PE. Clinical neuropathology [videodisc]. Version 1.0. Minneapolis (MN): Image Premastering Services; c1994. 1 videodisc: silent, color, 12 in. (Nyberg DA, editor. ImageDisc library). Accompanied by: 200 p. guide.

44. Audiovisuals with sponsorship note included

Advances in diagnosis and treatment of sleep apnea and snoring [videocassette]. Cherry Hill (NJ): CMEinfo.com; 2000. 7 videocassettes: 13 hr., sound, color, 1/2 in. Sponsored by University of Pennsylvania School of Medicine.

45. Audiovisuals accompanied by a manual or other material

Collins MS. Advanced radiology life support [videocassette]. Cherry Hill (NJ): CMEinfo.com; 2002. 4 videocassettes: 4 hr., sound, color, 1/2 in. Accompanied by: 1 guide (60 p.) and 1 post-test.

University of Nebraska Medical Center. Family practice review: best practices for the 21st century [videocassette]. Cherry Hill (NJ): CMEinfo.com; 2003. 41 videocassettes: 80 hr., sound, color, 1/2 in. Accompanied by: 1 guide in 3 vol.

46. Audiovisuals with supplemental note included

A family perspective: type 2 diabetes in young people [videocassette]. Timonium (MD): Milner-Fenwick; c2005. 1 videocassette: 19 min., sound, color, 1/2 in. Produced in cooperation with the American Association of Diabetes Educators.

1996 STD surveillance report [slide]. Atlanta (GA): Centers for Disease Control (US); 1997. 59 slides: color, 2 x 2 in. Available from: NTIS, Springfield, VA; AVA20125SS00.

Taylor HL Jr. Health and the built environment: the effects of where we live, work and play [videocassette]. Chapel Hill (NC): University of North Carolina, School of Public Health, Minority Health Program; c2005. 1 videocassette: 90 min., sound, color, 1/2 in. From the 26th Minority Health Conference, held in 2005 at Chapel Hill, NC.

Minkoff K. Adults and co-occurring disorders [videocassette]. Blue Moon Productions, producer. Center City (MN): Hazelden; c2003. 1 videocassette: 28 min., sound, color, 1/2 in. Closed-captioned.

Fluoride: the magnificent mineral [motion picture]. [Bethesda (MD)]: National Institute of Dental Research (US), National Caries Program; c1984. 1 reel: sound, color with black & white, 16 mm. Made possible by a grant from the Colgate-Palmolive Co.

Harbaugh OS, Slocum DB. Amputation of lower extremity [motion picture]. [Washington]: War Department (US); 1944. 2 reels: 45 min., silent, color, 16 mm. Located at: History of Medicine Division, National Library of Medicine; WE 850 VC no.40 1944.

Barry J, Hoard C. P.I.S.T. [motion picture]. Barry J, producer. Santa Monica (CA): Pyramid Film & Video; 1984. 1 reel: 6 min., sound, color, 16 mm. P.I.S.T. is an acronym for Psychological Improvement Situational Training.

Microhemagglutination assay methods in the diagnosis of syphilis [audiocassette + slide]. Batavia (IL): NCCE; [1980?]. 1 audiocassette: 40 min., 1 7/8 ips.; 29 slides: color, 2 x 2 in. NCCE stands for National Center for Continuing Education.

History of bioterrorism: biological warfare and terrorism [videocassette]. [Atlanta (GA)]: Centers for Disease Control and Prevention (US); 2003. 1 videocassette: 27 min., sound, color with black & white sequences, 1/2 in. Parts of this video were adapted from "Biological warfare and terrorism: the military and public health response," co-produced by the United States Army Medical Research Institute of Infectious Diseases (USAMRIID), the Food and Drug Administration (FDA), and the Centers for Disease Control and Prevention (CDC), 1999.

Chapter 16. Journals in Audiovisual Formats

Created: October 10, 2007; Updated: August 11, 2015.

A. Journal Articles in Audiovisual Formats

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

B. Journal Titles in Audiovisual Formats

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

See also:

Chapter 19 Journals on CD-ROM, DVD, Disk

Chapter 23 Journals on the Internet

A. Sample Citation and Introduction to Citing Journal Articles in Audiovisual Formats

The general format for a reference to an article from a journal published as an audiovisual, including punctuation:

- on videocassette:
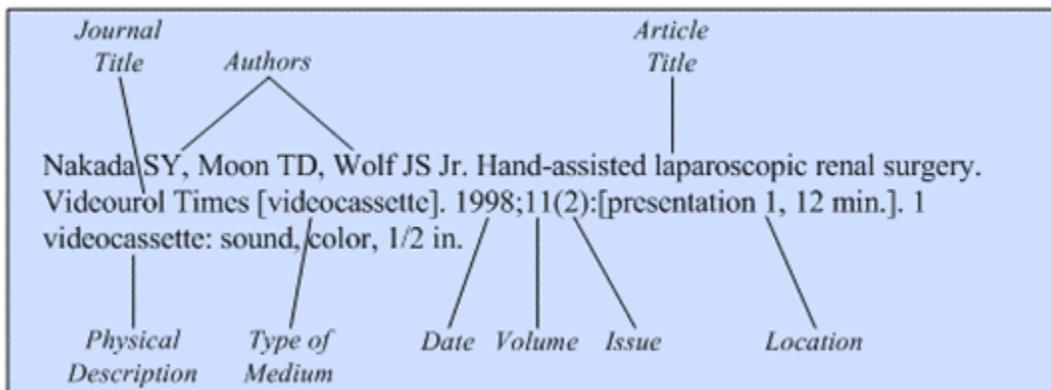
- on audiocassette:
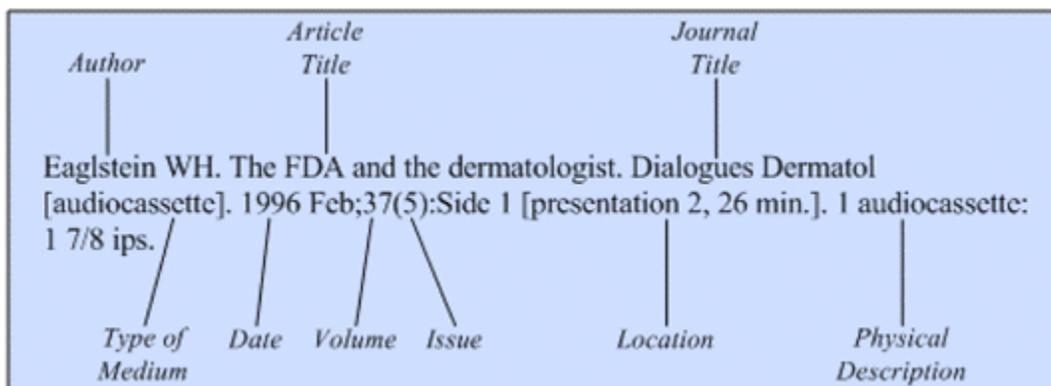
Examples of Citations to Journal Articles in Audiovisual Formats

Journal articles in audiovisual formats are usually found in videocassette or audiocassette form. With the advent of CD-ROM and the Internet, many of these titles either ceased publication or migrated to the newer formats, but a few continue to be published and older articles continue to be cited.

Cite articles in audiovisual format using the standard format for journal articles (see Chapter 1), but add the type of medium, i.e., [videocassette] or [audiocassette], after the title to alert the user that special equipment is needed to view the article.

Videocassettes and audiocassettes do not use page numbers, so citations to journal articles in these formats require the addition of information on their placement within the cassette. Some publishers provide wording such as article 2 or segment 3, but if no wording is found, use "presentation." Citations to articles on audiocassette also require an indication of which side of the cassette contains the article being cited. See Location in the next section for further details.

Provide the extent or length of an article in terms of the run time, since page numbers are not present. Run time (also known as running-time) is the length of the film or program in minutes, such as 140 min. Further details of the physical description may also be provided to give additional information such as size, which can affect the equipment needed to view the item. See Physical Description (O) in the next section for details.

This chapter covers journal articles that are published as audiovisuals. See Chapter 19 for journals published in CD-ROM, DVD, or disk, and Chapter 23 for journals on the Internet. Because examples of journal articles published on videocassette or audiocassette are few in number compared to journal articles in print format, see also Chapter 1A Journals Articles for additional examples of specific parts of a citation.

The chief source for information about an audiovisual is the opening screens. If more information is needed, consult the case housing the audiovisual or any accompanying booklet or documentation.

Note that citations to journal articles published in videocassette or audiocassette format are not in PubMed.

Continue to Citation Rules with Examples for Journal Articles in Audiovisual Formats.

Continue to Examples of Citations to Journal Articles in Audiovisual Formats.

Citation Rules with Examples for Journal Articles in Audiovisual Formats

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Author Affiliation (O) | Article Title (R) | Journal Title (R) | Edition (R) | Type of Medium (R) | Date of Publication (R) | Volume Number (R) | Issue Number (R) | Location (Pagination) (R) | Physical Description (O) | Language (R) | Notes (O)

Author for Journal Articles in Audiovisual Formats (required)

General Rules for Author

- List names in the order they appear on the opening screens or text, the carrying case, or in accompanying documentation
- Enter surname (family or last name) first for each author

- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
- Give all authors, regardless of the number
- Separate author names from each other by a comma and a space
- End author information with a period

Specific Rules for Author

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Organizations as author
- Editor instead of an author
- No author can be found
- Options for author names

Box 1. Surnames with hyphens and other punctuation in them.

- Keep hyphens within surnames

    Estelle Palmer-Canton   *becomes*   Palmer-Canton E

    Ahmed El-Assmy   *becomes*   El-Assmy A

- Keep particles, such as O', D', and L'

    Alan D. O'Brien   *becomes*   O'Brien AD

    Jacques O. L'Esperance   *becomes*   L'Esperance JO

    U. S'adeh   *becomes*   S'adeh U

- Omit all other punctuation in surnames

    Charles A. St. James   *becomes*   St James CA

Box 2. Other surname rules.

- Keep prefixes in surnames

    Lama Al Bassit   *becomes*   Al Bassit L

    Jiddeke M. van de Kamp   *becomes*   van de Kamp JM

    Gerard de Pouvourville   *becomes*   de Pouvourville G

    Box 2 continues on next page...

Box 2 continued from previous page.

- Keep compound surnames even if no hyphen appears

    Sergio Lopez Moreno   *becomes*   Lopez Moreno S

    Jaime Mier y Teran   *becomes*   Mier y Teran J

    Virginie Halley des Fontaines   *becomes*   Halley des Fontaines V

    [If you cannot determine from the article whether a surname is a compound one or a combination of a middle name and a surname, look to the table of contents of the issue or an annual or other index for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - Treat a letter marked with diacritics or accents as if it were not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    - Treat two or more letters printed as a unit (ligated letters) as if they were two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

Box 3. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names

    Jean-Louis Lagrot   *becomes*   Lagrot JL

- Use only the first letter of given names and middle names when they contain a prefix, a preposition, or other particle

    D'Arcy Hart   *becomes*   Hart D

    W. St. John Patterson   *becomes*   Patterson WS

    De la Broquerie Fortier   *becomes*   Fortier D

Box 3 continues on next page...

Box 3 continued from previous page.

Craig McC. Brooks *becomes* Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

Ch. Wunderly *becomes* Wunderly C

C. Fr. Erdman *becomes* Erdman CF

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter when the original initial is represented by more than one letter

Iu. A. Iakontov *becomes* Iakontov IuA

G. Th. Tsakalos *becomes* Tsakalos GTh

Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors that follow a personal name, such as M.D.

James A. Reed, M.D., F.R.C.S. *becomes* Reed JA

Katherine Schmidt, Ph.D. *becomes* Schmidt K

Robert V. Lang, Major, US Army *becomes* Lang RV

- Omit rank and honors that precede a name, such as Colonel or Sir

Sir Frances Hildebrand *becomes* Hildebrand F

Dr. Helga Eberhard *becomes* Eberhard H

Captain R. C. Williams *becomes* Williams RC

Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals

Examples :

Vincent T. DeVita, Jr. *becomes* DeVita VT Jr

James G. Jones II *becomes* Jones JG 2nd

John A. Adams III *becomes* Adams JA 3rd

Henry B. Cooper IV *becomes* Cooper HB 4th

Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese

- Capitalize only the first letter of romanized names when the original initial is represented by more than one letter

    Iu. A. Iakontov   *becomes*   Iakontov IuA

    G. Th. Tsakalos   *becomes*   Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat a letter marked with diacritics or accents as if it were not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

Box 7. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit "The" preceding an organizational name

    The American Cancer Society   *becomes*   American Cancer Society

- If a division or other part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

    American Medical Association, Committee on Ethics.

Box 7 continues on next page...

Box 7 continued from previous page.

International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

National Academy of Sciences (US).

Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

Canadian Association of Orthodontists; Canadian Dental Association.

American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization(s) appear on the title page of an article as authors, give both, in the order they appear in the article, and separate them by a semicolon

Sugarman J, Getz K, Speckman JL, Byrne MM, Gerson J, Emanuel EJ; Consortium to Evaluate Clinical Research Ethics.

Pinol V, Castells A, Andreu M, Castellvi-Bel S, Alenda C, Llor X, Xicola RM, Rodriguez-Moranta F, Paya A, Jover R, Bessa X; Spanish Gastroenterological Association, Gastrointestinal Oncology Group.

Margulies EH; NISC Comparative Sequencing Program; Maduro VV, Thomas PJ, Tomkins JP, Amemiya CT, Luo M, Green ED.

- For names of organizations in languages other than English:

  ○ Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

  Istituto di Fisiologia Clinica del CNR.

  Universitatsmedizin Berlin.

  Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

  ○ Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

  Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

  [Russian Respiratory Society].

Box 7 continued from previous page.

- ◦ Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

    [Chinese Medical Society].

- ◦ Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - ▪ Treat a letter marked with diacritics or accents as if it were not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    - ▪ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

Box 8. **Editor instead of an author.**

- If no person or organization can be found as the author but an editor is present, begin the reference with the name of the editor. Follow the same rules used for author names, but end the list of names with a comma and the word editor or editors.

    Sanger JM, Sanger JW, editors. Cell motility and the cytoskeleton. Cell Motil Cytoskelet Video Suppl [videocassette]. 1998;(5):[60 min.]. 1 videocassette: sound, color with black & white, 1/2 in.

- If no person or organization can be identified as the author and no editors are given, begin the reference with the title of the article. Do not use anonymous.

    OPO certification. Transpl Video J [videocassette]. 2000 Fall;(12):[presentation 2, 8 min.]. 1 videocassette: sound, color, 1/2 in.

Box 9. **No author can be found.**

- If no person or organization can be found as the author but editors or translators are present, begin the reference with the names of the editors or translators. Follow the same rules used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.

> Sanger JM, Sanger JW, editors. Cell motility and the cytoskeleton. Cell Motil Cytoskelet Video Suppl [videocassette]. 1998;(5):[60 min.]. 1 videocassette: sound, color with black & white, 1/2 in.

- If no person or organization can be identified as the author and no editors or translators are given, begin the reference with the title of the article. Do not use anonymous.

> OPO certification. Transpl Video J [videocassette]. 2000 Fall;(12):[presentation 2, 8 min.]. 1 videocassette: sound, color, 1/2 in.

Box 10. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon.

> Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.

> Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors or first six authors. Follow the last named author by a comma and "et al." or "and others."

> Rastan S, Hough T, Kierman A, et al.

> Adler DG, Baron TH, Davila RE, Egan J, Hirota WK, Leighton JA, and others.

Examples for Author

1. Standard article in audiovisual format

2. Article in audiovisual format with optional full first names for authors

3. Article in audiovisual format with author having designation of family rank

4. Article in audiovisual format with author having prefix or particle

5. Article in audiovisual format with author having compound last name

6. Article in audiovisual format with editors instead of authors

7. Article in audiovisual format with no author found

Author Affiliation for Journal Articles in Audiovisual Formats (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the affiliation
- Place the affiliation in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space

- Follow the affiliation with a comma placed outside the closing parenthesis, unless it is the affiliation of the last author, then use a period

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names not in English
- Names for cities and countries not in English

Box 11. Abbreviations in affiliations.

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

    Examples:

    Acad. for Academy

    Assoc. for Association

    Co. for Company

    Coll. for College

    Corp. for Corporation

    Dept. for Department

    Div. for Division

    Inst. for Institute or Institution

    Soc. for Society

    Univ. for University

    See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference, abbreviate the same word in all references.

Box 12. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears in the publication

- Do not end an e-mail address with a period

- Place the e-mail address within the closing parenthesis for the author affiliation

Box 12 continues on next page...

Box 12 continued from previous page.

> *Example:*
>
> > Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

Box 13. Organizational names not in English.

- Give the affiliation of all authors or only the first author

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or two-letter ISO country code (see Appendix D) if non-US

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat a letter marked with diacritics or accents as if it were not marked

    > Å *treated as* A
    >
    > Ø *treated as* O
    >
    > Ç *treated as* C
    >
    > Ł *treated as* L
    >
    > à *treated as* a
    >
    > ĝ *treated as* g
    >
    > ñ *treated as* n
    >
    > ü *treated as* u

  - Treat two or more letters printed as a unit (ligated letters) as if they were two letters

    > æ *treated as* ae
    >
    > œ *treated as* oe

- For non-English organizational names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.), provide the name in the original language

  > Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).
  >
  > Pinet LM (Departamento de Servicios de Salud de Emergencia, Escuela de Posgrado, Universidad de Maryland, Condado de Baltimore, USA. lpinetl@umbc.edu).

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

Box 13 continues on next page...

Box 13 continued from previous page.

> Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucuresti), Burcos T, Ungureanu CD, Zodieru-Popa I.
>
> Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese)

> Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 14. Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name as found on the publication may always be used

> Moskva   *becomes*   Moscow
>
> Wien   *becomes*   Vienna
>
> Italia   *becomes*   Italy
>
> Espana   *becomes*   Spain

Examples for Author Affiliation

8. Article in audiovisual format with author affiliation included

Article Title for Journal Articles in Audiovisual Formats (required)

General Rules for Article Title

- Enter the title of an article as it appears on the opening screens or text, the carrying case, or in accompanying documentation
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless some other form of punctuation (such as a question mark, period, or exclamation point) is already present
- Translate titles not in English into English; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it (see Translated article titles ending in punctuation other than a period below)

Box 17. Translated article titles ending in punctuation other than a period.

- Most article titles end in a period. When a translation of an article title is provided, place it in square brackets. Place the closing period outside the brackets.

[A new, safe and simple breath test for the diagnosis of impaired digestion].

or

Un nuovo, sicuro e semplice breath test per la diagnosi di maldigestione [A new, safe and simple breath test for the diagnosis of impaired digestion].

- If a translated article title ends in another form of punctuation, keep that punctuation. Place it within the square brackets for the translation and end title information with a period outside the brackets.

  [Quality criteria in medicine: which limits?].

  or

  Les criteres de qualite en medecine: jusqu' ou aller? [Quality criteria in medicine: which limits?].

Specific Rules for Article Title

- Article titles not in English
- Article titles in more than one language
- Translated article titles ending in punctuation other than a period
- Article titles containing a Greek letter, chemical formula, or other special character
- Article titles with headers
- No article title can be found

Box 15. Article titles not in English.

- Translate article titles not in English. Place all translated titles in square brackets. Indicate the particular language after the pagination.

  Baraldini M, Ventrucci M, Cipolla A, Conci T, Calliv R, Roda A, Roda E. [A new, safe and simple breath test for the diagnosis of impaired digestion]. Video Riv Ital Med Chir [videocassette]. 1993 Sep-Dec;6(3):[article 2, 16 min.]. 1 videocassette: sound, color, 1/2 in. Italian.

- Whenever possible, place the original language title or romanized title before the translation

  ○ Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

    Neue Nifedipin-Zubeitung ermoglicht tagliche Einmalgabe [New nifedipine preparation makes single daily dose possible].

  ○ Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ▪ Treat a letter marked with diacritics or accents as if it were not marked

      Å *treated as* A

      Ø *treated as* O

Box 15 continued from previous page.

Ç   *treated as*   C

Ł   *treated as*   L

à   *treated as*   a

ĝ   *treated as*   g

ñ   *treated as*   n

ü   *treated as*   u

- ■ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

æ   *treated as*   ae

œ   *treated as*   oe

Example:

Baraldini M, Ventrucci M, Cipolla A, Conci T, Calliv R, Roda A, Roda E. Un nuovo, sicuro e semplice breath test per la diagnosi di maldigestione [A new, safe and simple breath test for the diagnosis of impaired digestion]. Video Riv Ital Med Chir [videocassette]. 1993 Sep-Dec;6(3):[article 2, 16 min.]. 1 videocassette: sound, color, 1/2 in. Italian.

Box 16. Article titles in more than one language.

- If an article appears in English as well as other languages, give the English language version of the article title. Indicate all languages of publication after the location (pagination) and separate them by commas.

- If an article appears in more than one language and none of them is English, translate the title into English and place the translation in square brackets. Indicate all languages of publication after the location (pagination) and separate them by commas.

- As an option, if an article title is presented in two equal languages, as often occurs in Canadian publications, give both titles in the order in which they are presented, with an equals sign between them. Indicate all languages of publication after the location (pagination) and separate them by commas.

    Prise en charge des thrombocytopenies induites par l'heparine = Management of heparin-induced thrombocytopenia.

Box 18. Article titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of an article title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

    von Willebrand disease.

    p53 and its downstream proteins.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

Box 18 continued from previous page.

> Influence of seed extract of *Syzygium cumini* (Jamun) on mice exposed to different doses of γ-radiation.
>
> *may become*
>
> Influence of seed extract of *Syzygium cumini* (Jamun) on mice exposed to different doses of gamma-radiation.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

> Human Rhesus-associated glycoprotein mediates facilitated transport of NH_3 into red blood cells.
>
> *may become*
>
> Human Rhesus-associated glycoprotein mediates facilitated transport of NH(3) into red blood cells.

Box 19. Article titles with headers.

- Journal articles sometimes contain a header at the top (such as news, case report, or clinical study) to indicate a section of the issue. Do not include a header as part of the article title unless the table of contents for the journal issue indicates that it is.

Box 20. No article title can be found.

- Occasionally an article does not appear to have any title; the article simply begins with the text. In this circumstance, create a title from the first few words of the text and place it in square brackets. Use enough words to make the constructed title meaningful.

> [US transplant games]. Transpl Video J [videocassette]. 2000;Suppl:[11 min.]. 1 videocassette: sound, color, 1/2 in.

Examples for Article Title

9. Article in audiovisual format with article title in a language other than English

10. Article in audiovisual format with article title constructed

Journal Title for Journal Articles in Audiovisual Formats (required)

General Rules for Journal Title

- Enter the journal title in the original language
- Abbreviate significant words in a journal title (see Abbreviation rules for journal titles below) and omit other words, such as articles, conjunctions, and prepositions
- Capitalize all remaining title words, including abbreviations
- Cite a journal name as it was published at the time. For example, VideoUrology officially changed title to VideoUrology Times in 1991. Cite articles from 1990 and earlier as Videourology, not as Videourol Times.
- End the journal title with a space

Box 21. Abbreviation rules for journal titles.

- Abbreviate and capitalize significant words in a journal title and omit other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and, L'.

    Practical Reviews in Dermatology   *becomes*   Pract Rev Dermatol [audiocassette].

    Video Revista Italiana di Medicina e Chirurgia   *becomes*   Video Rev Ital Med Chir [videocassette].

    Drugs & Devices   *becomes*   Drugs Devices [videocassette].

    [A list of the abbreviations for common English words used in journal titles is in Appendix A. See Appendix B for other sources.]

- Do not abbreviate journal titles that consist of a single word or titles written in a character-based language such as Chinese and Japanese

    Gastroenterology   *becomes*   Gastroenterology [audiocassette].

    Momaku Fukuijutsu   *becomes*   Momaku Fukuijutsu [videocassette].

- Do not include journal subtitles as part of the abbreviated title

    Resource: a Monthly Audio Digest of Current Issues in Health Care   *becomes*   Resource [audiocassette].

- Omit any punctuation found in a title

    Audio-digest Anesthesiology   *becomes*   Audio Dig Anesthesiol [audiocassette].

- Some bibliographies and online databases show a place of publication after a journal title, such as Emerg Med (Glendale, Calif). This practice is used to show that two or more journal titles with the same name reside in a library collection or database; the name of the city where the journal is published distinguishes the titles. The city or state/country is usually shown in abbreviated format following the same rules as for words in journal titles, as Calif for California in the example above. If you use a bibliography or database to verify your reference and a place name is included, you may keep it if you wish.

- See also *Construction of National Library of Medicine Title Abbreviations*

Specific Rules for Journal Title

- Abbreviation rules for journal titles
- Single word journal titles
- Non-English journal titles
- Multiple language journal titles
- Journals appearing in different editions
- Options for journal titles

Box 22. Single word journal titles.

- Do not abbreviate journal titles consisting of a single word, regardless of language

    Dermatology.   *becomes*   Dermatology [audiocassette].

Box 23. **Non-English journal titles.**

- For non-English journal titles appearing in the roman alphabet (French, German, Spanish, Italian, etc.), provide the name in the original language. Abbreviate it according to the Abbreviation rules for journal titles and capitalize all remaining title words, including abbreviations. Indicate the language of the article after the location (pagination).

  Baraldini M, Ventrucci M, Cipolla A, Conci T, Calliv R, Roda A, Roda E. [A new, safe and simple breath test for the diagnosis of impaired digestion]. Video Riv Ital Med Chir [videocassette]. 1993 Sep-Dec;6(3):[article 2, 16 min.]. 1 videocassette: sound, color, 1/2 in. Italian.

- For a journal title in a non-roman alphabet:

  - Romanize (write in the roman alphabet) the title if it is in Cyrillic, Greek, Arabic, Hebrew, or Korean. Abbreviate it according to the Abbreviation rules for journal titles and capitalize all remaining title words, including abbreviations. Indicate the language of the article after the pagination.

    Nervn Perevoz [audiocassette].

  - Romanize the title if in a character-based language (Chinese, Japanese). Do not abbreviate any of the words or omit any words; use the capitalization system of the particular language. Indicate the language of the article after the pagination.

    Momaku Fukuijutsu [videocassette].

    [It is not NLM practice, but you may translate journal titles in character-based languages. If you do, abbreviate the title according to the Abbreviation rules for journal titles and indicate the language of the article after the pagination.]

    Retin Surg [videocassette].

  - A good authority for romanization is the *ALA-LC Romanization Tables*

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat a letter marked with diacritics or accents as if it were not marked

    Å *treated as* A

    Ø *treated as* O

    Ç *treated as* C

    Ł *treated as* L

    à *treated as* a

    ĝ *treated as* g

    ñ *treated as* n

    ü *treated as* u

Box 23 continued from previous page.

- ○ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

    æ   *treated as*   ae

    œ   *treated as*   oe

Box 24. **Multiple language journal titles.**

- For a journal title appearing in more than one language, use the title in the first language found, in order of preference: on the title page of the issue, on the issue cover, or on the masthead

Box 25. **Journals appearing in different editions.**

- If a journal is published in more than one edition, include the edition information after the title

- Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and, L'.

- Omit any punctuation found

- Separate the edition from the title itself by a space and place it in parentheses

- Do not follow abbreviated words by a period, but end all title information with a period

    First Image. OB/GYN Edition   *becomes*   First Image (OB GYN Ed) [videocassette].

- See the Abbreviation rules for editions for more information

Box 26. **Options for journal titles.**

The following forms are not NLM practice for citing journal titles, but are acceptable options:

- Periods may be placed after each abbreviated word in the title

    Video J Orthop [videocassette].   *may become*   Video. J. Orthop. [videocassette].

- The title may be written out in full

    Video Journal of Orthopaedics [videocassette].

Box 27. **Abbreviation rules for editions.**

- Use the same rules for abbreviating the words in an edition statement as for the words in journal titles, because an edition is considered a part of the title in journal citations

- Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and, L'. See Appendix A for a list of commonly abbreviated English words in journal titles. See Appendix B for other sources.

- Omit any punctuation found

> *Box 27 continued from previous page.*
>
> - Separate the edition from the title by a space and place it in parentheses
>
> - Do not follow abbreviated words with a period, but end all the title information with a period
>   *Example:*
>
>   First Image. OB/GYN Edition   *becomes*   First Image (OB GYN Ed) [videocassette].

Examples for Journal Title

11. Article in audiovisual format with journal title having an edition

Edition for Journal Articles in Audiovisual Formats (required)

General Rules for Edition

- Indicate the edition/version being cited after the title if a journal is published in more than one edition or version
- Abbreviate each significant word (see Abbreviation rules for editions) and omit other words, such as articles, conjunctions, and prepositions
- Capitalize all remaining title words, including abbreviations
- Place the edition statement in parentheses, such as (Br Ed)
- End the edition statement with a space

Specific Rules for Edition

- Abbreviation rules for editions
- Non-English words for editions

> **Box 28. Non-English words for editions.**
>
> - For non-English edition statements written in the roman alphabet (French, German, Spanish, Italian, etc.):
>
>   ○ Provide the name in the original language
>
>   ○ Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: de, der, y, les, and, L'.
>   ■ Sources for word abbreviations are:
>   ■ *List of Journals Indexed for MEDLINE*
>   ■ PubMed Journals Database
>   ■ Appendix B for non-NLM sources
>
>   ○ Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
>
>   ■ Treat letters marked with a diacritic or accent as if they are not marked
>
>   Å   *treated as*   A
>
>   Ø   *treated as*   O
>
> *Box 28 continues on next page...*

Box 28 continued from previous page.

Ç   *treated as*   C

Ł   *treated as*   L

à   *treated as*   a

ĝ   *treated as*   g

ñ   *treated as*   n

ü   *treated as*   u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

  æ   *treated as*   ae

  œ   *treated as*   oe

- Separate the edition from the title itself by a space and place it in parentheses

- Do not follow abbreviated words with a period, but end all the journal title information with a period

- For an edition statement written in Cyrillic, Greek, Arabic, Hebrew, or Korean

  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables*.

  - Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: de, la, por, der, and L'.
    - Sources for word abbreviations are:
      - *List of Journals Indexed for MEDLINE*
      - PubMed Journals Database
      - Appendix B for non-NLM sources

  - Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    Example: ĉ or ç   *becomes*   c

  - Separate the edition from the title proper by a space and place it in parentheses

  - Do not follow abbreviated words with a period, but end all journal title information with a period

- For an edition statement written in a character-based language such as Chinese and Japanese.

  - Transliterate the words for edition

  - Do not abbreviate any of the words or omit any words

  - Use the capitalization system of the particular language

Box 28 continued from previous page.

- ○ Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    Examples:

    - ŏ *becomes* o

    - ū *becomes* u

- ○ Separate the edition from the title proper by a space and place it in parentheses

- ○ End all title information with a period

    It is not NLM practice, but you may translate such journal titles and their editions. If you do, abbreviate them according to the Abbreviation rules for journal titles.

- Below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

Language	Word	Abbreviation
Danish	oplag	n.a.
Dutch	uitgave	Uitg
	editie	Ed
Finnish	julkaisu	Julk
French	edition	Ed
German	Ausgabe	Ausg
Greek	ekdosis	Ekd
Italian	edizione	Ed
Norwegian	publikasjon	Publ
Portuguese	edicao	Ed
Russian	izdanie	Izd
Spanish	edicion	Ed
Swedish	upplaga	n.a

Examples for Edition

11. Article in audiovisual format with journal title having an edition

Type of Medium for Journal Articles in Audiovisual Formats (required)

General Rules for Type of Medium

- Indicate the type of medium (videocassette, audiocassette, etc.) following the journal title (and edition, if present)
- Place the name of the medium in square brackets and end with a period, such as "[videocassette]."
- Add information about the medium according to the instructions under Physical Description below

Specific Rules for Type of Medium

- Both an edition and a type of medium

Box 29. Both an edition and a type of medium.

- If a journal has both an edition and a type of medium, follow the title with the edition, then the type of medium

    First Image (OB GYN Ed) [videocassette].

Examples for Type of Medium

   1. Standard article in audiovisual format

Date of Publication for Journal Articles in Audiovisual Formats (required)

General Rules for Date of Publication

- Include the year, month, and day of publication in that order. For example: 2004 May 5.
- Convert roman numerals to arabic numbers, such as MM to 2000
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End date information with a semicolon unless there is no volume or issue (see No volume or issue following the date below), then use a colon

---

Box 34. No volume or issue following the date.

A volume number usually follows the date of publication. Occasionally a journal is published in a series of issues without volumes or is published with a supplement, part, or special number to a date of publication rather than to a volume or issue.

- If there are issues only, no volume numbers, follow the date of publication with a semicolon and the issue number, placed in parentheses. End with a colon.

    1995;(4):

    2003 Apr-Jun;(3-4):

- If a journal publishes a supplement, part, or special number to a date of publication rather than to a volume or issue:

    ○ Follow the date of publication with a semicolon

    ○ Capitalize and abbreviate the words used for such divisions, but do not end the abbreviated words with a period

        Supplement = Suppl

        Part = Pt

        Special Number = Spec No

    ○ Follow the words with any accompanying letter or number found, as Suppl 1 and Pt A

Box 34 continues on next page...

Box 34 continued from previous page.

- ○ Place parts only in parentheses
- ○ End supplement, part, or special number information with a colon

  Examples:

2005;Suppl:	2005;(Pt 3):	2005;Spec No:
2005;Suppl A:	2005;(Pt B):	2005;Spec No 2:
2005;Suppl 1:	2005 Jan;(Pt 1):	2005 Jan;Spec No:
2005 Jan;Suppl:		
2005;Abstr Suppl:		

- If there are no volume numbers, issue numbers, supplements, parts, or special numbers, follow the date information with a colon and the location (pagination) and extent of the article

  2000:Side A [program 2, 34 min.].

  2004 Jan:[presentation 3, 12 min].

  2005 Winter:[article 1, 22 min.].

Specific Rules for Date of Publication

- Further divisions to a date other than volume or issue
- Multiple years, months, or days of publication
- Non-English names for months
- Seasons instead of months
- No volume or issue following the date
- Options for dates

Box 30. Further divisions to a date other than volume or issue.

A journal may publish a supplement, part, or special number to a date of publication rather than to a specific volume or issue.

- Capitalize and abbreviate the words used for such divisions, but do not end the abbreviated words with a period

  Supplement = Suppl

  Part = Pt

  Special Number = Spec No

- Translate non-English words. See the following examples:

Language	Suppl	Spec No	Pt
French	supplement	nombre speciale	partie
	annexe		part

Box 30 continued from previous page.

Language	Suppl	Spec No	Pt
German	Beiblatt	spezielle Zahl	Teil
	Beilage		
	Erganzung		
	Zusatz		
Italian	supplemento	numero speciale	parte
Russian	prilozenie	specialnaja	cast'
	dopolnenie		
Spanish	adjunto	numero especial	parte
	suplemento		
	anejo		

- Follow words with any number or letter found, as Suppl 1 and Pt A

- If a supplement is given a name rather than the usual letter or number, abbreviate significant words and omit other words such as articles, conjunctions, and prepositions. Use the word abbreviations lists found in Appendix A and Appendix B.

  Abstract Supplement   *becomes*   Abstr Suppl

  Supplement: Dementia   *becomes*   Suppl Dementia

  Supplement: AIDS in Children   *becomes*   Suppl AIDS Child

- Separate words with any accompanying number, letter, or name from the date by a semicolon

- Place parts only in parentheses

- End with a colon

  Examples:

2005;Suppl:	2005;(Pt 3):	2005;Spec No:
2005;Suppl A:	2005;(Pt B):	2005;Spec No 2:
2005;Suppl 1:	2005 Jan;(Pt 1):	2005 Jan;Spec No:
2005 Jan;Suppl:		
2005;Abstr Suppl:		

Box 31. Multiple years, months, or days of publication.

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

  2002-2003

  1997-1998

Box 31 continued from previous page.

> 1999-2000

- If months and days of the month are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

> 1999 Oct-2000 Mar

> 2002 Dec 7-2003 Jan 9

- Separate multiple months of publication and multiple days of the month by a hyphen

> 2005 Jan-Feb

> 1999 Dec-2000 Jan

> 2005 Feb 1-7

> 2004 Jan 25-31

- Separate multiple seasons by a hyphen, such as Fall-Winter. Do not abbreviate names of seasons.

Box 32. Non-English names for months.

- Translate names of months into English
- Abbreviate them to the first three letters
- Capitalize them
  For example:

> mayo = May

> luty = Feb

> brezen = Mar

Box 33. Seasons instead of months.

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them
  For example:

> balvan = Summer

> outomno = Fall

> hiver = Winter

> pomlad = Spring

- Separate multiple seasons by a hyphen, such as Fall-Winter

Box 35. **Options for dates.**

It is not NLM practice, but the date of publication may follow the author names in the list of references when the name-year system of in-text references is used.

- Use the year of publication only

- Enter the year after the last named author

- Place the volume number immediately following the type of medium

    NLM citation:

    Wilson JH, Singhoffer JH. Paradoxical embolus in evolution: report of a case. Dyn Cardiovasc Imaging [videocassette]. 1990;3(1):[presentation 2, 4 min.]. 1 videocassette: sound, color, 1/2 in.

    Name-year system citation:

    Wilson JH, Singhoffer JH. 1990. Paradoxical embolus in evolution: report of a case. Dyn Cardiovasc Imaging [videocassette]. 3(1):[presentation 2, 4 min.]. 1 videocassette: sound, color, 1/2 in.

Examples for Date of Publication

12. Article in audiovisual format with date showing month or other subdivision

13. Article in audiovisual format with date showing multiple months of publication

14. Article in audiovisual format with supplement to a date

Volume Number for Journal Articles in Audiovisual Formats (required)

General Rules for Volume Number

- Omit "volume", "vol.", and similar wording preceding the number
- Use arabic numbers only. For example: convert LX or Sixtieth to 60.
- Separate multiple volumes by a hyphen, such as 5-6 or 42-43
- No not follow volume number(s) with any punctuation unless there is no issue number or other subdivision to the volume, then follow with a colon

Specific Rules for Volume Number

- Further divisions to a volume other than an issue
- Non-English names for volume
- No volume number present

Box 36. **Further divisions to a volume other than an issue.**

A journal may publish a supplement, part, or special number to a volume.

- Capitalize and abbreviate the words used for such divisions, but do not end the abbreviated words with a period

    Supplement = Suppl

Box 36 continues on next page...

Box 36 continued from previous page.

> Part = Pt
>
> Special Number = Spec No

- Translate non-English words. See the following examples:

Language	Suppl	Spec No	Pt
French	supplement	nombre speciale	partie
	annexe		part
German	Beiblatt	spezielle Zahl	Teil
	Beilage		
	Erganzung		
	Zusatz		
Italian	supplemento	numero speciale	parte
Russian	prilozenie	specialnaja	cast'
	dopolnenie		
Spanish	adjunto	numero especial	parte
	suplemento		
	anejo		

- Follow words with any number or letter found, as Suppl 1 and Pt A

- If a supplement is given a name rather than the usual letter or number, abbreviate significant words and omit other words such as articles, conjunctions, and prepositions. Use the word abbreviations lists found in Appendix A and Appendix B.

> Abstract Supplement *becomes* Abstr Suppl
>
> Supplement: Dementia *becomes* Suppl Dementia
>
> Supplement: AIDS in Children *becomes* Suppl AIDS Child

- Separate words with any accompanying number, letter, or name from the volume number by a space except for parts

- Place parts only in parentheses

- End with a colon

  Examples:

2005;15 Suppl:	2004;16(Pt 2):	2003;6 Spec No:
2005;45 Suppl A:	2004;5(Pt A):	2003;2 Spec No 2:
2005 Mar;87 Suppl 1:	2004 Dec;24(Pt A):	2003 Jan;10 Spec No:
2005;3 Suppl Dementia:		

Box 37. **Non-English names for volume.**

- To help locate volumes, see the following list for the words and abbreviations used for volume in a variety of languages:

    aarg. aargang année anno año årg. årgang band bd. bind

    évf. évfolyam g. god god. godina godišté jaarg. jaargang

    jahrg. jahrgang köt. kötet r. ročník rocznik rok sv. svazek

    svezak t. tom tom. tome tomo tomus vol. volumen zv. zväzok zvezek

- Omit these names when creating a citation; use the number only

---

Box 38. **No volume number present.**

A volume number usually follows the date of publication. Occasionally a journal will publish a series of issues without volumes or will publish a supplement, part, or special number to a date of publication rather than to a volume or issue.

- If there are issues only, no volume numbers, follow the date of publication with a semicolon and the issue number. Place the issue number in parentheses.

    1995;(4):

- If a journal publishes a supplement, part, or special number to a date of publication rather than to a volume or issue:

    ○ Follow the date of publication with a semicolon

    ○ Capitalize and abbreviate the words used for such divisions, but do not end the abbreviated words with a period

        Supplement = Suppl

        Part = Pt

        Special Number = Spec No

    ○ Follow the words with any accompanying letter or number found, as Suppl 1 and Pt A

    ○ Place parts only in parentheses

    ○ End supplement, part, or special number information with a colon
    Examples:

2005;Suppl:	2005;(Pt 3):	2005;Spec No:
2005;Suppl A:	2005;(Pt B):	2005;Spec No 2:
2005;Suppl 1:	2005 Jan;(Pt 1):	2005 Jan;Spec No:
2005 Jan;Suppl:		

2005;Abstr Suppl:		

- If no volume numbers, issue numbers, supplements, parts, or special numbers are given, follow the date of publication with a colon and the location (pagination) and extent of the article

  2000:Side A [program 2, 34 min.].

  2004 Jan:[presentation 3, 12 min].

  2005 Winter:[article 1, 22 min.].

Examples for Volume Number

15. Article in audiovisual format with standard volume and issue

16. Article in audiovisual format with volume only, no issue

17. Article in audiovisual format with no volume, only issue

Issue Number for Journal Articles in Audiovisual Formats (required)

General Rules for Issue Number

- Omit "number", "no.", and other wording preceding the number
- Use arabic numbers only. For example: convert IV or Fourth to 4.
- Separate multiple issues by a hyphen, such 2-3
- Place issue information in parentheses
- End issue information with a colon unless further divisions, such as a supplement or part, exist (see Further divisions to an issue below)

Box 39. Further divisions to an issue.

A journal may publish a supplement, part, or special number to an issue.

- Capitalize and abbreviate the words used for such divisions, but do not end the abbreviated words with a period

  Supplement = Suppl

  Part = Pt

  Special Number = Spec No

- Translate non-English words. See the following examples:

Language	Suppl	Spec No	Pt
French	supplement	nombre speciale	partie
	annexe		part
German	Beiblatt	spezielle Zahl	Teil

Box 39 continued from previous page.

Language	Suppl	Spec No	Pt
	Beilage		
	Erganzung		
	Zusatz		
Italian	supplemento	numero speciale	parte
Russian	prilozenie	specialnaja	cast'
	dopolnenie		
Spanish	adjunto	numero especial	parte
	suplemento		
	anejo		

- Follow words with any number or letter found, as Suppl 1 and Pt A

- If a supplement is given a name rather than the usual letter or number, abbreviate significant words and omit other words such as articles, conjunctions, and prepositions. Use the word abbreviations lists found in Appendix A and Appendix B.

    Abstract Supplement   *becomes*   Abstr Suppl

    Supplement: Dementia   *becomes*   Suppl Dementia

    Supplement: AIDS in Children   *becomes*   Suppl AIDS Child

- Separate words with any accompanying number, letter, or name from the issue number by a space and place them in the parentheses used for the issue number

- End with a colon
  Examples:

2005;15(2 Suppl):	2004;16(2 Pt 2):	2003;6(3 Spec No):
2005;45(3 Suppl A):	2004;5(4 Pt A):	2003;2(1 Spec No 2):
2005 Mar;87(4 Suppl 1):	2004 Dec;24(1 Pt A):	2003 Jan;10(2 Spec No):
2005;3(2 Suppl Dementia):		

Specific Rules for Issue Number

- Further divisions to an issue
- Non-English names for issue
- No volume number present
- No issue number present

Box 40. Non-English names for issue.

- To help locate issues in languages other than English, see the following list of words and abbreviations used for issue (usually variations on the word number) in a variety of languages:

Box 40 continues on next page...

Box 40 continued from previous page.

čís. číslo fasc. fascicle fascicule fasciculus heft knižka

no. nommernr. numer número nummer sveska sz. szám

vypusk zesz. zeszyt zošit

- Omit these names when creating a citation; use the number only

---

Box 41. No volume number present.

- If there are issues only, no volume numbers, follow the date of publication with a semicolon and the issue number in parentheses

    1995;(4):

Box 42. No issue number present.

- If no issue number is found, follow the volume number with a colon and the location (pagination) and extent of the article

    2003;61:[program 4, 45 min.].

- If no issue or volume is found, follow date information with a colon and the location (pagination) and extent of the article

    2005 Jan:Side 3 [presentation 2; 14 min.].

Examples for Issue Number

15. Article in audiovisual format with standard volume and issue

16. Article in audiovisual format with volume only, no issue

17. Article in audiovisual format with no volume, only issue

Location (Pagination) for Journal Articles in Audiovisual Formats (required)

General Rules for Location (Pagination)

For articles on videocassette

- Begin location for articles on videocassette with a word and accompanying number or letter indicating the location of the article on the cassette
- Use whatever wording is supplied, often "segment", "program" or "article", such as segment 5; if no wording is supplied, use "presentation"
- Use arabic numbers only. For example: convert IV or Fourth to 4.
- Follow the word and number or letter indicating the location with a comma and the total length of the article, usually expressed in minutes or hours, abbreviated to min. and hr., such as 45 min.
- Place location information in square brackets
- End location information with a period placed outside the closing bracket

For articles on audiocassette

- Begin location for articles on audiocassette with an indication of which side of the cassette the article appears
- Use the word "Side" and follow it with the number or letter provided, such as Side 1 or Side A
- Use arabic numbers only. For example: convert II or Two to 2.
- Follow information on the side with a space and a beginning square bracket
- Give the word and accompanying number or letter indicating the location of the article on the cassette
- Use whatever wording is supplied, often "segment", "program" or "article", such as segment 5; if no wording is supplied, use "presentation"
- Use arabic numbers only. For example: convert IV or Fourth to 4.
- Follow the word and number or letter indicating the location with a comma, a space, and the total length of the article, usually expressed in minutes or hours, abbreviated to min. and hr., such as 10 min.
- End location information with a closing bracket and a period placed outside the closing bracket
- See Chapter 19 for articles on CD-ROM, DVD, or disk and Chapter 23 for articles on the Internet

Specific Rules for Location (Pagination)

- Article comprises the entire issue/cassette
- Audiocassette article appears on more than one side

Box 43. Article comprises the entire issue/cassette.

- Location in a citation to an article on videocassette usually begins with an indication of the placement of the article in the cassette, such as program 2 or segment 3

- Location in a citation to an article on audiocassette begins with an indication of the side or sides of the cassette on which the article resides, such as Side A or Side 1, followed by placement information, such as program 2 or segment 3

- Use arabic numbers only, so that Program One or Side I become Program 1 and Side 1

- If the entire issue of the journal is devoted to a single article, omit placement information and enclose in square brackets the total run time of the cassette in minutes or hours

    Examples:

    Hawkins RJ, Fowler PJ, Steadman JR. Anterior cruciate ligament reconstruction: bone-tendon-bone or hamstring. Issue Orthop [videocassette]. 1999;9:[2 hrs.]. 2 videocassettes: sound, color, 1/2 in.

    Belvedere PC. Cosmetic placement, indirect inlays, and resin reinforced bridges. Video J Dent [videocassette]. 1997;6(4):[90 min.]. 1 videocassette: sound, color, 1/2 in.

    Dunlevy C, Fix KN, Siegel AM, Hardin JC Jr, Kreisberg RE. Nicotine intervention in the hospital setting: reviews. Clin Adv Cardiorespir Care [audiocassette]:1994 Nov;6(2):Side 1-2 [42 min.].

Box 44. Audiocassette article appears on more than one side.

- Location in a citation to an article on audiocassette begins with an indication of the side or sides of the cassette on which the article resides, such as Side A or Side 1, followed by placement information, such as program 2 or segment 3

Box 44 continued from previous page.

- When an article appears on more than one side of an audiocassette, give the letters or numbers of both sides, separated by a hyphen, such as Side A-B and Side 1-2. Use arabic numbers only, so that Side II or Side Two becomes Side 2.

    Examples:

    Olsen RC. Irritable bowel syndrome. Audio Dig Fam Pract [audiocassette]. 1995 Oct 2;43(37):Side A-B [presentation 2, 34 min.]. 1 audiocassette: 1 7/8 ips.

    Dunlevy C, Fix KN, Siegel AM, Hardin JC Jr, Kreisberg RE. Nicotine intervention in the hospital setting: reviews. Clin Adv Cardiorespir Care [audiocassette]:1994 Nov;6(2):Side 1-2 [42 min.].

Examples Rules for Location (Pagination)

18. Article in audiovisual format with standard location

19. Article in audiovisual format comprising the entire issue/cassette

20. Article in audiocassette format appearing on more than one side

21. Article in audiovisual format with run time omitted

Physical Description for Journal Articles in Audiovisual Formats (optional)

General Rules for Physical Description

- Give information on the physical characteristics of the cassette. For example: 1 videocassette: sound, color, 1/2 in.

Specific Rules for Physical Description

- Language for describing physical characteristics

Box 45. **Language for describing physical characteristics.**

When a journal volume or issue is published on videocassette or audiocassette, follow the location with information on the physical characteristics of the cassette. Physical description is optional in a reference, but it may be included to provide useful information. For example, the size of an audiovisual indicates what equipment is needed to view it. Note that the words used in description are taken from ISO 832:1994 - *Rules for the abbreviation of bibliographic terms* and reflect standard library practice. See Appendix C for a list of commonly used English words and their abbreviations.

- Describe videocassettes using terms for the number of cassettes, whether or not it has sound or is silent, is filmed in color or black and white, and its size in inches

- Describe audiocassettes in terms of the number of inches per second (ips). The standard audiocassette is 2 in. x 4 in. and 1 7/8 ips. While audiocassettes are produced in a number of sizes, the standard size is used for scientific journals. Thus size is usually omitted from description of audiocassettes unless it deviates from the standard.

- Follow the number and type of cassette with a colon and a space. Separate other types of information by commas. End with a period.

Box 45 continues on next page...

Box 45 continued from previous page.

Typical words used to describe videocassettes include:

sound

silent

color

black & white

color with black & white

1/2 in. (standard videocassette size)

3/4 in. (non-standard videocassette size)

Examples of complete physical description statements for videocassettes:

1 videocassette: sound, color, 1/2 in.

1 videocassette: sound, color with black & white, 1/2 in.

2 videocassettes: sound, color, 1/2 in.

1 videocassette: silent, black & white, 3/4 in.

Typical words used to describe audiocassettes include:

1 7/8 ips. (standard audiocassette speed)

15/16 ips. (standard speed for microcassettes)

Examples of complete physical description statements for audiocassettes:

1 audiocassette: 1 7/8 ips.

2 audiocassettes: 1 7/8 ips.

Examples for Physical Description

1. Standard article in audiovisual format

Language for Journal Articles in Audiovisual Formats (required)

General Rules for Language

- Give the language of publication if other than English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Articles appearing in more than one language

Box 46. **Articles appearing in more than one language.**

- If an article is written in English as well as other languages:

    - Give the English language version of the article title

    - Indicate all languages of publication after the location (pagination), separated by commas

    - End the list of languages with a period
      Example: English, French, Spanish.

- If an article is written in more than one language and none of them is English:

    - Translate into English the version of the title that appears first

    - Place the translation in square brackets

    - Indicate all languages of publication after the location (pagination), separated by commas

    - End the list of languages with a period
      Example: Spanish, Italian.

- As an option, when an article title is written in two or more equal languages as often occurs in Canadian publications:

    - Give all titles in the order in which they are presented

    - Separate them with an equals sign with a space on either side

    - Indicate the languages after the location (pagination), separated by a comma

    - End the list of languages with a period
      Example:

        Prise en charge des thrombocytopenies induites par l'heparine = Management of heparin-induced thrombocytopenia.

Examples for Language

9. Article in audiovisual format with article title in a language other than English

Notes for Journal Articles in Audiovisual Formats (optional)

General Rules for Notes

- Notes is a collective term for any type of useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Article accompanied by a booklet or other type of material
- Other types of material to include in notes

Box 47. Article accompanied by a booklet or other type of material.

- If an audiovisual journal article has supplemental material accompanying it in the form of a booklet, syllabus, pre- or post-test, or other material, begin by citing the article. Add the phrase "Accompanied by: " followed by a description of the material.

    Reeder JD. MRI of osseous neoplasm. MRI Updates Musculoskelet MRI [videocassette]. 2003;16(5): [presentation 3, 35 min.]. 1 videocassette: sound, color, 1/2 in. Accompanied by: 1 syllabus.

    Olsen RC. Irritable bowel syndrome. Audio Dig Fam Pract [audiocassette]. 1995 Oct 2;43(37):Side A-B [presentation 2, 34 min.]. 1 audiocassette: 1 7/8 ips. Accompanied by: booklet with post-test.

Box 48. Other types of material to include in notes.

The notes element may be used to provide any information that the compiler of the reference feels is useful. For example:

- If the audiovisual article was sponsored by or prepared for a particular organization

    Baim DS, Sketch MH Sr. Four to six year outcome of Palmaz-Schatz stenting. ACCEL [audiocassette]. 1996 Jun;28(6):Side 3 [presentation 2]. 1 audiocassette: 1 7/8 ips. ACCEL is published by the American College of Cardiology.

- If the journal being cited is not a common one, the name of a library or other archive where it may be found, including any finding number. Begin with the phrase "Located at" followed by a colon and a space

    CAPOTEN: captopril. Drugs Devices [videocassette]. 1984 May;2(3):[presentation 4, 16 min.]. 1 videocassette: sound, color, 3/4 in. Located at: National Library of Medicine, Bethesda, MD; W1 DR892EG.

- If the audiovisual article contains material of particular interest to the audience that may not be apparent from the title

    Wolf JE Jr. Effect of low-fat diet on skin cancer. Dialogues Dermatol [audiocassette]. 1995 Dec;37(3):Side 2 [16 min.]. 1 audiocassette: 1 7/8 ips. Accompanied by: booklet with learning objectives, quiz, and bibliography. Interviewed by Stewart M. Brown.

Examples for Notes

22. Article in audiovisual format accompanied by a booklet or other material

23. Article in audiovisual format with supplemental note

Examples of Citations to Journal Articles in Audiovisual Formats

1. Standard article in audiovisual format

Vassar GJ, Harris JM, Teichman JM. Techniques in percutaneous nephrolithotomy using the Holmium:Yag laser. Videourol Times [videocassette]. 1998;11(2):[presentation 6, 10 min.]. 1 videocassette: sound, color, 1/2 in.

Kalloo AN. Nonsurgical management of gallstones. Johns Hopkins Med Grand Rounds [audiocassette]. 1993 Jun;19(5):Side E [presentation 4, 22 min.]. 1 audiocassette: 1 7/8 ips.

2. Article in audiovisual format with optional full first names for authors

Centurion, Virgilio; Caballero, Jean Carlos. Hyperopic shift after phacoemulsification in eyes with previous radial keratotomy. Video J Cataract Refract Surg [videocassette]. 2005;21(3):[presentation 3, 23 min.]. 1 videocassette: sound, color, 1/2 in.

Matsen, Frederick A. 3rd; Lazarus, Mark D. Pegged glenoid components in total shoulder arthroplasty. Video J Orthop [videocassette]. 2002 Sep;17(3):[presentation 1, 21 min.]. 1 videocassette: sound, color, 1/2 in.

3. Article in audiovisual format with author having designation of family rank

Ball WC Jr. Bronchiolitis obliterans organizing pneumonia. Johns Hopkins Med Grand Rounds [audiocassette]. 1990 May;16(5):Side G [presentation 5, 13 min.]. 1 audiocassette: 1 7/8 ips.

Baim DS, Sketch MH Sr. Four to six year outcome of Palmaz-Schatz stenting. ACCEL [audiocassette]. 1996 Jun;28(6):Side 3 [presentation 2]. 1 audiocassette: 1 7/8 ips.

Parrish RK 2nd. Cataract and argon laser trabeculoplasty in glaucoma. Audio Dig Ophthalmol [audiocassette]. 1994 Mar 17;32(6):Side A-B [60 min.]. 1 audiocassette: 1 7/8 ips.

Slade SG, Chayet AS, Wachler BS, Soloway BD, Chotiner B, Milne HL 3rd, Tooma T, Vukich J. Update in refractive surgery: techniques and technologies. Video J Cataract Refract Surg [videocassette]. 2005;21(3): [presentation 1, 173 min.]. 1 videocassette: sound, color, 1/2 in.

4. Article in audiovisual format with author having prefix or particle

Van der Werf F. Cobalt. Eur Video J Cardiol [videocassette]. 1996;4(6):[presentation 1, 20 min.]. 1 videocassette: sound, color, 1/2 in.

Van Meter QL. Constitutional short stature: the diagnosis of exclusion. Audio Dig Pediatr [audiocassette]. 1995 Oct 24;41(20):Side A [presentation 1, 38 min.] 1 audiocassette: 1 7/8 ips.

Schwarten DE, van Breda A. New intervention devices. RSNA Today [videocassette]. 1993;7(2):[presentation 3, 21 min.]. 1 videocassette: sound, color, 1/2 in.

McAninch JW, Dixon CM, Kaula NF. Free skin graft urethroplasty of complex stricture. Videourology [videocassette]. 1999;12(4):[presentation 5, 11:30 min.]. 1 videocassette: sound, color, 1/2 in.

DeSalvo J, Preston CA, Riopelle J, Heaton JF. Rapid-sequence intubation: case presentations/panel discussion. Audio Dig Emerg Med [audiocassette]. 1995 Oct 16;12(20):Side B [presentation 2, 19 min.]. 1 audiocassette: 1 7/8 ips.

5. Article in audiovisual format with author having compound last name

South-Paul JE. Common gynecologic complaints. Audio Dig Fam Pract [audiocassette]. 1995 Dec 4;43(45):Side A [presentation 1, 28 min.]. 1 audiocassette: 1 7/8 ips.

de Vere White RW. Early detection of prostate cancer. Audio Dig Intern Med [audiocassette]. 1991 Oct 23;38(20):Side A-B [presentation 3, 10 min.]. 1 audiocassette: 1 7/8 ips.

6. Article in audiovisual format with editors instead of authors

Sanger JM, Sanger JW, editors. Cell motility and the cytoskeleton. Cell Motil Cytoskelet Video Suppl [videocassette]. 1998;(5):[60 min.]. 1 videocassette: sound, color with black & white, 1/2 in.

7. Article in audiovisual format with no author found

OPO certification. Transpl Video J [videocassette]. 2000 Fall;(12):[presentation 2, 8 min.]. 1 videocassette: sound, color, 1/2 in.

8. Article in audiovisual format with author affiliation included

Nakada SY (University of Wisconsin, Madison, WI), Moon TD (University of Wisconsin, Madison, WI), Wolf JS Jr (University of Michigan, Ann Arbor, MI). Hand-assisted laparoscopic renal surgery. Videourol Times [videocassette]. 1998;11(2):[presentation 1, 12 min.]. 1 videocassette: sound, color, 1/2 in.

Ezekowitz MD (Hahnemann Medical College, Philadelphia, PA). Antithrombotic agents in cardiothoracic surgery. VJCTS [videocassette]. 2001 4th Quarter;16(4):[segment 2, 13 min.]. 1 videocassette: sound, color, 1/2 in.

9. Article in audiovisual format with article title in a language other than English

Baraldini M, Ventrucci M, Cipolla A, Conci T, Calliv R, Roda A, Roda E. [A new, safe and simple breath test for the diagnosis of impaired digestion]. Video Riv Ital Med Chir [videocassette]. 1993 Sep-Dec;6(3):[article 2, 16 min.]. 1 videocassette: sound, color, 1/2 in. Italian.

with original language added

Baraldini M, Ventrucci M, Cipolla A, Conci T, Calliv R, Roda A, Roda E. Un nuovo, sicuro e semplice breath test per la diagnosi di maldigestione [A new, safe and simple breath test for the diagnosis of impaired digestion]. Video Riv Ital Med Chir [videocassette]. 1993 Sep-Dec;6(3):[article 2, 16 min.]. 1 videocassette: sound, color, 1/2 in. Italian.

10. Article in audiovisual format with article title constructed

Ruddle CJ, McKinley B, Taylor P, Schilder H, Morrison RS, Pederson DL. [Endodontics]. Dent Technol [videocassette]. 1993;1(2):[30 min.]. 1 videocassette: sound, color, 1/2 in.

[US transplant games]. Transpl Video J [videocassette]. 2000;Suppl:[11 min.]. 1 videocassette: sound, color, 1/2 in.

11. Article in audiovisual format with journal title having an edition

Connell E, Tatum H, Grimes D. Contraceptive science: a status report. First Image (OB GYN Ed) [videocassette]. 1986 May-Jun;1(6):[presentation 2, 17 min.]. 1 videocassette: sound, color, 3/4 in.

12. Article in audiovisual format with date showing month or other subdivision

Kalloo AN. Nonsurgical management of gallstones. Johns Hopkins Med Grand Rounds [audiocassette]. 1993 Jun;19(5):Side E [presentation 4, 22 min.]. 1 audiocassette: 1 7/8 ips.

OPO certification. Transpl Video J [videocassette]. 2000 Fall;(12):[presentation 2, 8 min.]. 1 videocassette: sound, color, 1/2 in.

Ezekowitz MD (Hahnemann Medical College, Philadelphia, PA). Antithrombotic agents in cardiothoracic surgery. VJCTS [videocassette]. 2001 4th Quarter;16(4):[segment 2, 13 min.]. 1 videocassette: sound, color, 1/2 in.

13. Article in audiovisual format with date showing multiple months of publication

Connell E, Tatum H, Grimes D. Contraceptive science: a status report. First Image (OB GYN Ed) [videocassette]. 1986 May-Jun;1(6):[presentation 2, 17 min.]. 1 videocassette: sound, color, 3/4 in.

14. Article in audiovisual format with supplement to a date

[US transplant games]. Transpl Video J [videocassette]. 2000;Suppl:[11 min.]. 1 videocassette: sound, color, 1/2 in.

15. Article in audiovisual format with standard volume and issue

Bradley WG Jr. MR of degenerative disc disease. MRI Updates Musculoskelet MRI [videocassette]. 2003;16(5): [presentation 1, 41 min.]. 1 videocassette: sound, color, 1/2 in.

Wolf JE Jr. Effect of low-fat diet on skin cancer. Dialogues Dermatol [audiocassette]. 1995 Dec ;37(3) :Side 2 [16 min.]. 1 audiocassette: 1 7/8 ips.

16. Article in audiovisual format with volume only, no issue

Hawkins RJ, Fowler PJ, Steadman JR. Anterior cruciate ligament reconstruction: bone-tendon-bone or hamstring. Issue Orthop [videocassette]. 1999;9:[2 hrs.]. 2 videocassettes: sound, color, 1/2 in.

17. Article in audiovisual format with no volume, only issue

OPO certification. Transpl Video J [videocassette]. 2000 Fall;(12):[presentation 2, 8 min.]. 1 videocassette: sound, color, 1/2 in.

18. Article in audiovisual format with standard location

Pohost GM. NMR spectroscopy and imaging of the heart. Video J Cardiol [videocassette]. 1990;5(3):[article 1, 17 min.]. 1 videocassette: sound, color, 1/2 in.

Wilson JH, Singhoffer JH. Paradoxical embolus in evolution: report of a case. Dyn Cardiovasc Imaging [videocassette]. 1990;3(1):[presentation 2, 4 min.]. 1 videocassette: sound, color, 1/2 in.

Demeure MJ. Strategies for parathyroid reoperation. VJGS [videocassette]. 1996 4th Quarter;5(4):[segment 3, 25 min.]. 1 videocassette: sound, color, 1/2 in.

Wolf JE Jr. Effect of low-fat diet on skin cancer. Dialogues Dermatol [audiocassette]. 1995 Dec ;37(3) :Side 2 [16 min.]. 1 audiocassette: 1 7/8 ips.

Sachs MI. Allergy testing: a dying dinosaur? Audio Dig Pediatr [audiocassette]. 1995 Dec 5;41(23):Side B [presentation 2, 22 min.]. 1 audiocassette: 1 7/8 ips.

19. Article in audiovisual format comprising the entire issue/cassette

Hawkins RJ, Fowler PJ, Steadman JR. Anterior cruciate ligament reconstruction: bone-tendon-bone or hamstring. Issue Orthop [videocassette]. 1999;9:[2 hrs.]. 2 videocassettes: sound, color, 1/2 in.

Belvedere PC. Cosmetic placement, indirect inlays, and resin reinforced bridges. Video J Dent [videocassette]. 1997;6(4):[90 min.]. 1 videocassette: sound, color, 1/2 in.

[US transplant games]. Transpl Video J [videocassette]. 2000;Suppl:[11 min.]. 1 videocassette: sound, color, 1/2 in.

Oleska JM. Lessons learned from the AIDs epidemic. Audio Dig Pediatr [audiocassette]. 1995 Sep 5;41(17):Side A-B [60 min.]. 1 audiocassette: 1 7/8 ips. Accompanied by: booklet with pre- and post-test questions.

Dunlevy C, Fix KN, Siegel AM, Hardin JC Jr, Kreisberg RE. Nicotine intervention in the hospital setting: reviews. Clin Adv Cardiorespir Care [audiocassette]:1994 Nov;6(2):Side 1-2 [42 min.].

20. Article in audiocassette format appearing on more than one side

Olsen RC. Irritable bowel syndrome. Audio Dig Fam Pract [audiocassette]. 1995 Oct 2;43(37):Side A-B [presentation 2, 34 min.]. 1 audiocassette: 1 7/8 ips. Accompanied by: booklet with post-test.

21. Article in audiovisual format with run time omitted

Baim DS, Sketch MH Sr. Four to six year outcome of Palmaz-Schatz stenting. ACCEL [audiocassette]. 1996 Jun;28(6):Side 3 [presentation 2]. 1 audiocassette: 1 7/8 ips.

22. Article in audiovisual format accompanied by a booklet or other material

Reeder JD. MRI of osseous neoplasm. MRI Updates Musculoskelet MRI [videocassette]. 2003;16(5): [presentation 3, 35 min.]. 1 videocassette: sound, color, 1/2 in. Accompanied by: 1 syllabus.

Olsen RC. Irritable bowel syndrome. Audio Dig Fam Pract [audiocassette]. 1995 Oct 2;43(37):Side A-B [presentation 2, 34 min.]. 1 audiocassette: 1 7/8 ips. Accompanied by: booklet with post-test.

23. Article in audiovisual format with supplemental note

Wolf JE Jr. Effect of low-fat diet on skin cancer. Dialogues Dermatol [audiocassette]. 1995 Dec ;37(3) :Side 2 [16 min.]. 1 audiocassette: 1 7/8 ips. Accompanied by: booklet with learning objectives, quiz, and bibliography. Interviewed by Stewart M. Brown.

CAPOTEN: captopril. Drugs Devices [videocassette]. 1984 May;2(3):[presentation 4, 16 min.]. 1 videocassette: sound, color, 3/4 in. Located at: National Library of Medicine, Bethesda, MD; W1 DR892EG.

Baim DS, Sketch MH Sr. Four to six year outcome of Palmaz-Schatz stenting. ACCEL [audiocassette]. 1996 Jun;28(6):Side 3 [presentation 2]. 1 audiocassette: 1 7/8 ips. ACCEL is published by the American College of Cardiology.

B. Sample Citation and Introduction to Citing Journal Titles in Audiovisual Formats

Reference to an entire journal may be made in a reference list. The general format for a reference to a journal title in audiovisual format, including punctuation:
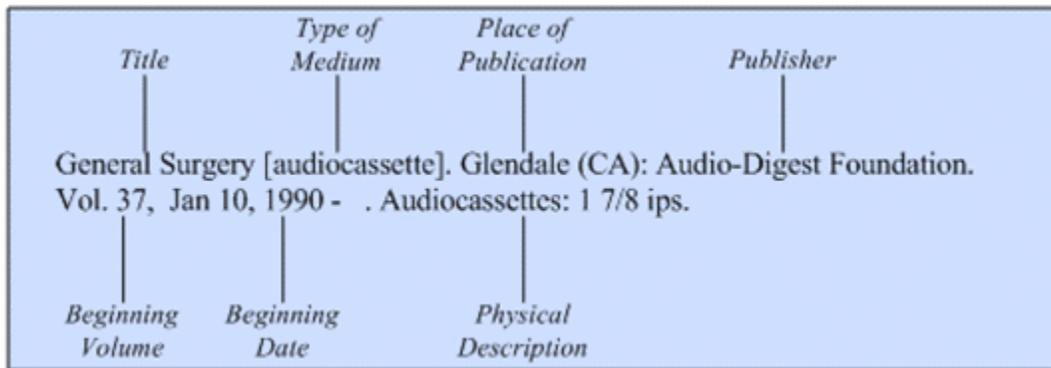
- **for a title continuing to be published:**

- for a title that ceased publication:
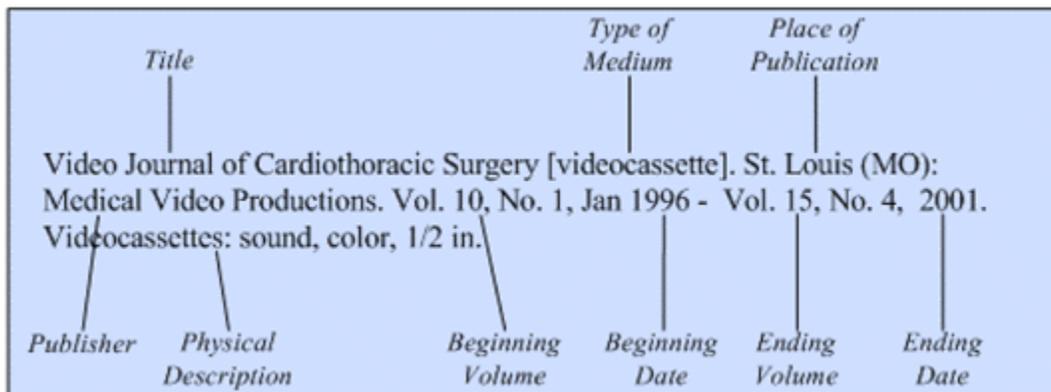
Examples of Citations to Journal Titles in Audiovisual Formats

If a journal is still being published, as shown in the first example, follow volume and date information with a hyphen and three spaces. If a journal has ceased publication, as in example two, separate the beginning and ending volume and date information with a hyphen with a space on either side. Because examples of journal titles published on videocassette or audiocassette are few in number compared to journal titles in print format, see also Chapter 1C Entire Journal Titles for additional examples of the specific parts of a citation.

Journal titles in audiovisual format are usually found in videocassette or audiocassette form. With the advent of CD-ROM and the Internet, many of these titles either ceased to exist or migrated to the newer formats, but a few continue to be published and older titles continue to be cited. Cite titles in audiovisual format using the standard format for print journal titles (see Chapter 1C), but because special equipment is needed to view these materials, add the appropriate type of medium, i.e., [videocassette] or [audiocassette], after the title.

The physical description of an audiovisual is optional in a reference but may be included to provide useful information. For example, a journal on videocassette may be provided in either 1/2 in. or 3/4 in. formats, and different equipment is needed to view them. Other information that also may be provided in the physical description is whether or not the journal is displayed in color or black and white, or has sound. See Physical Description in the next section for details.

Journals frequently change titles and publishers over time. When citing a journal, always provide information on the latest title and publisher unless you are citing an earlier version. If you wish to cite all volumes for a journal that has changed title, provide a separate citation for each title. For example:

General Surgery [audiocassette]. Glendale (CA): Audio-Digest Foundation. Vol. 37, No. 1, Jan 10, 1990 -   . Audiocassettes: 1 7/8 ips. Continues: Audio-digest. Surgery.

Audio-digest. Surgery [audiocassette]. Glendale (CA): Audio-Digest Foundation. Vol. 1, Jan 29, 1954 - Vol. 36, Dec 20, 1989. Audiocassettes: 1 7/8 ips. Continued by: General Surgery.

It is not correct to cite this title as:

General Surgery [audiocassette]. Glendale (CA): Audio-Digest Foundation. Vol. 1, Jan 29, 1954 -   . Audiocassette: 1 7/8 ips.

Authoritative information on a journal in an audiovisual format, in order of preference, may be found on: (1) the opening screens or wording, (2) the case containing the audiovisual, and (3) any accompanying printed material.

Note that the rules for creating references to journal titles are not the same as the rules for cataloging them. Therefore records found in the NLM LocatorPlus and the NLM Catalog databases will not always agree with the instructions presented here.

Continue to Citation Rules with Examples for Journal Titles in Audiovisual Formats.

Continue to Examples of Citations to Journal Titles in Audiovisual Formats.

Citation Rules with Examples for Journal Titles in Audiovisual Formats

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Title (R) | Edition (R) | Type of Medium (R) | Editor (O) | Place of Publication (R) | Publisher (R) | Volume Number (R) | Issue Number (R) | Date of Publication (R) | Physical Description (O) | Language (R) | Notes (O)

Title for Journal Titles in Audiovisual Formats (required)

General Rules for Title

- Enter a journal title in the original language
- Do not abbreviate any words or omit any words
- Use whatever capitalization and punctuation are found within the title
- Follow the title with a colon and any subtitle that appears
- Follow a non-English title with a translation whenever possible; place the translation in square brackets
- End the journal title with a space

Specific Rules for Title

- Journal titles not in English
- Journals appearing in more than one language
- Journals appearing in different editions

Box 49. **Journal titles not in English.**

- For non-English journal titles appearing in the roman alphabet (French, German, Spanish, Italian, etc.), provide the name in the original language

    Video-Revista de Cirugia [videocassette].

- For a journal title in a non-roman alphabet:

Box 49 continues on next page...

Box 49 continued from previous page.

- ○ Romanize (write in the roman alphabet) the title if it is in Cyrillic, Greek, Arabic, Hebrew, or Korean, or in a character-based language (Chinese, Japanese)

    Nervnaia Perevozka [videocassette].

    Momaku Fukuijutsu [videocassette].

    [It is not NLM practice, but you may translate journal titles in character-based languages.]

    Retinal Surgery [videocassette].

- ○ A good authority for romanization is the *ALA-LC Romanization Tables*

- For a journal appearing in two equal languages, as often occurs with Canadian journals:
  - ○ Begin with the title in the language appearing first in the publication
  - ○ Include an equals sign with a space on either side
  - ○ End with the title in the second language

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - ○ Treat a letter marked with diacritics or accents as if it were not marked

    Å   *treated as*   A

    Ø   *treated as*   O

    Ç   *treated as*   C

    Ł   *treated as*   L

    à   *treated as*   a

    ĝ   *treated as*   g

    ñ   *treated as*   n

    ü   *treated as*   u

  - ○ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

    æ   *treated as*   ae

    œ   *treated as*   oe

- Provide an English translation after the original language title whenever possible; place translations in square brackets

    Video Rivista Italiana di Gastroenterologia (Edizione Endoscopia Digestiva) [Italian Video Review of Gastroenterology (Digestive Endoscopy Edition)] [videocassette].

Box 50. Journals appearing in more than one language.

- For a journal appearing in two equal languages, as often occurs with Canadian journals:

Box 50 continued from previous page.

- ○ Begin with the title in the first language found, in order of preference: on the opening screens of the issue, on the carrying case, or on accompanying printed material

- ○ Include an equals sign with a space on either side

- ○ End with the title in the second language followed by a space and the type of medium, placed in square brackets

- ○ List all languages after the date of publication (and Physical Description, if found). Separate the languages by commas; end the list with a period.

  Example:

  Canadian Family Physician = Medecin de Famille Canadien [videocassette].

- For a journal title appearing in multiple languages:

  - ○ Give the title in the first language found, in order of preference: on the opening screens of the issue, on the carrying case, or on accompanying printed material

  - ○ List all languages of publication after the date of publication (and Physical Description, if found). Separate the languages by commas; end the list with a period.

    Example:

    Video-Revista de Cirugia [videocassette]. Barcelona: Asociacion Europea de Video-Cirugia. Vol. 1, 1984 -   . Videocassettes: sound, color, 1/2 in. Spanish, English, French, Italian.

Box 51. Journals appearing in different editions.

If a journal is published in more than one edition:

- Capitalize all significant words in edition information

- Separate the edition from the title proper by a space and place it in parentheses

- End all title information with the medium of the journal, placed in square brackets, followed by a period

  Examples:

  Video Rivista Italiana di Gastroenterologia (Edizione Endoscopia Digestiva) [videocassette].

  First Image: the Video Journal of Medicine (OB/GYN Edition) [videocassette].

Examples for Title

1. Standard audiovisual journal title that is still being published

2. Standard audiovisual journal title that has ceased publication

4. Audiovisual journal title with edition

5. Audiovisual journal title not in English

6. Audiovisual journal title not in English, with optional translation

7. Audiovisual journal title published in multiple languages

Edition for Journal Titles in Audiovisual Formats (required)

General Rules for Edition

- Indicate the edition/version being cited after the title, if a journal is published in more than one edition or version
- Do not abbreviate any words or omit any words
- Use whatever capitalization and punctuation are found in the edition statement
- Place the edition statement in parentheses, such as (British Edition)
- End the edition statement with a space

Specific Rules for Edition

- Non-English words for editions

Box 52. Non-English words for editions.

- For non-English edition statements written in the roman alphabet (French, German, Spanish, Italian, etc.):

  - Give the name in the original language

  - Separate the edition from the title proper by a space and place it in parentheses

  - End all the title information with the medium of the journal, placed in square brackets, followed by a period

    Example:

    Video Rivista Italiana di Gastroenterologia. Edizione Endoscopia Digestiva.

    becomes

    Video Rivista Italiana di Gastroenterologia (Edizione Endoscopia Digestiva) [videocassette].

- For an edition statement written in Cyrillic, Greek, Arabic, Hebrew, Korean or in a character-based language such as Chinese and Japanese:
  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables*
  - Separate the edition from the title proper by a space and place it in parentheses
  - End all title information with the medium of the journal, placed in square brackets, followed by a period
  - It is not NLM practice, but you may translate journal titles and their editions in a character-based language

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat a letter marked with diacritics or accents as if it were not marked

    Å   *treated as*   A

    Ø   *treated as*   O

Box 52 continues on next page...

Box 52 continued from previous page.

Ç	*treated as*	C
Ł	*treated as*	L
à	*treated as*	a
ĝ	*treated as*	g
ñ	*treated as*	n
ü	*treated as*	u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

æ	*treated as*	ae
œ	*treated as*	oe

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

Language	Word	Abbreviation
Danish	Oplag	n.a.
Dutch	Uitgave	Uitg
	Editie	Ed
Finnish	Julkaisu	Julk
French	Edition	Ed
German	Ausgabe	Ausg
Greek	Ekdosis	Ekd
Italian	Edizione	Ed
Norwegian	Publikasjon	Pub
Portuguese	Edicao	Ed
Russian	Izdanie	Izd
Spanish	Edicion	Ed
Swedish	Upplaga	n.a.

Examples for Edition

4. Audiovisual journal title with edition

Type of Medium for Journal Titles in Audiovisual Formats (required)

General Rules for Type of Medium

- Indicate the type of medium (audiocassette, videocassette, etc.) following the title (and edition, if present)
- Place the name of the medium in square brackets, such as "[videocassette]"
- End medium information with a period, placed outside the closing bracket
- See Chapter 19B for journal titles on CD-ROM, DVD, or disk; see Chapter 23B for journals on the Internet

Examples for Type of Medium

1. Standard audiovisual journal title that is still being published

2. Standard audiovisual journal title that has ceased publication

Editor for Journal Titles in Audiovisual Formats (optional)

General Rules for Editor

- Give the name of the current (or last) editor
- Enter the name of the editor in natural order. For example: John A. Jones.
- Follow the name with a comma and the word "editor"
- End editor information with a period

Specific Rules for Editor

- Names not in English

Box 53. **Names not in English.**

- Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese. Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Capitalize only the first letter of romanized names when the original initial is represented by more than one letter

    Iu. A. Iakontov

    G. Th. Tsakalos

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat a letter marked with diacritics or accents as if it were not marked

        Å *treated as* A

        Ø *treated as* O

        Ç *treated as* C

        Ł *treated as* L

        à *treated as* a

        ĝ *treated as* g

        ñ *treated as* n

        ü *treated as* u

Box 53 continues on next page...

Box 53 continued from previous page.

- ○ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

    æ   *treated as*   ae

    œ   *treated as*   oe

- To assist in identifying editors, below is a brief list of non-English words for editor:

Language	Word for Editor
French	redacteur
	editeur
German	redakteur
	herausgeber
Italian	redattore
	curatore
	editore
Russian	redaktor
	izdatel
Spanish	redactor
	editor

Place of Publication for Journal Titles in Audiovisual Formats (required)

General Rules for Place of Publication

- Place is defined as the city where the journal was published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as London (ON) and London (England)
- End place information with a colon

Specific Rules for Place of Publication

- Non-US cities
- Multiple places of publication
- No place of publication can be found

Box 54. **Non-US cities.**

- Use the anglicized form for the name of a city, e.g., Rome for Roma and Moscow for Moskva

- Follow Canadian cities with the two-letter abbreviation for the name of the province

Box 54 continues on next page...

Box 54 continued from previous page.

Montreal (QC):

Ottawa (ON):

- If the city is not well known or could be confused with another city of the same name, follow the city with name of the country, either written out or as the two-letter ISO country code (see Appendix D). Use the anglicized form of the name, e.g., Spain for Espana. Place the country name or code in parentheses.

London:

Rome:

Paris:

Madrid:

but

Malaga (Spain): *or* Malaga (ES):

Basel (Switzerland): *or* Basel (CH):

Oxford (England): *or* Oxford (GB):

- As an option, use the country name after all cities not in the US or Canada

---

Box 55. Multiple places of publication.

- If a journal has changed publishers over the years or if the publisher has changed its location, give the place of publication of the current (or last) publisher
- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.
- As an option, if one place is a US city and the others are not, use the US one

---

Box 56. No place of publication can be found.

- If no place can be found but one can be reasonably inferred, such as Chicago as the place of publication for a journal of the American Medical Association, put the place name in square brackets

- If no place of publication can be found or inferred, use the words "place unknown" in square brackets

    Drugs & Devices [videocassette]. [place unknown]: International Therapeutics Update Ltd. Vol. 1, No. 1, 1983 - Vol. 2, No. 4, 1984. Videocassettes: sound, color, 3/4 in.

Examples for Place of Publication

8. Audiovisual journal title with well-known place of publication

9. Audiovisual journal title with lesser-known place of publication

10. Audiovisual journal title with unknown place of publication

Publisher for Journal Titles in Audiovisual Formats (required)

General Rules for Publisher

- Record the name of the publisher as it appears in the journal, using whatever capitalization and punctuation are found there
- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- End publisher information with a period

Specific Rules for Publisher

- Abbreviated words in publisher names
- Non-English publishers
- Government agencies and other national and international bodies as publisher
- Multiple publishers
- Joint publication
- No publisher can be found

Box 57a. **Abbreviated words in publisher names.**

- Abbreviate commonly used words in publisher names, if desired

    Examples:

    Acad. for Academy

    Assoc. for Association

    Co. for Company

    Coll. for College

    Corp. for Corporation

    Dept. for Department

    Div. for Division

    Inst. for Institute or Institution

    Ltd. for Limited

    Soc. for Society

    Univ. for University

    See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

- Follow all abbreviated words with a period

Box 57. Non-English publishers.

- Give publisher names appearing in the roman alphabet (French, Spanish, Italian, etc.) in their original language

    Rome: Societa Editrice Universo.

    Lisbon: Imprensa Medica.

- Romanize names presented in Cyrillic, Greek, Arabic, Hebrew, Korean, and character-based languages (Chinese, Japanese)

    Sofia (Bulgaria): Sofia Medizina i Fizkultura.

- If the name of a division or other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

    Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - Treat letters marked with diacritics or accents as if they are not marked
        - Å *treated as* A
        - Ø *treated as* O
        - Ç *treated as* C
        - Ł *treated as* L
        - à *treated as* a
        - ĝ *treated as* g
        - ñ *treated as* n
        - ü *treated as* u

    - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ *treated as* ae

        œ *treated as* oe

- If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.

    Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press].

- As an option, you may translate all publisher names not in English

    Aarhus (Denmark): Aarhus University Press.

Box 58. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

Box 58 continues on next page...

Box 58 continued from previous page.

> National Cancer Institute (US).
>
> National Society on Alcoholism and Drug Dependence (NZ).
>
> Royal Society of Medicine Press Ltd. (GB).
>
> Royal College of Physicians (AU), Paediatrics & Child Health Division.

- Do not confuse the publisher with the distributor of documents for the publisher. The most common distributors of US government publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency making the publication available as the publisher and include distributor information as a note.

  > European Video Journal of Cardiology [videocassette]. [place unknown]: ESC. Vol. 1, No. 1, 1992 - Vol. 4, No. 6, 1996. Videocassettes: sound, color, 1/2 in. Distributed by Kluwer Academic Publishers, Hingham, MA.

Box 59. Multiple publishers.

- If a journal has changed publishers over the years, give the name of the current (or last) publisher
- If more than one publisher is found in a document, use the first one given or the one set in the largest type or set in bold
- An alternative is to use the publisher likely to be most familiar to the audience of the reference list, e.g., an American publisher for a US audience and a London publisher for a British one
- Do not list multiple publishers. For publications with joint or co-publishers, use the name provided first as the publisher and include the name of the second as a note, if desired, such as "Jointly published by the Canadian Pharmacists Association".
- End publisher information with a period

Box 60. Joint publication.

- For publications with joint or co-publishers, use the name provided first as the publisher
- Include the name of the second publisher as a note, if desired
- Do not list multiple publishers
- End publisher information with a period

Box 61. No publisher can be found.

- If no publisher can be determined, use the words "publisher unknown" placed in square brackets

---

Examples for Publisher

11. Audiovisual journal title with well-known publisher

12. Audiovisual journal title with publisher having subsidiary part

Volume Number for Journal Titles in Audiovisual Formats (required)

General Rules for Volume Number

- Precede the number with "Vol.", regardless of the particular word for volume used by the journal
- Use arabic numbers only. For example: convert LX or Sixtieth to 60.
- Separate multiple volumes by a hyphen. For example: 5-6 or 42-43.
- Follow volume number(s) with a comma

Specific Rules for Volume Number

- Non-English names for volume
- No volume number present

Box 62. Non-English names for volume.

- Use only the English word for volume and abbreviate it to "Vol."

- To help locate volumes, see the following list for the words and abbreviations used for volume in a variety of languages:

  aarg. aargang année anno año årg. årgang band bd. bind

  évf. évfolyam g. god god. godina godišté jaarg. jaargang

  jahrg. jahrgang köt. kötet r. ročník rocznik rok sv. svazek

  svezak t. tom tom. tome tomo tomus vol. volumen zv. zväzok zvezek

---

Box 63. No volume number present.

- If no volume number is present, follow the publisher with the issue number

  Perspectives: the Joint Commission Television Journal [videocassette]. Chicago: New Year Productions. No. 1, 1987 - No. 4, 1988. Videocassettes: sound, color, 1/2 in.

- If no volume number or issue number is present, follow the publisher with the beginning year of publication. Precede the year with the name and day of the month or season, if provided.

  Health Plans, HIPAA, and COBRA Update: Current ERISA, Tax, and Other Issues for Attorneys, Administrators, Insurers, and Consultants [videocassette]. Philadelphia: American Law Institute-American Bar Association Committee on Continuing Professional Education. 1998 -   . Videocassettes: sound, color, 1/2 in.

  AMT video digest [videocassette]. Chicago: American Medical Association. Aug 1991-Sep 1992. Videocassettes: sound, color, 1/2 in.

Examples for Volume Number

13. Audiovisual journal title with volume and issue number

14. Audiovisual journal title with issue number, but no volume

15. Audiovisual journal title without volume or issue numbers

Issue Number for Journal Titles in Audiovisual Formats (required)

General Rules for Issue Number

- Precede the issue number with "No.", regardless of the particular word for issue used by the journal
- Use arabic numbers only. For example: convert IV or Fourth to 4.
- Separate multiple issues by a hyphen, such as 2-3
- Follow issue information with a comma

Specific Rules for Issue Number

- Non-English names for issue
- No volume number present
- No issue number present
- Options for issues

Box 64. Non-English names for issue.

- Use only "number", the English word for issue, and abbreviate it to "No."

- To help locate issues in languages other than English, see the following list of words and abbreviations used for issue (usually variations on the word number) in a variety of languages:

  čís. číslo fasc. fascicle fascicule fasciculus heft knižka

  no. nommernr. numer número nummer sveska sz. szám

  vypusk zesz. zeszyt zošit

Box 65. No volume number present.

- If no volume number is present, follow the publisher with the issue number:

  Perspectives: the Joint Commission Television Journal [videocassette]. Chicago: New Year Productions. No. 1, 1987 - No. 4, 1988. Videocassettes: sound, color, 1/2 in.

- If no volume number or issue number is present, follow the publisher with the beginning year of publication. Precede the year with the name and day of the month or season, if provided.

  Health Plans, HIPAA, and COBRA Update: Current ERISA, Tax, and Other Issues for Attorneys, Administrators, Insurers, and Consultants [videocassette]. Philadelphia: American Law Institute-American Bar Association Committee on Continuing Professional Education. 1998 -   . Videocassettes: sound, color, 1/2 in.

  AMT video digest [videocassette]. Chicago: American Medical Association. Aug 1991-Sep 1992. Videocassettes: sound, color, 1/2 in.

Box 66. No issue number present.

- If no issue number is present but a volume number can be found, follow the publisher with the volume number and beginning date

Box 66 continued from previous page.

> Waltham forum video for small animal practitioners [videocassette]. Lawrenceville (NJ): Veterinary Learning Systems Co. Vol. 1, 1991 -   . Videocassettes: sound, color, 1/2 in.

- If no volume number or issue number is present, follow the publisher with the beginning year of publication. Precede the year with the name and day of the month or season, if provided.

> Health Plans, HIPAA, and COBRA Update: Current ERISA, Tax, and Other Issues for Attorneys, Administrators, Insurers, and Consultants [videocassette]. Philadelphia: American Law Institute-American Bar Association Committee on Continuing Professional Education. 1998 -   . Videocassettes: sound, color, 1/2 in.

> AMT video digest [videocassette]. Chicago: American Medical Association. Aug 1991-Sep 1992. Videocassettes: sound, color, 1/2 in.

Box 67. Options for issues.

- If a journal began publishing with volume one, number one, you may omit the issue number:

> Gastroenterology [audiocassette]. Glendale (CA): Audio-Digest Foundation. Vol. 1, No. 1, Apr 30, 1987 -   . Audiocassettes: 1 7/8 ips.

> *or*

> Gastroenterology [audiocassette]. Glendale (CA): Audio-Digest Foundation. Vol. 1, Apr 30, 1987 -   . Audiocassettes: 1 7/8 ips.

Examples for Issue Number

13. Audiovisual journal title with volume and issue number

14. Audiovisual journal title with issue number, but no volume

15. Audiovisual journal title without volume or issue numbers

Date of Publication for Journal Titles in Audiovisual Formats (required)

General Rules for Date of Publication

- Include the month and year the journal began to be published, in that order, such as May 2004
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Use English names for months and abbreviate them to the first three letters, such as Jan
- End beginning date information with a hyphen, three spaces, and a period if the journal is still being published
- End beginning date information with a hyphen with a space on either side, if the journal ceased publication. Enter closing volume and issue information followed by a comma and the closing month and year. End closing date information with a period.

Specific Rules for Date of Publication

- Multiple years, months, or days of publication
- Non-English names for months
- Seasons instead of months

- Options for dates

Box 68. Multiple years, months, or days of publication.

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

    2002-2003

    1997-1998

    1999-2000

- If months and days of the month are given, place them before the year. Use English names for months and abbreviate them using the first three letters.

    Oct 1999-Mar 2000

    Dec 7, 2002-Jan 9, 2003

- Separate multiple months of publication and multiple days of the month by a hyphen

    Mar-Apr 2005

    Dec 1999-Jan 2000

    Feb 1-7, 2005

    Jan 25-31, 2001

- Separate multiple seasons by a hyphen, as Spring-Summer. Capitalize names of seasons; do not abbreviate them.

    Spring-Summer 1994 - Fall-Winter 1995.

    Spring 1987 - Fall-Winter 1990.

Box 69. Non-English names for months.

- Translate names of months into English

- Abbreviate them using the first three letters

- Capitalize them
  Examples:

    mayo = May

    luty = Feb

    brezen = Mar

Box 70. Seasons instead of months.

- Translate names of seasons into English

Box 70 continues on next page...

Box 70 continued from previous page.

- Capitalize them

- Do not abbreviate them

  Examples:

  > balvan = Summer

  > outomno = Fall

  > hiver = Winter

  > pomlad = Spring

- Separate multiple seasons by a hyphen, such as Fall-Winter

  > Spring-Summer 1994 - Fall-Winter 1995.

Box 71. Options for dates.

- If both volume and issue numbers are present, you may omit the name of the months or seasons:

  > Practical Reviews in Dermatology [audiocassette]. Birmingham (AL): Educational Reviews, Inc. Vol. 1, No. 1, Jan-Feb 1989 - Vol. 7, No. 6, Nov-Dec 1995. Audiocassettes: 1 7/8 ips.

  > *or*

  > Practical Reviews in Dermatology [audiocassette]. Birmingham (AL): Educational Reviews, Inc. Vol. 1, No. 1, 1989 - Vol. 7, No. 6, 1995. Audiocassettes: 1 7/8 ips.

Examples for Date of Publication

16. Audiovisual journal title with multiple month(s) in date

17. Audiovisual journal title with days of the month included in date

18. Audiovisual journal title with season in date

Physical Description for Journal Titles in Audiovisual Formats (optional)

General Rules for Physical Description

- Enter the medium on which the audiovisual title is issued, in plural form, followed by a colon and a space. Example: Videocassettes:
- Give information on the physical characteristics of an audiovisual, such as color and size

Specific Rules for Physical Description

- Language for describing physical characteristics

Box 72. Language for describing physical characteristics.

Physical description of a journal in audiovisual format is optional in a reference but may be included to provide useful information to the reader. For example, the size of an audiovisual indicates what equipment is needed to view it.

Note that the words used in description are taken from ISO 832 and reflect standard library practice. See Appendix C for a list of commonly used English words and their abbreviations.

- Give the type of medium on which the audiovisual journal appears, in plural form, followed by a colon and a space. Examples: "Videocassettes:" and "Audiocassettes:"

- Include physical characteristics, such as color and size. For example, videocassettes are usually either 1/2 in. or 3/4 in. in size. The standard audiocassette is 2 in. x 4 in. Audiocassettes are produced in a number of other sizes, but the standard size is used for scientific journals. Size is usually omitted from the description of audiocassettes unless it deviates from the standard. The speed of the audiocassette, provided in terms of inches per second, is used in the description instead.

- Abbreviate common words for measurement, such as in. for inches and ips. for inches per second

- Separate types of information by commas
  Typical words used include:

    sound

    silent

    color

    black & white

    color with black & white

    1/2 in. (standard videocassette size)

    3/4 in. (non-standard videocassette size)

    1 7/8 ips. (standard speed for compact audiocassettes)

    2 x 2 in. (standard slide size)

    2 3/4 x 4 in. (non-standard slide size)

  Examples of complete physical description statements:

    Videocassettes: sound, color, 1/2 in.

    Videocassettes: sound, color with black & white, 1/2 in.

    Videocassettes: sound, color, 3/4 in.

    Audiocassettes: 1 7/8 ips.

    Slides: color, 2 x 2 in.

Examples for Physical Description

1. Standard audiovisual journal title that is still being published

2. Standard audiovisual journal title that has ceased publication

Language for Journal Titles in Audiovisual Formats (required)

General Rules for Language

- Give the language of publication if other than English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Journals appearing in more than one language

Box 73. Journals appearing in more than one language.

- If a journal is published in multiple languages:
    - Give the title in the first language found, in order of preference: on the opening screens of the issue, on the carrying case, or on accompanying print material
    - Indicate all languages of publication after the date(s) of publication (and Physical Description if provided)
    - Separate the languages by commas
    - End the list with a period

    Example:

    Video-Revista de Cirugia [videocassette]. Barcelona: Asociacion Europea de Video-Cirugia. Vol. 1, 1984 -   . Videocassettes: sound, color, 1/2 in. Spanish, English, French, Italian.

- If a journal is published in two equal languages, as often occurs with Canadian journals:
    - Begin with the title in the language appearing first in the publication
    - Include an equals sign with a space on either side
    - Enter the title in the second language
    - End all title information with the medium of the journal, placed in square brackets, and a period
    - Give all languages of publication after the date(s) of publication (and Physical Description if provided), separated by commas. End language information with a period.

Examples for Language

5. Audiovisual journal title not in English

6. Audiovisual journal title not in English, with optional translation

7. Audiovisual journal title published in multiple languages

Notes for Journal Titles in Audiovisual Formats (optional)

General Rules for Notes

- Notes is a collective term for any useful information about the journal itself
- If the journal was published under another title, provide the name preceded by "Continues: ". For example, Continues: Audio-digest. Surgery.
- If the journal continues under another title, provide the name preceded by "Continued by: ". For example, Continued by: General Surgery.

Specific Rules for Notes

- Other types of material to include in notes

Box 74. Other types of material to include in notes.

- The name under which a journal was previously published, preceded by. "Continues: "

    Clinical Advances in Cardio-respiratory Care [audiocassette]. Birmingham (AL): Educational Reviews. Vol. 5, No. 5, 1994 - Vol. 6, No. 3, 1994. Audiocassettes: 1 7/8 ips. Continues: In Service Reviews in Respiratory Therapy.

    VideoUrology Times [videorcassette]. New York: VideoUrology Times. Vol. 4, No. 1, 1991 - Vol. 12, No. 4, 1999. Videocassettes: sound, color with black & white, 1/2 in. Continues: VideoUrology.

- The name under which a journal continues to be published, preceded with "Continued by: "

    Dynamic Cardiovascular Imaging [videocassette]. Silver Spring (MD): Dynamedia, Inc. Vol. 1, No. 1, Spring 1987 - Vol. 3, No. 4, Oct 1990. Videocassettes: sound, color, 1/2 in. Continued by: Video Journal of Echocardiography.

    VideoUrology [videocassette]. New York: P.C. Communications, Inc. Vol. 1, No. 1, 1988 - Vol. 3, No. 4, 1990. Videocassettes: sound, color, 1/2 in. Continued by: VideoUrology Times.

- If a journal is also available in another format:

    General Surgery [audiocassette]. Glendale (CA): Audio-Digest Foundation. Vol. 37, 1990 -   . Audiocassettes: 1 7/8 ips. Continues: Audio-digest. Surgery. Also available on CD-ROM.

- The sponsorship of the journal if the sponsor is not also the publisher:

    Practical Reviews in Dermatology [audiocassette]. Birmingham (AL): Educational Reviews, Inc. Vol. 1, No. 1, Jan-Feb 1989 - Vol. 7, No. 6, Nov-Dec 1995. Audiocassettes: 1 7/8 ips. Sponsored by the Albert Einstein College of Medicine and Montefiore Medical Center.

- Frequency of publication of the journal:

    Video Journal of Cardiothoracic Surgery [videocassette]. St. Louis (MO): Medical Video Productions. Vol. 10, No. 1, Jan 1996 - Vol. 15, No. 4, 2001. Videocassettes: sound, color, 1/2 in. Bimonthly.

- The International Standard Serial Number (ISSN) of the journal:

    Video Journal of Cardiothoracic Surgery [videocassette]. St. Louis (MO): Medical Video Productions. Vol. 10, No. 1, 1996 - Vol. 15, No. 4, 2001. Videocassettes: sound, color, 1/2 in. ISSN: 1086-6841.

- If the journal is an unusual one, the name of a library or other archive where it may be found, preceded by the words "Located at: "

    Leadership in Hospital Governance [videocassette]. Chicago: American Hospital Association. Vol. 1, No. 1, 1992 - Vol. 1, No. 6, 1992. Videocassettes: sound, color, 1/2 in. Located at: National Library of Medicine, Bethesda, MD; W1 LE11M.

Box 74 continues on next page...

Box 74 continued from previous page.

- If the journal is usually accompanied by printed or other material, provide this information preceded by the words "Accompanied by: "

  Pulse: Emergency Medical Update [videocassette]. Easton (PA): Radiological Society of North America. Vol. 1, 1996 -   . Videocassettes: sound, color, 1/2 in. Accompanied by: Training objective/ instructors guide.

  Gastroenterology [audiocassette]. Glendale (CA): Audio-Digest Foundation. Vol. 1, No. 1, Apr 30, 1987 -   . Audiocassettes: 1 7/8 ips. Accompanied by: Study guide and post test.

- Any other information that would be useful:

  European Video Journal of Cardiology [videocassette]. [place unknown]: ESC. Vol. 1, No. 1, 1992 - Vol. 4, No. 6, 1996. Videocassettes: sound, color, 1/2 in. ESC is the European Society of Cardiology.

Examples for Notes

19. Audiovisual journal title previously published under another name

20. Audiovisual journal title continuing to be published under another name

21. Audiovisual journal title with sponsorship note

22. Audiovisual journal title with frequency of publication note

23. Audiovisual journal title with ISSN note

24. Audiovisual journal title with note on a library where it may be located

25. Audiovisual journal title with distributor note

26. Audiovisual journal title accompanied by other types of material

27. Audiovisual journal title with examples of other notes

Examples of Citations to Journal Titles in Audiovisual Formats

1. Standard audiovisual journal title that is still being published

Pulse: Emergency Medical Update [videocassette]. Easton (PA): Radiological Society of North America. Vol. 1, 1996 -   . Videocassettes: sound, color, 1/2 in.

General Surgery [audiocassette]. Glendale (CA): Audio-Digest Foundation. Vol. 37, No. 1, Jan 10, 1990 -   . Audiocassettes: 1 7/8 ips.

2. Standard audiovisual journal title that has ceased publication

Leadership in Hospital Governance [videocassette]. Chicago: American Hospital Association. Vol. 1, No. 1, 1992 - Vol. 1, No. 6, 1992. Videocassettes: sound, color, 1/2 in.

Reflections on Cardiac Surgery [audiocassette]. Rancho Mirage (CA): Desert Heart Institute Foundation. Vol. 1, No. 1, 1989 - Vol. 6, No. 5, 1989. Audiocassettes: 1 7/8 ips.

Illustrated Case Reports in Gastroenterology [slide]. London: Chapman & Hall. Vol. 1, No. 1, Nov 1994 - Vol. 4, No. 3-4, Sep-Dec 1997. Slides: color, 2 x 2 in.

3. Audiovisual journal title with subtitle

RSNA Today: the Video Digest of Imaging Science, Technology and News [videocassette]. Easton (PA): Radiological Society of North America. Vol. 1, 1987 - Vol. 7, 1993. Videocassettes: sound, color, 1/2 in.

4. Audiovisual journal title with edition

Video Rivista Italiana di Gastroenterologia (Edizione Endoscopia Digestiva) [videocassette]. Rome: Video Intermedical Book. Vol. 1, 1988 - Vol. 7, 1994. Videocassettes: sound, color, 1/2 in. Italian.

First Image: the Video Journal of Medicine (OB/GYN Edition) [videocassette]. Englewood (CO): First Image Corp. Vol. 1, No. 1, Jun 1984 - Vol. 1, No. 7, May 1987. Videocassettes: sound, color, 3/4 in.

5. Audiovisual journal title not in English

Video Rivista Italiana di Gastroenterologia (Edizione Endoscopia Digestiva) [videocassette]. Rome: Video Intermedical Book. Vol. 1, 1988 - Vol. 7, 1994. Videocassettes: sound, color, 1/2 in. Italian.

6. Audiovisual journal title not in English, with optional translation

Video Rivista Italiana di Gastroenterologia (Edizione Endoscopia Digestiva) [Italian Video Review of Gastroenterology (Digestive Endoscopy Edition)] [videocassette]. Rome: Video Intermedical Book. Vol. 1, 1988 - Vol. 7, 1994. Videocassettes: sound, color, 1/2 in. Italian.

7. Audiovisual journal title published in multiple languages

Video-Revista de Cirugia [videocassette]. Barcelona: Asociacion Europea de Video-Cirugia. Vol. 1, 1984 -   . Videocassettes: sound, color, 1/2 in. Spanish, English, French, Italian.

8. Audiovisual journal title with well-known place of publication

Audio Journal of Oncology [audiocassette]. London: Audio Medica. Vol. 1, No. 1, 1993 - Vol. 3, No. 4, 1995. Audiocassettes: 1 7/8 ips.

Leadership in Hospital Governance [videocassette]. Chicago: American Hospital Association. Vol. 1, No. 1, 1992 - Vol. 1, No. 6, 1992. Videocassettes: sound, color, 1/2 in.

9. Audiovisual journal title with lesser-known place of publication

Medical Outlook for Infertility Specialists [audiocassette]. Ossining (NY): Cortlandt Group Inc. Vol. 1, No. 1, 1989 -   . Audiocassettes: 1 7/8 ips.

Waltham Forum Video for Small Animal Practitioners [videocassette]. Lawrenceville (NJ): Veterinary Learning Systems Co. Vol. 1, 1991 -   . Videocassettes: sound, color, 1/2 in.

10. Audiovisual journal title with unknown place of publication

European Video Journal of Cardiology [videocassette]. [place unknown]: ESC. Vol. 1, No. 1, 1992 - Vol. 4, No. 6, 1996. Videocassettes: sound, color, 1/2 in.

Drugs & Devices [videocassette]. [place unknown]: International Therapeutics Update Ltd. Vol. 1, No. 1, 1983 - Vol. 2, No. 4, 1984. Videocassettes: sound, color, 3/4 in.

11. Audiovisual journal title with well-known publisher

Equine Video Journal [videocassette]. Rahway (NJ): Merck. Vol. 1, No. 1, Summer 1988 -   . Videocassettes: sound, color, 1/2 in.

12. Audiovisual journal title with publisher having subsidiary part

Resource: a Monthly Audio Digest of Current Issues in Health Care Risk Management [audiocassette]. Cambridge (MA): Harvard Medical Institutions Inc., Risk Management Foundation. Aug 1985-Feb 1994. Audiocassettes: 1 7/8 ips.

13. Audiovisual journal title with volume and issue number

Video Journal of General Surgery [videocassette]. St. Louis (MO): Medical Video Productions. Vol. 1, No. 1, 1992 - Vol. 5, No. 4, 1996. Videocassettes: sound, color, 1/2 in.

Clinical Advances in Cardio-respiratory Care [audiocassette]. Birmingham (AL): Educational Reviews. Vol. 5, No. 5, 1994 - Vol. 6, No. 3, 1994. Audiocassettes: 1 7/8 ips.

14. Audiovisual journal title with issue number, but no volume

Perspectives: the Joint Commission Television Journal [videocassette]. Chicago: New Year Productions. No. 1, 1987 - No. 4, 1988. Videocassettes: sound, color, 1/2 in.

15. Audiovisual journal title without volume or issue numbers

Health Plans, HIPAA, and COBRA Update: Current ERISA, Tax, and Other Issues for Attorneys, Administrators, Insurers, and Consultants [videocassette]. Philadelphia: American Law Institute-American Bar Association Committee on Continuing Professional Education. 1998 -   . Videocassettes: sound, color, 1/2 in.

AMT Video Digest [videocassette]. Chicago: American Medical Association. Aug 1991-Sep 1992. Videocassettes: sound, color, 1/2 in.

16. Audiovisual journal title with multiple month(s) in date

Practical Reviews in Dermatology [audiocassette]. Birmingham (AL): Educational Reviews, Inc. Vol. 1, No. 1, Jan-Feb 1989 - Vol. 7, No. 6, Nov-Dec 1995. Audiocassettes: 1 7/8 ips.

17. Audiovisual journal title with days of the month included in date

Gastroenterology [audiocassette]. Glendale (CA): Audio-Digest Foundation. Vol. 1, No. 1, Apr 30, 1987 -   . Audiocassettes: 1 7/8 ips.

18. Audiovisual journal title with season in date

Equine Video Journal [videocassette]. Rahway (NJ): Merck. Vol. 1, No. 1, Summer 1988 -   . Videocassettes: sound, color, 1/2 in.

19. Audiovisual journal title previously published under another name

Clinical Advances in Cardio-respiratory Care [audiocassette]. Birmingham (AL): Educational Reviews. Vol. 5, No. 5, 1994 - Vol. 6, No. 3, 1994. Audiocassettes: 1 7/8 ips. Continues: In Service Reviews in Respiratory Therapy.

VideoUrology Times [videocassette]. New York: VideoUrology Times. Vol. 4, No. 1, 1991 - Vol. 12, No. 4, 1999. Videocassettes: sound, color with black & white, 1/2 in. Continues: VideoUrology.

20. Audiovisual journal title continuing to be published under another name

Dynamic Cardiovascular Imaging [videocassette]. Silver Spring (MD): Dynamedia, Inc. Vol. 1, No. 1, Spring 1987 - Vol. 3, No. 4, Oct 1990. Videocassettes: sound, color, 1/2 in. Continued by: Video Journal of Echocardiography.

VideoUrology [videocassette]. New York: P.C. Communications, Inc. Vol. 1, No. 1, 1988 - Vol. 3, No. 4, 1990. Videocassettes: sound, color, 1/2 in. Continued by: VideoUrology Times.

21. Audiovisual journal title with sponsorship note

Audio Journal of Oncology [audiocassette]. London: Audio Medica. Vol. 1, No. 1, 1993 - Vol. 3, No. 4, 1995. Audiocassettes: 1 7/8 ips. Sponsored by the British Oncological Association.

Practical Reviews in Dermatology [audiocassette]. Birmingham (AL): Educational Reviews, Inc. Vol. 1, No. 1, Jan-Feb 1989 - Vol. 7, No. 6, Nov-Dec 1995. Audiocassettes: 1 7/8 ips. Sponsored by the Albert Einstein College of Medicine and Montefiore Medical Center.

22. Audiovisual journal title with frequency of publication note

Waltham Forum Video for Small Animal Practitioners [videocassette]. Lawrenceville (NJ): Veterinary Learning Systems Co. Vol. 1, 1991 -   . Videocassettes: sound, color, 1/2 in. Quarterly.

Video Journal of Cardiothoracic Surgery [videocassette]. St. Louis (MO): Medical Video Productions. Vol. 10, No. 1, 1996 - Vol. 15, No. 4, 2001. Videocassettes: sound, color, 1/2 in. Bimonthly.

General Surgery [audiocassette]. Glendale (CA): Audio-Digest Foundation. Vol. 37, No. 1, Jan 10, 1990 -   . Audiocassettes: 1 7/8 ips. 24 issues per year. Continues: Audio-digest. Surgery.

Medical Outlook for Infertility Specialists [audiocassette]. Ossining (NY): Cortlandt Group Inc. Vol. 1, No. 1, 1989 -   . Audiocassettes: 1 7/8 ips. Irregular.

23. Audiovisual journal title with ISSN note

Video Journal of Cardiothoracic Surgery [videocassette]. St. Louis (MO): Medical Video Productions. Vol. 10, No. 1, 1996 - Vol. 15, No. 4, 2001. Videocassettes: sound, color, 1/2 in. ISSN: 1086-6841.

24. Audiovisual journal title with note on a library where it may be located

Leadership in Hospital Governance [videocassette]. Chicago: American Hospital Association. Vol. 1, No. 1, 1992 - Vol. 1, No. 6, 1992. Videocassettes: sound, color, 1/2 in. Located at: National Library of Medicine, Bethesda, MD; W1 LE11M.

25. Audiovisual journal title with distributor note

European Video Journal of Cardiology [videocassette]. [place unknown]: ESC. Vol. 1, No. 1, 1992 - Vol. 4, No. 6, 1996. Videocassettes: sound, color, 1/2 in. Distributed by Kluwer Academic Publishers, Hingham, MA.

26. Audiovisual journal title accompanied by other types of material

Pulse: Emergency Medical Update [videocassette]. Easton (PA): Radiological Society of North America. Vol. 1, 1996 -   . Videocassettes: sound, color, 1/2 in. Accompanied by: Training objective/instructors guide.

Gastroenterology [audiocassette]. Glendale (CA): Audio-Digest Foundation. Vol. 1, No. 1, Apr 30, 1987 -   .
Audiocassettes: 1 7/8 ips. Accompanied by: Study guide and post test.

27. Audiovisual journal title with examples of other notes

European Video Journal of Cardiology [videocassette]. [place unknown]: ESC. Vol. 1, No. 1, 1992 - Vol. 4, No. 6,
1996. Videocassettes: sound, color, 1/2 in. ESC is the European Society of Cardiology.

General Surgery [audiocassette]. Glendale (CA): Audio-Digest Foundation. Vol. 37, 1990 -   . Audiocassettes: 1
7/8 ips. Continues: Audio-digest. Surgery. Also available on CD-ROM.

Chapter 17. Prints and Photographs

Created: October 10, 2007; Updated: August 11, 2015.

A. Individual Prints and Photographs

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

B. Collections of Prints and Photographs

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

A. Sample Citation and Introduction to Citing Individual Prints and Photographs

The general format for a reference to a print or photograph, including punctuation:

- **author and title provided:**
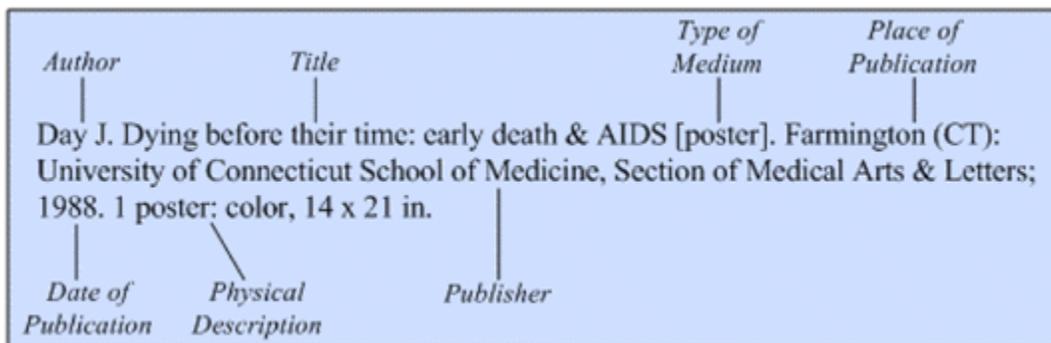
- **no author named and title constructed:**
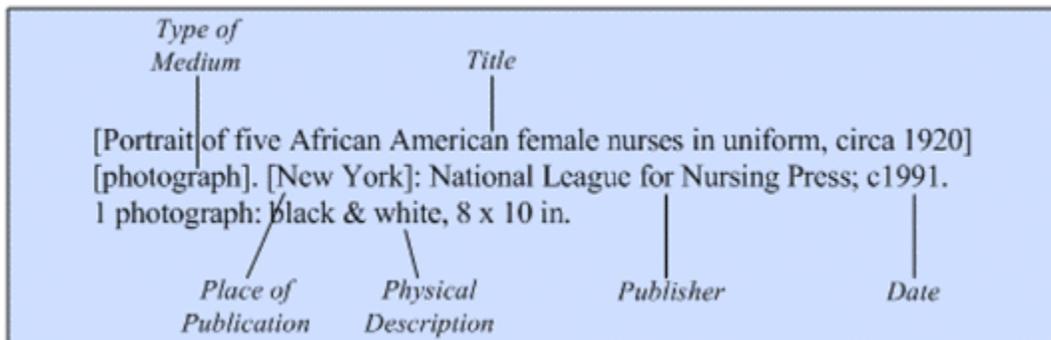
Examples of Citations to Individual Prints and Photographs

Prints and photographs usually include portraits, photographs or scenes (of people, institutions, and places), caricatures, posters, and graphic art (illustrations and diagrams). A print is a copy of a picture made by any printing process. The print may be an original drawing, woodcut, etching, engraving, lithograph, or photograph transferred to the print medium from a plate cut by an artist or engraver.

Prints and photographs often contain little information to use in constructing a citation. A formal title may be absent and publishing facts unclear. Therefore, include in a citation, whenever, possible the name of a library or other public archive where the item may be found, along with any order or catalog number available. See Notes below.

Edition has a different meaning for prints than that used for books and all other formats. For prints, edition refers to the total number of impressions or copies made from the original. Thus a print with 50 copies is said to have an edition of 50. Edition is often found at the bottom left or bottom right side of a print, expressed as a fraction. For example, 10/200 means that this print is the tenth impression of a total of 200 impressions made. See Edition below.

This chapter covers citing prints and photographs that are published as separate entities, not as illustrations in journal articles or books. See Chapter 1B Parts of Journal Articles and Chapter 2C Parts of Books for information on citing the latter. Paintings, sculptures, and other works of art are included only when a print or photograph of them has been made. See NISO standard Z39.29 for information on citing the actual works of art.

Prints and photographs may be cited as individual items and as collections. See Chapter 17B Collections of Prints and Photographs for information on citing collections.

Citation Rules with Examples for Individual Prints and Photographs

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (artist or photographer) (R) | Author Affiliation (O) | Title (R) | Type of Medium (R) | Edition (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Physical Description (O) | Series (O) | Language (R) | Notes (O)

Author (artist or photographer) for Individual Prints and Photographs (required)

General Rules for Author (artist or photographer)

- Enter the author's surname (family or last name) first
- Capitalize surnames and enter spaces within surnames as they appear on the document cited on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Separate multiple author names from each other by a comma and a space
- End author information with a period unless the author role is included (see the Author role included below)

Box 8. **Author role included.**

- Supply the role played by the author, such as artist, engraver, or photographer, following the author name, if desired. Note that a printer is not considered an author.

- Separate the name from the role by a comma and a space

  Examples:

  Ridley W, engraver. Harvey [print]. London: [publisher unknown]; 1796. 1 print: black & white.

  Vedin A, Maliutina O, artists. Prichina-alkogol [poster]. Moscow: Izdatel'stvo Plakat; c1990. 1 poster: color, 66 x 48 cm. Russian.

- If there are multiple authors with differing roles, separate each author name and role with a semicolon and a space

  Sokolov IS, author; Ivanov KK, artist. Stydno, diadia! [For shame, uncle!] [poster]. Moscow: Ministerstvo Zdravookhraneniia SSSR, Institut Sanitarnogo Prosveshcheniia; 1964. 1 poster: color, 56 x 43 cm. Russian.

- Translate the word found for author, artist, engraver, photographer, or other role into English, if possible. However, the wording found on the publication may always be used.

- To assist in identifying author roles in other languages, below is a brief list of non-English words for them:

Language	Word for Author	Word for Artist	Word for Photographer	Word for Engraver	Word for Illustrator
French	auteur	artiste	photographe	graveur	illustrateur
		graphiste		photograveur	
German	Verfasser	Artist	Fotograf	Graveur	Illustrator
		Kunstler		Kupferstecher	
		Grafiker		Ziseleur	
Italian	autore	artista	fotografa	incisore	disegnatore
		graphico	fotografo	intagliatore	
				fotoincisore	
Latin	auctor	pinx		fecit	
	conditor				
	scriptor				
Spanish	autor	artista	fotografo	grabador	ilustrador
		pintor	fotografa		
		pintora			
Russian	avtor	khudozhnik	fotograf	graver	konstruktor
	sostavitel				

Specific Rules for Author (artist or photographer)

- Surnames with hyphens and other punctuation in them
- Other surname rules

- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Organization as author
- Author role included
- No author can be found
- Options for author names

Box 1. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames

   Estelle Palmer-Canton;   *becomes*   Palmer-Canton E

   Ahmed El-Assmy;   *becomes*   El-Assmy A

- Keep particles, such as O', D', and L'

   Alan D. O'Brien;   *becomes*   O'Brien AD

   James O. L'Esperance;   *becomes*   L'Esperance JO

   U. S'adeh;   *becomes*   S'adeh U

- Omit all other punctuation in surnames

   Charles A. St. James;   *becomes*   St James CA

Box 2. Other surname rules.

- Keep prefixes in surnames

   Lama Al Bassit;   *becomes*   Al Bassit L

   Jiddeke M. van de Kamp;   *becomes*   van de Kamp JM

   Gerard de Pouvourville;   *becomes*   de Pouvourville G

- Keep compound surnames even if no hyphen appears

   Sergio Lopez Moreno;   *becomes*   Lopez Moreno S

   Jaime Mier y Teran;   *becomes*   Mier y Teran J

   Virginie Halley des Fontaines;   *becomes*   Halley des Fontaines V

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

   ○ Treat letters marked with diacritics or accents as if they are not marked

      Å   *treated as*   A

Box 2 continues on next page...

Box 2 continued from previous page.

> Ø   *treated as*   O
>
> Ç   *treated as*   C
>
> Ł   *treated as*   L
>
> à   *treated as*   a
>
> ĝ   *treated as*   g
>
> ñ   *treated as*   n
>
> ü   *treated as*   u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

  > æ   *treated as*   ae
  >
  > œ   *treated as*   oe

Box 3. **Given names containing punctuation, a prefix, a preposition, or particle.**

- Disregard hyphens joining given (first or middle) names

  Jean-Louis Lagrot;   *becomes*   Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle

  D'Arcy Hart;   *becomes*   Hart D

  W. St. John Patterson;   *becomes*   Patterson WS

  De la Broquerie Fortier;   *becomes*   Fortier D

  Craig McC. Brooks;   *becomes*   Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

  Ch. Wunderly;   *becomes*   Wunderly C

  C. Fr. Erdman;   *becomes*   Erdman CF

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

  Iu. A. Iakontov;   *becomes*   Iakontov IuA

  G. Th. Tsakalos;   *becomes*   Tsakalos GTh

Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name

    James A. Reed, M.D., F.R.C.S.; *becomes* Reed JA

    Kristine Schmidt, Ph.D.; *becomes* Schmidt K

    Robert V. Lang, Major, US Army; *becomes* Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name

    Sir Frances Hildebrand; *becomes* Hildebrand F

    Dr. Jane Eberhard; *becomes* Eberhard J

    Captain R.C. Williams; *becomes* Williams RC

Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation

- Convert roman numerals to arabic ordinals

    Examples:

    Vincent T. DeVita, Jr.; *becomes* DeVita VT Jr

    James G. Jones II; *becomes* Jones JG 2nd

    John A. Adams III; *becomes* Adams JA 3rd

    Henry B. Cooper IV; *becomes* Cooper HB 4th

Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names if they are in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, or Korean, or character-based languages, such as Chinese and Japanese

- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

    Iu. A. Iakontov; *becomes* Iakontov IuA

    G. Th. Tsakalos; *becomes* Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

    Box 6 continues on next page...

Box 6 continued from previous page.

Å *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ĝ *treated as* g

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

  æ *treated as* ae

  œ *treated as* oe

Box 7. Organization as author.

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit "The" preceding an organizational name

  The American Cancer Society; *becomes* American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

  American Medical Association, Committee on Ethics.

  International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

  American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

  National Academy of Sciences (US).

  Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

  Canadian Association of Orthodontists; Canadian Dental Association.

  American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization or organizations appear as authors, use the names of the individuals as the author and give the organization at the end of the reference as a note

- For names of organizations in languages other than English:

  ○ Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear on the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

     Istituto di Fisiologia Clinica del CNR.

     Universitatsmedizin Berlin.

     Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

  ○ Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

     Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

     or

     [Russian Respiratory Society].

  ○ Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

     [Chinese Medical Society].

  ○ Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

     ▪ Treat letters marked with diacritics or accents as if they are not marked

        Å *treated as* A

        Ø *treated as* O

        Ç *treated as* C

        Ł *treated as* L

        à *treated as* a

        ĝ *treated as* g

        ñ *treated as* n

        ü *treated as* u

     ▪ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

Box 7 continued from previous page.

> æ   *treated as*   ae
>
> œ   *treated as*   oe

Box 9. No author can be found.

- If no person or organization can be identified as the author, begin the reference with the title of the print or photograph. Do not use anonymous.

Box 10. Options for author names.

- It is not NLM practice for citing authors of prints and photographs, but the full names of authors may be given.

  Takagi, Yasushi.

  Mann, Frederick D.

Examples for Author (artist or photographer)

1. Standard citation for a print or photograph

2. Print or photograph author with optional full first name

3. Print or photograph author with optional role provided

4. Print or photograph author with only last name provided

5. Print or photograph with multiple authors

6. Print or photograph authors with different roles

7. Print or photograph with organization as author

8. Print or photograph with no author found

9. Print or photograph with author affiliation

Author Affiliation for Individual Prints and Photographs (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/ country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the parentheses, unless the affiliation is for the last author, then use a period

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

Box 11. Abbreviations in affiliations.

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

  Examples:

     Acad. for Academy

     Assoc. for Association

     Co. for Company

     Coll. for College

     Corp. for Corporation

     Dept. for Department

     Div. for Division

     Inst. for Institute or Institution

     Soc. for Society

     Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 12. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears in the publication

- Place the e-mail address within the closing parenthesis for the author affiliation

- Do not end an e-mail address with a period

  Example:

     Patrias K (National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov).

Box 13. Organizational names for affiliations not in English.

- Give the affiliation of all authors or only the first author

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France).

    Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy).

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania).

    Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia).

- Translate organizational names in character-based languages (Chinese, Japanese)

    Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan).

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 14. Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name as found on the publication may always be used.

    Moskva   *becomes*   Moscow

    Wien   *becomes*   Vienna

    Italia   *becomes*   Italy

    Espana   *becomes*   Spain

Examples for Author Affiliation

9. Print or photograph with author affiliation

Title for Individual Prints and Photographs (required)

General Rules for Title

- Enter the title of the print or photograph as it appears on the original document, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless some other form of punctuation such as a question mark, period, or an exclamation point is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a space unless a question mark or exclamation point already ends it

Specific Rules for Title

- Titles not in English
- Titles in more than one language
- Titles containing a Greek letter, chemical formula, or another special character
- Titles ending in punctuation other than a period
- No title can be found

Box 15. Titles not in English.

- Provide the title in the original language for non-English titles found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    Le sida se transmet aussi de cette facon [poster].

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Drug vodki--vrag profsoiuza [poster].

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

    Hashika yakubyoyoke [print].

    or

Box 15 continues on next page...

Box 15 continued from previous page.

> [Protector against measles] [print].

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å *treated as* A

    Ø *treated as* O

    Ç *treated as* C

    Ł *treated as* L

    à *treated as* a

    ĝ *treated as* g

    ñ *treated as* n

    ü *treated as* u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ *treated as* ae

    œ *treated as* oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

  Methoden der perioperativen Eigenbluttransfusion [poster].

- Provide an English translation after the original language one if possible; place translations in square brackets

  Trezvost', zakon dorog [Sobriety, law of the road] [poster].

  Hashika yakubyoyoke [Protector against measles] [print].

Box 16. Titles in more than one language.

- If a title is presented in two or more languages, give the titles in the order they are found in the text, with an equals sign between them. Indicate the languages, separated by commas, after the date (and physical description, if given).

  Boillard J, artist; Booth T, sculptor. Assemblee des vieux garcons = The assembly of old batchelors [print]. London: Bowles & Carver; [date unknown]. 1 print: color, 16 x 22 cm. French, English.

  Girardet E. La consultation = Die consultation [print]. Paris: Lemercier; [date unknown]. 1 print: color, 28 x 24 cm. French, German.

Box 16 continued from previous page.

> Morris, artist. Tobacco or health: choose health = Le tabac ou la sante: choisissez la sante = Tabaco o salud: elija la salud [poster]. Geneva: World Health Organization; 1988. 1 poster: color, 42 x 30 cm. English, French, Spanish.
>
> Padey G, Auberson G. Parlons sante = Let's talk health! = ¡Hablemos de la salud! = Falemos da saude! [poster]. Geneva: World Health Organization; [date unknown]. 1 poster: color, 42 x 60 cm. French, English, Spanish, Portuguese.

Box 17. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

   1,3-dichloro-5,5-dimethylhydantoin [print].

   von Willebrand disease incidence [print].

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

   Enantioselective synthesis of β-amino acids [print].

   may become

   Enantioselective synthesis of beta-amino acids [print].

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

   TiO_2 nanoparticles [print].

   may become

   TiO(2) nanoparticles [print].

Box 18. Titles ending in punctuation other than a period.

- Most titles end in a period. Place [print], [photograph], [poster], etc., inside the period.

   Day J. Dying before their time: early death & AIDS [poster]. Farmington (CT): University of Connecticut School of Medicine, Section of Medical Arts & Letters; 1988. 1 poster: color, 21 x 14 in.

- If a title ends in another form of punctuation, keep that punctuation and follow [print], [photograph], [poster], etc., with a period

   AIDS is over, right? [poster]. New York: Visual AIDS; 1998. 1 poster: color, 24 x 35 in.

   Gillray J. The cow pock-or-the wonderful effects of the new inoculation! [print]. London: H. Humphrey; 1802 Jun 12. 1 print: etching, color, 9 x 14 in.

Box 18 continued from previous page.

> Sokolov IS, author; Ivanov KK, artist. Stydno, diadia! [For shame, uncle!] [poster]. Moscow: Ministerstvo Zdravookhraneniia SSSR, Institut Sanitarnogo Prosveshcheniia; 1964. 1 poster: color, 56 x 43 cm. Russian.

Box 19. No title can be found.

A print or a photograph often will have no title, either on the face of the item or on its reverse.

- Construct a title that describes the image shown

- Use enough words to make the constructed title meaningful

- Place the constructed title in square brackets

  Examples:

  > [Interior view of the ear] [poster].

  > [Floor plans for laboratory] [print].

Examples for Title

10. Print or photograph title with subtitle

11. Print or photograph title ending in punctuation other than a period

12. Print or photograph with constructed title

13. Print or photograph title in a language other than English

14. Print or photograph title with parallel text in two or more languages

15. Print or photograph title for a conference

Type of Medium for Individual Prints and Photographs (required)

General Rules for Type of Medium

- Indicate the specific type of medium (print, photograph, poster, etc.) following the title
- Place the name of the medium in square brackets and end with a period, such as "[photograph]."
- Add information about the medium according to the instructions under Physical Description

Specific Rules for Type of Medium

- Titles ending in punctuation other than a period
- Titles not in English

Box 20. Titles ending in punctuation other than a period.

- Most titles end in a period. Place [print], [photograph], [poster], etc., inside the period.

  > Day J. Dying before their time: early death & AIDS [poster]. Farmington (CT): University of Connecticut School of Medicine, Section of Medical Arts & Letters; 1988. 1 poster: color, 21 x 14 in.

Box 20 continues on next page...

Box 20 continued from previous page.

- If a title ends in another form of punctuation, keep that punctuation and follow [print], [photograph], [poster], etc., with a period

  > Gillray J. The cow pock-or-the wonderful effects of the new inoculation! [print]. London: H. Humphrey; 1802 Jun 12. 1 print: etching, color, 9 x 14 in.

- If a translation of a title is provided, place the specific name for the type of medium in square brackets following the translation

  > Sokolov IS, author; Ivanov KK, artist. Stydno, diadia! [For shame, uncle!] [poster]. Moscow: Ministerstvo Zdravookhraneniia SSSR, Institut Sanitarnogo Prosveshcheniia; 1964. 1 poster: color, 56 x 43 cm. Russian. Shows man smoking in front of a young boy.

Box 21. **Titles not in English.**

- If a translation of a title is provided, place the name for the type of medium in square brackets following the translation

  > Sokolov IS, author; Ivanov KK, artist. Stydno, diadia! [For shame, uncle!] [poster]. Moscow: Ministerstvo Zdravookhraneniia SSSR, Institut Sanitarnogo Prosveshcheniia; 1964. 1 poster: color, 56 x 43 cm. Russian. Shows man smoking in front of a young boy.

Examples for Type of Medium

1. Standard citation for a print or photograph

2. Print or photograph author with optional full first name

3. Print or photograph author with optional role provided

4. Print or photograph author with only last name provided

5. Print or photograph with multiple authors

6. Print or photograph authors with different roles

7. Print or photograph with organization as author

8. Print or photograph with no author found

9. Print or photograph with author affiliation

10. Print or photograph title with subtitle

11. Print or photograph title ending in punctuation other than a period

12. Print or photograph with constructed title

13. Print or photograph title in a language other than English

14. Print or photograph title with parallel text in two or more languages

15. Print or photograph title for a conference

16. Print or photograph with edition

17. Print or photograph with well known place of publication

18. Print or photograph with lesser known place of publication

19. Print or photograph with place of publication inferred

20. Print or photograph with no place of publication found

21. Print or photograph publisher with subsidiary department/division named

22. Print or photograph with government agency as publisher

23. Print or photograph with no publisher found

24. Print or photograph with no place of publication or publisher found

25. Print or photograph date with month and day included

26. Print or photograph with date of copyright instead of date of publication

27. Print or photograph with date estimated

28. Print or photograph with no date of publication found

29. Print or photograph with no place, publisher, or date of publication found

30. Print or photograph with physical description

31. Print or photograph with a series

32. Print or photograph with the name of library or other archive included

33. Print or photograph with supplemental note included

Edition for Individual Prints and Photographs (optional)

General Rules for Edition

Prints are made in a varying number of impressions or copies, called an edition, such as an edition of 20 or an edition of 100.

- Begin with the word Edition followed by a colon, a space, and the total number of impressions. For example: Edition: 50.
- Express numbers representing editions in arabic numbers. For example: XXX; becomes 30.
- End the edition statement with a period

Specific Rules for Edition

- Non-English words for editions

Box 22. **Non-English words for editions.**

- Translate all words used for edition into English
- To help identify words used in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

Box 22 continues on next page...

Language	Word for Edition	Abbreviation
Danish	oplag	n.a.
	udgave	
Dutch	uitgave	uitg.
	editie	ed.
Finnish	julkaisu	julk.
French	edition	ed.
German	Ausgabe	Ausg.
	Auflage	Aufl.
Greek	ekdosis	ekd.
Italian	edizione	ed.
Norwegian	publikasjon	publ.
	utgave	utg.
Portuguese	edicao	ed.
Russian	izdanie	izd.
	publikacija	publ.
Spanish	edicion	ed.
	publicacion	publ.
Swedish	upplaga	n.a.

Examples for Edition

16. Print or photograph with edition

Place of Publication for Individual Prints and Photographs (required)

General Rules for Place of Publication

- Place is defined as the city where the print or photograph was published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as London (ON) and London (England)
- Use the anglicized form for a non-US city, such as Vienna for Wein
- End place information with a colon

Specific Rules for Place of Publication

- Non-US cities
- No place of publication can be found

Box 23. **Non-US cities.**

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva. However, the name as found on the publication may always be used.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    o Treat letters marked with diacritics or accents as if they are not marked

    > Å *treated as* A
    >
    > Ø *treated as* O
    >
    > Ç *treated as* C
    >
    > Ł *treated as* L
    >
    > à *treated as* a
    >
    > ĝ *treated as* g
    >
    > ñ *treated as* n
    >
    > ü *treated as* u

    o Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    > æ *treated as* ae
    >
    > œ *treated as* oe

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:

    Montreal (QC):

    Ottawa (ON):

    Vancouver (BC):

- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.

    London:

    Rome:

    Paris:

    Madrid:

    but

    Malaga (Spain): *or* Malaga (ES):

    Basel (Switzerland): *or* Basel (CH):

Box 23 continued from previous page.

  Oxford (England):   *or*   Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

---

Box 24. **No place of publication can be found.**

- If no place of publication can be found on the print or photograph, but one can be reasonably inferred (e.g., Chicago as the place for a publication of the American Medical Association), place the city in square brackets, such as [Chicago].

  Kennedy RA. [Christian B. Anfinsen] [photograph]. [Bethesda (MD)]: National Institutes of Health (US), Photographic Research Section; [1952?]. 1 print: black & white.

- If no place of publication can be found or inferred, use [place unknown]

  Blossom D. Tufts University School of Medicine [photograph]. [place unknown]: E.R. Squibb & Sons; c1966. 1 photograph: color, 11 x 14 in.

Examples for Place of Publication

17. Print or photograph with well known place of publication

18. Print or photograph with lesser known place of publication

19. Print or photograph with place of publication inferred

20. Print or photograph with no place of publication found

24. Print or photograph with no place of publication or publisher found

29. Print or photograph with no place, publisher, or date of publication found

Publisher for Individual Prints and Photographs (required)

General Rules for Publisher

- Record the name of the publisher as it appears in the publication, using whatever capitalization and punctuation is found there
- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- When a division or other subsidiary part of a publisher appears in the publication, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a semicolon

Specific Rules for Publisher

- Abbreviated words in publisher names
- Non-English names for publishers
- Government agencies and other national and international bodies as publisher
- No publisher can be found

Box 25. **Abbreviated words in publisher names.**

- Abbreviate commonly used words in publisher names, if desired

    Examples:

    > Acad. for Academy
    >
    > Assoc. for Association
    >
    > Co. for Company
    >
    > Coll. for College
    >
    > Corp. for Corporation
    >
    > Dept. for Department
    >
    > Div. for Division
    >
    > Inst. for Institute or Institution
    >
    > Ltd. for Limited
    >
    > Soc. for Society
    >
    > Univ. for University

    See Appendix C for more abbreviations of commonly used English words

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

- Follow all abbreviated words with a period

Box 26. **Non-English names for publishers.**

- Give publisher names appearing in the roman alphabet (French, Spanish, Italian, etc.) in their original language

    > Rome: Societa Editrice Universo;
    >
    > Lisbon: Imprensa Medica;

- Romanize names given in Cyrillic, Greek, Arabic, Hebrew, Korean

    > Sofia (Bulgaria): Sofia Medizina i Fizkultura;

- Romanize names or translate names presented in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.

    > Tokyo: Medikaru Rebyusha;
    >
    > Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute];
    >
    > Taiyuan (China): Shanxi ke xue ji she chu ban she;

Box 26 continued from previous page.

[Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized.]

- If the name of a division or another part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest.

  Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero;

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

Å	*treated as*	A
Ø	*treated as*	O
Ç	*treated as*	C
Ł	*treated as*	L
à	*treated as*	a
ĝ	*treated as*	g
ñ	*treated as*	n
ü	*treated as*	u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ	*treated as*	ae
œ	*treated as*	oe

- If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.

  Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press];

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.

  Aarhus (Denmark): [Aarhus University Press];

Box 27. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

  National Cancer Institute (US)

Box 27 continues on next page...

Box 27 continued from previous page.

> National Society on Alcoholism and Drug Dependence (NZ)
>
> Royal Society of Medicine Press Ltd. (GB)
>
> Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor, which disseminates documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency or other organization that issued the print or photograph as the publisher and include distributor information as a note, preceded by "Available from: ".

  > Tips to protect children from environmental risks [poster]. Washington: Environmental Protection Agency (US); [2002?]. 1 poster: color, 5.75 x 9.75 in. Available from: US Government Printing Office; EP 1.48:T 49/CHART.

Box 28. No publisher can be found.

- If no publisher can be found, use [publisher unknown]

  > Spellman DD. [Hugo A. Freund] [photograph]. Detroit: [publisher unknown]; c1948. 1 photograph: black & white.

Examples for Publisher

21. Print or photograph publisher with subsidiary department/division named

22. Print or photograph with government agency as publisher

23. Print or photograph with no publisher found

24. Print or photograph with no place of publication or publisher found

29. Print or photograph with no place, publisher, or date of publication found

Date of Publication for Individual Prints and Photographs (required)

General Rules for Date of Publication

- Always give the year of publication
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month of publication, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them to the first three letters, such as Jan
- End date information with a period

Specific Rules for Date of Publication

- Non-English names for months
- Seasons instead of months
- Date of publication and date of copyright
- No date of publication, but a date of copyright
- No date of publication or copyright can be found

- Options for date of publication

Box 29. Non-English names for months.

- Translate names of months into English

- Abbreviate them using the first three letters

- Capitalize them
  For example:

  mayo = May

  luty = Feb

  brezen = Mar

Box 30. Seasons instead of months.

- Translate names of seasons into English

- Capitalize them

- Do not abbreviate them
  For example:

  balvan = Summer

  outomno = Fall

  hiver = Winter

  pomlad = Spring

Box 31. Date of publication and date of copyright.

Some publications have both a year of publication and a year of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the year of publication unless three or more years separates the two dates
- In the above situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, 2002, c1997.

This convention alerts a user that the information in the publication is older than the year of publication implies.

Box 32. No date of publication, but a date of copyright.

- A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005.

Box 32 continues on next page...

Day J. Dying before their time: early death & AIDS [poster]. Farmington (CT): University of Connecticut School of Medicine, Section of Medical Arts & Letters; c1988. 1 poster: color, 21 x 14 in.

Box 33. No date of publication or copyright can be found.

- If neither a date of publication nor a date of copyright can be found, but a date can be estimated because of material contained on the item itself or on accompanying material, place a question mark after the estimated date and place date information in square brackets

  Kennedy RA. [Christian B. Anfinsen] [photograph]. [Bethesda (MD): National Institutes of Health (US), Photographic Research Section; [1952?]. 1 print: black & white.

- If a specific year cannot be estimated, but an approximate date or range of years can be reasonably inferred, precede the date or date range with the word "circa" and place date information in square brackets. For example, circa 1800 and circa 1950s.

  First aid packet: first aid help for wounds [print]. [place unknown: publisher unknown; circa 1900]. Located at: Prints and Photographs Collection, National Library of Medicine, Bethesda, MD; Order No.: A022483.

- If neither a date of publication nor a date of copyright can be found nor can the date be estimated, use [date unknown]

  [Martin Freligh][print]. Philadelphia: Galaxy Pub. Co.; [date unknown]. 1 print: black & white.

Box 33a. Options for date of publication.

It is not NLM policy, but the following is an acceptable option:

The date of publication may follow the author names (or title if there is no author) in the list of references when the name-year system of in-text references is used

- Use the year of publication only

- Place the year after the last named author (or title and type of medium if there is no author), followed by a period

- End publisher information with a period

  NLM citation:

  Day J. Dying before their time: early death & AIDS [poster]. Farmington (CT): University of Connecticut School of Medicine, Section of Medical Arts & Letters; 1988. 1 poster: color, 14 x 21 in.

  The world's debt to Pasteur [poster]. Edition: 1000. Philadelphia: Wistar Institute; c1984. 1 poster: color, 9 x 13 in.

  Observation of bacterial growths in medium to study their effects on teeth [photograph]. [Bethesda (MD)]: National Institute of Dental Research (US); [date unknown]. 1 photograph: black & white, 8 x 10 in.

Box 33a continued from previous page.

Name-year system of citation:

Day J. 1988. Dying before their time: early death & AIDS [poster]. Farmington (CT): University of Connecticut School of Medicine, Section of Medical Arts & Letters. 1 poster: color, 14 x 21 in.

The world's debt to Pasteur [poster]. c1984. Edition: 1000. Philadelphia: Wistar Institute. 1 poster: color, 9 x 13 in.

Observation of bacterial growths in medium to study their effects on teeth [photograph]. [date unknown]. [Bethesda (MD)]: National Institute of Dental Research (US). 1 photograph: black & white, 8 x 10 in.

Examples for Date of Publication

25. Print or photograph date with month and day included

26. Print or photograph with date of copyright instead of date of publication

27. Print or photograph with date estimated

28. Print or photograph with no date of publication found

29. Print or photograph with no place, publisher, or date of publication found

Physical Description for Individual Prints and Photographs (optional)

General Rules for Physical Description

- Give the physical characteristics of the print, photograph, etc., such as 1 photograph: black & white, 8 x 10 in.

Specific Rules for Physical Description

- Language for describing physical characteristics

Box 34. Language for describing physical characteristics.

- Begin with information on the number and type of physical pieces, followed by a colon and a space

    1 photograph:

    3 posters:

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches and cm. for centimeters. Separate types of information by commas.

    Typical words used include:

    color

    black & white

    8 x 10 in. (size)

Box 34 continues on next page...

> 21 x 26 cm. (size)
>
> *Examples of complete physical description statements:*
>
> 1 print: color, 9 x 14 in.
>
> 1 poster: color, 51 x 76 cm.
>
> 1 poster: black & white with color, 12 x 19 in.
>
> 1 photograph: color, 11 x 14 in.
>
> 1 photograph: black & white, 8 x 10 in.

Examples for Physical Description

30. Print or photograph with physical description

Series for Individual Prints and Photographs (optional)

General Rules for Series

- Begin with the name of the series
- Capitalize only the first word and proper nouns
- Follow the name with any numbers provided. For example, vol. 3 for a volume or no. 12 for an issue number.
- Separate the title and the number by a semicolon and a space
- Place series information in parentheses
- End series information with a period, placed outside the closing parenthesis

Examples for Series

31. Print or photograph with a series

Language for Individual Prints and Photographs (required)

General Rules for Language

- Give the language of the print, photograph, etc., if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Titles appearing in more than one language

Box 35. Titles appearing in more than one language.

- If a print or photograph has titles appearing in two or more equal languages, give the titles in the order they are presented in the text, with an equals sign between them

- Indicate the particular languages, separated by a comma, after the physical description

---

Box 35 continued from previous page.

- End language information with a period

  Examples:

  Boillard J, artist; Booth T, sculptor. Assemblee des vieux garcons = The assembly of old batchelors [print]. London: Bowles & Carver; [date unknown]. 1 print: color, 16 x 22 cm. French, English.

  Padey G, Auberson G. Parlons sante! = Let's talk health! = ¡Hablemos de la salud! = Falemos da saude! [poster]. Geneva: World Health Organization; [date unknown]. 1 poster: color, 42 x 60 cm. French, English, Spanish, Portuguese.

Examples for Language

13. Print or photograph title in a language other than English

14. Print or photograph title with parallel text in two or more languages

Notes for Individual Prints and Photographs (optional)

General Rules for Notes

- Notes is a collective term for any useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Information on the location of the print or photograph
- Other types of material to include in notes

Box 36. Information on the location of the print or photograph.

- If the print or photograph is unusual, give the name of a library or other archive where it may be found, including the city, the state/province/country, and any catalog or other finding number

- Begin with the phrase "Located at" followed by a colon and a space

- End with a period

  Example:

  Lamsvelt J. Johan Freyer [print]. [place, publisher, date unknown]. 1 print: black & white. Located at: Prints and Photographs Collection, National Library of Medicine, Bethesda, MD; Order No. B012357.

Box 37. Other types of material to include in notes.

- The notes element may be used to provide any information that the compiler of the reference feels is useful to the reader. Begin by citing the print or photograph, then add the note. Some examples of notes are:

  - The name of the printer

Box 37 continued from previous page.

> Nunney, artist. Learning to be doctors in Fiji [poster]. New York: British Information Services; [date unknown]. 1 poster: color, 51 x 76 cm. Printed by Alf Cooke Ltd.

- If the print or photograph was sponsored by or prepared for a particular organization, give the name

> Baron DA, photographer. Would you be more careful if it was you that got pregnant? [poster]. California: Pharmacists Planning Service, Inc.; c1986. 1 poster: halftone, 11 x 17 in. Sponsored by Clinica de la Raza, Oakland, California.

- If the print or photograph contains material of particular interest to the audience that may not be apparent from the title, describe it

> Spellman DD. [Hugo A. Freund] [photograph]. Detroit: [publisher unknown]; c1948. 1 photograph: black & white. Autographed; letter attached.

> [Floor plans for laboratory] [print]. [Washington]: Army (US), Office of the Surgeon-General; [date unknown]. 1 print: black & white, 7 x 9 in. G12 surgical building for 2000 bed hospital.

> Jenner E. [The hand Jenner used as a source for his vaccine] [print]. Milan (Italy): Lier; 1923. 1 print: black & white. Facsimile of 1798 edition.

Examples for Notes

32. Print or photograph with the name of library or other archive included

33. Print or photograph with supplemental note included

Examples of Citations to Individual Prints and Photographs

1. Standard citation for a print or photograph

Day J. Dying before their time: early death & AIDS [poster]. Farmington (CT): University of Connecticut School of Medicine, Section of Medical Arts & Letters; 1988. 1 poster: color, 14 x 21 in.

2. Print or photograph author with optional full first name

Netter, Frank H. [Interior view of the ear] [poster]. Summit (NJ): Ciba; [date unknown]. 1 poster: color, 39 x 27 in.

3. Print or photograph author with optional role provided

Nunney, artist. Learning to be doctors in Fiji [poster]. New York: British Information Services; [date unknown]. 1 poster: color, 51 x 76 cm.

Vedin A, Maliutina O, artists. Prichina-alkogol' [poster]. Moscow: Izdatel'stvo Plakat; c1990. 1 poster: color, 66 x 48 cm. Russian.

Ridley W, engraver. Harvey [print]. London: [publisher unknown]; 1796 May 7. 1 print: black & white, 3 x 5 in.

Baron DA, photographer. Would you be more careful if it was you that got pregnant? [poster]. California: Pharmacists Planning Service, Inc.; c1986. 1 poster: halftone, 11 x 17 in.

4. Print or photograph author with only last name provided

Walter, engraver. John F. Frazer, A.M. [print]. Philadelphia: Harrison; [date unknown]. 1 print: black & white, 7 x 10 in.

Nunney, artist. Learning to be doctors in Fiji [poster]. New York: British Information Services; [date unknown]. 1 poster: color, 51 x 76 cm.

5. Print or photograph with multiple authors

Vedin A, Maliutina O. Prichina-alkogol' [poster]. Moscow: Izdatel'stvo Plakat; c1990. 1 poster: color, 66 x 48 cm. Russian.

Padey G, Auberson G. Parlons sante! = Let's talk health! = !Hablemos de la salud! = Falemos da saude! [poster]. Geneva: World Health Organization; [date unknown]. 1 poster: color, 42 x 60 cm. French, English, Spanish, Portuguese.

6. Print or photograph authors with different roles

Sokolov IS, author; Ivanov KK, artist. Stydno, diadia! [For shame, uncle!] [poster]. Moscow: Ministerstvo Zdravookhraneniia SSSR, Institut Sanitarnogo Prosveshcheniia; 1964. 1 poster: color, 56 x 43 cm. Russian.

7. Print or photograph with organization as author

College des Ondes. Le sida se transmet aussi de cette facon [AIDS is transmitted by this behavior] [poster]. [Mauritius]: Mauritius Ministere de la Sante, Health Education Unit; [date unknown]. 1 poster: color, 12 x 19 in. French.

8. Print or photograph with no author found

Observation of bacterial growths in medium to study their effects on teeth [photograph]. [Bethesda (MD)]: National Institute of Dental Research (US); [date unknown]. 1 photograph: black & white, 8 x 10 in.

[Floor plans for laboratory] [print]. [Washington]: Army (US), Office of the Surgeon-General; [date unknown]. 1 print: black & white, 7 x 9 in.

9. Print or photograph with author affiliation

Joseph N (Smart + Strong, New York, NY). Let's talk [poster]. [Washington]: Pan American Health Organization; 1999. 1 poster: color, 18 x 24 in.

10. Print or photograph title with subtitle

Help wanted: set your own hours [poster]. Bethesda (MD): National Cancer Institute (US); [date unknown]. 1 poster: color, 17 x 22 in.

11. Print or photograph title ending in punctuation other than a period

AIDS is over, right? [poster]. New York: Visual AIDS; 1998. 1 poster: color, 24 x 35 in.

Gillray J. The cow pock-or-the wonderful effects of the new inoculation! [print]. London: H. Humphrey; 1802 Jun 12. 1 print: color, 9 x 14 in.

Sokolov IS, author; Ivanov KK, artist. Stydno, diadia! [For shame, uncle!] [poster]. Moscow: Ministerstvo Zdravookhraneniia SSSR, Institut Sanitarnogo Prosveshcheniia; 1964. 1 poster: color, 56 x 43 cm. Russian.

12. Print or photograph with constructed title

Kennedy RA. [Christian B. Anfinsen] [photograph]. [Bethesda (MD)]: National Institutes of Health (US), Photographic Research Section; [1952?]. 1 print: black & white, 10 x 8 in.

[Portrait of five African American female nurses in uniform, circa 1920] [photograph]. [New York]: National League for Nursing Press; c1991. 1 photograph: black & white, 8 x 10 in.

13. Print or photograph title in a language other than English

Le soleil peut etre dangereux: travail ou loisirs, protegez-vous [poster]. Paris: Ligue Nationale Contre le Cancer; 1992. 1 poster: color, 12 x 16 in. French.

Diesen H. Rus fri [poster]. Norway: Statens Edruskapsdirektorat; [date unknown]. 1 poster: color, 60 x 42 cm. Norwegian.

Drug vodki--vrag profsoiuza [print]. Moscow: Narkomzdrava R.S.F.S.R.; 1926. 1 poster: color, 71 x 105 cm. Russian.

with translation

Le soleil peut etre dangereux: travail ou loisirs, protegez-vous [The sun can be dangerous: at work or play, protect yourself] [poster]. Paris: Ligue Nationale Contre le Cancer; 1992. 1 poster: color, 12 x 16 in. French.

Diesen H. Rus fri [Intoxication free] [poster]. Norway: Statens Edruskapsdirektorat; [date unknown]. 1 poster: color, 60 x 42 cm. Norwegian.

Drug vodki--vrag profsoiuza [Friend of vodka--enemy of the trade union] [print]. Moscow: Narkomzdrava R.S.F.S.R.; 1926. 1 poster: color, 71 x 105 cm. Russian.

14. Print or photograph title with parallel text in two or more languages

Boillard J, artist. Assemblee des vieux garcons = The assembly of old batchelors [print]. London: Bowles & Carver; [date unknown]. 1 print: color, 16 x 22 cm. French, English.

Girardet E. La consultation = Die consultation [print]. Paris: Lemercier; [date unknown]. 1 print: color, 28 x 24 cm. French, German.

Padey G, Auberson G. Parlons sante! = Let's talk health! = !Hablemos de la salud! = Falemos da saude! [poster]. Geneva: World Health Organization; [date unknown]. 1 poster: color, 42 x 60 cm. French, English, Spanish, Portuguese.

Morris, artist. Tobacco or health: choose health = Le tabac ou la sante: choisissez la sante = Tabaco o salud: elija la salud [poster]. Geneva: World Health Organization; 1988. 1 poster: color, 42 x 30 cm. English, French, Spanish.

15. Print or photograph title for a conference

Geriatric assessment methods for clinical decisionmaking [poster]. Consensus Development Conference on Geriatric Assessment Methods; 1987 Oct 19-21; Bethesda, MD. Bethesda (MD): National Institutes of Health (US), Medical Arts and Photography Branch; 1987. 1 poster: color, 27 x 32 in.

Congreso Nacional y Primera Conferencia Internacional de Salud Oral [National Congress and 1st International Conference on Oral Health] [poster]. Lima (Peru): Colegio Odontologico del Peru; 1971. 1 poster: color, 21 x 27 in. Spanish.

16. Print or photograph with edition

The world's debt to Pasteur [poster]. Edition: 1000. Philadelphia: Wistar Institute; c1984. 1 poster: color, 9 x 13 in.

17. Print or photograph with well known place of publication

The heifer from which the vaccine matter is taken [print]. New York: Harper & Brothers; 1870. 1 print: black & white, 10 x 8 in.

Le soleil peut etre dangereux: travail ou loisirs, protegez-vous [The sun can be dangerous: at work or play, protect yourself] [poster]. Paris: Ligue Nationale Contre le Cancer; 1992. 1 poster: color, 12 x 16 in. French.

18. Print or photograph with lesser known place of publication

Stoepman F. From witchdoctor to MD: a review of more than 20 centuries of medical skill--of the scholars, the diseases and the sick--of the world around them [poster]. Haarlem (Netherlands): The Halls; 1972. 1 poster: color, 21 x 31 in.

Day J. Dying before their time: early death & AIDS [poster]. Farmington (CT): University of Connecticut School of Medicine, Section of Medical Arts & Letters; 1988. 1 poster: color, 14 x 21 in.

19. Print or photograph with place of publication inferred

[Portrait of five African American female nurses in uniform, circa 1920] [photograph]. [New York]: National League for Nursing Press; c1991. 1 photograph: black & white, 8 x 10 in.

Observation of bacterial growths in medium to study their effects on teeth [photograph]. [Bethesda (MD)]: National Institute of Dental Research (US); [date unknown]. 1 photograph: black & white, 8 x 10 in.

20. Print or photograph with no place of publication found

Blossom D. Tufts University School of Medicine [photograph]. [place unknown]: E.R. Squibb & Sons; c1966. 1 photograph: color, 11 x 14 in.

Thom RA. Pharmacy in Ancient China (about 2000 B.C.) [print]. [place unknown]: Parke Davis & Company; 1951. 1 print: color, 8 1/2 x 11 in.

21. Print or photograph publisher with subsidiary department/division named

Day J. Dying before their time: early death & AIDS [poster]. Farmington (CT): University of Connecticut School of Medicine, Section of Medical Arts & Letters; 1988. 1 poster: color, 14 x 21 in.

Marasmus baby [poster]. Lilongwe (Malawi): Malawi Ministry of Health, Health Education Section; 1988. 1 poster: black & white, 11 x 23 in.

22. Print or photograph with government agency as publisher

[Floor plans for laboratory] [print]. [Washington]: Army (US), Office of the Surgeon-General; [date unknown]. 1 print: black & white, 7 x 9 in.

Observation of bacterial growths in medium to study their effects on teeth [photograph]. [Bethesda (MD)]: National Institute of Dental Research (US); [date unknown]. 1 photograph: black & white, 8 x 10 in.

23. Print or photograph with no publisher found

Spellman DD. [Hugo A. Freund] [photograph]. Detroit: [publisher unknown]; 1948 Feb. 1 photograph: black & white, 8 x 11 in.

24. Print or photograph with no place of publication or publisher found

Kyllingstad H. Indian hospital [photograph]. [place unknown: publisher unknown]; 1951. 1 photograph: black & white, 7 x 9 in.

Eareckson CN. [Dr. Harry Friedenwald] [photograph]. [place unknown: publisher unknown]; 1928. 1 photograph: black & white, 5 x 8 in.

25. Print or photograph date with month and day included

Ridley W, engraver. Harvey [print]. London: [publisher unknown]; 1796 May 7. 1 print: black & white, 3 x 5 in.

26. Print or photograph with date of copyright instead of date of publication

[Portrait of five African American female nurses in uniform, circa 1920] [photograph]. [New York]: National League for Nursing Press; c1991. 1 photograph: black & white, 8 x 10 in.

Vedin A, Maliutina O. Prichina-alkogol [poster]. Moscow: Izdatel'stvo Plakat; c1990. 1 poster: color, 66 x 48 cm. Russian.

27. Print or photograph with date estimated

Kennedy RA. [Christian B. Anfinsen] [photograph]. [Bethesda (MD)]: National Institutes of Health (US), Photographic Research Section; [1952?]. 1 print: black & white, 10 x 8 in.

First aid packet: first aid help for wounds [photograph]. [place unknown: publisher unknown; circa 1900]. 1 photograph: black & white, 5 x 6 in. Located at: Prints and Photographs Collection, National Library of Medicine, Bethesda, MD; Order No.: A022483.

28. Print or photograph with no date of publication found

Darbois D. [A young boy in Japan with polio] [photograph]. [Geneva]: World Health Organization; [date unknown]. 1 photograph: black & white, 7 x 10 in.

M Freligh [print]. Philadelphia: Galaxy Pub. Co.; [date unknown]. 1 print: black & white, 6 x 9 in. Portrait of Martin Freligh.

29. Print or photograph with no place, publisher, or date of publication found

Johan Freyer [print]. [place, publisher, date unknown]. 1 print: black & white, 6 x 7 in. Located at: Prints and Photographs Collection, National Library of Medicine, Bethesda, MD; Order No. B012357.

Berry T, engraver. John Gerarde: master in chirurgerie [print]. [place, publisher, date unknown]. 1 print: black & white, 6 x 8 in. Located at: Prints and Photographs Collection, National Library of Medicine, Bethesda, MD; Order No. B012807.

30. Print or photograph with physical description

Kyllingstad H. Indian hospital [photograph]. [place unknown: publisher unknown]; 1951. 1 photograph: black & white, 7 x 9 in.

[Men in uniform] [print]. New York: G.W. Averell; 1875. 1 print: sepia, 10 x 12 in.

Vedin A, Maliutina O. Prichina-alkogol' [poster]. Moscow: Izdatel'stvo Plakat; c1990. 1 poster: color, 66 x 48 cm. Russian.

31. Print or photograph with a series

Thom RA. Pharmacy in Ancient China (about 2000 B.C.) [print]. [place unknown]: Parke Davis & Company; 1951. 1 print: color, 8 1/2 x 11 in. (A history of pharmacy in pictures; 3).

32. Print or photograph with the name of library or other archive included

Johan Freyer [print]. [place, publisher, date unknown]. 1 print: black & white. Located at: Prints and Photographs Collection, National Library of Medicine, Bethesda, MD; Order No. B012357.

33. Print or photograph with supplemental note included

Riley J, artist. [John Freke] [print]. [place unknown: publisher unknown]; 1718. 1 print: black & white, 6 x 9 in. From a sculpture by Vertue.

Thom RA. Pharmacy in Ancient China (about 2000 B.C.) [print]. [place unknown]: Parke Davis & Company; 1951. 1 print: color, 8 1/2 x 11 in. (A history of pharmacy in pictures; 3). Shows Shen Nung, a Chinese emperor, examining herbs.

Kyllingstad H. Indian hospital [photograph]. [place unknown: publisher unknown]; 1951. 1 photograph: black & white, 7 x 9 in. Taken at the Santa Fe Indian Hospital, New Mexico.

Baron DA, photographer. Would you be more careful if it was you that got pregnant? [poster]. California: Pharmacists Planning Service, Inc.; c1986. 1 poster: halftone, 11 x 17 in. Sponsored by Clinica de la Raza, Oakland, California.

Spellman DD. [Hugo A. Freund] [photograph]. Detroit: [publisher unknown]; 1948 Feb. 1 photograph: black & white, 8 x 11 in. Autographed; letter attached.

[The hand Jenner used as a source for his vaccine] [print]. Milan (Italy): Lier; 1923. 1 print: black & white. Facsimile of 1798 drawing by Jenner.

B. Sample Citation and Introduction to Citing Collections of Prints and Photographs

The general format for a reference to a collection of prints and photographs, including punctuation:

Examples of Citations to Collections of Prints and Photographs

Prints and photographs may be cited as individual items or as collections. In the rules section below, information on citing collections is placed after the rules for citing an individual print or photograph.

Titles for collections are unusual in that they are assigned by the library or other archive housing the collection. Although collection titles are constructed, they are not placed within square brackets as are constructed titles for an individual print or photograph. Other areas of difference include:

- Range of dates for the collection is provided instead of a single date of publication.
- Place of publication and publisher information is absent.
- Name of the library or archive housing the collection is required in the citation.

Note that most example citations in this chapter are from the Prints and Photographs Collection of the National Library of Medicine. Since the Collection is housed organizationally within the Library's History of Medicine Division, many items are historical in nature. However, the rules provided are applicable to contemporary material.

Continue to Citation Rules with Examples for Collections of Prints and Photographs

Continue to Examples of Citations to Collections of Prints and Photographs

Citation Rules with Examples for Collections of Prints and Photographs

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (artist or photographer) (R) | Author Affiliation (O) | Title (R) | Type of Medium (R) | Secondary Author (O) | Date of Publication (R) | Physical Description (O) | Library or Other Archive Where Located (R) | Language (R) | Notes (O)

Author (artist or photographer) for Collections (required)

General Rules for Author (artist or photographer)

- Enter the author's surname (family or last name) first
- Capitalize surnames and enter spaces within surnames as they appear on the document cited on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- End author information with a period unless the author role is included (see Author role included below)

Box 45. Author role included.

- Supply the role played by the author, such as artist, engraver, or photographer, following the author name, if desired. Note that a printer is not considered an author.

- Separate the name from the role by a comma and a space

  Examples:

  Tabor M, photographer.

  Riley J, artist.

- If there are multiple authors with differing roles, separate each author name and role with a semicolon and a space

  Sokolov IS, author; Ivanov KK, artist.

- Translate the word found for author, artist, engraver, photographer, or other role into English whenever possible. However, the wording found on the publication may always be used.

- To assist in identifying author roles in other languages, below is a brief list of non-English words for them:

Language	Word for Author	Word for Artist	Word for Photographer	Word for Engraver	Word for Illustrator
French	auteur	artiste	photographe	graveur	illustrateur
		graphiste		photograveur	
German	Verfasser	Artist	Fotograf	Graveur	Illustrator
		Kunstler		Kupferstecher	
		Grafiker		Ziseleur	
Italian	autore	artista	fotografa	incisore	disegnatore
		graphico	fotografo	Intagliatore	
				fotoincisore	
Latin	auctor	pinx		fecit	
	conditor				
	scriptor				
Spanish	autor	artista	fotografo	grabador	ilustrador
		pintor	fotografa		
		pintora			
Russian	avtor	khudozhnik	fotograf	graver	konstruktor
	sostavitel				

Specific Rules for Author (artist or photographer)

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III

- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Organization as author
- Author role included
- Compiler instead of an author
- No author can be found
- Options for author names

Box 38. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames

    Estelle Palmer-Canton;   *becomes*   Palmer-Canton E

    Ahmed El-Assmy;   *becomes*   El-Assmy A

- Keep particles, such as O', D', and L'

    Alan D. O'Brien;   *becomes*   O'Brien AD

    James O. L'Esperance;   *becomes*   L'Esperance JO

    U. S'adeh;   *becomes*   S'adeh U

- Omit all other punctuation in surnames

    Charles A. St. James;   *becomes*   St James CA

Box 39. Other surname rules.

- Keep prefixes in surnames

    Lama Al Bassit;   *becomes*   Al Bassit L

    Jiddeke M. van de Kamp;   *becomes*   van de Kamp JM

    Gerard de Pouvourville;   *becomes*   de Pouvourville G

- Keep compound surnames even if no hyphen appears

    Sergio Lopez Moreno;   *becomes*   Lopez Moreno S

    Jaime Mier y Teran;   *becomes*   Mier y Teran J

    Virginie Halley des Fontaines;   *becomes*   Halley des Fontaines V

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

Box 39 continues on next page...

Box 39 continued from previous page.

Ç	*treated as*	C
Ł	*treated as*	L
à	*treated as*	a
ĝ	*treated as*	g
ñ	*treated as*	n
ü	*treated as*	u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ	*treated as*	ae
œ	*treated as*	oe

Box 40. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names

    Jean-Louis Lagrot;   *becomes*   Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle

    D'Arcy Hart;   *becomes*   Hart D

    W. St. John Patterson;   *becomes*   Patterson WS

    De la Broquerie Fortier;   *becomes*   Fortier D

    Craig McC. Brooks;   *becomes*   Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

    Ch. Wunderly;   *becomes*   Wunderly C

    C. Fr. Erdman;   *becomes*   Erdman CF

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

    Iu. A. Iakontov;   *becomes*   Iakontov IuA

    G. Th. Tsakalos;   *becomes*   Tsakalos GTh

Box 41. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name

       James A. Reed, M.D., F.R.C.S.; *becomes* Reed JA

       Kristine Schmidt, Ph.D.; *becomes* Schmidt K

       Robert V. Lang, Major, US Army; *becomes* Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name

       Sir Frances Hildebrand; *becomes* Hildebrand F

       Dr. Jane Eberhard; *becomes* Eberhard J

       Captain R.C. Williams; *becomes* Williams RC

Box 42. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation

- Convert roman numerals to arabic ordinals

Examples:

       Vincent T. DeVita, Jr.; *becomes* DeVita VT Jr

       James G. Jones II; *becomes* Jones JG 2nd

       John A. Adams III; *becomes* Adams JA 3rd

       Henry B. Cooper IV; *becomes* Cooper HB 4th

Box 43. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese

- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

       Iu. A. Iakontov; *becomes* Iakontov IuA

       G. Th. Tsakalos; *becomes* Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

       Å *treated as* A

Box 43 continued from previous page.

Ø	*treated as*	O
Ç	*treated as*	C
Ł	*treated as*	L
à	*treated as*	a
ĝ	*treated as*	g
ñ	*treated as*	n
ü	*treated as*	u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ	*treated as*	ae
œ	*treated as*	oe

Box 44. Organization as author.

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit "The" preceding an organizational name

    The American Cancer Society;   *becomes*   American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

    American Medical Association, Committee on Ethics.

    International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

    American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

    National Academy of Sciences (US).

    Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

    Canadian Association of Orthodontists; Canadian Dental Association.

    American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

Box 44 continued from previous page.

- If both individuals and an organization or organizations appear as authors, use the names of the individuals as the author and give the organization at the end of the reference as a note

- For names of organizations in languages other than English:

  ○ Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear on the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

    Istituto di Fisiologia Clinica del CNR.

    Universitatsmedizin Berlin.

    Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

  ○ Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

    Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

    or

    [Russian Respiratory Society].

  ○ Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

    [Chinese Medical Society].

  ○ Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ■ Treat letters marked with diacritics or accents as if they are not marked

      Å *treated as* A

      Ø *treated as* O

      Ç *treated as* C

      Ł *treated as* L

      à *treated as* a

      ĝ *treated as* g

      ñ *treated as* n

      ü *treated as* u

    ■ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

---

Box 44 continued from previous page.

            æ   *treated as*   ae

            œ   *treated as*   oe

Box 46. Compiler instead of an author.

A compiler is someone who collects and organizes the work of others.

- Place the name of a compiler in the author position when the collection consists of the works of various individuals or organizations

- Follow the same rules as used for author names

- Separate the names of multiple compilers with a comma

- Follow the name of a single compiler or the last named compiler with a comma and the word compiler or compilers

- End compiler information with a period

  Example:

    Kase G, compiler. Mt. Airy Forest collection [prints + slides]. 1928-1954. 549 prints: black & white, 9 x 15 cm.; 64 slides: color, 2 x 2 in. Located at: Cincinnati Historical Society Library, Cincinnati, OH.

- If there are both an author and a compiler, place the compiler in the secondary author position, following the title and type of medium

---

Box 47. No author can be found.

- If no person or organization can be identified as the author, begin the reference with the title of the print or photograph. Do not use anonymous.

Box 48. Options for author names.

- The following format is not NLM practice for citing authors of collections, but the full names of authors may be given

    Takagi, Yasushi.

    Mann, Frederick D.

Examples for Author (artist or photographer)

1. Print and photograph collections

Author Affiliation for Collections (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author

- Begin with the department and name of the institution, followed by city and state/Canadian province/ country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the parentheses, unless the affiliation is for the last author, then use a period

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

Box 49. **Abbreviations in affiliations.**

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

    Examples:

        Acad. for Academy

        Assoc. for Association

        Co. for Company

        Coll. for College

        Corp. for Corporation

        Dept. for Department

        Div. for Division

        Inst. for Institute or Institution

        Soc. for Society

        Univ. for University

    See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 50. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears in the publication

- Place the e-mail address within the closing parenthesis for the author affiliation

- Do not end an e-mail address with a period

  Example:

    Patrias K (National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov).

Box 51. Organizational names for affiliations not in English.

- Give the affiliation of all authors or only the first author

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France).

    Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy).

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania).

    Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia).

- Translate organizational names in character-based languages (Chinese, Japanese)

    Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan).

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

Box 51 continues on next page...

Box 51 continued from previous page.

        ĝ   *treated as* g

        ñ   *treated as* n

        ü   *treated as* u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ   *treated as* ae

        œ   *treated as* oe

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 52. Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name as found on the publication may always be used.

    Moskva *becomes* Moscow

    Wien *becomes* Vienna

    Italia *becomes* Italy

    Espana *becomes* Spain

Examples for Author Affiliation

    1. Print and photograph collections

Title for Collections (required)

General Rules for Title

- Enter the title of the collection as assigned by the holder of the collection
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation such as a question mark, period, or an exclamation point is already present
- End a title with a space

Specific Rules for Title

- Titles not in English
- Titles containing a Greek letter, chemical formula, or another special character

---

Box 53. Titles not in English.

Because the title of a collection is assigned by the library or other archive housing the collection, the title will be in the language of the country where the library or archive is located, regardless of the language of the materials contained in the collection.

Box 53 continues on next page...

Box 53 continued from previous page.

To cite a collection in a non-English speaking country:

- Provide the title in the original language for non-English titles found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å   *treated as*   A

    Ø   *treated as*   O

    Ç   *treated as*   C

    Ł   *treated as*   L

    à   *treated as*   a

    ĝ   *treated as*   g

    ñ   *treated as*   n

    ü   *treated as*   u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ   *treated as*   ae

    œ   *treated as*   oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

- Provide an English translation after the original language title whenever possible; place translations in square brackets

---

Box 54. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

  von Willebrand disease as depicted in the early twentieth century [prints].

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

Box 54 continues on next page...

Box 54 continued from previous page.

Synthesis of β-amino acids at the Karolinska Institute [photographs].

may become

Synthesis of beta-amino acids at the Karolinska Institute [photographs].

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

TiO_2 coatings developed at the California Institute of Technology [prints].

may become

TiO(2) coatings developed at the California Institute of Technology [prints].

Examples for Title

1. Print and photograph collections

Type of Medium for Collections (required)

General Rules for Type of Medium

- Indicate the specific type of medium (prints, photographs, posters, etc.) of the items in the collection following the title
- Place the name of the medium in square brackets and end with a period, such as "[photographs]."
- Add information about the medium according to the instructions under Physical Description for Collections

Specific Rules for Type of Medium

- More than one type of medium

Box 55. **More than one type of medium.**

Collections may contain more than one type of medium.

- Place the types in square brackets after the title

- Separate the types by a plus sign (+) between spaces

    Example:

    Visual materials from the Blackwell family papers [slides + prints]. 1840-circa 1935. 171 items: 28 x 23 cm. or smaller. Located at: Prints & Photographs Division, Library of Congress, Washington, DC; LOT 13267. Collection contains chiefly lantern slides and photographic prints.

Examples for Type of Medium

1. Print and photograph collections

Secondary Author for Collections (optional)

General Rules for Secondary Author

- A secondary author modifies the work of the author, such as the compiler of a collection
- Place the names of secondary authors after the title, following the type of medium
- Use the same rules for the format of names presented in Author (artist or photographer) for Collections above
- Follow the last named compiler with a comma and the word compiler or compilers
- End secondary author information with a period

Specific Rules for Secondary Author

- Non-English names for secondary authors

Box 56. **Non-English names for secondary authors.**

- Translate the word found for compiler, editor, translator, or other secondary author into English whenever possible. However, the wording found on the print, photograph, or accompanying material may always be used.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å   *treated as*   A

    Ø   *treated as*   O

    Ç   *treated as*   C

    Ł   *treated as*   L

    à   *treated as*   a

    ĝ   *treated as*   g

    ñ   *treated as*   n

    ü   *treated as*   u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ   *treated as*   ae

    œ   *treated as*   oe

  - To assist in identifying secondary authors, below is a brief list of non-English words for them

Language	Word for Compiler	Word for Editor	Word for Translator	Word for Illustrator
French	compilateur	redacteur	traducteur	illustrateur
		editeur		

Box 56 continues on next page...

Box 56 continued from previous page.

Language	Word for Compiler	Word for Editor	Word for Translator	Word for Illustrator
German	zusammensteller	redakteur	ubersetzer	illustrator
		herausgeber	dolmetscher	
Italian	compilatore	redattore	traduttore	disegnatore
		curatore		
		editore		
Spanish	recopilador	redactor	traductor	ilustrador
	compilador	editor		
Russian	sostavitel'	redaktor	perevodchik	konstruktor
		izdatel		

Date of Publication for Collections (required)

General Rules for Date

- Give the date range of the items in the collection
- Enter the earliest date of publication, a hyphen, and the latest date of publication. For example: 2000-2005.
- Follow the last year with a period

Specific Rules for Date

- Date estimated

Box 57. Date estimated.

- If neither a date of publication nor a date of copyright can be found for items in a collection, but dates can be estimated because of material contained on the items themselves or on accompanying material, place a question mark after the estimated date

    1942-1945?

- If a specific year cannot be estimated, but an approximate date or range of years can be reasonably inferred, precede the date or date range with the word "circa", such as circa 1800 and circa 1950s

    circa 1900-1920

    circa 1960s

Example:

    Visual materials from the Blackwell family papers [slides + prints]. 1840-circa 1935. 171 items: 28 x 23 cm. or smaller. Located at: Prints & Photographs Division, Library of Congress, Washington, DC; LOT 13267. Collection contains chiefly lantern slides and photographic prints.

Examples for Date

1. Print and photograph collections

Physical Description for Collections (optional)

General Rules for Physical Description

- Give information on the total number and physical characteristics of the prints, photographs, etc., in the collection, such as 16 photographs: black & white, 8 x 10 in. or smaller.

Specific Rules for Physical Description

- Language for describing physical characteristics
- More than one type of medium

Box 58. Language for describing physical characteristics.

- Begin with information on the number and type of physical pieces, followed by a colon and a space

    325 photographs:

    32 posters:

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches and cm. for centimeters. Separate types of information by commas.

    Typical words used include:

    color

    black & white

    8 x 10 in. (size)

    21 x 26 cm. (size)

    Examples of complete physical description statements:

    155 photographs: black & white.

    420 prints: black & white and color, 13 x 17 in. or smaller.

    51 posters: color, 27 x 32 in.

Box 59. More than one type of medium.

Collections may contain more than one type of medium.

- Place the types in square brackets after the title

- Separate the types by a plus sign (+) between spaces

    Example:

    Visual materials from the Blackwell family papers [slides + prints]. 1840-circa 1935. 171 items: 28 x 23 cm. or smaller. Located at: Prints & Photographs Division, Library of Congress, Washington, DC; LOT 13267. Collection contains chiefly lantern slides and photographic prints.

Examples for Physical Description

    1. Print and photograph collections

Library or Other Archive Where Located for Collections (required)

General Rules for Library or Other Archive

- Enter the phrase "Located at" followed by a colon and a space
- Give the name of the library or archive, preceded by any subsidiary division, and followed by a comma and a space. For example: Prints and Photographs Collection, National Library of Medicine.
- Follow with the name of the city, a comma, and the two-letter abbreviation for the US state or Canadian province; add the country if not the US or Canada, either written out or as the two-letter ISO country code (see Appendix D)
- Enter a semicolon and any identifying number for the collection
- End library information with a period

Specific Rules for Library or Other Archive

- Non-English names for libraries and archives
- Locations outside of the US

Box 61. Non-English names for libraries and archives.

- Provide the name in the original language for non-English names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    Bibliotheque Nationale de France

- Romanize (write in the roman alphabet) names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Biblioteka, Academia de Stiinte Medicale

- Romanize or translate names in character-based languages (Chinese, Japanese). Place translated names in square brackets.

    Kokuritsu Kobunshokan

    or

    [National Archives]

- Provide an English translation after the original language name if possible; place translation in square brackets.

    Biblioteka, Academia de Stiinte Medicale [Library, Academy of Medical Sciences]

    Kokuritsu Kobunshokan [National Archives]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ◦ Treat letters marked with diacritics or accents as if they are not marked

Box 61 continues on next page...

Box 61 continued from previous page.

Å   *treated as*   A

Ø   *treated as*   O

Ç   *treated as*   C

Ł   *treated as*   L

à   *treated as*   a

ĝ   *treated as*   g

ñ   *treated as*   n

ü   *treated as*   u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ   *treated as*   ae

œ   *treated as*   oe

Box 62. Locations outside of the US.

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, whenever possible. However, the name as found on the publication may always be used.

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E)

    Montreal, QC

    Ottawa, ON

    Vancouver, BC

- Follow cities in other countries with the country name, either written in full or as the two-letter ISO country code (see Appendix D)

    Rome, Italy   *or*   Rome, IT

    Malaga, Spain   *or*   Malaga, ES

    Basel, Switzerland   *or*   Basel, CH

    Oxford, England   *or*   Oxford, GB

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Examples for Library or Other Archive

1. Print and photograph collections

Language for Collections (required)

General Rules for Language

- Give the language of the collection, if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Collections with items appearing in more than one language

Box 60. Collections with items appearing in more than one language.

- If the items in a print or photograph collection have text in two or more languages, indicate the languages in the order they are presented, separated by a comma, after date range (and the physical description, if present)

- End language information with a period

  Example:

  > Spanish Civil War poster collection [posters]. 1936-1939. 123 posters: color, 161 x 213 cm. or smaller. Located at: Prints and Photographs Division, Library of Congress, Washington, DC; Card No. 2001697400. Spanish, English, Esperanto, French. Many artists are represented. Among the more notable or frequently represented artists are: Jose Bardasano, Carles Fontsere, Aleix Hinsberger, and Ramon Puyol.

Examples for Language

1. Print and photograph collections

Notes for Collections (optional)

General Rules for Notes

- Notes is a collective term for any useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Types of material to include in notes

Box 63. Types of material to include in notes.

- The notes element may be used to provide any information that the compiler of the reference feels is useful to the reader
  - Begin by citing the print or photograph collection, then add the note
  - End with a period

- Some examples of notes for collections are:

Box 63 continues on next page...

- ○ Details on the type of prints or other media

    Collection contains engravings, etchings, lithographs.

- ○ Subject content if not evident from the title

    Photographs depict contemporary health care professionals at work.

- ○ Unusual or special aspects of the collection

    Many artists are represented. Among the more notable or frequently represented artists are: Jose Bardasano, Carles Fontsere, Aleix Hinsberger, and Ramon Puyol.

- ○ Any restrictions on viewing the collection placed on it by the library or archive

    Available by appointment only.

Examples for Notes

1. Print and photograph collections

Examples of Citations to Collections of Prints and Photographs

1. Print and photograph collections

Tabor M. Martha Tabor collection [photographs]. 1985-2006. 155 photographs: black & white. Located at: Prints and Photographs Collection, National Library of Medicine, Bethesda, MD. Photographs depict contemporary health care professionals at work.

Spanish Civil War poster collection [posters]. 1936-1939. 123 posters: color, 213 x 161 cm. or smaller. Located at: Prints and Photographs Division, Library of Congress, Washington, DC; Card No. 2001697400. Spanish, English, Esperanto, French. Many artists are represented. Among the more notable or frequently represented artists are: Jose Bardasano, Carles Fontsere, Aleix Hinsberger, and Ramon Puyol.

Patent medicine labels and advertisements [prints]. 1830-1985. 420 prints: black & white and color, 13 x 17 in. or smaller. Located at: Prints & Photographs Division, Library of Congress, Washington, DC; LOT 10632. Collection contains engravings, etchings, lithographs.

Visual materials from the Blackwell family papers [slides + prints]. 1840-circa 1935. 171 items: 28 x 23 cm. or smaller. Located at: Prints & Photographs Division, Library of Congress, Washington, DC; LOT 13267. Collection contains chiefly lantern slides and photographic prints.

Kase G, compiler (Board of Park Commissioners, Cincinnati, OH). Mt. Airy Forest collection [prints + slides]. 1928-1954. 549 prints: black & white, 9 x 15 cm.; 64 slides: color, 2 x 2 in. Located at: Cincinnati Historical Society Library, Cincinnati, OH.

Citing Material on CD-ROM, DVD, or Disk

Chapter 18. Books and Other Individual Titles on CD-ROM, DVD, or Disk

Created: October 10, 2007; Updated: August 11, 2015.

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

See also:

Chapter 2 Books

Chapter 11B Forthcoming Books

Chapter 15 Books and Other Individual Titles in Audiovisual Formats

Chapter 22 Books and Other Individual Titles on the Internet

Sample Citation and Introduction to Citing Entire Books and Other Individual Titles on CD-ROM, DVD, or Disk

The general format for a reference to an entire book on CD-ROM, DVD, or disk, including punctuation:
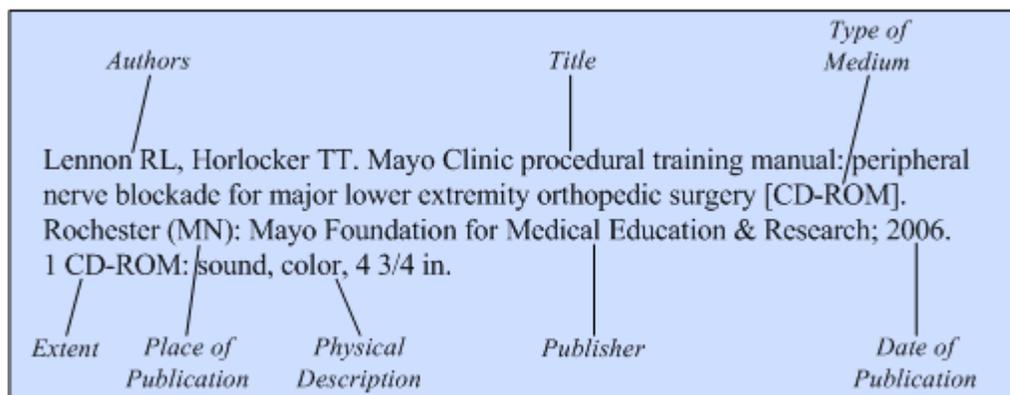
Examples of Citations to Books and Other Individual Titles on CD-ROM, DVD, or Disk

A book or other type of monograph on CD-ROM, DVD, or disk is cited in a way similar to such books appearing in print, with these exceptions:

- Because special equipment is needed to view these materials, the type of medium (CD-ROM, DVD, disk) is placed in square brackets after the title.
- If the CD-ROM, DVD, or disk has been updated or revised since the initial date of publication, the date of update/revision is added in square brackets after the date of publication.
- Extent (pagination) is given in terms of the number and type of physical pieces, such as 1 DVD or 2 CD-ROMs.
- Physical description such as color and size may be added after the extent.
- System requirements such as the names and versions of any required software may be included as a note.

The authoritative source for information to use in a citation for a book is, in order of preference: the opening screen(s); the face of the CD-ROM, DVD, or disk; the jewel case (carrying case); and accompanying print documentation.

While all books have elements in common for citation purposes (such as author, title, publisher information, and date), specific types of monographs have additional elements. For example, technical report citations should include report and contract numbers and bibliography citations should include the time period covered and the number of references included. Citation examples for such specific types of books are included below, but refer to the chapters covering these publications for more detail.

Parts and Contributions to Books on CD-ROM, DVD, or Disk

This chapter includes citation rules for entire books on CD-ROM, DVD, or disk. For citing parts or contributions to these books, combine the guidelines presented in this chapter with those in Chapter 2B Individual Volumes of Books (Chapter 2B(1) Volumes With a Separate Title but Without Separate Authors/Editors or Chapter 2B(2) Volumes With a Separate Title and Separate Authors/Editors), Chapter 2C Parts of Books, and Chapter 2D Contributions to Books. See also examples 44-45 below.

Because a reference should start with the individual or organization with responsibility for the intellectual content of a publication:

- Begin a reference to a part of a book with information about the book; follow it with the information about the part
- Begin a reference to a contribution with information about the contribution, followed by the word "In:" and information about the book itself.

As when citing parts and contributions to print books, provide the length of the part or contribution to a book on CD-ROM, DVD, or disk whenever possible. If traditional page numbers are not present, calculate the extent of the part or contribution using the best means possible, i.e., number of paragraphs, screens, pages if printed out, or minutes if an oral presentation. Since screen size and print fonts vary, precede the estimated number of screens and pages with the word about and place extent information in square brackets, such as [about 3 screens]. For parts and contributions that contain hyperlinks, however, such as the last sample citation in example 44, it will not be possible to provide the length.

Continue to Citation Rules with Examples for Books and Other Individual Titles on CD-ROM, DVD, or Disk.

Continue to Examples of Citations to Books and Other Individual Titles on CD-ROM, DVD, or Disk.

Citation Rules with Examples for Books and Other Individual Titles on CD-ROM, DVD, or Disk

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author/Editor (R) | Author Affiliation (O) | Title (R) | Content Type (O) | Type of Medium (R) | Edition (R) | Editor and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Date of Update/Revision (R) | Extent (Pagination) (O) | Physical Description (O) | Series (O) | Language (R) | Notes (O)

Author/Editor for Books on CD-ROM, DVD, or Disk (required)

General Rules for Author/Editor

- List names in the order they appear on the opening screens, the jewel case (carrying case), or in accompanying material
- Enter surname (family or last name) first for each author/editor

- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all authors/editors, regardless of the number
- Separate author/editor names from each other by a comma and a space
- If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors; see Editor and Other Secondary Authors below if there are authors and editors
- End author/editor information with a period

Specific Rules for Author/Editor

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Non-English words for editors
- Organizations as author
- No author can be found
- Options for author names

Box 1. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames

   Estelle Palmer-Canton   *becomes*   Palmer-Canton E

   Ahmed El-Assmy   *becomes*   El-Assmy A

- Keep particles, such as O', D', and L'

   Alan D. O'Brien   *becomes*   O'Brien AD

   James O. L'Esperance   *becomes*   L'Esperance JO

   U. S'adeh   *becomes*   S'adeh U

- Omit all other punctuation in surnames

   Charles A. St. James   *becomes*   St James CA

Box 2. Other surname rules.

- Keep prefixes in surnames

   Lama Al Bassit   *becomes*   Al Bassit L

   Jiddeke M. van de Kamp   *becomes*   van de Kamp JM

Box 2 continues on next page...

Box 2 continued from previous page.

   Gerard de Pouvourville *becomes* de Pouvourville G

- Keep compound surnames even if no hyphen appears

   Sergio Lopez Moreno *becomes* Lopez Moreno S

   Jaime Mier y Teran *becomes* Mier y Teran J

   Virginie Halley des Fontaines *becomes* Halley des Fontaines V

   [If you cannot determine from the opening screens whether a surname is compound or a combination of a middle name and a surname, look elsewhere in the text or in any accompanying material for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

    Å *treated as* A

    Ø *treated as* O

    Ç *treated as* C

    Ł *treated as* L

    à *treated as* a

    ĝ *treated as* g

    ñ *treated as* n

    ü *treated as* u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ *treated as* ae

    œ *treated as* oe

Box 3. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names

   Jean-Louis Lagrot *becomes* Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle

   D'Arcy Hart *becomes* Hart D

   W. St. John Patterson *becomes* Patterson WS

Box 3 continued from previous page.

De la Broquerie Fortier *becomes* Fortier D

Craig McC. Brooks *becomes* Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

Ch. Wunderly *becomes* Wunderly C

C. Fr. Erdman *becomes* Erdman CF

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

Iu. A. Iakontov *becomes* Iakontov IuA

G. Th. Tsakalos *becomes* Tsakalos GTh

Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name

James A. Reed, M.D., F.R.C.S. *becomes* Reed JA

Kristine Schmidt, Ph.D. *becomes* Schmidt K

Robert V. Lang, Major, US Army *becomes* Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name

Sir Frances Hildebrand *becomes* Hildebrand F

Dr. Jane Eberhard *becomes* Eberhard J

Captain R.C. Williams *becomes* Williams RC

Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals

Examples:

Vincent T. DeVita, Jr. *becomes* DeVita VT Jr

James G. Jones II *becomes* Jones JG 2nd

John A. Adams III *becomes* Adams JA 3rd

Henry B. Cooper IV *becomes* Cooper HB 4th

Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese

- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

> Iu. A. Iakontov   *becomes*   Iakontov IuA

> G. Th. Tsakalos   *becomes*   Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

    > Å   *treated as*   A

    > Ø   *treated as*   O

    > Ç   *treated as*   C

    > Ł   *treated as*   L

    > à   *treated as*   a

    > ĝ   *treated as*   g

    > ñ   *treated as*   n

    > ü   *treated as*   u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    > æ   *treated as*   ae

    > œ   *treated as*   oe

Box 7. Non-English words for editor.

- Translate the word found for editor into English. However, the wording found on the publication may always be used.
- To assist in identifying editors, below is a brief list of non-English words for editor:

Language	Word for Editor
French	redacteur
	editeur
German	redakteur

Box 7 continues on next page...

Box 7 continued from previous page.

Language	Word for Editor
	herausgeber
Italian	redattore
	curatore
	editore
Russian	redaktor
	izdatel
Spanish	redactor
	editor

Box 8. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit "The" preceding an organizational name

    The American Cancer Society   *becomes*   American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

    American Medical Association, Committee on Ethics.

    International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

    American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

    National Academy of Sciences (US).

    Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

    Canadian Association of Orthodontists; Canadian Dental Association.

    American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization or organizations appear on the title page of a book as authors, use the names of the individuals as the author and give the organization at the end of the reference as a note, if desired

Box 8 continues on next page...

Stahl PH, Wermuth CG, editors. Handbook of pharmaceutical salts: properties, selection, and use. New York: Wiley-VCH; c2002. 374 p. Prepared for the International Union of Pure and Applied Chemistry.

- For names of organizations in languages other than English:

  ○ Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

    Istituto di Fisiologia Clinica del CNR.

    Universitatsmedizin Berlin.

    Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

  ○ Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

    Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

    or

    [Russian Respiratory Society].

  ○ Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

    [Chinese Medical Society].

  ○ Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ■ Treat letters marked with diacritics or accents as if they are not marked

      Å *treated as* A

      Ø *treated as* O

      Ç *treated as* C

      Ł *treated as* L

      à *treated as* a

      ĝ *treated as* g

      ñ *treated as* n

      ü *treated as* u

    ■ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

---

Box 8 continued from previous page.

æ	*treated as*	ae
œ	*treated as*	oe

Box 9. No author can be found.

- If no person or organization can be found as the author but editors or translators are present, begin the reference with the names of the editors or translators. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.

  Morrison CP, Court FG, editors.

  Walser E, translator.

- If no person or organization can be identified as the author and no editors or translators are given, begin the reference with the title. Do not use anonymous.

  Typhoid Mary, the most dangerous woman in America [DVD]. Nancy Porter Productions, Inc., producer. Boston: WGBH Educational Foundation; c2005. 1 DVD: 60 min., sound, color, 4 3/4 in.

Box 10. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.

  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.

  Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."

  Rastan S, Hough T, Kierman A, et al.

  Adler DG, Baron TH, Davila RE, and others.

Examples for Author/Editor

1. Standard citation to a book on CD-ROM, DVD, or disk

2. Book on CD-ROM, DVD, or disk showing authors with optional full first names

3. Book on CD-ROM, DVD, or disk with author/editor name including designations of rank within a family

4. Book on CD-ROM, DVD, or disk with authors/editors having particles or prefixes in their names

5. Book on CD-ROM, DVD, or disk with authors/editors having compound last names

6. Book on CD-ROM, DVD, or disk with secondary authors when there is no author

7. Book on CD-ROM, DVD, or disk with author(s) and secondary authors

8. Book on CD-ROM, DVD, or disk with organization as author/editor

9. Book on CD-ROM, DVD, or disk with organization as author, with subsidiary department/division named

10. Book on CD-ROM, DVD, or disk with multiple organizations as author

11. Book on CD-ROM, DVD, or disk with no authors or editors

Author Affiliation for Books on CD-ROM, DVD, or Disk (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/ country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the closing parenthesis, unless the affiliation is for the last author, then use a period

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

Box 11. **Abbreviations in affiliations.**

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

    Examples:

    Acad. for Academy

    Assoc. for Association

    Co. for Company

    Coll. for College

    Corp. for Corporation

    Dept. for Department

    Div. for Division

    Inst. for Institute or Institution

    Soc. for Society

    Univ. for University

    Box 11 continues on next page...

Box 11 continued from previous page.

See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 12. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears in the publication

- Do not end an e-mail address with a period

- Place the e-mail address within the closing parenthesis for the author affiliation

  Example:

  Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

Box 13. Organizational names not in English.

- Give the affiliation of all authors or only the first author

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, etc.)

  Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

  Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

  Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I.

Box 13 continued from previous page.

> Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese)

> Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å *treated as* A

    Ø *treated as* O

    Ç *treated as* C

    Ł *treated as* L

    à *treated as* a

    ĝ *treated as* g

    ñ *treated as* n

    ü *treated as* u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ *treated as* ae

    œ *treated as* oe

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 14. Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name as found on the publication may always be used.

  Moskva *becomes* Moscow

  Wien *becomes* Vienna

  Italia *becomes* Italy

  Espana *becomes* Spain

Examples for Author Affiliation

12. Book on CD-ROM, DVD, or disk with author affiliation included

Title for Books on CD-ROM, DVD, or Disk (required)

General Rules for Title

- Enter the book title as it appears on the opening screens, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a space

Specific Rules for Title

- Book titles not in English
- Book titles in more than one language
- Translated book titles ending in punctuation other than a period
- Book titles containing a Greek letter, chemical formula, or another special character
- No book title can be found

Box 15. **Book titles not in English.**

- Give the title in the original language for non-English titles found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, etc.)

  Lopez Pinero JM, Jerez Moliner F. Atlas historico de la ilustracion anatomica: desde el Renacimiento al Siglo XX [CD-ROM]. Valencia (Spain): Faximil Edicions Digitales; c2003. 1 CD-ROM: 4 3/4 in. Spanish.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

  Pruvodce Zdravotnickym muzeem v Praze s obrazovou galerii sbirek [CD-ROM]. Prague: Koniasch Latin Press; 1999. 1 CD-ROM: 4 3/4 in. Czech.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

  Zhongguo sheng wu yi xue wen xian shu ju ku [CD-ROM]. Beijing: Zhongguo yi xue ke xue yuan, Yi xue xin xi yan jiu suo; [1993?]. 1 CD-ROM: sound, color, 4 3/4 in. Chinese.

  or

  [Chinese biomedical disk] [CD-ROM]. Beijing: Zhongguo yi xue ke xue yuan, Yi xue xin xi yan jiu suo; [1993?]. 1 CD-ROM: sound, color, 4 3/4 in. Chinese.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å *treated as* A

    Ø *treated as* O

Box 15 continues on next page...

Box 15 continued from previous page.

         Ç   *treated as*   C

         Ł   *treated as*   L

         à   *treated as*   a

         ĝ   *treated as*   g

         ñ   *treated as*   n

         ü   *treated as*   u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

         æ   *treated as*   ae

         œ   *treated as*   oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

  Hager H. Ophthalmodynamographie: eine neue augenarztliche Methode zur Beurteilung des Gehirnkrei slaufes [DVD]. Tubingen (Germany): Eberhard-Karls-Universitat; 1968. 1 DVD: 16 min., sound, color, 4 3/4 in. German.

- Provide an English translation after the original language title whenever possible; place translations in square brackets

  Lopez Pinero JM, Jerez Moliner F. Atlas historico de la ilustracion anatomica: desde el Renacimiento al Siglo XX [Historical atlas of medical illustration: from the Renaissance to the 20th century] [CD-ROM]. Valencia (Spain): Faximil Edicions Digitales; c2003. 1 CD-ROM: 4 3/4 in. Spanish.

Box 16. Book titles in more than one language.

- If a book title is written in several languages:

  - ○ Give the title in the first language found on the opening screens

  - ○ List all languages of publication after the extent (pagination) and any physical description

  - ○ Separate the languages by commas

  - ○ End the list of languages with a period
    Example:

    WHO medicines bookshelf [CD-ROM]. Version 4.0. Geneva: World Health Organization; c2004. 1 CD-ROM: 4 3/4 in. English, French, Spanish.

- If a book title is presented in two or more equal languages, as often occurs in Canadian publications:

  - ○ Give all titles in the order in which they are given in the text

  - ○ Place an equals sign with a space on each side between each title

Box 16 continued from previous page.

- ○ List the particular languages, separated by commas, after the extent (pagination) and any physical description

- ○ End the list of languages with a period

  Example:

  > Rached T. Medecins de coeur = Doctors with hearts [DVD]. [Montreal (QC)]: National Film Board of Canada; c2006. 1 DVD: 112 min., sound, color, 4 3/4 in. French, English.

Box 17. Translated book titles ending in punctuation other than a period.

- Most titles end in a period. When a translation of a book title is provided, place it in square brackets. Place the closing period after the type of medium.

  > Lopez Pinero JM, Jerez Moliner F. Atlas historico de la ilustracion anatomica: desde el Renacimiento al Siglo XX [Historical atlas of medical illustration: from the Renaissance to the 20th century] [CD-ROM]. Valencia (Spain): Faximil Edicions Digitales; c2003. 1 CD-ROM: 4 3/4 in. Spanish.

- If a translated title ends in another form of punctuation, keep that punctuation. Place it within the square brackets for the translation and end title information with a period.

  > Une epidemie de l'obesite? [An epidemic of obesity?] [DVD].

Box 18. Book titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a book title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

  > 1,3-dichloro-5,5-dimethylhydantoin

  > von Willebrand factor and the mechanisms of platelet function

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

  > Synthesis of β-amino acids

  > *may become*

  > Synthesis of beta-amino acids

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

  > TiO_2 nanoparticles

  > *may become*

  > TiO(2) nanoparticles

Box 19. No book title can be found.

Occasionally a publication does not appear to have any title; the book or other document simply begins with the text. In this circumstance:

- Construct a title from the first few words of the text
- Use enough words to make the constructed title meaningful
- Place the constructed title in square brackets

Examples for Book Title

13. Book title on CD-ROM, DVD, or disk with subtitle

14. Book title on CD-ROM, DVD, or disk ending in punctuation other than a period

15. Book title on CD-ROM, DVD, or disk in a language other than English

16. Book on CD-ROM, DVD, or disk published with equal text in two languages

40. Book on CD-ROM, DVD, or disk that is a conference proceedings

Content Type for Books on CD-ROM, DVD, or Disk (optional)

General Rules for Content Type

- A content type alerts the user that the reference is not to a standard book but to a dissertation, master's thesis, bibliography, or map
- Place [dissertation], [master's thesis], [bibliography], or [map] after the book title
- Follow the bracketed content type with a space
- See Chapter 5 Dissertations and Theses, Chapter 6 Bibliographies, and Chapter 9 Maps for more detail

Examples for Content Type

41. Book on CD-ROM, DVD, or disk that is a bibliography

42. Book on CD-ROM, DVD, or disk that is a dissertation

Type of Medium for Books on CD-ROM, DVD, or Disk (required)

General Rules for Type of Medium

- Indicate the type of medium (CD-ROM, DVD, disc, etc.) following the title (and content type, if present)
- Place the name of the medium in square brackets and end with a period, such as "[DVD]."
- Add information about the medium according to the instructions under Physical Description below
- See Chapter 15 for books in audiovisual formats and Chapter 22 for books on the Internet

Specific Rules for Type of Medium

- Both a content type and medium
- Book in more than one type of medium
- Book titles ending in punctuation other than a period
- Book titles not in English

Box 20. Both a content type and a medium.

- If a dissertation, master's thesis, bibliography, or map is on a CD-ROM, DVD, or disk, give the content type and the word "on" before the type of medium.

   Voigts LE, Kurtz PD, compilers. Scientific and medical writings in Old and Middle English: an electronic reference [bibliography on CD-ROM]. Windows version. Ann Arbor (MI): University of Michigan Press; c2000. 1 CD-ROM: color, 4 3/4 in.

   Okroi M. Der blutgruppenforscher Fritz Schiff (1889-1940): Leben, Werk und Wirkung eines judischen Deutschen [dissertation on CD-ROM]. [Lubeck (Germany)]: Universitat zu Lubeck; 2004. 1 CD-ROM: 4 3/4 in. German.

Box 21. Book in more than one type of medium.

- If a book is presented in more than one type of medium, give both

- Separate the two types by a plus sign with a space on either side

- Place both in square brackets

Examples:

   Haney H, Leibsohn J. Basic counseling responses in groups: a multimedia learning system for the helping professions [CD-ROM + videocassette]. Pacific Grove (CA): Brooks/Cole/Wadsworth; c2001. 1 CD-ROM: sound, color, 4 3/4 in.; 1 videocassette: 38 min., sound, color, 1/2 in.

   Keyboard microbiology series [CD-ROM + disk]. Blue Bell (PA): Keyboard Pub.; 1995. 1 CD-ROM: color, 4 3/4 in.; 5 computer disks: 3 1/2 in.

Box 22. Book titles ending in punctuation other than a period.

- Most book titles end in a period. Place [CD-ROM], [DVD], or [disk] inside the period.

   Schwid HA, O'Donnell DF. Sedation simulator [CD-ROM]. Version 1.0. Issaquah (WA): Anesoft Corporation; c1998. 1 CD-ROM: sound, color, 4 3/4 in.

- If a title ends in another form of punctuation, keep that punctuation and follow [CD-ROM], [DVD], or [disk] with a period

   University of North Carolina at Chapel Hill, School of Public Health; Centers for Disease Control and Prevention (US). The epidemic of obesity: personal choice or environmental consequence? [DVD]. [place, publisher, date unknown]. 1 DVD: 4 3/4 in.

Box 23. Book titles not in English.

- If a translation of a title is provided, place the type of medium (CD-ROM, DVD, disk) within square brackets after the translation.

   Lopez Pinero JM, Jerez Moliner F. Atlas historico de la ilustracion anatomica: desde el Renacimiento al Siglo XX [Historical atlas of medical illustration: from the Renaissance to the 20th century] [CD-ROM]. Valencia (Spain): Faximil Edicions Digitales; c2003. 1 CD-ROM: 4 3/4 in. Spanish.

Examples for Type of Medium

14. Book title on CD-ROM, DVD, or disk ending in punctuation other than a period

15. Book title on CD-ROM, DVD, or disk in a language other than English

16. Book on CD-ROM, DVD, or disk published with equal text in two languages

36. Book on CD-ROM, DVD, or disk in more than one medium

41. Book on CD-ROM, DVD, or disk that is a bibliography

42. Book on CD-ROM, DVD, or disk that is a dissertation

Edition for Books on CD-ROM, DVD, or Disk (required)

General Rules for Edition

- Indicate the edition/version being cited after the title and type of medium when a book is published in more than one edition or version
- Abbreviate common words (see Abbreviation rules for editions below)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period

Box 24. **Abbreviation rules for editions.**

- Abbreviate common words found in edition statements, if desired:

Word	Abbreviation
edition	ed.
abbreviated	abbr.
abridged	abr.
American	Am.
augmented	augm.
authorized	authoriz.
English	Engl.
enlarged	enl.
expanded	expand.
illustrated	ill.
modified	mod.
original	orig.
reprint(ed)	repr.
revised	rev.
special	spec.

Box 24 continues on next page...

Box 24 continued from previous page.

Word	Abbreviation
translation	transl.
translated	

For additional abbreviations, see ISO 832:1994 - *Rules for the abbreviation of bibliographic terms*.

- Follow abbreviated words with a period and end all edition information with a period

    3rd rev. ed.

    1st Engl. ed.

Specific Rules for Edition

- Abbreviation rules for editions
- Non-English words for editions
- First editions
- Both an edition and a version

Box 25. Non-English words for editions.

- For non-English edition statements using the roman alphabet (French, German, Spanish, Italian, etc.):

    - Provide the name in the original language

    - Abbreviate common words used in edition statements if the language is a familiar one

    - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

    - Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

        - Treat letters marked with diacritics or accents as if they are not marked

            Å *treated as* A

            Ø *treated as* O

            Ç *treated as* C

            Ł *treated as* L

            à *treated as* a

            ğ *treated as* g

            ñ *treated as* n

            ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ *treated as* ae

    œ *treated as* oe

  ○ Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

  ○ Separate the edition from the title proper by a space

  ○ Retain the punctuation used in the edition statement

  ○ Follow abbreviated words by a period and end edition information with a period
    Examples:

      Ed. 1a.

      5. ed. interamente riv. e aggiornata.

      2. ed. veneta.

      Nuova ed.

      Seconda ed.

      4a ed. rev. e ampliada.

      2° ed. ampliada y actualizada.

- For an edition statement in Cyrillic, Greek, Arabic, Hebrew, or Korean:

  ○ Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables*.

  ○ Abbreviate common words used in edition statements if the language is a familiar one

  ○ Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

  ○ Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

      Examples: ĉ or ç *becomes* c

  ○ Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

  ○ Separate the edition from the title proper by a space

  ○ Retain the punctuation used in the edition statement

Box 25 continued from previous page.

- ○ Follow abbreviated words by a period and end all edition information with a period

  Examples:

  Izd. 3., perer. i dop.

  2. dopunjeno izd.

  2. ekd. epeux.

  3. ekd.

- For an edition statement in a character-based language such as Chinese and Japanese:

  - ○ Transliterate or translate the words for edition

  - ○ Do not abbreviate any of the words or omit any words

  - ○ Use the capitalization system of the particular language

  - ○ Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    Examples:

    ǒ *becomes* o

    ū *becomes* u

  - ○ Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

  - ○ Separate the edition from the title by a space

  - ○ Retain the punctuation used in the edition statement

  - ○ End all edition information with a period

    Examples:

    Shohan.

    Dai 1-han.

    Dai 3-pan.

    Di 3 ban.

    Cai se ban, Xianggang di 1 ban.

    Che 6-p`an.

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

Box 25 continued from previous page.

Language	Word for Edition	Abbreviation
Danish	oplag	n.a.
	udgave	
Dutch	uitgave	uitg.
	editie	ed.
Finnish	julkaisu	julk.
French	edition	ed.
German	Ausgabe	Ausg.
	Auflage	Aufl.
Greek	ekdosis	ekd.
Italian	edizione	ed.
Norwegian	publikasjon	publ.
	utgave	utg.
Portuguese	edicao	ed.
Russian	izdanie	izd.
	publikacija	publ.
Spanish	edicion	ed.
	publicacion	publ.
Swedish	upplaga	n.a.

Box 26. First editions.

- If a book does not carry any statement of edition, assume it is the first or only edition
- Use 1st ed. only when you know that subsequent editions were published and you wish to cite the earlier one

---

Box 27. Both an edition and a version.

If a CD-ROM, DVD, or disk provides information for both an edition and a version:

- Give both, in the order presented

- Separate the two statements with a semicolon

- End edition/version information with a period

  Examples:

  > Clinical teaching slides on CD-ROM: 16 chapters of teaching images in gastroenterology & liver disease [CD-ROM]. 2nd ed.; Version 2.0. Timonium (MD): Milner-Fenwick; c2001. 1 CD-ROM: color, 4 3/4 in.

> Netter FH. Interactive atlas of human anatomy [CD-ROM]. Version 3.0; Student ed. Teterboro (NJ): Icon Learning Systems; c2003. 1 CD-ROM: sound, color, 4 3/4 in.

Examples for Edition

18. Book on CD-ROM, DVD, or disk with an edition or version

19. Book on CD-ROM, DVD, or disk with an edition or version in a language other than English

20. Book on CD-ROM, DVD, or disk with an edition and a version

Editor and other Secondary Authors for Books on CD-ROM, DVD, or Disk (optional)

General Rules for Editor and other Secondary Authors

- A secondary author modifies the work of the author. Examples include editors, producers, translators, and illustrators.
- Place the names of secondary authors after the title, following any content type, type of medium, or edition statement
- Use the same rules for the format of names given in Author/Editor above
- Follow the last named editor with a comma and the word editor or editors; the last named illustrator with a comma and the word illustrator or illustrators, etc.
- End secondary author information with a period
- If there is no author, move secondary authors such as editors and translators (but not producers) to the author position in the reference

Specific Rules for Editor and other Secondary Authors

- More than one type of secondary author
- Secondary author performing more than one role
- Non-English names for secondary authors
- Organization as editor or other secondary author

Box 28. More than one type of secondary author.

A book may have several types of secondary author.

- List all of them in the order they are given in the publication

- Separate each type of secondary author with the accompanying role by a semicolon

- End secondary author information with a period

  Examples:

  Smith BC, editor; Carson HT, illustrator.

  Graber AF, Longstreet RG, translators; Johnson CT, Marks C, Huston MA, illustrators.

Box 29. Secondary author performing more than one role.

- If the same secondary author performs more than one role:

- List all of them in the order they are given in the publication

- Separate the roles by "and"

- End secondary author information with a period
  Example:

  Jones AB, editor and translator.

Box 30. Non-English names for secondary authors.

- Translate the word for editor, translator, illustrator, or other secondary author into English if possible. However, the wording found on the publication may always be used.

- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

      Å *treated as* A

      Ø *treated as* O

      Ç *treated as* C

      Ł *treated as* L

      à *treated as* a

      ĝ *treated as* g

      ñ *treated as* n

      ü *treated as* u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

      æ *treated as* ae

      œ *treated as* oe

- Below is a brief list of non-English words for secondary authors to assist in identifying them:

Language	Word for Editor	Word for Producer	Word for Translator	Word for Illustrator
French	redacteur	producteur	traducteur	illustrateur
	editeur			
German	redakteur	produzent	ubersetzer	illustrator
	herausgeber	produzentin	dolmetscher	
Italian	redattore	produttore	traduttore	disegnatore

Box 30 continued from previous page.

Language	Word for Editor	Word for Producer	Word for Translator	Word for Illustrator
	curatore			
	editore			
Russian	redaktor	rezhisser	perevodchik	konstruktor
	izdatel			
Spanish	redactor	productor	traductor	ilustrador
	editor	productora		

Box 31. Organization as editor or other secondary author.

An organization may be listed as an editor or other secondary author.

- Follow the instructions for entering the organizational name found under Organizations as author

- Place a comma, space, and the word editor, producer, or other role after the organizational name

    Advisory Committee on Existing Chemicals of Environmental Relevance, editor.

- Separate multiple organizations by a semicolon

    Brocheriou C, Baglin AC, Wassef M. Stomatology - ENT = Stomatologie - ORL [CD-ROM]. Got C, editor; ADICAP; ICG Memoire Directe, producers. Heidelberg (Germany): Springer Electronic Media; [1998?]. 1 CD-ROM: color, 4 3/4 in. English, French.

Examples for Editor and other Secondary Authors

6. Book on CD-ROM, DVD, or disk with secondary authors when there is no author

7. Book on CD-ROM, DVD, or disk with author(s) and secondary authors

Place of Publication for Books on CD-ROM, DVD, or Disk (required)

General Rules for Place of Publication

- Place is defined as the city where the book was published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as London (ON) and London (England)
- Use the anglicized form for a non-US city, such as Vienna for Wein
- End place information with a colon

Specific Rules for Place of Publication

- Non-US cities
- Joint publication
- Multiple places of publication

- No place of publication can be found

Box 32. Non-US cities.

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, whenever possible. However, the name as found on the publication may always be used.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å *treated as* A

    Ø *treated as* O

    Ç *treated as* C

    Ł *treated as* L

    à *treated as* a

    ĝ *treated as* g

    ñ *treated as* n

    ü *treated as* u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ *treated as* ae

    œ *treated as* oe

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:

  Montreal (QC):

  Ottawa (ON):

  Vancouver (BC):

- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.

  London:

  Rome:

  Paris:

  Madrid:

  but

  Malaga (Spain): *or* Malaga (ES):

> Basel (Switzerland):   *or*   Basel (CH):
>
> Oxford (England):   *or*   Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

---

Box 33. Joint publication.

Two organizations may co-publish a book.

- Use the city of the first organization found on the opening screens (or on the face of the CD-ROM, DVD, or disk, or on the jewel case or in accompanying material if no publisher information appears on the opening screens), as the place of publication

- Place the name of the second organization as a note at the end of the citation, if desired

  Spitzer M, Jones HW 3rd, Runowicz CD, Waggoner SE. Advanced colposcopy [CD-ROM]. Washington: American College of Obstetricians and Gynecologists; c2002. 1 CD-COM: sound, color, 4 3/4 in. Joint publication of the American Society for Colposcopy and Cervical Pathology.

- Do not give multiple places as place of publication or include multiple publishers

---

Box 34. Multiple places of publication.

- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.
- As an option, if one place is a US city and the other(s) are not, use the US city

---

Box 35. No place of publication can be found.

- If no place of publication can be found on the opening screens (or on the face of the CD-ROM, DVD, or disk, or on the jewel case or in accompanying material), but one can be found elsewhere in the publication or can be reasonably inferred (e.g., Chicago as the place for a publication of the American Medical Association), place the city in square brackets, such as "[Chicago]"

  Lewis D, Christensen D. War hospital [DVD]. [Montreal (QC)]: National Film Board of Canada; 2005. 1 DVD: 89 min., sound, color, 4 3/4 in.

- If no place of publication can be found or inferred, use [place unknown]

  Thant M. ECG primer [disk]. [place unknown]: Information Systems for Medicine; c1987. 4 computer disks: sound, color, 5 1/4 in.

Examples for Place of Publication

21. Book on CD-ROM, DVD, or disk with well-known place of publication

22. Book on CD-ROM, DVD, or disk with geographic qualifier added to place of publication for clarity

23. Book on CD-ROM, DVD, or disk with place of publication inferred

24. Book on CD-ROM, DVD, or disk with no place of publication found

29. Book on CD-ROM, DVD, or disk with no place of publication or publisher found

34. Book on CD-ROM, DVD, or disk with no place, publisher, or date of publication found

Publisher for Books on CD-ROM, DVD, or Disk (required)

General Rules for Publisher

- Give the name of the publisher as it appears in the publication, using whatever capitalization and punctuation is found there
- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- When a division or other subsidiary part of a publisher appears in the publication, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a semicolon

Specific Rules for Publisher

- Abbreviated words in publisher names
- Non-English names for publishers
- Government agencies and other national and international bodies as publisher
- Joint publication
- Multiple publishers
- No publisher can be found

Box 36. **Abbreviated words in publisher names.**

- Abbreviate commonly used words in publisher names, if desired

  Examples:

  Acad. for Academy

  Assoc. for Association

  Co. for Company

  Coll. for College

  Corp. for Corporation

  Dept. for Department

  Div. for Division

  Inst. for Institute or Institution

  Ltd. for Limited

  Soc. for Society

  Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

  Box 36 continues on next page...

Box 36 continued from previous page.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

- Follow all abbreviated words with a period

Box 37. **Non-English names for publishers.**

- Give publisher names appearing in the roman alphabet (French, Spanish, German, Italian, etc.) in their original language

    Rome: Societa Editrice Universo;

    Lisbon: Imprensa Medica;

- Romanize names given in Cyrillic, Greek, Arabic, Hebrew, Korean

    Sofia (Bulgaria): Sofia Medizina i Fizkultura;

- Romanize names or translate names in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.

    Tokyo: Medikaru Rebyusha;

    Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute];

    Taiyuan (China): Shanxi ke xue ji she chu ban she;

    [Note that the concept of capitalization does not exist in Chinese. In transliterating Chinese publisher names, capitalize only the first word and proper nouns]

- If the name of a division or other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

    Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero;

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

        Å *treated as* A

        Ø *treated as* O

        Ç *treated as* C

        Ł *treated as* L

        à *treated as* a

        ĝ *treated as* g

        ñ *treated as* n

Box 37 continued from previous page.

> ü   *treated as*   u

- ◦ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

> æ   *treated as*   ae

> œ   *treated as*   oe

- If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.

    Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press];

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.

    Aarhus (Denmark): [Aarhus University Press];

Box 38. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

    National Cancer Institute (US)

    National Society on Alcoholism and Drug Dependence (NZ)

    Royal Society of Medicine Press Ltd. (GB)

    Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor of documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency that issued the publication as the publisher and include distributor information as a note, preceded by "Available from: ".

    Available from: US Government Printing Office, Washington, DC; HE 20.4050:B 53/2000.

Box 39. Joint publication.

Two organizations may co-publish a book.

- Use the first organization appearing on the opening screens (or on the face of the CD-ROM, DVD, or disk, or on the jewel case or in accompanying material if no publisher information appears on the opening screens)

- Place the name of the second organization as a note at the end of the citation, if desired

- Do not give more than one name as publisher

    Example:

Box 39 continued from previous page.

> Spitzer M, Jones HW 3rd, Runowicz CD, Waggoner SE. Advanced colposcopy [CD-ROM]. Washington: American College of Obstetricians and Gynecologists; c2002. 1 CD-ROM: sound, color, 4 3/4 in. Joint publication of the American Society for Colposcopy and Cervical Pathology.

Box 40. Multiple publishers.

- If more than one publisher is found in a document, use the first one given or the one set in the largest type or bold type

- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.

- Do not list multiple publishers. For those publications with joint or co-publishers, use the name given first as the publisher and include the name of the second as a note if desired. For example, use "Jointly published by the Canadian Pharmacists Association".

- End publisher information with a semicolon

  Example:

  > Spitzer M, Jones HW 3rd, Runowicz CD, Waggoner SE. Advanced colposcopy [CD-ROM]. Washington: American College of Obstetricians and Gynecologists; c2002. 1 CD-ROM: sound, color, 4 3/4 in. Joint publication of the American Society for Colposcopy and Cervical Pathology.

Box 41. No publisher can be found.

- If no publisher can be found, use [publisher unknown].

  > Leung CW. Diagnostic picture tests in paediatric infectious diseases [CD-ROM]. Princess Margaret Hospital; Our Lady of Maryknoll Hospital, producers. Hong Kong: [publisher unknown]: 2000. 1 CD-ROM: color, 4 3/4 in.

Examples for Publisher

25. Book on CD-ROM, DVD, or disk with publisher having a subsidiary department/division

26. Book on CD-ROM, DVD, or disk with government agency or other national body as publisher

27. Book on CD-ROM, DVD, or disk with joint publishers

28. Book on CD-ROM, DVD, or disk with no publisher found

29. Book on CD-ROM, DVD, or disk with no place of publication or publisher found

34. Book on CD-ROM, DVD, or disk with no place, publisher, or date of publication found

Date of Publication for Books on CD-ROM, DVD, or Disk (required)

General Rules for Date of Publication

- Always give the year of publication
- Convert roman numerals to arabic numbers. For example: MM to 2000.

- Include the month of publication, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End date of publication information with a period unless a Date of Update/Revision is included, then use a space

Specific Rules for Date of Publication

- Multiple years of publication
- Non-English names for months
- Seasons instead of months
- Date of publication and date of copyright
- No date of publication, but a date of copyright
- No date of publication or copyright can be found
- Options for date of publication

Box 42. Multiple years of publication.

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

  > 2002-2003

  > 1997-1998

  > 1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

  > 1999 Oct-2000 Mar

  > 2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen

  > 2005 Jan-Feb

  > 1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Box 43. Non-English names for months.

- Translate names of months into English

- Abbreviate them using the first three letters

- Capitalize them
  Examples:

  > mayo = May

  > luty = Feb

  > brezen = Mar

Box 44. Seasons instead of months.

- Translate names of seasons into English

- Capitalize them

- Do not abbreviate them
  For example:

    balvan = Summer

    outomno = Fall

    hiver = Winter

    pomlad = Spring

Box 45. Date of publication and date of copyright.

Some publications have both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the date of publication unless three or more years separate it from the copyright date
- In this situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, "2002, c1997".

This convention alerts a user that the information in the publication is older than the date of publication implies.

Box 46. No date of publication, but a date of copyright.

- A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005.

    Hillman SK. Interactive functional anatomy [DVD]. London: Primal Pictures Ltd.; c2003. 1 DVD: color, 4 3/4 in.

Box 47. No date of publication or copyright can be found.

- If neither a date of publication nor a date of copyright can be found, but a date can be estimated because of material in the book or in accompanying material, place a question mark after the estimated date and put date information in square brackets

    Bombay: Cardiological Society of India; [1980?].

- If neither a date of publication nor a date of copyright can be found nor can the date be estimated, use [date unknown]

    Brussels (Belgium): Nauwelaerts; [date unknown].

Box 48. **Options for date of publication.**

It is not NLM policy, but the date of publication may follow the author names in the list of references when the name-year system of in-text references is used.

- Use the year of publication only

- Place the year after the last named author (or after the title and type of medium if there is no author), followed by a period

- End publisher information with a period

- Keep any date of update/revision in it's usual location

    NLM citation:

    Subbarao M. Tough cases in carotid stenting [DVD]. Woodbury (CT): Cine-Med, Inc.; 2003. 1 DVD: sound, color, 4 3/4 in.

    Name-year system citation:

    Subbarao M. 2003. Tough cases in carotid stenting [DVD]. Woodbury (CT): Cine-Med, Inc. 1 DVD: sound, color, 4 3/4 in.

Examples for Date of Publication

30. Book on CD-ROM, DVD, or disk with month included in date of publication

31. Book on CD-ROM, DVD, or disk with date range

32. Book on CD-ROM, DVD, or disk with date of copyright instead of date of publication

33. Book on CD-ROM, DVD, or disk with update date

34. Book on CD-ROM, DVD, or disk with no place, publisher, or date of publication found

Date of Update/Revision for Books on CD-ROM, DVD, or Disk (required)

General Rules for Date of Update/Revision

- A book may be updated or otherwise revised after the date of publication
- Use whatever wording for update/revision is found, such as updated, revised, or modified
- Enter date information in the format year month day, such as updated 2006 Oct 2
- Use English names for months and abbreviate them using the first three letters, such as Jan
- Place all update/revision information in square brackets, such as [updated 2006 Oct 2]
- End date of update/revision with a period outside the closing bracket

Specific Rules for Date of Update/Revision

- Non-English names for months
- Seasons instead of months
- Both a date of update and a date of revision

Box 49. Non-English names for months.

- Translate names of months into English

- Abbreviate them using the first three letters

- Capitalize them
  Examples:

  mayo = May

  luty = Feb

  brezen = Mar

Box 50. Seasons instead of months.

- Translate names of seasons into English

- Capitalize them

- Do not abbreviate them
  For example:

  balvan = Summer

  outomno = Fall

  hiver = Winter

  pomlad = Spring

Box 51. Both a date of update and a date of revision.

- Place a date of update or revision in square brackets following the date of publication

  Rubenstein E, editor. Scientific American medicine consult [CD-ROM] Version 2.5a. New York: Scientific American, Inc.; 1990 [updated 1990 Sep]. 1 CD-ROM: color, 4 3/4 in.

- If both a date of update and a date of revision are provided, give both in ascending date order

  [revised 2006 Dec 4; updated 2007 Feb 12].

  [updated 2005 May 6; modified 2006 Mar 10].

- Put both dates in one set of square brackets, separated by a semicolon

- End date information with a period
  Example:

  New York: Elsevier; 2000 [revised 2001 Sep; updated 2003 Oct].

Examples for Date of Update/Revision

33. Book on CD-ROM, DVD, or disk with update date

Extent (Pagination) for Books on CD-ROM, DVD, or Disk (optional)

General Rules for Extent (Pagination)

- Give the total number of physical pieces on which the book appears
- Follow the number with the name of the medium, such as 2 CD-ROMs or 4 computer disks
- End extent information with a period unless physical description is included, then use a colon

Specific Rules for Extent (Pagination)

- More than one type of medium

Box 52. More than one type of medium.

- If a book is presented in more than one type of medium, provide the extent for both

- Separate extent for the two types by a semicolon

- End extent information with a period

    Examples:

    Keyboard microbiology series [CD-ROM + disk]. Blue Bell (PA): Keyboard Pub.; 1995. 1 CD-ROM; 5 computer disks.

    Haney H, Leibsohn J. Basic counseling responses in groups: a multimedia learning system for the helping professions [CD-ROM + videocassette]. Pacific Grove (CA): Brooks/Cole/Wadsworth; c2001. 1 CD-ROM; 1 videocassette.

Examples for Extent (Pagination)

35. Book on CD-ROM, DVD, or disk with extent and physical description

36. Book on CD-ROM, DVD, or disk in more than one medium

Physical Description for Books on CD-ROM, DVD, or Disk (optional)

General Rules for Physical Description

- Give information on the physical characteristics of the book, such as 1 CD-ROM: color, 4 3/4 in.

Specific Rules for Physical Description

- Language for describing physical characteristics
- More than one type of medium

Box 53. Language for describing physical characteristics.

When a book is published on CD-ROM, DVD, or disk:

- Begin with information on the number and type of physical pieces, followed by a colon and a space

    1 DVD:

    2 CD-ROMs:

Box 53 continued from previous page.

> 4 computer disks:

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches.

- Separate types of information by commas

Typical words used include:

> sound
>
> color
>
> black & white
>
> 4 3/4 in. (standard CD-ROM and DVD size)
>
> 3 1/2 in. (standard computer disk size)
>
> 5 1/4 in. (older computer disk size)

Examples of complete physical description statements:

> 1 DVD: sound, color, 4 3/4 in.
>
> 2 CD-ROMs: color, 4 3/4 in.
>
> 5 computer disks: 3 1/2 in.

Box 54. More than one type of medium.

- If a book is presented in more than one type of medium, give the physical description for both, separated by a semicolon

Examples:

> Keyboard microbiology series [CD-ROM + disk]. Blue Bell (PA): Keyboard Pub.; 1995. 1 CD-ROM: color, 4 3/4 in.; 5 computer disks: 3 1/2 in.
>
> Haney H, Leibsohn J. Basic counseling responses in groups: a multimedia learning system for the helping professions [CD-ROM + videocassette]. Pacific Grove (CA): Brooks/Cole/Wadsworth; c2001. 1 CD-ROM: sound, color, 4 3/4 in.; 1 videocassette: 38 min., sound, color, 1/2 in.

Examples for Physical Description

35. Book on CD-ROM, DVD, or disk with extent and physical description

36. Book on CD-ROM, DVD, or disk in more than one medium

Series for Books on CD-ROM, DVD, or Disk (optional)

General Rules for Series

- Begin with the name of the series
- Capitalize only the first word and proper nouns

- Follow the name with any numbers provided. For example, vol. 3 for a volume or no. 12 for an issue number.
- Separate the title and the number by a semicolon and a space
- Place series information in parentheses
- End series information with a period placed outside the closing parenthesis

Specific Rules for Series

- Series editor's name provided
- Multiple series

Box 55. Series editor's name provided.

As an option, the name of the overall series editor may be included with the series information.

- Begin with the name of the series editor or editors:
  - Give surname first
  - Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
  - Separate multiple names with a comma
  - End name information with a comma
  - See the information under Author/Editor for further name rules

- Place the word editor or editors after the name information, followed by a period

- Enter the name of the series, capitalizing only the first word and proper nouns

- Follow the name with any numbers given, such as a volume or issue number; for example, vol. 3 and no. 12.

- Separate the name and the numeration by a semicolon and a space

- Place series information in parentheses

- End series information with a period, placed outside the closing parenthesis
  Example:

  (Jones L, editor. Medicine on CD-ROM; no. 5).

Box 56. Multiple series.

A book may be part of more than one series. Include information on all series if desired.

- Place each series in parentheses

- Separate the series by a semicolon and a space

- End series information with a period, placed outside the closing parenthesis of the last series
  Example:

  (Atlas of anatomy; no. 13); (Medicine on CD-ROM education series).

Examples for Series

37. Book on CD-ROM, DVD, or disk with a series

Language for Books on CD-ROM, DVD, or Disk (required)

General Rules for Language

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Books appearing in more than one language

Box 57. Books appearing in more than one language.

- If a book is written in several languages:

    ○ Give the title in the first language found on the opening screens

    ○ List all languages of publication after the extent (pagination) and any physical description

    ○ Separate the languages by commas

    ○ End the list of languages with a period
    Example:

    > WHO medicines bookshelf [CD-ROM]. Version 4.0. Geneva: World Health Organization; c2004. 1 CD-ROM: 4 3/4 in. English, French, Spanish.

- If a book is written in two or more equal languages, as often occurs in Canadian publications:

    ○ Give all titles in the order in which they are presented on the opening screens

    ○ Separate them with an equals sign with a space on either side

    ○ List the languages after the extent (pagination) and any physical description, separated by a comma

    ○ End the list of languages with a period
    Example:

    > Rached T. Medecins de coeur = Doctors with hearts [DVD]. [Montreal (QC)]: National Film Board of Canada; c2006. 1 DVD: 112 min., sound, color, 4 3/4 in. French, English.

- If none of the languages is English, follow the title with a translation whenever possible. Place the translation in square brackets.

Examples for Language

15. Book title on CD-ROM, DVD, or disk in a language other than English

19. Book on CD-ROM, DVD, or disk with an edition or version in a language other than English

21. Book on CD-ROM, DVD, or disk with well-known place of publication

Notes for Books on CD-ROM, DVD, or Disk (optional)

General Rules for Notes

- Notes is a collective term for any useful information given after the citation
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- System requirements
- Other types of material to include in notes

Box 58. System requirements.

The system requirements necessary to run the CD-ROM, DVD, or disk helps by describing the particular software and hardware needed to view the book.

- Begin with the phrase "System Requirements" followed by a colon and a space

- Use the wording supplied by the publisher; no standardization is needed

- Separate the types of information with a semicolon

- End requirement information with a period

  Examples:

  Rosenberg AG. The arthritic knee [CD-ROM]. 2nd ed. Rosemont (IL): American Academy of Orthopaedic Surgeons; c2002. 1 CD-ROM: sound, 4 3/4 in. System Requirements: 586 Class Chip (e.g., K6, Pentium), 200 MHz or better; 32 MB RAM, 2MB or more of video RAM; Windows 95 or Windows 98; CD-ROM (8x or faster) or DVD drive (4x or faster); Sound Blaster-compatible sound card; modem compliant with standard V.90. (56 Kpbs); mouse.

  Young MJ. Introductory genetics [disk]. Pelham (NY): E.M.E. Corp.; c1983. 1 computer disk: 5 1/4 in. System Requirements: Apple II, Apple II Plus, or Apple IIe.

Box 59. Other types of material to include in notes.

The notes element may be used to provide any information that the compiler of the reference feels is useful to the reader. Begin by citing the book, then add the note. Some examples of notes are:

- If the book is accompanied by additional material, describe it. Begin with the phrase "Accompanied by" followed by a colon and a space.

  Giardino AP. Child maltreatment: training modules and slide sets [CD-ROM]. St. Louis (MO): G.W. Medical Pub.; c2000. 1 CD-ROM: 4 3/4 in. Accompanied by: 3 vol. of instructional modules and 3 vol. of workbooks.

- If the book is not a common one, give the name of a library or other archive where it may be found, including any finding number. Begin with the phrase "Located at" followed by a colon and a space.

Box 59 continued from previous page.

Sherman RA. Pain assessment & intervention from a psychophysiological perspective [CD-ROM]. [place, publisher, date unknown]. 1 CD-ROM: 4 3/4 in. Located at: National Library of Medicine, Bethesda, MD; WL 704 CDR no.8 2003.

- If the book title contains initialisms or acronyms, explain them

  Miller C, Wildman S, Elgiadi S. The I.C.N.E. computer assisted instruction for intravenous medications: calculation problems [disk]. Spokane (WA): I.C.N.E.; c1990. 1 computer disk: 5 1/4 in. ICNE is the Intercollegiate Center for Nursing Education.

- If the book was sponsored by or prepared for a particular organization, give the name

  Mold in the building environment [DVD]. Atlanta (GA): American Society of Heating, Refrigerating, and Air-Conditioning Engineers, c2005. 1 DVD: 180 min., sound, color, 4 3/4 in. Sponsored by ASHRAE's Chapter Technology Transfer Committee.

- If the book was assigned an International Standard Book Number (ISBN), give the number preceded by "ISBN: "

  Kacmarek RM. Advanced respiratory care [CD-ROM]. Version 3.0. Philadelphia: Lippincott Williams & Wilkins; c2000. 1 CD-ROM: sound, color, 4 3/4 in. ISBN: 9780683404890.

Examples for Notes

38. Book on CD-ROM, DVD, or disk with optional system requirements

39. Book on CD-ROM, DVD, or disk with supplemental note included

43. Book on CD-ROM, DVD, or disk that is a technical report

Examples of Citations to Books and Other Individual Titles on CD-ROM, DVD, or Disk

1. Standard citation to a book on CD-ROM, DVD, or disk

Kacmarek RM. Advanced respiratory care [CD-ROM]. Version 3.0. Philadelphia: Lippincott Williams & Wilkins; c2000. 1 CD-ROM: sound, color, 4 3/4 in.

Subbarao M. Tough cases in carotid stenting [DVD]. Woodbury (CT): Cine-Med, Inc.; 2003. 1 DVD: sound, color, 4 3/4 in.

Miller C, Wildman S, Elgiadi S. The I.C.N.E. computer assisted instruction for intravenous medications: calculation problems [disk]. Spokane (WA): I.C.N.E.; c1990. 1 computer disk: 5 1/4 in.

2. Book on CD-ROM, DVD, or disk showing authors with optional full first names

Anderson, Shauna C.; Poulsen, Keila B. Anderson's electronic atlas of hematology [CD-ROM]. 2nd version. Philadelphia: Lippincott Williams & Wilkins; c2002. 1 CD-ROM: color, 4 3/4 in.

3. Book on CD-ROM, DVD, or disk with author/editor name including designations of rank within a family

Rosser J Jr. Laparoscopic cholecystectomy: patient education program [CD-ROM]. New York: Springer-Verlag New York; c1998. 2 CD-ROMs: sound, color, 4 3/4 in.

Dalley AF 2nd, Gould DJ. Dynamic human anatomy: student version [CD-ROM]. Version 1.0 for Windows. [Baltimore (MD)]: Lippincott Williams & Wilkins; c2004. 1 CD-ROM: color, 4 3/4 in.

Spitzer M, Jones HW 3rd, Runowicz CD, Waggoner SE. Advanced colposcopy [CD-ROM]. Washington: American College of Obstetricians and Gynecologists; c2002. 1 CD-ROM: sound, color, 4 3/4 in.

4. Book on CD-ROM, DVD, or disk with authors/editors having particles or prefixes in their names

McBryde AM Jr, Haddad SL, Marks RM, McCluskey LC, editors. Selective exposures in orthopaedic surgery: the ankle [CD-ROM]. Rosemont (IL): American Academy of Orthopaedic Surgeons; c2002. 1 CD-ROM: sound, color, 4 3/4 in.

Cody RP, Just SB, de la Motte CL. Understanding biostatistics [disk]. Chapel Hill (NC): Health Sciences Consortium; [1990?]. 4 computer disks: color, 5 1/4 in.

De Simone R, Paolella G. Interactive atlas of transesophageal color doppler echocardiography [CD-ROM]. Heidelberg (Germany): Springer Electronic Media; c1997. 1 CD-ROM: color, 4 3/4 in.

Van Ost L. Goniometry: an interactive tutorial [CD-ROM]. Thorofare (NJ): SLACK; c2000. 1 CD-ROM: sound, color, 4 3/4 in.

White SC, Wagner IV, van der Stelt PF. DS X-Ray: decision support for interpretation of radiographic lesions and clinical management [CD-ROM]. Berlin: Quintessenz Verlag; c2003. 1 CD-ROM: sound, color, 4 3/4 in.

Schwid HA, O'Donnell DF. Sedation simulator [CD-ROM]. Version 1.0. Issaquah (WA): Anesoft Corporation; c1998. 1 CD-ROM: sound, color, 4 3/4 in.

5. Book on CD-ROM, DVD, or disk with authors/editors having compound last names

Bush-Joseph CA, editor. Selective exposures in orthopaedic surgery: the knee [CD-ROM]. Rosemont (IL): American Academy of Orthopaedic Surgeons; c2002. 1 CD-ROM: sound, color, 4 3/4 in.

Martinez de Castillo SL, Werner-McCullough M. Calculating drug dosages: an interactive approach to learning nursing math [CD-ROM]. Philadelphia: F.A. Davis; c2002. 1 CD-ROM: 4 3/4 in.

6. Book on CD-ROM, DVD, or disk with secondary authors when there is no author

Got C, editor. Urological pathology = Pathologie urologique [CD-ROM]. ADICAP; ICG Memoire Directe, producers. Heidelberg (Germany): Springer Electronic Media; [1998?]. 1 CD-ROM: color, 4 3/4 in. (Atlas of pathology; 5). English, French.

Hawkins RJ, Pearl ML, editors. The athlete's shoulder [DVD]. Rosemont (IL): American Academy of Orthopaedic Surgeons; c2002. 1 DVD: sound, color, 4 3/4 in.

Arrhythmias case studies [CD-ROM]. Version 5.0 for Windows. Massachusetts General Hospital, Laboratory of Computer Science; Harvard Medical School, producers. Boston: Massachusetts General Hospital; c1998. 1 CD-ROM: sound, color, 4 3/4 in.

Mentoring: the experience of a lifetime [DVD]. Envision, Inc., producers. Brooklyn (NY): National Student Nurses' Association; c2005. 1 DVD: 25 min., sound, color, 4 3/4 in.

Origins of human aggression: the other story [DVD]. Maher JP, director. [Montreal (QC)]: National Film Board of Canada; 2005. 1 DVD: 50 min., sound, color, 4 3/4 in.

7. Book on CD-ROM, DVD, or disk with author(s) and secondary authors

Bradshaw S. The Millennium goals: dream or reality? [DVD]. Richards J, editor. London: TVE; c2004. 1 DVD: 27 min., sound, color, 4 3/4 in.

Brocheriou C, Baglin AC, Wassef. Stomatology - ENT = Stomatologie - ORL [CD-ROM]. Got C, editor; ADICAP; ICG Memoire Directe, producers. Heidelberg (Germany): Springer Electronic Media; [1998?]. 1 CD-ROM: color, 4 3/4 in. English, French.

Wenger NS, Lieberman JR. Ethical issues in orthopaedic surgery [DVD]. American Academy of Orthopaedic Surgeons; Academic Orthopaedic Society; American Orthopaedic Association, producers. Rosemont (IL): American Academy of Orthopaedic Surgeons; c2003. 1 DVD: 21 min., sound, color, 4 3/4 in.

8. Book on CD-ROM, DVD, or disk with organization as author/editor

John Sabella & Associates Incorporated. Onboard first aid: immediate actions [DVD]. South Tom's River (NJ): Shipboard Video Express; c2005. 1 DVD: sound, color, 4 3/4 in.

Texas Heart Institute. Aortic valve replacement [CD-ROM]. West Hartford (CT): ORlive; c2005. 1 CD-ROM: sound, color, 4 3/4 in.

9. Book on CD-ROM, DVD, or disk with organization as author, with subsidiary department/division named

Yale University School of Medicine, Center for Advanced Instructional Media. Atlas of myocardial perfusion imaging [CD-ROM]. Macintosh ed. 1.0. St. Louis (MO): Mosby-Year Book; c1996. 1 CD-ROM: color, 4 3/4 in.

10. Book on CD-ROM, DVD, or disk with multiple organizations as author

University of North Carolina at Chapel Hill, School of Public Health; Centers for Disease Control and Prevention (US). The epidemic of obesity: personal choice or environmental consequence? [DVD]. [place, publisher, date unknown]. 1 DVD: 4 3/4 in.

11. Book on CD-ROM, DVD, or disk with no authors or editors

Typhoid Mary, the most dangerous woman in America [DVD]. Nancy Porter Productions, Inc., producer. Boston: WGBH Educational Foundation; c2005. 1 DVD: 60 min., sound, color, 4 3/4 in.

Acid-base disorders [CD-ROM]. London: Association of Clinical Biochemists; c1996. 1 CD-ROM: sound, color, 4 3/4 in.

12. Book on CD-ROM, DVD, or disk with author affiliation included

Wertheimer D (School of Medicine, University of Maryland, Baltimore, MD). Pressure sores: tips for the GNA [DVD]. Baltimore (MD): Video Press; 2005. 1 DVD: 20 min., sound, color, 4 3/4 in.

13. Book title on CD-ROM, DVD, or disk with subtitle

Alpert EJ. Domestic violence: the role of the proactive physician [DVD]. Secaucus (NJ): Network for Continuing Medical Education; c2004. 1 DVD: 60 min., sound, color, 4 3/4 in.

14. Book title on CD-ROM, DVD, or disk ending in punctuation other than a period

Bradshaw S. The Millennium goals: dream or reality? [DVD]. Richards J, editor. London: TVE; c2004. 1 DVD: 27 min., sound, color, 4 3/4 in.

University of North Carolina at Chapel Hill, School of Public Health; Centers for Disease Control and Prevention (US). The epidemic of obesity: personal choice or environmental consequence? [DVD]. [place, publisher, date unknown]. 1 DVD: 4 3/4 in.

15. Book title on CD-ROM, DVD, or disk in a language other than English

Hager H. Ophthalmodynamographie: eine neue augenarztliche Methode zur Beurteilung des Gehirnkrei slaufes [DVD]. Tubingen (Germany): Eberhard-Karls-Universitat; 1968. 1 DVD: 16 min., sound, color, 4 3/4 in. German.

Fischer D. Samuel Gottlieb Gmelin (1744-1774): das Schicksal eines deutschen Arztes in Russland im Jahrhundert der Aufklarung [CD-ROM]. Lubeck (Germany): Universitat zu Lubeck, Institut fur Medizin- und Wissenschaftsgeschichte; 2005. 1 CD-ROM: sound, color, 4 3/4 in. German.

Lopez Pinero JM, Jerez Moliner F. Atlas historico de la ilustracion anatomica: desde el Renacimiento al Siglo XX [CD-ROM]. Valencia (Spain): Faximil Edicions Digitales; c2003. 1 CD-ROM: 4 3/4 in. Spanish.

with translation included

Lopez Pinero JM, Jerez Moliner F. Atlas historico de la ilustracion anatomica: desde el Renacimiento al Siglo XX [Historical atlas of medical illustration: from the Renaissance to the 20th century] [CD-ROM]. Valencia (Spain): Faximil Edicions Digitales; c2003. 1 CD-ROM: 4 3/4 in. Spanish.

16. Book on CD-ROM, DVD, or disk published with equal text in two languages

Got C, editor. Urological pathology = Pathologie urologique [CD-ROM]. ADICAP; ICG Memoire Directe, producers. Heidelberg (Germany): Springer Electronic Media; [1998?]. 1 CD-ROM: color, 4 3/4 in. English, French.

Rached T. Medecins de coeur = Doctors with hearts [DVD]. [Montreal (QC)]: National Film Board of Canada; c2006. 1 DVD: 112 min., sound, color, 4 3/4 in. French, English.

17. Book on CD-ROM, DVD, or disk published with text in multiple languages

WHO medicines bookshelf [CD-ROM]. Version 4.0. Geneva: World Health Organization; c2004. 1 CD-ROM: 4 3/4 in. English, French, Spanish.

18. Book on CD-ROM, DVD, or disk with an edition or version

Whelan GP. Acute head injury [CD-ROM]. Windows version 1.0. Chapel Hill (NC): Health Sciences Consortium; [1997?]. 4 CD-ROMs: sound, color, 4 3/4 in.

Adult health nursing concepts & skills [CD-ROM]. Version 2.0 for Windows 3.1/95/98. Chapel Hill (NC): Professional Development Software; c1999. 1 CD-ROM: sound, color, 4 3/4 in.

Anderson SC, Poulsen KB. Anderson's electronic atlas of hematology [CD-ROM]. 2nd version. Philadelphia: Lippincott Williams & Wilkins; c2002. 1 CD-ROM: color, 4 3/4 in.

Anatomical landmarks in dental radiology [CD-ROM]. Release 1.0. Houten (Netherlands): BSL Publishers; c1997. 1 CD-ROM: color, 4 3/4 in.

Atlas SW. MRI of the brain and spine [CD-ROM]. 3rd ed. on CD-ROM. Philadelphia: Lippincott Williams & Wilkins; 2003. 1 CD-ROM: color, 4 3/4 in.

Patient education on CD-ROM: health care advice for children, teens, and their parents [CD-ROM]. 2nd ed. Elk Grove (IL): American Academy of Pediatrics; c2001. 1 CD-ROM: color, 4 3/4 in. English, Spanish.

19. Book on CD-ROM, DVD, or disk with an edition or version in a language other than English

OECD health data: comparative analysis of health systems = Eco-sante OCDE: analyse comparative des systemes de sante [disk]. 3.6 version. Paris: CREDES; 1995. 2 computer disks: 3 1/2 in. English, French.

Plantas medicinales de Mexico: usos y remedios tradicionales = Medicinal plants of Mexico: traditional uses and remedies [CD-ROM]. Ed. bilingue espanol-ingles. Xochimilco (Mexico): Centro de Technologia Electronica e Informatica; c1995. 1 CD-ROM: sound, color, 4 3/4 in. Spanish, English.

20. Book on CD-ROM, DVD, or disk with an edition and a version

Colditz JC, McGrouther DA, Harris JM. Interactive hand [CD-ROM]. Therapy ed.; Version 1.1. London: Primal Pictures Ltd.; 2001. 1 CD-ROM: color, 4 3/4 in.

Clinical teaching slides on CD-ROM: 16 chapters of teaching images in gastroenterology & liver disease [CD-ROM]. 2nd ed.; Version 2.0. Timonium (MD): Milner-Fenwick; c2001. 1 CD-ROM: color, 4 3/4 in.

Netter FH. Interactive atlas of human anatomy [CD-ROM]. Version 3.0; Student ed. Teterboro (NJ): Icon Learning Systems; c2003. 1 CD-ROM: sound, color, 4 3/4 in.

21. Book on CD-ROM, DVD, or disk with well-known place of publication

Age of AIDS [DVD]. New York: PBS; 2006. 1 DVD: 240 min., sound, color, 4 3/4 in.

Kohlbach W. Dental explorer [CD-ROM]. Deutschen TV, producer. Berlin: Quintessenz Verlag; 1999. 1 CD-ROM: sound, color, 4 3/4 in. English, French, German, Italian, Spanish.

22. Book on CD-ROM, DVD, or disk with geographic qualifier added to place of publication for clarity

Jeffrey RB Jr. Abdominal and pelvic ultrasound with CT and MR correlation [CD-ROM]. Lafayette (CA): Medical Interactive; 1995. 1 CD-ROM: sound, color, 4 3/4 in.

Anatomical landmarks in dental radiology [CD-ROM]. Release 1.0. Houten (Netherlands): BSL Publishers; c1997. 1 CD-ROM: color, 4 3/4 in.

Wounds that won't heal: the adverse childhood experiences study [DVD]. Nevada City (CA): Cavalcade Productions; c2005. 1 DVD: 30 min., sound, color, 4 3/4 in.

Fischer D. Samuel Gottlieb Gmelin (1744-1774): das Schicksal eines deutschen Arztes in Russland im Jahrhundert der Aufklarung [CD-ROM]. Lubeck (Germany): Universitat zu Lubeck, Institut fur Medizin- und Wissenschaftsgeschichte; 2005. 1 CD-ROM: sound, color, 4 3/4 in. German.

23. Book on CD-ROM, DVD, or disk with place of publication inferred

Lewis D, Christensen D. War hospital [DVD]. [Montreal (QC)]: National Film Board of Canada; 2005. 1 DVD: 89 min., sound, color, 4 3/4 in.

ER: the complete first season [DVD]. Constant C Productions; Amblin Entertainment, producers. [Burbank (CA)]: Warner Home Video; 2003. 4 DVDs: 1179 min., sound, color, 4 3/4 in.

24. Book on CD-ROM, DVD, or disk with no place of publication found

Hooked: illegal drugs and how they got that way [DVD]. Tera Media, producer. [place unknown]: A & E Television Networks; c2004. 2 DVDs: 200 min., sound, color with black & white sequences, 4 3/4 in.

Thant M. ECG primer [disk]. [place unknown]: Information Systems for Medicine; c1987. 4 computer disks: sound, color, 5 1/4 in.

Baker S. The sexually abused child: a protocol for criminal justice [DVD]. [place unknown]: Profile Films; c1978. 1 DVD: 25 min., sound, color, 4 3/4 in.

25. Book on CD-ROM, DVD, or disk with publisher having a subsidiary department/division

Gausche-Hill M, Goodrich SM, Poore PD, editors. Pediatric airway management [CD-ROM]. Torrance (CA): Harbor-UCLA Medical Center, Department of Emergency Medicine; [2001?]. 1 CD-ROM: 4 3/4 in.

26. Book on CD-ROM, DVD, or disk with government agency or other national body as publisher

NIOSH pocket guide to chemical hazards and other databases [CD-ROM]. Cincinnati (OH): National Institute for Occupational Safety and Health (US); 2002. 1 CD-ROM: color, 4 3/4 in.

ATSDR toxprofiles 2004: including ToxFAQs [CD-ROM]. Atlanta: Agency for Toxic Substances and Disease Registry (US), Division of Toxicology; 2004. 2 CD-ROMs: 4 3/4 in. English, Spanish.

The complete library of NCCN clinical practice guidelines in oncology [CD-ROM]. Rockledge (PA): National Comprehensive Cancer Network (US); 2003 Mar. 1 CD-ROM: 4 3/4 in.

Parker RR, Phillip CB. Rocky Mountain spotted fever vaccine [DVD]. [Washington]: Public Health Service (US); 1941.1 DVD: 20 min., silent, color, 4 3/4 in.

27. Book on CD-ROM, DVD, or disk with joint publishers

Spitzer M, Jones HW 3rd, Runowicz CD, Waggoner SE. Advanced colposcopy [CD-ROM]. Washington: American College of Obstetricians and Gynecologists; c2002. 1 CD-ROM: sound, color, 4 3/4 in. Joint publication of the American Society for Colposcopy and Cervical Pathology.

28. Book on CD-ROM, DVD, or disk with no publisher found

Leung CW. Diagnostic picture tests in paediatric infectious diseases [CD-ROM]. Princess Margaret Hospital; Our Lady of Maryknoll Hospital, producers. Hong Kong: [publisher unknown]: 2000. 1 CD-ROM: color, 4 3/4 in.

29. Book on CD-ROM, DVD, or disk with no place of publication or publisher found

Hear the difference: early identification, early intervention, outcomes for children who are deaf or hard of hearing [DVD]. [place unknown: publisher unknown]; 2006. 1 DVD: 9 min., sound, color, 4 3/4 in.

Akhter J, Sahhar HS. Pediatric pulmonology, immunology & allergy: teaching CD [CD-ROM]. [place unknown: publisher unknown]; 2003. 1 CD-ROM: sound, 4 3/4 in.

Sherman RA. Pain assessment & intervention from a psychophysiological perspective [CD-ROM]. [place unknown: publisher unknown; 2003?]. 1 CD-ROM: 4 3/4 in.

30. Book on CD-ROM, DVD, or disk with month included in date of publication

The complete library of NCCN clinical practice guidelines in oncology [CD-ROM]. Rockledge (PA): National Comprehensive Cancer Network (US); 2003 Mar. 1 CD-ROM: 4 3/4 in.

31. Book on CD-ROM, DVD, or disk with date range

National Library of Medicine's asthma exhibit hits the road: the traveling exhibit you can fit in your pocket [DVD]. Bethesda (MD): National Library of Medicine (US); 2002-2004. 1 DVD: sound, color, 4 3/4 in.

32. Book on CD-ROM, DVD, or disk with date of copyright instead of date of publication

Schlegel W, Mahr A. 3D conformal radiation therapy: multimedia introduction to methods and techniques [CD-ROM]. New York: Springer Verlag; c2002. 1 CD-ROM: color, 4 3/4 in.

Hillman SK. Interactive functional anatomy [DVD]. London: Primal Pictures Ltd.; c2003. 1 DVD: color, 4 3/4 in.

Cowen PS, Van Hoozer HL. Child abuse and the nurse's role [disk]. Chapel Hill (NC): Health Sciences Consortium; c1993. 3 computer disks: 3 1/2 in.

33. Book on CD-ROM, DVD, or disk with update date

Rubenstein E, editor. Scientific American medicine consult [CD-ROM]. Version 2.5a. New York: Scientific American, Inc.; 1990 [updated 1990 Sep]. 1 CD-ROM: color, 4 3/4 in.

34. Book on CD-ROM, DVD, or disk with no place, publisher, or date of publication found

Sherman RA. Pain assessment & intervention from a psychophysiological perspective [CD-ROM]. [place, publisher, date unknown]. 1 CD-ROM: 4 3/4 in.

35. Book on CD-ROM, DVD, or disk with extent and physical description

Hinman D. Body of evidence: from the case files of Dayle Hinman [DVD]. Falldorf S, Toth R, Garofalo A, producers. Thousand Oaks (CA): Goldhil Video; c2004. 2 DVDs: 325 min., sound, color, 4 3/4 in.

Eden D. Energy medicine with Donna Eden [DVD]. Lon Gibby Productions, producer. Ashland (OR): Innersource; c2005. 3 DVDs: 6 hr., sound, color, 4 3/4 in.

Parker RR, Phillip CB. Rocky Mountain spotted fever vaccine [DVD]. [Washington]: Public Health Service (US); 1941.1 DVD: 20 min., silent, color, 4 3/4 in.

Miller C, Wildman S, Elgiadi S. The I.C.N.E. computer assisted instruction for intravenous medications: calculation problems [disk]. Spokane (WA): I.C.N.E.; c1990. 1 computer disk: 5 1/4 in.

OECD health data: comparative analysis of health systems = Eco-sante OCDE: analyse comparative des systemes de sante [disk]. 3.6 version. Paris: CREDES; 1995. 2 computer disks: 3 1/2 in. English, French.

36. Book on CD-ROM, DVD, or disk in more than one medium

Haney H, Leibsohn J. Basic counseling responses in groups: a multimedia learning system for the helping professions [CD-ROM + videocassette]. Pacific Grove (CA): Brooks/Cole/Wadsworth; c2001. 1 CD-ROM: sound, color, 4 3/4 in.; 1 videocassette: 38 min., sound, color, 1/2 in.

Keyboard microbiology series [CD-ROM + disk]. Blue Bell (PA): Keyboard Pub.; 1995. 1 CD-ROM: color, 4 3/4 in.; 5 computer disks: 3 1/2 in.

37. Book on CD-ROM, DVD, or disk with a series

Got C, editor. Urological pathology = Pathologie urologique [CD-ROM]. ADICAP; ICG Memoire Directe, producers. Heidelberg (Germany): Springer Electronic Media; [1998?]. 1 CD-ROM: color, 4 3/4 in. (Atlas of pathology; 5). English, French.

NIOSH pocket guide to chemical hazards and other databases [CD-ROM]. Cincinnati (OH): National Institute for Occupational Safety and Health (US); 2002. 1 CD-ROM: color, 4 3/4 in. (DHHS (NIOSH) publication; no. 2002-140).

New directions [DVD]. Sherborn (MA): Aquarius Health Care Videos; 2005. 1 DVD: 60 min., sound, color, 4 3/4 in. (Cancer Story series).

Bradshaw S. The Millennium goals: dream or reality? [DVD]. Richards J, editor. London: TVE; c2004. 1 DVD: 27 min., sound, color, 4 3/4 in. (Life 4; no. 1).

Alpert EJ. Domestic violence: the role of the proactive physician [DVD]. Secaucus (NJ): Network for Continuing Medical Education; c2004. 1 DVD: 60 min., sound, color, 4 3/4 in. (NCME DVD; no. 844).

38. Book on CD-ROM, DVD, or disk with optional system requirements

Rosenberg AG. The arthritic knee [CD-ROM]. 2nd ed. Rosemont (IL): American Academy of Orthopaedic Surgeons; c2002. 1 CD-ROM: sound, 4 3/4 in. System Requirements: 586 Class Chip (e.g., K6, Pentium), 200 MHz or better; 32 MB RAM, 2MB or more of video RAM; Windows 95 or Windows 98; CD-ROM (8x or faster) or DVD drive (4x or faster); Sound Blaster-compatible sound card; modem compliant with standard V.90. (56 Kpbs); mouse.

Young MJ. Introductory genetics [disk]. Pelham (NY): E.M.E. Corp.; c1983. 1 computer disk: 5 1/4 in. System Requirements: Apple II, Apple II Plus, or Apple IIe.

39. Book on CD-ROM, DVD, or disk with supplemental note included

Giardino AP. Child maltreatment: training modules and slide sets [CD-ROM]. St. Louis (MO): G.W. Medical Pub.; c2000. 1 CD-ROM: 4 3/4 in. Accompanied by: 3 vol. of instructional modules and 3 vol. of workbooks.

Sherman RA. Pain assessment & intervention from a psychophysiological perspective [CD-ROM]. [place, publisher, date unknown]. 1 CD-ROM: 4 3/4 in. Located at: National Library of Medicine, Bethesda, MD; WL 704 CDR no.8 2003.

The clinician administered post traumatic stress disorder (PTSD) scale [CAPS]: an independent study [CD-ROM]. Washington: Department of Veterans Affairs (US), Employee Education System; [2002?]. 1 CD-ROM: 4 3/4 in. Developed in cooperation with VA Northwest Network Mental Illness Research, Education, and Clinical Center and VA National Center for Post-Traumatic Stress Disorder.

Mold in the building environment [DVD]. Atlanta (GA): American Society of Heating, Refrigerating, and Air-Conditioning Engineers, c2005. 1 DVD: 180 min., sound, color, 4 3/4 in. Sponsored by ASHRAE's Chapter Technology Transfer Committee.

Miller C, Wildman S, Elgiadi S. The I.C.N.E. computer assisted instruction for intravenous medications: calculation problems [disk]. Spokane (WA): I.C.N.E.; c1990. 1 computer disk: 5 1/4 in. ICNE is the Intercollegiate Center for Nursing Education.

Kacmarek RM. Advanced respiratory care [CD-ROM]. Version 3.0. Philadelphia: Lippincott Williams & Wilkins; c2000. 1 CD-ROM: sound, color, 4 3/4 in. ISBN: 9780683404890.

40. Book on CD-ROM, DVD, or disk that is a conference proceedings

Colon and rectal surgery [CD-ROM]. 90th Annual Clinical Congress of the American College of Surgeons; 2004 Oct 10-14; New Orleans, LA. Woodbury (CT): Cine-Med; c2004. 2 CD-ROMs: 4 3/4 in.

7th International Medical Workforce Collaborative Conference [CD-ROM]; 2003 Sep; Oxford, UK. New South Wales (Australia): Commonwealth Department of Health and Aged Care, Australian Medical Workforce Advisory Committee; 2003. 1 CD-ROM: 4 3/4 in.

41. Book on CD-ROM, DVD, or disk that is a bibliography

Voigts LE, Kurtz PD, compilers. Scientific and medical writings in Old and Middle English: an electronic reference [bibliography on CD-ROM]. Windows version. Ann Arbor (MI): University of Michigan Press; c2000. 1 CD-ROM: color, 4 3/4 in.

42. Book on CD-ROM, DVD, or disk that is a dissertation

Okroi M. Der blutgruppenforscher Fritz Schiff (1889-1940): Leben, Werk und Wirkung eines judischen Deutschen [dissertation on CD-ROM]. [Lubeck (Germany)]: Universitat zu Lubeck; 2004. 1 CD-ROM: 4 3/4 in. German.

43. Book on CD-ROM, DVD, or disk that is a technical report

Souza K, Hogan R, Ballard R, Etheridge G, editors. Callahan PX. Life into space: space life sciences experiments; Ames Research Center 1965-1990 [CD-ROM]. Moffett Field (CA): National Aeronautics and Space Administration (US), Ames Research Center; 2000. 1 CD-ROM: sound, color, 4 3/4 in. Report No.: NASA 00026329.

44. Part of a Book on CD-ROM, DVD, or disk

Barun J. The children show [DVD]. Derry (NH): Chip Taylor Communications; 2004. Chapter 3, Ethical considerations; [25 min.]. 1 DVD: sound, color, 4 3/4 in.

Dalley AF 2nd, Gould DJ. Dynamic human anatomy: student version [CD-ROM]. Version 1.0 for Windows. [Baltimore (MD)]: Lippincott Williams & Wilkins; c2004. Chapter 6.13, Structures of the axilla, anterior view; [1 screen]. 1 CD-ROM: color, 4 3/4 in.

Drake RE. Robert E. Drake on treating co-occurring disorders [DVD]. Center City (MN): Hazelden Foundation; c2006. Figure 5.6, Motivation strategies; [1 screen]. 1 DVD: sound, color, 4 3/4 in.

Haile-Mariam T. Challenger infectious diseases: complete primary and acute care presentations of infections diseases [CD-ROM]. Stack LB, editor. Memphis (TN): Challenger Corp.; 2004 May. Head and neck infections. 1 CD-ROM: sound, color, 4 3/4 in.

45. Contribution to a Book on CD-ROM, DVD, or disk

Bekowitz RL. Litigation and the American obstetrician. In: 2005 advances in obstetrics, gynecology & ultrasonography [DVD]. Program 1. Tampa (FL): Educational Symposia; 2005 Aug 1. Lecture 2; [21 min.]. 1 DVD: sound, color, 4 3/4 in.

Chapter 19. Journals on CD-ROM, DVD, or Disk

Created: October 10, 2007; Updated: May 18, 2018.

A. Journal Articles on CD-ROM, DVD, or Disk

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

B. Journal Titles on CD-ROM, DVD, or Disk

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

See also:

Chapter 1 Journals

Chapter 11A Forthcoming Journal Articles

Chapter 16 Journals in Audiovisual Formats

Chapter 23 Journals on the Internet

A. Sample Citation and Introduction to Citing Journal Articles on CD-ROM, DVD, or Disk

The general format for a reference to a journal article on CD-ROM, DVD, or disk, including punctuation:
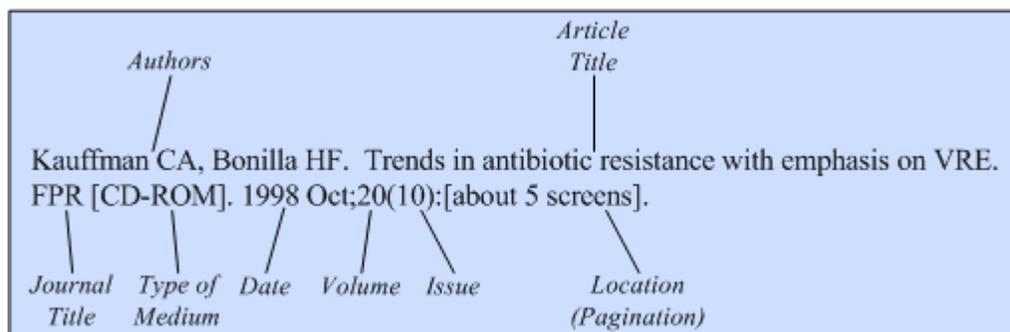
Examples of Citations to Journal Articles on CD-ROM, DVD, or Disk

A journal article on CD-ROM, DVD, or disk is cited similar to articles in print, but with these exceptions:

- Place the type of medium (CD-ROM, DVD, disk) in square brackets after the journal title.
- While traditional page numbers are present on some journals, they are often absent. Calculate the extent of the article using the best means possible, i.e., number of paragraphs, screens, pages if printed out, or minutes if an oral presentation. Since screen size and print fonts vary, precede the estimated extent with the word about and place extent information in square brackets, such as [about 3 screens].
- Add physical description such as size of the CD-ROM, DVD, or disk on which the article is found after the location (pagination) if desired.
- Include system requirements such as the names and versions of any required software as a note if desired.
- Cite the version you saw. If you viewed an article on CD-ROM, DVD, or disk, do not cite it as if it were a print article.

The source for authoritative information for articles on CD-ROM, DVD, or disk is, in the following order: the opening screens; the face of the CD-ROM, DVD, or disk; the jewel case (carrying case); and any accompanying text.

Many journal titles published on CD-ROM, DVD, or disk either ceased publication with the increasing popularity of the Internet or converted to Internet format, although some Internet titles produce an annual accumulation on CD-ROM or DVD. The examples below focus on the parts of a citation specific to the media represented. See Chapter 1A Journal Articles for further details of parts of a citation.

This chapter includes citation rules for entire journal articles on CD-ROM, DVD, or disk. For citing parts of these articles, combine the guidelines presented in this chapter with those in Chapter 1B Parts of Journal Articles. See also example 18 below.

Continue to Citation Rules with Examples for Journal Articles on CD-ROM, DVD, or Disk.

Continue to Examples of Citations to Journal Articles on CD-ROM, DVD, or Disk.

Citation Rules with Examples for Journal Articles on CD-ROM, DVD, or Disk

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Author Affiliation (O) | Article Title (R) | Article Type (O) | Journal Title (R) | Edition (R) | Type of Medium (R) | Date of Publication (R) | Volume Number (R) | Issue Number (R) | Location (Pagination) (R) | Physical Description (O) | Language (R) | Notes (O)

Author for Journal Articles on CD-ROM, DVD, or Disk (required)

General Rules for Author

- List names in the order they appear on the opening screens, the jewel case (carrying case), or in accompanying text
- Enter surname (family or last name) first for each author
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
- Give all authors, regardless of the number
- Separate author names from each other by a comma and a space
- End author information with a period

Specific Rules for Author

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Organizations as author

- No author can be found
- Options for author names

Box 1. Surnames with hyphens and other punctuation in them.

- Keep hyphens within surnames.

  Estelle Palmer-Canton   *becomes*   Palmer-Canton E

  Ahmed El-Assmy   *becomes*   El-Assmy A

- Keep particles, such as O', D', and L'.

  Alan D. O'Brien   *becomes*   O'Brien AD

  Jacques O. L'Esperance   *becomes*   L'Esperance JO

  U. S'adeh   *becomes*   S'adeh U

- Omit all other punctuation within surnames.

  Charles A. St. James   *becomes*   St James CA

Box 2. Other surname rules.

- Keep prefixes in surnames

  Lama Al Bassit   *becomes*   Al Bassit L

  Jiddeke M. van de Kamp   *becomes*   van de Kamp JM

  Gerard de Pouvourville   *becomes*   de Pouvourville G

- Keep compound surnames even if no hyphen appears.

  Sergio Lopez Moreno   *becomes*   Lopez Moreno S

  Jaime Mier y Teran   *becomes*   Mier y Teran J

  Virginie Halley des Fontaines   *becomes*   Halley des Fontaines V

  [If you cannot determine from the article whether a surname is a compound or a combination of a middle name and a surname, look to the table of contents of the issue or an annual or other index for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å   *treated as*   A

    Ø   *treated as*   O

    Ç   *treated as*   C

Box 2 continued from previous page.

Ł   *treated as*   L

à   *treated as*   a

ĝ   *treated as*   g

ñ   *treated as*   n

ü   *treated as*   u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ   *treated as*   ae

œ   *treated as*   oe

Box 3. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names

    Jean-Louis Lagrot   *becomes*   Lagrot JL

- Use only the first letter of given names and middle names when they contain a prefix, a preposition, or another particle

    D'Arcy Hart   *becomes*   Hart D

    W. St. John Patterson   *becomes*   Patterson WS

    De la Broquerie Fortier   *becomes*   Fortier D

    Craig McC. Brooks   *becomes*   Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

    Ch. Wunderly   *becomes*   Wunderly C

    C. Fr. Erdman   *becomes*   Erdman CF

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter when the original initial is represented by more than one letter

    Iu. A. Iakontov   *becomes*   Iakontov IuA

    G. Th. Tsakalos   *becomes*   Tsakalos GTh

Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors that follow a personal name, such as M.D.

    James A. Reed, M.D., F.R.C.S.   *becomes*   Reed JA

Box 4 continued from previous page.

Katherine Schmidt, Ph.D.   *becomes*   Schmidt K

Robert V. Lang, Major, US Army   *becomes*   Lang RV

- Omit rank and honors that precede a name, such as Colonel or Sir

Sir Frances Hildebrand   *becomes*   Hildebrand F

Dr. Kristine Eberhard   *becomes*   Eberhard K

Captain R. C. Williams   *becomes*   Willaims RC

Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals
  Examples:

Vincent T. DeVita, Jr.   *becomes*   DeVita VT Jr

James G. Jones II   *becomes*   Jones JG 2nd

John A. Adams III   *becomes*   Adams JA 3rd

Henry B. Cooper IV   *becomes*   Cooper HB 4th

Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names when the original initial is represented by more than one letter

Iu. A. Iakontov   *becomes*   Iakontov IuA

G. Th. Tsakalos   *becomes*   Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

Å   *treated as*   A

Ø   *treated as*   O

Box 6 continued from previous page.

> Ç   *treated as*   C
>
> Ł   *treated as*   L
>
> à   *treated as*   a
>
> ĝ   *treated as*   g
>
> ñ   *treated as*   n
>
> ü   *treated as*   u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

  > æ   *treated as*   ae
  >
  > œ   *treated as*   oe

Box 7. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit "The" preceding an organizational name

  The American Cancer Society   *becomes*   American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

  American Medical Association, Committee on Ethics.

  International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

  American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country within parentheses after the name, using the two-letter ISO country code (see Appendix D)

  National Academy of Sciences (US).

  Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

  Canadian Association of Orthodontists; Canadian Dental Association.

  American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization(s) appear on the title page of an article as authors, give both, in the order they appear in the article, and separate them by a semicolon

Box 7 continues on next page...

Box 7 continued from previous page.

Sugarman J, Getz K, Speckman JL, Byrne MM, Gerson J, Emanuel EJ; Consortium to Evaluate Clinical Research Ethics.

Pinol V, Castells A, Andreu M, Castellvi-Bel S, Alenda C, Llor X, Xicola RM, Rodriguez-Moranta F, Paya A, Jover R, Bessa X; Spanish Gastroenterological Association, Gastrointestinal Oncology Group.

Margulies EH; NISC Comparative Sequencing Program; Maduro VV, Thomas PJ, Tomkins JP, Amemiya CT, Luo M, Green ED.

- For names of organizations not in English:
  - Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation, placed in square brackets.

    Istituto di Fisiologia Clinica del CNR.

    Universitatsmedizin Berlin.

    Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

  - Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Whenever possible follow a non-English name with a translation, placed in square brackets.

    Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

    [Russian Respiratory Society].

  - Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

    [Chinese Medical Society].

  - Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - Treat letters marked with diacritics or accents as if they are not marked

      Å *treated as* A

      Ø *treated as* O

      Ç *treated as* C

      Ł *treated as* L

      à *treated as* a

      ĝ *treated as* g

      ñ *treated as* n

      ü *treated as* u

Box 7 continues on next page...

Box 7 continued from previous page.

    ■ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

Box 8. No author can be found.

- If no person or organization can be found as the author but editors or translators are given, begin the reference with the names of the editors or translators. Follow the same rules used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.

   Morrison CP, Court FG, editors.

   Walser E, translator.

- If no person or organization can be identified as the author and no editors or translators are given, begin the reference with the title of the article. Do not use anonymous.

Box 9. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon.

   Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A. Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors or first six authors. Follow the last named author by a comma and "et al." or "and others."

   Rastan S, Hough T, Kierman A, et al.

   Adler DG, Baron TH, Davila RE, Egan J, Hirota WK, Leighton JA, and others.

- If both individuals and an organization(s) appear on the title page of an article as authors, the individuals may be given as the author and the organization listed at the end of the reference as a note

   Authors are investigators of the Canadian Cardiovascular Outcomes Research Team.

Examples for Author

    1. Standard journal article on CD-ROM, DVD, or disk

    2. Journal article on CD-ROM, DVD, or disk with optional full names for authors

Author Affiliation for Journal Articles on CD-ROM, DVD, or Disk (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author

- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the affiliation
- Place parentheses around the affiliation, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the parentheses, unless it is the affiliation of the last author, then use a period

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

Box 10. Abbreviations in affiliations.

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

    Examples:

    Acad. for Academy

    Assoc. for Association

    Co. for Company

    Coll. for College

    Corp. for Corporation

    Dept. for Department

    Div. for Division

    Inst. for Institute or Institution

    Soc. for Society

    Univ. for University

    See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference, abbreviate the same word in all references.

Box 11. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space

Box 11 continues on next page...

Box 11 continued from previous page.

- Insert the e-mail address as it appears in the publication

- Do not end an e-mail address with a period

- Place the e-mail address within the closing parenthesis for the author affiliation

    Example:

    Enders D (Institut fur Organische Chemie, Technische Hochschule Aachen, Aachen, Germany. Enders@RWTH-Aachen.de), Gielen H, Breuer K. Immobilized triazolium salts as precursors to chiral carbenes: rhodium-catalyzed asymmetric hydrosilylation as a first test reaction. Mol Online (CD-ROM Ed) [CD-ROM]. 1998;2(7):105-8.

Box 12. Organizational names for affiliations not in English.

- Give the affiliation of all authors or only the first author

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or two-letter ISO country code (see Appendix D) if non-US

- For non-English organizational names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.), provide the name in the original language

    Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

    Pinet LM (Departamento de Servicios de Salud de Emergencia, Escuela de Posgrado, Universidad de Maryland, Condado de Baltimore, USA. lpinetl@umbc.edu).

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucuresti), Burcos T, Ungureanu CD, Zodieru-Popa I.

    Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese)

    Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

Box 12 continues on next page...

Box 12 continued from previous page.

> Ø   *treated as*   O
>
> Ç   *treated as*   C
>
> Ł   *treated as*   L
>
> à   *treated as*   a
>
> ĝ   *treated as*   g
>
> ñ   *treated as*   n
>
> ü   *treated as*   u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

> æ   *treated as*   ae
>
> œ   *treated as*   oe

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

- Place the affiliation in parentheses

Box 13. Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name as found on the publication may always be used.

> Moskva   *becomes*   Moscow
>
> Wien   *becomes*   Vienna
>
> Italia   *becomes*   Italy
>
> Espana   *becomes*   Spain

Examples for Author Affiliation

3. Journal article on CD-ROM, DVD, or disk with author affiliation

Article Title for Journal Articles on CD-ROM, DVD, or Disk (required)

General Rules for Article Title

- Enter the title of an article as it appears on the opening screens, the jewel case (carrying case), or in accompanying text
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Translate non-English titles into English; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it or an Article Type follows it

Specific Rules for Article Title

- Article titles not in English
- Translated article titles ending in punctuation other than a period
- Article titles in more than one language
- Article titles containing a Greek letter, chemical formula, or other special character
- Article titles with headers
- No article title can be found

Box 14. **Article titles not in English.**

- Translate article titles not in English. Place all translated titles within square brackets. Indicate the particular language after the pagination.

  Conti MB, Marchesi MC, Rueca F, Fabi T. [Gastric tumors in dogs: personal reports]. Atti Soc Ital Sci Vet [CD-ROM]. 2004;58:[about 4 screens]. Italian.

- Whenever possible, place the original language title or romanized title before the translation

  ○ Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

    Conti MB, Marchesi MC, Rueca F, Fabi T. Tumori gastrici nel cane: osservazioni personali [Gastric tumors in dogs: personal reports]. Atti Soc Ital Sci Vet [CD-ROM]. 2004;58:[about 4 screens]. Italian.

  ○ Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ▪ Treat letters marked with diacritics or accents as if they are not marked

        Å *treated as* A

        Ø *treated as* O

        Ç *treated as* C

        Ł *treated as* L

        à *treated as* a

        ĝ *treated as* g

        ñ *treated as* n

        ü *treated as* u

    ▪ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ *treated as* ae

        œ *treated as* oe

Box 15. **Translated article titles ending in punctuation other than a period.**

- Most article titles end in a period. When a translation of an article title is provided, place it in square brackets, with the closing period outside the right bracket.

  Conti MB, Marchesi MC, Rueca F, Fabi T. Tumori gastrici nel cane: osservazioni personali [Gastric tumors in dogs: personal reports]. Atti Soc Ital Sci Vet [CD-ROM]. 2004;58:[about 4 screens]. Italian.

- If a translated article title ends in another form of punctuation, keep that punctuation. Place it in square brackets and end title information with a period.

  Minvielle E. [Quality criteria in medicine: which limits?].

  or

  Minvielle E. Les criteres de qualite en medecine: jusqu' ou aller? [Quality criteria in medicine: which limits?].

Box 16. **Article titles in more than one language.**

- If an article is written in English as well as other languages, give the English language version of the article title and list all languages of publication after the pagination, separated by commas

- If an article is written in more than one language and none of them is English, translate the title into English and place the translation in square brackets. List all languages of publication after the pagination and separate them by commas.

- As an option, if an article title is presented in two or more languages, as often occurs in Canadian publications, give all titles in the order they are given in the text, with an equals sign between them. List the particular languages, separated by commas, after the pagination.

  Prise en charge des thrombocytopenies induites par l'heparine = Management of heparin-induced thrombocytopenia.

Box 17. **Article titles containing a Greek letter, chemical formula, or another special character.**

- Capitalize the first word of an article title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

  von Willebrand factor standards for plasma and concentrate testing.

  p53 and its downstream proteins as molecular targets of cancer.

  1,3-dimethylisoguanine.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

  Influence of seed extract of *Syzygium Cumini* (Jamun) on mice exposed to different doses of γ-radiation.

  May become

Box 17 continued from previous page.

> Influence of seed extract of *Syzygium Cumini* (Jamun) on mice exposed to different doses of gamma-radiation.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript within parentheses

  > Vincenzetti S, Polidori P, Salimei E, Mariani PL, Allegri S, Cammertoni N, Vita A. [Purification and identification of α_{s1}- and β- caseins from ass's milk]. Atti Soc Ital Sci Vet [CD-ROM]. 2004;58:[about 4 screens]. Italian.

  > *May become*

  > Vincenzetti S, Polidori P, Salimei E, Mariani PL, Allegri S, Cammertoni N, Vita A. [Purification and identification of alpha(s1)- and beta- caseins from ass's milk]. Atti Soc Ital Sci Vet [CD-ROM]. 2004;58:[about 4 screens]. Italian.

Box 18. Article titles with headers.

- Journal articles sometimes contain a header (such as news, case report, or clinical study) at the top of the page or screen to indicate a section of the issue. Do not include a header as part of the article title unless the table of contents for the journal issue indicates that it is.

Box 19. No article title can be found.

- Occasionally a publication does not appear to have any title; the article or other short document simply begins with the text. In this circumstance, create a title from the first few words of the text and place it in square brackets. Use enough words to make the constructed title meaningful.

Examples for Article Title

  4. Journal article on CD-ROM, DVD, or disk not in English

  5. Journal article on CD-ROM, DVD, or disk with Greek letters or other special characters in the title

Article Type for Journal Articles on CD-ROM, DVD, or Disk (optional)

General Rules for Article Type

- An article type alerts the user that the reference is to an abstract of an article or a letter to the editor, not a full article. Content designator is another phrase for this.
- Place [abstract] or [letter] after the article title
- Other article types are also available though used less often, such as book review, editorial, or interview
- Follow the bracketed article type with a period, placed outside the closing bracket

See exceptions for Article Type in Appendix F: Notes for Citing MEDLINE®/PubMed®

Specific Rules for Article Type

- Article titles ending in punctuation other than a period
- Article titles not in English

Box 20. **Articles titles ending in punctuation other than a period.**

- Most journal article titles end in a period. If there is an article type, place [letter] or [abstract] inside the period.

  Increased cardiac Connexin45 results in uncoupling and spontaneous ventricular arrhythmias in mice [abstract].

  Eosinophilic pneumonia and arthritis [letter].

- If an article title ends in another form of punctuation, keep that punctuation and follow [letter] or [abstract] with a period

  Bravo pH monitoring: should we exclude the first 6 hours? [abstract].

  Moles, weights and potencies: freedom of expression! [letter].

Box 21. **Article titles not in English.**

- Most journal article titles end in a period. When a translation of a journal article title is used as the title, place it in square brackets. If there is an article type, put (letter) or (abstract) within the square brackets.

  [Study of nasal permeability in patients with operated unilateral clefts (letter)].

- If a translated article title ends in another form of punctuation, keep that punctuation. Place (letter) or (abstract) within the square brackets and end title information with a period.

  [Eat less, exercise more! (letter)].

- When the original language and a translation are provided, place [letter] or [abstract] after the translation and end title information with a period

  Etude de la permeabilite nasale dans les fentes unilaterales operees [Study of nasal permeability in patients with operated unilateral clefts] [letter].

Journal Title for Journal Articles on CD-ROM, DVD, or Disk (required)

General Rules for Journal Title

- Enter a journal title in the original language
- Abbreviate significant words in a journal title (see Abbreviation rules for journal titles below) and omit other words, such as articles, conjunctions, and prepositions
- Capitalize all remaining title words, including abbreviations
- End the journal title with a space

Box 22. **Abbreviation rules for journal titles.**

- Abbreviate and capitalize significant words in a journal title and omit other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and, L'.

  The Journal of Bacteriology *becomes* J Bacteriol

Box 22 continued from previous page.

Atti della Societa Italiana delle Scienze Veterinarie   *becomes*   Atti Soc Ital Sci Vet

○ A list of the abbreviations for common English words used in journal titles is in Appendix A. Other sources for title-word abbreviations are:
- The NLM Catalog, which includes an interface to search by journal title, and the complete active PubMed title list.
- Appendix B for non-NLM sources

- Do not abbreviate journal titles that consist of a single word or titles written in a character-based language such as Chinese and Japanese

Molecules   *remains*   Molecules

Kansenshogaku Zasshi.   *remains*   Kansenshogaku Zasshi

- Do not include journal subtitles as part of the abbreviated title

Action Against Infection: a Newsletter for WHO and its Partners   *becomes*   Action Infect

- Omit any punctuation found within a title

Bio-psychiatry CD-ROM   *becomes*   Biopsychiatry CDROM

Faulkner & Gray's Practice Guidelines   *becomes*   Faulkner Gray Pract Guidel

- Some bibliographies and online databases show a place of publication after a journal title, such as Clin Toxicol (Phila). This practice is used to show that two or more journal titles with the same name reside in a library collection or database; the name of the city where the journal is published distinguishes the various titles. The city is usually shown in abbreviated format following the same rules used for words in journal titles, as Phila for Philadelphia in the example above. If you use a bibliography or database such as PubMed to verify your reference and a place name is included, you may keep it if you wish.

- See also *Construction of National Library of Medicine Title Abbreviations*

Specific Rules for Journal Title

- Abbreviation rules for journal titles
- Journal titles not in English
- Single word journal titles
- Journals appearing in different editions
- Options for journal titles

Box 23. Journal titles not in English.

- For non-English journal titles in the roman alphabet (French, German, Spanish, Italian, etc.), provide the name in the original language. Abbreviate it according to the Abbreviation rules for journal titles and capitalize all remaining title words, including abbreviation

- Indicate the language of the article after the pagination.

Conti MB, Marchesi MC, Rueca F, Fabi T. Tumori gastrici nel cane: osservazioni personali [Gastric tumors in dogs: personal reports]. Atti Soc Ital Sci Vet [CD-ROM]. 2004;58:[about 4 screens]. Italian.

Box 23 continued from previous page.

- For a journal title in a non-roman alphabet:

- Romanize (write in the roman alphabet) the title if it is in Cyrillic, Greek, Arabic, Hebrew, or Korean. Abbreviate it according to the Abbreviation rules for journal titles and capitalize all remaining title words, including abbreviations. Indicate the language of the article after the pagination.

    - Romanize titles in a character-based language (Chinese, Japanese). Do not abbreviate any of the words or omit any words; use the capitalization system of the particular language. Indicate the language of the article after the pagination.

      [It is not NLM practice, but you may translate journal titles in character-based languages. If you do, abbreviate the title according to the Abbreviation rules for journal titles and indicate the language of the article after the pagination.]

    - A good authority for romanization is the *ALA-LC Romanization Tables*.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - Treat letters marked with diacritics or accents as if they are not marked

        Å *treated as* A

        Ø *treated as* O

        Ç *treated as* C

        Ł *treated as* L

        à *treated as* a

        ĝ *treated as* g

        ñ *treated as* n

        ü *treated as* u

    - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ *treated as* ae

        œ *treated as* oe

Box 24. Single word journal titles.

- Do not abbreviate journal titles consisting of a single word, regardless of language.

    Molecules *remains* Molecules

Box 25. Journals appearing in different editions.

- If a journal is published in more than one edition, include the edition information after the title

Box 25 continues on next page...

Box 25 continued from previous page.

- Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and, L'.

- Separate the edition from the title by a space and place it by parentheses

- End edition information with a space, followed by the type of medium in square brackets and a period.
  Example:

    Nucleic Acids Research. Electronic Edition.   *becomes*   Nucleic Acids Res (Electron Ed) [CD-ROM].

- See the Abbreviation rules for editions for more information

---

Box 26. Options for journal titles.

The following forms are not NLM practice for citing journal titles, but are acceptable options:

- Periods may be placed after each abbreviated word in the title

    Adv Common Jt Probl   *may become*   Adv. Common Jt. Probl.

- The title may be written out in full

    Advances in Common Joint Problems.

Box 27. Abbreviation rules for editions.

- Because an edition is considered a part of the title in journals, use the same rules for abbreviating the words in an edition statement as for the words in journal titles

- Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and, L'. See Appendix A for a list of commonly abbreviated English words in journal titles. Other sources for title word abbreviations are:
  - the *List of Journals Indexed for MEDLINE*
  - the PubMed Journals Database
  - Appendix B for non-NLM sources

- End edition information with a space, followed by the type of medium in square brackets and a period
  Example:

    Nucleic Acids Research. Electronic Edition.   *becomes*   Nucleic Acids Res (Electron Ed) [CD-ROM].

Examples for Journal Title

    6. Journal title on CD-ROM, DVD, or disk with edition

Edition for Journal Articles on CD-ROM, DVD, or Disk (required)

General Rules for Edition

- Indicate the edition/version being cited after the title if a journal is published in more than one edition or version

- Abbreviate each significant word (see Abbreviation rules for editions below) and omit other words, such as articles, conjunctions, and prepositions
- Capitalize all remaining title words, including abbreviations
- Place the edition statement in parentheses, such as (Br Ed)
- End the edition statement with a space

Specific Rules for Edition

- Abbreviation rules for editions
- Non-English words for editions

Box 28. Non-English words for editions.

- For non-English edition statements in the roman alphabet (French, German, Spanish, Italian, etc.):

  - Give the name in the original language

  - Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: de, der, y, les, and, L'.

    [Sources for word abbreviations are: the *List of Journals Indexed for MEDLINE*; the PubMed Journals Database; and Appendix B for non-NLM sources.]

  - Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - Treat letters marked with a diacritic or accent as if they are not marked

      Å   *treated as*   A

      Ø   *treated as*   O

      Ç   *treated as*   C

      Ł   *treated as*   L

      à   *treated as*   a

      ĝ   *treated as*   g

      ñ   *treated as*   n

      ü   *treated as*   u

    - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

      æ   *treated as*   ae

      œ   *treated as*   oe

  - Separate the edition from the title by a space and place it in parentheses

  - Do not follow abbreviated words with a period, but end all the journal title information with a period

    Example:

Box 28 continues on next page...

        Farmaco. Edizione Practica   *becomes*   Farmaco (Ed Pract)

- For an edition statement in Cyrillic, Greek, Arabic, Hebrew, or Korean:

    ○ Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables*.

    ○ Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: de, la, por, der, and L'.

    ○ Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

        Examples: ĉ or ç *becomes*   c

    ○ Separate the edition from the title proper by a space and place it in parentheses

    ○ Do not follow abbreviated words with a period, but end all journal title information with a period
    Example:

        Pharmakeutikon Deltion. Epistemonike Ekdosis.   *becomes*   Pharm Delt (Epistem Ekd)

- For an edition statement in a character-based language such as Chinese and Japanese:

    ○ Transliterate the words for edition

    ○ Do not abbreviate any of the words or omit any words

    ○ Use the capitalization system of the particular language

    ○ Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
    Examples:

        ŏ *becomes*   o

        ū *becomes*   u

    ○ Separate the edition from the title proper by a space and place it in parentheses

    ○ End all the title information with a period
    Example:

        Fang She Hsueh Shi Jian. Zhong Wen Ban.   *becomes*   Fang She Hsueh Shi Jian (Zhong Wen Ban)

    ○ It is not NLM practice, but you may translate such journal titles and their editions. If you do, abbreviate them according to the Abbreviation rules for journal titles.

        J Jinan Univ (Nat Sci Med Ed)

Box 28 continued from previous page.

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

Language	Word	Abbreviation
Danish	oplag	n.a.
Dutch	uitgave	Uitg
	editie	Ed
Finnish	julkaisu	Julk
French	edition	Ed
German	Ausgabe	Ausg
Greek	ekdosis	Ekd
Italian	edizione	Ed
Norwegian	publikasjon	Publ
Portuguese	edicao	Ed
Russian	izdanie	Izd
Spanish	edicion	Ed
Swedish	upplaga	n.a.

Examples for Edition

6. Journal title on CD-ROM, DVD, or disk with edition

Type of Medium for Journal Articles on CD-ROM, DVD, or Disk (required)

General Rules for Type of Medium

- Indicate the type of medium (CD-ROM, DVD, or disk) following the journal title (and edition, if present)
- Place the name of the medium in square brackets and end with a period. For example: [DVD].
- Add information about the medium according to the instructions under Physical Description below
- See Chapter 16A for journal articles in audiovisual formats and Chapter 23A for articles on the Internet

Specific Rules for Type of Medium

- Both an edition and a type of medium

Box 29. Both an edition and a type of medium.

- If a journal has both an edition and a type of medium, follow the title with the edition, then the type of medium.

   Werner M, Uhlenbeck OC. The effect of base mismatches in the substrate recognition helices of hammerhead ribozymes on binding and catalysis. Nucl Acids Res (Electron Ed) [CD-ROM]. 1995;23(12):2092-6.

Examples for Type of Medium

1. Standard journal article on CD-ROM, DVD, or disk

Date of Publication for Journal Articles on CD-ROM, DVD, or Disk (required)

General Rules for Date of Publication

- Include the year, month, and day of publication in that order. For example: 2004 May 5.
- Convert roman numerals to arabic numbers, such as MM to 2000
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End date information with a semicolon unless there is no volume or issue (see No volume or issue following the date below), then use a colon

---

Box 34. No volume or issue following the date.

- If no volume or issue can be found in a journal, follow the year (and month or season if present) with a colon and the pagination.

    2000:146-9.

    2004 Jan:[about 10 p.].

    2005 Winter:[about 6 screens].

Specific Rules for Date of Publication

- Further divisions to a date other than volume or issue
- Multiple years, months, or days of publication
- Non-English names for months
- Seasons instead of months
- No volume or issue following the date
- Options for dates

Box 30. Further divisions to a date other than volume or issue.

A journal may publish a supplement, part, or special number to a date of publication rather than to a specific volume or issue.

- Capitalize and abbreviate the words used for such divisions, but do not end the abbreviated words with a period

    Supplement = Suppl

    Part = Pt

    Special Number = Spec No

- Translate non-English words. See the following examples:

Box 30 continues on next page...

Box 30 continued from previous page.

Language	Suppl	Spec No	Pt
French	Supplement	nombre speciale	partie
	annexe		part
German	Beiblatt	spezielle Zahl	Teil
	Beilage		
	Erganzung		
	Zusatz		
Italian	supplemento	numero speciale	parte
Russian	Prilozenie	specialnaja	cast'
	dopolnenie		
Spanish	adjunto	numero especial	parte
	suplemento		
	anejo		

- Follow words with any number or letter found

  Suppl 2

  Pt A

- If a supplement is given a name rather than the usual letter or number, abbreviate significant words and omit other words such as articles, conjunctions, and prepositions. Use the word abbreviations lists found in Appendix A and Appendix B.

  Abstract Supplement *becomes* Abstr Suppl

  Supplement: Dementia *becomes* Suppl Dementia

  Supplement: AIDS in Children *becomes* Suppl AIDS Child

- Separate words with any accompanying number, letter, or name from the date by a semicolon

- Place parts only in parentheses

- End with a colon
  Examples:

2005;Suppl:	2005;(Pt 3):	2005;Spec No:
2005;Suppl A:	2005;(Pt A):	2005;Spec No 2:
2005;Suppl 1:	2005 Jan;(Pt 1):	2005 Jan;Spec No:
2005 Jan;Suppl:		
2005;Abstr Suppl:		

Box 31. Multiple years, months, or days of publication.

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

    2002-2003

    1997-1998

    1999-2000

- If months and days of the month are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

    1999 Oct-2000 Mar

    2002 Dec 7-2003 Jan 9

- Separate multiple months of publication and multiple days of the month by a hyphen

    2005 Jan-Feb

    1999 Dec-2000 Jan

    2005 Feb 1-7

    2004 Jan 25-31

- Separate multiple seasons by a hyphen, as Fall-Winter. Do not abbreviate names of seasons.

Box 32. Non-English names for months.

- Translate names of months into English
- Abbreviate them to the first three letters
- Capitalize them
  For example:

    mayo = May

    luty = Feb

    brezen = Mar

Box 33. Seasons instead of months.

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them
  For example:

    balvan = Summer

Box 33 continues on next page...

Box 33 continued from previous page.

      outomno = Fall

      hiver = Winter

      pomlad = Spring

- Separate multiple seasons by a hyphen, such as Fall-Winter

Box 35. Options for dates.

It is not NLM practice, but the following are acceptable options:

- The month and day of the month or the season may be omitted if the journal is continuously paginated throughout the volume. However, the month and day of the month or the season must be included when citing a journal that has no volume or issue number.

    Preusse S, Schmitt O. Quantification and comparison of signal amplification and non-amplificated immunohistochemical reactions of the rat brain by means of image analysis. EJPathol [disk]. 1999;5(3):[about 15 p.].

- The date of publication may follow the author names in the list of references when the name-year system of in-text references is used

    ○ Use the year of publication only

    ○ Enter the year after the last named author (or the title and type of medium if there are no authors), followed by a period

    ○ Place the volume number after the type of medium

    NLM citation:

    Preusse S, Schmitt O. Quantification and comparison of signal amplification and non-amplificated immunohistochemical reactions of the rat brain by means of image analysis. EJPathol [disk]. 1999 Jul-Sep;5(3):[about 15 p.].

    Name-year system citation:

    Preusse S, Schmitt O. 1999. Quantification and comparison of signal amplification and non-amplificated immunohistochemical reactions of the rat brain by means of image analysis. EJPathol [disk]. 5(3):[about 15 p.].

Examples for Date of Publication

    7. Journal article on CD-ROM, DVD, or disk with month(s) included in date of publication

Volume Number for Journal Articles on CD-ROM, DVD, or Disk (required)

General Rules for Volume Number

- Omit "volume", "vol.", and similar wording preceding the number
- Use arabic numbers only. For example: convert LX or Sixtieth to 60.
- Separate multiple volumes by a hyphen, such as 5-6 or 42-43

- Do not follow a volume number with any punctuation unless there is no issue number or other subdivision to the volume, then follow with a colon

Specific Rules for Volume Number

- Further divisions to volume other than issue
- Non-English names for volume
- No volume number present

Box 36. **Further divisions to a volume other than issue.**

A volume will occasionally have a subdivision such as a supplement, part, or special number.

- Abbreviate the names for such subdivisions:

    Supplement = Suppl

    Part = Pt

    Special Number = Spec No

- Translate names for supplements, parts, and special numbers into English. To help identify these, see the following examples:

Language	Suppl	Spec No	Pt
French	supplement	nombre speciale	partie
	annexe		part
German	Beiblatt	spezielle Zahl	Teil
	Beilage		
	Erganzung		
	Zusatz		
Italian	supplemento	numero speciale	parte
Russian	prilozenie	specialnaja	cast'
	dopolnenie		
Spanish	adjunto	numero especial	parte
	suplemento		
	anejo		

- Place them after the volume number. For example:

    - *volume with supplement*

        2005;15 Suppl:

        2005 Mar;87 Suppl:

    - *volume with part*

        2004;66(Pt 2):

Box 36 continues on next page...

Box 36 continued from previous page.

> 2004 Dec;124(Pt A):

> *- volume with special number*

> 2003;6 Spec No:

Infrequently, supplements are given a name rather than a letter or number.

- Abbreviate significant words and omit other words such as articles, conjunctions, and prepositions

> Abstract Supplement   *becomes*   Abstr Suppl

> Supplement: Dementia   *becomes*   Suppl Dementia

> Supplement: AIDS in Children   *becomes*   Suppl AIDS Child

- Use the word abbreviations lists found in Appendix A and Appendix B

- See Chapter 1A Journal Articles for further detail

Box 37. Non-English names for volume.

- To help locate volumes, see the following list of non-English words and abbreviations for volume in a variety of languages:

> aarg. aargang année anno año årg. årgang band bd. bind

> évf. évfolyam g. god god. godina godišté jaarg. jaargang

> jahrg. jahrgang köt. kötet r. ročník rocznik rok sv. svazek

> svezak t. tom tom. tome tomo tomus vol. volumen zv. zväzok zvezek

- Omit these names when creating a citation; use the number only

---

Box 38. No volume number present.

A volume number usually follows the date of publication. Occasionally a journal will publish a series of issues without volumes or will publish a supplement, part, or special number to a date of publication rather than to a volume or issue.

- If there are issues only, no volume numbers, follow the date of publication with a semicolon and the issue number. Place the issue number in parentheses.

> Teyssandier MJ. Cervical rotatory manipulation: 2nd technique. Adv Common Jt Probl [disk]. 1996 Aug;(2):[about 5 p.].

- If a journal publishes a supplement, part, or special number to a date of publication rather than to a volume or issue, follow the date of publication with a semicolon, the abbreviation for supplement, part, or special number, and any accompanying letter or number found. End supplement, part, or special number information with a colon.

    - date with a supplement

        2004;Suppl:

        2004;Suppl 2:

        2004;Suppl A:

        2004 Winter;Suppl:

    - date with a part

        2005;(Pt 3):

        2005 Sep;(Pt 2):

    - date with a special number

        2003;Spec No:

        2003;Spec No 2:

        2003 Jun;Spec No:

- If no volume numbers, issue numbers, supplements, parts, or special numbers are given, follow the date of publication with a colon and the location (pagination) of the article

    2004:34-7.

    2005 Jun:[about 6 screens].

    2001 Summer:[about 10 p.].

Examples for Volume Number

    8. Journal article on CD-ROM, DVD, or disk with volume but no issue

    9. Journal article on CD-ROM, DVD, or disk with issue but no volume

Issue Number for Journal Articles on CD-ROM, DVD, or Disk (required)

General Rules for Issue Number

- Omit "number", "no.", and other wording preceding the number
- Use arabic numbers only. For example: convert IV or Fourth to 4.
- Separate multiple issues by a hyphen, such 2-3
- Place issue information in parentheses
- End issue information with a colon unless further divisions, such as a supplement or part, exist (see Further divisions to an issue below)

Box 39. Further divisions to an issue.

An issue will occasionally have a subdivision such as a supplement, part, or special number.

Box 39 continued from previous page.

- Capitalize and abbreviate them:

    Supplement = Suppl

    Part = Pt

    Special Number = Spec No

- Place them after the issue, within the parentheses. For example:

    - *issue with supplement*

        2005;15(1 Suppl):

        2005;(12 Suppl A):

        2005 Mar;87(3 Suppl):

    - *issue with part*

        2004;66(1 Pt 2):

        2004 Dec;124(Pt A):

    - *issue with special number*

        2003;6(2 Spec No):

- Translate names for supplements, parts, and special numbers into English. To help identify these, see the following examples:

Language	Suppl	Spec No	Pt
French	supplement	nombre speciale	partie
	annexe		part
German	Beiblatt	spezielle Zahl	Teil
	Beilage		
	Erganzung		
	Zusatz		
Italian	supplemento	numero speciale	parte
Russian	prilozenie	specialnaja	cast'
	dopolnenie		
Spanish	adjunto	numero especial	parte
	suplemento		
	anejo		

Infrequently, supplements are given a name rather than a letter or number.

- Abbreviate significant words and omit other words such as articles, conjunctions, and prepositions

    Abstract Supplement   *becomes*   Abstr Suppl

Box 39 continues on next page...

Box 39 continued from previous page.

> Supplement: Dementia   *becomes*   Suppl Dementia
>
> Supplement: AIDS in Children   *becomes*   Suppl AIDS Child

- Use the word abbreviations lists found in Appendix A and Appendix B
- See Chapter 1A Journal Articles for further detail

Specific Rules for Issue Number

- Further divisions to an issue
- Non-English names for issue
- No volume number present
- No issue number present
- Options for issues

Box 40. Non-English names for issues.

- To help locate issues in languages other than English, see the following list of words and abbreviations used for issue (usually variations on the word number):

  > čís. číslo fasc. fascicle fascicule fasciculus heft knižka
  >
  > no. nommernr. numer número nummer sveska sz. szám
  >
  > vypusk zesz. zeszyt zošit

- Omit these names when creating a citation; use the number only

---

Box 41. No volume number present.

- If there are issues only, no volume numbers, follow the date of publication with a semicolon and the issue number, placed in parentheses.

  > Teyssandier MJ. Cervical rotatory manipulation: 2nd technique. Adv Common Jt Probl [disk]. 1996 Aug;(2):[about 5 p.].

Box 42. No issue number present.

- If no issue number is found, follow the volume number with a colon and the location (pagination)

  > 61:155-88.
  >
  > 3:[about 7 p.].

- If no issue or volume is found, follow date information with a colon and the location (pagination)

  > 2005 Jan:26-8.
  >
  > 2004:[about 6 screens].

Box 43. **Options for issues.**

- It is not NLM practice, but an issue number may be omitted if the journal is continuously paginated throughout the volume. Note, however, that many libraries such as the NLM require issue numbers for retrieval from their collections and for interlibrary loan.

    Enders D, Gielen H, Breuer K. Immobilized triazolium salts as precursors to chiral carbenes: rhodium-catalyzed asymmetric hydrosilylation as a first test reaction. Mol Online (CD-ROM Ed) [CD-ROM]. 1998;2:105-8.

Examples for Issue Number

8. Journal article on CD-ROM, DVD, or disk with volume but no issue

9. Journal article on CD-ROM, DVD, or disk with issue but no volume

Location (Pagination) for Journal Articles on CD-ROM, DVD, or Disk (required)

General Rules for Location (Pagination)

- Give the inclusive page numbers on which the article appears
- Do not repeat page numbers unless they are followed by a letter. For example: 123-125 becomes 123-5, but 124A-126A is correct.
- Include a letter (often S for Supplement or A for Appendix) when it precedes the page number. For example: S10-8.
- If there are no page numbers, calculate the extent of the article in the best means possible, i.e., number of paragraphs, screens, pages (see No numbers appear on the pages of the article below)
- End pagination information with a period
- See Chapter 23 for articles on the Internet

Box 44. **No numbers appear on the pages of the article.**

- If only the item to be cited has no page numbers, try to identify the location in relation to numbered pages. For example: preceding p. 1 or following p. 503. Place such phrases in square brackets.

    115(33):[preceding p. 55].

    11(4):[following p. 54].

- When page numbers are absent, as often occurs with journal articles in electronic format, calculate the extent of the article using the best means possible and place it in square brackets, such as "[10 paragraphs]", "[about 6 screens]", and "[about 5 p.]". Of course screen size, font used, and printers vary greatly, but the purpose is to give the user of the citation an indication of the length of the item. Note that when the number is approximated, the word "about" is used before the length indicator. End location information or extent with a period.

    Examples:

    Fourman S. The office eye exam in family medicine. FPR [CD-ROM]. 1996 Feb;18(2):[about 9 screens].

Box 44 continued from previous page.

Preusse S, Schmitt O. Quantification and comparison of signal amplification and non-amplificated immunohistochemical reactions of the rat brain by means of image analysis. EJPathol [disk]. 1999 Jul-Sep;5(3):[about 15 p.].

Frytak S, Mokri B. Back pain in the cancer patient: a potential impending disaster. Prime Pract [CD-ROM]. 1996;2(3):[12 paragraphs].

Buchler MW, Knaebel HP. Partial pancreaticoduodenectomy with superior mesenteric vein reconstruction. Real Surg [DVD]. 2004 May;1(5):[35 min.].

Specific Rules for Location (Pagination)

- No numbers appear on the pages of the article
- Discontinuous page numbers
- Text such as a discussion, quiz, or author reply to a letter follows the article

Box 45. Discontinuous page numbers.

- If the pagination is discontinuous, as often occurs when an article is interrupted by advertisements, separate the groupings of page numbers by a comma and a space

    :345-6, 348-9, 352.

    :15, 17, 19-21.

- Give up to three groupings of page numbers and use "passim" in place of the fourth and later occurrences

    :345-346, 348-349, 352, 355-357, 360, 362.   *becomes*   :345-6, 348-9, 352 passim.

Box 46. Text such as a discussion, quiz, or author reply to a letter follows the article.

- Begin with the location (pagination) of the article. Follow it by a semicolon and a space, then the name of the additional material and its pagination.

    :145-54; discussion 155-6.

    :[about 5 screens]; author reply [about 1 screen].

Examples for Location (Pagination)

10. Journal article on CD-ROM, DVD, or disk with location expressed as standard page numbers

11. Journal article on CD-ROM, DVD, or disk with location/extent expressed as screens

12. Journal article on CD-ROM, DVD, or disk with location/extent expressed as estimated number of pages

13. Journal article on CD-ROM, DVD, or disk with location/extent expressed as paragraphs

14. Journal article on CD-ROM, DVD, or disk with location/extent expressed as a file name

15. Journal article on CD-ROM, DVD, or disk with article occupying the entire issue

Physical Description for Journal Articles on CD-ROM, DVD, or Disk (optional)

General Rules for Physical Description

- Give information on the physical characteristics of the CD-ROM, DVD, or disc on which the article is found. For example: 1 DVD: color, 4 3/4 in.

Specific Rules for Physical Description

- Language for describing physical characteristics

Box 47. **Language for describing physical characteristics.**

- Follow the pagination with information on the number of physical pieces and the type of medium on which the article resides, such as 1 CD-ROM

- Enter a colon and a space, then enter information on the physical characteristics, such as color and size

- Separate types of information by commas

  Typical words used include:

  sound

  color

  black & white

  4 3/4 in. (standard CD-ROM and DVD size)

  3 1/2 in. (standard computer disk size)

  5 1/4 in. (older computer disk size)

  Examples of complete physical description statements:

  1 DVD: sound, color, 4 3/4 in.

  1 CD-ROM: color, 4 3/4 in.

  1 computer disk: 3 1/2 in.

Examples for Physical Description

16. Journal article on CD-ROM, DVD, or disk with physical description

Language for Journal Articles on CD-ROM, DVD, or Disk (required)

General Rules for Language

- Give the language of publication if other than English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Articles appearing in more than one language

Box 48. **Articles appearing in more than one language.**

- If an article is written in English as well as other languages:
    - Give the English language version of the article title
    - List all languages of publication after the pagination, separated by commas
    - End the list of languages with a period
- If an article is written in more than one language and none of them is English:
    - Translate into English the version of the title that appears first
    - Place the translation in square brackets
    - List all languages of publication after the pagination, separated by commas
    - End the list of languages with a period
- As an option, when an article title is written in two or more equal languages as often occurs in Canadian publications:
    - Give all titles in the order in which they are presented in the text
    - Separate them with an equals sign
    - List the languages after the pagination, separated by commas
    - End the list of languages with a period

Examples for Language

4. Journal article on CD-ROM, DVD, or disk not in English

Notes for Journal Articles on CD-ROM, DVD, or Disk (optional)

General Rules for Notes

- Notes is a term for any type of information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- System requirements
- Other types of material to include in notes

Box 49. **System requirements.**

Indicate system requirements needed to run the CD-ROM, DVD, or disk by describing the software and hardware needed to view the article.

- Begin with the phrase "System Requirements" followed by a colon and a space

- Use the wording supplied by the publisher; no standardization is needed

- Separate the types of information with a semicolon

- End requirement information with a period

    Example:

Box 49 continues on next page...

> Bianco A, Brufani M, Ciabatti R, Melchioni C, Pasquali V. Neuraminic acid derivatives as anti-influenza drugs. Mol Online (CD-ROM Ed) [CD-ROM]. 1998;2(10-11):129-36. System Requirements: IBM PC or 100% compatible 486SX; 8 MB RAM; VGA (640 x 480 pixels) video card set to 256 colors; double speed CD-ROM drive or faster; Windows 3.1 or higher.

Box 50. Other types of material to include in notes.

The notes element may be used to provide any information that the compiler of the reference feels is useful.

- If the journal being cited is not a common one, give the name of a library or other archive where it may be found. Begin with the phrase "Located at" followed by a colon and a space. Include any finding number supplied by the library or archive.

    Located at: National Library of Medicine, Bethesda, MD; W1 PR523C.

- If the journal article includes a printed guide or other handout, indicate this following the phrase "Accompanied by: "

    Accompanied by: 1 workbook.

- If the article contains a review of the literature and this is not indicated in the title, provide the information

    Review of the literature.

Examples for Notes

17. Journal article on CD-ROM, DVD, or disk with note

Examples of Citations to Journal Articles on CD-ROM, DVD, or Disk

1. Standard journal article on CD-ROM, DVD, or disk

Kauffman CA, Bonilla HF. Trends in antibiotic resistance with emphasis on VRE. FPR [CD-ROM]. 1998 Oct;20(10):[about 5 screens].

Buchler MW, Knaebel HP. Partial pancreaticoduodenectomy with superior mesenteric vein reconstruction. Real Surg [DVD]. 2004 May;1(5):[35 min.].

Preusse S, Schmitt O. Quantification and comparison of signal amplification and non-amplified immunohistochemical reactions of the rat brain by means of image analysis. EJPathol [disk]. 1999 Jul-Sep;5(3):[about 15 p.].

2. Journal article on CD-ROM, DVD, or disk with optional full names for authors

Kauffman, Carol A.; Bonilla, Hector F. Trends in antibiotic resistance with emphasis on VRE. FPR [CD-ROM]. 1998 Oct;20(10):[about 5 screens].

3. Journal article on CD-ROM, DVD, or disk with author affiliation

Kauffman CA (Veterans Affairs Medical Center, Ann Arbor, MI), Bonilla HF (Louisiana State University, Boga Lusa, LA). Trends in antibiotic resistance with emphasis on VRE. FPR [CD-ROM]. 1998 Oct;20(10):[about 5 screens].

Enders D (Institut fur Organische Chemie, Technische Hochschule Aachen, Aachen, Germany. Enders@RWTH-Aachen.de), Gielen H, Breuer K. Immobilized triazolium salts as precursors to chiral carbenes: rhodium-catalyzed asymmetric hydrosilylation as a first test reaction. Mol Online (CD-ROM Ed) [CD-ROM]. 1998;2(7):105-8.

4. Journal article on CD-ROM, DVD, or disk not in English

Conti MB, Marchesi MC, Rueca F, Fabi T. [Gastric tumors in dogs: personal reports]. Atti Soc Ital Sci Vet [CD-ROM]. 2004;58:[about 4 screens]. Italian.

with optional original language included

Conti MB, Marchesi MC, Rueca F, Fabi T. Tumori gastrici nel cane: osservazioni personali [Gastric tumors in dogs: personal reports]. Atti Soc Ital Sci Vet [CD-ROM]. 2004;58:[about 4 screens]. Italian.

5. Journal article on CD-ROM, DVD, or disk with Greek letters or other special characters in the title

Vincenzetti S, Polidori P, Salimei E, Mariani PL, Allegri S, Cammertoni N, Vita A. [Purification and identification of α_{s1}- and β- caseins from ass's milk]. Atti Soc Ital Sci Vet [CD-ROM]. 2004;58:[about 4 screens]. Italian.

may become

Vincenzetti S, Polidori P, Salimei E, Mariani PL, Allegri S, Cammertoni N, Vita A. [Purification and identification of alpha(s1)- and beta- caseins from ass's milk]. Atti Soc Ital Sci Vet [CD-ROM]. 2004;58:[about 4 screens]. Italian.

6. Journal title on CD-ROM, DVD, or disk with edition

Werner M, Uhlenbeck OC. The effect of base mismatches in the substrate recognition helices of hammerhead ribozymes on binding and catalysis. Nucl Acids Res (Electron Ed) [CD-ROM]. 1995;23(12):2092-6.

7. Journal article on CD-ROM, DVD, or disk with month(s) included in date of publication

Buchler MW, Knaebel HP. Partial pancreaticoduodenectomy with superior mesenteric vein reconstruction. Real Surg [DVD]. 2004 May;1(5):[35 min.].

Preusse S, Schmitt O. Quantification and comparison of signal amplification and non-amplificated immunohistochemical reactions of the rat brain by means of image analysis. EJPathol [disk]. 1999 Jul-Sep;5(3): [about 15 p.].

8. Journal article on CD-ROM, DVD, or disk with volume but no issue

Conti MB, Marchesi MC, Rueca F, Fabi T. [Gastric tumors in dogs: personal reports]. Atti Soc Ital Sci Vet [CD-ROM]. 2004;58:[about 4 screens]. Italian.

9. Journal article on CD-ROM, DVD, or disk with issue but no volume

Teyssandier MJ. Cervical rotatory manipulation: 2nd technique. Adv Common Jt Probl [disk]. 1996 Aug;(2): [about 5 p.].

10. Journal article on CD-ROM, DVD, or disk with location expressed as standard page numbers

Sforcin JM, Novelli EL, Funari SR. Seasonal effect of Brazilian protocols on seric biochemical variations. J Venom Anim Toxins [CD-ROM]. 2002;8(2):244-54.

11. Journal article on CD-ROM, DVD, or disk with location/extent expressed as screens

Fourman S. The office eye exam in family medicine. FPR [CD-ROM]. 1996 Feb;18(2):[about 9 screens].

12. Journal article on CD-ROM, DVD, or disk with location/extent expressed as estimated number of pages

Preusse S, Schmitt O. Quantification and comparison of signal amplification and non-amplified immunohistochemical reactions of the rat brain by means of image analysis. EJPathol [disk]. 1999 Jul-Sep;5(3): [about 15 p.].

13. Journal article on CD-ROM, DVD, or disk with location/extent expressed as paragraphs

Frytak S, Mokri B. Back pain in the cancer patient: a potential impending disaster. Prime Pract [CD-ROM]. 1996;2(3):[12 paragraphs].

14. Journal article on CD-ROM, DVD, or disk with location/extent expressed as a file name

Pick A, Chiuso L, Cavallo GP, Margarita E. Prognostic value of AgNORs in tumor pathology. EJPathol [disk]. 1997 Mar;3(1):[971-06.txt]. 1 computer disk: 3 1/2 in.

15. Journal article on CD-ROM, DVD, or disk with article occupying the entire issue

Heald B, Moran B. Total mesorectal excision for low rectal cancer. Real Surg [DVD]. 2004;1(6):[1 DVD].

16. Journal article on CD-ROM, DVD, or disk with physical description

Sforcin JM, Novelli EL, Funari SR. Seasonal effect of Brazilian protocols on seric biochemical variations. J Venom Anim Toxins [CD-ROM]. 2002;8(2):244-54. 1 CD-ROM: color, 4 3/4 in.

Preusse S, Schmitt O. Quantification and comparison of signal amplification and non-amplified immunohistochemical reactions of the rat brain by means of image analysis. EJPathol [disk]. 1999 Jul-Sep;5(3): [about 15 p.]. 1 computer disk: 3 1/2 in.

17. Journal article on CD-ROM, DVD, or disk with note

Bianco A, Brufani M, Ciabatti R, Melchioni C, Pasquali V. Neuraminic acid derivatives as anti-influenza drugs. Mol Online (CD-ROM Ed) [CD-ROM]. 1998;2(10-11):129-36. System Requirements: IBM PC or 100%

compatible 486SX; 8 MB RAM; VGA (640 x 480 pixels) video card set to 256 colors; double speed CD-ROM drive or faster; Windows 3.1 or higher.

Frytak S, Mokri B. Back pain in the cancer patient: a potential impending disaster. Prime Pract [CD-ROM]. 1996;2(3):[12 paragraphs]. Located at: National Library of Medicine, Bethesda, MD; W1 PR523C.

18. Part of a journal article on CD-ROM, DVD, or disk

Kauffman CA, Bonilla HF. Trends in antibiotic resistance with emphasis on VRE. FPR [CD-ROM]. 1998 Oct;20(10):[about 5 screens]. Table 1, Risk factors for VRE colonization and infection; [1 screen].

Werner M, Uhlenbeck OC. The effect of base mismatches in the substrate recognition helices of hammerhead ribozymes on binding and catalysis. Nucl Acids Res (Electron Ed) [CD-ROM]. 1995;23(12):2092-6. Table 2, Rates of substrate dissociation (k-1) for different substrates of HH; p. 2095.

Buchler MW, Knaebel HP. Partial pancreaticoduodenectomy with superior mesenteric vein reconstruction. Real Surg [DVD]. 2004 May;1(5):[35 min.]. [Scene 3], Posterior mobilization of the pancreatic head; [7 min.].

Fourman S. The office eye exam in family medicine. FPR [CD-ROM]. 1996 Feb;18(2):[about 9 screens]. Figure 9, Important ophthalmoscopic findings in the patient with diabetic retinopathy are retinal hemorrhage and pallor of the optic nerve and retina; [about 1 screen].

Preusse S, Schmitt O. Quantification and comparison of signal amplification and non-amplificated immunohistochemical reactions of the rat brain by means of image analysis. EJPathol [disk]. 1999 Jul-Sep;5(3): [about 15 p.]. [Figure], Summary of contrast measurments of all immunohistochemical methods; [993-031.pcx].

B. Sample Citation and Introduction to Citing Entire Journal Titles on CD-ROM, DVD, or Disk

The general format for a reference to an entire journal title on CD-ROM, DVD, or disk, including punctuation:

- **for a journal continuing to be published:**

- **for a journal that has ceased publication:**

Examples of Citations to Entire Journal Titles on CD-ROM, DVD, or Disk

Although electronic journals differ radically in physical form from print journals, the basic rules for citing them are the same. The major difference is the required addition of the type of medium (CD-ROM, DVD, or disk) in square brackets following the journal title. Use the opening screen(s), the face of the CD-ROM, DVD, or disk, the jewel case (carrying case), and accompanying documentation, in that order, for authoritative information to use in citation.

If a journal is still being published, as shown in the first example, follow volume and date information with a hyphen and three spaces. If a journal ceased publication, as in example two, separate beginning and ending volume and date information with a hyphen with a space.

The authoritative source for information to use in a citation for a journal title is, in order of preference: the opening screen(s); the face of the CD-ROM, DVD, or disk; the jewel case (carrying case); and accompanying print documentation.

It is important to cite the journal name that was used at the time of publication. For example, EJPathol changed title to Electronic Journal of Pathology and Histology in 2000.

EJPathol [disk]. Munich: VaW Verlag fur Angewandte Wissenschaften. Vol. 1, No. 1, Mar 1995 - Vol. 5, No. 4, Oct-Dec 1999. Continued by: Electronic Journal of Pathology and Histology.

Electronic Journal of Pathology and Histology [CD-ROM]. Amsterdam: IOS Press. Vol. 6, Mar 2000 -- ..
Continues: EJPathol.

It is not correct to cite this journal as:

Electronic Journal of Pathology and Histology [CD-ROM]. Amsterdam: IOS Press. Vol. 1, No., Mar 1995 -

.

Continue to Citation Rules with Examples for Entire Journal Titles on CD-ROM, DVD, or Disk.

Continue to Examples of Citations to Entire Journal Titles on CD-ROM, DVD, or Disk.

Citation Rules with Examples for Journal Titles on CD-ROM, DVD, or Disk

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Journal Title (R) | Edition (R) | Type of Medium (R) | Editor (O) | Place of Publication (R) | Publisher (R) | Volume Number (R) | Issue Number (R) | Date of Publication (R) | Physical Description (O) | Language (R) | Notes (O)

Journal Title on CD-ROM, DVD, or disk (required)

General Rules for Journal Title

- Enter a journal title in the original language
- Do not abbreviate any words or omit any words
- Use the capitalization and punctuation found in the title
- Follow the title with a colon and any subtitle that appears
- Follow a non-English title with a translation whenever possible; place the translation in square brackets
- End the journal title with a space

Specific Rules for Journal Title

- Journal titles not in English
- Journals appearing in more than one language
- Journals appearing in different editions

Box 51. **Journal titles not in English.**

- For non-English journal titles in the roman alphabet (French, German, Spanish, Italian, etc.), give the name in the original language

    Atti della Societa Italiana delle Scienze Veterinarie [CD-ROM].

- For a journal title in a non-roman alphabet:

    ○ Romanize (write in the roman alphabet) the title if it is in Cyrillic, Greek, Arabic, Hebrew, or Korean, or in a character-based language (Chinese, Japanese)

      Novosti Lucevoj Diagnostiki [CD-ROM].

      Nihon Hokan Daitai Iryo Gakkai shi [disk].

      [It is not NLM practice, but you may translate journal titles in character-based languages.]

      Japanese Journal of Complementary and Alternative Medicine [disk].

    ○ A good authority for romanization is the *ALA-LC Romanization Tables*

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

      Å   *treated as*   A

      Ø   *treated as*   O

      Ç   *treated as*   C

      Ł   *treated as*   L

      à   *treated as*   a

      ĝ   *treated as*   g

Box 51 continued from previous page.

> ñ   *treated as*   n
>
> ü   *treated as*   u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    > æ   *treated as*   ae
    >
    > œ   *treated as*   oe

- Provide an English translation after the original language title whenever possible; place translations in square brackets

    > Atti della Societa Italiana delle Scienze Veterinarie [Acts of the Italian Society for Veterinary Science] [CD-ROM].

Box 52. Journals appearing in more than one language.

- For a journal title appearing in two or more equal languages, as often occurs with Canadian journals:

    - ○ Begin with the title in the first language found, in order of preference: the opening screens of the issue; the face of the CD-ROM, DVD, or disk; the carrying case; or accompanying printed material

    - ○ Give all titles in the order they are provided in the text

    - ○ Place an equals sign with a space on either side between each title

    - ○ List all languages, separated by commas, after the date of publication (and Physical Description, if provided)

    - ○ End the list of languages with a period

        Example:

        > Brinkman's Cumulatieve Catalogus op CD-ROM: Nationale Bibliografie van Nederland = Brinkman's Cumulative Catalogue on CD-ROM: Dutch National Bibliography [CD-ROM]. Munich (Germany): K.G. Saur. 1995 -   . Dutch, English.

- For a journal title appearing in multiple languages:

    - ○ Give the title in the first language found, in order of preference: on the opening screens of the issue, on the carrying case, or on accompanying printed material

    - ○ List all languages of publication, separated by commas, after the date of publication (and Physical Description, if found)

    - ○ End the list of languages with a period

        Example:

        > Action Against Infection: a Newsletter for WHO and its Partners [CD-ROM]. Geneva: World Health Organization, CDS Information Resource Centre. Vol. 1, No. 1, Dec 1999 - Vol. 4, No. 5, 2004. English, French, Spanish.

Box 53. **Journals appearing in different editions.**

If a journal is published in more than one edition:

- Capitalize all significant words in the edition statement

- Place the edition statement in parentheses

- Separate the edition statement from the title proper by a space

- End all title information with the type of medium of the journal, placed in square brackets, followed by a period

  Example:

    Nucleic Acids Research (Electronic Edition) [CD-ROM]. Oxford (UK): Oxford University Press. Vol. 21, No. 1, Jan 1993 -   .

Examples for Journal Title

1. Standard citation to a journal title on CD-ROM, DVD, or disk that is still being published

2. Standard citation to a journal title on CD-ROM, DVD, or disk that ceased publication

3. Journal title on CD-ROM, DVD, or disk with subtitle

4. Journal title on CD-ROM, DVD, or disk not in English

5. Journal title on CD-ROM, DVD, or disk not in English with optional translation

6. Journal title on CD-ROM, DVD, or disk published in two equal languages

7. Journal title on CD-ROM, DVD, or disk published in multiple languages

8. Journal title on CD-ROM, DVD, or disk with edition

Edition for Journal Title on CD-ROM, DVD, or disk (required)

General Rules for Edition

- Indicate the edition/version being cited after the title if a journal is published in more than one edition or version
- Do not abbreviate any words or omit any words
- Use whatever capitalization and punctuation are found in the edition statement
- Place the edition statement in parentheses, such as (British Edition)
- End the edition statement with a space

Specific Rules for Edition

- Non-English words for editions

Box 54. **Non-English words for editions.**

- For non-English edition statements in the roman alphabet (French, German, Spanish, Italian, etc.):

Box 54 continued from previous page.

- ○ Give the edition statement in the original language

- ○ Place the edition statement in parentheses

- ○ Separate the edition statement from the title proper by a space

- ○ End title and edition information with a space
  Example:

    Farmaco. Edizione Pratica.   *becomes*   Farmaco (Edizione Pratica)

- For an edition statement in Cyrillic, Greek, Arabic, Hebrew, Korean, or in a character-based language such as Chinese and Japanese:

  - ○ Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables*.

  - ○ Place the edition statement in parentheses

  - ○ Separate the edition statement from the title proper by a space

  - ○ End title and edition information with a space
    Examples:

    Pharmakeutikon Deltion. Epistemonike Ekdosis.   *becomes*   Pharmakeutikon Deltion (Epistemonike Ekdosis)

    Fang She Hsueh Shi Jian. Zhong Wen Ban.   *becomes*   Fang She Hsueh Shi Jian (Zhong Wen Ban)

  - ○ It is not NLM practice, but you may translate journal titles and their editions in a character-based language

    Journal of Jinan University (Natural Science and Medicine Edition)

- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - ○ Treat letters marked with a diacritic or accent as if they are not marked

    Å *treated as* A

    Ø *treated as* O

    Ç *treated as* C

    Ł *treated as* L

    à *treated as* a

    ĝ *treated as* g

    ñ *treated as* n

    ü *treated as* u

Box 54 continues on next page...

Box 54 continued from previous page.

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

  æ   *treated as*   ae

  œ   *treated as*   oe

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

Language	Word	Abbreviation
Danish	Oplag	n.a.
Dutch	Uitgave	Uitg
	Editie	Ed
Finnish	Julkaisu	Julk
French	Edition	Ed
German	Ausgabe	Ausg
Greek	Ekdosis	Ekd
Italian	Edizione	Ed
Norwegian	Publikasjon	Pub
Portuguese	Edicao	Ed
Russian	Izdanie	Izd
Spanish	Edicion	Ed
Swedish	Upplaga	n.a.

Examples for Edition

8. Journal title on CD-ROM, DVD, or disk with edition

Type of Medium for Journal Title on CD-ROM, DVD, or disk (required)

General Rules for Type of Medium

- Indicate the type of medium (CD-ROM, DVD, or disk) following the title (and edition, if present)
- Place the name of the medium in square brackets, such as [DVD]
- End medium information with a period, placed outside the closing bracket
- See Chapter 16B for journal titles in audiovisual formats and Chapter 23B for titles on the Internet

Examples for Type of Medium

1. Standard citation to a journal title on CD-ROM, DVD, or disk that is still being published

2. Standard citation to a journal title on CD-ROM, DVD, or disk that ceased publication

Editor for Journal Title on CD-ROM, DVD, or disk (optional)

General Rules for Editor

- Give the name of the current (or last) editor

- Enter the name of the editor in natural order. For example: John A. Jones.
- Follow the name with a comma and the word "editor"
- End editor information with a period

Specific Rules for Editor

- Names not in English

Box 55. **Names not in English.**

- Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese. Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Capitalize only the first letter of romanized names when the original initial is represented by more than one letter

  Iu. A. Iakontov

  G. Th. Tsakalos

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å *treated as* A

    Ø *treated as* O

    Ç *treated as* C

    Ł *treated as* L

    à *treated as* a

    ĝ *treated as* g

    ñ *treated as* n

    ü *treated as* u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ *treated as* ae

    œ *treated as* oe

- To assist in identifying editors, below is a brief list of non-English words for editor:

Language	Word for Editor
French	redacteur

Box 55 continues on next page...

Box 55 continued from previous page.

Language	Word for Editor
	editeur
German	redakteur
	herausgeber
Italian	redattore
	curatore
	editore
Russian	redaktor
	izdatel
Spanish	redactor
	editor

Examples for Editor

9. Journal title on CD-ROM, DVD, or disk with editor named

Place of Publication for Journal Title on CD-ROM, DVD, or disk (required)

General Rules for Place of Publication

- Place is defined as the city where the journal was published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province to avoid confusion when citing lesser known cities or when cities in different locations have same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such London (ON) and London (England)
- End place information with a colon

Specific Rules for Place of Publication

- Non-US cities
- Multiple places of publication
- No place of publication can be found

Box 56. Non-US cities.

- Use the anglicized form for the name of a city, e.g., Rome for Roma and Moscow for Moskva, when possible

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E)

    Montreal (QC):

    Ottawa (ON):

Box 56 continues on next page...

Box 56 continued from previous page.

- If the city is not well known or could be confused with another city of the same name, follow the city with the name of the country, either written out or as the two-letter ISO country code (see Appendix D). Use the anglicized form of the name, e.g., Spain for Espana. Place the country name or code in parentheses.

    London:

    Rome:

    Paris:

    Madrid:

    but

    Malaga (Spain):   *or*   Malaga (ES):

    Basel (Switzerland):   *or*   Basel (CH):

    Oxford (England):   *or*   Oxford (GB):

- As an option, use the country name after all cities not in the US or Canada

---

Box 57. Multiple places of publication.

- If a journal has changed publishers over the years or if the publisher has changed its location, give the place of publication of the current (or last) publisher
- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.
- As an option, if one place is a US city and the others are not, use the US one

---

Box 58. No place of publication can be found.

- If no place can be found but one can be reasonably inferred, such as Chicago as the place of publication for a journal of the American Medical Association, put the place name in square brackets
- If no place of publication can be found or inferred, use the words "place unknown" in square brackets

---

Examples for Place of Publication

10. Journal title on CD-ROM, DVD, or disk with well-known place of publication

11. Journal title on CD-ROM, DVD, or disk with lesser-known place of publication

Publisher for Journal Title on CD-ROM, DVD, or disk (required)

General Rules for Publisher

- Give the name of the publisher as it appears in the journal, using the capitalization and punctuation found there
- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- End publisher information with a period

Specific Rules for Publisher

- Non-English publishers
- Government agencies and other national and international bodies as publisher
- Multiple publishers
- Joint publication
- No publisher can be found

Box 59. Non-English publishers.

- Give publisher names in the roman alphabet (French, Spanish, Italian, etc.) in their original language

    Rome: Societa Editrice Universo.

    Lisbon: Imprensa Medica.

- Romanize names presented in Cyrillic, Greek, Arabic, Hebrew, Korean, and character-based languages (Chinese, Japanese)

    Sofia (Bulgaria): Sofia Medizina i Fizkultura.

- If the name of a division of other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

    Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - Treat letters marked with diacritics or accents as if they are not marked

        Å *treated as* A

        Ø *treated as* O

        Ç *treated as* C

        Ł *treated as* L

        à *treated as* a

        ĝ *treated as* g

        ñ *treated as* n

        ü *treated as* u

    - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ *treated as* ae

        œ *treated as* oe

- If desired, follow a non-English name with a translation. Place all translated publisher names within square brackets.

Box 59 continues on next page...

Box 59 continued from previous page.

     Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press].

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.

     Aarhus (Denmark): [Aarhus University Press].

Box 60. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

     National Cancer Institute (US).

     National Society on Alcoholism and Drug Dependence (NZ).

     Royal Society of Medicine Press Ltd. (GB).

     Royal College of Physicians (AU), Paediatrics & Child Health Division.

- Do not confuse the publisher with the distributor of documents for the publisher. The most common distributors of US government publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency making the publication available as the publisher and include distributor information as a note. Begin with the phrase "Available from" followed by a colon and a space. Add the name of the distributor, the city and state, and the accession or order number.

     Available from: US Government Printing Office, Washington, DC; HE 20.3013/2-4.

Box 61. Multiple publishers.

- If a journal has changed publishers over the years, give the name of the current (or last) publisher
- If more than one publisher is found in a document, use the first one given or the one set in the largest type or set in bold
- An alternative is to use the publisher likely to be most familiar to the audience of the reference list, e.g., an American publisher for a US audience and a London publisher for a British one
- Do not list multiple publishers. For those publications with joint or co-publishers, use the name provided first as the publisher and include the name of the second as a note, if desired, as "Jointly published by the Canadian Pharmacists Association".
- End publisher information with a period

Box 62. Joint publication.

- For those publications with joint or co-publishers, use the name provided first as the publisher
- Include the name of the second publisher as a note, if desired, as "Jointly published by the Canadian Pharmacists Association"
- Do not list multiple publishers
- End publisher information with a period

Box 63. **No publisher can be found.**

- If no publisher can be determined, use the words "publisher unknown" in square brackets

    Advances in Common Joint Problems [disk]. Udine (Italy): [publisher unknown]. No. 1, 1996 - No. 3, 1997. English, Italian.

Examples for Publisher

12. Journal title on CD-ROM, DVD, or disk with publisher including subsidiary part

13. Journal title on CD-ROM, DVD, or disk with unknown publisher

Volume Number for Journal Title on CD-ROM, DVD, or disk (required)

General Rules for Volume Number

- Precede the number with "Vol.", regardless of the particular word for volume used by the journal
- Use arabic numbers only. For example: convert LX or Sixtieth to 60.
- Separate multiple volumes by a hyphen. For example: 5-6 or 42-43.
- Follow a volume number with a comma

Specific Rules for Volume Number

- Non-English names for volume
- No volume number present

Box 64. **Non-English names for volume.**

- Use only the English word for volume and abbreviate it to "Vol."

- To help locate volumes, see the following list for the words and abbreviations used for volume in a variety of languages:

    aarg. aargang année anno año årg. årgang band bd. bind

    évf. évfolyam g. god god. godina godišté jaarg. jaargang

    jahrg. jahrgang köt. kötet r. ročník rocznik rok sv. svazek

    svezak t. tom tom. tome tomo tomus vol. volumen zv. zväzok zvezek

---

Box 65. **No volume number present.**

- If no volume number is present, follow the publisher with the issue number, preceded by No.

    Advances in Common Joint Problems [disk]. Udine (Italy): [publisher unknown]. No. 1, 1996 - No. 3, 1997. English, Italian.

- If no volume number or issue number is present, follow the publisher with the beginning year of publication. Precede the year with the name and day of the month or season, if provided.

Box 65 continues on next page...

Box 65 continued from previous page.

> Ophthalmology on CD: the Journal of the American Academy of Ophthalmology [CD-ROM]. Philadelphia: J.B. Lippincott. 1994 -   .
>
> Californian Journal of Health Promotion [CD-ROM]. Chico (CA): California State University, Department of Health and Community Services. Mar 2003 -   .
>
> Romulus [CD-ROM]. Ottawa (ON): National Library of Canada. 1992 - 1998. English, French.

Examples for Volume Number

14. Journal title on CD-ROM, DVD, or disk with volume and number

15. Journal title on CD-ROM, DVD, or disk with volume, but no number

16. Journal title on CD-ROM, DVD, or disk with number, but no volume

17. Journal title on CD-ROM, DVD, or disk without volume or number

Issue Number for Journal Title on CD-ROM, DVD, or disk (required)

General Rules for Issue Number

- Precede the issue number with "No.", regardless of the particular word for issue used by the journal
- Use arabic numbers only. For example: convert IV or Fourth to 4.
- Separate multiple issues by a hyphen, such as 2-3
- Follow issue information with a comma

Specific Rules for Issue Number

- Non-English names for issue
- No volume number present
- No issue number present
- Options for issues

Box 66. Non-English names for issue.

- Use only "number", the English word for issue, and abbreviate it to "No."

- To help locate issues in languages other than English, see the following list of words and abbreviations used for issue (usually variations on the word number):

  čís. číslo fasc. fascicle fascicule fasciculus heft knižka

  no. nommernr. numer número nummer sveska sz. szám

  vypusk zesz. zeszyt zošit

Box 67. No volume number present.

- If no volume number is present, follow the publisher with the issue number, preceded by No.

Box 67 continued from previous page.

> Advances in Common Joint Problems [disk]. Udine (Italy): [publisher unknown]. No. 1, 1996 - No. 3, 1997. English, Italian.

- If no volume number or issue number is present, follow the publisher with the beginning year of publication. Precede the year with the name and day of the month or season, if provided.

  > Ophthalmology on CD: the Journal of the American Academy of Ophthalmology [CD-ROM]. Philadelphia: J.B. Lippincott. 1994 -   .

  > Californian Journal of Health Promotion [CD-ROM]. Chico (CA): California State University, Department of Health and Community Services. Mar 2003 -   .

  > Romulus [CD-ROM]. Ottawa (ON): National Library of Canada. 1992-1998. English, French.

Box 68. No issue number present.

- If no issue number is present but a volume number can be found, follow the publisher with the volume number and beginning date

  > Molecules: a Journal of Synthetic Chemistry and Natural Product Chemistry [CD-ROM]. Basel (Switzerland): Molecular Diversity Preservation International. Vol. 1, 1996 -   .

- If no volume number or issue number is present, follow the publisher with the beginning year of publication. Precede the year with the name and day of the month or season, if provided.

  > Ophthalmology on CD: the Journal of the American Academy of Ophthalmology [CD-ROM]. Philadelphia: J.B. Lippincott. 1994 -   .

  > Californian Journal of Health Promotion [CD-ROM]. Chico (CA): California State University, Department of Health and Community Services. Mar 2003 -   .

  > Romulus [CD-ROM]. Ottawa (ON): National Library of Canada. 1992-1998. English, French.

Box 69. Options for issues.

It is not NLM policy, but the following is an acceptable option:

- If a journal began publishing with volume one, number one, you may omit the issue number

  > Reality Surgery [DVD]. Dublin (Ireland): Reality Surgery Ltd. Vol. 1, No. 1, Jan 2004 -   .

  > *or*

  > Reality Surgery [DVD]. Dublin (Ireland): Reality Surgery Ltd. Vol. 1, Jan 2004 -   .

Examples for Issue Number

14. Journal title on CD-ROM, DVD, or disk with volume and number

15. Journal title on CD-ROM, DVD, or disk with volume, but no number

16. Journal title on CD-ROM, DVD, or disk with number, but no volume

17. Journal title on CD-ROM, DVD, or disk without volume or number

Date of Publication for Journal Title on CD-ROM, DVD, or disk (required)

General Rules for Date of Publication

- Include the month and year the journal began publishing, such as May 2004
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Use English names for months and abbreviate them to the first three letters, such as Jan

If the journal is still being published-

- End beginning date information with a hyphen, three spaces, and a period

If the journal ceased publication -

- End beginning date information with a space, a hyphen and a space
- Enter closing volume and issue information followed by a comma and the closing month and year
- End closing date information with a period

Specific Rules for Date of Publication

- Multiple years, months, or days of publication
- Non-English names for months
- Seasons instead of months
- Options for dates

Box 70. Multiple years, months, or days of publication.

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

    2002-2003

    1997-1998

    1999-2000

- If months and days of the month are given, place them before the year. Use English names for months and abbreviate them using the first three letters.

    Oct 1999-Mar 2000

    Dec 7, 2002-Jan 9, 2003

- Separate multiple months of publication and multiple days of the month by a hyphen

    Mar-Apr 2005

    Dec 1999-Jan 2000

    Feb 1-7, 2005

    Jan 25-31, 2001

Box 70 continues on next page...

Box 70 continued from previous page.

- Separate multiple seasons by a hyphen, as Spring-Summer. Capitalize names of seasons; do not abbreviate them.

    Spring-Summer 1994 - Fall-Winter 1995.

    Spring 1987 - Fall-Winter 1990.

Box 71. Non-English names for months.

- Translate names of months into English

- Abbreviate them using the first three letters

- Capitalize them
  Examples:

    mayo = May

    luty = Feb

    brezen = Mar

Box 72. Seasons instead of months.

- Translate names of seasons into English

- Capitalize them

- Do not abbreviate them
  Examples:

    balvan = Summer

    outomno = Fall

    hiver = Winter

    pomlad = Spring

- Separate multiple seasons by a hyphen, such as Fall-Winter

    Spring-Summer 1994 - Fall-Winter 1995.

Box 73. Options for dates.

It is not NLM policy, but the following is an acceptable option:

- If both volume and issue numbers are present, you may omit the name of the months or seasons.

    Reality Surgery [DVD]. Dublin (Ireland): Reality Surgery Ltd. Vol. 1, No. 1, Jan 2004 - .

    or

Box 73 continued from previous page.

     Reality Surgery [DVD]. Dublin (Ireland): Reality Surgery Ltd. Vol. 1, No. 1, 2004 -   .

Examples for Date of Publication

18. Journal title on CD-ROM, DVD, or disk with months in date

19. Journal title on CD-ROM, DVD, or disk with multiple months included in date

20. Journal title on CD-ROM, DVD, or disk with season in date

Physical Description for Journal Title on CD-ROM, DVD, or disk (optional)

General Rules for Physical Description

- Enter the medium on which the journal title is issued, in plural form, followed by a colon and a space. Example: DVDs:
- Give the physical characteristics of the CD-ROM, DVD, or disc, such as color and size. For example: DVDs: color, 4 3/4 in.

Specific Rules for Physical Description

- Language for describing physical characteristics

Box 74. Language for describing physical characteristics.

Physical description of a journal on CD-ROM, DVD, or disk is optional in a reference but may be included to provide useful information. For example, the size of a disk indicates what equipment is needed to view it.

Note that the words used in description are taken from ISO 832:1994 - *Rules for the abbreviation of bibliographic terms* and reflect standard library practice. See Appendix C for a list of commonly used English words and their abbreviations.

- Give the type of medium on which the journal appears, in plural form, followed by a colon and a space. Examples: CD-ROMs: and DVDs:

- Include physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches.

- Separate types of information by commas

  Typical words used include:

      sound

      color

      black & white

      4 3/4 in. (standard CD-ROM and DVD size)

      3 1/2 in. (standard computer disk size)

      5 1/4 in. (older computer disk size)

Box 74 continues on next page...

Examples of complete physical description statements:

DVDs: sound, color, 4 3/4 in.

CD-ROMs: color, 4 3/4 in.

Computer disks: 3 1/2 in.

Computer disks: 5 1/4 in. and 3 1/2 in.

Examples for Physical Description

21. Journal title on CD-ROM, DVD, or disk with physical description

Language for Journal Title on CD-ROM, DVD, or disk (required)

General Rules for Language

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Journals appearing in more than one language

Box 75. **Journals appearing in more than one language.**

- If a journal is published in multiple languages:

  - Give the title in the first language found, in order of preference: on the opening screens of the issue, on the carrying case, or on accompanying printed material

  - List all languages of publication, separated by commas, after the date of publication (and Physical Description, if found)

  - End the list of languages with a period

    Example:

    Action Against Infection: a Newsletter for WHO and its Partners [CD-ROM]. Geneva: World Health Organization, CDS Information Resource Centre. Vol. 1, No. 1, Dec 1999 - Vol. 4, No. 5, 2004. English, French, Spanish.

- If a journal is published in two or more equal languages, as often occurs with Canadian journals:

  - Begin with the title in the first language found, in order of preference: the opening screens of the issue; the face of the CD-ROM, DVD, or disk; the carrying case; or accompanying printed material

  - Give all titles in the order they are provided in the text

  - Place an equals sign with a space on either side between each title

---

Box 75 continued from previous page.

- List all languages, separated by commas, after the date of publication (and Physical Description, if provided)

- End the list of languages with a period

  Example:

  Brinkman's Cumulatieve Catalogus op CD-ROM: Nationale Bibliografie van Nederland = Brinkman's Cumulative Catalogue on CD-ROM: Dutch National Bibliography [CD-ROM]. Munich (Germany): K.G. Saur. 1995 -   . Dutch, English.

Examples for Language

4. Journal title on CD-ROM, DVD, or disk not in English

5. Journal title on CD-ROM, DVD, or disk not in English with optional translation

6. Journal title on CD-ROM, DVD, or disk published in two equal languages

7. Journal title on CD-ROM, DVD, or disk published in multiple languages

Notes for Journal Title on CD-ROM, DVD, or disk (optional)

General Rules for Notes

- Notes is a term for any type of information about the journal
- If the journal was previously published under another title, provide the name preceded by "Continues: ", such as Continues: EJPathol.
- If the journal continues under another title, provide the name preceded by "Continued by: ", such as Continued by: Electronic Journal of Pathology and Histology.

Specific Rules for Notes

- Types of material to include in notes

Box 76. Types of material to include in notes.

The notes element may be used to provide any useful information. Begin by citing the journal title, then add the note. Some examples of notes are:

- The name under which a journal was previously published, preceded by "Continues: "

  Electronic Journal of Pathology and Histology [CD-ROM]. Amsterdam: IOS Press. Vol. 6, No. 1, Mar 2000 -   . Continues: EJPathol.

- The name under which a journal continues to be published, preceded with "Continued by: "

  EJPathol [disk]. Munich: VaW Verlag fur Angewandte Wissenschaften. Vol. 1, No. 1, Mar 1995 - Vol. 5, No. 4, Oct-Dec 1999. Computer disks: 3 1/2 in. Continued by: Electronic Journal of Pathology and Histology.

Box 76 continued from previous page.

> The Journal of Venomous Animals and Toxins [disk]. Botucatu (Brazil): Center for the Study of Venoms and Venomous Animals. Vol. 1, No. 1, 1995 - Vol. 8, 2002. Computer disks: 3 1/2 in. Continued by: Journal of Venomous Animals and Toxins Including Tropical Diseases.

- The system requirements necessary to run the CD-ROM, DVD, or disk. Begin with the phrase "System Requirements" followed by a colon and a space.

  > The AIDS Stack [disk]. Pleasant Hill (CA): Heizer Software. Oct 1987 -   . Computer disks: 3 1/2 in. System Requirements: 1 MB Macintosh with two 800K byte floppy disk drives or one hard disk drive; Excel, Works, HyperCard or SuperCard software.

- Another format in which a journal is also available

  > Health Indicators [CD-ROM]. Ottawa (ON): Canadian Institute for Health Information. Vol. 2000, No. 1, Dec 2000 -   . Also available on the Internet: http://www.statcan.ca/english/freepub/82-221-XIE/free.htm

- The sponsorship of the journal if the sponsor is not also the publisher

  > Advanced Clinical Problems on Disk [disk]. Baltimore (MD): Williams & Wilkins. Disk 1, 1988 - Disk 9, 1991. Computer disks: 5 1/4 in. Sponsored by the American College of Physicians and Massachusetts General Hospital.

- Frequency of publication of the journal

  > RNdex Professional [CD-ROM]. Pasadena (CA): Information Resources Group. Vol. 1, No, 1, 1996 -   . 3 per year.

- The International Standard Serial Number (ISSN) of the journal

  > Computer Select [CD-ROM]. New York: Ziff Communications. Feb 1991 -   . ISSN: 1062-8509.

- If the journal is an unusual one, the name of a library or other archive where it may be found, preceded by the words "Located at: "

  > Cyberlog: the Quarterly of Applied Medical Software [disk]. Eden Prairie (MN): Cardinal Health Systems, Inc. Vol. 1, No. 1, Spring 1985 - No. 20, 1991. Computer disks: 5 1/4 in. Located at: National Library of Medicine, Bethesda, MD; W1 CY343.

- Any other information that would be useful

  > Interactions: Programs in Clinical Decision Making [disk]. Hamilton (ON): Decker Electronic Pub. Vol. 1, No. 1, Jan-Feb 1988 - Vol. 8, No. 6, 1996. Also called ACOG Interactions.

Examples for Notes

22. Journal title on CD-ROM, DVD, or disk with system requirements provided

23. Journal title on CD-ROM, DVD, or disk previously published under another name

24. Journal title on CD-ROM, DVD, or disk continuing under another name

25. Journal title on CD-ROM, DVD, or disk with note on Internet availability

26. Journal title on CD-ROM, DVD, or disk with sponsorship note

27. Journal title on CD-ROM, DVD, or disk with frequency of publication note

28. Journal title on CD-ROM, DVD, or disk with ISSN note

29. Journal title on CD-ROM, DVD, or disk with note on a library where it may be located

30. Journal title on CD-ROM, DVD, or disk with examples of other notes

Examples of Citations to Entire Journal Titles on CD-ROM, DVD, or Disk

1. Standard citation to a journal title on CD-ROM, DVD, or disk that is still being published

Reality Surgery [DVD]. Dublin (Ireland): Reality Surgery Ltd. Vol. 1, No. 1, Jan 2004 -   .

AMIA Annual Symposium Proceedings [CD-ROM]. Bethesda (MD): American Medical Informatics Association. 2003 -   .

2. Standard citation to a journal title on CD-ROM, DVD, or disk that ceased publication

PrimePractice: a CD-ROM quarterly for primary care physicians [CD-ROM]. Minneapolis (MN): IVI Pub. Vol. 1, No. 1, 1994 - Vol. 2, No. 4, 1996.

Discotest [disk]. New York: Scientific American Medicine. No. 47, 1985 - No. 152, 1997.

Health Care Cost Analyzer [disk]. Lexington (MA): DRI/McGraw-Hill. 1987-1992.

3. Journal title on CD-ROM, DVD, or disk with subtitle

Molecules: a Journal of Synthetic Chemistry and Natural Product Chemistry [CD-ROM]. Basel (Switzerland): Molecular Diversity Preservation International. Vol. 1, 1996 -   .

4. Journal title on CD-ROM, DVD, or disk not in English

Atti della Societa Italiana delle Scienze Veterinarie [CD-ROM]. Grado (Italy): Societa Italiana delle Scienze Veterinarie. Vol. 58, 2004 -   . Italian.

5. Journal title on CD-ROM, DVD, or disk not in English with optional translation

Atti della Societa Italiana delle Scienze Veterinarie [Acts of the Italian Society for Veterinary Science] [CD-ROM]. Grado (Italy): Societa Italiana delle Scienze Veterinarie. Vol. 58, 2004 -   . Italian.

6. Journal title on CD-ROM, DVD, or disk published in two equal languages

Brinkman's Cumulatieve Catalogus op CD-ROM: Nationale Bibliografie van Nederland = Brinkman's Cumulative Catalogue on CD-ROM: Dutch National Bibliography [CD-ROM]. Munich (Germany): K.G. Saur. 1995 -   . Dutch, English.

7. Journal title on CD-ROM, DVD, or disk published in multiple languages

Action Against Infection: a Newsletter for WHO and its Partners [CD-ROM]. Geneva: World Health Organization, CDS Information Resource Centre. Vol. 1, No. 1, Dec 1999 - Vol. 4, No. 5, 2004. English, French, Spanish.

Romulus [CD-ROM]. Ottawa (ON): National Library of Canada. 1992-1998. English, French.

8. Journal title on CD-ROM, DVD, or disk with edition

Nucleic Acids Research (Electronic Edition) [CD-ROM]. Oxford (UK): Oxford University Press. Vol. 21, No. 1, Jan 1993 -   .

9. Journal title on CD-ROM, DVD, or disk with editor named

Molecules Online (CD-ROM Edition) [CD-ROM]. Stephen Hanessian, editor. Berlin: Springer-Verlag. Vol. 1, 1996 - Vol. 3, 1999.

10. Journal title on CD-ROM, DVD, or disk with well-known place of publication

Journal of Bacteriology [CD-ROM]. Washington: American Society for Microbiology. Vol. 174, 1992 -   .

11. Journal title on CD-ROM, DVD, or disk with lesser-known place of publication

The AIDS Stack [disk]. Pleasant Hill (CA): Heizer Software. Oct 1987 -   .

Molecules: a Journal of Synthetic Chemistry and Natural Product Chemistry [CD-ROM]. Basel (Switzerland): Molecular Diversity Preservation International. Vol. 1, 1996 -   .

12. Journal title on CD-ROM, DVD, or disk with publisher including subsidiary part

Californian Journal of Health Promotion [CD-ROM]. Chico (CA): California State University, Department of Health and Community Services. Mar 2003 -   .

13. Journal title on CD-ROM, DVD, or disk with unknown publisher

Advances in Common Joint Problems [disk]. Udine (Italy): [publisher unknown]. No. 1, 1996 - No. 3, 1997. English, Italian.

14. Journal title on CD-ROM, DVD, or disk with volume and number

Primary Care Medicine on CD [CD-ROM]. Philadelphia: Lippincott-Raven. Vol. 1, No. 1, 1997 - Vol. 3, No. 4, 1999.

15. Journal title on CD-ROM, DVD, or disk with volume, but no number

Molecules: a Journal of Synthetic Chemistry and Natural Product Chemistry [CD-ROM]. Basel (Switzerland): Molecular Diversity Preservation International. Vol. 1, 1996 -   .

16. Journal title on CD-ROM, DVD, or disk with number, but no volume

Advances in Common Joint Problems [disk]. Udine (Italy): [publisher unknown]. No. 1, 1996 - No. 3, 1997. English, Italian.

17. Journal title on CD-ROM, DVD, or disk without volume or number

Californian Journal of Health Promotion [CD-ROM]. Chico (CA): California State University, Department of Health and Community Services. Mar 2003 - .

Ophthalmology on CD: the Journal of the American Academy of Ophthalmology [CD-ROM]. Philadelphia: J.B. Lippincott. 1994 - .

Advanced Clinical Problems on Disk [disk]. Baltimore (MD): Williams & Wilkins. Disk 1, 1988 - Disk 9, 1991.

Clinical Pharmacology [CD-ROM]. Gainesville (FL): Gold Standard Multimedia. Version 1.1, 1994 - .

18. Journal title on CD-ROM, DVD, or disk with months in date

Reality Surgery [DVD]. Dublin (Ireland): Reality Surgery Ltd. Vol. 1, No. 1, Jan 2004 - .

Ethics Index: an Interdisciplinary Resource of Journal and Essay Information in the Field of Ethics [CD-ROM]. Evanston (IL): American Theological Library Association. Feb 1994 - .

19. Journal title on CD-ROM, DVD, or disk with multiple months included in date

Interactions: Programs in Clinical Decision Making [disk]. Hamilton (ON): Decker Electronic Pub. Vol. 1, No. 1, Jan-Feb 1988 - Vol. 8, No. 6, 1996.

20. Journal title on CD-ROM, DVD, or disk with season in date

Cyberlog: the Quarterly of Applied Medical Software [disk]. Eden Prairie (MN): Cardinal Health Systems, Inc. Vol. 1, No. 1, Spring 1985 - No. 20, 1991.

21. Journal title on CD-ROM, DVD, or disk with physical description

Primary Care Medicine on CD [CD-ROM]. Philadelphia: Lippincott-Raven. Vol. 1, No. 1, 1997 - Vol. 3, No. 4, 1999. CD-ROMs: 4 3/4 in.

Cyberlog: the Quarterly of Applied Medical Software [disk]. Eden Prairie (MN): Cardinal Health Systems, Inc. Vol. 1, No. 1, Spring 1985 - No. 20, 1991. Computer disks: 5 1/4 in.

Reality Surgery [DVD]. Dublin (Ireland): Reality Surgery Ltd. Vol. 1, No. 1, Jan 2004 - . DVDs: color, 4 3/4 in.

22. Journal title on CD-ROM, DVD, or disk with system requirements provided

The AIDS Stack [disk]. Pleasant Hill (CA): Heizer Software. Oct 1987 - . Computer disks: 3 1/2 in. System Requirements: 1 MB Macintosh with two 800K byte floppy disk drives or one hard disk drive; Excel, Works, HyperCard or SuperCard software.

23. Journal title on CD-ROM, DVD, or disk previously published under another name

Electronic Journal of Pathology and Histology [CD-ROM]. Amsterdam: IOS Press. Vol. 6, No. 1, Mar 2000 -   . Continues: EJPathol.

24. Journal title on CD-ROM, DVD, or disk continuing under another name

EJPathol [disk]. Munich: VaW Verlag fur Angewandte Wissenschaften. Vol. 1, No. 1, Mar 1995 - Vol. 5, No. 4, Oct-Dec 1999. Computer disks: 3 1/2 in. Continued by: Electronic Journal of Pathology and Histology.

The Journal of Venomous Animals and Toxins [disk]. Botucatu (Brazil): Center for the Study of Venoms and Venomous Animals. Vol. 1, No. 1, 1995 - Vol. 8, 2002. Computer disks: 3 1/2 in. Continued by: Journal of Venomous Animals and Toxins Including Tropical Diseases.

25. Journal title on CD-ROM, DVD, or disk with note on Internet availability

Health Indicators [CD-ROM]. Ottawa (ON): Canadian Institute for Health Information. Vol. 2000, No. 1, Dec 2000 -   . Also available on the Internet: http://www.statcan.ca/english/freepub/82-221-XIE/free.htm

26. Journal title on CD-ROM, DVD, or disk with sponsorship note

Advanced Clinical Problems on Disk [disk]. Baltimore (MD): Williams & Wilkins. Disk 1, 1988 - Disk 9, 1991. Computer disks: 5 1/4 in. Sponsored by the American College of Physicians and Massachusetts General Hospital.

Interactions: Programs in Clinical Decision Making [disk]. Hamilton (ON): Decker Electronic Pub. Vol. 1, No. 1, Jan-Feb 1988 - Vol. 8, No. 6, 1996. Sponsored by the American College of Obstetricians and Gynecologists. Also called ACOG Interactions.

27. Journal title on CD-ROM, DVD, or disk with frequency of publication note

RNdex Professional [CD-ROM]. Pasadena (CA): Information Resources Group. Vol. 1, No, 1, 1996 -   . 3 per year.

Journal of Bacteriology [CD-ROM]. Washington: American Society for Microbiology. Vol. 174, 1992 -   . Annual.

28. Journal title on CD-ROM, DVD, or disk with ISSN note

Computer Select [CD-ROM]. New York: Ziff Communications. Feb 1991 -   . ISSN: 1062-8509.

29. Journal title on CD-ROM, DVD, or disk with note on a library where it may be located

Cyberlog: the Quarterly of Applied Medical Software [disk]. Eden Prairie (MN): Cardinal Health Systems, Inc. Vol. 1, No. 1, Spring 1985 - No. 20, 1991. Computer disks: 5 1/4 in. Located at: National Library of Medicine, Bethesda, MD; W1 CY343.

30. Journal title on CD-ROM, DVD, or disk with examples of other notes

Interactions: Programs in Clinical Decision Making [disk]. Hamilton (ON): Decker Electronic Pub. Vol. 1, No. 1, Jan-Feb 1988 - Vol. 8, No. 6, 1996. Also called ACOG Interactions.

Chapter 20. Databases on CD-ROM, DVD, or Disk

Created: October 10, 2007; Updated: August 11, 2015.

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

See also:

Chapter 24 Databases/Retrieval Systems on the Internet

Sample Citation and Introduction to Citing Databases on CD-ROM, DVD, or Disk

The general format for a reference to a database on CD-ROM, DVD, or disk, including punctuation:

- for a serial database that is open:
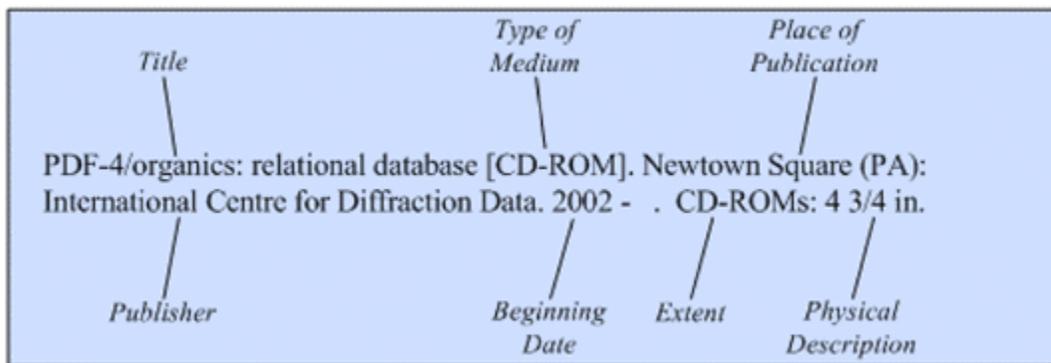
- for a serial database that is closed:
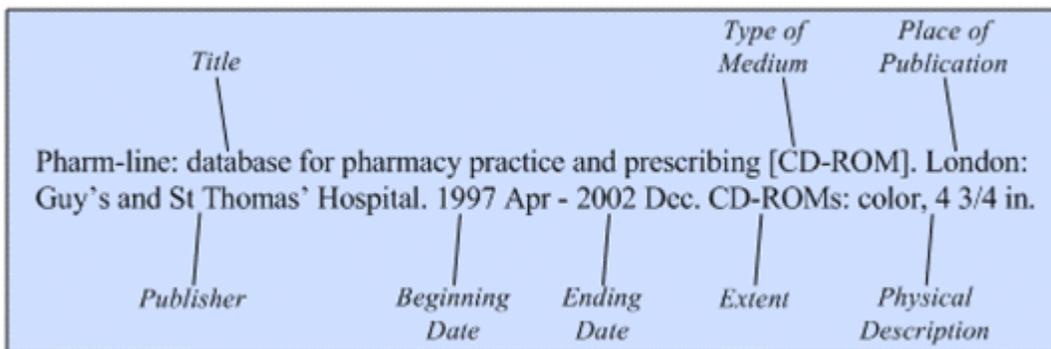
- for a single database:
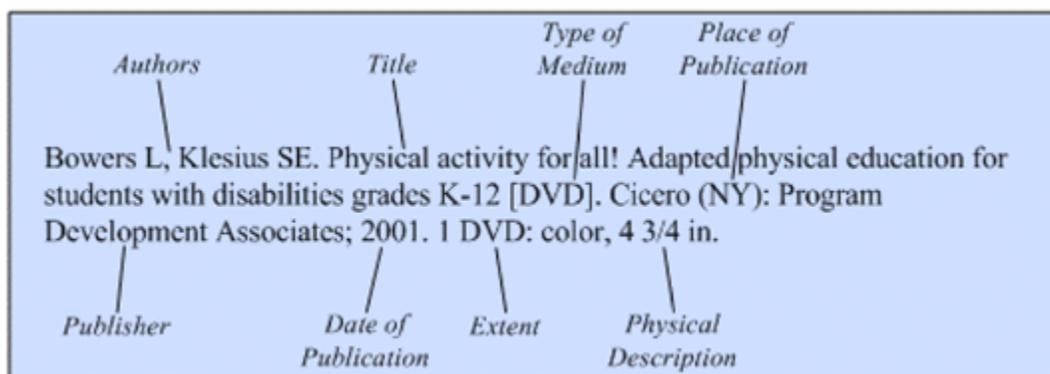
Examples of Citations to Databases on CD-ROM, DVD, or Disk

A database is a collection of individual records that are most often standardized in both format and content. Database records are usually related by a common denominator such as subject matter or the source of the material in them. Text-oriented databases are generally bibliographic or full-text, where each record has a bibliographic citation to a publication or the complete text of a document. Number-oriented databases cover many types, including statistical, time series, and transactional.

There are two broad categories of databases found on CD-ROM, DVD, or disk: serial and single. Their publication pattern differentiates them.

Serial databases contain records or other entries that have been collected over a period of time, with new or updated versions issued at stated intervals. Serial databases are either open or closed. Open databases continue to have new records added to them or to have existing records updated; in closed databases no records are being added or updated.

- To cite an open serial database, give the beginning date of the database followed by a hyphen, 3 spaces, and a period.
- To cite a closed serial database, give the beginning and ending dates, separated by a hyphen. End date information with a period.

The second broad category is single databases. These are collections of records published only once, usually with no intention of updating or adding records at a future date, although minor corrections/changes may be made.

- To cite a single database, give the one date of publication as you would for a standard book.
- If you are unsure whether a database is a serial or single one, cite it as a single.

Databases frequently change titles and publishers over time. When citing a database, always provide information on the latest title and publisher unless you are citing an earlier version. If you wish to cite all years for a database that has changed title, provide a separate citation for each title. For example:

Veterinary librarian [disk]. Littleton (CO): First Move. 1990 - 2002. Computer disks: 5 1/4 in. Continued by: Veterinary Journal Index.

Veterinary journal index [CD-ROM]. Littleton (CO): First Move. 2003 -   . CD-ROMs: 4 3/4 in. Continues: Veterinary Librarian.

Do not cite this database as:

Veterinary journal index [CD-ROM]. Littleton (CO): First Move. 1990 -   . CD-ROMs: 4 3/4 in.

Use the opening screen(s), the label of the CD-ROM, DVD, or disk, the jewel case (carrying case), and accompanying documentation, in that order, for authoritative information to use in citing a database.

Parts of Databases and Contributions to Databases

This chapter includes citation rules for entire databases on CD-ROM, DVD, or disk. For citing a part of these databases, such as an individual record, combine the guidelines presented in this chapter with those in Chapter 24B Parts of Databases on the Internet and Chapter 2C Parts of Books. See also example 34 below.

For citing a contribution to a database, which occurs when an author(s) submits text or data to a database, combine the guidelines presented in this chapter with those in Chapter 24C Contributions to Databases on the Internet and Chapter 2D Contributions to Books. See also example 35 below. Note, however, that entries for the books and journal articles in a bibliographic database should not be cited as a contribution; the original item should be sought when possible.

When citing a part of a database, begin with the citation to the database, then add information on the part. Do the opposite when citing a contribution. Because a reference should start with the individual or organization responsible for the intellectual content of the publication, begin a reference to a contribution with the author and title of the contribution, followed by the word "In:" and the citation for the entire database.

As when citing parts and contributions to books, provide the length of the part or contribution to a database whenever possible. If traditional page numbers are not present, calculate the extent of the part or contribution using the best means possible, i.e., number of paragraphs, screens, or pages if printed out. Since screen size and print fonts vary, precede the estimated number of screens and pages with the word, "about", and place extent information in square brackets, such as [about 3 screens]. For parts and contributions that contain hyperlinks, however, such as the second sample citation in example 35, it will not be possible to provide the length.

Continue to Citation Rules with Examples for Databases on CD-ROM, DVD, or Disk.

Continue to Examples of Citations to Databases on CD-ROM, DVD, or Disk.

Citation Rules with Examples for Databases on CD-ROM, DVD, or Disk

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author/Editor (R) | Author Affiliation (O) | Title (R) | Content Type (O) | Type of Medium (R) | Edition (R) | Editor and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Date of Update/Revision (R) | Extent (Pagination) (O) | Physical Description (O) | Series (O) | Language (R) | Notes (O)

Author/Editor for Databases on CD-ROM, DVD, or Disk (required)

General Rules for Author/Editor

- List names in the order they appear on the opening screens
- Enter surname (family or last name) first for each author/editor
- Capitalize surnames and enter spaces within surnames as they appear on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all authors/editors, regardless of the number
- Separate author/editor names from each other by a comma and a space
- If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors; see Editor and Other Secondary Authors below if there are authors and editors

- End author/editor information with a period

Specific Rules for Author/Editor

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Non-English words for editor
- Organizations as author
- No author can be found
- Options for author names

Box 1. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames

    Estelle Palmer-Canton   *becomes*   Palmer-Canton E

    Ahmed El-Assmy   *becomes*   El-Assmy A

- Keep particles, such as O', D', and L'

    Alan D. O'Brien   *becomes*   O'Brien AD

    James O. L'Esperance   *becomes*   L'Esperance JO

    U. S'adeh   *becomes*   S'adeh U

- Omit all other punctuation in surnames

    Charles A. St. James   *becomes*   St James CA

Box 2. Other surname rules.

- Keep prefixes in surnames

    Lama Al Bassit   *becomes*   Al Bassit L

    Jiddeke M. van de Kamp   *becomes*   van de Kamp JM

    Gerard de Pouvourville   *becomes*   de Pouvourville G

- Keep compound surnames even if no hyphen appears

    Sergio Lopez Moreno   *becomes*   Lopez Moreno S

    Jaime Mier y Teran   *becomes*   Mier y Teran J

    Virginie Halley des Fontaines   *becomes*   Halley des Fontaines V

Box 2 continues on next page...

[If you cannot determine from the opening screens whether a surname is compound or a combination of a middle name and a surname, look elsewhere in the text or in any accompanying material for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

    Å *treated as* A

    Ø *treated as* O

    Ç *treated as* C

    Ł *treated as* L

    à *treated as* a

    ĝ *treated as* g

    ñ *treated as* n

    ü *treated as* u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ *treated as* ae

    œ *treated as* oe

Box 3. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names

    Jean-Louis Lagrot *becomes* Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle

    D'Arcy Hart *becomes* Hart D

    W. St. John Patterson *becomes* Patterson WS

    De la Broquerie Fortier *becomes* Fortier D

    Craig McC. Brooks *becomes* Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

    Ch. Wunderly *becomes* Wunderly C

Box 3 continued from previous page.

      C. Fr. Erdman   *becomes*   Erdman CF

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

      Iu. A. Iakontov   *becomes*   Iakontov IuA

      G. Th. Tsakalos   *becomes*   Tsakalos GTh

Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name

      James A. Reed, M.D., F.R.C.S.   *becomes*   Reed JA

      Kristine Schmidt, Ph.D.   *becomes*   Schmidt K

      Robert V. Lang, Major, US Army   *becomes*   Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name

      Sir Frances Hildebrand   *becomes*   Hildebrand F

      Dr. Jane Eberhard   *becomes*   Eberhard J

      Captain R.C. Williams   *becomes*   Williams RC

Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals

   Examples:

      Vincent T. DeVita, Jr.   *becomes*   DeVita VT Jr

      James G. Jones II   *becomes*   Jones JG 2nd

      John A. Adams III   *becomes*   Adams JA 3rd

      Henry B. Cooper IV   *becomes*   Cooper HB 4th

Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese

Box 6 continued from previous page.

- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

    Iu. A. Iakontov   *becomes*   Iakontov IuA

    G. Th. Tsakalos   *becomes*   Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

Box 7. **Non-English words for editor.**

- Translate the word found for editor into English. However, the wording found on the publication may always be used.
- To assist in identifying editors, below is a brief list of non-English words for editor:

Language	Word for Editor
French	redacteur
	editeur
German	redakteur
	herausgeber
Italian	redattore
	curatore
	editore
Russian	redaktor

Language	Word for Editor
	izdatel
Spanish	redactor
	editor

Box 8. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may be an author.

- Omit "The" preceding an organizational name

    The American Cancer Society   *becomes*   American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

    American Medical Association, Committee on Ethics.

    International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

    American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

    National Academy of Sciences (US).

    Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

    Canadian Association of Orthodontists; Canadian Dental Association.

    American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization or organizations appear on the opening screens of a database as authors, use the names of the individuals as the author. Give the organization at the end of the reference as a note, if desired.

    Bowers L, Klesius SE. Physical activity for all! Adapted physical education for students with disabilities grades K-12 [DVD]. Cicero (NY): Program Development Associates; 2001. 1 DVD: color, 4 3/4 in. Prepared under the auspices of the University of South Florida School of Physical Education.

- For names of organizations in languages other than English:

Box 8 continued from previous page.

- Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

    Istituto di Fisiologia Clinica del CNR.

    Universitatsmedizin Berlin.

    Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

- Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

    Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

    or

    [Russian Respiratory Society].

- Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

    [Chinese Medical Society].

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

Box 9. No author can be found.

- If no person or organization can be found as the author but editors or translators are present, begin the reference with the names of the editors or translators. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, editor(s) or translator(s).

  Jorgensen LA, Jorgensen SE, Nielsen SN, editors. ECOTOX: ecological modelling and ecotoxicology [CD-ROM]. New York: Elsevier Science; c2000. 1 CD-ROM: 4 3/4 in.

- If no person or organization can be identified as the author and no editors or translators are given, begin the reference with the title of the database. Do not use anonymous.

  Properties of organic solvents [CD-ROM]. Version 2.0. Boca Raton (FL): CRC Press; c1996. 1 CD-ROM: 4 3/4 in.

Box 10. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.

  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.

  Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."

  Rastan S, Hough T, Kierman A, et al.

  Adler DG, Baron TH, Davila RE, and others.

Examples for Author/Editor

1. Standard citation to an open serial database on CD-ROM, DVD, or disk

2. Standard citation to a closed serial database on CD-ROM, DVD, or disk

3. Standard citation to a single database on CD-ROM, DVD, or disk

4. Database on CD-ROM, DVD, or disk with an individual(s) as author

5. Database on CD-ROM, DVD, or disk with optional full names for author

6. Database on CD-ROM, DVD, or disk with an organization as author

7. Database on CD-ROM, DVD, or disk with editors where there is no author

8. Database on CD-ROM, DVD, or disk with no authors or editors

16. Database on CD-ROM, DVD, or disk with authors and editors or other secondary authors

Author Affiliation for Databases on CD-ROM, DVD, or Disk (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the closing parenthesis, unless the affiliation is for the last author, then use a period

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

Box 11. **Abbreviations in affiliations.**

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

    Examples:

    Acad. for Academy

    Assoc. for Association

    Co. for Company

    Coll. for College

    Corp. for Corporation

    Dept. for Department

    Div. for Division

    Inst. for Institute or Institution

    Soc. for Society

    Univ. for University

    See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

Box 11 continues on next page...

Box 11 continued from previous page.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 12. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears in the publication

- Do not end an e-mail address with a period

- Place the e-mail address within the closing parenthesis for the author affiliation
  Example:

  > Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

Box 13. Organizational names for affiliations not in English.

- Give the affiliation of all authors or only the first author

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  > Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

  > Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

  > Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I.

  > Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese)

  > Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

Box 13 continued from previous page.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å *treated as* A

    Ø *treated as* O

    Ç *treated as* C

    Ł *treated as* L

    à *treated as* a

    ĝ *treated as* g

    ñ *treated as* n

    ü *treated as* u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ *treated as* ae

    œ *treated as* oe

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 14. Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name as found on the publication may always be used.

  Moskva *becomes* Moscow

  Wien *becomes* Vienna

  Italia *becomes* Italy

  Espana *becomes* Spain

Examples for Author Affiliation

9. Database on CD-ROM, DVD, or disk with author affiliation

Title for Databases on CD-ROM, DVD, or Disk (required)

General Rules for Title

- Enter the title of a database as it appears on the opening screens, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present

- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a space

Specific Rules for Title

- Titles not in English
- Titles in more than one language
- Titles ending in punctuation other than a period
- Titles containing a Greek letter, chemical formula, or another special character
- No title can be found

Box 15. **Titles not in English.**

- Provide the title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    Zeitschriftendatenbank [CD-ROM + disk]. Berlin: Staatsbibliothek zu Berlin, Preussischer Kulturbesitz. 1994 -   . CD-ROMs: 4 3/4 in.; Computer disk: 3 1/2 in. German.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Slovenska bibliografija [CD-ROM]. Ljubljana (Slovenia): Narodna in Univerzitetna Knjiznica. 1989 -   . CD-ROMs: 4 3/4 in. Slovenian.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

    Zhong yi yao jie du wen xian zi liao ku [CD-ROM]. [Hong Kong]: Hong Kong Baptist University; 2000. 1 CD-ROM: color, 4 3/4 in. Chinese, English.

    or

    [Database on Chinese medicine for drug addiction] [CD-ROM]. [Hong Kong]: Hong Kong Baptist University; 2000. 1 CD-ROM: color, 4 3/4 in. Chinese, English.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

Box 15 continues on next page...

Box 15 continued from previous page.

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

     æ   *treated as*   ae

     œ   *treated as*   oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

- Provide an English translation after the original language title whenever possible; place translations in square brackets

     Zeitschriftendatenbank [Journals databank] [CD-ROM + disk]. Berlin: Staatsbibliothek zu Berlin, Preussischer Kulturbesitz. 1994 -   . CD-ROMs: 4 3/4 in.; Computer disks: 3 1/2 in. German.

Box 16. Titles in more than one language.

- If a database title is written in several languages:
  - ○ Give the title in the first language found on the opening screens
  - ○ List all languages of publication after the extent (pagination) and any physical description
  - ○ Separate the languages by commas
  - ○ End the list of languages with a period
    Example:

     Zhong yi yao jie du wen xian zi liao ku [CD-ROM]. [Hong Kong]: Hong Kong Baptist University; 2000. 1 CD-ROM: color, 4 3/4 in. Chinese, English.

- If a database title is found in two or more equal languages, as often occurs in Canadian publications:
  - ○ Give all titles in the order in which they are found on the opening screens
  - ○ Place an equals sign with a space on either side between each title
  - ○ List the particular languages, separated by commas, after the extent (pagination) and any physical description
  - ○ End the list of languages with a period
    Example:

     Demirjian A, Cheng R, Tanguay R. Electronic encyclopedia on maxillo-facial, dental & skeletal development = Encyclopedie electronique du developpement maxillo-faciale, dentaire et sqelettique [CD-ROM + disk]. [Montreal]: Demirjian; c1996. 1 CD-ROM: color, 4 3/4 in.; 1 computer disk: 3 1/2 in. English, French.

Box 17. Titles ending in punctuation other than a period.

- Most titles end in a period. Place the closing period after the type of medium.

Box 17 continued from previous page.

> Physical education index [CD-ROM]. Cape Girardeau (MO): Softworks USA. 1990 -   . CD-ROMs: 4 3/4 in.

- If a title ends in another form of punctuation, keep that punctuation. Place the type of medium in square brackets after the title and end title information with a period.

> Genusys: database of herbal remedies, aromatherapy, essential oils, vitamins, amino acids, and more! [CD-ROM]. Version 1.4. Solebury (PA): Genusys Laboratories; 1996. 1 CD-ROM: sound, color, 4 3/4 in.

Box 18. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a database title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

> 1,3-dichloro-5,5-dimethylhydantoin

> 12-Lead ECG interpretation

> von Willebrand disease database

- Retain special characters in titles when possible

> Pharm-line®

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

> Database of β-amino acids

> *may become*

> Database of beta-amino acids

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

> TiO_2 nanoparticles

> *may become*

> TiO(2) nanoparticles

Box 19. No title can be found.

Under rare circumstances a database does not appear to have any title; the database simply begins with the records in it. In this circumstance:

- Construct a title based on the content of the records
- Place the constructed title in square brackets

Examples for Title

10. Database title on CD-ROM, DVD, or disk with subtitle

11. Database on CD-ROM, DVD, or disk with title ending in other than a period

12. Database on CD-ROM, DVD, or disk in a language other than English

13. Database on CD-ROM, DVD, or disk published with two equal languages

Content Type for Databases on CD-ROM, DVD, or Disk (optional)

General Rules for Content Type

- A content type alerts the user that the reference is not to a standard book but to a database
- Begin type information with a left square bracket
- Enter the words "database on"
- End the content type with space

Specific Rules for Content Type

- Titles ending in punctuation other than a period
- Titles not in English

Box 20. Titles ending in punctuation other than a period.

- Most titles end in a period. Place the closing period after the content type and type of medium.

    Physical education index [database on CD-ROM]. Cape Girardeau (MO): Softworks USA. 1990 - .
    CD-ROMs: 4 3/4 in.

- If a title ends in another form of punctuation, keep that punctuation. Place the content type and type of medium in square brackets after the title and end title information with a period.

    Bowers L, Klesius SE. Physical activity for all! [database on DVD]. Cicero (NY): Program
    Development Associates; 2001. 1 DVD: color, 4 3/4 in.

Box 21. Titles not in English.

- If a translation of a title is provided, place it in square brackets following the original language title

- Put the content type and type of medium (CD-ROM, DVD, disk) in square brackets following the translation

- End title information with a period

    Example:

    Zhong yi yao jie du wen xian zi liao ku [Database on Chinese medicine for drug addiction] [database
    on CD-ROM]. [Hong Kong]: Hong Kong Baptist University; 2000. 1 CD-ROM: color, 4 3/4 in.
    Chinese, English.

Examples for Content Type

1. Standard citation to an open serial database on CD-ROM, DVD, or disk

2. Standard citation to a closed serial database on CD-ROM, DVD, or disk

3. Standard citation to a single database on CD-ROM, DVD, or disk

Type of Medium for Databases on CD-ROM, DVD, or Disk (required)

General Rules for Type of Medium

- Indicate the type of medium (CD-ROM, DVD, disk) following the title (and Content Type, if present)
- Place the name of the medium in square brackets and end with a period, such as "[DVD]."
- Add information about the medium according to the instructions under Physical Description below
- See Chapter 24 for databases on the Internet

Specific Rules for Type of Medium

- Both a content type and a type of medium
- Database in more than one type of medium
- Titles ending in punctuation other than a period
- Titles not in English

Box 22. Both a content type and a type of medium.

- Place the content type (database) and the word "on" before the type of medium within one set of square brackets

    The Cochrane library [database on CD-ROM]. Chichester (UK): John Wiley & Sons, Ltd..1996 - .
    CD-ROMs: 4 3/4 in.

Box 23. Database in more than one type of medium.

- If a database is presented in more than one type of medium, give both

- Separate the two types by a plus sign surrounded by a space

- Place both in square brackets

    Examples:

    VETCD [CD-ROM + disk]. [Wallingford (UK)]: CAB International. 1990 -   . CD-ROMs: 4 3/4 in.;
    Computer disks: 3 1/2 in.

    Zeitschriftendatenbank [Journals databank] [CD-ROM + disk]. Berlin: Staatsbibliothek zu Berlin,
    Preussischer Kulturbesitz. 1994 -   . CD-ROMs: 4 3/4 in.; Computer disks: 3 1/2 in. German.

Box 24. Titles ending in punctuation other than a period.

- Most titles end in a period. Place the closing period after the type of medium.

    Physical education index [CD-ROM]. Cape Girardeau (MO): Softworks USA. 1990 -   . CD-ROMs: 4
    3/4 in.

- If a title ends in another form of punctuation, keep that punctuation. Place the type of medium in square
  brackets after the title and end title information with a period.

Box 24 continued from previous page.

> Bowers L, Klesius SE. Physical activity for all! [DVD]. Cicero (NY): Program Development Associates; 2001. 1 DVD: color, 4 3/4 in.

Box 25. Titles not in English.

- If a translation of a title is provided, give the translation after the original title and place it in square brackets

- Place the type of medium (CD-ROM, DVD, disk) in square brackets following the translation

- End with a period

  Example:

  > Zhong yi yao jie du wen xian zi liao ku [Database on Chinese medicine for drug addiction] [CD-ROM]. [Hong Kong]: Hong Kong Baptist University; 2000. 1 CD-ROM: color, 4 3/4 in. Chinese, English.

Examples for Type of Medium

1. Standard citation to an open serial database on CD-ROM, DVD, or disk

2. Standard citation to a closed serial database on CD-ROM, DVD, or disk

3. Standard citation to a single database on CD-ROM, DVD, or disk

11. Database on CD-ROM, DVD, or disk with title ending in other than a period

12. Database on CD-ROM, DVD, or disk in a language other than English

13. Database on CD-ROM, DVD, or disk published with two equal languages

Edition for Databases on CD-ROM, DVD, or Disk (required)

General Rules for Edition

- Indicate the edition/version being cited after the Type of Medium when a database is published in more than one edition or version
- Abbreviate common words (see Abbreviation rules for editions below)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period

Box 26. Abbreviation rules for editions.

- Abbreviate common words found in edition statements, if desired:

Word	Abbreviation
edition	ed.

Box 26 continues on next page...

Box 26 continued from previous page.

Word	Abbreviation
abbreviated	abbr.
abridged	abr.
American	Am.
augmented	augm.
authorized	authoriz.
English	Engl.
enlarged	enl.
expanded	expand.
illustrated	ill.
modified	mod.
original	orig.
reprint(ed)	repr.
revised	rev.
special	spec.
translation	transl.
translated	

For additional abbreviations, see ISO 832:1994 - *Rules for the abbreviation of bibliographic terms*.

- Follow abbreviated words with a period and end all edition information with a period

     3rd rev. ed.

     1st Engl. ed.

Specific Rules for Edition

- Abbreviation rules for editions
- Non-English words for editions
- Both an edition and a version
- First editions

Box 27. Non-English words for editions.

- For non-English edition statements written in the roman alphabet (French, German, Spanish, Italian, etc.):

   ○ Provide the name in the original language

   ○ Abbreviate common words used in edition statements if the language is a familiar one

   ○ Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

Box 27 continues on next page...

- ○ Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - ▪ Treat letters marked with a diacritic or accent as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    - ▪ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

- ○ Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- ○ Separate the edition from the title proper by a space

- ○ Retain the punctuation used in the edition statement

- ○ Follow abbreviated words by a period and end edition information with a period

    Examples:

    Ed. 1a.

    5. ed. interamente riv. e aggiornata.

    2. ed. veneta.

    Nuova ed.

    Seconda ed.

    4a ed. rev. e ampliada.

    2° ed. ampliada y actualizada.

- For an edition statement in Cyrillic, Greek, Arabic, Hebrew, or Korean:

    - ○ Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables*.

- ○ Abbreviate common words used in edition statements if the language is a familiar one

- ○ Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

- ○ Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

     Examples: ĉ or ç *becomes*   c

- ○ Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- ○ Separate the edition from the title proper by a space

- ○ Retain the punctuation used in the edition statement

- ○ Follow abbreviated words by a period and end all edition information with a period
  Examples:

     Izd. 3., perer. i dop.

     2. dopunjeno izd.

     2. ekd. epeux.

     3. ekd.

- For an edition statement written in a character-based language such as Chinese and Japanese:

  - ○ Transliterate or translate the words for edition

  - ○ Do not abbreviate any of the words or omit any words

  - ○ Use the capitalization system of the particular language

  - ○ Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
    Examples:

       ŏ *becomes* o

       ū *becomes* u

  - ○ Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

  - ○ Separate the edition from the title by a space

Box 27 continued from previous page.

- ○ Retain the punctuation used in the edition statement

- ○ End all edition information with a period

  Examples:

  Shohan.

  Dai 1-han.

  Dai 3-pan.

  Di 3 ban.

  Cai se ban, Xianggang di 1 ban.

  Che 6-p`an.

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

Language	Word for Edition	Abbreviation
Danish	oplag	n.a.
	udgave	
Dutch	uitgave	uitg.
	editie	ed.
Finnish	julkaisu	julk.
French	edition	ed.
German	Ausgabe	Ausg.
	Auflage	Aufl.
Greek	ekdosis	ekd.
Italian	edizione	ed.
Norwegian	publikasjon	publ.
	utgave	utg.
Portuguese	edicao	Ed.
Russian	izdanie	izd.
	publikacija	publ.
Spanish	edicion	ed.
	publicacion	publ.
Swedish	upplaga	n.a.

Box 28. Both an edition and a version.

If a database on CD-ROM, DVD, or disk provides information for both an edition and a version:

Box 28 continued from previous page.

- Give both, in the order presented

- Separate the two statements with a semicolon and a space

- End edition/version information with a period

    Examples:

    2nd ed.; Version 2.0.

    Version 3.0; Student ed.

Box 29. First editions.

- If a database does not carry any statement of edition, assume it is the first or only edition
- Use 1st ed. only when you know that subsequent editions have been published and you wish to cite the earlier one

---

Examples for Edition

15. Database on CD-ROM, DVD, or disk with an edition or version

Editor and other Secondary Authors for Databases on CD-ROM, DVD, or Disk (optional)

General Rules for Editor and other Secondary Authors

- A secondary author modifies the work of the author. Examples include editors, translators, and illustrators.
- Place the names of secondary authors after the Type of Medium and any Edition statement
- Use the same rules for the format of names given in Author/Editor above
- Follow the last named editor with a comma and a space and the word editor or editors; the last named illustrator with a comma and a space and the word illustrator or illustrators, etc.
- End secondary author information with a period
- If there is no author, move secondary authors such as editors and translators to the author position in the reference

Specific Rules for Editor and other Secondary Authors

- More than one type of secondary author
- Secondary author performing more than one role
- Non-English names for secondary authors
- Organization as editor or other secondary author

Box 30. More than one type of secondary author.

A database may have several types of secondary author.

- List all of them in the order they are given on: the opening screens; the label of the CD-ROM, DVD, or disk; the jewel case (carrying case); or accompanying documentation

Box 30 continues on next page...

Box 30 continued from previous page.

- Separate each type of secondary author with the accompanying role by a semicolon

- End secondary author information with a period
  Examples:

  > Smith BC, editor; Carson HT, illustrator.

  > Graber AF, Longstreet RG, translators; Johnson CT, Marks C, Huston MA, illustrators.

Box 31. Secondary author performing more than one role.

If the same secondary author performs more than one role:

- List all of them in the order they are given in the publication

- Separate the roles by "and"

- End secondary author information with a period
  Example:

  > Jones AB, editor and producer.

Box 32. Non-English names for secondary authors.

- Translate the word found for editor, translator, producer, or other secondary author into English if possible. However, the wording found on the publication may always be used.

- If not translated, ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    > Å *treated as* A

    > Ø *treated as* O

    > Ç *treated as* C

    > Ł *treated as* L

    > à *treated as* a

    > ĝ *treated as* g

    > ñ *treated as* n

    > ü *treated as* u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    > æ *treated as* ae

    > œ *treated as* oe

Box 32 continues on next page...

Box 32 continued from previous page.

- Below is a brief list of non-English words for secondary authors:

Language	Word for Editor	Word for Translator	Word for Producer	Word for Illustrator
French	redacteur	traducteur	producteur	illustrateur
	editeur			
German	redakteur	ubersetzer	produzent	illustrator
	herausgeber	dolmetscher	produzentin	
Italian	redattore	traduttore	produttore	disegnatore
	curatore			
	editore			
Russian	redaktor	perevodchik	rezhisser	konstruktor
	izdatel			
Spanish	redactor	traductor	productor	ilustrador
	editor		productora	

Box 33. **Organization as editor or other secondary author.**

An organization may be listed as an editor or other secondary author.

- Follow the instructions for entering the organizational name found under Organizations as author
- Place a comma, space, and the word editor, producer, or other role after the organizational name

> Advisory Committee on Existing Chemicals of Environmental Relevance, editor.

- Separate multiple organizations by a semicolon

> ADICAP; ICG Memoire Directe, producers.

Examples for Editor and other Secondary Authors

7. Database on CD-ROM, DVD, or disk with editors where there is no author

8. Database on CD-ROM, DVD, or disk with no authors or editors

16. Database on CD-ROM, DVD, or disk with authors and editors or other secondary authors

Place of Publication for Databases on CD-ROM, DVD, or Disk (required)

General Rules for Place of Publication

- Place is defined as the city where the database is published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as Cambridge (MA) and Cambridge (England)

- Use the anglicized form for a non-US city, such as Vienna for Wein
- End place information with a colon

Specific Rules for Place of Publication

- Non-US cities
- Joint publication
- Multiple places of publication
- No place of publication can be found

Box 34. Non-US cities.

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, whenever possible. However, the name as found on the publication may always be used.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

        Å *treated as* A

        Ø *treated as* O

        Ç *treated as* C

        Ł *treated as* L

        à *treated as* a

        ĝ *treated as* g

        ñ *treated as* n

        ü *treated as* u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ *treated as* ae

        œ *treated as* oe

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:

    Montreal (QC):

    Ottawa (ON):

    Vancouver (BC):

- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.

    London:

Box 34 continues on next page...

Box 34 continued from previous page.

      Rome:

      Paris:

      Madrid:

      but

      Malaga (Spain): or Malaga (ES):

      Basel (Switzerland): or Basel (CH):

      Oxford (England): or Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

Box 35. Joint publication.

Two or more organizations may co-publish a database.

- Use the city of the first organization found on the opening screens (or on the label, jewel case, or in accompanying material if no place information appears on the opening screens), as the place of publication
- Put the name of the other organization(s) as a note at the end of the citation, if desired

      Joint publication of the American Society for Colposcopy and Cervical Pathology.

- Do not give multiple places as place of publication or include multiple publishers

Box 36. Multiple places of publication.

- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.
- As an option, if one place is a US city and the other(s) are not, use the US city

Box 37. No place of publication can be found.

- If no place of publication can be found on the opening screens (or on the label, jewel case, or in accompanying material) but one can be found elsewhere in the publication or can be reasonably inferred (e.g., Chicago as the place for a publication of the American Medical Association), place the city in square brackets, such as "[Chicago]".

      The pathology atlas [CD-ROM]. Version 1.0. [Princeton (NJ)]: Films for the Humanities and Sciences. c1998 -   . CD-ROMs: color, 4 3/4 in.

- If no place of publication can be found or inferred, use [place unknown]

      Certified clinical microbiology database [disk]. [place unknown]: Datachem Software/Lewis Publishers; [1992?]. 4 computer disks: 3 1/2 in.

Examples for Place of Publication

17. Database on CD-ROM, DVD, or disk with well known place of publication

18. Database on CD-ROM, DVD, or disk with geographic qualifier added to place of publication for clarity

19. Database on CD-ROM, DVD, or disk with place of publication inferred

20. Database on CD-ROM, DVD, or disk with unknown place of publication

Publisher for Databases on CD-ROM, DVD, or Disk (required)

General Rules for Publisher

- A publisher is defined as the individual or organization issuing the database
- Record the name of the publisher as it appears on the title page or opening screens, using whatever capitalization and punctuation is found there
- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- When a division or other subsidiary part of a publisher appears in the publication, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a period for serial databases and a semicolon for single databases

Specific Rules for Publisher

- Abbreviated words in publisher names
- Non-English names for publishers
- Government agencies and other national and international bodies as publisher
- Joint publication
- Multiple publishers
- No publisher can be found

Box 38. **Abbreviated words in publisher names.**

- Abbreviate commonly used words in publisher names, if desired

    Examples:

        Acad. for Academy

        Assoc. for Association

        Co. for Company

        Coll. for College

        Corp. for Corporation

        Dept. for Department

        Div. for Division

        Inst. for Institute or Institution

        Ltd. for Limited

Box 38 continues on next page...

        Soc. for Society

        Univ. for University

    See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

- Follow all abbreviated words with a period

Box 39. **Non-English names for publishers.**

- Give publisher names appearing in the roman alphabet (French, Spanish, Italian, etc.) in their original language

    Rome: Societa Editrice Universo;

    Lisbon: Imprensa Medica;

- Romanize names given in Cyrillic, Greek, Arabic, Hebrew, Korean

    Sofia (Bulgaria): Sofia Medizina i Fizkultura;

- Romanize names or translate names in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.

    Tokyo: Medikaru Rebyusha;

    Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute];

    Taiyuan (China): Shanxi ke xue ji she chu ban she;

    [Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized.]

- If the name of a division or other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

    Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero;

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

        Å *treated as* A

        Ø *treated as* O

        Ç *treated as* C

        Ł *treated as* L

à   *treated as*   a

ĝ   *treated as*   g

ñ   *treated as*   n

ü   *treated as*   u

○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ   *treated as*   ae

œ   *treated as*   oe

- Follow a non-English name with a translation, if desired. Place all translated publisher names in square brackets.

    Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press];

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.

    Aarhus (Denmark): [Aarhus University Press];

Box 40. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D).

    National Cancer Institute (US)

    National Society on Alcoholism and Drug Dependence (NZ)

    Royal Society of Medicine Press Ltd. (GB)

    Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor who disseminates documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency that issued the database as the publisher and include distributor information as a note. Begin with the phrase "Available from" followed by a colon and a space. Add the name of the distributor, the city and state, and the accession or order number.

    Available from: US Government Printing Office, Washington, DC; HE 20.4050:B 53/2000.

Box 41. Joint publication.

Two or more organizations may co-publish a database.

- Use the first organization appearing as publisher on the opening screens (or on the label, jewel case, or in accompanying material if no publisher information appears on the opening screens)

Box 41 continued from previous page.

- Place the name of the other organization(s) as a note at the end of the citation, if desired
- Joint publication of the American Society for Colposcopy and Cervical Pathology.
- Do not give more than one name as publisher

Box 42. Multiple publishers.

- If more than one publisher is found on the opening screens (or on the label, jewel case, or in accompanying material if no publisher information appears on the opening screens), use the first one given or the one set in the largest type or bold type
- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.
- Do not list multiple publishers. For those publications with joint or co-publishers, use the name given first as the publisher and include the name(s) of the other(s) as a note if desired. For example, "Jointly published by the Canadian Pharmacists Association".

Box 43. No publisher can be found.

- If no publisher can be found, use [publisher unknown].

Examples for Publisher

21. Database on CD-ROM, DVD, or disk with publisher having subsidiary division

22. Database on CD-ROM, DVD, or disk with government agency or other national body as publisher

Date of Publication for Databases on CD-ROM, DVD, or Disk (required)

General Rules for Date of Publication

- Always give the year
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them using the first three letters, such as Jan
- For an open serial database, give the beginning date of the database followed by a hyphen and 3 spaces
- For a closed serial database, give the beginning and ending dates, separated by a hyphen with a space before and after
- For a single database, provide the one date of publication as you would for a standard book
- End date information for all types with a period unless a Date of Update/Revision is found, then use a space

Specific Rules for Date of Publication

- Multiple years of publication
- Non-English names for months
- Seasons instead of months
- Date of publication and date of copyright
- No date of publication, but a date of copyright
- No date of publication or copyright can be found
- Options for date of publication

Box 44. Multiple years of publication.

- For multiple years of publication, separate the first and last years of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

    2002-2003

    1997-1998

    1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

    1999 Oct-2000 Mar

    2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen

    2005 Jan-Feb

    1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Box 45. Non-English names for months.

- Translate names of months into English

- Abbreviate them using the first three letters

- Capitalize them
  Examples:

    mayo = May

    luty = Feb

    brezen = Mar

Box 46. Seasons instead of months.

- Translate names of seasons into English

- Capitalize them

- Do not abbreviate them
  For example:

    balvan = Summer

    outomno = Fall

    hiver = Winter

  Box 46 continues on next page...

Box 46 continued from previous page.

> pomlad = Spring

Box 47. Date of publication and date of copyright.

Some publications have both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the date of publication unless three or more years separate the two dates
- In this situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, "2002, c1997".

This convention alerts a user that the information in the publication is older than the date of publication implies.

Box 48. No date of publication, but a date of copyright.

- A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. If no date of publication can be found, but the database contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005.

> Clydesdale FM, editor. Food additives: toxicology, regulation, and properties [CD-ROM]. Boca Raton (FL): CRC Press; c1997. 1 CD-ROM: sound, color, 4 3/4 in.

Box 49. No date of publication or copyright can be found.

- If neither a date of publication nor a date of copyright can be found, but the date of the earliest (and latest if closed) records in the database can be determined, place date information in square brackets

> IBEDOCS: IBE Bibliographic Catalogue [CD-ROM]. Geneva: UNESCO, International Bureau of Education. [1971] -   . CD-ROMs: 4 3/4 in.

- If neither a date of publication nor a date of copyright can be found, but the date can be estimated because of information found on accompanying material or elsewhere, follow the date(s) with a question mark and place date information in square brackets

> Certified clinical microbiology database [disk]. [place unknown]: Datachem Software/Lewis Publishers; [1992?]. 4 computer disks: 3 1/2 in.

- If neither a date of publication nor a date of copyright can be found nor can the date be determined or estimated, use [date unknown]

Box 50. Options for date of publication.

It is not NLM policy, but the date of publication may follow the author names (or type of medium if there are no authors) in the list of references when the name-year system of in-text references is used.

- Use only the year of publication (omitting months and days) or of copyright if there is no publication date

- Keep the hyphen following the date when the database is open

- Include both the beginning and ending years if a database is closed

- Keep any square brackets surrounding a date

- Use [date unknown] if no date can be determined

- Place the year(s) or [date unknown] after the last named author (or after the type of medium if there is no author)

- End date information with a period

- End the publisher name with a period

- Leave any date of update/revision in its usual location

  NLM citation:

  Houston R, Conrad P, Boyce W, Hayes R. ParasitoLog: an interactive database of veterinary parasites [CD-ROM]. Davis (CA): University of California, School of Veterinary Medicine; 1997. 1 CD-ROM: color, 4 3/4 in.

  Current opinion in obstetrics & gynecology, with evaluated MEDLINE [CD-ROM]. Cambridge (MA): Electronic Press, Inc. 1995 Nov -   . CD-ROMs: 4 3/4 in.

  Plunkett's health care industry almanac [CD-ROM]. Houston (TX): Plunkett Research, Ltd. 1999-2000 -   . CD-ROMs: 4 3/4 in.

  Clydesdale FM, editor. Food additives: toxicology, regulation, and properties [CD-ROM]. Boca Raton (FL): CRC Press; c1997. 1 CD-ROM: sound, color, 4 3/4 in.

  IBEDOCS: IBE Bibliographic Catalogue [CD-ROM]. Geneva: UNESCO, International Bureau of Education. [1971] -   . CD-ROMs: 4 3/4 in.

  Compact library: AIDS [CD-ROM + disk]. Version 1.55a. Boston: Massachusetts Medical Society, Medical Publishing Group. 1980 - 1990 [updated 1990 Oct]. CD-ROMs: color, 4 3/4 in.; Computer disks: color, 5 1/2 in.

  Name-year system citation:

  Houston R, Conrad P, Boyce W, Hayes R. 1997. ParasitoLog: an interactive database of veterinary parasites [CD-ROM]. Davis (CA): University of California, School of Veterinary Medicine. 1 CD-ROM: color, 4 3/4 in.

  Current opinion in obstetrics & gynecology, with evaluated MEDLINE [CD-ROM]. 1995 -   . Cambridge (MA): Electronic Press, Inc. CD-ROMs: 4 3/4 in.

  Plunkett's health care industry almanac [CD-ROM]. 1999-2000 -   . Houston (TX): Plunkett Research, Ltd. CD-ROMs: 4 3/4 in.

  Clydesdale FM, editor. c1997. Food additives: toxicology, regulation, and properties [CD-ROM]. Boca Raton (FL): CRC Press. 1 CD-ROM: sound, color, 4 3/4 in.

> IBEDOCS: IBE Bibliographic Catalogue [CD-ROM]. [1971] -   . Geneva: UNESCO, International Bureau of Education. CD-ROMs: 4 3/4 in.
>
> Compact library: AIDS [CD-ROM + disk]. 1980 - 1990. Version 1.55a. Boston: Massachusetts Medical Society, Medical Publishing Group. [updated 1990 Oct]. CD-ROMs: color, 4 3/4 in.; Computer disks: color, 5 1/2 in.

Examples for Date of Publication

23. Database on CD-ROM, DVD, or disk with month(s) included in date of publication

24. Database on CD-ROM, DVD, or disk with season included in date of publication

25. Database on CD-ROM, DVD, or disk with multiple years

26. Database on CD-ROM, DVD, or disk with date of copyright instead of date of publication

27. Database on CD-ROM, DVD, or disk with date obtained from earliest material in it

28. Database on CD-ROM, DVD, or disk with date estimated

29. Database on CD-ROM, DVD, or disk with update date

Date of Update/Revision for Databases on CD-ROM, DVD, or Disk (required)

General Rules for Date of Update/Revision

- Databases may be updated or revised between editions or versions
- Use whatever word for update or revision is provided, such as updated and modified
- Always give the year of update/revision
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month and day of update/revision, if provided, after the year, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- Place update/revision information in square brackets
- End update/revision information with a period placed outside the closing bracket

Specific Rules for Date of Update/Revision

- Non-English names for months
- Seasons instead of months
- Both a date of update and a date of revision

Box 51. **Non-English names for months.**

- Translate names of months into English

- Abbreviate them using the first three letters

- Capitalize them

    Examples:

Box 51 continued from previous page.

mayo = May

luty = Feb

brezen = Mar

Box 52. Seasons instead of months.

- Translate names of seasons into English

- Capitalize them

- Do not abbreviate them
  For example:

  balvan = Summer

  outomno = Fall

  hiver = Winter

  pomlad = Spring

Box 53. Both a date of update and a date of revision.

Various words are used to show that the content of a database has been changed. Among them are: updated, modified, revised, reviewed.

- Use the wording supplied in the database/retrieval system

- Give all words expressing update/revision with the dates provided, in ascending date order

- Enter dates in the format year month day

- Separate words with their dates by a semicolon and a space

  updated 2006 May; modified 2006 Dec

  revised 2005 Dec 5; updated 2006 Mar 30

- Place update/revision information in square brackets

- End date information with a period placed outside the closing bracket
  Example:

  New York: Elsevier; 2000 [revised 2001 Sep; updated 2003 Oct].

Examples for Date of Update/Revision

29. Database on CD-ROM, DVD, or disk with update date

Extent (Pagination) for Databases on CD-ROM, DVD, or Disk (optional)

General Rules for Extent (Pagination)

For serial databases-

- Give the name of the medium on which the database is issued, such as CD-ROMs or Computer disks
- End extent information with a period unless Physical Description is included, then use a colon

For single databases-

- Give the total number of physical pieces on which the database appears
- Follow the number with the name of the medium, such as 2 CD-ROMs or 4 computer disks
- End extent information with a period unless Physical Description is included, then use a colon

Specific Rules for Extent (Pagination)

- More than one type of medium

Box 54. More than one type of medium.

- If a database is presented in more than one type of medium, provide the extent for both

- Separate extent for the two types by a semicolon and a space

  Examples:

  Compact library: AIDS [CD-ROM + disk]. Version 1.55a. Boston: Massachusetts Medical Society, Medical Publishing Group. 1980 - 1990 [updated 1990 Oct]. CD-ROMs: color, 4 3/4 in.; Computer disks: color, 5 1/2 in.

  VETCD [CD-ROM + disk]. [Wallingford (UK)]: CAB International. 1990 -   . CD-ROMs: 4 3/4 in.; Computer disks: 3 1/2 in.

Examples for Extent (Pagination)

1. Standard citation to an open serial database on CD-ROM, DVD, or disk

2. Standard citation to a closed serial database on CD-ROM, DVD, or disk

3. Standard citation to a single database on CD-ROM, DVD, or disk

30. Database on CD-ROM, DVD, or disk with extent and physical description

Physical Description for Databases on CD-ROM, DVD, or Disk (optional)

General Rules for Physical Description

- Give information on the physical characteristics, such as color and size

Specific Rules for Physical Description

- Language for describing physical characteristics
- More than one type of medium

Box 55. Language for describing physical characteristics.

- For serial databases, begin with the type of medium on which the database is (or was) issued, followed by a colon and a space

    DVDs:

    CD-ROMs:

    Computer disks:

- For single databases, begin with information on the number and type of physical pieces, followed by a colon and a space

    1 DVD:

    2 CD-ROMs:

    4 computer disks:

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches.

- Separate types of information by commas

    Typical words used include:

    sound

    color

    black & white

    4 3/4 in. (standard CD-ROM and DVD size)

    3 1/2 in. (standard computer disk size)

    5 1/4 in. (older computer disk size)

    Examples of complete physical description statements:

    1 DVD: sound, color, 4 3/4 in.

    CD-ROMs: color, 4 3/4 in.

    5 computer disks: 3 1/2 in.

Box 56. More than one type of medium.

- If a database is presented in more than one type of medium, give the physical description for both, separated by a semicolon and a space.

    Examples:

    Compact library: AIDS [CD-ROM + disk]. Version 1.55a. Boston: Massachusetts Medical Society, Medical Publishing Group. 1980 - 1990 [updated 1990 Oct]. CD-ROMs: color, 4 3/4 in.; Computer disks: color, 5 1/2 in.

> VETCD [CD-ROM + disk]. [Wallingford (UK)]: CAB International. 1990 -   . CD-ROMs: 4 3/4 in.;
> Computer disks: 3 1/2 in.

Examples for Physical Description

1. Standard citation to an open serial database on CD-ROM, DVD, or disk

2. Standard citation to a closed serial database on CD-ROM, DVD, or disk

3. Standard citation to a single database on CD-ROM, DVD, or disk

30. Database on CD-ROM, DVD, or disk with extent and physical description

Series for Databases on CD-ROM, DVD, or Disk (optional)

General Rules for Series

- Begin with the name of the series
- Capitalize only the first word and proper nouns
- Follow the name with any numbers provided. For example, vol. 3 for a volume or no. 12 for an issue number.
- Separate the title and the number by a semicolon and a space
- Place series information in parentheses
- End series information with a period, placed outside the closing parenthesis

Specific Rules for Series

- Series editor's name provided
- Multiple series

Box 57. Series editor's name provided.

As an option, the name of the overall series editor may be included with the series information.

- Begin with the name of the series editor or editors:
  - Give surname first
  - Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
  - Separate multiple names with a comma
  - End name information with a comma
  - See the information under Author/Editor for further name rules

- Place the word editor or editors after the name information, followed by a period

- Enter the name of the series, capitalizing only the first word and proper nouns

- Follow the name with any numbers given, such as a volume or issue number; for example, vol. 3 and no. 12

- Separate the name and the numeration by a semicolon and a space

---

- Place series information in parentheses

- End series information with a period, placed outside the closing parenthesis
  Example:

      (Gottlieb C, editor. Cancer pathology; no. 5).

Box 58. Multiple series.

If a database is a part of more than one series, include information on all series if desired.

- Place each series in parentheses

- Separate the series by a semicolon and a space

- End series information with a period, placed outside the closing parenthesis of the last series
  Example:

      (NNA database; no. 3); (Nursing education series).

Examples for Series

   31. Database on CD-ROM, DVD, or disk with a series

Language for Databases on CD-ROM, DVD, or Disk (required)

General Rules for Language

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Databases appearing in more than one language

Box 59. Databases appearing in more than one language.

- If a database appears in several languages:

  ○ Give the title in the first language found on the opening screens

  ○ List all languages of publication after the extent (pagination) and any physical description

  ○ Capitalize the language names

  ○ Separate the language names by commas

  ○ End the list of languages with a period
    Example:

Box 59 continued from previous page.

> Vieillefond A, Bastien H, Billerey C, Berger N, Bouvier R, Cochand-Priollet B, Dauge-Geffroy MC, Fontaniere B. Urological pathology: a reference image database coded with SNOMED, ICD 10, and ADICAP [CD-ROM]. Got C, editor. Heidelberg (Germany): Springer Electronic Media; 1998. 1 CD-ROM: color, 4 3/4 in. English, French.

- If a database is in two or more equal languages, as often occurs in Canadian publications:

  - Give all titles in the order they are presented on the opening screens

  - Separate them with an equals sign with a space on either side

  - List all languages of publication after the extent (pagination) and any physical description

  - Capitalize the language names

  - Separate the language names by commas

  - End the list of languages with a period

    Example:

    > Demirjian A, Cheng R, Tanguay R. Electronic encyclopedia on maxillo-facial, dental & skeletal development = Encyclopedie electronique du developpement maxillo-faciale, dentaire et sqelettique [CD-ROM + disk]. [Montreal]: Demirjian; c1996. 1 CD-ROM: color, 4 3/4 in.; 1 computer disk: 3 1/2 in. English, French.

- If none of the titles is English, follow with a translation whenever possible. Place the translation in square brackets.

  > Zhong yi yao jie du wen xian zi liao ku [Database on Chinese medicine for drug addiction] [CD-ROM]. [Hong Kong]: Hong Kong Baptist University; 2000. 1 CD-ROM: color, 4 3/4 in. Chinese, English.

Examples for Language

12. Database on CD-ROM, DVD, or disk in a language other than English

13. Database on CD-ROM, DVD, or disk published with two equal languages

Notes for Databases on CD-ROM, DVD, or Disk (optional)

General Rules for Notes

- Notes is a collective term for any type of useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- System requirements
- Other types of material to include in notes

Box 60. System requirements.

System requirements describe the particular software and hardware needed to view the database.

- Begin with the phrase "System Requirements" followed by a colon and a space

- Use the publisher's wording; no standardization is needed

- Separate the types of information with a semicolon and a space

- End requirement information with a period

  Examples:

  VETCD [CD-ROM + disk]. [Wallingford (UK)]: CAB International. 1990 -   . CD-ROMs: 4 3/4 in.; Computer disks: 3 1/2 in. System Requirements: IBM-compatible PC; 640 K of RAM; 10 megabyte hard disk drive; MS-DOS or PC-DOS 3.1 or higher; MS-DOS CD-ROM Extensions 2.0 or higher; ISO 9660-compatible CD-ROM drive; standard monitor; floppy drive; parallel port for printer.

  Daims M. Companion to canine & feline practice [CD-ROM]. Version 6.0. Guelph (ON): Lifelearn; 2001. 1 CD-ROM: sound, color, 4 3/4 in. System Requirements: Pentium 90 MHz or better; 16 MB RAM; Windows 3.1 or 95/98; 640x480 monitor or higher; CD-ROM drive (8x or higher recommended).

  Early American manual therapy [CD-ROM]. Version 3.0. Virginia Beach (VA): Lifeline Press; 2003. 1 CD-ROM: 4 3/4 in. System Requirements: PCs or Macs; Internet browser (such as Microsoft Explorer); CD drive; Windows (for setup program to install this database to a hard drive).

Box 61. Other types of material to include in notes.

The notes element may be used to provide any information useful to the reader. Begin by citing the database, then add the note. Some examples of notes are:

- Information on database content

  Veterinary librarian [disk]. Littleton (CO): First Move. 1990 - 2002. Computer disks: 5 1/4 in. Covered 28 journals.

- Description of material accompanying the database. Begin with the phrase "Accompanied by" followed by a colon and a space.

  VETCD [CD-ROM + disk]. [Wallingford (UK)]: CAB International. 1990 -   . CD-ROMs: 4 3/4 in.; Computer disks: 3 1/2 in. Accompanied by: 1 manual and 1 quick reference card.

- The name of a library or other archive where an uncommon database may be found. Begin with the phrase "Located at" followed by a colon and a space. Include any finding number for the item.

  PDF-4/organics: relational database [CD-ROM]. Newtown Square (PA): International Centre for Diffraction Data. 2002 -   . CD-ROMs: 4 3/4 in. Located at: Library of Congress, Washington, DC; QE369.X2.

- Explanations of initialisms or acronyms used in the database title

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> ASH slide bank database for Heme CD [disk]. MS-Windows version 2.1. Seattle: University of Washington, Health Sciences Center for Educational Resources; c1996. 3 disks: color, 4 3/4 in. ASH is the American Society of hematology.

- The name of the organization sponsoring the database or for which it was prepared

> Bowers L, Klesius SE. Physical activity for all! Adapted physical education for students with disabilities grades K-12 [DVD]. Cicero (NY): Program Development Associates; 2001. 1 DVD color, 4 3/4 in. Prepared under the auspices of the University of South Florida School of Physical Education.

Examples for Notes

32. Database on CD-ROM, DVD, or disk with optional system requirements

33. Database on CD-ROM, DVD, or disk with supplemental note included

Examples of Citations to Databases on CD-ROM, DVD, or Disk

1. Standard citation to an open serial database on CD-ROM, DVD, or disk

The Cochrane library [CD-ROM]. Chichester (UK): John Wiley & Sons, Ltd. 1996 -   . CD-ROMs: 4 3/4 in.

Physical education index [CD-ROM]. Cape Girardeau (MO): Softworks USA. 1990 -   . CD-ROMs: 4 3/4 in.

Science watch. Hot papers database [CD-ROM]. Philadelphia: Thompson Scientific. 1996 -   . CD-ROMs: 4 3/4 in.

Chicano database [CD-ROM]. Berkeley (CA): University of California, Chicano Studies Library Publications. 1990 -   . CD-ROMs: 4 3/4 in.

with optional content type

The Cochrane library [database on CD-ROM]. Chichester (UK): John Wiley & Sons, Ltd. 1996 -   . CD-ROMs: 4 3/4 in.

Physical education index [database on CD-ROM]. Cape Girardeau (MO): Softworks USA. 1990 -   . CD-ROMs: 4 3/4 in.

2. Standard citation to a closed serial database on CD-ROM, DVD, or disk

Health and psychosocial instruments [CD-ROM]. Pittsburgh (PA): Behavioral Measurement Database Services. 1992 - 2003. CD-ROMs: color, 4 3/4 in.

Veterinary librarian [disk]. Littleton (CO): First Move. 1990 - 2002. Computer disks: 5 1/4 in.

with optional content type

Health and psychosocial instruments [database on CD-ROM]. Pittsburgh (PA): Behavioral Measurement Database Services. 1992 - 2003. CD-ROMs: color, 4 3/4 in.

Veterinary librarian [database on disk]. Littleton (CO): First Move. 1990 - 2002. Computer disks: 5 1/4 in.

3. Standard citation to a single database on CD-ROM, DVD, or disk

The animal motion show: a visual reference for artists [DVD]. Burbank (CA): Rhino House; 2003. 2 DVDs: sound, color, 4 3/4 in.

Properties of organic solvents [CD-ROM]. Version 2.0. Boca Raton (FL): CRC Press; c1996. 1 CD-ROM: 4 3/4 in.

Houston R, Conrad P, Boyce W, Hayes R. ParasitoLog: an interactive database of veterinary parasites [CD-ROM]. Davis (CA): University of California, School of Veterinary Medicine; 1997. 1 CD-ROM: color, 4 3/4 in.

Comprehensive occupational health nursing preparation database [disk]. Version 1.0. [Westboro (MA)]: Datachem Software; c1991. 2 computer disks: 3 1/2 in.

Anesthesia & critical care drug database [disk]. Version 3.1. Redondo Beach (CA): Med-Pharm Information Systems; c1996. 2 computer disks: 3 1/2 in.

with optional content type

The animal motion show: a visual reference for artists [database on DVD]. Burbank (CA): Rhino House; 2003. 2 DVDs: sound, color, 4 3/4 in.

Properties of organic solvents [database on CD-ROM]. Version 2.0. Boca Raton (FL): CRC Press; c1996. 1 CD-ROM: 4 3/4 in.

4. Database on CD-ROM, DVD, or disk with an individual(s) as author

Walker MM, Keith LH. EPA's Clean Air Act air toxics database [disk]. Boca Raton (FL): Lewis Publishers; c1992-1993. 4 computer disks: 3 1/2 in.

Winter RM, Baraitser M. London dysmorphology database [CD-ROM]. IBM PC version 2.0. Oxford (England): Oxford University Press; c1996. 2 CD-ROMs: 4 3/4 in.

5. Database on CD-ROM, DVD, or disk with optional full names for author

Daims, Mark. Companion to canine & feline practice [CD-ROM]. Version 6.0. Guelph (ON): Lifelearn; 2001. 1 CD-ROM: sound, color, 4 3/4 in.

Walker, Mary M.; Keith, Lawrence H. EPA's Clean Air Act air toxics database [disk]. Boca Raton (FL): Lewis Publishers; c1992-1993. 4 computer disks: 3 1/2 in.

6. Database on CD-ROM, DVD, or disk with an organization as author

Federation of State Boards of Physical Therapy. Physical Therapy Practice Act/Rules database [disk]. Orem (UT): Infobusiness, Inc. 1994 -   . Computer disks: 3 1/2 in.

7. Database on CD-ROM, DVD, or disk with editors where there is no author

Jorgensen LA, Jorgensen SE, Nielsen SN, editors. ECOTOX: ecological modelling and ecotoxicology [CD-ROM]. New York: Elsevier Science; c2000. 1 CD-ROM: 4 3/4 in.

Dollery C, editor. Therapeutic drugs [CD-ROM]. Release 1.0. Edinburgh (Scotland): Churchill Livingstone; c1999. 1 CD-ROM: color, 4 3/4 in.

8. Database on CD-ROM, DVD, or disk with no authors or editors

Dictionary of commonly cited compounds [CD-ROM]. CD-ROM ed. Boca Raton (FL): Chapman & Hall/CRC. 2001 - . CD-ROMs: 4 3/4 in.

9. Database on CD-ROM, DVD, or disk with author affiliation

Ronco C (Department of Nephrology, St. Bortolo Hospital, Venice, Italy), Ghezzi PM (Department of Nephrology, St. Croce & Carle Hospital, Cuneo, Italy), Hoenich NA (Department of Nephrology, School of Clinical Medical Sciences, University of Newcastle, Newcastle-upon-Tyne, UK), Delfino P (Department of Informatics, St. Croce & Carle Hospital, Cuneo, Italy). Membranes and filters for hemodialysis database 2001 [CD-ROM]. Basel (Switzerland): S. Karger Publishers; c2001. 1 CD-ROM: color, 4 3/4 in.

Pickup JC (Guy's, King's, and St. Thomas' School of Medicine, Guy's Hospital, London, UK), Williams G, editors. Slide atlas of diabetes [CD-ROM]. [Oxford (UK)]: Blackwell Publishing; c2004. 1 CD-ROM: color, 4 3/4 in.

10. Database title on CD-ROM, DVD, or disk with subtitle

CBAISS: chemical and biological agents information support system [CD-ROM]. Version 1.0 for Windows. Columbus (OH): Battelle Memorial Institute; c2001. 1 CD-ROM: 4 3/4 in.

11. Database on CD-ROM, DVD, or disk with title ending in other than a period

Genusys: database of herbal remedies, aromatherapy, essential oils, vitamins, amino acids, and more! [CD-ROM]. Version 1.4. Solebury (PA): Genusys Laboratories; 1996. 1 CD-ROM: sound, color, 4 3/4 in.

12. Database on CD-ROM, DVD, or disk in a language other than English

Zeitschriftendatenbank [CD-ROM + disk]. Berlin: Staatsbibliothek zu Berlin, Preussischer Kulturbesitz. 1994 - . CD-ROMs: 4 3/4 in.; Computer disks: 3 1/2 in. German.

Slovenska bibliografija [CD-ROM]. Ljubljana (Slovenia): Narodna in Univerzitetna Knjiznica. 1989 - . CD-ROMs: 4 3/4 in. Slovenian.

Cserey L. Magyar allatorvosi bibliografia, 1990-1996 [CD-ROM]. [Budapest]: University of Veterinary Science Central Library; 1997. 1 CD-ROM: 4 3/4 in. Hungarian.

Zhong yi yao jie du wen xian zi liao ku [CD-ROM]. [Hong Kong]: Hong Kong Baptist University; 2000. 1 CD-ROM: color, 4 3/4 in. Chinese, English.

with translation included

Zeitschriftendatenbank [Journals databank] [CD-ROM + disk]. Berlin: Staatsbibliothek zu Berlin, Preussischer Kulturbesitz. 1994 - . CD-ROMs: 4 3/4 in.; Computer disks: 3 1/2 in. German.

Zhong yi yao jie du wen xian zi liao ku [Database on Chinese medicine for drug addiction] [CD-ROM]. [Hong Kong]: Hong Kong Baptist University; 2000. 1 CD-ROM: color, 4 3/4 in. Chinese, English.

13. Database on CD-ROM, DVD, or disk published with two equal languages

Demirjian A, Cheng R, Tanguay R. Electronic encyclopedia on maxillo-facial, dental & skeletal development = Encyclopedie electronique du developpement maxillo-faciale, dentaire et sqelettique [CD-ROM + disk]. [Montreal]: Demirjian; c1996. 1 CD-ROM: color, 4 3/4 in.; 1 computer disk: 3 1/2 in. English, French.

14. Database on CD-ROM, DVD, or disk with more than one type of medium

Zeitschriftendatenbank [CD-ROM + disk]. Berlin: Staatsbibliothek zu Berlin, Preussischer Kulturbesitz. 1994 -   . CD-ROMs: 4 3/4 in.; Computer disks: 3 1/2 in. German.

Demirjian A, Cheng R, Tanguay R. Electronic encyclopedia on maxillo-facial, dental & skeletal development = Encyclopedie electronique du developpement maxillo-faciale, dentaire et sqelettique [CD-ROM + disk]. [Montreal]: Demirjian; c1996. 1 CD-ROM: color, 4 3/4 in.; 1 computer disk: 3 1/2 in. English, French.

15. Database on CD-ROM, DVD, or disk with an edition or version

Early American manual therapy [CD-ROM]. Version 3.0. Virginia Beach (VA): Lifeline Press; c2003. 1 CD-ROM: 4 3/4 in.

Therapeutic drugs [CD-ROM]. Release 1.0. London: Harcourt Brace & Co.; c1999. 1 CD-ROM: 4 3/4 in.

TSCA chemical inventory [CD-ROM]. Version T-PRO. Sanford (FL): Solutions Software Corp.; c1995. 1 CD-ROM: color, 4 3/4 in.

Rao Z, Chen F. Zhu jian bo shu zi liao ku [CD-ROM]. Di 2 ban. Xianggang (China): Xianggang Zhong wen da xue Zhongguo. 1999 -   . CD-ROMs: color, 4 3/4 in. Chinese.

UMLS knowledge sources [dataset on DVD]. Release 2011AA. Bethesda (MD): National Library of Medicine (US); 2011 May. 1 DVD: 4 3/4 in.

16. Database on CD-ROM, DVD, or disk with authors and editors or other secondary authors

Vieillefond A, Bastien H, Billerey C, Berger N, Bouvier R, Cochand-Priollet B, Dauge-Geffroy MC, Fontaniere B. Urological pathology: a reference image database coded with SNOMED, ICD 10, and ADICAP [CD-ROM]. Got C, editor. Heidelberg (Germany): Springer Electronic Media; 1998. 1 CD-ROM: color, 4 3/4 in. English, French.

17. Database on CD-ROM, DVD, or disk with well known place of publication

Wistat: women's indicators and statistics database [CD-ROM]. Version 4. New York: United Nations Publications; c1999. 1 CD-ROM: color, 4 3/4 in.

Science watch. Hot papers database [CD-ROM]. Philadelphia: Thompson Scientific. 1996 -   . CD-ROMs: 4 3/4 in.

Therapeutic drugs [CD-ROM]. Release 1.0. London: Harcourt Brace & Co.; c1999. 1 CD-ROM: 4 3/4 in.

18. Database on CD-ROM, DVD, or disk with geographic qualifier added to place of publication for clarity

Genusys: database of herbal remedies, aromatherapy, essential oils, vitamins, amino acids, and more! [CD-ROM]. Version 1.4. Solebury (PA): Genusys Laboratories; 1996. 1 CD-ROM: sound, color, 4 3/4 in.

Contemporary women's issues [CD-ROM]. Beachwood (OH): Responsive Database Services. 1992 -   . CD-ROMs: 4 3/4 in.

OSSREA on CD: research publications and official documents. Version 1. Addis Ababa (Ethiopia): OSSREA. 1980 - 2000. CD-ROMs: color, 4 3/4 in.

19. Database on CD-ROM, DVD, or disk with place of publication inferred

The pathology atlas [CD-ROM]. Version 1.0. [Princeton (NJ)]: Films for the Humanities and Sciences. c1998 -   . CD-ROMs: color, 4 3/4 in.

20. Database on CD-ROM, DVD, or disk with unknown place of publication

Certified clinical microbiology database [disk]. [place unknown]: Datachem Software/Lewis Publishers; [1992?]. 4 computer disks: 3 1/2 in.

21. Database on CD-ROM, DVD, or disk with publisher having subsidiary division

ASH slide bank database for Heme CD [disk]. MS-Windows version 2.1. Seattle: University of Washington, Health Sciences Center for Educational Resources; c1996. 3 computer disks: 3 1/2 in.

CRISP: biomedical research information [CD-ROM]. Bethesda (MD): National Institutes of Health (US), Office of Extramural Research. 1993 - 1998. CD-ROMs: 4 3/4 in.

22. Database on CD-ROM, DVD, or disk with government agency or other national body as publisher

CDP file [CD-ROM]. Atlanta: National Center for Chronic Disease Prevention and Health Promotion (US). 1991 Oct -   . CD-ROMs: 4 3/4 in.

Marriage and divorce data [CD-ROM]. Hyattsville (MD): National Center for Health Statistics (US). 1989 -   . CD-ROMs: 4 3/4 in.

CRISP: biomedical research information [CD-ROM]. Bethesda (MD): National Institutes of Health (US), Office of Extramural Research. 1993 - 1998. CD-ROMs: 4 3/4 in.

23. Database on CD-ROM, DVD, or disk with month(s) included in date of publication

Current opinion in obstetrics & gynecology, with evaluated MEDLINE [CD-ROM]. Cambridge (MA): Electronic Press, Inc. 1995 Nov -   . CD-ROMs: 4 3/4 in.

Computer library [CD-ROM]. New York: Ziff Communications. 1988 Sep -   . CD-ROMs: 4 3/4 in.

EMBASE CD. Drugs & pharmacology [CD-ROM]. [Norwood (MA)]: SilverPlatter Information. 1994 Jan-Jun -   . CD-ROMs: 4 3/4 in.

European veterinary dissertations [CD-ROM]. Bilthoven (Netherlands): Euroscience. 2003 Jun - 2003. CD-ROMs: 4 3/4 in.

24. Database on CD-ROM, DVD, or disk with season included in date of publication

Scientific American surgery CD-ROM [CD-ROM]. New York: Scientific American. 1995 Fall - 2001 Summer. CD-ROMs: sound, color, 4 3/4 in.

25. Database on CD-ROM, DVD, or disk with multiple years

Plunkett's health care industry almanac [CD-ROM]. Houston (TX): Plunkett Research, Ltd. 1999-2000 - . CD-ROMs: 4 3/4 in.

World resources [CD-ROM]. Washington: World Resources Institute. 1998-1999 - . CD-ROMs: 4 3/4 in.

Walker MM, Keith LH. EPA's Clean Air Act air toxics database [disk]. Boca Raton (FL): Lewis Publishers; c1992-1993. 4 computer disks: 3 1/2 in.

26. Database on CD-ROM, DVD, or disk with date of copyright instead of date of publication

Clydesdale FM, editor. Food additives: toxicology, regulation, and properties [CD-ROM]. Boca Raton (FL): CRC Press; c1997. 1 CD-ROM: sound, color, 4 3/4 in.

Walker MM, Keith LH. EPA's Clean Air Act air toxics database [disk]. Boca Raton (FL): Lewis Publishers; c1992-1993. 4 computer disks: 3 1/2 in.

27. Database on CD-ROM, DVD, or disk with date obtained from earliest material in it

IBEDOCS: IBE Bibliographic Catalogue [CD-ROM]. Geneva: UNESCO, International Bureau of Education. [1971] - . CD-ROMs: 4 3/4 in.

28. Database on CD-ROM, DVD, or disk with date estimated

Certified clinical microbiology database [disk]. [place unknown]: Datachem Software/Lewis Publishers; [1992?]. 4 computer disks: 3 1/2 in.

29. Database on CD-ROM, DVD, or disk with update date

Compact library: AIDS [CD-ROM + disk]. Version 1.55a. Boston: Massachusetts Medical Society, Medical Publishing Group. 1980 - 1990 [updated 1990 Oct]. CD-ROMs: color, 4 3/4 in.; Computer disks: color, 5 1/2 in.

30. Database on CD-ROM, DVD, or disk with extent and physical description

Daims M. Companion to canine & feline practice [CD-ROM]. Version 6.0. Guelph (ON): Lifelearn; 2001. 1 CD-ROM: sound, color, 4 3/4 in.

Zeitschriftendatenbank [CD-ROM + disk]. Berlin: Staatsbibliothek zu Berlin, Preussischer Kulturbesitz. 1994 - . CD-ROMs: 4 3/4 in.; Computer disks: 3 1/2 in. German.

31. Database on CD-ROM, DVD, or disk with a series

CI5VII: electronic database of cancer incidence in five continents [disk]. Lyon (France): International Agency for Research on Cancer; c1997. 2 computer disks: 3 1/2 in. (IARC cancerbase; no. 2).

Vieillefond A, Bastien H, Billerey C, Berger N, Bouvier R, Cochand-Priollet B, Dauge-Geffroy MC, Fontaniere B. Urological pathology: a reference image database coded with SNOMED, ICD 10, and ADICAP [CD-ROM]. Got C, editor. Heidelberg (Germany): Springer Electronic Media; 1998. 1 CD-ROM: color, 4 3/4 in. (Atlas of pathology; 5). English, French.

32. Database on CD-ROM, DVD, or disk with optional system requirements

Pickup JC, Williams G, editors. Slide atlas of diabetes [CD-ROM]. [Oxford (UK)]: Blackwell Publishing; c2004. 1 CD-ROM: color, 4 3/4 in. System Requirements: Pentium II or higher; Windows 98, ME, NT4, 2000, XP; Screen resolution of 800 x 600 or higher; 12x CD-ROM drive or higher.

VETCD [CD-ROM + disk]. [Wallingford (UK)]: CAB International. 1990 -   . CD-ROMs: 4 3/4 in.; Computer disks: 3 1/2 in. System Requirements: IBM-compatible PC; 640 K of RAM; 10 megabyte hard disk drive; MS-DOS or PC-DOS 3.1 or higher; MS-DOS CD-ROM Extensions 2.0 or higher; ISO 9660-compatible CD-ROM drive; standard monitor; floppy drive; parallel port for printer.

Daims M. Companion to canine & feline practice [CD-ROM]. Version 6.0. Guelph (ON): Lifelearn; 2001. 1 CD-ROM: sound, color, 4 3/4 in. System Requirements: Pentium 90 MHz or better; 16 MB RAM; Windows 3.1 or 95/98; 640x480 monitor or higher; CD-ROM drive (8x or higher recommended).

Early American manual therapy [CD-ROM]. Version 3.0. Virginia Beach (VA): Lifeline Press; 2003. 1 CD-ROM: 4 3/4 in. System Requirements: PCs or Macs; Internet browser (such as Microsoft Explorer); CD drive; Windows (for setup program to install this database to a hard drive).

33. Database on CD-ROM, DVD, or disk with supplemental note included

The Cochrane library [CD-ROM]. Chichester (UK): John Wiley & Sons, Ltd. 1996 -   . CD-ROMs: 4 3/4 in. Quarterly.

Scientific American surgery CD-ROM [CD-ROM]. New York: Scientific American. 1995 Fall - 2001 Summer. CD-ROMs: sound, color, 4 3/4 in. Continued by: ACS Surgery CD.

Properties of organic solvents [CD-ROM]. Version 2.0. Boca Raton (FL): CRC Press; c1996. 1 CD-ROM: 4 3/4 in. Database of information on almost 600 organic solvents used in industry, academic research, and general commerce.

Veterinary librarian [disk]. Littleton (CO): First Move. 1990 - 2002. Computer disks: 5 1/4 in. Continued by: Veterinary Journal Index. Covered 28 journals.

Veterinary journal index [CD-ROM]. Littleton (CO): First Move. 2003 -   . CD-ROMs: 4 3/4 in. Continues: Veterinary Librarian.

ASH slide bank database for Heme CD [disk]. MS-Windows version 2.1. Seattle: University of Washington, Health Sciences Center for Educational Resources; c1996. 3 computer disks: 3 1/2 in. System Requirements: IBM PC or compatible; Windows. ASH is the American Society of hematology.

RNdex professional [CD-ROM]. Pasadena (CA): Information Resources Group. 1996 -   . CD-ROMs: 4 3/4 in. System Requirements: 80386sx IBM-compatible PC or better; 4+MB memory; MS Windows 3.1 or higher; 7MB hard disk space; CD-ROM drive. Three per year. Published in cooperation with American Journal of Nursing Company.

CDP file [CD-ROM]. Atlanta: National Center for Chronic Disease Prevention and Health Promotion (US). 1991 Oct -   . CD-ROMs: 4 3/4 in. Quarterly. Also called Chronic Disease Prevention File.

PDF-4/organics: relational database [CD-ROM]. Newtown Square (PA): International Centre for Diffraction Data. 2002 -   . CD-ROMs: 4 3/4 in. Located at: Library of Congress, Washington, DC; QE369.X2.

VETCD [CD-ROM + disk]. [Wallingford (UK)]: CAB International. 1990 -   . CD-ROMs: 4 3/4 in.; Computer disks: 3 1/2 in. Accompanied by: 1 manual and 1 quick reference card.

34. Part of a database on CD-ROM, DVD, or disk

with item numbers

Wistat: women's indicators and statistics database [CD-ROM]. Version 4. New York: United Nations Publications; c1999. Topic 1.1, Estimated and projected population by age and sex, 1970-2010; [about 6 screens]. 1 CD-ROM: color, 4 3/4 in.

without item numbers

Pickup JC, Williams G, editors. Slide atlas of diabetes [CD-ROM]. [Oxford (UK)]: Blackwell Publishing; c2004. Diabetic peripheral neuropathy: clinical patterns; [about 1 screen]. 1 CD-ROM: color, 4 3/4 in.

Genusys: database of herbal remedies, aromatherapy, essential oils, vitamins, amino acids, and more! [CD-ROM]. Version 1.4. Solebury (PA): Genusys Laboratories; 1996. Ginkgo biloba preparations; [about 1 screen]. 1 CD-ROM: sound, color, 4 3/4 in.

35. Contribution to a database on CD-ROM, DVD, or disk

with acquisition numbers

Jacobs I, Finn J. Adrenaline and vasopressin for cardiac arrest. 2001 Jul 23. In: The Cochrane Library [CD-ROM]. Chichester (UK): John Wiley & Sons, Ltd. 1996 -   . [about 8 screens]. 4 CD-ROMs: 4 3/4 in. Article No.: CD0003179.

without acquisition numbers

Denis M (Universite de Paris-Sud, Orsay, France). The place and role of psychology in cognitive science: an international survey. In: Stevens MJ, Wedding D, editors. Psychology: IUPsyS global resource [CD-ROM]. Edition 2006. East Sussex (UK): Psychology Press Ltd; c2006. 1 CD-ROM: color, 4 3/4 in.

with separate date for the contribution

Jacobs I, Finn J. Adrenaline and vasopressin for cardiac arrest. 2001 Jul 23. In: The Cochrane Library [CD-ROM]. Chichester (UK): John Wiley & Sons, Ltd. 1996 -   . [about 8 screens]. 4 CD-ROMs: 4 3/4 in. Article No.: CD0003179.

Chapter 21. Computer Programs on CD-ROM, DVD, or Disk

Created: October 10, 2007; Updated: August 10, 2016.

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

Sample Citation and Introduction to Citing Computer Programs on CD-ROM, DVD, or Disk

The general format for a reference to a computer program on CD-ROM, DVD, or disk, including punctuation:
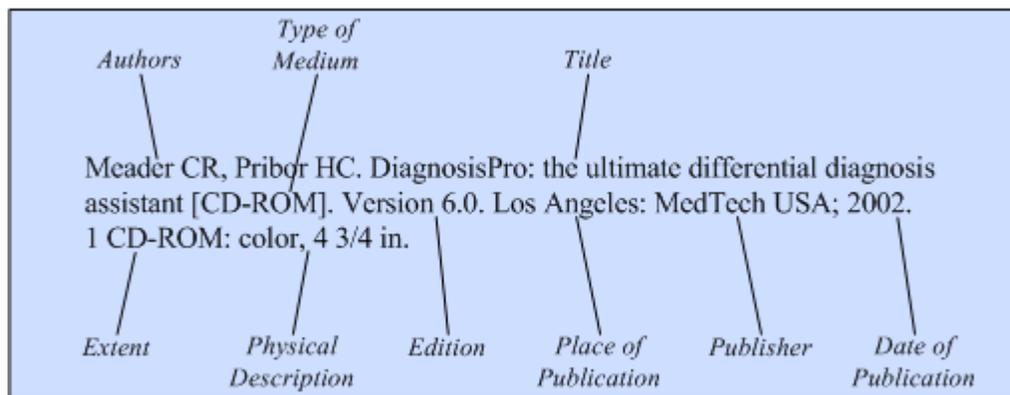
Examples of Citations to Computer Programs on CD-ROM, DVD, or Disk

A computer program, also known as software, is a collection or organized list of instructions for a computer to enable it to process data, perform tasks, and/or solve problems. In medicine, computer programs are often used to instruct on techniques and to assist in performing a variety of tasks, such as organizing patient data.

A computer program on CD-ROM, DVD, or disk is cited in a way similar to a book, but with these exceptions:

- The type of medium (CD-ROM, DVD, disk) is placed in square brackets after the title because special equipment is needed to view/use programs.
- Extent (pagination) is given in terms of the number and type of physical pieces, such as 1 DVD or 2 CD-ROMs.
- Physical description such as color and size may be added after the extent.
- System requirements such as the names and versions of any required software and hardware may be included as a note.

The authoritative source for information to use in a citation for a computer program is, in order of preference: the opening screen(s); the face of the CD-ROM, DVD, or disk; the jewel case (carrying case); and accompanying print documentation.

Continue to Citation Rules with Examples for Computer Programs on CD-ROM, DVD, or Disk.

Continue to Examples of Citations to Computer Programs on CD-ROM, DVD, or Disk.

Continue to Examples of Citations to Computer Programs (Software) on the Internet.

Citation Rules with Examples for Computer Programs on CD-ROM, DVD, or Disk

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author/Editor (R) | Author Affiliation (O) | Title (R) | Content Type (O) | Type of Medium (R) | Edition (R) | Editor and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Date of Update/Revision (R) | Extent (Pagination) (O) | Physical Description (O) | Series (O) | Language (R) | Notes (O)

Author/Editor for Computer Programs on CD-ROM, DVD, or Disk (required)

General Rules for Author/Editor

- List names in the order they appear on the opening screens, the jewel case (carrying case), or in accompanying material
- Enter surname (family or last name) first for each author/editor
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all authors/editors, regardless of the number
- Separate author/editor names from each other by a comma and a space
- If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors; see Editor and other Secondary Authors below if there are authors and editors
- End author/editor information with a period

Specific Rules for Author/Editor

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Non-English words for editor
- Organizations as author
- No author can be found
- Options for author names

Box 1. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames

    Estelle Palmer-Canton   *becomes*   Palmer-Canton E

Box 1 continues on next page...

Box 1 continued from previous page.

Ahmed El-Assmy   *becomes*   El-Assmy A

- Keep particles in surnames, such as O', D', and L'

Alan D. O'Brien   *becomes*   O'Brien AD

James O. L'Esperance   *becomes*   L'Esperance JO

U. S'adeh   *becomes*   S'adeh U

- Omit all other punctuation in surnames

Charles A. St. James   *becomes*   St James CA

Box 2. Other surname rules.

- Keep prefixes in surnames

Lama Al Bassit   *becomes*   Al Bassit L

Jiddeke M. van de Kamp   *becomes*   van de Kamp JM

Gerard de Pouvourville   *becomes*   de Pouvourville G

- Keep compound surnames even if no hyphen appears

Sergio Lopez Moreno   *becomes*   Lopez Moreno S

Jaime Mier y Teran   *becomes*   Mier y Teran J

Virginie Halley des Fontaines   *becomes*   Halley des Fontaines V

[If you cannot determine from the opening screens whether a surname is compound or a combination of a middle name and a surname, look elsewhere in the text or in any accompanying material for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

Å   *treated as*   A

Ø   *treated as*   O

Ç   *treated as*   C

Ł   *treated as*   L

à   *treated as*   a

ĝ   *treated as*   g

Box 2 continued from previous page.

      ñ   *treated as* n

      ü   *treated as* u

   ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

      æ   *treated as* ae

      œ   *treated as* oe

Box 3. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names

  Jean-Louis Lagrot *becomes* Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle

  D'Arcy Hart *becomes* Hart D

  W. St. John Patterson *becomes* Patterson WS

  De la Broquerie Fortier *becomes* Fortier D

  Craig McC. Brooks *becomes* Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

  Ch. Wunderly *becomes* Wunderly C

  C. Fr. Erdman *becomes* Erdman CF

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

  Iu. A. Iakontov *becomes* Iakontov IuA

  G. Th. Tsakalos *becomes* Tsakalos GTh

Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name

  James A. Reed, M.D., F.R.C.S. *becomes* Reed JA

  Kristine Schmidt, Ph.D. *becomes* Schmidt K

  Robert V. Lang, Major, US Army *becomes* Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name

Box 4 continues on next page...

> Sir Frances Hildebrand   *becomes*   Hildebrand F
>
> Dr. Jane Eberhard   *becomes*   Eberhard J
>
> Captain R.C. Williams   *becomes*   Williams RC

Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation

- Convert roman numerals to arabic ordinals

  Examples:

  > Vincent T. DeVita, Jr.   *becomes*   DeVita VT Jr
  >
  > James G. Jones II   *becomes*   Jones JG 2nd
  >
  > John A. Adams III   *becomes*   Adams JA 3rd
  >
  > Henry B. Cooper IV   *becomes*   Cooper HB 4th

Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese

- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

  > Iu. A. Iakontov   *becomes*   Iakontov IuA
  >
  > G. Th. Tsakalos   *becomes*   Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    > Å   *treated as*   A
    >
    > Ø   *treated as*   O
    >
    > Ç   *treated as*   C
    >
    > Ł   *treated as*   L
    >
    > à   *treated as*   a

Box 6 continued from previous page.

         ĝ   *treated as*   g

         ñ   *treated as*   n

         ü   *treated as*   u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

         æ   *treated as*   ae

         œ   *treated as*   oe

Box 7. Non-English words for editor.

- Translate the word found for editor into English when possible. However, the wording found on the publication may always be used.
- To assist in identifying editors, below is a brief list of non-English words for editor:

Language	Word for Editor
French	redacteur
	editeur
German	redakteur
	herausgeber
Italian	redattore
	curatore
	editore
Russian	redaktor
	izdatel
Spanish	redactor
	editor

Box 8. Organizations as author.

An organization such as a university, society, association, corporation, or government body may be an author.

- Omit "The" preceding an organizational name

     The American Cancer Society   *becomes*   American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

     American Medical Association, Committee on Ethics.

     International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

> American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

  > National Academy of Sciences (US).

  > Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

  > Canadian Association of Orthodontists; Canadian Dental Association.

  > American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization or organizations appear on the title page of a program as authors, use the names of the individuals as the author. Give the organization at the end of the reference as a note, if desired.

  > Prepared for the International Union of Pure and Applied Chemistry.

- For names of organizations in languages other than English:
  - Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, etc.) as they appear in the publication. Follow a non-English name with a translation when possible. Place all translations in square brackets.

    > Istituto di Fisiologia Clinica del CNR.

    > Universitatsmedizin Berlin.

    > Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

  - Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Follow a non-English name with a translation when possible. Place all translations in square brackets.

    > Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

    > *or*

    > [Russian Respiratory Society].

  - Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

    > [Chinese Medical Society].

Box 8 continued from previous page.

- ○ Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - ▪ Treat letters marked with diacritics or accents as if they are not marked

      Å   *treated as*   A

      Ø   *treated as*   O

      Ç   *treated as*   C

      Ł   *treated as*   L

      à   *treated as*   a

      ĝ   *treated as*   g

      ñ   *treated as*   n

      ü   *treated as*   u

  - ▪ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

      æ   *treated as*   ae

      œ   *treated as*   oe

Box 9. No author can be found.

- If no person or organization can be found as the author but editors or translators are present, begin the reference with the names of the editors or translators. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.

    Pearl ML, Steinmann SP, Hawkins RJ, editors. The athlete's shoulder [DVD]. Rosemont (IL): American Academy of Orthopaedic Surgeons; 2004. 2 DVDs: sound, color, 4 3/4 in.

- If no person or organization can be identified as the author and no editors or translators are given, begin the reference with the title. Do not use anonymous.

    Sport care [CD-ROM]. Release 1.0. Champaign (IL): Human Kinetics; c2001. 1 CD-ROM: sound, color, 4 3/4 in. Accompanied by: 1 user manual.

Box 10. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.

    Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.

    Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

> *Box 10 continued from previous page.*
>
> - If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."
>
>   Rastan S, Hough T, Kierman A, et al.
>
>   Adler DG, Baron TH, Davila RE, and others.

Examples for Author/Editor

1. Standard citation to a computer program on CD-ROM, DVD, or disk

2. Computer program on CD-ROM, DVD, or disk with many authors

3. Computer program on CD-ROM, DVD, or disk with optional limit to the number of authors

4. Computer program on CD-ROM, DVD, or disk showing authors/editors with optional full first names

5. Computer program on CD-ROM, DVD, or disk with editor(s) when there is no author

6. Computer program on CD-ROM, DVD, or disk with organization as author/editor

7. Computer program on CD-ROM, DVD, or disk with no authors or editors

Author Affiliation for Computer Programs on CD-ROM, DVD, or Disk (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the closing parenthesis, unless the affiliation is for the last author, then use a period

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

> **Box 11. Abbreviations in affiliations.**
>
> - Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.
>
>   *Examples:*
>
>   *Box 11 continues on next page...*

Box 11 continued from previous page.

> Acad. for Academy
>
> Assoc. for Association
>
> Co. for Company
>
> Coll. for College
>
> Corp. for Corporation
>
> Dept. for Department
>
> Div. for Division
>
> Inst. for Institute or Institution
>
> Soc. for Society
>
> Univ. for University

See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 12. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears in the publication

- Do not end an e-mail address with a period

- Place the e-mail address within the closing parenthesis for the author affiliation

  Example:

  Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

Box 13. Organizational names for affiliations not in English.

- Give the affiliation of all authors or only the first author

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

Box 13 continued from previous page.

- Provide the name in the original language for non-English organization names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, etc.)

  Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

  Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

  Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I.

  Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese)

  Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

     Å *treated as* A

     Ø *treated as* O

     Ç *treated as* C

     Ł *treated as* L

     à *treated as* a

     ĝ *treated as* g

     ñ *treated as* n

     ü *treated as* u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

     æ *treated as* ae

     œ *treated as* oe

- Use the English form of names for cities and countries when possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 14. **Names for cities and countries not in English.**

- Use the English form for names of cities and countries when possible. However, the name as found on the publication may always be used.

  Moskva *becomes* Moscow

  Wien *becomes* Vienna

  Italia *becomes* Italy

  Espana *becomes* Spain

Examples for Author Affiliation

  8. Computer program on CD-ROM, DVD, or disk with author affiliation included

Title for Computer Programs on CD-ROM, DVD, or Disk (required)

General Rules for Title

- Enter the program title as it appears on the opening screens, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a space

Specific Rules for Title

- Titles not in English
- Titles in more than one language
- Titles ending in punctuation other than a period
- Titles containing a Greek letter, chemical formula, or another special character
- No title can be found

Box 15. **Titles not in English.**

- Give the title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, etc.)

  Leridon H. Pyramides animees: un programme de projections demographiques [disk]. Paris: Institut National d'Etudes Demographiques; 1997. 1 computer disk: 3 1/2 in. Accompanied by: 1 guide. French.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

  Zastosowanie modelu LIPRO do prognozowania ludnosci Polski do roku 2050 [CD-ROM].

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

  Box 15 continues on next page...

Box 15 continued from previous page.

> Zhongguo sheng wu yi xue wen xian shu ju ku [disk].
>
> *or*
>
> [Chinese biomedical disk] [disk].

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

  > Å *treated as* A
  >
  > Ø *treated as* O
  >
  > Ç *treated as* C
  >
  > Ł *treated as* L
  >
  > à *treated as* a
  >
  > ĝ *treated as* g
  >
  > ñ *treated as* n
  >
  > ü *treated as* u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

  > æ *treated as* ae
  >
  > œ *treated as* oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

  > Nachreiner F, Grzech-Sukalo H, Hanecke K, Qin L, Dieckmann P, Eden J, Lochmann R. Arbeitszeit ergonomisch gestalten: eine Software zur Erstellung von Schichtplanen [CD-ROM]. 2. aktualisierte Aufl. Dortmund (Germany): Bundesanstalt fur Arbeitsschutz und Arbeitsmedizin; 2000. 1 CD-ROM: 4 3/4 in. Accompanied by: 1 handbook. German.

- Provide an English translation after the original language or romanized title when possible; place translations in square brackets

  > Leridon H. Pyramides animees: un programme de projections demographiques [Animated population pyramids: a program of population projections] [disk]. Paris: Institut National d'Etudes Demographiques; 1997. 1 computer disk: 3 1/2 in. Accompanied by: 1 guide. French.

Box 16. Titles in more than one language.

- If a program title is presented with equal text in two or more languages, as often occurs in Canadian publications:

Box 16 continued from previous page.

- ○ Give all titles in the order in which they are given in the text

- ○ Place an equals sign with a space before and after between each title

- ○ List the particular languages, separated by commas, after the extent (pagination) and any physical description

- ○ End the list of languages with a period

    Example:

    SUMA: the supply management system = SUMA: el sistema para la gestion de suministros [CD-ROM]. Version 5.2a. FUNDESUMA, producer. Washington: Pan American Health Organization, Regional Office of the WHO; 2004 Feb. 1 CD-ROM: color, 4 3/4 in. English, Spanish.

- If a program title is written in several languages:
  - ○ Give the title in the first language found on the opening screens
  - ○ List all languages of publication after the extent (pagination) and any physical description
  - ○ Separate the languages by commas
  - ○ End the list of languages with a period

Box 17. Titles ending in punctuation other than a period.

- Most program titles end in a period. Place the closing period after the type of medium.

    DiagnosisPro: the ultimate differential diagnosis assistant [CD-ROM].

- If a title ends in another form of punctuation, keep that punctuation and end the type of medium with a period

    Critical care simulator: improve your response to emergencies! [CD-ROM].

Box 18. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a program title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

    1,3-dichloro-5,5-dimethylhydantoin

    von Willebrand disease diagnosis

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

    Techniques for synthesis of β-amino acids

    may become

    Techniques for synthesis of beta-amino acids

Box 18 continued from previous page.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

    TiO_2 nanoparticles

    may become

    TiO(2) nanoparticles

Box 19. No title can be found.

Occasionally a program does not appear to have any title; the program simply begins with the text. In this circumstance:

- Construct a title from the first few words of the text
- Use enough words to make the constructed title meaningful
- Place the constructed title in square brackets

Examples for Title

9. Computer program title on CD-ROM, DVD, or disk with subtitle

10. Computer program title on CD-ROM, DVD, or disk with special characters

11. Computer program title on CD-ROM, DVD, or disk in a language other than English

12. Computer program title on CD-ROM, DVD, or disk in two equal languages

Content Type for Computer Programs on CD-ROM, DVD, or Disk (optional)

General Rules for Content Type

- A content type alerts the user that the reference is not to a standard book but to a computer program
- Begin content type information with a left square bracket
- Enter the words "computer program on"
- End content type with space and the Type of Medium (below)

Examples for Content Type

1. Standard citation to a computer program on CD-ROM, DVD, or disk

Type of Medium for Computer Programs on CD-ROM, DVD, or Disk (required)

General Rules for Type of Medium

- Indicate the type of medium (CD-ROM, DVD, disc, etc.) following the title (and Content Type, if present)
- Place the name of the medium in square brackets and end with a period, such as "[DVD]."
- Add information about the medium according to the instructions under Physical Description below

Specific Rules for Type of Medium

- Both a content type and type of medium

- More than one type of medium
- Titles ending in punctuation other than a period
- Titles not in English

Box 20. Both a content type and a type of medium.

- As an option, place the content type "computer program" before the type of medium

- Follow the content type with the word "on" and the type of medium

Examples:

Pearl ML, Steinmann SP, Hawkins RJ, editors. The athlete's shoulder [computer program on DVD]. Rosemont (IL): American Academy of Orthopaedic Surgeons; 2004. 2 DVDs: sound, color, 4 3/4 in.

Meader CR, Pribor HC. DiagnosisPro: the ultimate differential diagnosis assistant [computer program on CD-ROM]. Version 6.0. Los Angeles: MedTech USA; 2002. 1 CD-ROM: color, 4 3/4 in.

Nelson KN. Comprehensive body composition software [computer program on disk]. Release 1.0 for DOS. Champaign (IL): Human Kinetics, c1997. 1 computer disk: color, 3 1/2 in.

Box 21. More than one type of medium.

- If a program is presented in more than one type of medium, give both

- Separate the two types by a plus sign with a space before and after

- Place both in one set of square brackets

Example:

Signal 18 EMT-basic study helper [CD-ROM + disk]. New version 4.0. Middlebury (CT): Knightlite Software; 2005. 1 CD-ROM: sound, color, 4 3/4 in.; 1 computer disk: 3 1/2 in. Accompanied by: 1 user's guide.

Box 22. Titles ending in punctuation other than a period.

- Most program titles end in a period. Place [CD-ROM], [DVD], or [disk] inside the period.

    DiagnosisPro: the ultimate differential diagnosis assistant [CD-ROM].

- If a title ends in another form of punctuation, keep that punctuation and follow [CD-ROM], [DVD], or [disk] with a period

    Critical care simulator: improve your response to emergencies! [CD-ROM].

Box 23. Titles not in English.

- If a translation of a program title is provided, place the type of medium (CD-ROM, DVD, disk) in square brackets after the translation.

    Leridon H. Pyramides animees: un programme de projections demographiques [Animated population pyramids: a program of population projections] [disk]. Paris: Institut National d'Etudes Demographiques; 1997. 1 computer disk: 3 1/2 in. Accompanied by: 1 guide. French.

Examples for Type of Medium

    1. Standard citation to a computer program on CD-ROM, DVD, or disk

    13. Computer program title on CD-ROM, DVD, or disk in more than one medium

Edition for Computer Programs on CD-ROM, DVD, or Disk (required)

General Rules for Edition

- Indicate the edition/version being cited when a program is published in more than one edition or version
- Abbreviate common words (see Abbreviation rules for editions below)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period

Box 24. Abbreviation rules for editions.

- Abbreviate common words found in edition statements, if desired:

Word	Abbreviation
edition	ed.
abbreviated	abbr.
abridged	abr.
American	Am.
augmented	augm.
authorized	authoriz.
English	Engl.
enlarged	enl.
expanded	expand.
illustrated	ill.
modified	mod.
original	orig.
reprint(ed)	repr.
revised	rev.
special	spec.
translation	transl.
translated	

For additional abbreviations, see ISO 832:1994 - *Rules for the abbreviation of bibliographic terms*.

- Follow abbreviated words with a period and end all edition information with a period

    3rd rev. ed.

    1st Engl. ed.

Specific Rules for Edition

- Abbreviation rules for editions
- Non-English words for editions
- First editions
- Both an edition and a version

Box 25. Non-English words for editions.

- For non-English edition statements in the roman alphabet (French, German, Spanish, Italian, etc.):

    - Provide the name in the original language

    - Abbreviate common words used in edition statements if the language is a familiar one

    - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

        2. aktualisierte Aufl.

    - Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

        - Treat letters marked with a diacritic or accent as if they are not marked

            Å *treated as* A

            Ø *treated as* O

            Ç *treated as* C

            Ł *treated as* L

            à *treated as* a

            ĝ *treated as* g

            ñ *treated as* n

            ü *treated as* u

        - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

            æ *treated as* ae

            œ *treated as* oe

    - Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

    - Separate the edition from the title proper by a space

    - Retain the punctuation used in the edition statement

    - Follow abbreviated words by a period and end edition information with a period

Examples:

Ed. 1a.

5. ed. interamente riv. e aggiornata.

2. ed. veneta.

Nuova ed.

Seconda ed.

4a ed. rev. e ampliada.

2° ed. ampliada y actualizada.

- For an edition statement in Cyrillic, Greek, Arabic, Hebrew, or Korean:

  ○ Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables*.

  ○ Abbreviate common words used in edition statements if the language is a familiar one

  ○ Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

  ○ Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

      Examples: ĉ or ç *becomes* c

  ○ Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

  ○ Separate the edition from the title proper by a space

  ○ Retain the punctuation used in the edition statement

  ○ Follow abbreviated words by a period and end all edition information with a period
    Examples:

      Izd. 3., perer. i dop.

      2. dopunjeno izd.

      2. ekd. epeux.

      3. ekd.

- For an edition statement in a character-based language such as Chinese and Japanese:

  ○ Transliterate or translate the words for edition

- o Do not abbreviate any of the words or omit any words

- o Use the capitalization system of the particular language

- o Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  Examples:

  ŏ *becomes* o

  ū *becomes* u

- o Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- o Separate the edition from the title by a space

- o Retain the punctuation used in the edition statement

- o End all edition information with a period

  Examples:

  Shohan.

  Dai 1-han.

  Dai 3-pan.

  Di 3 ban.

  Cai se ban, Xianggang di 1 ban.

  Che 6-p`an.

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

Language	Word for Edition	Abbreviation
Danish	oplag	n.a.
	udgave	
Dutch	uitgave	uitg.
	editie	ed.
Finnish	julkaisu	julk.
French	edition	ed.
German	Ausgabe	Ausg.
	Auflage	Aufl.
Greek	ekdosis	ekd.

Box 25 continued from previous page.

Language	Word for Edition	Abbreviation
Italian	edizione	ed.
Norwegian	publikasjon	publ.
	utgave	utg.
Portuguese	edicao	ed.
Russian	izdanie	izd.
	publikacija	publ.
Spanish	edicion	ed.
	publicacion	publ.
Swedish	upplaga	n.a.

Box 26. First editions.

- If a program does not carry any statement of edition, assume it is the first or only edition
- Use 1st ed. only when you know that subsequent editions were published and you wish to cite the earlier one

---

Box 27. Both an edition and a version.

If a CD-ROM, DVD, or disk provides information for both an edition and a version:

- Give both, in the order presented

- Separate the two statements with a semicolon

- End edition/version information with a period

  Example:

  MD-challenger: clinical reference & educational software for pediatric acute & emergent care [disk]. Pediatrics ed.; DOS version 2.1. Memphis (TN): Challenger Corporation; c1994. 2 computer disks: 3 1/2 in. Accompanied by: 1 guide.

Examples for Edition

14. Computer program on CD-ROM, DVD, or disk with an edition or version

15. Computer program on CD-ROM, DVD, or disk with an edition and a version

Editor and other Secondary Authors for Computer Programs on CD-ROM, DVD, or Disk (optional)

General Rules for Editor and other Secondary Authors

- A secondary author modifies the work of the author. Examples include editors, producers, translators, and illustrators.
- Place the names of secondary authors after the title, following any Content Type or Type of Medium
- Use the same rules for the format of names given in Author above

- Follow the last named editor with a comma and the word editor or editors; the last named illustrator with a comma and the word illustrator or illustrators, etc.
- End secondary author information with a period
- If there is no author, move secondary authors such as editors and translators (but not producers) to the author position in the reference

Specific Rules for Editor and other Secondary Authors

- More than one type of secondary author
- Secondary author performing more than one role
- Non-English names for secondary authors
- Organization as editor or other secondary author

Box 28. **More than one type of secondary author.**

A program may have several types of secondary author.

- List all of them in the order they are given in the publication

- Separate each type of secondary author with the accompanying role by a semicolon

- End secondary author information with a period
  Examples:

  Smith BC, editor; Carson HT, illustrator.

  Graber AF, Longstreet RG, translators; Johnson CT, Marks C, Huston MA, illustrators.

Box 29. **Secondary author performing more than one role.**

If the same secondary author performs more than one role:

- List all roles in the order they are given in the publication

- Separate the roles by "and"

- End secondary author information with a period
  Example:

  Jones AB, editor and translator.

Box 30. **Non-English names for secondary authors.**

- Translate the word for editor, translator, illustrator, or other secondary author into English if possible. However, the wording found on the publication may always be used.

- If not translated, ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å *treated as* A

    Box 30 continues on next page...

Box 30 continued from previous page.

> Ø   *treated as*   O
>
> Ç   *treated as*   C
>
> Ł   *treated as*   L
>
> à   *treated as*   a
>
> ĝ   *treated as*   g
>
> ñ   *treated as*   n
>
> ü   *treated as*   u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

> æ   *treated as*   ae
>
> œ   *treated as*   oe

- Below is a brief list of non-English words for secondary authors to assist in identifying them:

Language	Word for Editor	Word for Producer	Word for Translator	Word for Illustrator
French	redacteur	producteur	traducteur	illustrateur
	editeur			
German	redakteur	Produzent	ubersetzer	illustrator
	herausgeber	produzentin	dolmetscher	
Italian	redattore	produttore	traduttore	disegnatore
	curatore			
	editore			
Russian	redaktor	rezhisser	perevodchik	konstruktor
	izdatel			
Spanish	redactor	productor	traductor	ilustrador
	editor	productora		

Box 31. Organization as editor or other secondary author.

An organization may be an editor or other secondary author.

- Follow the instructions for entering the organizational name found under Organizations as author

- Place a comma, space, and the word editor, producer, or other role after the organization name

> Advisory Committee on Existing Chemicals of Environmental Relevance, editor.

- Separate multiple organizations by a semicolon

> ADICAP, Inc.; Multimedia Interactive, producers.

Examples for Editor and other Secondary Authors

4. Computer program on CD-ROM, DVD, or disk showing authors/editors with optional full first names

5. Computer program on CD-ROM, DVD, or disk with editor(s) when there is no author

7. Computer program on CD-ROM, DVD, or disk with no authors or editors

16. Computer program on CD-ROM, DVD, or disk with secondary author(s)

Place of Publication for Computer Programs on CD-ROM, DVD, or Disk (required)

General Rules for Place of Publication

- Place is defined as the city where the program was published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as London (ON) and London (England)
- Use the anglicized form for a non-US city, such as Vienna for Wein
- End place information with a colon

Specific Rules for Place of Publication

- Non-US cities
- Joint publication
- Multiple places of publication
- No place of publication can be found

Box 32. Non-US cities.

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, when possible. However, the name as found on the publication may always be used.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

Box 32 continues on next page...

        ñ   *treated as*   n

        ü   *treated as*   u

  o Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:

  Montreal (QC):

  Ottawa (ON):

  Vancouver (BC):

- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.

  London:

  Rome:

  Paris:

  Madrid:

  but

  Malaga (Spain): *or* Malaga (ES):

  Basel (Switzerland): *or* Basel (CH):

  Oxford (England): *or* Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

Box 33. Joint publication.

Two organizations may co-publish a program.

- Use the city of the first organization found on the opening screens (or on the face of the CD-ROM, DVD, or disk, on the jewel case, or in accompanying material if no publisher information appears on the opening screens) as the place of publication

- Place the name of the second organization as a note at the end of the citation, if desired

  Fire safety [disk]. Version 1 for Windows. Oakbrook Terrace (IL): Joint Commission on Accreditation of Healthcare Organizations; c1997. 10 computer disks: color, 3 1/2 in. Accompanied by: 1 manual. Joint publication of the Florida Hospital Association Information Services.

Box 33 continued from previous page.

> McCall RE, Tankersley CM, Behrens JA, Piper KE, Albay D, Chiang S, Matheson L, Davis D, Gratzer M, Orkand A, Astion M. PhlebotomyTUTOR: medical educational software [CD-ROM]. Version 1.0. Hagerstown (MD): Lippincott; c1998. 1 CD-ROM: color, 4 3/4 in. Joint publication of the Department of Laboratory Medicine, University of Washington Medical Center.

- Do not give multiple places as place of publication or include multiple publishers

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Box 34. Multiple places of publication.

- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.
- An alternative is to use the place of publication and publisher likely to be most familiar to the audience of the reference list. For example, use the place of an American publisher for a US audience and a London publisher for a British one.

Box 35. No place of publication can be found.

- If no place of publication can be found on the opening screens (or on the face of the CD-ROM, DVD, or disk, on the jewel case, or in accompanying material), but one can be found elsewhere in the publication or can be reasonably inferred (e.g., Chicago as the place for a publication of the American Medical Association), place the city in square brackets, such as [Chicago]

> Green chemistry expert system [CD-ROM]. Version 0.99. [Washington]: Environmental Protection Agency (US), Office of Pollution Prevention and Toxics; 1998 Nov. 1 CD-ROM: 4 3/4 in.

- If no place of publication can be found or inferred, use [place unknown]

> Physician's fee schedule software [CD-ROM]. Version 5.1. [place unknown]: Family Care Medical Centers; 2004. 1 CD-ROM: 4 3/4 in.

Examples for Place of Publication

17. Computer program on CD-ROM, DVD, or disk with well-known place of publication

18. Computer program on CD-ROM, DVD, or disk with geographic qualifier added to place of publication for clarity

19. Computer program on CD-ROM, DVD, or disk with place of publication inferred

20. Computer program on CD-ROM, DVD, or disk with no place of publication found

Publisher for Computer Programs on CD-ROM, DVD, or Disk (required)

General Rules for Publisher

- Give the name of the publisher as it appears in the publication, using whatever capitalization and punctuation is found
- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".

- When a division or other subsidiary part of a publisher appears in the publication, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a semicolon

Specific Rules for Publisher

- Abbreviated words in publisher names
- Non-English names for publishers
- Government agencies and other national and international bodies as publisher
- Joint publication
- Multiple publishers
- No publisher can be found

Box 36. Abbreviated words in publisher names.

- Abbreviate commonly used words in publisher names, if desired

    Examples:

    > Acad. for Academy

    > Assoc. for Association

    > Co. for Company

    > Coll. for College

    > Corp. for Corporation

    > Dept. for Department

    > Div. for Division

    > Inst. for Institute or Institution

    > Ltd. for Limited

    > Soc. for Society

    > Univ. for University

    See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

- Follow all abbreviated words with a period

Box 37. Non-English names for publishers.

- Give publisher names in the roman alphabet (French, Spanish, German, Italian, etc.) in their original language

    > Rome: Societa Editrice Universo;

    > Lisbon: Imprensa Medica;

Box 37 continues on next page...

Box 37 continued from previous page.

- Romanize names in Cyrillic, Greek, Arabic, Hebrew, Korean

  Sofia (Bulgaria): Sofia Medizina i Fizkultura;

- Romanize names or translate names in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.

  Tokyo: Medikaru Rebyusha;

  Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute];

  Taiyuan (China): Shanxi ke xue ji she chu ban she;

  [Note that the concept of capitalization does not exist in Chinese. In transliterating Chinese publisher names, capitalize only the first word and proper nouns]

- If the name of a division of other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

  Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero;

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å   *treated as*   A

    Ø   *treated as*   O

    Ç   *treated as*   C

    Ł   *treated as*   L

    à   *treated as*   a

    ĝ   *treated as*   g

    ñ   *treated as*   n

    ü   *treated as*   u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ   *treated as*   ae

    œ   *treated as*   oe

- If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.

  Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press];

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.

Aarhus (Denmark): [Aarhus University Press];

Box 38. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

    National Cancer Institute (US)

    National Society on Alcoholism and Drug Dependence (NZ)

    Royal Society of Medicine Press Ltd. (GB)

    Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor of documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency that issued the publication as the publisher and include distributor information as a note. Begin with the phrase "Available from" followed by a colon and a space. Add the name of the distributor, the city and state, and the accession or order number.

    Green chemistry expert system [CD-ROM]. Version 0.99. [Washington]: Environmental Protection Agency (US), Office of Pollution Prevention and Toxics; 1998 Nov. 1 CD-ROM: 4 3/4 in. Available from: US Government Printing Office, Washington, DC; EP 1.104:C 42/CD.

Box 39. Joint publication.

Two organizations may co-publish a program.

- Use as publisher the first organization appearing on the opening screens (or on the face of the CD-ROM, DVD, or disk, on the jewel case, or in accompanying material if no publisher information appears on the opening screens)

- Place the name of the second organization as a note at the end of the citation, if desired

- Do not give more than one name as publisher

    Example:

    McCall RE, Tankersley CM, Behrens JA, Piper KE, Albay D, Chiang S, Matheson L, Davis D, Gratzer M, Orkand A, Astion M. PhlebotomyTUTOR: medical educational software [CD-ROM]. Version 1.0. Hagerstown (MD): Lippincott; c1998. 1 CD-ROM: color, 4 3/4 in. Joint publication of the Department of Laboratory Medicine, University of Washington Medical Center.

Box 40. Multiple publishers.

- If more than one publisher is found in a document, use the first one given or the one set in the largest type or bold type

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Box 40 continued from previous page.

- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.

- Do not list multiple publishers. For those publications with joint or co-publishers, use the name given first as the publisher and include the name of the second as a note if desired.

- End publisher information with a semicolon

  Example:

  > McCall RE, Tankersley CM, Behrens JA, Piper KE, Albay D, Chiang S, Matheson L, Davis D, Gratzer M, Orkand A, Astion M. PhlebotomyTUTOR: medical educational software [CD-ROM]. Version 1.0. Hagerstown (MD): Lippincott; c1998. 1 CD-ROM: color, 4 3/4 in. Joint publication of the Department of Laboratory Medicine, University of Washington Medical Center.

Box 41. No publisher can be found.

- If no publisher can be found, use [publisher unknown].

Examples for Publisher

21. Computer program on CD-ROM, DVD, or disk showing publisher with subsidiary department/division

22. Computer program on CD-ROM, DVD, or disk with government agency or other national body as publisher

23. Computer program on CD-ROM, DVD, or disk with joint publishers

Date of Publication for Computer Programs on CD-ROM, DVD, or Disk (required)

General Rules for Date of Publication

- Always give the year of publication
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month of publication, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End date of publication information with a period unless a Date of Update/Revision is included, then use a space

Specific Rules for Date of Publication

- Multiple years of publication
- Non-English names for months
- Seasons instead of months
- Date of publication and date of copyright
- No date of publication, but a date of copyright
- No date of publication or copyright can be found
- Options for date of publication

Box 42. Multiple years of publication.

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

  2002-2003

  1997-1998

  1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

  1999 Oct-2000 Mar

  2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen

  2005 Jan-Feb

  1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Box 43. Non-English names for months.

- Translate names of months into English

- Abbreviate them using the first three letters

- Capitalize them
  Examples:

  mayo = May

  luty = Feb

  brezen = Mar

Box 44. Seasons instead of months.

- Translate names of seasons into English

- Capitalize them

- Do not abbreviate them
  For example:

  balvan = Summer

  outomno = Fall

  hiver = Winter

  Box 44 continues on next page...

Box 44 continued from previous page.

　　　pomlad = Spring

Box 45. Date of publication and date of copyright.

Some publications have both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the date of publication unless three or more years separate it from the copyright date
- In this situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, "2002, c1997".

This convention alerts a user that the information in the publication is older than the date of publication implies.

Box 46. No date of publication, but a date of copyright.

- A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005.

  Law M, King G, Russell D, Stewart D, Hurley P, Bosch E. All about outcomes: an educational program to help you understand, evaluate, and choose adult outcome measures [CD-ROM]. Thorofare (NJ): SLACK Incorporated; c2001. 1 CD-ROM: color, 4 3/4 in.

Box 47. No date of publication or copyright can be found.

- If neither a date of publication nor a date of copyright can be found, but a date can be estimated because of material in the program or in accompanying material, insert a question mark after the estimated date and place date information in square brackets

  Bombay: Cardiological Society of India; [2000?].

- If neither a date of publication nor a date of copyright can be found nor can the date be estimated, use [date unknown]

  Brussels (Belgium): Nauwelaerts; [date unknown].

Box 48. Options for date of publication.

It is not NLM policy, but the date of publication may follow the author names in the list of references when the name-year system of in-text references is used.

- Use the year of publication only

- Place the year after the last named author (or after the title and type of medium if there is no author), followed by a period

- End publisher information with a period

Box 48 continued from previous page.

- Keep any date of update/revision in it's usual location

  NLM citation:

  Pearl ML, Steinmann SP, Hawkins RJ, editors. The athlete's shoulder [DVD]. Rosemont (IL): American Academy of Orthopaedic Surgeons; 2004. 2 DVDs: sound, color, 4 3/4 in.

  Law M, King G, Russell D, Stewart D, Hurley P, Bosch E. All about outcomes: an educational program to help you understand, evaluate, and choose adult outcome measures [CD-ROM]. Thorofare (NJ): SLACK Incorporated; c2001. 1 CD-ROM: color, 4 3/4 in.

  Mayo Foundation for Medical Education and Research. The total heart: the ultimate interactive guide to heart health [CD-ROM]. PC 1.1a version. Eagan (MN): IVI Pub.; 1993. 1 CD-ROM: sound, color, 4 3/4 in. Accompanied by: 1 manual.

  Sport care [CD-ROM]. Release 1.0. Champaign (IL): Human Kinetics; c2001. 1 CD-ROM: sound, color, 4 3/4 in. Accompanied by: 1 user manual.

  Name-year system citation:

  Pearl ML, Steinmann SP, Hawkins RJ, editors. 2004. The athlete's shoulder [DVD]. Rosemont (IL): American Academy of Orthopaedic Surgeons. 2 DVDs: sound, color, 4 3/4 in.

  Law M, King G, Russell D, Stewart D, Hurley P, Bosch E. c2001. All about outcomes: an educational program to help you understand, evaluate, and choose adult outcome measures [CD-ROM]. Thorofare (NJ): SLACK Incorporated. 1 CD-ROM: color, 4 3/4 in.

  Mayo Foundation for Medical Education and Research. 1993. The total heart: the ultimate interactive guide to heart health [CD-ROM]. PC 1.1a version. Eagan (MN): IVI Pub. 1 CD-ROM: sound, color, 4 3/4 in. Accompanied by: 1 manual.

  Sport care [CD-ROM]. c2001. Release 1.0. Champaign (IL): Human Kinetics. 1 CD-ROM: sound, color, 4 3/4 in. Accompanied by: 1 user manual.

Examples for Date of Publication

24. Computer program on CD-ROM, DVD, or disk with standard date of publication

25. Computer program on CD-ROM, DVD, or disk with month included in date of publication

26. Computer program on CD-ROM, DVD, or disk with date range

27. Computer program on CD-ROM, DVD, or disk with date of copyright instead of date of publication

Date of Update/Revision for Computer Programs on CD-ROM, DVD, or Disk (required)

General Rules for Date of Update/Revision

- A program may be updated or otherwise revised after the date of publication
- Use whatever wording for update/revision is found, such as updated, revised, or modified
- Enter date information in the format year month day, such as updated 2006 Oct 2
- Use English names for months and abbreviate them using the first three letters, such as Jan
- Place all update/revision information in square brackets, such as [updated 2006 Oct 2]

- End date of update/revision with a period placed outside the closing bracket

Specific Rules for Date of Update/Revision

- Non-English names for months
- Seasons instead of months
- Both a date of update and a date of revision

Box 49. Non-English names for months.

- Translate names of months into English

- Abbreviate them using the first three letters

- Capitalize them
  Examples:

  mayo = May

  luty = Feb

  brezen = Mar

Box 50. Seasons instead of months.

- Translate names of seasons into English

- Capitalize them

- Do not abbreviate them
  For example:

  balvan = Summer

  outomno = Fall

  hiver = Winter

  pomlad = Spring

Box 51. Both a date of update and a date of revision.

- Place a date of update or revision in square brackets following the date of publication

  New York: Scientific American, Inc.; 2002 [updated 2004 Sep]. 1 CD-ROM: color, 4 3/4 in.

- If both a date of update and a date of revision are provided, give both in ascending date order

  [revised 2006 Dec 4; updated 2007 Feb 12].

  [updated 2005 May 6; modified 2006 Mar 10].

- Put both dates in one set of square brackets, separated by a semicolon and a space

- End date information with a period

Box 51 continues on next page...

Box 51 continued from previous page.

Example:

New York: Elsevier; 2000 [revised 2001 Sep; updated 2003 Oct].

Extent (Pagination) for Computer Programs on CD-ROM, DVD, or Disk (optional)

General Rules for Extent (Pagination)

- Give the total number of physical pieces on which the program appears
- Follow the number with the name of the medium, such as 2 CD-ROMs or 4 computer disks
- End extent information with a period unless physical description is included, then use a colon

Specific Rules for Extent (Pagination)

- More than one type of medium

Box 52. **More than one type of medium.**

- If a program is presented in more than one type of medium, provide the extent for both

- Separate extent for the two types by a semicolon and a space

- End extent information with a period

  Examples:

  National Toxicology Program (US). National Toxicology Program's GlovES+: an expert system for selecting protective clothing against hazardous chemicals [disk]. Boca Raton (FL): Lewis Publishers; 1992. 1 computer disk: 3 1/2; 1 computer disk: 5 1/2 in.

  Signal 18 EMT-basic study helper [CD-ROM + disk]. New version 4.0. Middlebury (CT): Knightlite Software; 2005. 1 CD-ROM: sound, color, 4 3/4 in.; 1 computer disk: 3 1/2 in. Accompanied by: 1 user's guide.

Examples for Extent (Pagination)

1. Standard citation to a computer program on CD-ROM, DVD, or disk

28. Computer program on CD-ROM, DVD, or disk with extent and physical description

Physical Description for Computer Programs on CD-ROM, DVD, or Disk (optional)

General Rules for Physical Description

- Give information on the physical characteristics of the program, such as 1 CD-ROM: color, 4 3/4 in.

Specific Rules for Physical Description

- Language for describing physical characteristics
- More than one type of medium

Box 53. Language for describing physical characteristics.

When a program is published on CD-ROM, DVD, or disk:

- Begin with information on the number and type of physical pieces, followed by a colon and a space

     1 DVD:

     2 CD-ROMs:

     4 computer disks:

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches.

- Separate types of information by commas
  Typical words used include:

     sound

     color

     black & white

     4 3/4 in. (standard CD-ROM and DVD size)

     3 1/2 in. (standard computer disk size)

     5 1/4 in. (older computer disk size)

  Examples of complete physical description statements:

     1 DVD: sound, color, 4 3/4 in.

     2 CD-ROMs: color, 4 3/4 in.

     5 computer disks: 3 1/2 in.

Box 54. More than one type of medium.

- If a program is presented in more than one type of medium, give the physical description for both, separated by a semicolon and a space

     National Toxicology Program (US). National Toxicology Program's GlovES+: an expert system for selecting protective clothing against hazardous chemicals [disk]. Boca Raton (FL): Lewis Publishers; 1992. 1 computer disk: 3 1/2; 1 computer disk: 5 1/2 in.

     Signal 18 EMT-basic study helper [CD-ROM + disk]. New version 4.0. Middlebury (CT): Knightlite Software; 2005. 1 CD-ROM: sound, color, 4 3/4 in.; 1 computer disk: 3 1/2 in. Accompanied by: 1 user's guide.

Examples for Physical Description

   1. Standard citation to a computer program on CD-ROM, DVD, or disk

   28. Computer program on CD-ROM, DVD, or disk with extent and physical description

Series for Computer Programs on CD-ROM, DVD, or Disk (optional)

General Rules for Series

- Begin with the name of the series
- Capitalize only the first word and proper nouns
- Follow the name with any numbers provided. For example, vol. 3 for a volume or no. 12 for an issue number.
- Separate the title and the number by a semicolon and a space
- Place series information in parentheses
- End series information with a period placed outside the closing parenthesis

Specific Rules for Series

- Series editor's name provided
- Multiple series

Box 55. Series editor's name provided.

As an option, the name of the overall series editor may be included with the series information.

- Begin with the name of the series editor or editors:
  - Give surname first
  - Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
  - Separate multiple names with a comma
  - End name information with a comma
  - See the information under Author/Editor for further name rules

- Place the word editor or editors after the name information, followed by a period

- Enter the name of the series, capitalizing only the first word and proper nouns

- Follow the name with any numbers given, such as a volume or issue number; for example, vol. 3 and no. 12

- Separate the name and the numeration by a semicolon and a space

- Place series information in parentheses

- End series information with a period, placed outside the closing parenthesis

  Example:

  (Jones L, editor. Medicine on CD-ROM; no. 5).

Box 56. Multiple series.

A program may be part of more than one series. Include information on all series if desired.

- Place each series in parentheses

- Separate the series by a semicolon and a space

Box 56 continues on next page...

Box 56 continued from previous page.

- End series information with a period, placed outside the closing parenthesis of the last series

  Example:

  > (Anatomy software; no. 13); (Medicine on CD-ROM education series).

Examples for Series

29. Computer program on CD-ROM, DVD, or disk with a series

Language for Computer Programs on CD-ROM, DVD, or Disk (required)

General Rules for Language

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Programs appearing in more than one language

Box 57. Programs appearing in more than one language.

- If a program is written with equal text in two or more languages, as often occurs in Canadian publications:

  ○ Give all titles in the order in which they are presented on the opening screens

  ○ Separate them with an equals sign with a space before and after

  ○ List the languages, separated by commas, after the extent (pagination) and any physical description

  ○ End the list of languages with a period

    Example:

    > SUMA: the supply management system = SUMA: el sistema para la gestion de suministros [CD-ROM]. Version 5.2a. FUNDESUMA, producer. Washington: Pan American Health Organization, Regional Office of the WHO; 2004 Feb. 1 CD-ROM: color, 4 3/4 in. English, Spanish.

- If a program is written in several languages:
  ○ Give the title in the first language found on the opening screens
  ○ List all languages of publication after the extent (pagination) and any physical description
  ○ Separate the languages by commas
  ○ End the list of languages with a period

- If none of the languages is English, follow the title with a translation when possible. Place the translation in square brackets.

Examples for Language

11. Computer program title on CD-ROM, DVD, or disk in a language other than English

12. Computer program title on CD-ROM, DVD, or disk in two equal languages

Notes for Computer Programs on CD-ROM, DVD, or Disk (optional)

General Rules for Notes

- Notes is a collective term for any further information given after the citation
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- System requirements
- Other types of material to include in notes

Box 58. System requirements.

The system requirements describe the software and hardware necessary to run the CD-ROM, DVD, or disk.

- Begin with the phrase "System Requirements" followed by a colon and a space

- Use the wording supplied by the publisher; no standardization is needed

- Separate the types of information with a semicolon

- End requirement information with a period

    Examples:

    Physician's fee schedule software [CD-ROM]. Version 5.1. [place unknown]: Family Care Medical Centers; 2004. 1 CD-ROM: 4 3/4 in. System Requirements: Pentium level computer with Microsoft Windows 98 or newer; Microsoft Excel 2000 or newer or Lotus 1-2-3 release 9/millennium edition or newer; CD drive.

    Meader CR, Pribor HC. DiagnosisPro: the ultimate differential diagnosis assistant [CD-ROM]. Version 6.0. Los Angeles: MedTech USA; 2002. 1 CD-ROM: color, 4 3/4 in. Accompanied by: 1 user's manual. System Requirements: IBM-compatible PC (Pentium or higher); Windows 95, 98, NT, 2000, and XP; CD-ROM drive; 256 color or greater display monitor; 50 MB hard drive space.

Box 59. Other types of material to include in notes.

The notes element may be used to provide any further useful information after the citation. Begin by citing the program, then add the note. Some examples of notes are:

- If the program is accompanied by additional material, describe it. Begin with the phrase "Accompanied by" followed by a colon and a space.

    DxR clinician problem-based learning software [CD-ROM]. Carbondale (IL): DxR Development Group; 2001. 1 CD-ROM: sound, color, 4 3/4 in. Accompanied by: 1 student user manual and 1 quick reference sheet.

- If the program is not a common one, give the name of a library or other archive where it may be found, including the city and state and any finding number. Begin with the phrase "Located at" followed by a colon and a space.

Box 59 continued from previous page.

> SUMA: the supply management system = SUMA: el sistema para la gestion de suministros [CD-ROM]. Version 5.2a. FUNDESUMA, producer. Washington: Pan American Health Organization, Regional Office of the WHO; 2004 Feb. 1 CD-ROM: color, 4 3/4 in. English, Spanish. Located at: National Library of Medicine, Bethesda, MD; 2006 AV-0611.

- If the program is available from a distributor rather than the publisher, give the name of the distributor, including the city and state and any finding number. Begin with the phrase "Available from" followed by a colon and a space.

  > Green chemistry expert system [CD-ROM]. Version 0.99. [Washington]: Environmental Protection Agency (US), Office of Pollution Prevention and Toxics; 1998 Nov. 1 CD-ROM: 4 3/4 in. Available from: US Government Printing Office, Washington, DC; EP 1.104:C 42/CD.

- If the program was assigned an International Standard Book Number (ISBN), give the number preceded by "ISBN:" and a space

  > Reeder MM. Gamuts in radiology: an expert system for radiologists [CD-ROM]. Medical Interactive, producer. New York: Springer-Verlag; c1997. 1 CD-ROM: color, 4 3/4 in. Accompanied by: 1 guide. ISBN: 0-387-14228-2.

- If the program has information that may not be apparent from the title, describe it

  > A*L*S paramedic study helper [CD-ROM]. Version 2.0. Middlebury (CT): Knightlite Software; 2002. 1 CD-ROM: sound, color, 4 3/4 in. Accompanied by: 1 user guide. Software for fire fighters, EMTs, and paramedics.

Examples for Notes

30. Computer program on CD-ROM, DVD, or disk with optional system requirements

31. Computer program on CD-ROM, DVD, or disk with supplemental note included

Examples of Citations to Computer Programs on CD-ROM, DVD, or Disk

1. Standard citation to a computer program on CD-ROM, DVD, or disk

Pearl ML, Steinmann SP, Hawkins RJ, editors. The athlete's shoulder [DVD]. Rosemont (IL): American Academy of Orthopaedic Surgeons; 2004. 2 DVDs: sound, color, 4 3/4 in.

Meader CR, Pribor HC. DiagnosisPro: the ultimate differential diagnosis assistant [CD-ROM]. Version 6.0. Los Angeles: MedTech USA; 2002. 1 CD-ROM: color, 4 3/4 in.

Nelson KN. Comprehensive body composition software [disk]. Release 1.0 for DOS. Champaign (IL): Human Kinetics, c1997. 1 computer disk: color, 3 1/2 in.

with optional content type

Pearl ML, Steinmann SP, Hawkins RJ, editors. The athlete's shoulder [computer program on DVD]. Rosemont (IL): American Academy of Orthopaedic Surgeons; 2004. 2 DVDs: sound, color, 4 3/4 in.

Meader CR, Pribor HC. DiagnosisPro: the ultimate differential diagnosis assistant [computer program on CD-ROM]. Version 6.0. Los Angeles: MedTech USA; 2002. 1 CD-ROM: color, 4 3/4 in.

Nelson KN. Comprehensive body composition software [computer program on disk]. Release 1.0 for DOS. Champaign (IL): Human Kinetics, c1997. 1 computer disk: color, 3 1/2 in.

2. Computer program on CD-ROM, DVD, or disk with many authors

McCall RE, Tankersley CM, Behrens JA, Piper KE, Albay D, Chiang S, Matheson L, Davis D, Gratzer M, Orkand A, Astion M. PhlebotomyTUTOR: medical educational software [CD-ROM]. Version 1.0. Hagerstown (MD): Lippincott; c1998. 1 CD-ROM: color, 4 3/4 in.

3. Computer program on CD-ROM, DVD, or disk with optional limit to the number of authors

McCall RE, Tankersley CM, Behrens JA, et al. PhlebotomyTUTOR: medical educational software [CD-ROM]. Version 1.0. Hagerstown (MD): Lippincott; c1998. 1 CD-ROM: color, 4 3/4 in.

or

McCall RE, Tankersley CM, Behrens JA, and others. PhlebotomyTUTOR: medical educational software [CD-ROM]. Version 1.0. Hagerstown (MD): Lippincott; c1998. 1 CD-ROM: color, 4 3/4 in.

4. Computer program on CD-ROM, DVD, or disk showing authors/editors with optional full first names

Schwid, Howard A. Critical care simulator 2001: improve your response to anesthetic emergencies [CD-ROM]. Issaquah (WA): Anesoft Corporation; c1995-2001. 1 CD-ROM: color, 4 3/4 in.

Pearl, Michael L.; Steinmann, Scott P.; Hawkins, Richard J., editors. The athlete's shoulder [DVD]. Rosemont (IL): American Academy of Orthopaedic Surgeons; 2004. 2 DVDs: sound, color, 4 3/4 in.

5. Computer program on CD-ROM, DVD, or disk with editor(s) when there is no author

Pearl ML, Steinmann SP, Hawkins RJ, editors. The athlete's shoulder [DVD]. Rosemont (IL): American Academy of Orthopaedic Surgeons; 2004. 2 DVDs: sound, color, 4 3/4 in.

6. Computer program on CD-ROM, DVD, or disk with organization as author/editor

Mayo Foundation for Medical Education and Research. The total heart: the ultimate interactive guide to heart health [CD-ROM]. PC 1.1a version. Eagan (MN): IVI Pub.; 1993. 1 CD-ROM: sound, color, 4 3/4 in. Accompanied by: 1 manual.

National Toxicology Program (US). National Toxicology Program's GlovES+: an expert system for selecting protective clothing against hazardous chemicals [disk]. Boca Raton (FL): Lewis Publishers; 1992. 1 computer disk: 3 1/2; 1 computer disk: 5 1/2 in.

7. Computer program on CD-ROM, DVD, or disk with no authors or editors

Bloodborne pathogens: a sharper image [DVD]. Virginia Beach (VA): Coastal Training Technologies Corp.; 2005. 1 DVD: sound, color, 4 3/4 in.

Sport care [CD-ROM]. Release 1.0. Champaign (IL): Human Kinetics; c2001. 1 CD-ROM: sound, color, 4 3/4 in. Accompanied by: 1 user manual.

8. Computer program on CD-ROM, DVD, or disk with author affiliation included

Argyle B (Cottonwood Hospital Medical Center, Salt Lake City, UT). Chest pain simulator [disk]. Version 2.3. Alpine (UT): Mad Scientist Software; 1997. 1 computer disk: 3 1/2 in. Accompanied by: 1 guide.

9. Computer program title on CD-ROM, DVD, or disk with subtitle

Dreher MA, Caputi L. ChartSmart II: mastering patient documentation [CD-ROM]. Windows release. Glen Ellyn (IL): College of DuPage, Multimedia Center; c1998. 6 CD-ROMs: color, 4 3/4 in. Accompanied by: 1 manual.

10. Computer program title on CD-ROM, DVD, or disk with special characters

A*L*S paramedic study helper [CD-ROM]. Version 2.0. Middlebury (CT): Knightlite Software; 2002. 1 CD-ROM: sound, color, 4 3/4 in. Accompanied by: 1 user guide.

National Toxicology Program (US). National Toxicology Program's GlovES+: an expert system for selecting protective clothing against hazardous chemicals [disk]. Boca Raton (FL): Lewis Publishers; 1992. 1 computer disk: 3 1/2; 1 computer disk: 5 1/2 in.

11. Computer program title on CD-ROM, DVD, or disk in a language other than English

Leridon H. Pyramides animees: un programme de projections demographiques [disk]. Paris: Institut National d'Etudes Demographiques; 1997. 1 computer disk: 3 1/2 in. Accompanied by: 1 guide. French.

Nachreiner F, Grzech-Sukalo H, Hanecke K, Qin L, Dieckmann P, Eden J, Lochmann R. Arbeitszeit ergonomisch gestalten: eine Software zur Erstellung von Schichtplanen [CD-ROM]. 2. aktualisierte Aufl. Dortmund (Germany): Bundesanstalt fur Arbeitsschutz und Arbeitsmedizin; 2000. 1 CD-ROM: 4 3/4 in. Accompanied by: 1 handbook. German.

Schwid HA, O'Donnell D. Simulador de terapia intensiva y medicina de urgencia [disk]. Version 1.0. [Mexico City]: Cientifica Medica Latinoamericana; 1996. 4 computer disks: sound, color, 3 1/2 in. Accompanied by: 1 guide. Spanish.

with translation included

Leridon H. Pyramides animees: un programme de projections demographiques [Animated population pyramids: a program of population projections] [disk]. Paris: Institut National d'Etudes Demographiques; 1997. 1 computer disk: 3 1/2 in. Accompanied by: 1 guide. French.

12. Computer program title on CD-ROM, DVD, or disk in two equal languages

SUMA: the supply management system = SUMA: el sistema para la gestion de suministros [CD-ROM]. Version 5.2a. FUNDESUMA, producer. Washington: Pan American Health Organization, Regional Office of the WHO; 2004 Feb. 1 CD-ROM: color, 4 3/4 in. English, Spanish.

13. Computer program title on CD-ROM, DVD, or disk in more than one medium

Signal 18 EMT-basic study helper [CD-ROM + disk]. New version 4.0. Middlebury (CT): Knightlite Software; 2005. 1 CD-ROM: sound, color, 4 3/4 in.; 1 computer disk: 3 1/2 in. Accompanied by: 1 user's guide.

14. Computer program on CD-ROM, DVD, or disk with an edition or version

Physician's fee schedule software [CD-ROM]. Version 5.1. [place unknown]: Family Care Medical Centers; 2004. 1 CD-ROM: 4 3/4 in.

Iliad 4.5: diagnostic and reference tool for physicians and medical professionals [CD-ROM]. Version 4.5 for Windows. Salt Lake City (UT): Applied Medical Informatics; 1996. 1 CD-ROM: color, 4 3/4 in. Accompanied by: 1 guide.

Dreher MA, Caputi L. ChartSmart II: mastering patient documentation [CD-ROM]. Windows release. Glen Ellyn (IL): College of DuPage, Multimedia Center; c1998. 6 CD-ROMs: color, 4 3/4 in. Accompanied by: 1 manual.

Fire safety [disk]. Version 1 for Windows. Oakbrook Terrace (IL): Joint Commission on Accreditation of Healthcare Organizations; c1997. 10 computer disks: color, 3 1/2 in. Accompanied by: 1 manual.

Green chemistry expert system [CD-ROM]. Version 0.99. [Washington]: Environmental Protection Agency (US), Office of Pollution Prevention and Toxics; 1998 Nov. 1 CD-ROM: 4 3/4 in.

Sport care [CD-ROM]. Release 1.0. Champaign (IL): Human Kinetics; c2001. 1 CD-ROM: sound, color, 4 3/4 in. Accompanied by: 1 user manual.

Nelson KN. Comprehensive body composition software [disk]. Release 1.0 for DOS. Champaign (IL): Human Kinetics, c1997. 1 computer disk: color, 3 1/2 in. Accompanied by: 1 guide.

Nachreiner F, Grzech-Sukalo H, Hanecke K, Qin L, Dieckmann P, Eden J, Lochmann R. Arbeitszeit ergonomisch gestalten: eine Software zur Erstellung von Schichtplanen [CD-ROM]. 2. aktualisierte Aufl. Dortmund (Germany): Bundesanstalt fur Arbeitsschutz und Arbeitsmedizin; 2000. 1 CD-ROM: 4 3/4 in. Accompanied by: 1 handbook. German.

15. Computer program on CD-ROM, DVD, or disk with an edition and a version

MD-challenger: clinical reference & educational software for pediatric acute & emergent care [disk]. Pediatrics ed.; DOS version 2.1. Memphis (TN): Challenger Corporation; c1994. 2 computer disks: 3 1/2 in. Accompanied by: 1 guide.

16. Computer program on CD-ROM, DVD, or disk with secondary author(s)

Reeder MM. Gamuts in radiology: an expert system for radiologists [CD-ROM]. Medical Interactive, producer. New York: Springer-Verlag; c1997. 1 CD-ROM: color, 4 3/4 in. Accompanied by: 1 guide.

SUMA: the supply management system = SUMA: el sistema para la gestion de suministros [CD-ROM]. Version 5.2a. FUNDESUMA, producer. Washington: Pan American Health Organization, Regional Office of the WHO; 2004. 1 CD-ROM: color, 4 3/4 in. English, Spanish.

17. Computer program on CD-ROM, DVD, or disk with well-known place of publication

A-ware: multilingual simulation software for anaesthesiology [CD-ROM]. New York: Springer-Verlag; 2000. 1 CD-ROM: sound, color, 4 3/4 in.

Leridon H. Pyramides animees: un programme de projections demographiques [disk]. Paris: Institut National d'Etudes Demographiques; 1997. 1 computer disk: 3 1/2 in. Accompanied by: 1 guide. French.

18. Computer program on CD-ROM, DVD, or disk with geographic qualifier added to place of publication for clarity

Nachreiner F, Grzech-Sukalo H, Hanecke K, Qin L, Dieckmann P, Eden J, Lochmann R. Arbeitszeit ergonomisch gestalten: eine Software zur Erstellung von Schichtplanen [CD-ROM]. 2. aktualisierte Aufl. Dortmund (Germany): Bundesanstalt fur Arbeitsschutz und Arbeitsmedizin; 2000. 1 CD-ROM: 4 3/4 in. Accompanied by: 1 handbook. German.

Argyle B. Chest pain simulator [disk]. Version 2.3. Alpine (UT): Mad Scientist Software; 1997. 1 computer disk: 3 1/2 in. Accompanied by: 1 guide.

19. Computer program on CD-ROM, DVD, or disk with place of publication inferred

Green chemistry expert system [CD-ROM]. Version 0.99. [Washington]: Environmental Protection Agency (US), Office of Pollution Prevention and Toxics; 1998 Nov. 1 CD-ROM: 4 3/4 in.

Schwid HA, O'Donnell D. Simulador de terapia intensiva y medicina de urgencia [disk]. Version 1.0. [Mexico City]: Cientifica Medica Latinoamericana; 1996. 4 computer disks: sound, color, 3 1/2 in. Accompanied by: 1 guide. Spanish.

20. Computer program on CD-ROM, DVD, or disk with no place of publication found

Physician's fee schedule software [CD-ROM]. Version 5.1. [place unknown]: Family Care Medical Centers; 2004. 1 CD-ROM: 4 3/4 in.

Bergeron BP. Heartlab: clinical cardiology ausculatory simulation [disk]. [place unknown]: B.P. Bergeron; c1988. 1 computer disk: 3 1/2 in. Accompanied by: 1 guide.

21. Computer program on CD-ROM, DVD, or disk showing publisher with subsidiary department/division

Medical statistics [disk]. Kansas City (MO): University of Missouri-Kansas City School of Medicine, Evaluation Resource Center; 1988. 4 computer disks: 3 1/2 in. Accompanied by: 1 manual.

Green chemistry expert system [CD-ROM]. Version 0.99. [Washington]: Environmental Protection Agency (US), Office of Pollution Prevention and Toxics; 1998 Nov. 1 CD-ROM: 4 3/4 in.

22. Computer program on CD-ROM, DVD, or disk with government agency or other national body as publisher

HAZUS-MH: FEMA's software program for estimating potential losses from disasters [DVD]. Version 1.1. [Washington]: Federal Emergency Management Agency (US); 2005. 7 DVDs: color, 4 3/4 in.

ASISTS 2001: Automated Safety Incident Surveillance Tracking System; computer based training [CD-ROM]. [Washington]: Department of Veterans Affairs (US), OI National Training & Education Office; 2001. 1 CD-ROM: 4 3/4 in.

Green chemistry expert system [CD-ROM]. Version 0.99. [Washington]: Environmental Protection Agency (US), Office of Pollution Prevention and Toxics; 1998 Nov. 1 CD-ROM: 4 3/4 in.

23. Computer program on CD-ROM, DVD, or disk with joint publishers

Fire safety [disk]. Version 1 for Windows. Oakbrook Terrace (IL): Joint Commission on Accreditation of Healthcare Organizations; c1997. 10 computer disks: color, 3 1/2 in. Accompanied by: 1 manual. Joint publication of the Florida Hospital Association Information Services.

McCall RE, Tankersley CM, Behrens JA, Piper KE, Albay D, Chiang S, Matheson L, Davis D, Gratzer M, Orkand A, Astion M. PhlebotomyTUTOR: medical educational software [CD-ROM]. Version 1.0. Hagerstown (MD): Lippincott; c1998. 1 CD-ROM: color, 4 3/4 in. Joint publication of the Department of Laboratory Medicine, University of Washington Medical Center.

24. Computer program on CD-ROM, DVD, or disk with standard date of publication

Meader CR, Pribor HC. DiagnosisPro: the ultimate differential diagnosis assistant [CD-ROM]. Version 6.0. Los Angeles: MedTech USA; 2002. 1 CD-ROM: color, 4 3/4 in. Accompanied by: 1 user's manual.

25. Computer program on CD-ROM, DVD, or disk with month included in date of publication

SUMA: the supply management system = SUMA: el sistema para la gestion de suministros [CD-ROM]. Version 5.2a. FUNDESUMA, producer. Washington: Pan American Health Organization, Regional Office of the WHO; 2004 Feb. 1 CD-ROM: color, 4 3/4 in. English, Spanish.

Green chemistry expert system [CD-ROM]. Version 0.99. [Washington]: Environmental Protection Agency (US), Office of Pollution Prevention and Toxics; 1998 Nov. 1 CD-ROM: 4 3/4 in.

26. Computer program on CD-ROM, DVD, or disk with date range

Starkey C. ALFIE: injury reporting system [disk]. Version 3.00. Gardner (KS): Cramer Products, Inc.; 1985-1987. 2 computer disks: 5 1/4 in. Accompanied by: 1 manual.

Schwid HA. Critical care simulator 2001: improve your response to anesthetic emergencies [CD-ROM]. Issaquah (WA): Anesoft Corporation; c1995-2001. 1 CD-ROM: color, 4 3/4 in.

27. Computer program on CD-ROM, DVD, or disk with date of copyright instead of date of publication

Law M, King G, Russell D, Stewart D, Hurley P, Bosch E. All about outcomes: an educational program to help you understand, evaluate, and choose adult outcome measures [CD-ROM]. Thorofare (NJ): SLACK Incorporated; c2001. 1 CD-ROM: color, 4 3/4 in.

28. Computer program on CD-ROM, DVD, or disk with extent and physical description

A-ware: multilingual simulation software for anaesthesiology [CD-ROM]. New York: Springer-Verlag; 2000. 1 CD-ROM: sound, color, 4 3/4 in.

Starkey C. ALFIE: injury reporting system [disk]. Version 3.00. Gardner (KS): Cramer Products, Inc.; 1985-1987. 2 computer disks: 5 1/4 in. Accompanied by: 1 manual.

Fire safety [disk]. Version 1 for Windows. Oakbrook Terrace (IL): Joint Commission on Accreditation of Healthcare Organizations; c1997. 10 computer disks: color, 3 1/2 in.

National Toxicology Program (US). National Toxicology Program's GlovES+: an expert system for selecting protective clothing against hazardous chemicals [disk]. Boca Raton (FL): Lewis Publishers; 1992. 1 computer disk: 3 1/2; 1 computer disk: 5 1/2 in.

Signal 18 EMT-basic study helper [CD-ROM + disk]. New version 4.0. Middlebury (CT): Knightlite Software; 2005. 1 CD-ROM: sound, color, 4 3/4 in.; 1 computer disk: 3 1/2 in. Accompanied by: 1 user's guide.

29. Computer program on CD-ROM, DVD, or disk with a series

Medical statistics [disk]. Kansas City (MO): University of Missouri-Kansas City School of Medicine, Evaluation Resource Center; 1988. 4 computer disks: 3 1/2 in. (UMKC software series). Accompanied by: 1 manual.

Leridon H. Pyramides animees: un programme de projections demographiques [disk]. Paris: Institut National d'Etudes Demographiques; 1997. 1 computer disk: 3 1/2 in. (Methodes et savoirs; no. 1). Accompanied by: 1 guide. French.

30. Computer program on CD-ROM, DVD, or disk with optional system requirements

Physician's fee schedule software [CD-ROM]. Version 5.1. [place unknown]: Family Care Medical Centers; 2004. 1 CD-ROM: 4 3/4 in. System Requirements: Pentium level computer with Microsoft Windows 98 or newer; Microsoft Excel 2000 or newer or Lotus 1-2-3 release 9/millennium edition or newer; CD drive.

Meader CR, Pribor HC. DiagnosisPro: the ultimate differential diagnosis assistant [CD-ROM]. Version 6.0. Los Angeles: MedTech USA; 2002. 1 CD-ROM: color, 4 3/4 in. Accompanied by: 1 user's manual. System Requirements: IBM-compatible PC (Pentium or higher); Windows 95, 98, NT, 2000, and XP; CD-ROM drive; 256 color or greater display monitor; 50 MB hard drive space.

31. Computer program on CD-ROM, DVD, or disk with supplemental note included

DxR clinician problem-based learning software [CD-ROM]. Carbondale (IL): DxR Development Group; 2001. 1 CD-ROM: sound, color, 4 3/4 in. Accompanied by: 1 student user manual and 1 quick reference sheet.

Green chemistry expert system [CD-ROM]. Version 0.99. [Washington]: Environmental Protection Agency (US), Office of Pollution Prevention and Toxics; 1998 Nov. 1 CD-ROM: 4 3/4 in. Available from: US Government Printing Office, Washington, DC; EP 1.104:C 42/CD.

SUMA: the supply management system = SUMA: el sistema para la gestion de suministros [CD-ROM]. Version 5.2a. FUNDESUMA, producer. Washington: Pan American Health Organization, Regional Office of the WHO; 2004 Feb. 1 CD-ROM: color, 4 3/4 in. English, Spanish. Located at: National Library of Medicine, Bethesda, MD; 2006 AV-0611.

Reeder MM. Gamuts in radiology: an expert system for radiologists [CD-ROM]. Medical Interactive, producer. New York: Springer-Verlag; c1997. 1 CD-ROM: color, 4 3/4 in. Accompanied by: 1 guide. ISBN: 0-387-14228-2.

A*L*S paramedic study helper [CD-ROM]. Version 2.0. Middlebury (CT): Knightlite Software; 2002. 1 CD-ROM: sound, color, 4 3/4 in. Accompanied by: 1 user guide. Software for fire fighters, EMTs, and paramedics.

Citing Material on the Internet (Online)

Chapter 22. Books and Other Individual Titles on the Internet

Created: October 10, 2007; Updated: August 11, 2015.

A. Entire Books and Other Individual Titles on the Internet

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

B. Parts of Books on the Internet

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

C. Contributions to Books on the Internet

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

See also:

A. Sample Citation and Introduction to Citing Entire Books and Other Individual Titles on the Internet

The general format for a reference to an entire Internet book, including punctuation:

Examples of Citations to Entire Books and Other Individual Titles on the Internet

A monograph, commonly called a book, is any work complete in one volume or in a finite number of volumes. Online books are often electronic versions of large printed texts, such as textbooks, manuals, or technical reports, but may also be smaller works such as a brochure, single-page fact sheet, or brief treatise. Size is not relevant to the definition.

Increasingly books are written directly for the Internet to enable hyperlinking, to include complex graphics, and to run multimedia such as film clips and sound. An Internet book may be static, that is fixed in time and unchanged since publication, or may be updated or otherwise revised over time. Some producers of Internet books permit or otherwise welcome comments or expert opinion from readers and incorporate these comments into the text. Major revisions may be announced as new editions, but more minor additions and changes such as those to add comments, to correct typographical errors, or to update hypertext links may not be noted.

Although Internet books differ radically in physical form from the usual print book, the basic rules for citing them do not differ markedly from what is required for print. There is still an author or organization with responsibility for the item, a title, a place of "publication", a publisher, a date of publication, and the extent of the item (i.e., number of pages or the equivalent). Anyone citing an Internet document should try to locate all of these elements. Simply adding a Uniform Resource Locator (URL), DOI, or other electronic address to a title is not sufficient. Internet sites disappear with great frequency, and users of a citation must be given some other identifying information if they are to locate books on them.

Some elements, however, are more difficult to locate when citing Internet books. For example, some poorly constructed sites do not contain dates, and authorship or publishing responsibility may be unclear or absent. It also may be difficult to discern the title from the collage of graphics presented. The person doing the citing can only work with the information provided.

Do not confuse the publisher with the organization that maintains the Web site for the publisher. If wording such as "this site is maintained by XYZ Corporation for ABC Organization" appears, ABC Organization is considered the publisher and XYZ Corporation the distributor. Publisher information is required in a citation; distributor information may be included as a note if desired.

Some elements require expansion for an Internet citation to provide useful information to the user. For example, the date of publication is required in any citation, but many Internet items are updated or otherwise modified several times after the date of publication. The latest date of update/revision should therefore be included along with the date cited, i.e., the date the person doing the citing saw the item on the Internet. This is necessary in the volatile Internet environment, where changes can be easily made and an item seen one day may not be the same in crucial ways when viewed the next day. Producing a print or other copy for future reference is strongly recommended.

An Internet book is cited the same way that a print book is cited, with these exceptions:

- Use the word "Internet" in square brackets as the Type of Medium after the title.
- Include any date of update/revision and a date of citation in square brackets following the date of publication. Use the dates for the individual book being cited, not the dates of the Internet site as a whole unless no dates can be found for the individual item.
- When the extent (pagination) of the book is not provided, as often occurs, calculate it using the best means possible, e.g., in terms of print pages, screens, paragraphs, or bytes. If a book is not linear, and has many hyperlinks, it will be impossible to determine the length.
- Provide the URL or other electronic address of the item.

It is important to cite the version you saw. If you viewed a book on the Internet, do not cite it as if it were a print one. However, it may be useful to begin a citation to a book found on the Internet by first locating all of the information needed to cite it as if it were a print document, then add the Internet-specific items. For example:

Print information

Lefebvre P. Molecular and genetic maps of the nuclear genome. Durham (NC): Duke University, Department of Biology; 2002.

Added Internet information (in bold)

Lefebvre P. Molecular and genetic maps of the nuclear genome [**Internet**]. Durham (NC): Duke University, Department of Biology; 2002 [**modified 2002 Dec 11; cited 2003 Sep 5**]. **Available from: http://www.biology.duke.edu/chlamy_genome/nuclear_maps.html**

If a book on the Internet does not have a formal title page, look to the opening screens, the bottom or closing screens, links from the sidebar, and the source code (viewable through the Web browser) to locate citation information.

While all monographs have certain elements in common for citation purposes, such as author, title, publisher information, and date, specific types of monographs have additional elements. For example, a citation to a technical report should include report and contract numbers. Examples of citation to reports and other types of monographs are included in this chapter, but see also the specific chapters about these types for more detail. Refer also to Chapter 2 Books for more examples of book citations.

Continue to Citation Rules with Examples for Entire Books and Other Individual Titles on the Internet.

Continue to Examples of Citations to Entire Books and Other Individual Titles on the Internet.

Citation Rules with Examples for Entire Books and Other Individual Titles on the Internet

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author/Editor (R) | Author Affiliation (O) | Title (R) | Content Type (O) | Type of Medium (R) | Edition (R) | Editor and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Date of Update/Revision (R) | Date of Citation (R) | Extent (Pagination) (O) | Series (O) | Availability (R) | Language (R) | Notes (O)

Author/Editor for Entire Books on the Internet (required)

General Rules for Author/Editor

- List names in the order they appear on the title page or opening screens
- Enter surname (family or last name) first for each author/editor
- Capitalize surnames and enter spaces within surnames as they appear on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all authors/editors, regardless of the number
- Separate author/editor names from each other by a comma and a space
- If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors; see Editor and Other Secondary Authors below if there are authors and editors
- End author/editor information with a period

Specific Rules for Author/Editor

- Determining the author if there is no standard title page
- Surnames with hyphens and other punctuation in them
- Other surname rules

- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Non-English words for editors
- Organizations as author
- No author can be found
- Options for author names

Box 1. Determining the author if there is no standard title page.

Some books on the Internet do not display a traditional title page that clearly states the names of the authors. When there is no title page:

- Look at the top, bottom, or sidebar of the first screen or the bottom of the last screen of the book
- Do not assume that an individual named as Web master or contact person is the author; he or she most probably is not, especially for sites produced by large organizations
- Some sites give a name in association with a copyright statement, such as "copyright 1997 by John A. Smith". Do not assume that this individual is the author, either.
- If the only personal name given in a site is associated with a copyright statement, use that individual's name as the publisher
- Many sites will display an organization's name rather than a person's name. In such cases when the organization appears to be serving as both author and publisher, place the organization in the publisher position.

Box 2. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames

    Estelle Palmer-Canton   *becomes*   Palmer-Canton E

    Ahmed El-Assmy   *becomes*   El-Assmy A

- Keep particles, such as O', D', and L'

    Alan D. O'Brien   *becomes*   O'Brien AD

    James O. L'Esperance   *becomes*   L'Esperance JO

    U. S'adeh   *becomes*   S'adeh U

- Omit all other punctuation in surnames

    Charles A. St. James   *becomes*   St James CA

Box 3. Other surname rules.

- Keep prefixes in surnames

    Lama Al Bassit   *becomes*   Al Bassit L

Box 3 continues on next page...

Box 3 continued from previous page.

> Jiddeke M. van de Kamp   *becomes*   van de Kamp JM
>
> Gerard de Pouvourville   *becomes*   de Pouvourville G

- Keep compound surnames even if no hyphen appears

> Sergio Lopez Moreno   *becomes*   Lopez Moreno S
>
> Jaime Mier y Teran   *becomes*   Mier y Teran J
>
> Virginie Halley des Fontaines   *becomes*   Halley des Fontaines V
>
> [If you cannot determine from the title page or opening or closing screens whether a surname is compound or a combination of a middle name and a surname, look at the table of contents, the copyright page, or elsewhere in the text for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    > Å   *treated as*   A
    >
    > Ø   *treated as*   O
    >
    > Ç   *treated as*   C
    >
    > Ł   *treated as*   L
    >
    > à   *treated as*   a
    >
    > ĝ   *treated as*   g
    >
    > ñ   *treated as*   n
    >
    > ü   *treated as*   u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    > æ   *treated as*   ae
    >
    > œ   *treated as*   oe

Box 4. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names

  > Jean-Louis Lagrot   *becomes*   Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle

  > D'Arcy Hart   *becomes*   Hart D

Box 4 continued from previous page.

W. St. John Patterson   *becomes*   Patterson WS

De la Broquerie Fortier   *becomes*   Fortier D

Craig McC. Brooks   *becomes*   Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

Ch. Wunderly   *becomes*   Wunderly C

C. Fr. Erdman   *becomes*   Erdman CF

- For non-English names that are been romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

Iu. A. Iakontov   *becomes*   Iakontov IuA

G. Th. Tsakalos   *becomes*   Tsakalos GTh

Box 5. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name

James A. Reed, M.D., F.R.C.S.   *becomes*   Reed JA

Kristine Schmidt, Ph.D.   *becomes*   Schmidt K

Robert V. Lang, Major, US Army   *becomes*   Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name

Sir Frances Hildebrand   *becomes*   Hildebrand F

Dr. Jane Eberhard   *becomes*   Eberhard J

Captain R.C. Williams   *becomes*   Williams RC

Box 6. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals

Examples:

Vincent T. DeVita, Jr.   *becomes*   DeVita VT Jr

James G. Jones II   *becomes*   Jones JG 2nd

John A. Adams III   *becomes*   Adams JA 3rd

Henry B. Cooper IV   *becomes*   Cooper HB 4th

Box 7. **Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).**

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese

- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

   Iu. A. Iakontov   *becomes*   Iakontov IuA

   G. Th. Tsakalos   *becomes*   Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

   ○ Treat letters marked with diacritics or accents as if they are not marked

      Å   *treated as*   A

      Ø   *treated as*   O

      Ç   *treated as*   C

      Ł   *treated as*   L

      à   *treated as*   a

      ĝ   *treated as*   g

      ñ   *treated as*   n

      ü   *treated as*   u

   ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

      æ   *treated as*   ae

      œ   *treated as*   oe

Box 8. **Non-English words for editor.**

- Translate the word found for editor into English. However, the wording found on the publication may always be used.

- If not translated, ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

   ○ Treat letters marked with diacritics or accents as if they are not marked

      Å   *treated as*   A

Box 8 continued from previous page.

> Ø *treated as* O
>
> Ç *treated as* C
>
> Ł *treated as* L
>
> à *treated as* a
>
> ĝ *treated as* g
>
> ñ *treated as* n
>
> ü *treated as* u

- o Treat two or more letters printed as a unit (ligated letters) as if they are two letters

> æ *treated as* ae
>
> œ *treated as* oe

- To assist in identifying editors, below is a brief list of non-English words for editor:

Language	Word for Editor
French	redacteur
	editeur
German	redakteur
	herausgeber
Italian	redattore
	curatore
	editore
Spanish	redactor
	editor
Russian	redaktor
	izdatel

Box 9. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may be an author.

- Omit "The" preceding an organizational name

> The American Cancer Society *becomes* American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

> American Medical Association, Committee on Ethics.
>
> International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

Box 9 continues on next page...

> American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

  > National Academy of Sciences (US).

  > Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

  > Canadian Association of Orthodontists; Canadian Dental Association.

  > American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization or organizations appear on the title page of a book as authors, use the names of the individuals as the author. Give the organization at the end of the reference as a note, if desired.

  > Prepared for the International Union of Pure and Applied Chemistry.

- For names of organizations not in English:

  - Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

    > Istituto di Fisiologia Clinica del CNR.

    > Universitatsmedizin Berlin.

    > Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

  - Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

    > Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

    > *or*

    > [Russian Respiratory Society].

  - Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

    > [Chinese Medical Society].

Box 9 continued from previous page.

- ○ Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - ■ Treat letters marked with diacritics or accents as if they are not marked

        Å *treated as* A

        Ø *treated as* O

        Ç *treated as* C

        Ł *treated as* L

        à *treated as* a

        ĝ *treated as* g

        ñ *treated as* n

        ü *treated as* u

    - ■ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ *treated as* ae

        œ *treated as* oe

Box 10. No author can be found.

- If no person or organization can be found as the author but editors or translators are present, begin the reference with the names of the editors or translators. Follow the same rules used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.

    Oblinger DG, Oblinger JL, editors. Educating the net generation [Internet]. Boulder (CO): EDUCAUSE; c2005 [cited 2006 Nov 1]. 264 p. Available from: http://www.educause.edu/ir/library/pdf/pub7101.pdf

- If no person or organization can be identified as the author and no editors or translators are given, begin the reference with the title of the book. Do not use anonymous.

    Making a difference: state injury and violence prevention programs [Internet]. Atlanta (GA): State and Territorial Injury Prevention Directors Association; c2006 [cited 2006 Nov 3]. 120 p. Available from: http://www.stipda.org/associations/5805/files/MakingADifference2006.pdf

---

Box 11. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.

    Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.

Box 11 continued from previous page.

> Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."

> Rastan S, Hough T, Kierman A, et al.

> Adler DG, Baron TH, Davila RE, and others.

Examples for Author/Editor

1. Standard citation to a book on the Internet

2. Book on the Internet with optional full names for author(s)

3. Book on the Internet with optional limit to the number of authors/editors

4. Book on the Internet with author/editor surnames having a prefix or particle

5. Book on the Internet with author/editor surnames showing designations of family rank

6. Book on the Internet with author having compound surnames

7. Book on the Internet with an organization(s) as author

8. Book on the Internet with an organization as author having subsidiary division

9. Book on the Internet with more than one organization as author

10. Book on the Internet with editors where there is no author

11. Book on the Internet with no authors or editors

21. Book on the Internet with authors and editors or other secondary authors

Author Affiliation for Entire Books on the Internet (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the parentheses, unless the affiliation is for the last author, then use a period

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

Box 12. Abbreviations in affiliations.

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

  Examples:

    Acad. for Academy

    Assoc. for Association

    Co. for Company

    Coll. for College

    Corp. for Corporation

    Dept. for Department

    Div. for Division

    Inst. for Institute or Institution

    Soc. for Society

    Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 13. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears in the publication

- Do not end an e-mail address with a period

- Place the e-mail address within the closing parenthesis for the author affiliation

  Example:

  Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

Box 14. Organizational names for affiliations not in English.

- Give the affiliation of all authors or only the first author

Box 14 continues on next page...

Box 14 continued from previous page.

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

- Provide the name in the original language for non-English organization names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

  Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

  Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I.

  Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese)

  Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ   *treated as*   ae

Box 14 continues on next page...

œ   *treated as*   oe

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 15. Names for cities and countries not in English.

- Use the English form for names of cities and countries if possible. However, the name as found on the publication may always be used.

    Moskva   *becomes*   Moscow

    Wien   *becomes*   Vienna

    Italia   *becomes*   Italy

    Espana   *becomes*   Spain

Examples for Author Affiliation

12. Book on the Internet with author affiliation

Title for Entire Books on the Internet (required)

General Rules for Title

- Enter the title of a book as it appears on the title page or opening screens, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a space

Specific Rules for Title

- Determining the title if there is no standard title page
- Titles containing a Greek letter, chemical formula, or other special character
- Titles not in English
- Titles in more than one language
- Titles ending in punctuation other than a period
- No title can be found

Box 16. Determining the title if there is no standard title page.

While many books on the Internet display a traditional title page and clearly state the title, some sites do not. When there is no title page:

- Look for what is the most prominent (usually the largest) wording on the opening screen

- Look at the title bar of the Web browser (generally in the top left corner)

- Look for the title in the source code of the document

- If a title cannot be determined, construct a title by using the first series of words on the screen; place the constructed title in square brackets

  Example:

  > Tracey E, Lange R. [Podcast for week of November 6, 2006] [Internet]. Baltimore (MD): Johns Hopkins Medicine; 2006 Nov 6 [cited 2006 Nov 7]. Podcast: 10 min. Available from: http://www.hopkinsmedicine.org/mediaII/Podcasts.html

---

Box 17. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a book title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

  > 1,3-dichloro-5,5-dimethylhydantoin: health-based reassessment of administrative occupational exposure limits [Internet].

  > von Willebrand factor and the mechanisms of platelet function [Internet].

- Retain special characters in book titles when possible

  > E©UP: European Copyright User Platform [Internet].

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

  > Enantioselective synthesis of β-amino acids [Internet].

  > *may become*

  > Enantioselective synthesis of beta-amino acids [Internet].

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

  > TiO_2 nanoparticles [Internet].

  > *may become*

  > TiO(2) nanoparticles [Internet].

Box 18. Titles not in English.

- Provide the title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  > Harpes JP, Milmeister JC, editors. La recherche sur les embryons [Internet]. Luxembourg: Centre Universitaire de Luxembourg; 2004 [cited 2006 Nov 3]. 103 p. Available from: http://www.cne.public.lu/publications/avis/2002_2_2002_3_2003_1.pdf#search=%22%22la%20recherche%20sur%20les%20embryons%22%20%2Bcne%22 French.

Box 18 continued from previous page.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh zabolevanii: klinicheskie ocherki [Internet].

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

    Anrakushi to keiho [Internet].

    or

    [Euthanasia and criminal law] [Internet].

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

    Zieger K. Die Bedeutung der deutschen Arztevereine fur das wissenschaftliche Leben, die medizinische Versorgung und soziale Belange der Stadt St. Petersburg von 1819-1914 [dissertation on the Internet]. Leipzig (Germany): Universitat Leipzig, Karl-Sudhoff-Institut fur Geschichte der Medizin und der Naturwissenschaften; 2000 [cited 2006 Nov 3]. 123 p. Available from: http://www.vifaost.de/w/pdf/zieger-aerzte.pdf German.

- Provide an English translation after the original language title whenever possible; place translations in square brackets

Box 18 continued from previous page.

> Harpes JP, Milmeister JC, editors. La recherche sur les embryons [Embryonic research] [Internet]. Luxembourg: Centre Universitaire de Luxembourg; 2004 [cited 2006 Nov 3]. 103 p. Available from: http://www.cne.public.lu/publications/avis/2002_2_2002_3_2003_1.pdf#search=%22%22la%20recherche%20sur%20les%20 embryons%22%20%2Bcne%22French.

> Abriendo un camino genetico: familias y cientificos se unen en la busqueda de genes defectuosos que causan enfermedades [Blazing a genetic trial: families and scientists join in seeking the flawed genes that cause disease] [Internet]. Chevy Chase (MD): Howard Hughes Medical Institute; c1991 [updated 2002; cited 2006 Nov 3]. Available from: http://www.hhmi.org/genetictrail-esp/. Spanish.

Box 19. Titles in more than one language.

- If a book title is written in several languages:

  ○ Give the title in the first language found on the title page or opening screens

  ○ List all languages of publication after the extent (pagination)

  ○ Separate the languages by commas

  ○ End the list of languages with a period

  Example:

  > Principles of medical ethics relevant to the role of health personnel, particularly physicians, in the protection of prisoners and detainees against torture and other cruel, inhuman or degrading treatment or punishment [Internet]. Geneva: United nations, Office of the High Commissioner for Human Rights; 1982 [cited 2006 Nov 6]. Available from: http://www.unhchr.ch/html/menu3/b/h_comp40.htm English, French, Spanish.

- If a book title is presented in two or more equal languages, as often occurs in Canadian publications:

  ○ Give all titles in the order in which they are found on the title page or opening screens

  ○ Place an equals sign with a space on either side between each title

  ○ List the particular languages, separated by commas, after the extent (pagination)

  ○ End the list with a period

  Example:

  > Settle TB, compiler. La storia e la filosofia della scienza, della tecnologia e della medicina = The history and philosophy of science, technology and medicine [Internet]. Florence (Italy): IMSS & Polytechnic University; c1994-2006 [updated 2006 Aug 22; cited 2006 Nov 3]. [about 20 p.]. Available from: http://www.imss.fi.it/%7etsettle/index.html Italian, English.

Box 20. Titles ending in punctuation other than a period.

- Most titles end in a period. Place [Internet] inside the period.

Box 20 continued from previous page.

> Richardson ML. Approaches to differential diagnosis in musculoskeletal imaging [Internet]. Version 2.0. Seattle (WA): University of Washington School of Medicine; c2000 [revised 2001 Oct 1; cited 2006 Nov 1]. Available from: http://www.rad.washington.edu/mskbook/index.html

- If a title ends in another form of punctuation, keep that punctuation and follow [Internet] with a period

> Kaiser Commission on Medicaid and the Uninsured. Who needs Medicaid? [Internet]. Washington: Henry J. Kaiser Family Foundation; 2006 Apr [cited 2006 Nov 3]. Available from: http://www.kff.org/medicaid/upload/7496.pdf

---

Box 21. No title can be found.

Occasionally a publication does not appear to have any title; the book or other short document simply begins with the text. When this occurs:

- Construct a title from the first few words of the text

- Use enough words to make the constructed title meaningful

- Place the constructed title in square brackets

  Example:

  > Tracey E, Lange R. [Podcast for week of November 6, 2006] [Internet]. Baltimore (MD): Johns Hopkins Medicine; 2006 Nov 6 [cited 2006 Nov 7]. Podcast: 10 min. Available from: http://www.hopkinsmedicine.org/mediaII/Podcasts.html

---

Examples for Title

13. Book on the Internet with title having a subtitle

14. Book on the Internet with special characters in the title

15. Book on the Internet with title ending in other than a period

16. Book on the Internet in a language other than English

17. Book on the Internet published with equal text in two or more languages

Content Type for Entire Books on the Internet (optional)

General Rules for Content Type

- A content type describes the format of the Internet item being cited, such as a monograph, dissertation, or bibliography
- Begin type information with a left square bracket
- Enter the words "monograph on the", "dissertation on the", etc.
- End content type with space

Specific Rules for Content Type

- Titles ending in punctuation other than a period
- Titles not in English

Box 22. Titles ending in punctuation other than a period.

- Most book titles end in a period. Place [monograph on the Internet], [dissertation on the Internet], [master's thesis on the Internet], or [bibliography on the Internet] inside the period.

  Richardson ML. Approaches to differential diagnosis in musculoskeletal imaging [monograph on the Internet]. Version 2.0. Seattle (WA): University of Washington School of Medicine; c2000 [revised 2001 Oct 1; cited 2006 Nov 1]. Available from: http://www.rad.washington.edu/mskbook/index.html

  Toolkit of instruments to measure end of life [bibliography on the Internet]. Washington: George Washington University Medical Center, Center to Improve Care of the Dying; [cited 2006 Nov 1]. Available from: http://www.gwu.edu/~cicd/toolkit/toolkit.htm

- If a title ends in another form of punctuation, keep that punctuation and follow [monograph on the Internet], [dissertation on the Internet], [master's thesis on the Internet], or [bibliography on the Internet] with a period

  Kaiser Commission on Medicaid and the Uninsured. Who needs Medicaid? [monograph on the Internet]. Washington: Henry J. Kaiser Family Foundation; 2006 Apr [cited 2006 Nov 3]. Available from: http://www.kff.org/medicaid/upload/7496.pdf

---

Box 23. Titles not in English.

- If a translation of a title is provided, place it in square brackets

- Place [monograph on the Internet], [dissertation on the Internet], [master's thesis on the Internet], or [bibliography on the Internet] after the square brackets for the translation

  Example:

  Harpes JP, Milmeister JC, editors. La recherche sur les embryons [Embryonic research] [monograph on the Internet]. Luxembourg: Centre Universitaire de Luxembourg; 2004 [cited 2006 Nov 3]. 103 p. Available from: http://www.cne.public.lu/publications/avis/2002_2_2002_3_2003_1.pdf#search=%22%22la%20recherche%20sur%20les%20embryons%22%20%2Bcne%22 French.

Examples for Content Type

1. Standard citation to a book on the Internet

18. Book on the Internet published with optional content type

46. Dictionary on the Internet

47. Encyclopedia on the Internet

48. Conference proceedings on the Internet

49. Technical report on the Internet

50. Dissertation on the Internet

51. Bibliography on the Internet

Type of Medium for Entire Books on the Internet (required)

General Rules for Type of Medium

- Place the word Internet in square brackets following the title (and content type, if present)
- End with a period placed outside the closing bracket
- Add location information (URL, etc) according to the instructions under Availability below
- See Chapter 18 for books on CD-ROM, DVD, or disk

Specific Rules for Type of Medium

- Both a content type and a type of medium
- Titles ending in punctuation other than a period
- Titles not in English

Box 24. **Both a content type and a type of medium.**

- If a dissertation, master's thesis, or bibliography is on the Internet, give the content type before the type of medium separated by "on the"

   Toolkit of instruments to measure end of life [bibliography on the Internet]. Washington: George Washington University Medical Center, Center to Improve Care of the Dying; [cited 2006 Nov 1]. Available from: http://www.gwu.edu/~cicd/toolkit/toolkit.htm

   Zieger K. Die Bedeutung der deutschen Arztevereine fur das wissenschaftliche Leben, die medizinische Versorgung und soziale Belange der Stadt St. Petersburg von 1819-1914 [dissertation on the Internet]. Leipzig (Germany): Universitat Leipzig, Karl-Sudhoff-Institut fur Geschichte der Medizin und der Naturwissenschaften; 2000 [cited 2006 Nov 3]. 123 p. Available from: http://www.vifaost.de/w/pdf/zieger-aerzte.pdf German.

Box 25. **Titles ending in punctuation other than a period.**

- Most titles end in a period. Place [Internet] inside the period.

   Richardson ML. Approaches to differential diagnosis in musculoskeletal imaging [Internet]. Version 2.0. Seattle (WA): University of Washington School of Medicine; c2000 [revised 2001 Oct 1; cited 2006 Nov 1]. Available from: http://www.rad.washington.edu/mskbook/index.html

- If a title ends in another form of punctuation, keep that punctuation and follow [Internet] with a period

   Kaiser Commission on Medicaid and the Uninsured. Who needs Medicaid? [Internet]. Washington: Henry J. Kaiser Family Foundation; 2006 Apr [cited 2006 Nov 3]. Available from: http://www.kff.org/medicaid/upload/7496.pdf

---

Box 26. **Titles not in English.**

- If a translation of a title is provided, give the translation after the original title and place it in square brackets

- Place Internet in square brackets following the translation

Box 26 continued from previous page.

- End with a period

  Example:

  Harpes JP, Milmeister JC, editors. La recherche sur les embryons [Embryonic research] [Internet]. Luxembourg: Centre Universitaire de Luxembourg; 2004 [cited 2006 Nov 3]. 103 p. Available from: http://www.cne.public.lu/publications/avis/2002_2_2002_3_2003_1.pdf#search=%22%22la%20recherche%20sur%20les%20embryons%22%20%2Bcne%22French.

Examples for Type of Medium

1. Standard citation to a book on the Internet

18. Book on the Internet published with optional content type

Edition for Entire Books on the Internet (required)

General Rules for Edition

- Indicate the edition/version being cited after the Type of Medium when a book is published in more than one edition or version
- Abbreviate common words (see Abbreviation rules for editions below)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period

Box 27. Abbreviation rules for editions.

- Abbreviate common words found in edition statements, if desired:

Word	Abbreviation
edition	ed.
abbreviated	abbr.
abridged	abr.
American	Am.
augmented	augm.
authorized	authoriz.
English	Engl.
enlarged	enl.
expanded	expand.
illustrated	ill.
modified	mod.
original	orig.

Box 27 continues on next page...

Box 27 continued from previous page.

Word	Abbreviation
reprint(ed)	repr.
revised	rev.
special	spec.
translation	transl.
translated	

For additional abbreviations, see ISO 832:1994 - *Rules for the abbreviation of bibliographic terms*.

- Follow abbreviated words with a period and end all edition information with a period

  3rd rev. ed.

  1st Engl. ed.

- Do not abbreviate the following words used in Internet editions:

  version

  release

  update

  level

Specific Rules for Edition

- Abbreviation rules for editions
- Non-English words for editions
- Both an edition and a version
- First editions

Box 28. Non-English words for editions.

- For non-English edition statements in the roman alphabet (French, German, Spanish, Italian, etc.):

  ○ Provide the name in the original language

  ○ Abbreviate common words used in edition statements if the language is a familiar one

  ○ Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

  ○ Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ▪ Treat letters marked with a diacritic or accent as if they are not marked

      Å *treated as* A

> Ø   *treated as*   O
>
> Ç   *treated as*   C
>
> Ł   *treated as*   L
>
> à   *treated as*   a
>
> ĝ   *treated as*   g
>
> ñ   *treated as*   n
>
> ü   *treated as*   u

- ■ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

  > æ   *treated as*   ae
  >
  > œ   *treated as*   oe

- ○ Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- ○ Separate the edition from the title proper by a space

- ○ Retain the punctuation used in the edition statement

- ○ Follow abbreviated words by a period and end edition information with a period

  Examples:

  > Ed. 1a.
  >
  > 5. ed. interamente riv. e aggiornata.
  >
  > 2. ed. veneta.
  >
  > Nuova ed.
  >
  > Seconda ed.
  >
  > 4a ed. rev. e ampliada.
  >
  > 2° ed. ampliada y actualizada.

- • For an edition statement in Cyrillic, Greek, Arabic, Hebrew, or Korean

  - ○ Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables*.

  - ○ Abbreviate common words used in edition statements if the language is a familiar one

  - ○ Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

- Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  Examples: ĉ or ç   *becomes*   c

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- Separate the edition from the title proper by a space

- Retain the punctuation used in the edition statement

- Follow abbreviated words by a period and end all edition information with a period
  Examples:

  Izd. 3., perer. i dop.

  2. dopunjeno izd.

  2. ekd. epeux.

  3. ekd.

- For an edition statement in a character-based language such as Chinese and Japanese

  - Transliterate or translate the words for edition

  - Do not abbreviate any of the words or omit any words

  - Use the capitalization system of the particular language

  - Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
    Examples:

    ŏ   *becomes*   o

    ū   *becomes*   u

  - Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

  - Separate the edition from the title by a space

  - Retain the punctuation used in the edition statement

  - End all edition information with a period
    Examples:

Box 28 continued from previous page.

> Shohan.
>
> Dai 1-han.
>
> Dai 3-pan.
>
> Di 3 ban.
>
> Cai se ban, Xianggang di 1 ban.
>
> Che 6-p`an.

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

Language	Word for Edition	Abbreviation
Danish	oplag	n.a.
	udgave	
Dutch	uitgave	uitg.
	editie	ed.
Finnish	julkaisu	julk.
French	edition	ed.
German	Ausgabe	Ausg.
	Auflage	Aufl.
Greek	ekdosis	ekd.
Italian	edizione	ed.
Norwegian	publikasjon	publ.
	utgave	utg.
Portuguese	edicao	ed.
Russian	izdanie	izd.
	publikacija	publ.
Spanish	edicion	ed.
	publicacion	publ.
Swedish	upplaga	n.a.

Box 29. Both an edition and a version.

- If both an edition and a version are present, give both, in the order they are presented, separated by a semicolon and a space

    Beers MH, Fletcher AJ, Jones TV, Porter R, Berkwits R, Kaplan JL, editors. The Merck manual of medical information [Internet]. 2nd home ed.; Online version. Whitehouse Station (NJ): Merck Research Laboratories; c2004-2006 [cited 2006 Nov 1]. Available from: http://www.merck.com/mmhe/index.html

---

Box 30. **First editions.**

- If a book does not carry any statement of edition, assume it is the first or only edition
- Use 1st ed. only when you know that subsequent editions have been published and you are citing the earlier one

---

Examples for Edition

19. Book on the Internet with an edition or version

20. Book on the Internet with an edition and a version

Editor and other Secondary Authors for Entire Books on the Internet (optional)

General Rules for Editor and other Secondary Authors

- A secondary author modifies the work of the author. Examples include editors, translators, and illustrators
- Place the names of secondary authors after the Type of Medium and any edition statement
- Use the same rules for the format of names presented in Author/Editor above
- Follow the last named editor with a comma and the word editor or editors; the last named illustrator with a comma and the word illustrator or illustrators, etc.
- End secondary author information with a period
- If there is no author, move secondary authors such as editors and translators to the author position in the reference

Specific Rules for Editor and other Secondary Authors

- More than one type of secondary author
- Secondary author performing more than one role
- Non-English names for secondary authors
- Organization as editor

Box 31. **More than one type of secondary author.**

A book may have several types of secondary author.

- List all of them in the order they are given in the publication

- Separate each type of secondary author with the accompanying role by a semicolon

- End secondary author information with a period

    Examples:

     Smith BC, editor; Carson HT, illustrator.

     Graber AF, Longstreet RG, translators; Johnson CT, Marks C, Huston MA, illustrators.

Box 32. **Secondary author performing more than one role.**

If the same secondary author performs more than one role:

Box 32 continued from previous page.

- List all of them in the order they are given in the publication

- Separate the roles by "and"

- End secondary author information with a period
  Example:

    Jones AB, editor and translator.

Box 33. Non-English names for secondary authors.

- Translate the word found for editor, translator, illustrator, or other secondary author into English if possible. However, the wording found on the publication may always be used.

- If not translated, ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

        Å *treated as* A

        Ø *treated as* O

        Ç *treated as* C

        Ł *treated as* L

        à *treated as* a

        ĝ *treated as* g

        ñ *treated as* n

        ü *treated as* u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ *treated as* ae

        œ *treated as* oe

- To assist in identifying secondary authors, below is a brief list of non-English words for them:

Language	Word for Editor	Word for Translator	Word for Illustrator
French	redacteur	traducteur	illustrateur
	editeur		
German	redakteur	ubersetzer	illustrator
	herausgeber	dolmetscher	
Italian	redattore	traduttore	disegnatore
	curatore		

Box 33 continues on next page...

Box 33 continued from previous page.

Language	Word for Editor	Word for Translator	Word for Illustrator
	editore		
Russian	redaktor	perevodchik	konstruktor
	izdatel		
Spanish	redactor	traductor	ilustrador
	editor		

Box 34. **Organization as editor.**

On rare occasions an organization will be listed as the editor.

- Follow the instructions for entering the organizational name found under Organizations as author

- Place a comma, space, and the word editor after the organizational name
  Example:

  > Advisory Committee on Existing Chemicals of Environmental Relevance, editor.

Examples for Editor and other Secondary Authors

10. Book on the Internet with editors where there is no author

11. Book on the Internet with no authors or editors

21. Book on the Internet with authors and editors or other secondary authors

Place of Publication for Entire Books on the Internet (required)

General Rules for Place of Publication

- Place is defined as the city where the book was published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as Cambridge (MA) and Cambridge (England)
- Use the anglicized form for a non-US city, such as Vienna for Wien
- End place information with a colon

Specific Rules for Place of Publication

- Locating the place of publication if there is no standard title page
- Non-US cities
- Joint publication
- Multiple places of publication
- No place of publication can be found

Box 35. **Locating the place of publication if there is no standard title page.**

Some books on the Internet do not display a traditional title page that clearly states the place of publication. When there is no title page:

- Look at the top, bottom, or sidebar of the first screen or the bottom of the last screen of the book

- If it is not in one of these locations, try to obtain it from a link within the site, usually under a "contact us" or similar link

- Look in the source code for the book if it is displayed by the Web browser

- If the place cannot be determined from the site itself:

  - Place the name in square brackets if the city can be reasonably inferred. For example, Chicago as the place of publication of a book issued by the American Medical Association.

    Temporary medicare-approved drug discount card: beneficiaries' awareness and use of information resources [Internet]. [Washington]: Department of Health and Human Services (US), Office of Inspector General; 2005 Oct [cited Nov 17]. 42 p. Available from: http://www.oig.hhs.gov/oei/reports/oei-05-04-00200.pdf

  - Put the words "place unknown" in square brackets if it is not possible to infer or otherwise locate the city

    Suber P. Unbinding knowledge: a proposal for providing open access to past research articles, starting with the most important [Internet]. [place unknown]: Peter Suber; 2004 May 3 [revised 2005 Nov 16; cited 2006 Nov 3]. [about 11 p.]. Available from: http://www.earlham.edu/~peters/writing/unbind.htm

---

Box 36. **Non-US cities.**

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, if possible. However, the name as found on the publication may always be used.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å   *treated as*   A

    Ø   *treated as*   O

    Ç   *treated as*   C

    Ł   *treated as*   L

    à   *treated as*   a

    ĝ   *treated as*   g

    ñ   *treated as*   n

Box 36 continued from previous page.

        ü   *treated as* u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ   *treated as* ae

        œ   *treated as* oe

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:

    Montreal (QC):

    Ottawa (ON):

    Vancouver (BC):

- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.

    London:

    Rome:

    Paris:

    Madrid:

    but

    Malaga (Spain): or Malaga (ES):

    Basel (Switzerland): or Basel (CH):

    Oxford (England): or Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

---

Box 37. Joint publication.

Two organizations may co-publish a book.

- Use the city of the first organization found on the title page or on the opening screens as the place of publication

- Put the name of the second organization as a note at the end of the citation, if desired

    American Academy of Pain Medicine; American Pain Society. The use of opioids for the treatment of chronic pain: a consensus statement [Internet]. Glenview (IL): American Academy of Pain Medicine; c1997 [cited 2006 Nov 1]. 4 p. Available from: http://www.painmed.org/productpub/statements/pdfs/opioids.pdf Jointly published by the American Pain Society.

- Do not give multiple places as place of publication or include multiple publishers

---

Box 38. Multiple places of publication.

- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.
- As an option, if one place is a US city and the other(s) are not, use the US city

---

Box 39. No place of publication can be found.

- If no place of publication can be found on the title page or on the opening screens, but one can be found elsewhere on the site or can be reasonably inferred (e.g., Chicago as the place for a publication of the American Medical Association), place the city in square brackets, such as "[Chicago]"

    Trends in tuberculosis morbidity and mortality [Internet]. [New York]: American Lung Association, Research and Program Services, Epidemiology and Statistics Unit; 2006 Jul [cited 2006 Nov 3]. 32 p. Available from: http://www.lungusa.org/atf/cf/{7A8D42C2-FCCA-4604-8ADE-7F5D5E762256}/TB06FINAL.PDF

- If no place of publication can be found or inferred, use [place unknown]

    Suber P. Unbinding knowledge: a proposal for providing open access to past research articles, starting with the most important [Internet]. [place unknown]: Peter Suber; 2004 May 3 [revised 2005 Nov 16; cited 2006 Nov 3]. [about 11 p.]. Available from: http://www.earlham.edu/~peters/writing/unbind.htm

---

Examples for Place of Publication

22. Book on the Internet with well known place of publication

23. Book on the Internet with qualifier added to place of publication for clarity

24. Book on the Internet with place of publication inferred

25. Book on the Internet with unknown place of publication

Publisher for Entire Books on the Internet (required)

General Rules for Publisher

- A publisher is defined as the individual or organization issuing the book
- Record the name of the publisher as it appears on the title page or opening screens, using whatever capitalization and punctuation is found there
- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley"
- When a division or other subsidiary part of a publisher appears in the publication, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a semicolon

Specific Rules for Publisher

- Determining the publisher if there is no standard title page
- Abbreviated words in publisher names
- Non-English names for publishers
- Government agencies and other national and international bodies as publisher

- Joint publication
- Multiple publishers
- No publisher can be found

Box 40. Determining the publisher if there is no standard title page.

Some books on the Internet do not display a traditional title page that clearly states the name of the publisher. When there is no title page:

- Look at the top, bottom, or sidebar of the first screen or the bottom of the last screen of the book
- Look for the name after a copyright statement, e.g., copyright 2006 by the American Chemical Society
- Try to obtain it from a link within the site, usually under a "contact us" or similar link
- Look in the source code for the book if it is displayed by the Web browser
- If wording such as "this site is maintained by XYZ Corporation for ABC Organization" appears, consider ABC Organization the publisher and XYZ Corporation the distributor. Publisher information is required in a citation; distributor information may be included as a note.
- If no publisher can be identified, use "publisher unknown" in square brackets

---

Box 41. Abbreviated words in publisher names.

- Abbreviate commonly used words in publisher names, if desired

    Examples:

    Acad. for Academy

    Assoc. for Association

    Co. for Company

    Coll. for College

    Corp. for Corporation

    Dept. for Department

    Div. for Division

    Inst. for Institute or Institution

    Ltd. for Limited

    Soc. for Society

    Univ. for University

    See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

- Follow all abbreviated words with a period

Box 42. **Non-English names for publishers.**

- Give publisher names in the roman alphabet (French, Spanish, Italian, etc.) in their original language

    Rome: Societa Editrice Universo;

    Lisbon: Imprensa Medica;

- Romanize names given in Cyrillic, Greek, Arabic, Hebrew, Korean

    Sofia (Bulgaria): Sofia Medizina i Fizkultura;

- Romanize names or translate names in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.

    Tokyo: Medikaru Rebyusha;

    Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute];

    Taiyuan (China): Shanxi ke xue ji she chu ban she;

    [Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized]

- If the name of a division or another part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

    Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero;

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

        Å *treated as* A

        Ø *treated as* O

        Ç *treated as* C

        Ł *treated as* L

        à *treated as* a

        ĝ *treated as* g

        ñ *treated as* n

        ü *treated as* u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ *treated as* ae

        œ *treated as* oe

Box 42 continues on next page...

Box 42 continued from previous page.

- Follow a non-English name with a translation, if desired. Place all translated publisher names in square brackets.

    Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press];

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.

    Aarhus (Denmark): [Aarhus University Press];

Box 43. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

    National Cancer Institute (US)

    National Society on Alcoholism and Drug Dependence (NZ)

    Royal Society of Medicine Press Ltd. (GB)

    Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor of documents for the publisher. The most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency that issued the publication as the publisher and provide the URL of the distributor, preceded by "Available from:" and a space.

    Jacobson WB. Safe from the start: taking action on children exposed to violence; summary [Internet]. Washington: Department of Justice (US), Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention; 2000 Nov [cited 2006 Nov 6]. 54 p. Available from: http://purl.access.gpo.gov/GPO/LPS41638

Box 44. Joint publication.

Two organizations may co-publish a book.

- Use the first organization appearing as publisher on the title page or the opening screens
- Place the name of the second organization as a note at the end of the citation, if desired
    Example:

    American Academy of Pain Medicine; American Pain Society. The use of opioids for the treatment of chronic pain: a consensus statement [Internet]. Glenview (IL): American Academy of Pain Medicine; c1997 [cited 2006 Nov 1]. 4 p. Available from: http://www.painmed.org/productpub/statements/pdfs/opioids.pdf Jointly published by the American Pain Society.

- Do not give more than one name as publisher

Box 45. Multiple publishers.

- If more than one publisher is found in a document, use the first one given or the one set in the largest type or bold type

- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.

- Do not list multiple publishers. For those publications with joint or co-publishers, use the name given first as the publisher and include the name of the second as a note if desired. For example, use "Jointly published by the Canadian Pharmacists Association".

- End publisher information with a semicolon

    Example:

    American Academy of Pain Medicine; American Pain Society. The use of opioids for the treatment of chronic pain: a consensus statement [Internet]. Glenview (IL): American Academy of Pain Medicine; c1997 [cited 2006 Nov 1]. 4 p. Available from: http://www.painmed.org/productpub/statements/pdfs/opioids.pdf Jointly published by the American Pain Society.

Box 46. No publisher can be found.

- If no publisher can be found, use [publisher unknown]

Examples for Publisher

26. Book on the Internet with publisher having subsidiary division

27. Book on the Internet with government agency or other national body as publisher

28. Book on the Internet with joint publication

Date of Publication for Entire Books on the Internet (required)

General Rules for Date of Publication

- Always give the year
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End date information with a space

Specific Rules for Date of Publication

- Locating the date of publication if there is no standard title page
- Multiple years of publication
- Non-English names for months
- Seasons instead of months
- Date of publication and date of copyright
- No date of publication, but a date of copyright
- No date of publication or copyright can be found
- Options for date of publication

Box 47. Locating the date of publication if there is no standard title page.

Some books on the Internet do not display a traditional title page that clearly states the date of publication. When there is no title page:

- Look for the date at the top, bottom, or sidebar of the first screen or the bottom of the last screen of the book

- Look for the date accompanying a copyright statement. For example: copyright 2006 by the American Chemical Society, © 2006 American Medical Association, c2006 Medical College of Wisconsin

- Look in the source code for the book if it can be displayed by the Web browser

- If neither a date of publication nor a date of copyright can be found, but a date can be estimated because of material in the book or elsewhere in the site, insert a question mark after the estimated date and place date information in square brackets

    Evaluation of health literacy work among libraries and community organizations in the New York City area: report highlights [Internet]. New York: Americans for Libraries Council; [2002?] [cited 2006 Nov 1]. 4 p. Available from: http://www.lff.org/programs/hlconfeval.pdf

- If neither a date of publication nor a date of copyright can be found nor can the date be estimated, use the date of update/revision and/or the date cited

    Bibliography of numeracy resources 1980-2005 [Internet]. Ottawa (OT): Government of Canada, Human Resources and Social Development; [modified 2006 Jan 1; cited 2006 Nov 1]. Available from: http://www.hrsdc.gc.ca/en/hip/lld/nls/Resources/07_numbib.shtml

    Toolkit of instruments to measure end of life [Internet]. Washington: George Washington University Medical Center, Center to Improve Care of the Dying; [cited 2006 Nov 1]. Available from: http://www.gwu.edu/~cicd/toolkit/toolkit.htm

Box 48. Multiple years of publication.

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

    2002-2003

    1997-1998

    1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

    1999 Oct-2000 Mar

    2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen

    2005 Jan-Feb

    1999 Dec-2000 Jan

Box 48 continued from previous page.

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Box 49. Non-English names for months.

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them
  Examples:

    mayo = May

    luty = Feb

    brezen = Mar

Box 50. Seasons instead of months.

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them
  For example:

    balvan = Summer

    outomno = Fall

    hiver = Winter

    pomlad = Spring

Box 51. Date of publication and date of copyright.

Some publications have both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the date of publication unless three or more years separate the two dates
- In this situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, "2002, c1997".

This convention alerts a user that the information in the publication is older than the date of publication implies.

Box 52. **No date of publication, but a date of copyright.**

- A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005.

    Examples:

    Griffiths AJ, Miller JH, Suzuki DT, Lewontin RC, Gelbart WM. Introduction to genetic analysis [Internet]. 7th ed. New York: W. H. Freeman & Co.; c2000 [cited 2006 Nov 6]. Available from: http://www.ncbi.nlm.nih.gov/books/bv.fcgi?call=bv.View..ShowTOC&rid=iga.TOC

    Beers MH, Fletcher AJ, Jones TV, Porter R, Berkwits R, Kaplan JL, editors. The Merck manual of medical information [Internet]. 2nd home ed.; Online version. Whitehouse Station (NJ): Merck Research Laboratories; c2004-2006 [cited 2006 Nov 1]. Available from: http://www.merck.com/mmhe/index.html

Box 53. **No date of publication or copyright can be found.**

- If neither a date of publication nor a date of copyright can be found, but a date can be estimated because of material in the book or on accompanying material, insert a question mark after the estimated date and place date information in square brackets

    Evaluation of health literacy work among libraries and community organizations in the New York City area: report highlights [Internet]. New York: Americans for Libraries Council; [2002?] [cited 2006 Nov 1]. 4 p. Available from: http://www.lff.org/programs/hlconfeval.pdf

- If neither a date of publication nor a date of copyright can be found nor can the date be estimated, use the date of update/revision and/or the date cited

    Bibliography of numeracy resources 1980-2005 [Internet]. Ottawa (OT): Government of Canada, Human Resources and Social Development; [modified 2006 Jan 1; cited 2006 Nov 1]. Available from: http://www.hrsdc.gc.ca/en/hip/lld/nls/Resources/07_numbib.shtml

    Global strategy for the diagnosis, management, and prevention of chronic obstructive pulmonary disease [Internet]. Columbia (MD): Global Initiative for Chronic Obstructive Lung Disease; [updated 2005; cited 2006 Nov 3]. 115 p. Available from: http://www.goldcopd.com/Guidelineitem.asp?l1=2&l2=1&intId=989

    Toolkit of instruments to measure end of life [Internet]. Washington: George Washington University Medical Center, Center to Improve Care of the Dying; [cited 2006 Nov 1]. Available from: http://www.gwu.edu/~cicd/toolkit/toolkit.htm

Box 54. **Options for date of publication.**

It is not NLM policy, but the following is an acceptable option:

The date of publication may follow the author names (or title if there is no author) in the list of references when the name-year system of in-text references is used.

- Use only the year of publication

Box 54 continued from previous page.

- Use (1) the date of copyright, (2) the date of update/revision, or (3) the date of citation, in that order, if there is no publication date

- Place the date followed by a period after the last named author (or title if there is no author)

- Keep the date of update/revision and/or date of citation in their usual position unless they are the only dates available to follow the author(s) (or title)

- End the publisher name with a period if it is not followed by a date of update/revision or date of citation

  NLM citation:

  Barnitz L. The health care response to pandemic influenza: a position paper of the American College of Physicians [Internet]. Philadelphia: American College of Physicians; 2006 [cited 2006 Nov 3]. 21 p. Available from: http://www.acponline.org/college/pressroom/as06/pandemic_policy.pdf

  Griffiths AJ, Miller JH, Suzuki DT, Lewontin RC, Gelbart WM. Introduction to genetic analysis [Internet]. 7th ed. New York: W. H. Freeman & Co.; c2000 [cited 2006 Nov 6]. Available from: http://www.ncbi.nlm.nih.gov/books/bv.fcgi?call=bv.View..ShowTOC&rid=iga.TOC

  Bashook PG, Miller SH, Parboosingh J, Horowitz SD, editors. Credentialing physician specialists: a world perspective [Internet]. Evanston (IL): American Board of Medical Specialities, Research and Education Foundation; [cited 2006 Nov 3]. 221 p. Available from: http://www.abms.org/publications.asp

  Toolkit of instruments to measure end of life [bibliography on the Internet]. Washington: George Washington University Medical Center, Center to Improve Care of the Dying; [cited 2006 Nov 1]. Available from: http://www.gwu.edu/~cicd/toolkit/toolkit.htm

  Bibliography of numeracy resources 1980-2005 [Internet]. Ottawa (OT): Government of Canada, Human Resources and Social Development; [modified 2006 Jan 1; cited 2006 Nov 1]. Available from: http://www.hrsdc.gc.ca/en/hip/lld/nls/Resources/07_numbib.shtml

  Name-year system citation:

  Barnitz L. 2006. The health care response to pandemic influenza: a position paper of the American College of Physicians [Internet]. Philadelphia: American College of Physicians; [cited 2006 Nov 3]. 21 p. Available from: http://www.acponline.org/college/pressroom/as06/pandemic_policy.pdf

  Griffiths AJ, Miller JH, Suzuki DT, Lewontin RC, Gelbart WM. c2000. Introduction to genetic analysis [Internet]. 7th ed. New York: W. H. Freeman & Co.; [cited 2006 Nov 6]. Available from: http://www.ncbi.nlm.nih.gov/books/bv.fcgi?call=bv.View..ShowTOC&rid=iga.TOC

  Bashook PG, Miller SH, Parboosingh J, Horowitz SD, editors. [cited 2006 Nov 3]. Credentialing physician specialists: a world perspective [Internet]. Evanston (IL): American Board of Medical Specialities, Research and Education Foundation. 221 p. Available from: http://www.abms.org/publications.asp

  Toolkit of instruments to measure end of life [Internet]. [cited 2006 Nov 1]. Washington: George Washington University Medical Center, Center to Improve Care of the Dying. Available from: http://www.gwu.edu/~cicd/toolkit/toolkit.htm

> Bibliography of numeracy resources 1980-2005 [Internet]. [modified 2006 Jan 1]. Ottawa (OT): Government of Canada, Human Resources and Social Development; [cited 2006 Nov 1]. Available from: http://www.hrsdc.gc.ca/en/hip/lld/nls/Resources/07_numbib.shtml

Examples for Date of Publication

29. Book on the Internet with month(s)/day(s) included in date of publication

30. Book on the Internet with season included in date of publication

31. Book on the Internet with date of copyright instead of date of publication

32. Book on the Internet with multiple years of publication or copyright

35. Book on the Internet with no date of publication or copyright

Date of Update/Revision for Entire Books on the Internet (required)

General Rules for Date of Update/Revision

- Books may be updated or revised between editions or versions
- Begin update/revision information with a left square bracket
- Use whatever word for update or revision is provided, such as updated and modified
- Always give the year of update/revision
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month and day of update/revision, if provided, after the year, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End update/revision information with a semicolon and a space

Specific Rules for Date of Update/Revision

- Locating the date of update/revision
- Non-English names for months
- Seasons instead of months
- Both a date of update and a date of revision

Box 55. **Locating the date of update/revision.**

Books on the Internet are often updated or revised after publication. Look for the date accompanied by such words as updated, modified, revised, reviewed:

- At the top, bottom, or sidebar of the first screen or the bottom of the last screen of the book
- In the source code for the book if it is displayed by the Web browser

Box 56. **Non-English names for months.**

- Translate names of months into English

- Abbreviate them using the first three letters

Box 56 continued from previous page.

- Capitalize them
  Examples:

  mayo = May

  luty = Feb

  brezen = Mar

Box 57. Seasons instead of months.

- Translate names of seasons into English

- Capitalize them

- Do not abbreviate them
  For example:

  balvan = Summer

  outomno = Fall

  hiver = Winter

  pomlad = Spring

Box 58. Both a date of update and a date of revision.

Various words are used to show that the content of a book has been changed. Among them are: updated, modified, revised, reviewed.

- Use the wording supplied in the book

- Give all words expressing update/revision with the dates provided, in ascending date order

- Enter dates in the format year month day

- Separate words with their dates by a semicolon and a space

  updated 2006 May; modified 2006 Dec;

  revised 2005 Dec; updated 2006 Mar;

- Add the date of citation and put all date information in square brackets

- End date information with a period placed outside the closing bracket

  Are you worried about... cancer? [Internet]. London: Cancerbackup; c2003 [reviewed 2004 Sep 1; modified 2006 Aug 17; cited 2006 Nov 3]. [about 5 screens]. Available from: http://www.cancerbacku p.org.uk/Aboutcancer/Genetics/Areyouworriedabout/cancer

Examples for Date of Update/Revision

34. Book on the Internet with update/revision date

Date of Citation for Entire Books on the Internet (required)

General Rules for Date of Citation

- Always include the date the book was seen on the Internet
- Include the year month and day in that order, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- If a date of update/revision is given, place the date of citation after it and follow both dates with a right square bracket
- If no date of update/revision is given, place citation date information in square brackets
- End date information with a period placed outside the closing bracket

Specific Rules for Date of Citation

- Both a date of update/revision and a date of citation

Box 59. **Both a date of update/revision and a date of citation.**

Various words are used to show that the content of a book has been changed. Among them are: updated, modified, revised, reviewed.

- Begin with the date(s) of update/revision in the format year month day
  - Use the wording for update/revision supplied in the book
  - Give all words with the dates provided, in ascending date order
  - Separate words by a semicolon and a space
  - End the date(s) of update/revision with a semicolon and a space

- Enter the date cited in the format year month day

- Place all dates of update/revision and date of citation information in one set of square brackets

- End with a period placed outside the closing bracket

  Examples:

  Rosenbaum EH, Piper BF, Dodd M, Dzubur K, Glover M, Kramer P, Kurshner RA, Manuel F. Fatigue reduction and management for the primary side-effects of cancer therapy [Internet]. [California]: Cancer Supportive Care; 1999 May 1 [updated 2004 Sep 9; cited 2006 Nov 1]. [about 9 p.]. Available from: http://www.cancersupportivecare.com/fatigue.html

  Are you worried about...cancer? [Internet]. London: Cancerbackup; c2003 [reviewed 2004 Sep 1; modified 2006 Aug 17; cited 2006 Nov 3]. [about 5 screens]. Available from: http://www.cancerbacku p.org.uk/Aboutcancer/Genetics/Areyouworriedabout/cancer

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Examples for Date of Citation

1. Standard citation to a book on the Internet

34. Book on the Internet with update/revision date

Extent (Pagination) for Entire Books on the Internet (optional)

General Rules for Extent (Pagination)

For books with standard page numbers such as those in PDF

- Provide the total number of pages on which the text of the book appears
- Do not count pages for such items as introductory material, appendixes, and indexes unless they are included in the pagination of the text
- Follow the page total with a space and the letter p
- End extent information with a period

For books without page numbers

- Give extent as the total number of screens, paragraphs, lines, or bytes, whichever is most practical; precede the total with the word about and place it in square brackets, as [about 15 screens]
- If the book is printed out, precede the page total with the word about and place it in square brackets, as [about 10 p.]
- End extent information with a period

Specific Rules for Extent (Pagination)

- Roman numerals used as page numbers
- Books without page numbers
- Books that are a video, videocast, or podcast

Box 60. Roman numerals used as page numbers.

If all of the pages (not just the introductory pages) of a book in PDF (Portable Document Format) have roman numerals instead of the usual arabic numbers:

- Convert the roman numeral on the last page of the text to an arabic number

- Follow the number by "p."

- Place the number and "p." in square brackets, such as [12 p.]

- End page information with a period
  Example: [20 p.].

Box 61. Books without page numbers.

- If all of the pages (not just the introductory pages) of a book in PDF (Portable Document Format) have no page numbers:

  - Count the total numbers of pages of the text

  - Follow the count total by "p."

  - Place the number and "p." in square brackets, such as [12 p.]

  - End page information with a period
    Example: [20 p.].

Box 61 continued from previous page.

- If the book is in HTML, XML, or other unpaginated format:

  - Count the number of screens, paragraphs, lines, or bytes, whichever is most practical, or print out the book and count the number of pages

  - Because screen size and type fonts vary, precede the total with the word "about" for all except the number of paragraphs

  - Place the count total and the measure used in square brackets

  - End with a period placed outside the closing bracket

    Examples:

    [about 6 screens].

    [about 23 p.].

    [10 paragraphs].

Box 62. Books that are videocasts or podcasts.

If the entire book (not just a portion of one) is available as a videocast or podcast:

- Enter the word Videocast or Podcast followed by a colon and a space

- Give extent as the number of minutes needed to view/listen

- Abbreviate minutes to min.

  Examples:

  Alberts B. Spreading science throughout the world: how, why and when? [Internet]. Bethesda (MD): National Institutes of Health (US); 2003 [cited 2006 Nov 1]. Videocast: 65 min. Available from: http://videocast.nih.gov/launch.asp?10488

  Tracey E, Lange R. [Podcast for week of November 6, 2006] [Internet]. Baltimore (MD): Johns Hopkins Medicine; 2006 Nov 6 [cited 2006 Nov 7]. Podcast: 10 min. Available from: http://www.hopkinsmedicine.org/mediaII/Podcasts.html

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Examples for Extent (Pagination)

36. Book on the Internet with standard page numbers

37. Book on the Internet with extent expressed other than page numbers

38. Book on the Internet with extent estimated

39. Book on the Internet that is a video, videocast, or podcast

Series for Entire Books on the Internet (optional)

General Rules for Series

- Begin with the name of the series
- Capitalize only the first word and proper nouns

- Follow the name with any numbers provided. For example, vol. 3 for a volume or no. 12 for an issue number.
- Separate the title and the number by a semicolon and a space
- Place series information in parentheses
- End series information with a period, placed outside the closing parenthesis

Specific Rules for Series

- Series editor's name provided
- Multiple series

Box 63. Series editor's name provided.

As an option, the name of the overall series editor may be included with the series information.

- Begin with the name of the series editor or editors:
  - Give surname first
  - Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
  - Separate multiple names with a comma
  - End name information with a comma

- See the information under Author/Editor for further name rules

- Place the word editor or editors after the name information, followed by a period

- Enter the name of the series, capitalizing only the first word and proper nouns

- Follow the name with any numbers given, such as a volume or issue number; for example, vol. 3 and no. 12

- Separate the name and the numbers by a semicolon and a space

- Place series information in parentheses

- End series information with a period, placed outside the closing parenthesis

  Example:

     (Jones R, editor. Cancer medicine online; no. 4).

Box 64. Multiple series.

If a book is a part of more than one series, include information on all series if desired.

- Place each series in parentheses

- Separate the series by a semicolon and a space

- End series information with a period, placed outside the closing parenthesis of the last series

  Example:

     Prescription drugs: abuse and addiction [Internet]. Bethesda (MD): National Institute on Drug Abuse (US); 2001 Jul [revised 2005 Aug; cited 2006 Nov 3]. 12 p. (NIDA research report series); (NIH publication; no. 05-4881). Available from: http://www.drugabuse.gov/PDF/RRPrescription.pdf

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Examples for Series

    40. Book on the Internet with a series

    41. Book on the Internet with multiple series

Availability for Entire Books on the Internet (required)

General Rules for Availability

- Begin with the phrase "Available from" followed by a colon and a space
- Insert the entire Uniform Resource Locator (URL); do not omit http://, www, or other beginning components
- End with a period only if the URL ends with a slash, otherwise end with no punctuation

Specific Rules for Availability

- Breaking long URLs
- URLs not directly addressable
- Multiple URLs

Box 65. Breaking long URLs.

Some URLs (Uniform Resource Locators) are longer than one line.

- Retain the entire string as found when possible
- Break a URL at a slash if necessary
- Do not insert a hyphen or a hard line break within a URL

Box 66. URLs not directly addressable.

The URL as displayed by the Web browser may not always be used to retrieve the book, i.e., is not directly addressable.

- Always check to see if the URL is directly addressable

- If it is not, provide instructions for locating it from the closest addressable URL

    Example:

        Available from: http://www.genomic.unimelb.edu.au/mdi/ by using the Relevant Publications link.

Box 67. Multiple URLs.

If more than one URL can be used to locate a book:

- Give the URL you used in locating the book

- As an option, give all known URLs, separated by a space, a semicolon, and a space

    Example:

        Available from:

    Box 67 continues on next page...

> http://www.fao.org/docrep/006/y4962t/y4962t01.htm#bm1..1.3.1 ;
>
> http://www.fao.org/docrep/006/y4962t/y4962t03.htm#bm3..1.3.1 ;
>
> http://www.fao.org/docrep/006/y4962t/y4962t05.htm#bm5..1.3.1

Examples for Availability

1. Standard citation to a book on the Internet

Language for Entire Books on the Internet (required)

General Rules for Language

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Books appearing in more than one language

Box 68. Books appearing in more than one language.

- If a book is written in several languages:

  ○ Give the title in the first language found on the title page or opening screens

  ○ List all languages of publication after the Availability statement (URL)

  ○ Capitalize the language names

  ○ Separate the language names by commas

  ○ End the list of languages with a period

    Example:

    > Pan-European Conference on Food Safety and Quality [Internet]. Rome: Food and Agriculture Organization of the United Nations; [2003?] [cited 2006 Nov 3]. Available from: http://www.foodsafetyforum.org/paneuropean/index_en.htm English, French, Russian, Spanish.

- If a book is written in two or more equal languages, as often occurs in Canadian publications:

  ○ Give all titles in the order in which they are presented on the title page or opening screens

  ○ Separate them with an equals sign with a space on either side

  ○ List the languages after the Availability statement (URL)

  ○ Capitalize the language names

  ○ Separate the language names by commas

Box 68 continued from previous page.

- ○ End the list of languages with a period

  Example:

  > Settle TB, compiler. La storia e la filosofia della scienza, della tecnologia e della medicina = The history and philosophy of science, technology and medicine [Internet]. Florence (Italy): IMSS & Polytechnic University; c1994-2006 [updated 2006 Aug 22; cited 2006 Nov 3]. [about 20 p.]. Available from: http://www.imss.fi.it/%7etsettle/index.html Italian, English.

- If each language version has its own URL, give the URL of the language you used. As an option, give the URLs for all languages. Separate them by a space, a semicolon, and a space.

  Example:

  > Available from: http://www.fao.org/docrep/006/y4962t/y4962t01.htm#bm1..1.3.1 ; http://www.fao.org/docrep/006/y4962t/y4962t03.htm#bm3..1.3.1 ; http://www.fao.org/docrep/006/y4962t/y4962t05.htm#bm5..1.3.1 English, French, Spanish.

- If none of the titles is English, follow with a translation whenever possible. Place the translation in square brackets.

Examples for Language

16. Book on the Internet in a language other than English

17. Book on the Internet published with equal text in two or more languages

Notes for Entire Books on the Internet (optional)

General Rules for Notes

- Notes is a collective term for any type of useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- DOIs
- System requirements
- Other types of material to include in notes

Box 69. DOIs.

The DOI or Digital Object Identifier was developed by the International DOI Foundation to provide for persistent identification of documents across networks. It does this using a naming convention consisting of a prefix that contains the name of the particular DOI directory and the content owner's identifier, and a suffix that is a numeric or alphanumeric string supplied by the publisher.

Publishers register with the International DOI Foundation to obtain their owner's identifier, then submit their suffix to a DOI registration agency along with the URL and appropriate metadata for the particular document being registered.

Box 69 continued from previous page.

Publishers are currently assigning DOIs at both the book and chapter level. Some assign one DOI to a book regardless of changes in edition or format, while others give a unique DOI to each version.

To find a book on the Internet using its DOI, add the prefix http://dx.doi.org/ to the number.

To use a DOI in a citation:

- Begin with doi followed by a colon and a space

- Enter the number supplied by the publisher

  Example:

  Schiraldi GR. Post-traumatic stress disorder sourcebook: a guide to healing, recovery, and growth [Internet]. New York: McGraw-Hill; 2000 [cited 2006 Nov 6]. 446 p. Available from: http://books.mc graw-hill.com/getbook.php?isbn=0071393722&template=#toc doi: 10.1036/0737302658

Box 70. System requirements.

System requirements describe the particular software and hardware needed to view the book.

- Begin with the phrase "System Requirements" followed by a colon and a space

- Use the wording supplied by the publisher; no standardization is needed

- Separate the types of information by a semicolon and a space

- End requirement information with a period

  Examples:

  Cook N. AIDS in Africa [Internet]. Washington: Library of Congress, Congressional Research Service; 2006 [updated 2006 Mar 9; cited 2006 Nov 3]. 16 p. Available from: http://www.fas.org/sgp/crs/row/IB10050.pdf System Requirements: Adobe Acrobat Reader.

  Airiani S, Braunstein RE, Chang S, editors. Digital reference of ophthalmology [Internet]. New York: Columbia University, College of Physicians and Surgeons, Edward S. Harkness Eye Institute; c2003 [cited 2006 Nov 3]. Available from: http://dro.hs.columbia.edu/. System Requirements: Browser must be able to handle tables, javascript, and other advanced features; Netscape Navigator (version 4.0 or greater) or Microsoft Internet Explorer (version 4.0 or greater) is recommended.

Box 71. Other types of material to include in notes.

The notes element may be used to provide any useful information. Begin by citing the book, then add the note. Some examples of notes are:

- If the book was sponsored by or prepared for a particular organization, give the name and any relevant numbers

  Kahn CE Jr, editor. CHORUS: Collaborative Hypertext of Radiology [Internet]. [Milwaukee]: Medical College of Wisconsin; 2004 [cited 2006 Nov 3]. Available from: http://chorus.rad.mcw.edu/. Supported in part by USPHS grant G08 LM05705 from the National Library of Medicine.

Box 71 continued from previous page.

- If the book has an International Standard Book Number assigned, give the number preceded by ISBN:

    Sayers R. Principles of awareness-raising: information literacy, a case study [Internet]. Bangkok (Thailand): UNESCO Bangkok; 2006 [cited 2006 Nov 1]. 124 p. Available from: http://portal.unesco.org/ci/en/files/22439/11510733461 Principles_of_Awareness_Raising_19th_April_06.pdf/ Principles%2Bof %2BAwareness_Raising_19th%2BApril%2B06.pdf ISBN: 92-9223-082-4.

- If the book has information that may not be apparent from the title, describe it

    Tracey E, Lange R. [Podcast for week of November 6, 2006] [Internet]. Baltimore (MD): Johns Hopkins Medicine; 2006 Nov 6 [cited 2006 Nov 7]. Podcast: 10 min. Available from: http://www.hopkinsmedicine.org/mediaII/Podcasts.html Subscription to the podcast series available from the publisher.

- If the book is available in another version, describe it

    Reitz JM. ODLIS: online dictionary for library and information science [Internet]. Westport (CT): Libraries Unlimited; c2004-2006 [updated 2006 Apr 3; cited 2006 Nov 6]. Available from: http://lu.com/odlis/odlis_c.cfm Also available as a print book from the publisher.

Examples for Notes

42. Book on the Internet with DOI included

43. Book on the Internet with optional system requirements

44. Book on the Internet with supplemental note included

Examples of Citations to Entire Books and Other Individual Titles on the Internet

1. Standard citation to a book on the Internet

Richardson ML. Approaches to differential diagnosis in musculoskeletal imaging [Internet]. Version 2.0. Seattle (WA): University of Washington School of Medicine; c2000 [revised 2001 Oct 1; cited 2006 Nov 1]. Available from: http://www.rad.washington.edu/mskbook/index.html

Collins SR, Kriss JL, Davis K, Doty MM, Holmgren AL. Squeezed: why rising exposure to health care costs threatens the health and financial well-being of American families [Internet]. New York: Commonwealth Fund; 2006 Sep [cited 2006 Nov 2]. 34 p. Available from: http://www.cmwf.org/usr_doc/Collins_squeezedrisinghltcarecosts_953.pdf

Fact sheet: AIDS information resources [Internet]. Bethesda (MD): National Library of Medicine (US); 2003 May 2 [updated 2005 Jul 14; cited 2006 Nov 15]. [about 3 screens]. Available from: http://www.nlm.nih.gov/pubs/factsheets/aidsinfs.html

with optional content type

Richardson ML. Approaches to differential diagnosis in musculoskeletal imaging [monograph on the Internet]. Version 2.0. Seattle (WA): University of Washington School of Medicine; c2000 [revised 2001 Oct 1; cited 2006 Nov 1]. Available from: http://www.rad.washington.edu/mskbook/index.html

Collins SR, Kriss JL, Davis K, Doty MM, Holmgren AL. Squeezed: why rising exposure to health care costs threatens the health and financial well-being of American families [monograph on the Internet]. New York: Commonwealth Fund; 2006 Sep [cited 2006 Nov 2]. 34 p. Available from: http://www.cmwf.org/usr_doc/Collins_squeezedrisinghltcarecosts_953.pdf

Fact sheet: AIDS information resources [monograph on the Internet]. Bethesda (MD): National Library of Medicine (US); 2003 May 2 [updated 2005 Jul 14; cited 2006 Nov 15]. [about 3 screens]. Available from: http://www.nlm.nih.gov/pubs/factsheets/aidsinfs.html

2. Book on the Internet with optional full names for author(s)

Collins, Sara R.; Kriss, Jennifer L.; Davis, Karen; Doty, Michelle M.; Holmgren, Alyssa L. Squeezed: why rising exposure to health care costs threatens the health and financial well-being of American families [Internet]. New York: Commonwealth Fund; 2006 Sep [cited 2006 Nov 2]. 34 p. Available from: http://www.cmwf.org/usr_doc/Collins_squeezedrisinghltcarecosts_953.pdf

3. Book on the Internet with optional limit to the number of authors/editors

Kasper DL, Braunwald E, Fauci AS, et al., editors. Harrison's online [Internet]. 16th ed. Columbus (OH): McGraw-Hill Companies; c2006 [cited 2006 Nov 20]. Available from: http://www.accessmedicine.com/resourceTOC.aspx?resourceID=4

or

Kasper DL, Braunwald E, Fauci AS, and others, editors. Harrison's online [Internet]. 16th ed. Columbus (OH): McGraw-Hill Companies; c2006 [cited 2006 Nov 20]. Available from: http://www.accessmedicine.com/resourceTOC.aspx?resourceID=4

4. Book on the Internet with author/editor surnames having a prefix or particle

Irwin RJ, van Mouwerik M, Stevens L, Seese MD, Basham W, compilers and editors. Environmental contaminants encyclopedia [Internet]. Fort Collins (CO): National Park Service (US), Water Resources Divisions, Water Operations Branch; 1998 Feb [updated 2003 Dec 11; cited 2006 Nov 3]. Available from: http://www.nature.nps.gov/toxic/index.html

Zubrick SR, Lawrence D, de Maio J, Biddle N. Testing the reliability of a measure of Aboriginal children's mental health: an analysis based on the Western Australian Aboriginal child health survey [Internet]. Belconnen (Australia): Australian Bureau of Statistics; c2006 [cited 2006 Nov 3]. 65 p. Available from: http://www.ausstats.abs.gov.au/Ausstats/subscriber.nsf/0/B9B45094C93CD3ACCA25712400156C7C/$File/1351055011_mar%202006.pdf

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Kahn CE Jr, editor. CHORUS: Collaborative Hypertext of Radiology [Internet]. [Milwaukee]: Medical College of Wisconsin; 2004 [cited 2006 Nov 3]. Available from: http://chorus.rad.mcw.edu/.

Kufe DW, Pollock RE, Weichselbaum RR, Bast RC Jr, Gansler TS, Holland JF, Frei E 3rd, editors. Cancer medicine 6 [Internet]. Hamilton (ON): B.C. Decker Inc.; c2003 [cited 2006 Nov 1]. 2400 p. Available from: http://www.ncbi.nlm.nih.gov/books/bv.fcgi?call=bv.View..ShowTOC&rid=cmed6.TOC&depth=2

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Afnan-Manns S, Dorr A. E-literate: promoting 21st century literacy skills [Internet]. Los Angeles (CA): UCLA Graduate School of Education and Information Studies; 2003 [cited 2006 Nov 1]. 8 p. Available from: http://www.newliteracies.gseis.ucla.edu/video/E_literateSurveyReport.pdf

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Kaiser Commission on Medicaid and the Uninsured. The uninsured and their access to health care [Internet]. Washington: Henry J. Kaiser Family Foundation; 2006 Oct [cited 2006 Nov 3]. 2 p. Available from: http://www.kff.org/uninsured/upload/The-Uninsured-and-Their-Access-to-Health-Care-Oct-2004.pdf

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American Academy of Pain Medicine; American Pain Society. The use of opioids for the treatment of chronic pain: a consensus statement [Internet]. Glenview (IL): American Academy of Pain Medicine; c1997 [cited 2006 Nov 1]. 4 p. Available from: http://www.painmed.org/productpub/statements/pdfs/opioids.pdf

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Beers MH, Jones TV, Berkwits M, Kaplan JL, Porter R, editors. The Merck manual of health & aging [Internet]. Whitehouse Station (NJ): Merck Research Laboratories; c2005 [cited 2006 Nov 1]. Available from: http://www.merck.com/pubs/mmanual_ha/contents.html

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Fox MK (Abt Associates Inc., Bethesda, MD), Hamilton W (Abt Associates Inc., Bethesda, MD), Lin BH (Economics Research Service, US Department of Agriculture, Washington, DC). Effects of food assistance and nutrition programs on nutrition and health. Vol. 4, Executive summary of the literature review [Internet]. Washington: Department of Agriculture (US), Economic Research Service, Food and Rural Economics Division; 2004 Nov [cited 2006 Nov 3]. 174 p. (Food assistance and nutrition research report; no. 19-4). Available from: http://www.ers.usda.gov/publications/fanrr19-4/fanrr19-4.pdf

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(Wĕbopēdia) [Internet]. Darien (CT): Jupitermedia Corporation; c2006 [cited 2006 Nov 16]. Available from: http://www.webopedia.com/.

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Nations; 2003 [cited 2006 Nov 17]. [about 110 p.]. Available from: http://www.fao.org/docrep/006/y4962t/y4962t00.htm English, French, Spanish.

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Zieger K. Die Bedeutung der deutschen Arztevereine fur das wissenschaftliche Leben, die medizinische Versorgung und soziale Belange der Stadt St. Petersburg von 1819-1914 [dissertation on the Internet]. Leipzig (Germany): Universitat Leipzig, Karl-Sudhoff-Institut fur Geschichte der Medizin und der Naturwissenschaften; 2000 [cited 2006 Nov 3]. 123 p. Available from: http://www.vifaost.de/w/pdf/zieger-aerzte.pdf German.

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Breast cancer treatment guidelines for patients [Internet]. Version 7. Jenkintown (PA): National Comprehensive Cancer Network (US); 2005 Aug [cited 2006 Nov 3]. Available from: http://www.nccn.org/patients/patient_gls/_english/_breast/contents.asp

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Are you worried about...cancer? [Internet]. London: Cancerbackup; c2003 [reviewed 2004 Sep 1; modified 2006 Aug 17; cited 2006 Nov 3]. [about 5 screens]. Available from: http://www.cancerbackup.org.uk/Aboutcancer/Genetics/Areyouworriedabout/cancer

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Global strategy for the diagnosis, management, and prevention of chronic obstructive pulmonary disease [Internet]. Columbia (MD): Global Initiative for Chronic Obstructive Lung Disease; [updated 2005; cited 2006 Nov 3]. 115 p. Available from: http://www.goldcopd.com/Guidelineitem.asp?l1=2&l2=1&intId=989 Based on April 1998 NHLBI/WHO workshop.

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Suber P. Unbinding knowledge: a proposal for providing open access to past research articles, starting with the most important [Internet]. [place unknown]: Peter Suber; 2004 May 3 [revised 2005 Nov 16; cited 2006 Nov 3]. [about 11 p.]. Available from: http://www.earlham.edu/~peters/writing/unbind.htm

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26. Book on the Internet with publisher having subsidiary division

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Consultations in Medicare: coding and reimbursement [Internet]. [Washington]: Department of Health and Human Services (US), Office of Inspector General; 2006 Mar [cited 2006 Nov 3]. 21 p. Available from: http://www.oig.hhs.gov/oei/reports/oei-09-02-00030.pdf

27. Book on the Internet with government agency or other national body as publisher

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Summary investigative report on allegations of possible scientific misconduct on the part of Gerald P. Schatten, Ph.D. [Internet]. Pittsburgh (PA): University of Pittsburgh Medical Center; 2006 Feb 8 [cited 2006 Nov 3]. 9 p. Available from: http://newsbureau.upmc.com/PDF/Final%20Public%20Report%202.08.pdf

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Evaluation of health literacy work among libraries and community organizations in the New York City area: report highlights [Internet]. New York: Americans for Libraries Council; [2002?] [cited 2006 Nov 1]. 4 p. Available from: http://www.lff.org/programs/hlconfeval.pdf

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Banja J. Discussing unanticipated outcomes and disclosing medical errors [Internet]. [place unknown]: Georgia Hospital Association; [2001?] [cited 2006 Nov 17]. Video: 55 min. Available from: http://www.gha.org/pha/video/index.asp

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43. Book on the Internet with optional system requirements

Cook N. AIDS in Africa [Internet]. Washington: Library of Congress (US), Congressional Research Service; 2006 [updated 2006 Mar 9; cited 2006 Nov 3]. 16 p. Available from: http://www.fas.org/sgp/crs/row/IB10050.pdf System Requirements: Adobe Acrobat Reader.

Airiani S, Braunstein RE, Chang S, editors. Digital reference of ophthalmology [Internet]. New York: Columbia University, College of Physicians and Surgeons, Edward S. Harkness Eye Institute; c2003 [cited 2006 Nov 3]. Available from: http://dro.hs.columbia.edu/. System Requirements: Browser must be able to handle tables, javascript, and other advanced features; Netscape Navigator (version 4.0 or greater) or Microsoft Internet Explorer (version 4.0 or greater) is recommended.

Banja J. Discussing unanticipated outcomes and disclosing medical errors [Internet]. [place unknown]: Georgia Hospital Association; [2001?] [cited 2006 Nov 17]. Video: 55 min. Available from: http://www.gha.org/pha/video/index.asp System Requirements: RealPlayer and a T1 line.

44. Book on the Internet with supplemental note included

Sayers R. Principles of awareness-raising: information literacy, a case study [Internet]. Bangkok (Thailand): UNESCO Bangkok; 2006 [cited 2006 Nov 1]. 124 p. Available from: http://portal.unesco.org/ci/en/files/22439/11510733461Principles_of_Awareness_Raising_19th_April_06.pdf/Principles%2Bof%2BAwareness_Raising_19th%2BApril%2B06.pdf ISBN: 92-9223-082-4.

Kahn CE Jr, editor. CHORUS: Collaborative Hypertext of Radiology [Internet]. [Milwaukee]: Medical College of Wisconsin; 2004 [cited 2006 Nov 3]. Available from: http://chorus.rad.mcw.edu/. Supported in part by USPHS grant G08 LM05705 from the National Library of Medicine.

Thomas RL. The eclectic practice of medicine [Internet]. Illus. 2nd ed. Cincinnati (OH): Scudder Brothers Co.; 1907 [cited 2006 Nov 3]. Available from: http://www.swsbm.com/EclecticMed/EclecticPractice.html Internet version by the Southwest School of Botanical Medicine, Bisbee, AZ.

Reitz JM. ODLIS: online dictionary for library and information science [Internet]. Westport (CT): Libraries Unlimited; c2004-2006 [cited 2006 Nov 6]. Available from: http://lu.com/odlis/odlis_c.cfm Also available as a print book from the publisher.

45. One volume of a book on the Internet

Fox MK, Hamilton W, Lin BH. Effects of food assistance and nutrition programs on nutrition and health. Vol. 4, Executive summary of the literature review [Internet]. Washington: Department of Agriculture (US), Economic Research Service, Food and Rural Economics Division; 2004 Nov [cited 2006 Nov 3]. 174 p. Available from: http://www.ers.usda.gov/publications/fanrr19-4/fanrr19-4.pdf

46. Dictionary on the Internet

Merriam-Webster medical dictionary [Internet]. Springfield (MA): Merriam-Webster Incorporated; c2005 [cited 2006 Nov 16]. Available from: http://www.nlm.nih.gov/medlineplus/mplusdictionary.html

Cambridge dictionaries online [Internet]. Cambridge (UK): Cambridge University Press; c2006 [cited 2006 Nov 3]. Available from: http://dictionary.cambridge.org/.

Reitz JM. ODLIS: online dictionary for library and information science [Internet]. Westport (CT): Libraries Unlimited; c2004-2006 [cited 2006 Nov 6]. Available from: http://lu.com/odlis/odlis_c.cfm

47. Encyclopedia on the Internet

A.D.A.M. medical encyclopedia [Internet]. Atlanta (GA): A.D.A.M., Inc.; c2005 [cited 2006 Nov 3]. Available from: http://www.nlm.nih.gov/medlineplus/encyclopedia.html

Irwin RJ, van Mouwerik M, Stevens L, Seese MD, Basham W, compilers and editors. Environmental contaminants encyclopedia [Internet]. Fort Collins (CO): National Park Service (US), Water Resources Divisions, Water Operations Branch; 1998 Feb [updated 2003 Dec 11; cited 2006 Nov 3]. Available from: http://www.nature.nps.gov/toxic/index.html

48. Conference proceedings on the Internet

Include 2005 [Internet]. Proceedings of the International Conference on Inclusive Design; 2005 Apr 5-8; London. London: Royal College of Art, Helen Hamlyn Research Centre; [cited 2006 Nov 3]. [about 130 p.]. Available from: http://www.hhrc.rca.ac.uk/programmes/include/2005/proceedings/index.html

Bashook PG, Miller SH, Parboosingh J, Horowitz SD, editors. Credentialing physician specialists: a world perspective [Internet]. Proceedings; 2000 Jun 8-10; Chicago. Evanston (IL): American Board of Medical Specialties, Research and Education Foundation; [cited 2006 Nov 3]. 221 p. Available from: http://www.abms.org/publications.asp

49. Technical report on the Internet

Arkes J, Pacula RL, Paddock S, Caulkins JP, Reuter P (RAND Drug Policy Research Center, Santa Monica, CA). Technical report for the price and purity of illicit drugs: 1981 through the second quarter of 2003 [Internet]. Washington: Executive Office of the President (US), Office of National Drug Control Policy; 2004 Nov [cited 2006 Nov 3]. 83 p. Contract No.: DHHS 282-00-0016. Report No.: NCJ 207769. Available from: http://www.whitehousedrugpolicy.gov/publications/price_purity_tech_rpt/price_purity_tech_rpt.pdf

Baydar N, McCann M, Williams R, Vesper E (Battelle Centers for Public Health Research and Evaluation, Seattle, WA). Final report. WIC infant feeding practices study [Internet]. Wieringa D, Sitchin K, editors. Alexandria (VA): Department of Agriculture (US), Food and Consumer Service, Office of Analysis and Evaluation; 1997 Nov [cited 2006 Nov 3]. 254 p. Contract No.: 53-3198-3-003. Available from: http://purl.access.gpo.gov/GPO/LPS9308

50. Dissertation on the Internet

Zieger K. Die Bedeutung der deutschen Arztevereine fur das wissenschaftliche Leben, die medizinische Versorgung und soziale Belange der Stadt St. Petersburg von 1819-1914 [dissertation on the Internet]. Leipzig (Germany): Universitat Leipzig, Karl-Sudhoff-Institut fur Geschichte der Medizin und der Naturwissenschaften; 2000 [cited 2006 Nov 3]. 123 p. Available from: http://www.vifaost.de/w/pdf/zieger-aerzte.pdf German.

51. Bibliography on the Internet

Zorn M, Ratzan S, compilers. Health risk communication [bibliography on the Internet]. Bethesda (MD): National Library of Medicine (US); 2000 Oct [cited 2006 Nov 14]. 59 p. (Current bibliographies in medicine; no. 2000-7). Available from: http://www.nlm.nih.gov/pubs/cbm/health_risk_communication.pdf 847 citations from January 1990 through October 2000, plus selected earlier citations.

Settle TB, compiler. La storia e la filosofia della scienza, della tecnologia e della medicina = The history and philosophy of science, technology and medicine [bibliography on the Internet]. Florence (Italy): IMSS & Polytechnic University; c1994-2006 [updated 2006 Aug 22; cited 2006 Nov 3]. [about 20 p.]. Available from: http://www.imss.fi.it/%7etsettle/index.html Italian, English.

Toolkit of instruments to measure end of life [bibliography on the Internet]. Washington: George Washington University Medical Center, Center to Improve Care of the Dying; [cited 2006 Nov 1]. Available from: http://www.gwu.edu/~cicd/toolkit/toolkit.htm

Bailey CW Jr, compiler. Scholarly electronic publishing bibliography [Internet]. Version 65. Houston (TX): Charles W. Bailey, Jr.; c1996-2006 [updated 2006 Nov 2; cited 2006 Nov 6]. Available from: http://www.digital-scholarship.com/sepb/sepb.html

B. Sample Citation and Introduction to Citing Parts of Books on the Internet

The general format for a reference to part of an Internet book, including punctuation:
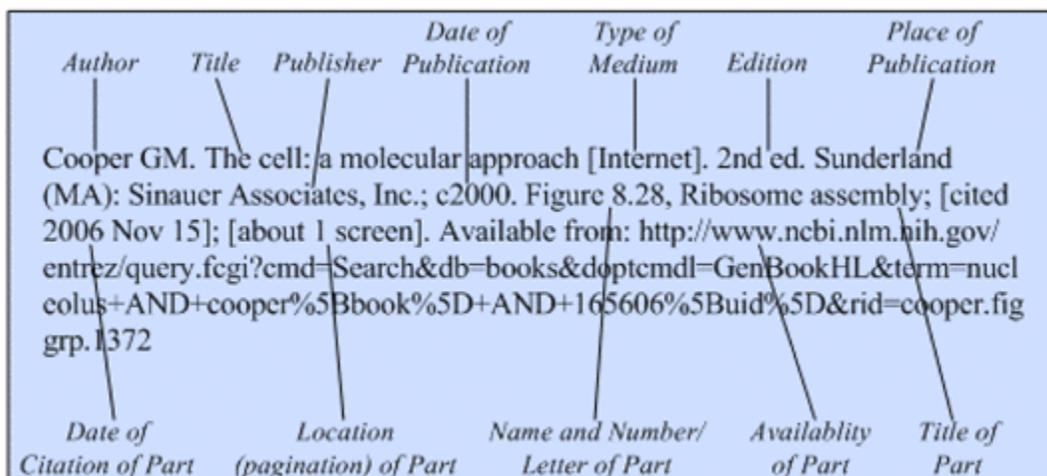
Examples of Citations to Parts of Books on the Internet

Separately identified portions of a book may be cited. Chapters, sections, tables, charts, graphs, photographs, appendixes, and the like are considered parts of books when they are written or compiled by the authors of the book. They are contributions when the book has an overall editor or editors and the individual chapters or other components in the book are written by various authors, usually called contributors.

In general, most modern texts have standardized to three types of parts: figures, tables, and appendixes. However, other names may be found for parts, including section, chart, graph, box, and photograph.

Because a reference should start with the individual or organization with responsibility for the intellectual content of the publication:

- Begin a reference to a part of a book with information about the book; follow it with the information about the part. See also Chapter 2C Parts of Books for additional examples of parts to books in print or in microform (microfilm, microfiche).
- Begin a reference to a contribution with information about the contribution, followed by the word "In:" and information about the book itself. See Chapter 22C Contributions to Books on the Internet for details.

The primary difference between citing a part of a print book and an Internet book is in expressing the location (pagination) of the part. Unless an Internet book is in PDF (Portable Document Format), standard page numbers are not available. For non-PDF books:

- Give location as the total extent of the part.
- Calculate extent by the best means possible, in terms of the number of print pages, screens, paragraphs, or bytes, and place the total in square brackets. Screen size, font used, and printers vary greatly, but the purpose is to give an indication of the length of the part.
- Use the word "about" before the length indicator when the number is calculated.

Medical texts frequently contain charts, figures, and other illustrative material reproduced with permission from other sources. Do not cite these as parts using these instructions. Consult the original publication and cite the particular item from there.

Continue to Citation Rules with Examples for Parts Books on the Internet.

Continue to Examples of Citations to Parts of Books on the Internet.

Citation Rules with Examples for Parts of Books on the Internet

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means that it is optional.

Entire Book (R) | Name and Number/Letter (R) | Title (R) | Date of Update/Revision (R) | Date of Citation (R) | Location (Pagination) (R) | Availability (R) | Language (R)

Entire Book on the Internet (required)

- Cite the book according to Chapter 22A Entire Books on the Internet but omit the Date of Citation, Extent (Pagination), and Availability (URL)

Name and Number/Letter for a Part of a Book on the Internet (required)

General Rules for Name and Number/Letter

- Enter the name of the part as it appears in the book

- Capitalize the name, such as Chapter, Table, Figure, or Appendix
- Do not abbreviate names. For example, convert Fig. to Figure.
- Follow the name with any accompanying number or letter, such as Chapter 12, Table 2, Figure 3.1, or Appendix A
- Use arabic numbers only. For example: convert VI or Six to 6.
- End name and number/letter information with a comma and a space

Specific Rules for Name and Number/Letter

- Non-English names for parts
- No letter or number follows the name
- Part is a video clip, videocast, or podcast
- No name appears

Box 72. Non-English names for parts.

- Provide the name in the original language for non-English names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    Tabelle 5.3,

    Figura 10a,

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Risunok 6,

    Parartema 4,

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

    Ichiran-hiyo 3, *or* [Table 3,]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - Treat letters marked with a diacritic or accent as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    Box 72 continues on next page...

Box 72 continued from previous page.

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ   *treated as*   ae

    œ   *treated as*   oe

- Convert words and roman numerals used for part numbers into arabic numbers, so that the word for two or II becomes 2

- Provide an English translation, if possible, after the original language title; place translated titles in square brackets

    Anexo, Creacion de las especialidades medicas [Appendix, Beginnings of medical specialties];

- To help identify parts in other languages, see the following examples:

Language	Chapter	Table	Figure	Appendix	Section
French	Chapitre	Tableau	Figure	Appendice	Section
German	Kapitel	Tabelle	Abbildung	Anhang	Sektion
			Figur	Appendix	Abteilung
				Zusatz	
Italian	Capitolo	Tabella	Figura	Appendice	Parte
					Sezione
Russian	Glava	Tablitsa	Risunok	Prilozenie	Sekcija
					Otdel
					Otdelenie
Spanish	Capitulo	Tabla	Figura	Apendice	Seccion
					Parte

Box 73. No letter or number follows the name.

- Occasionally, an author will label a part as simply "Table", "Figure", "Appendix", or another name without following the name with a letter or number. In this case, give whatever name is used for the part and follow it with a comma and the title.

    Appendix, Timetable of human prenatal development 1 to 6 weeks;

Box 74. Part is a video clip, videocast, or podcast.

- If a video clip, videocast, or podcast is part of a book, place the word Video, Videocast, or Podcast in square brackets followed by a comma and a space

    Lodish H, Berk A, Zipursky LS, Matsudaira P, Baltimore D, Darnell J. Molecular cell biology [Internet]. 4th ed. New York: W.H. Freeman; 2000. [Video], Immunoblot and enzyme-linked assay; [cited 2006 Nov 15]; [3 min.]. Available from: http://www.ncbi.nlm.nih.gov/books/bookres.fcgi/mcb/ch3anim4.mov

---

Box 75. **No name appears.**

- If the part being cited is clearly a table, figure, appendix, or similar part but it is not labeled as such, place the name in square brackets and follow it with any identifying number or letter

    [Figure], Protein binding and drug disposition;

    [Photograph] 8, Oliver Wendell Holmes, Professor of Anatomy and Physiology from 1838 to 1841;

- If the part being cited is not a table, figure, or appendix and has no other identifying name such as "section", begin with the title of the part

    Data and calculations required for a life table;

    Sialography;

Examples for Name and Number/Letter

3. Chapter in a book on the Internet

4. Table in a book on the Internet

5. Figure in a book on the Internet

6. Appendix in a book on the Internet

7. Photograph in a book on the Internet

11. Other named parts of books on the Internet

12. Other unnamed parts of books on the Internet

13. Parts of a book not in English

14. Parts of a book on the Internet with equal text in two or more languages

Title for a Part of a Book on the Internet (required)

General Rules for Title

- Enter the title of the part as it appears in the book
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle unless some other form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End title information with a semicolon and a space

Specific Rules for Title

- Titles for parts not in English
- Titles for parts in more than one language
- Titles for parts containing a Greek letter, chemical formula, or other special character
- No title appears

Box 76. Titles for parts not in English.

- Provide the name in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Tabla 10, Etiologia de la esplenomegalia secundaria a procesos infecciosos;

  Chapitre 4, Le virage de la jouissance;

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

  Risunok 2, Tendentsii smertnosti i prodolzhitel'nosti zhizni naseleniya Ukrainy v poslevoennyi period;

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place the translation in square brackets.

  10 Shoyo, Anchi eijingu igaku;

  [Figure 9, Annual progression of swine influenza in Seoul];

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

  Tabelle 1, Verteilung der deutschsprachigen Bevolkerung auf die einzelnen Stadtteile von St. Petersburg und die Gesamtentwicklung 1869-1910;

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å   *treated as*   A

    Ø   *treated as*   O

    Ç   *treated as*   C

    Ł   *treated as*   L

    à   *treated as*   a

    ĝ   *treated as*   g

    ñ   *treated as*   n

    ü   *treated as*   u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ   *treated as*   ae

    œ   *treated as*   oe

- Provide an English translation, if possible, after the original language title. Place the translation in square brackets.

Tableau 5, Principaux marqueurs biologiques de l'etat nutritionnel [Table 5, Principal biological markers of nutritional state];

10 Shoyo, Anchi eijingu igaku [Chapter 10, Anti-aging medicine];

Box 77. Titles for parts in more than one language.

If a chapter, figure, or another part is presented in two or more equal languages, as often occurs in Canadian publications:

- Give all titles in the order in which they are found on the title page or opening screens

- Place an equals sign with a space on either side between the titles

- List all languages, separated by commas, after the Availability (URL)

- End the list with a period

    Example:

    Robinson A, compiler. Veterinary public health and control of zoonoses in developing countries = Sante publique veterinaire et controle des zoonoses dans les pays en developpement = Salud publica veterinaria y control de zoonosis en Paises en Desarrollo [Internet]. Rome: Food and Agriculture Organization of the United Nations; 2003. [Part] A, Veterinary public health in the 21st century = La sante publique veterinaire au XXIeme siecle = Salud publica veterinaria en el siglo XXI; [cited 2006 Nov 17]; [about 6 screens each]. Available from: http://www.fao.org/docrep/006/y4962t/y4962t01.htm#bm1..1.3.1 ; http://www.fao.org/docrep/006/y4962t/y4962t03.htm#bm3..1.3.1 ; http://www.fao.org/docrep/006/y4962t/y4962t05.htm#bm5..1.3.1 English, French, Spanish.

Box 78. Titles for parts containing a Greek letter, chemical formula, or other special character.

- Capitalize the first word of the title of a part unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

    Figure 10, n-alkenes on capillary columns with stationary phases of C87 hydrocarbon, Apiezonl L, CW-20M;

- Retain special characters in titles when possible

    Chapter 3, E©UP: European Copyright User Platform;

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

    Figure 3, Influence of seed extract of *Syzygium Cumini* (Jamun) on mice exposed to different doses of γ-radiation;

    may become

    Figure 3, Influence of seed extract of *Syzygium Cumini* (Jamun) on mice exposed to different doses of gamma-radiation;

Box 78 continued from previous page.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

    Table 4, Glycoprotein mediated transport of NH_3 into red blood cells;

    may become

    Table 4, Glycoprotein mediated transport of NH(3) into red blood cells;

Box 79. No title appears.

Occasionally a part does not have a formal title, only a legend (explanatory text) for the table, figure, appendix, or other part. When this occurs:

- Create a title from the first few words of the text. Use enough words to make the constructed title meaningful.

- Place the created title in square brackets

    Table, [Waist-hip ratio ranges and the sample sizes for women aged 40 to 59];

    Appendix, [Excerpts from "Prescription Pain Medications: Frequently Asked Questions and Answers for Health Care Professionals"];

Examples for Title

3. Chapter in a book on the Internet

4. Table in a book on the Internet

5. Figure in a book on the Internet

6. Appendix in a book on the Internet

7. Photograph in a book on the Internet

8. Video clip in a book on the Internet

9. Dictionary entry on the Internet

10. Encyclopedia entry on the Internet

11. Other named parts of books on the Internet

12. Other unnamed parts of books on the Internet

13. Parts of a book not in English

14. Parts of a book on the Internet with equal text in two or more languages

Date of Update/Revision for a Part of a Book on the Internet (required)

General Rules for Date of Update/Revision

- Parts of books may be updated or revised between editions or versions
- Begin update/revision information with a left square bracket

- Use whatever word for update or revision is provided, such as updated and modified
- Always give the year of update/revision
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month and day of update/revision, if provided, after the year, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End update/revision information with a semicolon and a space

Specific Rules for Date of Update/Revision

- Locating the date of update/revision
- Non-English names for months
- Seasons instead of months
- Both a date of update and a date of revision

Box 80. Locating the date of update/revision.

Parts of books on the Internet are often updated or revised after publication. Look for the date accompanied by such words as updated, modified, revised, reviewed:

- At the top, bottom, or sidebar of the first screen for the part or the bottom of the last screen of the part
- In the source code for the part if it is displayed by the Web browser

---

Box 81. Non-English names for months.

- Translate names of months into English

- Abbreviate them using the first three letters

- Capitalize them
  Examples:

    mayo = May

    luty = Feb

    brezen = Mar

Box 82. Seasons instead of months.

- Translate names of seasons into English

- Capitalize them

- Do not abbreviate them
  For example:

    balvan = Summer

    outomno = Fall

    hiver = Winter

    pomlad = Spring

Box 83. **Both a date of update and a date of revision.**

Various words are used to show that the content of a book part has been changed. Among them are: updated, modified, revised, reviewed.

- Use the wording supplied in the book

- Give all words with the dates provided, in ascending date order

- Enter dates in the format year month day

- Separate words with their dates by a semicolon and a space

  Example:

  MedlinePlus health topics [Internet]. Bethesda (MD): National Library of Medicine (US); [updated 2006 May 11]. Alzheimer's disease; [reviewed 2006 Oct 25; updated 2006 Dec 22; cited 2006 Dec 29]; [about 8 p.]. Available from: http://www.nlm.nih.gov/medlineplus/alzheimersdisease.html

---

Examples for Date of Update/Revision

15. Parts of a book on the Internet with date of update/revision

Date of Citation for a Part of a Book on the Internet (required)

General Rules for Date of Citation

- Always include the date the part of a book was seen on the Internet
- Include the year month and day in that order, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- If a date of update/revision is given, place the date of citation after it and follow both dates with a right square bracket
- If no date of update/revision is given, place citation date information in square brackets
- End date information with a semicolon placed outside the closing bracket

Specific Rules for Date of Citation

- Both a date of update/revision and a date of citation

Box 84. **Both a date of update/revision and a date of citation.**

Various words are used to show that the content of a part of a book has been changed. Among them are: updated, modified, revised, reviewed.

- Begin with the date(s) of update/revision in the format year month day
  - Use the wording for update/revision supplied in the book
  - Give all words with the dates provided, in ascending date order
  - Separate words by a semicolon and a space
  - End the date(s) of update/revision with a semicolon and a space

- Enter the date cited in the format year month day

- Place all dates of update/revision and date of citation information in square brackets

Box 84 continues on next page...

Box 84 continued from previous page.

- End with a semicolon placed outside the closing bracket

Examples:

> Richardson ML. Approaches to differential diagnosis in musculoskeletal imaging [Internet]. Version 2.0. Seattle (WA): University of Washington School of Medicine; c2000. [Figure], A patient with rather dysplastic fibulas due to juvenile rheumatoid arthritis; [updated 2006 May 24; cited 2006 Nov 15]; [about 1 screen]. Available from: http://www.rad.washington.edu/mskbook/dysplasia.html

> MedlinePlus health topics [Internet]. Bethesda (MD): National Library of Medicine (US); [updated 2006 May 11]. Alzheimer's disease; [reviewed 2006 Oct 25; updated 2006 Dec 22; cited 2006 Dec 29]; [about 8 p.]. Available from: http://www.nlm.nih.gov/medlineplus/alzheimersdisease.html

Examples for Date of Citation

3. Chapter in a book on the Internet

4. Table in a book on the Internet

5. Figure in a book on the Internet

6. Appendix in a book on the Internet

7. Photograph in a book on the Internet

8. Video clip in a book on the Internet

9. Dictionary entry on the Internet

10. Encyclopedia entry on the Internet

11. Other named parts of books on the Internet

12. Other unnamed parts of books on the Internet

13. Parts of a book not in English

14. Parts of a book on the Internet with equal text in two or more languages

15. Parts of a book on the Internet with date of update/revision

Location (Pagination) for a Part of a Book on the Internet (required)

General Rules for Location (Pagination)

For books with standard page numbers such as those in PDF

- Begin location with "p." followed by a space
- Enter the page number or numbers on which the part appears. Examples: p. 438 and p. 663-4.
- Do not repeat page numbers unless they are followed by a letter. For example: 126-127 becomes p. 126-7, but p. 126A-127A is correct.
- Include a letter (often S for Supplement or A for Appendix) when it precedes the page number. For example: p. S10-8.
- End location with a period

For books without page numbers

- Give location as the total number of screens, paragraphs, lines, or bytes of the part, whichever is most practical; precede the total with the word about and place it in square brackets, as [about 15 screens]
- If the part is printed out, precede the page total with the word about and place it in square brackets, as [about 10 p.]
- End location information with a period placed outside the closing bracket

Specific Rules for Location (Pagination)

- Roman numerals for page numbers
- Part paginated separately
- No page numbers appear on the pages of the part
- Part is a video clip, videocast, or podcast

Box 85. Roman numerals for page numbers.

- Unlike the practice with volume and issue numbers, keep roman numerals when they are used as page numbers

  Collins SR, Kriss JL, Davis K, Doty MM, Holmgren AL. Squeezed: why rising exposure to health care costs threatens the health and financial well-being of American families [Internet]. New York: Commonwealth Fund; 2006 Sep. Figure ES-1, Individual market is not an affordable option for many people; [cited 2006 Nov 15]; p. viii. Available from: http://www.cmwf.org/usr_doc/Collins_squeezedr isinghltcarecosts_953.pdf

- Give roman numerals in upper or lower case, whichever appears in the publication

  Appendix 2, Common aquatic invertebrates; [cited 2006 Dec 15]; p. XXI-XXII.

  Table 8, Classification of lung adenocarcinoma; [cited 2006 Dec 13]; p. xv.

- If the pagination for a part begins anew with page I or i, give the total number of pages of the part in square brackets

  Appendix, Questionnaire; [5 p.].

Box 86. Part paginated separately.

- A part such as an appendix or a group of tables may be given its own pagination, beginning anew with page one. When this occurs, give the total number of pages of the part you are citing, placed in square brackets, such as [5 p.].

  Appendix 3C, Description of model output tables and graphs; [cited 2006 Dec 15]; [7 p.].

Box 87. No page numbers appear on the pages of the part.

- If the part of a book in PDF (Portable Document Format) has no page numbers:
  - Count the total numbers of pages of the text

  Box 87 continues on next page...

Box 87 continued from previous page.

- ○ Follow the count total by "p."

- ○ Place the number and "p." in square brackets, such as [12 p.]

- ○ End page information with a period

  Example: [20 p.].

- If the part of the book is in HTML, XML, or other unpaginated format:

  - ○ Count the number of screens, paragraphs, lines, or bytes, whichever is most practical, or print out the part and count the number of pages

  - ○ Because screen size and type fonts vary, precede the total with the word "about" for all except the number of paragraphs

  - ○ Place the count total and the measure used in square brackets

  - ○ End with a period placed outside the closing bracket

    Examples:

    [about 6 screens].

    [about 23 p.].

    [10 paragraphs].

Box 88. Part is a video clip, videocast, or podcast.

If a video clip, videocast , or podcast is part of a book:

- Place the word Video, Videocast, or Podcast in square brackets followed by a comma and a space

- Enter the title of the part, followed by a semicolon and a space

- Give the date of update/revision (if known) and the date of citation in square brackets, separated by a semicolon and a space

- End date information with a semicolon and a space

- Give extent as the number of minutes needed to view/listen, placed in square brackets

- Abbreviate minutes to min.

- End with a semicolon placed outside the closing bracket

  Example:

  Lodish H, Berk A, Zipursky LS, Matsudaira P, Baltimore D, Darnell J. Molecular cell biology [Internet]. 4th ed. New York: W.H. Freeman; 2000. [Video], Immunoblot and enzyme-linked assay; [cited 2006 Nov 15]; [3 min.]. Available from: http://www.ncbi.nlm.nih.gov/books/bookres.fcgi/mcb/ch3anim4.mov

---

Examples for Location (Pagination)

1. Standard citation to a part of a book on the Internet with traditional page numbers for location

2. Part of a book on the Internet with extent calculated

Availability for a Part of a Book on the Internet (required)

General Rules for Availability

- Begin with the phrase "Available from" followed by a colon and a space
- Insert the Uniform Resource Locator (URL) for the part in its entirety; do not omit http://, www, or other beginning components
- Use the URL for the entire book if the part does not have its own URL
- End with a period only if the URL ends with a slash, otherwise end with no punctuation

Specific Rules for Availability

- Breaking long URLs
- URLs not directly addressable
- Multiple URLs

Box 89. Breaking long URLs.

Some URLs (Uniform Resource Locators) are longer than one line.

- Retain the entire string as found when possible
- Break a URL at a slash if necessary
- Do not insert a hyphen or a hard line break within a URL

Box 90. URLs not directly addressable.

The URL as displayed by the Web browser may not always be used to retrieve the part of the book, i.e., is not directly addressable.

- Always check to see if the URL is directly addressable

- If it is not, provide instructions for locating it from the closest addressable URL

  Example:

  Marcus M, Van Aken H. Prevention of local anaesthetic toxicity. In: Gatt SP, Pybus A, editors. Hypertextbook of regional anaesthesia for obstetrics: an international perspective [Internet]. [place unknown]: MANBIT Technologies; [200?] [cited 2006 Nov 20]. [about 3 screens]. Available from: http://www.manbit.com/oa/oaindex.htm by selecting Marcus from the Author Index.

Box 91. Multiple URLs.

If more than one URL can be used to locate a part:

- Give the URL you used in locating the part

- As an option, give all known URLs, separated by a space, a semicolon, and a space

  Example:

  Available from:

Box 91 continues on next page...

> http://www.fao.org/docrep/006/y4962t/y4962t01.htm#bm1..1.3.1 ;
>
> http://www.fao.org/docrep/006/y4962t/y4962t03.htm#bm3..1.3.1 ;
>
> http://www.fao.org/docrep/006/y4962t/y4962t05.htm#bm5..1.3.1

Examples for Availability

3. Chapter in a book on the Internet

4. Table in a book on the Internet

5. Figure in a book on the Internet

6. Appendix in a book on the Internet

7. Photograph in a book on the Internet

8. Video clip in a book on the Internet

9. Dictionary entry on the Internet

10. Encyclopedia entry on the Internet

11. Other named parts of books on the Internet

12. Other unnamed parts of books on the Internet

13. Parts of a book not in English

14. Parts of a book on the Internet with equal text in two or more languages

Language for a Part of a Book on the Internet (required)

General Rules for Language

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Parts appearing in more than one language

Box 92. Parts appearing in more than one language.

If a part of a book is written in two or more equal languages, as often occurs in Canadian publications:

- Give all titles in the order in which they are presented on the title page or on the opening screens of the part

- Separate the titles with an equals sign with a space on either side

- List the languages after the Availability statement (URL)

Box 92 continued from previous page.

- Capitalize the language names

- Separate the language names by commas

- End the list of languages with a period

- If each language version has its own URL, give the URL of the language you used. As an option, give the URLs for all languages. Separate them by a space, a semicolon, and a space.

    Example:

    Robinson A, compiler. Veterinary public health and control of zoonoses in developing countries = Sante publique veterinaire et controle des zoonoses dans les pays en developpement = Salud publica veterinaria y control de zoonosis en Paises en Desarrollo [Internet]. Rome: Food and Agriculture Organization of the United Nations; 2003. [Part] A, Veterinary public health in the 21st century = La sante publique veterinaire au XXIeme siecle = Salud publica veterinaria en el siglo XXI; [cited 2006 Nov 17]; [about 6 screens each]. Available from: http://www.fao.org/docrep/006/y4962t/y4962t01.htm#bm1..1.3.1 ; http://www.fao.org/docrep/006/y4962t/y4962t03.htm#bm3..1.3.1 ; http://www.fao.org/docrep/006/y4962t/y4962t05.htm#bm5..1.3.1 English, French, Spanish.

Examples for Language

13. Parts of a book not in English

14. Parts of a book on the Internet with equal text in two or more languages

Examples of Citations to Parts of Books on the Internet

1. Standard citation to a part of a book on the Internet with traditional page numbers for location

Higgins JP, Green S, editors. Cochrane handbook for systematic reviews of interventions [Internet]. Version 4.2.6. Chichester (UK): John Wiley & Sons, Ltd.; 2006 [updated 2006 Sep]. Chapter 3, Guide to the contents of a protocol and review; [cited 2006 Nov 17]; p. 37-57. Available from: http://www.cochrane.org/resources/handbook/handbook.pdf

with optional content designator

Higgins JP, Green S, editors. Cochrane handbook for systematic reviews of interventions [monograph on the Internet]. Version 4.2.6. Chichester (UK): John Wiley & Sons, Ltd.; 2006 [updated 2006 Sep]. Chapter 3, Guide to the contents of a protocol and review; [cited 2006 Nov 17]; p. 37-57. Available from: http://www.cochrane.org/resources/handbook/handbook.pdf

with optional full names for authors/editors

Higgins, Julian P.; Green, Sally, editors. Cochrane handbook for systematic reviews of interventions [Internet]. Version 4.2.6. Chichester (UK): John Wiley & Sons, Ltd.; 2006 [updated 2006 Sep]. Guide to the contents of a protocol and review; [cited 2006 Nov 17]; p. 37-57. Available from: http://www.cochrane.org/resources/handbook/handbook.pdf

2. Part of a book on the Internet with extent calculated

Berg JM, Tymoczco JL, Stryer L. Biochemistry [Internet]. 5th ed. New York: W.H. Freeman and Company; c2002. Chapter 14.2.3, Stages in the extraction of energy from foodstuffs; [cited 2006 Nov 15]; [4 paragraphs]. Available from: http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?cmd=Search&db=books&doptcmdl=GenBookHL&term=krebs+AND+stryer%5Bbook%5D+AND+216023%5Buid%5D&rid=stryer.section.1954#1961

Federal Communicators Network (US). Communicators guide for federal, state, regional, and local communicators [Internet]. [Washington]: Department of Agriculture (US); 2000 Dec [revised 2001 Dec]. Chapter 4, The Internet; [cited 2006 Nov 1]; [about 6 p.]. Available from: http://www.usda.gov/news/pubs/fcn/chapter4.htm

Cooper GM. The cell: a molecular approach [Internet]. 2nd ed. Sunderland (MA): Sinauer Associates, Inc.; c2000. Figure 8.28, Ribosome assembly; [cited 2006 Nov 15]; [about 1 screen]. Available from: http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?cmd=Search&db=books&doptcmdl=GenBookHL&term=nucleolus+AND+cooper%5Bbook%5D+AND+165606%5Buid%5D&rid=cooper.figgrp.1372

3. Chapter in a book on the Internet

National Academy of Sciences (US), Institute of Medicine, Board on Health Sciences Policy, Committee on Clinical Trial Registries. Developing a national registry of pharmacologic and biologic clinical trials: workshop report [Internet]. Washington: National Academies Press (US); 2006. Chapter 5, Implementation issues; [cited 2006 Nov 3]; p. 35-42. Available from: http://newton.nap.edu/books/030910078X/html/35.html

Federal Communicators Network (US). Communicators guide for federal, state, regional, and local communicators [Internet]. [Washington]: Department of Agriculture (US); 2000 Dec [revised 2001 Dec]. Chapter 3, Writing communication plans; [cited 2006 Nov 7]; [about 12 p.]. Available from: http://www.usda.gov/news/pubs/fcn/chapter3.htm

The chemistry of health [Internet]. Bethesda (MD): National Institute of General Medical Sciences (US); 2000 Sep. Chapter 5, The healing power of chemistry; [cited 2006 Nov 17]; [about 10 screens]. (NIH publication; no. 00-4121). Available from: http://publications.nigms.nih.gov/chemhealth/chapter5.html#

4. Table in a book on the Internet

Noel Walker J, Del Rosso JM, Karyl Held A. Nutrition and physical activity field assessment of children in rural America [Internet]. Westport (CT): Save the Children; 2005 Mar. Table 1, Prevalence of overweight among rural children in Save the Children regions; [cited 2006 Nov 7]; p. 2. Available from: http://www.savethechildren.org/publications/technical-resources/us-programs/Final_Field_Assessment_2005.pdf

National Academy of Sciences (US), Institute of Medicine, Board on Health Sciences Policy, Committee on Clinical Trial Registries. Developing a national registry of pharmacologic and biologic clinical trials: workshop report [Internet]. Washington: National Academies Press (US); 2006. Table 4-1, Clinical trial registry data fields discussed at IOM meetings; [cited 2006 Nov 15]; [about 1 screen]. Available from: http://newton.nap.edu/books/030910078X/html/26.html

Zubrick SR, Lawrence D, de Maio J, Biddle N. Testing the reliability of a measure of Aboriginal children's mental health: an analysis based on the Western Australian Aboriginal child health survey [Internet]. Belconnen (Australia): Australian Bureau of Statistics; c2006. Table 3.5, SDQ items and variable names used in later modelling; [cited 2006 Nov 15]; p. 17. Available from: http://www.ausstats.abs.gov.au/Ausstats/subscriber.nsf/0/B9B45094C93CD3ACCA25712400156C7C/$File/1351055011_mar%202006.pdf

Making a difference: state injury and violence prevention programs [Internet]. Atlanta (GA): State and Territorial Injury Prevention Directors Association; c2006. [Table], 10 leading causes of death by age group; [cited 2006 Nov 15]; p. 11. Available from: http://www.stipda.org/associations/5805/files/MakingADifference2006.pdf

5. Figure in a book on the Internet

Collins SR, Kriss JL, Davis K, Doty MM, Holmgren AL. Squeezed: why rising exposure to health care costs threatens the health and financial well-being of American families [Internet]. New York: Commonwealth Fund; 2006 Sep. Figure ES-1, Individual market is not an affordable option for many people; [cited 2006 Nov 15]; p. viii. Available from: http://www.cmwf.org/usr_doc/Collins_squeezedrisinghltcarecosts_953.pdf

Richardson ML. Approaches to differential diagnosis in musculoskeletal imaging [Internet]. Version 2.0. Seattle (WA): University of Washington School of Medicine; c2000. [Figure], A patient with rather dysplastic fibulas due to juvenile rheumatoid arthritis; [updated 2006 May 24; cited 2006 Nov 15]; [about 1 screen]. Available from: http://www.rad.washington.edu/mskbook/dysplasia.html

6. Appendix in a book on the Internet

De Castro P, Salinetti S. Guidelines for the production of scientific and technical reports: how to write and distribute grey literature [Internet]. Version 1.0. Rome: Grey Literature International Steering Committee; 2006 Mar. Annex, List of institutions adopting the Guidelines; [cited 2006 Nov 15]; [about 1 screen]. Available from: http://www.glisc.info/#Annex

Beers MH, Jones TV, Berkwits M, Kaplan JL, Porter R, editors. The Merck manual of health & aging [Internet]. Whitehouse Station (NJ): Merck Research Laboratories; c2005. Appendix 2, Resources for help and information; [cited 2006 Nov 15]; [about 22 p.]. Available from: http://www.merck.com/pubs/mmanual_ha/appends/append2/intro.html

Temporary Medicare-approved drug discount card: beneficiaries' awareness and use of information resources [Internet]. [Washington]: Department of Health and Human Services (US), Office of Inspector General; 2005 Oct. Appendix E, Beneficiary knowledge of drug card program; [cited 2006 Nov 15]; p. 35-6. Available from: http://www.oig.hhs.gov/oei/reports/oei-05-04-00200.pdf

7. Photograph in a book on the Internet

The Urbana atlas of pathology [Internet]. Urbana (IL): University of Illinois College of Medicine at Urbana-Champaign; c1994-1997. Image No. 034, Left ventricular hypertrophy, heart; [cited 2006 Nov 15]; [about 1 screen]. Available from: http://www.med.uiuc.edu/PathAtlasf/CVAtlas034.html

8. Video clip in a book on the Internet

Lodish H, Berk A, Zipursky LS, Matsudaira P, Baltimore D, Darnell J. Molecular cell biology [Internet]. 4th ed. New York: W.H. Freeman; 2000. [Video], Immunoblot and enzyme-linked assay; [cited 2006 Nov 15]; [3 min.]. Available from http://www.ncbi.nlm.nih.gov/books/bookres.fcgi/mcb/ch3anim4.mov

9. Dictionary entry on the Internet

Merriam-Webster medical dictionary [Internet]. Springfield (MA): Merriam-Webster Incorporated; c2005. Cloning; [cited 2006 Nov 16]; [about 1 screen]. Available from: http://www2.merriam-webster.com/cgi-bin/mwmednlm?book=Medical&va=cloning

Reitz JM. ODLIS: online dictionary for library and information science [Internet]. Westport (CT): Libraries Unlimited; c2004-2006. Digital Object Identifier (DOI); [cited 2006 Nov 15]; [2 paragraphs]. Available from: http://lu.com/odlis/odlis_d.cfm#doi

10. Encyclopedia entry on the Internet

A.D.A.M. medical encyclopedia [Internet]. Atlanta (GA): A.D.A.M., Inc.; c2005. Ear barotrauma; [updated 2006 Oct 20; cited 2006 Nov 16]; [about 4 screens]. Available from: http://www.nlm.nih.gov/medlineplus/ency/article/001064.htm

(Wĕbopēdia) [Internet]. Darien (CT): Jupitermedia Corporation; c2006. Podcasting; [cited 2006 Nov 15]; [2 paragraphs]. Available from: http://www.webopedia.com/.

11. Other named parts of books on the Internet

McCarthy D, Blumenthal D. Committed to safety: ten case studies on reducing harm to patients [Internet]. [New York]: Commonwealth Fund; 2006 Apr. Case study 3, Promoting high reliability surgery and perinatal care through improved teamwork and communication at Kaiser Permanente; [cited 2006 Nov 7]; p. 18-26. Available from: http://www.cmwf.org/usr_doc/McCarthy_safetycasestudies_923.pdf

Beers MH, Jones TV, Berkwits M, Kaplan JL, Porter R, editors. The Merck manual of health & aging [Internet]. Whitehouse Station (NJ): Merck Research Laboratories; c2005. Section 2, Chapter 5, Maintaining good nutrition; [cited 2006 Nov 7]; [about 8 screens]. Available from: http://www.merck.com/pubs/mmanual_ha/sec2/ch05/ch05a.html

American Academy of Pain Medicine; American Pain Society. The use of opioids for the treatment of chronic pain: a consensus statement [Internet]. Glenview (IL): American Academy of Pain Medicine; c1997. Part 4, Current information and experience suggest that many commonly held assumptions need modification; [cited 2006 Nov 7]; p. 2. Available from: http://www.painmed.org/productpub/statements/pdfs/opioids.pdf

12. Other unnamed parts of books on the Internet

Prescription drugs: abuse and addiction [Internet]. Bethesda (MD): National Institute on Drug Abuse (US); 2001 Jul. Trends in prescription drug abuse; [cited 2006 Nov 7]; p. 5. Available from: http://www.drugabuse.gov/PDF/RRPrescription.pdf

McCarthy D, Blumenthal D. Committed to safety: ten case studies on reducing harm to patients [Internet]. [New York]: Commonwealth Fund; 2006 Apr. Methods; [cited 2006 Nov 15]; p. 70. Available from: http://www.cmwf.org/usr_doc/McCarthy_safetycasestudies_923.pdf

AHFS consumer medication Information [Internet]. Bethesda (MD): American Society of Health-System Pharmacists, Inc.; ©2008. Protriptyline; [revised 2007 Aug 1; reviewed 2007 Aug 1; cited 2008 Oct 2]; [about 5 p.]. Available from: http://www.nlm.nih.gov/medlineplus/druginfo/meds/a604025.html

PDR family guide to prescription drugs [Internet]. Montvale (NJ): Thomson Healthcare, Inc.; 2007. Tetracycline; [2007 Jan 22; cited 2009 Apr 2]; [about 4 screens]. Available from: http://www.acquirecontent.com/titles/pdr-family-guide-to-prescription-drugs Requires license to access.

13. Parts of a book not in English

Harpes JP, Milmeister JC, editors. La recherche sur les embryons [Internet]. Luxembourg: Centre Universitaire de Luxembourg; 2004. Partie 3.4, Le clonage therapeutique; [cited 2006 Nov 15]; p. 9. Available from: http://www.cne.public.lu/publications/avis/2002_2_2002_3_2003_1.pdf#search=%22%22la%20recherche%20sur%20les%20embryons%22%20%2Bcne%22 French.

Zieger K. Die Bedeutung der deutschen Arztevereine fur das wissenschaftliche Leben, die medizinische Versorgung und soziale Belange der Stadt St. Petersburg von 1819-1914 [dissertation on the Internet]. Leipzig (Germany): Universitat Leipzig, Karl-Sudhoff-Institut fur Geschichte der Medizin und der Naturwissenschaften; 2000. Tabelle 1, Verteilung der deutschsprachigen Bevolkerung auf die einzelnen Stadtteile von St. Petersburg und die Gesamtentwicklung 1869-1910; [cited 2006 Nov 3]; p. 18. Available from: http://www.vifaost.de/w/pdf/zieger-aerzte.pdf German.

with translation

Harpes JP, Milmeister JC, editors. La recherche sur les embryons [Embryonic research] [Internet]. Luxembourg: Centre Universitaire de Luxembourg; 2004. Partie 3.4, Le clonage therapeutique [Part 3.4, Therapeutic cloning]; [cited 2006 Nov 15]; p. 9. Available from: http://www.cne.public.lu/publications/avis/2002_2_2002_3_2003_1.pdf#search=%22%22la%20recherche%20sur%20les%20embryons%22%20%2Bcne%22 French.

14. Parts of a book on the Internet with equal text in two or more languages

Robinson A, compiler. Veterinary public health and control of zoonoses in developing countries = Sante publique veterinaire et controle des zoonoses dans les pays en developpement = Salud publica veterinaria y control de zoonosis en Paises en Desarrollo [Internet]. Rome: Food and Agriculture Organization of the United Nations; 2003. [Part] A, Veterinary public health in the 21st century = La sante publique veterinaire au XXIeme siecle = Salud publica veterinaria en el siglo XXI; [cited 2006 Nov 17]; [about 6 screens each]. Available from: http://www.fao.org/docrep/006/y4962t/y4962t01.htm#bm1..1.3.1 ; http://www.fao.org/docrep/006/y4962t/y4962t03.htm#bm3..1.3.1 ; http://www.fao.org/docrep/006/y4962t/y4962t05.htm#bm5..1.3.1 English, French, Spanish.

15. Parts of a book on the Internet with date of update/revision

A.D.A.M. medical encyclopedia [Internet]. Atlanta (GA): A.D.A.M., Inc.; c2005. Ear barotrauma; [updated 2006 Oct 20; cited 2006 Nov 16]; [about 4 screens]. Available from: http://www.nlm.nih.gov/medlineplus/ency/article/001064.htm

Richardson ML. Approaches to differential diagnosis in musculoskeletal imaging [Internet]. Version 2.0. Seattle (WA): University of Washington School of Medicine; c2000. [Figure], A patient with rather dysplastic fibulas due to juvenile rheumatoid arthritis; [updated 2006 May 24; cited 2006 Nov 15]; [about 1 screen]. Available from: http://www.rad.washington.edu/mskbook/dysplasia.html

MedlinePlus health topics [Internet]. Bethesda (MD): National Library of Medicine (US); [updated 2006 May 11]. Alzheimer's disease; [reviewed 2006 Oct 25; updated 2006 Dec 22; cited 2006 Dec 29]; [about 8 p.]. Available from: http://www.nlm.nih.gov/medlineplus/alzheimersdisease.html

C. Sample Citation and Introduction to Citing Contributions to Books on the Internet

The general format for a contribution to a book on the Internet, including punctuation:

Examples of Citations to Contributions to Books on the Internet

Contributions are found when a book has an overall editor or editors and the individual chapters or other components of the book are written by various authors, usually called contributors. One or more of the editors may also be contributing authors. See also Chapter 2D Contributions to Books for additional examples of contributors to books in print or in microform (microfilm, microfiche).

Because a reference should start with the individual or organization responsible for the intellectual content of the publication, begin a reference to a contribution with the author and title of the contribution, followed by the word "In:" and information about the entire book.

The primary difference between citing a contribution to a print book and one on the Internet is in expressing the location (pagination) of the contribution. Unless an Internet book is in PDF (Portable Document Format), standard page numbers are usually not available. For non-PDF books:

- Give location as the total extent of the contribution.
- Calculate extent by the best means possible, in terms of the number of print pages, screens, paragraphs, or bytes, and place the total in square brackets. Screen size, font used, and printers vary greatly, but the purpose is to give an indication of the length of the part.
- Use the word "about" before the length indicator when the number is calculated.

Medical texts frequently contain charts, figures, and other illustrative material reproduced with permission from other sources. Do not cite these as contributions using the instructions presented here. Consult the original publication and cite the chart or other item from there.

Contributions to a part of a book on the Internet, such as a table or figure, may be cited as individual items. See Chapter 22B Parts of Books on the Internet and Example 24 for instructions.

Continue to Citation Rules with Examples for Contributions to Books on the Internet.

Continue to Examples of Citations to Contributions to Books on the Internet.

Citation Rules with Examples for Contributions to Books on the Internet

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Author Affiliation (O) | Title (R) | Connective Phrase (R) | Book Information (R) | Date of Citation (R) | Location (Pagination) (R) | Availability (R) | Language (R) | Notes (O)

Author of a Contribution to a Book on the Internet (required)

General Rules for Author

- List names in the order they appear in the text
- Enter surname (family or last name) first for each author
- Capitalize names and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
- Give all authors, regardless of the number
- Separate author names from each other by a comma and a space
- End author information with a period

Specific Rules for Author

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Organizations as author
- Options for author names

Box 93. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames

    Estelle Palmer-Canton   *becomes*   Palmer-Canton E

    Ahmed El-Assmy   *becomes*   El-Assmy A

- Keep particles, such as O', D', and L'

    Alan D. O'Brien   *becomes*   O'Brien AD

    James O. L'Esperance   *becomes*   L'Esperance JO

    U. S'adeh   *becomes*   S'adeh U

- Omit all other punctuation in surnames

    Charles A. St. James   *becomes*   St James CA

Box 94. Other surname rules.

- Keep prefixes in surnames

    Lama Al Bassit   *becomes*   Al Bassit L

Box 94 continued from previous page.

   Jiddeke M. van de Kamp *becomes* van de Kamp JM

   Gerard de Pouvourville *becomes* de Pouvourville G

- Keep compound surnames even if no hyphen appears

   Sergio Lopez Moreno *becomes* Lopez Moreno S

   Jaime Mier y Teran *becomes* Mier y Teran J

   Virginie Halley des Fontaines *becomes* Halley des Fontaines V

   [If you cannot determine from the title page or opening or closing screens whether a surname is compound or is a combination of a middle name and a surname, look at the back of the title page (the copyright page) or elsewhere in the text for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

    Å *treated as* A

    Ø *treated as* O

    Ç *treated as* C

    Ł *treated as* L

    à *treated as* a

    ĝ *treated as* g

    ñ *treated as* n

    ü *treated as* u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ *treated as* ae

    œ *treated as* oe

Box 95. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names

   Jean-Louis Lagrot *becomes* Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle

   D'Arcy Hart *becomes* Hart D

Box 95 continues on next page...

Box 95 continued from previous page.

> W. St. John Patterson *becomes* Patterson WS
>
> De la Broquerie Fortier *becomes* Fortier D
>
> Craig McC. Brooks *becomes* Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

> Ch. Wunderly *becomes* Wunderly C
>
> C. Fr. Erdman *becomes* Erdman CF

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

> Iu. A. Iakontov *becomes* Iakontov IuA
>
> G. Th. Tsakalos *becomes* Tsakalos GTh

Box 96. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name

> James A. Reed, M.D., F.R.C.S. *becomes* Reed JA
>
> Kristine Schmidt, Ph.D. *becomes* Schmidt K
>
> Robert V. Lang, Major, US Army *becomes* Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name

> Sir Frances Hildebrand *becomes* Hildebrand F
>
> Dr. Jane Eberhard *becomes* Eberhard J
>
> Captain R.C. Williams *becomes* Williams RC

Box 97. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals

Examples:

> Vincent T. DeVita, Jr. *becomes* DeVita VT Jr
>
> James G. Jones II *becomes* Jones JG 2nd
>
> John A. Adams III *becomes* Adams JA 3rd
>
> Henry B. Cooper IV *becomes* Cooper HB 4th

Box 98. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese

- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

  Iu. A. Iakontov   *becomes*   Iakontov IuA

  G. Th. Tsakalos   *becomes*   Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å   *treated as*   A

    Ø   *treated as*   O

    Ç   *treated as*   C

    Ł   *treated as*   L

    à   *treated as*   a

    ĝ   *treated as*   g

    ñ   *treated as*   n

    ü   *treated as*   u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ   *treated as*   ae

    œ   *treated as*   oe

Box 99. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit "The" preceding an organizational name

  The American Cancer Society   *becomes*   American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

  American Medical Association, Committee on Ethics.

Box 99 continues on next page...

> International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

> American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the two-letter ISO country code (see Appendix D) in parentheses after the name

> National Academy of Sciences (US).

> Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

> Canadian Association of Orthodontists; Canadian Dental Association.

> American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization or organizations appear on the title page or opening or closing screens of a contribution to a book as authors, use the names of the individuals as the author. Give the organization at the end of the reference as a note, if desired.

- For names of organizations in languages other than English:

  ○ Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

  > Istituto di Fisiologia Clinica del CNR.

  > Universitatsmedizin Berlin.

  > Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

  ○ Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

  > Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

  > *or*

  > [Russian Respiratory Society].

  ○ Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

  > [Chinese Medical Society].

  ○ Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

Box 99 continued from previous page.

- Treat letters marked with diacritics or accents as if they are not marked

Å	*treated as*	A
Ø	*treated as*	O
Ç	*treated as*	C
Ł	*treated as*	L
à	*treated as*	a
ĝ	*treated as*	g
ñ	*treated as*	n
ü	*treated as*	u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

  | æ | *treated as* | ae |
  | œ | *treated as* | oe |

Box 100. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon.

  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.

  Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."

  Rastan S, Hough T, Kierman A, et al.

  Adler DG, Baron TH, Davila RE, and others.

Examples for Author

1. Standard reference to a contributed chapter of an Internet book

2. Contribution to an Internet book with optional full first names for authors and editors

3. Contribution to an Internet book with optional limit to the number of authors

4. Contribution to an Internet book with authors having a family designation of rank

5. Contribution to an Internet book with author names having a particle or prefix (give as found in the publication)

6. Contribution to an Internet book with authors having compound last names

Author Affiliation for a Contribution to a Book on the Internet (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the affiliation
- Place the affiliation in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the closing parenthesis, unless it is the affiliation of the last author, then use a period

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

Box 101. Abbreviations in affiliations.

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

    Examples:

    Acad. for Academy

    Assoc. for Association

    Co. for Company

    Coll. for College

    Corp. for Corporation

    Dept. for Department

    Div. for Division

    Inst. for Institute or Institution

    Soc. for Society

    Univ. for University

    See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

Box 101 continues on next page...

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 102. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears in the publication

- Do not end an e-mail address with a period

- Place the e-mail address within the closing parenthesis for the author affiliation

  Example:

  > Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

Box 103. Organizational names for affiliations not in English.

Give the affiliations of all authors or only the first author.

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country if non-US. Place the affiliation in parentheses.

- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  > Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

  > Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

  > Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I.

  > Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese)

  > Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

Box 103 continued from previous page.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å   *treated as*   A

    Ø   *treated as*   O

    Ç   *treated as*   C

    Ł   *treated as*   L

    à   *treated as*   a

    ĝ   *treated as*   g

    ñ   *treated as*   n

    ü   *treated as*   u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ   *treated as*   ae

    œ   *treated as*   oe

- Use the English form of names for cities and countries whenever possible. For example, use Vienna for Wien and use Spain for Espana. However, the name as found on the publication may always be used.

Box 104. Names for cities and countries not in English.

- Use the English form for names of cities and countries if possible. However, the name as found on the publication may always be used.

  Moskva   *becomes*   Moscow

  Wien   *becomes*   Vienna

  Italia   *becomes*   Italy

  Espana   *becomes*   Spain

Examples for Author Affiliation

7. Contribution to an Internet book with author affiliation included

Title of a Contribution to a Book on the Internet (required)

General Rules for Title

- Enter the title of the chapter or other contribution as it appears in the original document, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms

- Use a colon followed by a space to separate a title from a subtitle unless some other form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it

Specific Rules for Title

- Titles not in English
- Titles in more than one language
- Titles containing a Greek letter, chemical formula, or other special character

---

Box 105. Titles not in English.

- Provide the title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    Ochoa S. Base molecular de la expresion del mensaje genetico.

- Romanize (write in the roman alphabet) titles if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Tsimmerman IaS. Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh zabolevanii: klinicheskie ocherki.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Surround translated titles with square brackets.

    Katsunori K. Anrakushi to keiho.

    or

    Katsunori K. [Euthanasia and criminal law].

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

Å	*treated as*	A
Ø	*treated as*	O
Ç	*treated as*	C
Ł	*treated as*	L
à	*treated as*	a
ĝ	*treated as*	g
ñ	*treated as*	n
ü	*treated as*	u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    Box 105 continues on next page...

Box 105 continued from previous page.

> æ   *treated as*   ae

> œ   *treated as*   oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

  Schmitz M. Psychopharmaka: Grundlagen, Standardtherapien und neue Konzepte.

- Provide an English translation after the original language title if possible; place translations in square brackets

  Ochoa S. Base molecular de la expresion del mensaje genetico [Molecular basis of gene expression].

  Tsimmerman IaS. Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh zabolevanii: klinicheskie ocherki [Diagnosis and complex treatment of basic gastrointestinal diseases: clinical studies].

  Katsunori K. Anrakushi to keiho [Euthanasia and criminal law].

Box 106. Titles in more than one language.

If a chapter or another contribution is presented in two or more equal languages, as often occurs in Canadian publications:

- Give all titles in the order in which they are found on the title page or opening screens

- Place an equals sign with a space on either side between the titles

  Example:

  Le genome: avancees scientifiques et therapeutiques et consequences sociales = The genome: scientific and therapeutic developments and social consequences.

- List all the languages, separated by a comma, after the pagination

- End the list with a period

- If each language version has its own URL, give them all, separated by a space and a semicolon

---

Box 107. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of the title of a chapter or other contribution unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

  1,3-dichloro-5,5-dimethylhydantoin: health-based reassessment of administrative occupational exposure limits.

  von Willebrand disease.

- Retain special characters in tites when possible

  E©UP: European Copyright User Platform [Internet].

Box 107 continued from previous page.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the available type fonts, substitute the name for the symbol. For example, Ω becomes omega.

    γ-linolenic acid and its clinical applications.

    may become

    Gamma-linolenic acid and its clinical applications.

    Enantioselective synthesis of β-amino acids.

    may become

    Enantioselective synthesis of beta-amino acids.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

    TiO_2 nanoparticles.

    may become

    TiO(2) nanoparticles.

Examples for Title

8. Contribution to an Internet book with title having a subtitle

9. Contribution to an Internet book with title beginning with a lower-case letter or containing a special symbol or character

10. Contribution to an Internet book with a non-English title

Connective Phrase for a Contribution to a Book on the Internet (required)

General Rules for Connective Phrase

- Place a space and the word "In" after the title of the contribution
- Follow "In" with a colon and a space

Examples for Connective Phrase

1. Standard reference to a contributed chapter of an Internet book

Book Information for a Contribution to a Book on the Internet (required)

General Rule for Book Information

- Cite the book in which the contribution appears according to Chapter 22A Entire Books and Other Individual Titles on the Internet but omit the Extent (Pagination) and the Availability (URL)

Specific Rule for Book Information

- Contribution has a date of publication or date of update/revision that differs from the book as a whole

> **Box 108. Contribution has a date of publication or date of update/revision that differs from the book as a whole.**
>
> Contributions may be published with individual dates separate from the date of the book as a whole or may be updated or otherwise revised separately from book as a whole. When this occurs:
>
> - Give a separate date of publication and/or date of update/revision after the title for the contribution
>
> - Place the date of citation after the above date(s), not after the date(s) of the book
>
> - Keep the date of publication and any dates of update/revision of the book in their usual place
>   *Example:*
>
>   Smith J, Jones C. Endoscopic management of choledochocele. 2005 Dec [updated 2007 Jan 15; cited 2007 Feb 23]. In:
>
>   Carter TY, Spence DT. Management of secondary hyperparathyroidism. [revised 2006 Mar; cited 2007 Feb 23]. In:

Examples for Book Information

10. Contribution to an Internet book with a non-English title

11. Contribution to an Internet book with an edition statement

12. Contribution to an Internet book with a government agency as publisher

13. Contribution to an Internet book with subordinate division to publisher

14. Contribution to an Internet book with date of update/revision

17. Contribution to an Internet book that is part of a series

20. Contribution to an Internet book with system requirements included

21. Contribution to an Internet book with a supplemental note

22. Contribution to an Internet book in one volume of a multivolume set

23. Contributed paper in a conference proceedings on the Internet

Date of Citation for a Contribution to a Book on the Internet (required)

General Rules for Date of Citation

- Always include the date the contribution to a book was seen on the Internet
- Include the year month and day in that order, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- If a date of update/revision is given, place the date of citation after it and follow both dates with a right square bracket
- If no date of update/revision is given, place citation date information in square brackets
- End date information with a period placed outside the closing bracket

Specific Rules for Date of Citation

- Both a date of update/revision and a date of citation

> **Box 109. Both a date of update/revision and a date of citation.**
>
> Various words are used to show that the content of a contribution a book has been changed. Among them are: updated, modified, revised, reviewed.
>
> - Begin with the date(s) of update/revision in the format year month day
>   - Use the wording for update/revision supplied in the book
>   - Give all words with the dates provided, in ascending date order
>   - Separate words by a semicolon and a space
>   - End the date(s) of update/revision with a semicolon and a space
>
> - Enter the date cited in the format year month day
>
> - Place all dates of update/revision and date of citation information in square brackets
>
> - End with a period placed outside the closing bracket
>   *Example:*
>
>   ; [revised 2005 Jan 3; updated 2005 Nov 4; cited 2006 Dec 13].

Examples for Date of Citation

14. Contribution to an Internet book with date of update/revision

Location (Pagination) for a Contribution to a Book on the Internet (required)

General Rules for Location (Pagination)

For books with standard page numbers such as those in PDF

- Begin location with "p." followed by a space
- Enter the page number or numbers on which the contribution appears. Examples: p. 438 and p. 663-4.
- Do not repeat page numbers unless they are followed by a letter. For example: 126-127 becomes p. 126-7, but p. 126A-127A is correct.
- Include a letter (often S for Supplement or A for Appendix) when it precedes the page number. For example: p. S10-8.
- End page information with a period

For books without page numbers

- Give location as the total number of screens, paragraphs, lines, or bytes on which the contribution resides, whichever is most practical; precede the total with the word about and place it in square brackets, as [about 15 screens]
- If the contribution is printed out, precede the page total with the word about and place it in square brackets, as [about 10 p.]
- End location information with a period placed outside the closing bracket

Specific Rules for Location (Pagination)

- Roman numerals for page numbers
- Contribution paginated separately
- No page numbers appear on the pages of the contribution
- Optional chapter number for a contribution

- Contribution is a video clip, videocast, or podcast

Box 110. Roman numerals for page numbers.

- Contrary to the practice with volume and issue numbers, keep roman numerals when they are used as page numbers

- Give roman numerals in upper or lower case, whichever appears in the publication

  Examples:

  > p. ix-xxi.

  > p. XIV-XVIII.

Box 111. Contribution paginated separately.

- A contribution may be given its own pagination and begin anew with page one. When this occurs, give the total number of pages of the part you are to citing, placed in square brackets, such as [5 p.].

Box 112. No page numbers appear on the pages of the contribution.

- If the contribution to a book in PDF (Portable Document Format) has no page numbers:

  - Count the total numbers of pages of the text

  - Follow the count total by "p."

  - Place the number and "p." in square brackets, such as [12 p.]

  - End page information with a period

    Example: [20 p.].

- If the contribution to a book is in HTML, XML, or other unpaginated format has no page numbers:

  - Count the number of screens, paragraphs, lines, or bytes, whichever is most practical, or print out the part and count the number of pages

  - Because screen size and type fonts vary, precede the total with the word "about" for all except the number of paragraphs and bytes

  - Place the count total and the measure used in square brackets

  - End with a period placed outside the closing bracket

    Examples:

    > [about 6 screens].

    > [about 23 p.].

    > [10 paragraphs].

- As an option, use the chapter number of a contribution in place of the number of pages or screens

Box 112 continued from previous page.

> Chorba T, Tao G, Irwin KL. Sexually transmitted diseases. In: Litwin MS, Saigal CS, editors. Urologic diseases in America [Internet]. Bethesda (MD): National Institute of Diabetes and Digestive and Kidney Diseases (US); 2004 [cited 2006 Nov 20]. Chapter 9. Available from: http://kidney.niddk.nih.gov/statistics/uda/UTI_STD.pdf#page=91

Box 113. Optional chapter number for a contribution.

- As an option, use the chapter number of a contribution in place of the number of pages or screens.

> Chorba T, Tao G, Irwin KL. Sexually transmitted diseases. In: Litwin MS, Saigal CS, editors. Urologic diseases in America [Internet]. Bethesda (MD): National Institute of Diabetes and Digestive and Kidney Diseases (US); 2004 [cited 2006 Nov 20]. Chapter 9. Available from: http://kidney.niddk.nih.gov/statistics/uda/UTI_STD.pdf#page=91

Box 114. Contribution is a video clip, videocast, or podcast.

If the entire contribution is a video clip, videocast, or podcast:

- Enter the word Video, Videocast, or Podcast followed by a colon and a space
- Give extent as the number of minutes needed to view/listen
- Abbreviate minutes to min.
- Place all information in square brackets
- End with a period placed outside the square brackets
  Examples:

  > [Video: 6 min.].

  > [Videocast: 11 min.].

  > [Podcast: 3 min.].

Examples for Location (Pagination)

15. Contribution to an Internet book with location (pagination) expressed as standard page numbers

16. Contribution to an Internet book with location (pagination) expressed as other than standard page numbers

Availability for a Contribution to a Book on the Internet (required)

General Rules for Availability

- Begin with the phrase "Available from" followed by a colon and a space
- Insert the Uniform Resource Locator (URL) for the contribution in its entirety; no not omit http://, www, or other beginning components
- Use the URL for the entire book only if the contribution does not have its own URL
- End with a period only if the URL ends with a slash, otherwise end with no punctuation

Specific Rules for Availability

- Breaking long URLs
- URLs not directly addressable
- Multiple URLs

Box 115. Breaking long URLs.

Some URLs (Uniform Resource Locators) are longer than one line.

- Retain the entire string as found when possible
- Break a URL at a slash if necessary
- Do not insert a hyphen or a hard line break within a URL

Box 116. URLs not directly addressable.

The URL as displayed by the Web browser may not always be used to retrieve a contribution to a book, i.e., is not directly addressable.

- Always check to see if the URL is directly addressable

- If it is not, provide instructions for locating it from the closest addressable URL

    Example:

    Marcus M, Van Aken H. Prevention of local anaesthetic toxicity. In: Gatt SP, Pybus A, editors. Hypertextbook of regional anaesthesia for obstetrics: an international perspective [Internet]. [place unknown]: MANBIT Technologies; [200?] [cited 2006 Nov 20]. [about 3 screens]. Available from: http://www.manbit.com/oa/oaindex.htm by selecting Marcus from the Author Index.

Box 117. Multiple URLs.

If more than one URL can be used to locate a contribution:

- Give the URL you used in locating the contribution

- As an option, give all known URLs, separated by a space, a semicolon, and a space

    Example:

    Available from:

    http://www.fao.org/docrep/006/y4962t/y4962t01.htm#bm1..1.3.1 ;

    http://www.fao.org/docrep/006/y4962t/y4962t03.htm#bm3..1.3.1 ;

    http://www.fao.org/docrep/006/y4962t/y4962t05.htm#bm5..1.3.1

Examples for Availability

1. Standard reference to a contributed chapter of an Internet book

18. Contribution to an Internet book with a URL not directly addressable

Language for a Contribution to a Book on the Internet (required)

General Rules for Language

- Give the language of contribution if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Contributions appearing in more than one language

Box 118. Contributions appearing in more than one language.

If a contribution to a book is written in two or more equal languages, as often occurs in Canadian publications:

- Give all titles in the order they are presented on the title page or on the opening screens for the contribution

- Separate them with an equals sign with a space on either side

- List all languages of publication after the Availability statement (URL)

- Capitalize the language names

- Separate the language names by commas

- End the list of languages with a period

- If each language version has its own URL, give the URL of the language you used. As an option, give the URLs for all languages. Separate them by a space, a semicolon, and a space.

  Example:

  Available from:

  http://www.fao.org/docrep/006/y4962t/y4962t01.htm#bm1..1.3.1 ;

  http://www.fao.org/docrep/006/y4962t/y4962t03.htm#bm3..1.3.1 ;

  http://www.fao.org/docrep/006/y4962t/y4962t05.htm#bm5..1.3.1 English, French, Spanish.

Examples for Language

10. Contribution to an Internet book with a non-English title

Notes for a Contribution to a Book on the Internet (optional)

General Rules for Notes

- Notes is a collective term for any type of useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- DOIs
- System requirements

- Other types of material to include in notes

Box 119. DOIs.

The DOI or Digital Object Identifier was developed by the International DOI Foundation to provide for persistent identification of documents across networks. It uses a naming convention consisting of a prefix, containing the name of the particular DOI directory and the content owner's identifier, and a suffix, a numeric or alphanumeric string supplied by the publisher.

Publishers register with the International DOI Foundation to obtain their owner's identifier, then submit their suffix to a DOI registration agency along with the URL and appropriate metadata for the particular document being registered.

Publishers currently assign DOIs at both the book and chapter level. Some assign one DOI to a book regardless of changes in edition or format, while others give a unique DOI to each version.

To find a book on the Internet from its DOI, add the prefix http://dx.doi.org/ to the number.

To use a DOI in a citation:

- Begin with doi followed by a colon and a space

- Enter the number supplied by the publisher

  Example:

  Mouchawar J, Taplin S, Ichikawa L, Barlow WE, Geiger AM, Weinmann S, Gilbert J, Manos MM, Ulcickas Yood M. Late-stage breast cancer among women with recent negative screening mammography: do clinical encounters offer opportunity for earlier detection? In: Vogt TM, Wagner EH, editors. Health care systems as research platforms: the cancer research network [Internet]. Bethesda (MD): Oxford University Press; 2005 [cited 2006 Nov 20]. p. 39-46. Available from: http://jncimono.oxfordjournals.org/cgi/reprint/2005/35/39 doi: 10.1093/jncimonographs/lgi036

Box 120. System requirements.

System requirements describe the particular software and hardware needed to view the contribution to the book.

- Begin with the phrase "System Requirements" followed by a colon and a space

- Use the wording supplied by the publisher; no standardization is needed

- Separate the types of information by a semicolon

- End requirement information with a period

  Examples:

  Levin B. Colorectal cancer. In: Dale DC, Antman K, Atkinson JP, Feldman M, Gibbons RJ, Haynes RB, Henrich JB, Henrich WL, Holtzman MJ, Lebwohl MG, Levinson W, Loriaux DL, Ruddy S, Wolinsky JS, editors. ACP medicine [Internet]. New York: Web MD Inc.; c2005 [updated 2006 Jan]. [16 p.]. Available from: http://www.acpmedicine.com/acp_sampleChapters.htm System Requirements: Netscape Navigator 7.0 (or later) or Microsoft Internet Explorer 5.0 (or later); browser must be Java-enabled.

Box 121. Other types of material to include in notes.

- The notes element may be used to provide any information that the compiler of the reference feels is useful. Begin by citing the contribution and the book, then add the note. Some examples of notes are:

    Neath SX. Anaphylaxis. In: Barkin RM, Rosen P, editors. Rosen & Barkin's 5-minute emergency medicine consult [Internet]. 3rd ed. Philadelphia: Lippincott Williams & Wilkins; c2007 [cited 2006 Nov 20]. [about 8 screens]. Available from: http://gateway.ut.ovid.com/gw1/ovidweb.cgi Subscription required to view.

    Shrader-Frechette K. Ethical issues in environmental and occupational health. In: Jennings B, Kahn J, Mastroianni A, Parker LS, editors. Ethics and public health: model curriculum [Internet]. Washington: Association of Schools of Public Health; 2003 [cited 2006 Nov 20]. p. 159-92. Available from: http://www.asph.org/UserFiles/EthicsCurriculum.pdf This project was supported under a cooperative agreement from the Health Resources and Services Administration (HRSA) through grant number 1D-38AH10001-05.

Examples for Notes

19. Contributed chapter in a book with system requirements included

20. Contributed chapter in a book with a supplemental note

21. Contributed chapter in one volume of a multivolume book

Examples of Citations to Contributions to Books on the Internet

1. Standard reference to a contributed chapter of an Internet book

Andreeff M, Goodrich DW, Pardee AB. Cell proliferation and differentiation. In: Kufe DW, Pollock RE, Weichselbaum RR, Bast RC Jr, Gansler TS, Holland JF, Frei E 3rd, editors. Cancer medicine 6 [Internet]. Hamilton (ON): B.C. Decker Inc.; c2003 [cited 2006 Nov 7]. [about 41 p.]. Available from: http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=cmed6.chapter.590

Shrader-Frechette K. Ethical issues in environmental and occupational health. In: Jennings B, Kahn J, Mastroianni A, Parker LS, editors. Ethics and public health: model curriculum [Internet]. Washington: Association of Schools of Public Health; 2003 [cited 2006 Nov 20]. p. 159-92. Available from: http://www.asph.org/UserFiles/EthicsCurriculum.pdf

Moore A, Moore J, Fowler S. Faculty development for the Net Generation. In: Oblinger DG, Oblinger JL, editors. Educating the Net Generation [Internet]. Boulder (CO): EDUCAUSE; c2005 [updated 2006 Jun 15; cited 2006 Nov 17]. [about 9 p.]. Available from: http://www.educause.edu/FacultyDevelopmentfortheNetGeneration/6071

2. Contribution to an Internet book with optional full first names for authors and editors

Andreeff, Michael; Goodrich, David W.; Pardee, Arthur B. Cell proliferation and differentiation. In: Kufe, Donald W.; Pollock, Raphael E.; Weichselbaum, Ralph R.; Bast, Robert C., Jr.; Gansler, Ted S.; Holland, James F.; Frei, Emil 3rd., editors. Cancer medicine 6 [Internet]. Hamilton (ON): B.C. Decker Inc.; c2003 [cited 2006 Nov 7]. [about 41 p.]. Available from: http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=cmed6.chapter.590

3. Contribution to an Internet book with optional limit to the number of authors

Mouchawar J, Taplin S, Ichikawa L, et al. Late-stage breast cancer among women with recent negative screening mammography: do clinical encounters offer opportunity for earlier detection? In: Vogt TM, Wagner EH, editors. Health care systems as research platforms: the cancer research network [Internet]. Bethesda (MD): Oxford University Press; 2005 [cited 2006 Nov 20]. p. 39-46. Available from: http://jncimono.oxfordjournals.org/cgi/reprint/2005/35/39

or

Mouchawar J, Taplin S, Ichikawa L, and others. Late-stage breast cancer among women with recent negative screening mammography: do clinical encounters offer opportunity for earlier detection? In: Vogt TM, Wagner EH, editors. Health care systems as research platforms: the cancer research network [Internet]. Bethesda (MD): Oxford University Press; 2005 [cited 2006 Nov 20]. p. 39-46. Available from: http://jncimono.oxfordjournals.org/cgi/reprint/2005/35/39

4. Contribution to an Internet book with authors having a family designation of rank

Schmeck H Jr. How genetic disorders are inherited. In: Blazing a genetic trail: families and scientists join in seeking the flawed genes that cause disease [Internet]. Chevy Chase (MD): Howard Hughes Medical Institute; c1991 [updated 2002 Spring; cited 2006 Nov 20]. [about 4 p.]. Available from: http://www.hhmi.org/genetictrail/e100.html

5. Contribution to an Internet book with author names having a particle or prefix (give as found in the publication)

de Marcas J. Aspects of serials management in Israeli academic libraries. In: 66th IFLA Council and General Conference [Internet]; 2000 Aug 13-18; Jerusalem, Israel. The Hague (Netherlands): International Federation of Library Associations and Institutions; [revised 2000 Jul 10; cited 2006 Nov 20]. [about 10 p.]. Available from: http://www.ifla.org/IV/ifla66/papers/085-144e.htm

McGovern TW, Barkley TM. Botanical dermatology. In: Drugge R, Dunn HA, editors. Electronic textbook of dermatology [Internet]. [place unknown]: International Dermatology Society, Inc.; c1995-2000 [cited 2006 Nov 3]. [about 59 p.]. Available from: http://telemedicine.org/stamford.htm

del Carmen Rios M, Morales JR. Family planning and pregnancy. In: Bartlett JG, Cheever LW, Johnson MP, Paauw DS, editors. A guide to primary care of people with HIV/AIDS [Internet]. 2004 ed. Rockville (MD): Department of Health and Human Services (US), Health Resources and Services Administration, HIV/AIDS Bureau; 2004 [cited 2006 Nov 20]. p. 97-104. Available from: ftp://ftp.hrsa.gov/hab/PCARE04.pdf

Conley D, Barnes J, Lague R, O'Brien K, Nur A. Aged care and disability services. In: Condon J, Warman G, Arnold L, editors. The health and welfare of Territorians [Internet]. Casuarina (AU): Northern Territory Government (AU), Department of Health and Community Services, Territory Health Services, Epidemiology Branch; c2001 [cited 2006 Nov 20]. p. 171-8. Available from: http://www.nt.gov.au/health/health_gains/epidemiology/welfare_territorians.pdf

Marcus M, Van Aken H. Prevention of local anaesthetic toxicity. In: Gatt SP, Pybus A, editors. Hypertextbook of regional anaesthesia for obstetrics: an international perspective [Internet]. [place unknown]: MANBIT Technologies; [2000?] [cited 2006 Nov 20]. [about 3 screens]. Available from: http://www.manbit.com/oa/oaindex.htm by selecting Marcus from the Author Index.

van Zyl G. Laboratory findings. In: Kamps BS, Hoffmann C, Preiser W, editors. Influenza report 2006 [Internet]. [Paris]: Flying Publisher; c2006 [cited 2006 Nov 20]. [about 12 p.]. Available from: http://www.influenzareport.com/ir/lab.htm

6. Contribution to an Internet book with authors having compound last names

Shrader-Frechette K. Ethical issues in environmental and occupational health. In: Jennings B, Kahn J, Mastroianni A, Parker LS, editors. Ethics and public health: model curriculum [Internet]. Washington: Association of Schools of Public Health; 2003 [cited 2006 Nov 20]. p. 159-92. Available from: http://www.asph.org/UserFiles/EthicsCurriculum.pdf

Mouchawar J, Taplin S, Ichikawa L, Barlow WE, Geiger AM, Weinmann S, Gilbert J, Manos MM, Ulcickas Yood M. Late-stage breast cancer among women with recent negative screening mammography: do clinical encounters offer opportunity for earlier detection? In: Vogt TM, Wagner EH, editors. Health care systems as research platforms: the cancer research network [Internet]. Bethesda (MD): Oxford University Press; 2005 [cited 2006 Nov 20]. p. 39-46. Available from: http://jncimono.oxfordjournals.org/cgi/reprint/2005/35/39

7. Contribution to an Internet book with author affiliation included

for all authors

Huntley A (Department of Dermatology, University of California at Davis, Davis, CA), Drugge R (New York University, New York, NY). Diabetes in skin disease. In: Drugge R, Dunn HA, editors. The electronic textbook of dermatology [Internet]. [place unknown]: Internet Dermatology Society, Inc.; c1995-2000 [cited 2006 Nov 17]. [about 27 screens]. Available from: http://telemedicine.org/stamford.htm

for only the first author

Mouchawar J (Colorado Clinical Research Unit, Kaiser Permanente, Boulder, CO. judy.mouchawar@kp.org), Taplin S, Ichikawa L, Barlow WE, Geiger AM, Weinmann S, Gilbert J, Manos MM, Ulcickas Yood M. Late-stage breast cancer among women with recent negative screening mammography: do clinical encounters offer opportunity for earlier detection? In: Vogt TM, Wagner EH, editors. Health care systems as research platforms: the cancer research network [Internet]. Bethesda (MD): Oxford University Press; 2005 [cited 2006 Nov 20]. p. 39-46. Available from: http://jncimono.oxfordjournals.org/cgi/reprint/2005/35/39

8. Contribution to an Internet book with title having a subtitle

Mathios AD, Ippolito P. Health claims in food advertising and labeling: disseminating nutrition information to consumers. In: Frazao E, editor. America's eating habits: changes and consequences [Internet]. Washington: Department of Agriculture (US), Economic Research Service, Food and Rural Economics Division; 1999 May [cited 2006 Nov 20]. [106 KB]. Available from: http://www.ers.usda.gov/publications/aib750/aib750k.pdf

9. Contribution to an Internet book with title beginning with a lower-case letter or containing a special symbol or character

Anderson P, Kimble J. mRNA and translation. In: Riddle DL, Blumenthal T, Meyer BJ, Priess JR, editors. *C. elegans* 2 [Internet]. Plainview (NY): Cold Spring Harbor Laboratory Press; c1997 [cited 2006 Nov 16]. [about 25 screens]. Available from: http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=ce2.chapter.266

Wortmann R. Defects in ß-oxidation. In: Koopman WJ, Moreland LW, editors. Arthritis & allied conditions [Internet]. 15th ed. Philadelphia: Lippincott Williams & Wilkins; 2005 [cited 2006 Nov 20]. [2 paragraphs]. Available from: http://gateway.ut.ovid.com/gw1/ovidweb.cgi Subscription required to view.

or

Wortmann R. Defects in beta-oxidation. In: Koopman WJ, Moreland LW, editors. Arthritis & allied conditions [Internet]. 15th ed. Philadelphia: Lippincott Williams & Wilkins; 2005 [cited 2006 Nov 20]. [2 paragraphs]. Available from: http://gateway.ut.ovid.com/gw1/ovidweb.cgi Subscription required to view.

10. Contribution to an Internet book with a non-English title

Cannavo G, Favati A, Mule D. Mobbing aspetti medico-legali. In: Il mobbing [Internet]. Pisa (Italy): Melchiorre Gioia; 2001 [cited 2006 Nov 20]. [about 5 p.]. Available from: http://www.melchiorregioia.it/2006/TAGETE_file/ giurispr.%20mobbing.htm Italian.

with translation

Cannavo G, Favati A, Mule D. Mobbing aspetti medico-legali [Medical-legal aspects of mobbing]. In: Il mobbing [Mobbing] [Internet]. Pisa (Italy): Melchiorre Gioia; 2001 [cited 2006 Nov 20]. [about 5 p.]. Available from: http://www.melchiorregioia.it/2006/TAGETE_file/giurispr.%20mobbing.htm Italian.

11. Contribution to an Internet book with an edition statement

Neath SX. Anaphylaxis. In: Barkin RM, Rosen P, editors. Rosen & Barkin's 5-minute emergency medicine consult [Internet]. 3rd ed. Philadelphia: Lippincott Williams & Wilkins; c2007 [cited 2006 Nov 20]. [about 8 screens]. Available from: http://gateway.ut.ovid.com/gw1/ovidweb.cgi Subscription required to view.

Mullins M. Genetic methods: conventions for naming zebrafish genes. In: Westerfield M, editor. The zebrafish book: a guide for the laboratory use of zebrafish Danio (Brachydanio) rerio [Internet]. 4th ed. Eugene (OR): University of Oregon Press; 2000 [cited 2007 Feb 22]. [about 3 screens]. Available from: http://zfin.org/zf_info/ zfbook/cont.html#cont7

Hahn SM, Glatstein E. Principles of radiation therapy. In: Kasper DL, Braunwald E, Fauci AS, Hauser SL, Longo DL, Jameson JL, Isselbacher KJ, editors. Harrison's online [Internet]. 16th ed. Columbus (OH): McGraw-Hill Companies; c2006 [cited 2006 Nov 20]. [about 16 p.]. Available from: http://www.accessmedicine.com/ content.aspx?aID=61705

12. Contribution to an Internet book with a government agency as publisher

Mathios AD, Ippolito P. Health claims in food advertising and labeling: disseminating nutrition information to consumers. In: Frazao E, editor. America's eating habits: changes and consequences [Internet]. Washington: Department of Agriculture (US), Economic Research Service, Food and Rural Economics Division; 1999 May [cited 2006 Nov 20]. [106 KB]. Available from: http://www.ers.usda.gov/publications/aib750/aib750k.pdf

13. Contribution to an Internet book with subordinate division to publisher

Boychuk RB. Case 10, Drooling, stridor, and a barking cough: croup?? In: Yamamoto LG, Inaba AS, DiMauro RM, editors. Radiology cases in pediatric emergency medicine [Internet]. Vol. 1. Honolulu (HI): University of Hawaii John A. Burns School of Medicine, Department of Pediatrics; 1994 Nov [cited 2006 Nov 20]. [about 7 screens]. Available from: http://www.hawaii.edu/medicine/pediatrics/pemxray/v1c10.html

14. Contribution to an Internet book with date of update/revision

Moore A, Moore J, Fowler S. Faculty development for the Net Generation. In: Oblinger DG, Oblinger JL, editors. Educating the Net Generation [Internet]. Boulder (CO): EDUCAUSE; c2005 [updated 2006 Jun 15; cited 2006 Nov 17]. [about 9 p.]. Available from: http://www.educause.edu/FacultyDevelopmentfortheNetGeneration/6071

Schmeck H Jr. How genetic disorders are inherited. In: Blazing a genetic trail: families and scientists join in seeking the flawed genes that cause disease [Internet]. Chevy Chase (MD): Howard Hughes Medical Institute; c1991 [updated 2002 Spring; cited 2006 Nov 20]. [about 4 p.]. Available from: http://www.hhmi.org/genetictrail/e100.html

de Marcas J. Aspects of serials management in Israeli academic libraries. In: 66th IFLA Council and General Conference [Internet]; 2000 Aug 13-18; Jerusalem, Israel. The Hague (Netherlands): International Federation of Library Associations and Institutions; [revised 2000 May 30; cited 2006 Nov 20]. [about 10 p.]. Available from: http://www.ifla.org/IV/ifla66/papers/085-144e.htm

15. Contribution to an Internet book with location (pagination) expressed as standard page numbers

Shrader-Frechette K. Ethical issues in environmental and occupational health. In: Jennings B, Kahn J, Mastroianni A, Parker LS, editors. Ethics and public health: model curriculum [Internet]. Washington: Association of Schools of Public Health; 2003 [cited 2006 Nov 20]. p. 159-92. Available from: http://www.asph.org/UserFiles/EthicsCurriculum.pdf

16. Contribution to an Internet book with location (pagination) expressed as other than standard page numbers

Schmeck H Jr. How genetic disorders are inherited. In: Blazing a genetic trail: families and scientists join in seeking the flawed genes that cause disease [Internet]. Chevy Chase (MD): Howard Hughes Medical Institute; c1991 [updated 2002 Spring; cited 2006 Nov 20]. [about 4 p.]. Available from: http://www.hhmi.org/genetictrail/e100.html

Marcus M, Van Aken H. Prevention of local anaesthetic toxicity. In: Gatt SP, Pybus A, editors. Hypertextbook of regional anaesthesia for obstetrics: an international perspective [Internet]. [place unknown]: MANBIT Technologies; [2000?] [cited 2006 Nov 20]. [about 3 screens]. Available from: http://www.manbit.com/oa/oaindex.htm by selecting Marcus from the Author Index.

Wortmann R. Defects in ß-oxidation. In: Koopman WJ, Moreland LW, editors. Arthritis & allied conditions [Internet]. 15th ed. Philadelphia: Lippincott Williams & Wilkins; 2005 [cited 2006 Nov 20]. [2 paragraphs]. Available from: http://gateway.ut.ovid.com/gw1/ovidweb.cgi Subscription required to view.

Khan MK, Zhang J, Tian L. Protecting biometric data for personal identification. In: Advances in biometric person authentication [Internet]. SINOBIOMETRICS 2004: 5th Chinese Conference on Biometric Recognition; 2004 Dec 13-14; Guangzhou, China. Berlin: Springer; 2004 [cited 2006 Nov 20]. [245 KB]. Available from: http://springerlink.metapress.com/content/mcu60u211xf6w90w/?p=8031e82410a44d8d867641ae718de705&pi=71 Subscription required to view.

Chorba T, Tao G, Irwin KL. Sexually transmitted diseases. In: Litwin MS, Saigal CS, editors. Urologic diseases in America [Internet]. Bethesda (MD): National Institute of Diabetes and Digestive and Kidney Diseases (US); 2004 [cited 2006 Nov 20]. Chapter 9. Available from: http://kidney.niddk.nih.gov/statistics/uda/UTI_STD.pdf#page=91

17. Contribution to an Internet book that is part of a series

Mathios AD, Ippolito P. Health claims in food advertising and labeling: disseminating nutrition information to consumers. In: Frazao E, editor. America's eating habits: changes and consequences [Internet]. Washington: Department of Agriculture (US), Economic Research Service, Food and Rural Economics Division; 1999 May [cited 2006 Nov 20]. [106 KB]. (Agriculture information bulletin; no. AIB750). Available from: http://www.ers.usda.gov/publications/aib750/aib750k.pdf

Chorba T, Tao G, Irwin KL. Sexually transmitted diseases. In: Litwin MS, Saigal CS, editors. Urologic diseases in America [Internet]. Bethesda (MD): National Institute of Diabetes and Digestive and Kidney Diseases (US); 2004 [cited 2006 Nov 20]. Chapter 9. (NIH publication; no. 04-5512). Available from: http://kidney.niddk.nih.gov/statistics/uda/UTI_STD.pdf#page=91

18. Contribution to an Internet book with a URL not directly addressable

Marcus M, Van Aken H. Prevention of local anaesthetic toxicity. In: Gatt SP, Pybus A, editors. Hypertextbook of regional anaesthesia for obstetrics: an international perspective [Internet]. [place unknown]: MANBIT Technologies; [2000?] [cited 2006 Nov 20]. [about 3 screens]. Available from: http://www.manbit.com/oa/oaindex.htm by selecting Marcus from the Author Index.

19. Contribution to an Internet book with a Digital Object Identifier (DOI)

Mouchawar J, Taplin S, Ichikawa L, Barlow WE, Geiger AM, Weinmann S, Gilbert J, Manos MM, Ulcickas Yood M. Late-stage breast cancer among women with recent negative screening mammography: do clinical encounters offer opportunity for earlier detection? In: Vogt TM, Wagner EH, editors. Health care systems as research platforms: the cancer research network [Internet]. Bethesda (MD): Oxford University Press; 2005 [cited 2006 Nov 20]. p. 39-46. Available from: http://jncimono.oxfordjournals.org/cgi/reprint/2005/35/39 doi: 10.1093/jncimonographs/lgi036

20. Contribution to an Internet book with system requirements included

Levin B. Colorectal cancer. In: Dale DC, Antman K, Atkinson JP, Feldman M, Gibbons RJ, Haynes RB, Henrich JB, Henrich WL, Holtzman MJ, Lebwohl MG, Levinson W, Loriaux DL, Ruddy S, Wolinsky JS, editors. ACP medicine [Internet]. New York: Web MD Inc.; c2005 [updated 2006 Jan; cited 2006 Nov 20]. [16 p.]. Available from: http://www.acpmedicine.com/acp_sampleChapters.htm System Requirements: Netscape Navigator 7.0 (or later) or Microsoft Internet Explorer 5.0 (or later); browser must be Java-enabled.

21. Contribution to an Internet book with a supplemental note

Neath SX. Anaphylaxis. In: Barkin RM, Rosen P, editors. Rosen & Barkin's 5-minute emergency medicine consult [Internet]. 3rd ed. Philadelphia: Lippincott Williams & Wilkins; c2007 [cited 2006 Nov 20]. [about 8 screens]. Available from: http://gateway.ut.ovid.com/gw1/ovidweb.cgi Subscription required to view.

Shrader-Frechette K. Ethical issues in environmental and occupational health. In: Jennings B, Kahn J, Mastroianni A, Parker LS, editors. Ethics and public health: model curriculum [Internet]. Washington: Association of Schools of Public Health; 2003 [cited 2006 Nov 20]. p. 159-92. Available from: http://www.asph.org/UserFiles/EthicsCurriculum.pdf This project was supported under a cooperative agreement from the Health Resources and Services Administration (HRSA) through grant number 1D-38AH10001-05.

22. Contribution to an Internet book in one volume of a multivolume set

Boychuk RB. Case 10, Drooling, stridor, and a barking cough: croup?? In: Yamamoto LG, Inaba AS, DiMauro RM, editors. Radiology cases in pediatric emergency medicine [Internet]. Vol. 1. Honolulu (HI): University of

Hawaii John A. Burns School of Medicine, Department of Pediatrics; 1994 Nov [cited 2006 Nov 20]. [about 7 screens]. Available from: http://www.hawaii.edu/medicine/pediatrics/pemxray/v1c10.html

23. Contributed paper in a conference proceedings on the Internet

Khan MK, Zhang J, Tian L. Protecting biometric data for personal identification. In: Advances in biometric person authentication [Internet]. SINOBIOMETRICS 2004: 5th Chinese Conference on Biometric Recognition; 2004 Dec 13-14; Guangzhou, China. Berlin: Springer; 2004 [cited 2006 Nov 20]. [245 KB]. Available from: http://springerlink.metapress.com/content/mcu60u211xf6w90w/?p=8031e82410a44d8d867641ae718de705&pi=71

de Marcas J. Aspects of serials management in Israeli academic libraries. In: 66th IFLA Council and General Conference [Internet]; 2000 Aug 13-18; Jerusalem, Israel. The Hague (Netherlands): International Federation of Library Associations and Institutions; [revised 2000 May 30; cited 2006 Nov 20]. [about 10 p.]. Available from: http://www.ifla.org/IV/ifla66/papers/085-144e.htm

24. Part of a contributed chapter on the Internet

Margolese RG, Hortobagyi GN, Buchholz TA. Neoplasms of the breast. In: Kufe DW, Pollock RE, Weichselbaum RR, Bast RC Jr, Gansler TS, Holland JF, Frei E 3rd, editors. Cancer medicine 6 [Internet]. Hamilton (ON): B.C. Decker Inc.; c2003. Figure 121-13, Sinus histiocytosis; [cited 2006 Nov 7]; [about 1 screen]. Available from: http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=cmed6.figgrp.30804

Chapter 23. Journals on the Internet

Created: October 10, 2007; Updated: May 18, 2018.

Journals are a particular type of periodical. These same rules and examples can be used for magazines and other types of periodicals.

A. Journal Articles on the Internet

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

B. Journal Titles on the Internet

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

See also:

A. Sample Citation and Introduction to Citing Journal Articles on the Internet

The general format for a reference to an article from a journal published on the Internet, including punctuation:
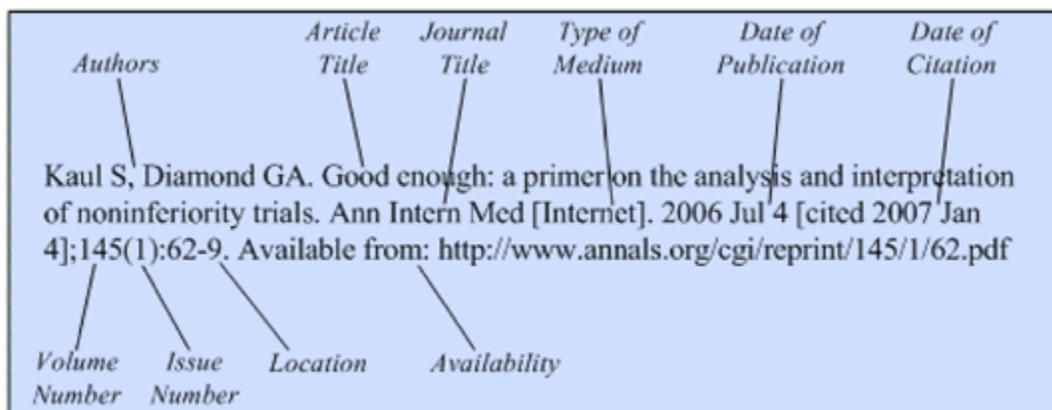
Examples of Citations to Journal Articles on the Internet

Many online journals are identical to their print versions. Increasingly, however, journals are written directly for the Internet to enable hyperlinking, to include complex graphics, and to run multimedia such as film clips and sound.

An Internet journal may be static, fixed in time and unchanged since publication, or may be updated or otherwise revised over time. Some Internet journal producers permit or otherwise welcome comments or expert opinion from readers and incorporate these comments into the text. Major revisions may be announced, but

more minor additions and changes such as adding comments, correcting typographical errors, or updating hypertext links, may not be noted.

Although Internet journals differ radically in physical form from print journals, the basic rules for citing them do not differ markedly. There is still an author or organization with responsibility for the article, an article title, a journal title, a date of publication, and the location of the item (page numbers or the equivalent). Anyone citing an Internet document should try to locate all of these elements. Simply adding a Uniform Resource Locator (URL), Digital Object Identifier (DOI), or another electronic address to a title is not sufficient. Internet sites disappear with great frequency, and users of a citation must be given some other identifying information if they are to locate articles.

What has changed most with Internet journals, particularly those without print counterparts, is volume and issue information. Some publishers omit volume and issue numbers, substituting an article numbering scheme or using the date the item was placed on the Internet as an identifier. See examples 28 and 29. Many publishers also employ an article numbering scheme in place of pagination. See example 36.

Cite an Internet journal article as you would a print article, but with these major exceptions:

- Use the word "Internet" in square brackets as the Type of Medium after the journal title.
- Include any date of update/revision and a date of citation in square brackets following the date of publication. Use the dates for the individual journal article being cited, not the dates of the journal issue as a whole unless no dates can be found for the individual item.
- When the location (pagination) of the article is not provided, as often occurs, calculate the length of the article using the best means possible, e.g., in terms of print pages, screens, paragraphs, or bytes. If an article is not linear, and has many hyperlinks, it will be impossible to determine the length.
- Provide the URL or other electronic address of the article.

It is important to cite the version you saw. If you viewed an article on the Internet, do not cite it as if it were a print one. However, it may be useful to begin a citation to an Internet article by first locating all of the information needed to cite it as if it were a print article, then adding the Internet-specific items. For example:

Print information

Kaul S, Diamond GA. Good enough: a primer on the analysis and interpretation of noninferiority trials. Ann Intern Med. 2006 Jul 4;145(1):62-9.

Added Internet information (in bold)

Kaul S, Diamond GA. Good enough: a primer on the analysis and interpretation of noninferiority trials. Ann Intern Med **[Internet].** 2006 Jul 4 **[cited 2007 Jan 4];**145(1):62-9. **Available from: http://www.annals.org/cgi/reprint/145/1/62.pdf**

If a journal on the Internet lacks a formal title page or table of contents, look for citation information on the opening screens, the bottom or closing screens, links from the sidebar, and the source code (viewable through the Web browser).

Every effort is made in this chapter to provide a comprehensive list of examples for journal articles on the Internet to illustrate the rules below. If needed, consult Chapter 1A Journal Articles for more information on the individual components of a citation.

This chapter includes citation rules for entire journal articles on the Internet. For citing parts of these articles, combine the guidelines presented in this chapter with those in Chapter 1B Parts of Journal Articles. See also example 43 below.

Citation Rules with Examples for Journal Articles on the Internet

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Author Affiliation (O) | Article Title (R) | Article Type (O) | Journal Title (R) | Edition (R) | Content Type (O) | Type of Medium (R) | Date of Publication (R) | Date of Update/Revision (R) | Date of Citation (R) | Volume Number (R) | Issue Number (R) | Location (Pagination) (R) | Availability (R) | Language (R) | Notes (O)

Author for Journal Articles on the Internet (required)

General Rules for Author

- List names in the order they appear on the title page or opening screens
- Enter surname (family or last name) first for each author
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
- Give all authors, regardless of the number
- Separate author names from each other by a comma and a space
- End author information with a period

See exceptions for Author in Appendix F: Notes for Citing MEDLINE® /PubMed®.

Specific Rules for Author

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Organizations as author
- No author can be found
- Options for author names

Box 1. Surnames with hyphens and other punctuation in them.

- Keep hyphens within surnames.

  Estelle Palmer-Canton   *becomes*   Palmer-Canton E

  Ahmed El-Assmy   *becomes*   El-Assmy A

- Keep particles, such as O', D', and L'.

Box 1 continues on next page...

> Alan D. O'Brien   *becomes*   O'Brien AD
>
> Jacques O. L'Esperance   *becomes*   L'Esperance JO
>
> U. S'adeh   *becomes*   S'adeh U

- Omit all other punctuation within surnames.

> Charles A. St. James   *becomes*   St James CA

Box 2. Other surname rules.

- Keep prefixes in surnames

> Lama Al Bassit   *becomes*   Al Bassit L
>
> Jiddeke M. van de Kamp   *becomes*   van de Kamp JM
>
> Gerard de Pouvourville   *becomes*   de Pouvourville G

- Keep compound surnames even if no hyphen appears.

> Sergio Lopez Moreno   *becomes*   Lopez Moreno S
>
> Jaime Mier y Teran   *becomes*   Mier y Teran J
>
> Virginie Halley des Fontaines   *becomes*   Halley des Fontaines V
>
> [If you cannot determine from the article whether a surname is a compound or a combination of a middle name and a surname, look to the table of contents of the issue or an index for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked

> Å   *treated as*   A
>
> Ø   *treated as*   O
>
> Ç   *treated as*   C
>
> Ł   *treated as*   L
>
> à   *treated as*   a
>
> ĝ   *treated as*   g
>
> ñ   *treated as*   n
>
> ü   *treated as*   u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

Box 2 continued from previous page.

æ	*treated as*	ae
œ	*treated as*	oe

Box 3. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names

    Jean-Louis Lagrot   *becomes*   Lagrot JL

- Use only the first letter of given names and middle names when they contain a prefix, a preposition, or another particle

    D'Arcy Hart   *becomes*   Hart D

    W. St. John Patterson   *becomes*   Patterson WS

    De la Broquerie Fortier   *becomes*   Fortier D

    Craig McC. Brooks   *becomes*   Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

    Ch. Wunderly   *becomes*   Wunderly C

    C. Fr. Erdman   *becomes*   Erdman CF

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter when the original initial is represented by more than one letter

    Iu. A. Iakontov   *becomes*   Iakontov IuA

    G. Th. Tsakalos   *becomes*   Tsakalos GTh

Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors that follow a personal name, such as M.D.

    James A. Reed, M.D., F.R.C.S.   *becomes*   Reed JA

    Katherine Schmidt, Ph.D.   *becomes*   Schmidt K

    Robert V. Lang, Major, US Army   *becomes*   Lang RV

- Omit rank and honors that precede a name, such as Colonel or Sir

    Sir Frances Hildebrand   *becomes*   Hildebrand F

    Dr. Kristine Eberhard   *becomes*   Eberhard K

    Captain R. C. Williams   *becomes*   Willaims RC

Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation

- Convert roman numerals to arabic ordinals

    Examples:

    Vincent T. DeVita, Jr.   *becomes*   DeVita VT Jr

    James G. Jones II   *becomes*   Jones JG 2nd

    John A. Adams III   *becomes*   Adams JA 3rd

    Henry B. Cooper IV   *becomes*   Cooper HB 4th

Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese

- Capitalize only the first letter of romanized names when the original initial is represented by more than one letter

    Iu. A. Iakontov   *becomes*   Iakontov IuA

    G. Th. Tsakalos   *becomes*   Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ◦ Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    ◦ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

Box 7. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may be an author.

- Omit "The" preceding an organizational name

  The American Cancer Society   *becomes*   American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

  American Medical Association, Committee on Ethics.

  International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

  American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

  National Academy of Sciences (US).

  Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

  Canadian Association of Orthodontists; Canadian Dental Association.

  American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization(s) are listed on the title page of an article as authors, give both, in the order they appear in the article, and separate them by a semicolon

  Sugarman J, Getz K, Speckman JL, Byrne MM, Gerson J, Emanuel EJ; Consortium to Evaluate Clinical Research Ethics.

  Pinol V, Castells A, Andreu M, Castellvi-Bel S, Alenda C, Llor X, Xicola RM, Rodriguez-Moranta F, Paya A, Jover R, Bessa X; Spanish Gastroenterological Association, Gastrointestinal Oncology Group.

  Margulies EH; NISC Comparative Sequencing Program; Maduro VV, Thomas PJ, Tomkins JP, Amemiya CT, Luo M, Green ED.

- For names of organizations not in English:

  ○ Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. When possible follow a non-English name with a translation, placed in square brackets.

    Istituto di Fisiologia Clinica del CNR.

    Universitatsmedizin Berlin.

    Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

Box 7 continued from previous page.

○ Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. When possible follow a non-English name with a translation, placed in square brackets.

Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

or

[Russian Respiratory Society].

○ Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

[Chinese Medical Society].

○ Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

■ Treat letters marked with diacritics or accents as if they are not marked

    Å *treated as* A

    Ø *treated as* O

    Ç *treated as* C

    Ł *treated as* L

    à *treated as* a

    ĝ *treated as* g

    ñ *treated as* n

    ü *treated as* u

■ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ *treated as* ae

    œ *treated as* oe

Box 8. No author can be found.

• If no person or organization can be found as the author but editors or translators are given, begin the reference with the names of the editors or translators. Follow the same rules used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.

Morrison CP, Court FG, editors.

Walser E, translator.

• If no person or organization can be identified as the author and no editors or translators are given, begin the reference with the title of the article. Do not use anonymous.

Box 9. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon.

    Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A. Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors or first six authors. Follow the last named author with a comma and "et al." or "and others."

    Rastan S, Hough T, Kierman A, et al.

    Adler DG, Baron TH, Davila RE, Egan J, Hirota WK, Leighton JA, and others.

- If both individuals and an organization(s) are listed on the title page of an article as authors, the individuals may be given as the author and the organization listed at the end of the reference as a note

    Authors are investigators of the Canadian Cardiovascular Outcomes Research Team.

Examples for Author

1. Standard journal article on the Internet

2. Journal article on the Internet with optional full names for authors

3. Journal article on the Internet with many authors (give all)

4. Journal article on the Internet with optional limit to the number of authors

5. Journal article on the Internet with author surnames showing designations of family rank

6. Journal article on the Internet with author surnames having a prefix, particle, or preposition (give as found in the article)

7. Journal article on the Internet with compound author surnames

8. Journal article on the Internet with organization(s) as author

9. Journal article on the Internet with a governmental body as author

10. Journal article on the Internet with no author

Author Affiliation for Journal Articles on the Internet (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the affiliation
- Place parentheses around the affiliation, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space

- Follow the affiliation with a comma placed outside the closing parenthesis, unless it is the affiliation of the last author, then use a period

See exceptions for Author Affiliation in Appendix F: Notes for Citing MEDLINE® /PubMed®

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names not in English
- Names for cities and countries not in English

Box 10. Abbreviations in affiliations.

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

    Examples:

    Acad. for Academy

    Assoc. for Association

    Co. for Company

    Coll. for College

    Corp. for Corporation

    Dept. for Department

    Div. for Division

    Inst. for Institute or Institution

    Soc. for Society

    Univ. for University

    See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference, abbreviate the same word in all references.

Box 11. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears in the publication

- Do not end an e-mail address with a period

Box 11 continues on next page...

- Place the e-mail address within the closing parenthesis for the author affiliation

  Example:

  > Bratu S (Division of Infectious Diseases, State University of New York--Downstate Medical Center, Brooklyn, NY. sbratu@aol.com), Landman D, Gupta J, Trehan M, Panwar M, Quale J. A population-based study examining the emergence of community-associated methicillin-resistant *Staphylococcus aureus* USA300 in New York City. Ann Clin Microbiol Antimicrob [Internet]. 2006 Nov 30 [cited 2007 Jan 10];5:Article 29 [6 p.]. Available from: http://www.ann-clinmicrob.com/content/pdf/1476-0711-5-29.pdf

Box 12. Organizational names not in English.

- Give the affiliation of all authors or only the first author

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or two-letter ISO country code (see Appendix D) if non-US

- For non-English organizational names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.), provide the name in the original language

  > Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

  > Pinet LM (Departamento de Servicios de Salud de Emergencia, Escuela de Posgrado, Universidad de Maryland, Condado de Baltimore, USA. lpinetl@umbc.edu).

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

  > Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucuresti), Burcos T, Ungureanu CD, Zodieru-Popa I.

  > Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese)

  > Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    > Å   *treated as*   A

Box 12 continued from previous page.

        Ø *treated as* O

        Ç *treated as* C

        Ł *treated as* L

        à *treated as* a

        ĝ *treated as* g

        ñ *treated as* n

        ü *treated as* u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ *treated as* ae

        œ *treated as* oe

- Use the English form of names for cities and countries when possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.
- Place the affiliation in parentheses

Box 13. Names for cities and countries not in English.

- Use the English form for names of cities and countries when possible. However, the name as found on the publication may always be used.

    Moskva *becomes* Moscow

    Wien *becomes* Vienna

    Italia *becomes* Italy

    Espana *becomes* Spain

Examples for Author Affiliation

    11. Journal article on the Internet with author affiliation

Article Title for Journal Articles on the Internet (required)

General Rules for Article Title

- Enter the title of an article as it appears on the title page or opening screens
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Translate non-English titles into English; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it or an Article Type follows it

See exceptions for Article Title in Appendix F: Notes for Citing MEDLINE® /PubMed®

Specific Rules for Article Title

- Article titles not in English
- Translated article titles ending in punctuation other than a period
- Article titles in more than one language
- Article titles containing a Greek letter, chemical formula, or another special character
- Article titles with headers
- No article title can be found

Box 14. Article titles not in English.

- Translate article titles not in English

- Place all translated titles in square brackets

- Indicate the language after the availability statement (URL), followed by a period

  Example:

  Terraza Nunez R, Vargas Lorenzo I, Vazquez Navarrete ML. [Coordination among healthcare levels: systematization of tools and measures]. Gac Sanit [Internet]. 2006 Nov-Dec [cited 2007 Jan 9];20(6):485-95. Available from: http://db.doyma.es/cgi-bin/wdbcgi.exe/doyma/mrevista.pubmed_full?inctrl=05ZI0108&rev=138&vol=20&num=6&pag=485 Spanish.

- When possible, place the original language title or romanized title before the translation

  - Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

  - Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - Treat letters marked with diacritics or accents as if they are not marked

      Å *treated as* A

      Ø *treated as* O

      Ç *treated as* C

      Ł *treated as* L

      à *treated as* a

      ĝ *treated as* g

      ñ *treated as* n

      ü *treated as* u

    - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

      æ *treated as* ae

      œ *treated as* oe

Box 14 continues on next page...

Box 14 continued from previous page.

○ In PubMed, use the TT field in the MEDLINE display to locate these for most article titles except those in character-based languages (Chinese, Japanese)

Example:

> Terraza Nunez R, Vargas Lorenzo I, Vazquez Navarrete ML. La coordinacion entre niveles asistenciales: una sistematizacion de sus instrumentos y medidas [Coordination among healthcare levels: systematization of tools and measures]. Gac Sanit [Internet]. 2006 Nov-Dec [cited 2007 Jan 9];20(6):485-95. Available from: http://db.doyma.es/cgi-bin/wdbcgi.exe/doyma /mrevista.pubmed_full?inctrl=05ZI0108&rev=138&vol=20&num=6&pag=485 Spanish.

Box 15. Translated article titles ending in punctuation other than a period.

- Most article titles end in a period. When a translation of an article title is provided, place it in square brackets, with the closing period outside the right bracket.

  Kanoh T. [IgD (kappa) myeloma with unusual manifestations: an exceptional form]. Tohoku J Exp Med [Internet]. 1987 Aug [cited 2007 Jan 10];152(4):347-50. Available from: http://www.journalarchi ve.jst.go.jp/jnlpdf.php?cdjournal=tjem1920&cdvol=152&noissue=4&startpage=347&lang=en&from =jnlabstract German.

  or

  Kanoh T. IgD (Kappa)-Myelom mit Ungewohnlichen Manifestationen: Eine Sonderform [IgD (kappa) myeloma with unusual manifestations: an exceptional form]. Tohoku J Exp Med [Internet]. 1987 Aug [cited 2007 Jan 10];152(4):347-50. Available from: http://www.journalarchive.jst.go.jp/jnlp df.php?cdjournal=tjem1920&cdvol=152&noissue=4&startpage=347&lang=en&from=jnlabstract German.

- If a translated article title ends in another form of punctuation, keep that punctuation. Place it in square brackets and end title information with a period.

  Kjeken R, Bogen B, Mathiesen I. [DNA--the future in vaccine technology?]. Tidsskr Nor Laegeforen [Internet]. 2006 Nov 16 [cited 2007 Jan 10];126(22):2964-8. Available from: http://www.tidsskriftet.n o/pls/lts/pa_lt.visSeksjon?vp_SEKS_ID=1454252 Norwegian.

  or

  Kjeken R, Bogen B, Mathiesen I. DNA--fremtidens vaksine? [DNA--the future in vaccine technology?]. Tidsskr Nor Laegeforen [Internet]. 2006 Nov 16 [cited 2007 Jan 10];126(22):2964-8. Available from: http://www.tidsskriftet.no/pls/lts/pa_lt.visSeksjon?vp_SEKS_ID=1454252 Norwegian.

Box 16. Article titles in more than one language.

- If an article is in English and other languages:

  ○ Give the English language version of the article title

Box 16 continues on next page...

Box 16 continued from previous page.

- List all languages of publication, separated by commas, after the availability statement (URL)

- End the list of languages with a period

  Example:

  Monrobel A, Chicano M, Navarrese A, Martinez L, Zambrana JL. Gastrointestinal affectation with cytomegalovirus in an immunocompetent patient. Rev Esp Enferm Dig [Internet]. 2006 Nov [cited 2007 Jan 10];98(11):881-882. Available from: http://www.grupoaran.com/mrmUpdate/lecturaPDFfromXML.asp?IdArt=458458&TO=RVN&Eng=0 English, Spanish.

- If an article is written in more than one language and none of them is English:

  - Translate into English the version of the title that appears first

  - Place the translation in square brackets

  - List all languages of publication separated by commas, after the availability statement (URL)

  - End the list of languages with a period

    Example:

    Thom R, Sermonit G. [Darwin after 100 years. 1983]. Riv Biol [Internet]. 2002 Sep-Dec [cited 2007 Jan 10];95(3):345-52. Available from: http://www.tilgher.it/(bh4t3u55bu1b3wv2wdwghimb)/googleframe.aspx?fle=%2fchrCorrelati%2fupload%2fdoc%2fEditeng953.pdf&lnk=%2findex.aspx%3ftpr%3d4%26act%3dfscone%26id%3d French, Italian.

- As an option, when an article title is written in two or more equal languages as often occurs in Canadian publications:

  - Give all titles in the order in which they are presented on the title page or opening screens

  - Separate them with an equals sign with a space on either side

  - List the languages, separated by commas, after the availability statement (URL)

  - End the list of languages with a period

    Example:

    National Advisory Committee on Immunization (CA). Update on the recommendations for the routine use of pneumococcal conjugate vaccine for infants. An Advisory Committee Statement (ACS) = Mise a jour des recommandations relatives a l'utilisation courante du vaccin conjugue contre le pneumocoque chez les enfants en bas age. Une Declaration d'un Comite Consultatif (DCC). Can Commun Dis Rep. 2006 May 1;32(ACS-4):1-6. Available from: http://www.phac-aspc.gc.ca/publicat/ccdr-rmtc/06vol32/acs-04/index.html English, French.

Box 17. Article titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of an article title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

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Box 17 continued from previous page.

> von Willebrand factor standards for plasma and concentrate testing.
>
> p53 and its downstream proteins as molecular targets of cancer.
>
> 1,3-dimethylisoguanine.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

  > Guan M, Chen Y. Aberrant expression of ΔNp73 in benign and malignant tumours of the prostate: correlation with Gleason score. J Clin Pathol [Internet]. 2005 Nov [cited 2007 Jan 9];58(11):1175-9. Available from: http://jcp.bmj.com/cgi/content/full/58/11/1175
  >
  > *may become*
  >
  > Guan M, Chen Y. Aberrant expression of DeltaNp73 in benign and malignant tumours of the prostate: correlation with Gleason score. J Clin Pathol [Internet]. 2005 Nov [cited 2007 Jan 9];58(11):1175-9. Available from: http://jcp.bmj.com/cgi/content/full/58/11/1175

- If a title contains superscripts or subscripts than cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

  > Langer R, Von Rahden BH, Nahrig J, Von Weyhern C, Reiter R, Feith M, Stein HJ, Siewert JR, Hofler H, Sarbia M. Prognostic significance of expression patterns of c-erbB-2, p53, $p16^{INK4A}$, $p27^{KIP1}$, cyclin D1 and epidermal growth factor receptor in oesophageal adenocarcinoma: a tissue microarray study. J Clin Pathol [Internet]. 2006 Jun [cited 2007 Jan 9];59(6):631-4. Available from: http://jcp.bmj.com/cgi/content/full/59/6/631
  >
  > *may become*
  >
  > Langer R, Von Rahden BH, Nahrig J, Von Weyhern C, Reiter R, Feith M, Stein HJ, Siewert JR, Hofler H, Sarbia M. Prognostic significance of expression patterns of c-erbB-2, p53, p16(INK4A), p27(KIP1), cyclin D1 and epidermal growth factor receptor in oesophageal adenocarcinoma: a tissue microarray study. J Clin Pathol [Internet]. 2006 Jun [cited 2007 Jan 9];59(6):631-4. Available from: http://jcp.bmj.com/cgi/content/full/59/6/631

Box 18. Article titles with headers.

- Journal articles sometimes contain a header (such as news, case report, or clinical study) at the top of the page or screen to indicate a section of the issue. Do not include a header as part of the article title unless the table of contents for the journal issue indicates that it is.

Box 19. No article title can be found.

- Occasionally a publication does not appear to have any title; the article or other short document simply begins with the text. In this circumstance, create a title from the first few words of the text and place it in square brackets. Use enough words to make the constructed title meaningful.

Examples for Article Title

12. Journal article on the Internet not in English

Article Type for Journal Articles on the Internet (optional)

General Rules for Article Type

- An article type alerts the user that the reference is to an abstract of an article or a letter to the editor, not a full article. Content designator is another phrase for this.
- Place [abstract] or [letter] after the article title
- Other article types are also available though used less often, such as book review, editorial, or interview
- Follow the bracketed article type with a period, placed outside the closing bracket

See exceptions for Article Type in Appendix F: Notes for Citing MEDLINE® /PubMed®

Specific Rules for Article Type

- Article titles ending in punctuation other than a period
- Article titles not in English

Box 20. **Articles titles ending in punctuation other than a period.**

- Most journal article titles end in a period. Place [letter] or [abstract] inside the period.

    Increased cardiac Connexin45 results in uncoupling and spontaneous ventricular arrhythmias in mice [abstract].

    Eosinophilic pneumonia and arthritis [letter].

- If an article title ends in another form of punctuation, keep that punctuation and follow [letter] or [abstract] with a period

    Bravo pH monitoring: should we exclude the first 6 hours? [abstract].

    Moles, weights and potencies: freedom of expression! [letter].

Box 21. **Article titles not in English.**

- Most journal article titles end in a period. When a translation of a journal article title is used as the title, place it in square brackets. Put (letter) or (abstract) inside the brackets.

    [Study of nasal permeability in patients with operated unilateral clefts (letter)].

- If a translated article title ends in another form of punctuation, keep that punctuation. Place (letter) or (abstract) inside the square brackets and end title information with a period.

    [Eat less, exercise more! (letter)].

- When the original language and a translation are provided, place [letter] or [abstract] after the translation. End title information with a period outside the closing bracket.

Box 21 continues on next page...

> Etude de la permeabilite nasale dans les fentes unilaterales operees [Study of nasal permeability in patients with operated unilateral clefts] [letter].

Examples for Article Type

15. Journal article on the Internet with optional article type

Journal Title for Journal Articles on the Internet (required)

General Rules for Journal Title

- Enter a journal title in the original language
- Abbreviate significant words in a journal title (see Abbreviation rules for journal titles below) and omit other words, such as articles, conjunctions, and prepositions
- Capitalize all remaining title words, including abbreviations
- End the journal title with a space

See exceptions for Journal Title (Journal Title Abbreviation) in Appendix F: Notes for Citing MEDLINE® / PubMed®

Box 22. Abbreviation rules for journal titles.

- Abbreviate and capitalize significant words in a journal title and omit other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and, L'.

  The Journal of Bacteriology   *becomes*   J Bacteriol

  Annali dell'Istituto Superiore di Sanita   *becomes*   Ann Ist Super Sanita

  - A list of the abbreviations for common English words used in journal titles is in Appendix A. Other sources for title-word abbreviations are:
    - The NLM Catalog, which includes an interface to search by journal title, and the complete active PubMed title list.
    - Appendix B for non-NLM sources

- Do not abbreviate journal titles that consist of a single word or titles written in a character-based language such as Chinese and Japanese.

  Ophthalmology   *remains*   Ophthalmology

  Nippon Hoshasen Gijutsu Gakkai Zasshi   *remains*   Nippon Hoshasen Gijutsu Gakkai Zasshi

- Do not include journal subtitles as part of the abbreviated title

  Injury Prevention: Journal of the International Society for Child and Adolescent Injury Prevention   *becomes*   Inj Prev

- Omit any punctuation in a title

  Journal of Neuro-Oncology   *becomes*   J Neurooncol

> Oral Surgery, Oral Medicine, Oral Pathology, Oral Radiology, and Endodontics *becomes* Oral Surg Oral Med Oral Pathol Oral Radiol Endod

- Some bibliographies and online databases give a place of publication after a journal title, such as Clin Toxicol (Phila). This shows that two or more journal titles with the same name reside in a library collection or database; the name of the city where the journal is published distinguishes the various titles. The city is usually shown in abbreviated format following the same rules used for words in journal titles, such as Phila for Philadelphia in the example above. If you use a bibliography or database such as PubMed to verify your reference and a place name is included, you may keep it if you wish.

- See also *Construction of National Library of Medicine Title Abbreviations*

Specific Rules for Journal Title

- Abbreviation rules for journal titles
- Single word journal titles
- Non-English journal titles
- Journal titles appearing in more than one language
- Journals appearing in different editions
- Options for journal titles

Box 23. Single word journal titles.

- Do not abbreviate journal titles that consist of a single word, regardless of language

> Ophthalmology *remains* Ophthalmology

> Alergie *remains* Alergie

Box 24. Non-English journal titles.

- For a non-English journal title in the roman alphabet (French, German, Spanish, Italian, etc.):

  - Provide the title in the original language

  - Abbreviate it according to the Abbreviation rules for journal titles

  - Capitalize all remaining title words, including abbreviations

  - Indicate the language of the article after the availability statement (URL)
    Example:

    > Terraza Nunez R, Vargas Lorenzo I, Vazquez Navarrete ML. [Coordination among healthcare levels: systematization of tools and measures]. Gac Sanit [Internet]. 2006 Nov-Dec [cited 2007 Jan 9];20(6):485-95. Available from: http://db.doyma.es/cgi-bin/wdbcgi.exe/doyma/mrevista.pubmed_full?inctrl=05ZI0108&rev=138&vol=20&num=6&pag=485 Spanish.

- For a journal title in Cyrillic, Greek, Arabic, Hebrew, or Korean:

Box 24 continued from previous page.

- ○ Romanize (write in the roman alphabet) the title. A good authority for romanization is the *ALA-LC Romanization Tables*.

- ○ Abbreviate it according to the Abbreviation rules for journal titles

- ○ Capitalize all remaining title words, including abbreviations

- ○ Indicate the language of the article after the availability statement (URL)

    Example:

    Petrenko VM, Cherenko SO, Tarasenko OR, Tsygankova LM, Davidenko VV, Nedlinska NM. [Treatment and long-term results in patients with first diagnosed multiresistant destructive lung tuberculosis]. Ukr Himioter Z [Internet]. 2005 [cited 2007 Jan 10];(3-4):5-8. Available from: http://www.ifp.kiev.ua/doc/journals/uhj/05/pdf05-(3-4)/4.pdf Russian.

- For a journal title in a character-based language (Chinese, Japanese):

- ○ Romanize (write in the roman alphabet) the title. A good authority for romanization is the *ALA-LC Romanization Tables*.

- ○ Do not abbreviate any of the words or omit any words

- ○ Use the capitalization system of the particular language

- ○ Indicate the language of the article after the availability statement (URL)

    Example:

    Takayanagi R, Yokoyama H, Ozeki T, Sasatsu M, Yamada Y. [Survey of the attitude of master course students of clinical pharmacy toward clinical trials]. Yakugaku Zasshi [Internet]. 2006 Jul [cited 2007 Jan 10];126(7):515-20. Available from: http://www.jstage.jst.go.jp/article/yakushi/126/7/515/_pdf Chinese.

    [It is not NLM practice, but you may translate journal titles in character-based languages. If you do, abbreviate the title according to the Abbreviation rules for journal titles and indicate the language of the article after the availability statement (URL).]

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- ○ Treat letters marked with diacritics or accents as if they are not marked

    Å   *treated as*   A

    Ø   *treated as*   O

    Ç   *treated as*   C

    Ł   *treated as*   L

    à   *treated as*   a

    ĝ   *treated as*   g

Box 24 continued from previous page.

> ñ   *treated as*   n
>
> ü   *treated as*   u
>
> ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters
>
> æ   *treated as*   ae
>
> œ   *treated as*   oe

Box 25. **Journal titles appearing in more than one language.**

- Use the title in the first language found, in order of preference: on the title page or opening screen of the issue, the homepage for the journal, the first page of the article.

Box 26. **Journals appearing in different editions.**

- If a journal is published in more than one edition, include the edition information after the title

- Abbreviate and capitalize all significant words in the edition information and omit other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and L'.

- Use the same rules for abbreviating the words in an edition statement as for the words in journal titles (see Abbreviation rules for journal titles)

- Do not follow abbreviated words with a period

- Omit any punctuation found

- Separate the edition from the title by a space and place it in parentheses

- End edition information with a space, followed by Internet in square brackets and a period
  Example:

    Pattison MA, Webster TJ, Haberstroh KM. Select bladder smooth muscle cell functions were enhanced on three-dimensional, nano-structured poly(ether urethane) scaffolds. J Biomater Sci (Polym Ed) [Internet]. 2006 [cited 2007 Jan 8];17(11):1317-32. Available from: http://www.ingentaco nnect.com/content/vsp/bsp/2006/00000017/00000011/art00008?token=0053155c75b2c2f653b2a2d3 a7c4e7247704f7e41225f406a532c6b67547d3f46627051fb9a634cc1dd

- See the Abbreviation rules for editions for more information

---

Box 27. **Options for journal titles.**

The following formats are not NLM practice for citing journal titles, but are acceptable options:

- Periods may be placed after each abbreviated word in the title

    J Health Commun [Internet].   *may become*   J. Health Commun. [Internet].

- The title may be written out in full

Box 27 continued from previous page.

> Journal of Pharmacy & Pharmaceutical Sciences [Internet].

Box 28. Abbreviation rules for editions.

An edition is considered a part of the title in journals.

- Use the same rules for abbreviating the words in an edition statement as for the words in journal titles

- Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and L'. See Appendix A for a list of commonly abbreviated English words in journal titles. Other sources for title word abbreviations are:
    - the List of Journals Indexed for MEDLINE
    - the PubMed Journals database
    - Appendix B for non-NLM sources

- Do not follow abbreviated words with a period

- Omit any punctuation found

- Separate the edition from the title by a space and place it in parentheses

- End edition information with a space, followed by Internet in square brackets and a period

    Example:

    > Journal of Biomaterials Science. Polymer Edition.   *becomes*   J Biomater Sci (Polym Ed) [Internet].

Examples for Journal Title

16. Journal article on the Internet with optional full journal title

17. Journal article on the Internet with journal title having an edition

Edition for Journal Articles on the Internet (required)

General Rules for Edition

- Indicate the edition/version being cited after the title if a journal is published in more than one edition or version
- Abbreviate each significant word (see Abbreviation rules for editions below) and omit other words, such as articles, conjunctions, and prepositions
- Capitalize all remaining title words, including abbreviations
- Place the edition statement in parentheses, such as (Br Ed)
- End the edition statement with a space

See exceptions for Edition in Appendix F: Notes for Citing MEDLINE® /PubMed®

Specific Rules for Edition

- Abbreviation rules for editions
- Non-English words for editions

Box 29. **Non-English words for editions.**

- For non-English edition statements in the roman alphabet (French, German, Spanish, Italian, etc.):

  - Give edition information in the original language

  - Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: de, der, y, les, and L'.

    [Sources for word abbreviations are: the List of Journals Indexed for MEDLINE; the PubMed Journals database; and Appendix B for non-NLM sources.]

  - Do not follow abbreviated words with a period

  - Omit any punctuation found

  - Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - Treat letters marked with a diacritic or accent as if they are not marked

      Å *treated as* A

      Ø *treated as* O

      Ç *treated as* C

      Ł *treated as* L

      à *treated as* a

      ĝ *treated as* g

      ñ *treated as* n

      ü *treated as* u

    - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

      æ *treated as* ae

      œ *treated as* oe

  - Separate the edition from the title by a space and place it in parentheses

  - End edition information with a space, followed by Internet in square brackets and a period

    Example:

      Farmaco. Edizione Practica *becomes* Farmaco (Ed Pract) [Internet].

- For an edition statement in Cyrillic, Greek, Arabic, Hebrew, or Korean:

  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables*.

  - Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: de, la, por, der, and L'.

Box 29 continues on next page...

Box 29 continued from previous page.

- ○ Do not follow abbreviated words with a period

- ○ Omit any punctuation found

- ○ Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    Examples: ĉ or ç *becomes* c

- ○ Separate the edition from the title proper by a space and place it in parentheses

- ○ End edition information with a space, followed by Internet in square brackets and a period
  Example:

    Pharmakeutikon Deltion. Epistemonike Ekdosis. *becomes* Pharm Delt (Epistem Ekd) [Internet].

- For an edition statement in a character-based language such as Chinese and Japanese:

  - ○ Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables*.

  - ○ Do not abbreviate any of the words or omit any words

  - ○ Use the capitalization system of the particular language

  - ○ Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
    Examples:

      ŏ *becomes* o

      ū *becomes* u

  - ○ Separate the edition from the title proper by a space and place it in parentheses

  - ○ End edition information with a space, followed by Internet in square brackets and a period
    Example:

      Fang She Hsueh Shi Jian. Zhong Wen Ban. *becomes* Fang She Hsueh Shi Jian (Zhong Wen Ban) [Internet].

      It is not NLM practice, but you may translate such journal titles and their editions. If you do, abbreviate them according to the Abbreviation rules for journal titles.

      J Jinan Univ (Nat Sci Med Ed) [Internet].

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

Box 29 continued from previous page.

Language	Word for Edition	Abbreviation
Danish	oplag	n.a.
	udgave	
Dutch	uitgave	uitg.
	editie	ed.
Finnish	julkaisu	julk.
French	edition	ed.
German	Ausgabe	Ausg.
	Auflage	Aufl.
Greek	ekdosis	ekd.
Italian	edizione	ed.
Norwegian	publikasjon	publ.
	utgave	utg.
Portuguese	edicao	ed.
Russian	izdanie	izd.
	publikacija	publ.
Spanish	edicion	ed.
	publicacion	publ.
Swedish	upplaga	n.a.

Examples for Edition

17. Journal article on the Internet with journal title having an edition

Content Type for Journal Articles on the Internet (optional)

General Rules for Content Type

- A content type describes the format of the Internet item being cited
- Begin type information with a left square bracket
- Enter the words "serial on the"
- End content type with space

Examples for Content Type

18. Journal article on the Internet with optional content type

Type of Medium for Journal Articles on the Internet (required)

General Rules for Type of Medium

- Place Internet in square brackets
- End with a period
- See Chapter 16A for journal articles in audiovisual formats and Chapter 19A for articles on CD-ROM, DVD, or disk

See exceptions for Type of Medium in Appendix F: Notes for Citing MEDLINE® /PubMed®

Specific Rules for Type of Medium

- Both an edition and a type of medium
- Both a content type and a type of medium

Box 30. Both an edition and a type of medium.

- If a journal has both an edition and a type of medium, follow the title with the edition, then the type of medium

- Place a period outside the closing bracket for the medium

    Example:

    Bertino E, Milani S, Fabris C, De Curtis M. Neonatal anthropometric charts: what they are, what they are not. Arch Dis Child (Fetal Neonatal Ed) [Internet]. 2007 Jan [cited 2007 Jan 9];92(1):F7-10. Available from: http://fn.bmj.com/cgi/content/full/92/1/F7

Box 31. Both a content type and a type of medium.

- If a content type is used, place it before the type of medium and inside the square brackets for the medium

    Nomura K, Nakao M, Sato M, Yano E. Regular prescriptions for benzodiazepines: a cross-sectional study of outpatients at a university hospital. Intern Med [serial on the Internet]. 2006 [cited 2007 Jan 10];45(22):1279-83. Available from: http://www.jstage.jst.go.jp/article/internalmedicine/45/22/1279/_pdf

---

Examples for Type of Medium

1. Standard journal article on the Internet

18. Journal article on the Internet with optional content type

Date of Publication for Journal Articles on the Internet (required)

General Rules for Date of Publication

- Include the year, month, and day of publication in that order, such as 2004 May 5
- Convert roman numerals to arabic numbers, such as MM to 2000
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End date information with a semicolon unless there is no volume or issue (see No volume or issue follows the date below), then use a colon

---

Box 36. No volume or issue follows the date.

- If a journal uses only an article numbering scheme instead of a volume and issue, treat the number as location (pagination) and follow the instructions under Article numbers used for location

    Aoki TT, Grecu EO, Arcangeli MA, Meisenheimer R. Effect of intensive insulin therapy on abnormal circadian blood pressure pattern in patients with type I diabetes mellitus. Online J Curr Clin Trials

    Box 36 continues on next page...

Box 36 continued from previous page.

> [Internet]. 1995 Dec 15 [cited 2007 Jan 4]:Doc No 199 [about 10 screens]. Available from: http://www.oclc.org/firstsearch/. Subscription required to view.

> Cunningham PJ, May JH. Medicaid patients increasingly concentrated among physicians. Tracking Reports [Internet]. 2006 Aug [cited 2007 Mar 20]:Report 16 [5 p.]. Available from: http://www.hschange.com/CONTENT/866/866.pdf

- If no volume, issue, or article number can be found in a journal, follow the year (and month or season if present) with any date of update/revision and the date of citation. End with a colon and the location (pagination).

> 2000 [cited 2007 Jan 10]:146-9.

> 2004 Jan [updated 2005 May 3; cited 2007 Jan 10]:[about 10 p.].

Box 55. **Article numbers used for location.**

Some Internet journal publishers use an article numbering scheme rather than pagination, or, in some cases, in place of volume, issue, and pagination.

- Use the wording supplied by the publisher. This may be as simple as the letter "e" for electronic before the number.
    - Provide the wording in the original language for non-English journals using the roman alphabet; romanize (write in the roman alphabet) the name for journals in Cyrillic, Greek, Arabic, Hebrew, or in character-based languages such as Chinese and Japanese
    - Ignore diacritics, accents, and special characters in wording
    - Use the capitalization found
    - Do not abbreviate words unless they are abbreviated in the journal, but "No" may be used for Number

- If no wording is supplied, only a number, precede the number with the word Article

- Follow the wording used with the number and a space

- Calculate the extent of the article by the best means possible, such as the number of screens, paragraphs, or bytes, or the number of pages if printed out

- Precede the total with the word "about" for all except the number of paragraphs, bytes, or PDF pages because screen size and type fonts vary

- Place the count total and the measure used in square brackets

- End with a period placed outside the closing bracket

Examples with volume/issue:

> Cipriano Silva M, Ludwick R. Is the doctor of nursing practice ethical? Online J Issues Nurs [Internet]. 2006 Mar 20 [cited 2007 Jan 10];11(2):Ethics 1 [about 8 p.]. Available from: http://nursingworld.org/ojin/ethicol/ethics_17.htm

Box 55 continued from previous page.

Zozulya S, Echeverri F, Nguyen T. The human olfactory receptor repertoire. Genome Biol [Internet]. 2001 [cited 2007 Jan 5];2(6):research0018.1-0018.12 [about 21 p.]. Available from: http://genomebiology.com/2001/2/6/research/0018/.

Bernhardt JM, Felter EM. Online pediatric information seeking among mothers of young children: results from a qualitative study using focus groups. J Med Internet Res [Internet]. 2004 Mar 1 [updated 2006 Dec 10; cited 2007 Jan 5];6(1):e7 [about 13 p.]. Available from: http://www.jmir.org/2004/1/e7/.

Boutin-Foster C. In spite of good intentions: patients' perspectives on problematic social support interactions. Health Qual Life Outcomes [Internet]. 2005 Sep 5 [cited 2007 Jan 5];3(1):Article 52 [about 12 screens]. Available from: http://www.hqlo.com/content/3/1/52

Ahmad F, Hogg-Johnson S, Skinner HA. Assessing patient attitudes to computerized screening in primary care: psychometric properties of the computerized lifestyle assessment scale. J Med Internet Res [Internet]. 2008 Apr 18 [cited 2008 Nov 17];10(2):e11 [about 14 p.]. Available from: http://www.jmir.org/2008/2/e11/. Free full text article.

Lobb WB, Wilkin NE, McCaffrey DJ 3rd, Wilson MC, Bentley JP. The predictive utility of nontraditional test scores for first-year pharmacy student academic performance. Am J Pharm Educ [Internet]. 2006 [cited 2007 Jan 5];70(6):Article 128 [6 p.]. Available from: http://www.ajpe.org/aj7006/aj7006128/aj7006128.pdf

Examples without volume/issue:

Aoki TT, Grecu EO, Arcangeli MA, Meisenheimer R. Effect of intensive insulin therapy on abnormal circadian blood pressure pattern in patients with type I diabetes mellitus. Online J Curr Clin Trials [Internet]. 1995 Dec 15 [cited 2007 Jan 4]:Doc No 199 [about 10 screens]. Available from: http://www.oclc.org/firstsearch/. Subscription required to view.

Cunningham PJ, May JH. Medicaid patients increasingly concentrated among physicians. Tracking Reports [Internet]. 2006 Aug [cited 2007 Mar 20]:Report 16 [5 p.]. Available from: http://www.hschange.com/CONTENT/866/866.pdf

Specific Rules for Date of Publication

- Further divisions to a date other than volume or issue
- Multiple years, months, or days of publication
- Non-English names for months
- Seasons instead of months
- No volume or issue follows the date
- Options for dates

Box 32. Further divisions to a date other than volume or issue.

A journal may publish a supplement, part, or special number to a date of publication rather than to a specific volume or issue.

Box 32 continued from previous page.

- Capitalize and abbreviate the words used for such divisions, but do not end the abbreviated words with a period

    Supplement = Suppl

    Part = Pt

    Special Number = Spec No

- Translate non-English words. See the following examples:

Language	Suppl	Spec No	Pt
French	supplement	nombre speciale	partie
	annexe		part
German	Beiblatt	spezielle Zahl	Teil
	Beilage		
	Erganzung		
Italian	supplemento	numero speciale	parte
Russian	prilozenie	specialnaja	cast'
	dopolnenie		
Spanish	adjunto	numero especial	parte
	suplemento		
	anejo		

- Follow words with any number or letter found

    Suppl 2

    Pt A

- If a supplement is given a name rather than the usual letter or number, abbreviate significant words and omit other words such as articles, conjunctions, and prepositions. Use the word abbreviations lists in Appendix A and Appendix B.

    Abstract Supplement   *becomes*   Abstr Suppl

    Supplement: Dementia   *becomes*   Suppl Dementia

    Supplement: AIDS in Children   *becomes*   Suppl AIDS Child

- Separate words with any accompanying number, letter, or name from the date by a semicolon

- Place only parts in parentheses

- End with a colon

    Examples:

    2005 [cited 2007 Jan 10];Suppl:

Box 32 continues on next page...

Box 32 continued from previous page.

> 2005 [cited 2007 Jan 10];Suppl 1:
>
> 2005 [cited 2007 Jan 10];Suppl A:
>
> 2005 [cited 2007 Jan 10];Abstr Suppl:
>
> 2005 [cited 2007 Jan 10];(Pt 3):
>
> 2005 [cited 2007 Jan 10];(Pt A):
>
> 2005 [cited 2007 Jan 10];Spec No:
>
> 2005 [cited 2007 Jan 10];Spec No 2:
>
> 2006 Jul [cited 2007 Jan 10];Suppl:
>
> 2006 Jul [cited 2007 Jan 10];(Pt 1):
>
> 2006 Jul [cited 2007 Jan 10];Spec No:

A journal may assign an article number to a date of publication rather than to a specific volume or issue.

- If a journal uses only an article numbering scheme instead of a volume or issue, treat the number as location (pagination)

- Use the instructions under Article numbers used for location

  Examples:

  > Aoki TT, Grecu EO, Arcangeli MA, Meisenheimer R. Effect of intensive insulin therapy on abnormal circadian blood pressure pattern in patients with type I diabetes mellitus. Online J Curr Clin Trials [Internet]. 1995 Dec 15 [cited 2007 Jan 4]:Doc No 199 [about 10 screens]. Available from: http://www.oclc.org/firstsearch/. Subscription required to view.

  > Cunningham PJ, May JH. Medicaid patients increasingly concentrated among physicians. Tracking Reports [Internet]. 2006 Aug [cited 2007 Mar 20]:Report 16 [5 p.]. Available from: http://www.hschange.com/CONTENT/866/866.pdf

---

Box 33. Multiple years, months, or days of publication.

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

  > 2002-2003
  >
  > 1997-1998
  >
  > 1999-2000

- If months and days of the month are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

  > 1999 Oct-2000 Mar
  >
  > 2002 Dec 7-2003 Jan 9

Box 33 continues on next page...

Box 33 continued from previous page.

- Separate multiple months of publication and multiple days of the month by a hyphen

  2005 Jan-Feb

  1999 Dec-2000 Jan

  2005 Feb 1-7

  2004 Jan 25-31

- Separate multiple seasons by a hyphen, as Fall-Winter. Do not abbreviate names of seasons.

Box 34. Non-English names for months.

- Translate names of months into English

- Abbreviate them to the first three letters

- Capitalize them
  For example:

  mayo = May

  luty = Feb

  brezen = Mar

Box 35. Seasons instead of months.

- Translate names of seasons into English

- Capitalize them

- Do not abbreviate them
  For example:

  balvan = Summer

  outomno = Fall

  hiver = Winter

  pomlad = Spring

- Separate multiple seasons by a hyphen, such as Fall-Winter

Box 37. Options for dates.

Is not NLM practice, but the following are acceptable options:

Box 37 continued from previous page.

- The month and day of the month or the season may be omitted if the journal is continuously paginated throughout the volume. However, the month and day of the month or the season must be included when citing a journal that has no volume or issue number.

    Klose RJ, Kallin EM, Zhang Y. JmjC-domain-containing proteins and histone demethylation. Nat Rev Genet [Internet]. 2006 [cited 2008 Feb 19];7(9):715-27. Available from: http://www.nature.com/nrg/journal/v7/n9/full/nrg1945.html

    if also omitting the issue:

    Klose RJ, Kallin EM, Zhang Y. JmjC-domain-containing proteins and histone demethylation. Nat Rev Genet [Internet]. 2006 [cited 2008 Feb 19];7:715-27. Available from: http://www.nature.com/nrg/journal/v7/n9/full/nrg1945.html

- The date of publication may follow the author names (or article title if there is no author) in the list of references when the name-year system of in-text references is used

    - Use the year of publication only

    - Enter the year after the last named author (or title if there is no author)

    - Follow the year with a period

    - Keep any date of update/revision and the date of citation in their usual location
    NLM citation:

        Polgreen PM, Diekema DJ, Vandeberg J, Wiblin RT, Chen YY, David S, Rasmus D, Gerdts N, Ross A, Katz L, Herwaldt LA. Risk factors for groin wound infection after femoral artery catheterization: a case-control study. Infect Control Hosp Epidemiol [Internet]. 2006 Jan [cited 2007 Jan 5];27(1):34-7. Available from: http://www.journals.uchicago.edu/ICHE/journal/issues/v27n1/2004069/2004069.web.pdf

        Prevention strategies for asthma--secondary prevention. CMAJ [Internet]. 2005 Sep 13 [cited 2007 Jan 5];173(6 Suppl):S25-7. Available from: http://www.cmaj.ca/cgi/content/full/173/6_suppl/S25

    Name-year system citation:

        Polgreen PM, Diekema DJ, Vandeberg J, Wiblin RT, Chen YY, David S, Rasmus D, Gerdts N, Ross A, Katz L, Herwaldt LA. 2006. Risk factors for groin wound infection after femoral artery catheterization: a case-control study. Infect Control Hosp Epidemiol [Internet]. [cited 2007 Jan 5];27(1):34-7. Available from: http://www.journals.uchicago.edu/ICHE/journal/issues/v27n1/2004069/2004069.web.pdf

        Prevention strategies for asthma--secondary prevention. 2005. CMAJ [Internet]. [cited 2007 Jan 5];173(6 Suppl):S25-7. Available from: http://www.cmaj.ca/cgi/content/full/173/6_suppl/S25

Examples for Date of Publication

19. Journal article on the Internet with month(s)/day(s) included in date of publication

20. Journal article on the Internet with season(s) included in date of publication

21. Journal article on the Internet updated/revised after publication

22. Journal article on the Internet with date having a supplement

Date of Update/Revision for Journal Articles on the Internet (required)

General Rules for Date of Update/Revision

- Journal articles may be updated or revised after initial publication
- Begin update/revision information with a left square bracket
- Use whatever word for update or revision is provided, such as updated or modified
- Always give the year of update/revision
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month and day of update/revision, if provided, after the year, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End update/revision information with a semicolon and a space

Specific Rules for Date of Update/Revision

- Locating the date of update/revision
- Non-English names for months
- Seasons instead of months
- Both a date of update and a date of revision

Box 38. Locating the date of update/revision.

Articles on the Internet are often updated or revised after publication. Look for the date accompanied by such words as updated, modified, revised, reviewed:

- At the top, bottom, or sidebar of the first screen or the bottom of the last screen of the article
- In the source code for the article if it is displayed by the Web browser

---

Box 39. Non-English names for months.

- Translate names of months into English

- Abbreviate them using the first three letters

- Capitalize them
  Examples:

  mayo = May

  luty = Feb

  brezen = Mar

Box 40. Seasons instead of months.

- Translate names of seasons into English

- Capitalize them

Box 40 continues on next page...

Box 40 continued from previous page.

- Do not abbreviate them
  For example:

    balvan = Summer

    outomno = Fall

    hiver = Winter

    pomlad = Spring

Box 41. **Both a date of update and a date of revision.**

Various words are used to show that the content of an article has been changed. Among them are: updated, modified, revised, reviewed.

- Use the wording supplied with the article

- Give all words for update/revision with the dates provided, in ascending date order

- Enter dates in the format year month day

- Separate words with their dates by a semicolon and a space

- Add the date of citation and put all date information in square brackets

- End date information with a semicolon placed outside the closing bracket
  Example:

    2004 May [revised 2005 Oct 5; updated 2006 Jul 13; cited 2007 Jan 10];

Examples for Date of Update/Revision

21. Journal article on the Internet updated/revised after publication

Date of Citation for Journal Articles on the Internet (required)

General Rules for Date of Citation

- Give the date the article was seen on the Internet
- Include the year month and day in that order, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- If a Date of Update/Revision is given, place the date of citation after it and follow both dates with a right square bracket
- If no Date of Update/Revision is given, place citation date information in square brackets
- End date information with a semicolon placed outside the closing bracket

Specific Rules for Date of Citation

- Both a date of update/revision and a date of citation

Box 42. Both a date of update/revision and a date of citation.

Various words are used to show that the content of an article has been changed. Among them are: updated, modified, revised, reviewed.

- Begin with the date(s) of update/revision in the format year month day
  - Use the wording supplied in the article
  - Give all words for update/revision with the dates provided, in ascending date order
  - Separate words by a semicolon and a space
  - End the date(s) of update/revision with a semicolon and a space

- Enter the date cited in the format year month day

- Place all dates of update/revision and date of citation information in one set of square brackets

- End with a semicolon placed outside the closing bracket

  Examples:

  Bernhardt JM, Felter EM. Online pediatric information seeking among mothers of young children: results from a qualitative study using focus groups. J Med Internet Res [Internet]. 2004 Mar 1 [updated 2006 Dec 10; cited 2007 Jan 5];6(1):e7 [about 13 p.]. Available from: http://www.jmir.org/2004/1/e7/.

Examples for Date of Citation

1. Standard journal article on the Internet

21. Journal article on the Internet updated/revised after publication

Volume Number for Journal Articles on the Internet (required)

General Rules for Volume Number

- Omit "volume", "vol.", and similar wording preceding the number
- Use arabic numbers only. For example: convert LX or Sixtieth to 60.
- Separate multiple volumes by a hyphen, such as 5-6 or 42-43
- Do not follow a volume number with any punctuation unless there is no issue number or other subdivision to the volume, then follow with a colon

Specific Rules for Volume Number

- Further divisions to volume other than issue
- Non-English names for volume
- No volume number present

Box 43. Further divisions to a volume other than issue.

A volume will occasionally have a subdivision such as a supplement, part, or special number.

- Abbreviate the names for such subdivisions:

  Supplement = Suppl

Box 43 continues on next page...

Part = Pt

Special Number = Spec No

- Translate names for supplements, parts, and special numbers into English. To help identify these, see the following examples:

Language	Suppl	Spec No	Pt
French	supplement	nombre speciale	partie
	annexe		part
German	Beiblatt	spezielle Zahl	Teil
	Beilage		
	Erganzung		
Italian	supplemento	numero speciale	parte
Russian	prilozenie	specialnaja	cast'
	dopolnenie		
Spanish	adjunto	numero especial	parte
	suplemento		
	anejo		

- Place them after the volume number. For example:

  - *volume with supplement*

    2005 [cited 2007 Jan 10];5 Suppl:

    2005 [cited 2007 Jan 10];15 Suppl 1:

    2005 [cited 2007 Jan 10];25 Suppl A:

    2005 Mar [cited 2007 Jan 10];87 Suppl:

  - *volume with part*

    2006 [cited 2007 Jan 10];66(Pt 2):

    2006 Dec [cited 2007 Jan 10];124(Pt A):

  - *volume with special number*

    2003 [cited 2007 Jan 10];6 Spec No:

    2003 [cited 2007 Jan 10];24 Spec No 2:

Infrequently, supplements are given a name rather than a letter or number.

- Abbreviate significant words and omit other words such as articles, conjunctions, and prepositions

  Abstract Supplement   *becomes*   Abstr Suppl

Box 43 continued from previous page.

Supplement: Dementia *becomes* Suppl Dementia

Supplement: AIDS in Children *becomes* Suppl AIDS Child

- Use the word abbreviations lists found in Appendix A and Appendix B

- See Chapter 1A Journal Articles for further detail

Box 44. Non-English names for volume.

- To help locate volumes, see the following list of non-English words and abbreviations for volume in a variety of languages:

    aarg. aargang année anno año årg. årgang band bd. bind

    évf. évfolyam g. god god. godina godišté jaarg. jaargang

    jahrg. jahrgang köt. kötet r. ročník rocznik rok sv. svazek

    svezak t. tom tom. tome tomo tomus vol. volumen zv. zväzok zvezek

- Omit these names when creating a citation; use the number only

---

Box 45. No volume number present.

A volume number usually follows the date of publication. Occasionally a journal publishes a series of issues without volumes, publishes a supplement, part, or special number to a date of publication rather than to a volume or issue, or uses an article numbering scheme in place of a volume and issue.

- If there are issues only, no volume numbers, follow the dates of publication and citation with a semicolon and the issue number. Place the issue number in parentheses.

    Suber P. Providing open access to past research articles, starting with the most important. SPARC Open Access Newsl [Internet]. 2004 Jun 2 [cited 2007 Jan 10];(74):[about 3 screens]. Available from: http://www.earlham.edu/~peters/fos/newsletter/06-02-04.htm#unbind

- If a journal publishes a supplement, part, or special number to a date of publication rather than to a volume or issue, follow the dates of publication and citation with a semicolon, the abbreviation for supplement, part, or special number, and any accompanying letter or number found. End supplement, part, or special number information with a colon.

    - date with a supplement

        2004 [cited 2007 Jan 10];Suppl:

        2004 [cited 2007 Jan 10];Suppl 2:

        2004 [cited 2007 Jan 10];Suppl A:

        2004 Winter [cited 2007 Jan 10];Suppl:

    - date with a part

Box 45 continued from previous page.

> 2005 [cited 2007 Jan 10];(Pt 3):
>
> 2005 Sep [cited 2007 Jan 10];(Pt 2):
>
> *- date with a special number*
>
> 2003 [cited 2007 Jan 10];Spec No:
>
> 2003 [cited 2007 Jan 10];Spec No 2:
>
> 2003 Jun [cited 2007 Jan 10];Spec No:

- If a journal uses only an article numbering scheme instead of a volume and issue, treat the number as location (pagination) and follow the instructions under Article numbers used for location

  Aoki TT, Grecu EO, Arcangeli MA, Meisenheimer R. Effect of intensive insulin therapy on abnormal circadian blood pressure pattern in patients with type I diabetes mellitus. Online J Curr Clin Trials [Internet]. 1995 Dec 15 [cited 2007 Jan 4]:Doc No 199 [about 10 screens]. Available from: http://www.oclc.org/firstsearch/. Subscription required to view.

  Cunningham PJ, May JH. Medicaid patients increasingly concentrated among physicians. Tracking Reports [Internet]. 2006 Aug [cited 2007 Mar 20]:Report 16 [5 p.]. Available from: http://www.hschange.com/CONTENT/866/866.pdf

- If no volume, issue, or article number can be found in a journal, follow the year (and month or season if present) with any date of update/revision and the date of citation. End with a colon and the location (pagination).

  Jacobs JL, Lee MT, Lindberg M, Kamin C. Problem-based learning, multimedia, and a paucity of behavioral issue learning. Med Educ Online [Internet]. 2005 [cited 2007 Jan 5]:[5 p.]. Available from: http://www.med-ed-online.org/pdf/l0000006.pdf

  O'Neill M, Dupere S. Health promotion: the next generations. Rev Health Promot Educ Online [Internet]. 2005 [cited 2007 Jan 10]:[10 paragraphs]. Available from: http://www.rhpeo.org/reviews/2005/10/index.htm

Examples for Volume Number

> 23. Journal article on the Internet with standard volume and issue
>
> 24. Journal article on the Internet with volume having a subdivision other than an issue
>
> 25. Journal article on the Internet with volume but no issue or other subdivision
>
> 26. Journal article on the Internet with issue but no volume
>
> 28. Journal article on the Internet without standard volume or issue, but with article number
>
> 29. Journal article on the Internet without standard volume, issue, or article number

Issue Number for Journal Articles on the Internet (required)

General Rules for Issue Number

- Omit "number", "no.", and other wording preceding the number

- Use arabic numbers only. For example, convert IV or Fourth to 4.
- Separate multiple issues by a hyphen, such as 2-3
- Place issue information in parentheses
- End issue information with a colon unless further divisions, such as a supplement or part, exist (see Further divisions to an issue below)

Box 46. Further divisions to an issue.

An issue will occasionally have a subdivision such as a supplement, part, or special number.

- Capitalize and abbreviate them:

  Supplement = Suppl

  Part = Pt

  Special Number = Spec No

- Translate names for supplements, parts, and special numbers into English. To help identify these, see the following examples:

Language	Suppl	Spec No	Pt
French	supplement	nombre speciale	partie
	annexe		part
German	Beiblatt	spezielle Zahl	Teil
	Beilage		
	Erganzung		
Italian	supplemento	numero speciale	parte
Russian	prilozenie	specialnaja	cast'
	dopolnenie		
Spanish	adjunto	numero especial	parte
	suplemento		
	anejo		

- Place them after the issue, within the parentheses. For example:

  - issue with supplement

  2005 [cited 2007 Jan 10];15(1 Suppl):

  2005 [cited 2007 Jan 10];(12 Suppl A):

  2005 Mar [cited 2007 Jan 10];87(3 Suppl):

  - issue with part

  2004 [cited 2007 Jan 10];66(1 Pt 2):

  2004 Dec [cited 2007 Jan 10];124(5 Pt A):

  Box 46 continues on next page...

Box 46 continued from previous page.

> *- issue with special number*
>
> > 2003 [cited 2007 Jan 10];6(2 Spec No):

Infrequently, supplements are given a name rather than a letter or number.

- Abbreviate significant words and omit other words such as articles, conjunctions, and prepositions

  Abstract Supplement   *becomes*   Abstr Suppl

  Supplement: Dementia   *becomes*   Suppl Dementia

  Supplement: AIDS in Children   *becomes*   Suppl AIDS Child

- Use the word abbreviations lists found in Appendix A and Appendix B

- See Chapter 1A Journal Articles for further detail

Specific Rules for Issue Number

- Further divisions to an issue
- Non-English names for issue
- No volume number present
- No issue number present
- Options for issues

Box 47. Non-English names for issue.

- To help locate issues in languages other than English, see the following list of words and abbreviations used for issue (usually variations on the word number):

  čís. číslo fasc. fascicle fascicule fasciculus heft knižka

  no. nommernr. numer número nummer sveska sz. szám

  vypusk zesz. zeszyt zošit

- Omit these names when creating a citation; use the number only

---

Box 48. No volume number present.

- If there are issues only, no volume numbers, follow the dates of publication and citation with a semicolon and the issue number, placed in parentheses

  Suber P. Providing open access to past research articles, starting with the most important. SPARC Open Access Newsl [Internet]. 2004 Jun 2 [cited 2007 Jan 10];(74):[about 3 screens]. Available from: http://www.earlham.edu/~peters/fos/newsletter/06-02-04.htm#unbind

- If a journal uses only an article numbering scheme instead of a volume and issue, treat the number as location (pagination) and follow the instructions under Article numbers used for location

---

Aoki TT, Grecu EO, Arcangeli MA, Meisenheimer R. Effect of intensive insulin therapy on abnormal circadian blood pressure pattern in patients with type I diabetes mellitus. Online J Curr Clin Trials [Internet]. 1995 Dec 15 [cited 2007 Jan 4]:Doc No 199 [about 10 screens]. Available from: http://www.oclc.org/firstsearch/. Subscription required to view.

Cunningham PJ, May JH. Medicaid patients increasingly concentrated among physicians. Tracking Reports [Internet]. 2006 Aug [cited 2007 Mar 20]:Report 16 [5 p.]. Available from: http://www.hschange.com/CONTENT/866/866.pdf

- If no volume, issue, or article number can be found in a journal, follow the year (and month or season if present) with any date of update/revision and the date of citation. End with a colon and the location (pagination)

  Jacobs JL, Lee MT, Lindberg M, Kamin C. Problem-based learning, multimedia, and a paucity of behavioral issue learning. Med Educ Online [Internet]. 2005 [cited 2007 Jan 5]:[5 p.]. Available from: http://www.med-ed-online.org/pdf/l0000006.pdf

  O'Neill M, Dupere S. Health promotion: the next generations. Rev Health Promot Educ Online [Internet]. 2005 [cited 2007 Jan 10]:[10 paragraphs]. Available from: http://www.rhpeo.org/reviews/2005/10/index.htm

---

Box 49. No issue number present.

- If no issue number is found, follow the volume number with a colon and the location (pagination)

  Wolfe L. America's fidelity crisis: politics, hypocrisy and family values. Electron J Hum Sex [Internet]. 2006 Oct 25 [cited 2007 Jan 5];9:[about 8 p.]. Available from: http://www.ejhs.org/volume9/Wolfe.htm

- If a journal uses only an article numbering scheme instead of a volume and issue, treat the number as location (pagination) and follow the instructions under Article numbers used for location

  Aoki TT, Grecu EO, Arcangeli MA, Meisenheimer R. Effect of intensive insulin therapy on abnormal circadian blood pressure pattern in patients with type I diabetes mellitus. Online J Curr Clin Trials [Internet]. 1995 Dec 15 [cited 2007 Jan 4]:Doc No 199 [about 10 screens]. Available from: http://www.oclc.org/firstsearch/. Subscription required to view.

  Cunningham PJ, May JH. Medicaid patients increasingly concentrated among physicians. Tracking Reports [Internet]. 2006 Aug [cited 2007 Mar 20]:Report 16 [5 p.]. Available from: http://www.hschange.com/CONTENT/866/866.pdf

- If no volume, issue, or article number can be found in a journal, follow the year (and month or season if present) with any date of update/revision and the date of citation. End with a colon and the location (pagination).

  Jacobs JL, Lee MT, Lindberg M, Kamin C. Problem-based learning, multimedia, and a paucity of behavioral issue learning. Med Educ Online [Internet]. 2005 [cited 2007 Jan 5]:[5 p.]. Available from: http://www.med-ed-online.org/pdf/l0000006.pdf

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Box 49 continued from previous page.

> O'Neill M, Dupere S. Health promotion: the next generations. Rev Health Promot Educ Online [Internet]. 2005 [cited 2007 Jan 10]:[10 paragraphs]. Available from: http://www.rhpeo.org/reviews/2005/10/index.htm

---

Box 50. Options for issues.

- It is not NLM practice, but an issue number may be omitted if the journal is continuously paginated throughout the volume. Note, however, that many libraries such as the NLM require issue numbers for retrieval from their collections and for interlibrary loan.

  > Poole KE, Compston JE. Osteoporosis and its management. BMJ [Internet]. 2006 Dec 16 [cited 2007 Jan 4];333:1251-6. Available from: http://www.bmj.com/cgi/content/full/333/7581/1251

Examples for Issue Number

23. Journal article on the Internet with standard volume and issue

24. Journal article on the Internet with volume having a subdivision other than an issue

25. Journal article on the Internet with volume but no issue or other subdivision

26. Journal article on the Internet with issue but no volume

27. Journal article on the Internet with issue having a subdivision

28. Journal article on the Internet without standard volume or issue, but with article number

29. Journal article on the Internet without standard volume, issue, or article number

Location (Pagination) for Journal Articles on the Internet (required)

General Rules for Location (Pagination)

For articles with standard page numbers such as those in PDF:

- Give the page numbers on which the article appears
- Do not repeat page numbers unless they are followed by a letter. For example: 123-125 becomes 123-5, but 124A-126A is correct.
- Include a letter (often S for Supplement or A for Appendix) when it precedes the page number, such as S10-8
- End pagination information with a period

For articles without page numbers:

- Calculate the extent of the article by the best means possible, i.e., number of screens, paragraphs, or bytes (see No numbers appear on the pages of the article below)
- Precede the total with the word about and place it in square brackets, such as [about 15 screens]
- If the article is printed out, precede the page total with the word about and place it in square brackets, as [about 10 p.]
- End pagination information with a period
- See Chapter 19A for articles on CD-ROM, DVD, or disk

See exceptions for Location (Pagination or Notes) in Appendix F: Notes for Citing MEDLINE®/PubMed®

Box 54. **No numbers appear on the pages of the article.**

- If all of the pages of an article in PDF (Portable Document Format) have no page numbers:

  - Count the total numbers of pages of the text

  - Follow the count total by "p."

  - Place the number and " p." in square brackets, such as [12 p.]

  - End page information with a period
    Example: [20 p.].

- If the article is in HTML, XML, or another unpaginated format:

  - Count the number of screens, paragraphs, lines, or bytes, whichever is most practical, or print out the article and count the number of pages

  - Precede the total with the word "about" for all except the number of paragraphs and bytes because screen size and type fonts vary

  - Place the count total and the measure used in square brackets

  - End with a period placed outside the closing bracket
    Examples:

    [about 6 screens].

    [about 23 p.]

    [10 paragraphs].

Specific Rules for Location (Pagination)

- Roman numerals used as page numbers
- Discontinuous page numbers
- Text such as a discussion, quiz, or author reply to a letter follows the article
- No numbers appear on the pages of the article
- Article numbers used for location
- Articles that are videocasts or podcasts

Box 51. **Roman numerals used as page numbers.**

- Keep roman numerals expressing location (pagination)

- Use upper or lower case, whichever appears in the publication
  Examples:

  Meyer G, Foster N, Christrup S, Eisenberg J. Setting a research agenda for medical errors and patient safety. Health Serv Res [Internet]. 2001 Apr [cited 2007 Jan 9];36(1 Pt 1):x-xx. Available from: http://www.pubmedcentral.nih.gov/picrender.fcgi?artid=1089210&blobtype=pdf

Box 51 continued from previous page.

SIAARTI Study Group for Safety in Anesthesia and Intensive Care. Raccomandazioni per il trasporto inter ed intra ospedaliero del paziente critico = Recommendations on the transport of critically ill patient. Minerva Anestesiol [Internet]. 2006 Oct [cited 2007 Jan 9];72(10):XXXVII-LVII. Available from: http://www.minervamedica.it/index2.t?show=R02Y2006N10A0768F Italian, English.

Box 52. Discontinuous page numbers.

- If the pagination is discontinuous, as often occurs when an article is interrupted by advertisements, separate the groupings of page numbers by a comma and a space

  :345-6, 348-9, 352.

  :15, 17, 19-21.

- Give up to three groupings of page numbers and use "passim" in place of the fourth and later occurrences

  :345-346, 348-349, 352, 355-357, 360, 362.   *becomes*   :345-6, 348-9, 352 passim.

Box 53. Text such as a discussion, quiz, or author reply to a letter follows the article.

- Begin with the location (pagination) of the article

- Follow it by a semicolon and a space

- Add the name of the additional material and its pagination
  Examples:

  :145-54; discussion 155-6.

  :[about 5 screens]; author reply [about 1 screen].

Box 56. Articles that are videocasts or podcasts.

If the entire article (not just a portion of one) is available as a videocast or podcast:

- Enter the word Videocast or Podcast followed by a colon and a space

- Give extent as the number of minutes needed to view/listen

- Precede the extent with the word "about" unless the time is supplied in the article

- Abbreviate minutes to min.

- Place the information in square brackets followed by a period outside the closing bracket
  Example:

  Tilson J. Commentary on Perry SB, et al., Predicting caregiver assistance required for sit-to-stand following rehabilitation for acute stroke. J Neurol Phys Ther [Internet]. 2006 Mar [cited 2007 Jan 8];30(1):[Podcast: about 3 min.]. Available from: http://www.scienceaudio.net/jnpt/jnpt.html

Examples for Location (Pagination)

30. Journal article on the Internet with location expressed as standard page numbers

31. Journal article on the Internet with a letter included in the page numbers

32. Journal article on the Internet with roman numerals for page numbers

33. Journal article on the Internet with location/extent expressed as estimated number of screens

34. Journal article on the Internet with location/extent expressed as estimated number of pages

35. Journal article on the Internet with location/extent expressed as paragraphs

36. Journal article on the Internet with location/extent expressed as an article number

37. Journal article on the Internet that is a podcast

38. Journal article on the Internet with indication that a discussion or other text follows it

Availability for Journal Articles on the Internet (required)

General Rules for Availability

- Begin with the phrase "Available from" followed by a colon and a space
- Insert the entire Uniform Resource Locator (URL); do not omit http://, www, or other beginning components
- End with a period only if the URL ends with a slash, otherwise end with no punctuation

Specific Rules for Availability

- Breaking long URLs
- URLs not directly addressable
- Multiple URLs

Box 57. Breaking long URLs.

Some URLs (Uniform Resource Locators) are longer than one line.

- Retain the entire string as found when possible
- Break a URL at a slash if necessary
- Do not insert a hyphen or a hard line break within a URL

Box 58. URLs not directly addressable.

The URL as displayed by the Web browser may not always be used to retrieve the article, i.e., it is not directly addressable.

- Always check to see if the URL is directly addressable

- If it is not, provide instructions for locating it from the closest addressable URL

  Example:

     Available from: http://www.genomic.unimelb.edu.au/ by using the Volume 5, Issue 2, link.

Box 59. Multiple URLs.

If more than one URL can be used to locate an article:

- Give the URL you used in locating the article

- As an option, give all known URLs, separated by a space, a semicolon, and a space

    Example:

    Available from:

    http://www.fao.org/docrep/006/y4962t/y4962t01.htm#bm1..1.3.1 ;

    http://www.fao.org/docrep/006/y4962t/y4962t03.htm#bm3..1.3.1 ;

    http://www.fao.org/docrep/006/y4962t/y4962t05.htm#bm5..1.3.1

Examples for Availability

   1. Standard journal article on the Internet

Language for Journal Articles on the Internet (required)

General Rules for Language

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

See exceptions for Language in Appendix F: Notes for Citing MEDLINE® /PubMed®

Specific Rules for Language

- Articles appearing in more than one language

Box 60. Articles appearing in more than one language.

- If an article is written in English as well as other languages:

    ◦ Give the English language version of the article title

    ◦ List all languages of publication, separated by commas, after the availability statement (URL)

    ◦ Capitalize the language names

    ◦ End the list of languages with a period

        Example:

        Monrobel A, Chicano M, Navarrese A, Martinez L, Zambrana JL. Gastrointestinal affectation with cytomegalovirus in an immunocompetent patient. Rev Esp Enferm Dig [Internet]. 2006 Nov [cited 2007 Jan 10];98(11):881-2. Available from: http://www.grupoaran.com/mrmUpdate/lecturaPDFfromXML.asp?IdArt=458458&TO=RVN&Eng=0 English, Spanish.

- If an article is in more than one language and none of them is English:

Box 60 continued from previous page.

- ○ Translate into English the version of the title that appears first

- ○ Place the translation in square brackets

- ○ List all languages of publication separated by commas, after the availability statement (URL)

- ○ Capitalize the language names

- ○ End the list of languages with a period

    Example:

    Thom R, Sermonit G. [Darwin after 100 years. 1983]. Riv Biol [Internet]. 2002 Sep-Dec [cited 2007 Jan 10];95(3):345-52. Available from: http://www.tilgher.it/(bh4t3u55bu1b3wv2wdwghim b)/googleframe.aspx?fle=%2fchrCorrelati%2fupload%2fdoc%2fEditeng953.pdf&lnk=%2findex .aspx%3ftpr%3d4%26act%3dfscone%26id%3d French, Italian.

- ○ Precede the translation with the original language title when possible

    Thom R, Sermonit G. Darwin, cent ans apres [Darwin after 100 years. 1983]. Riv Biol [Internet]. 2002 Sep-Dec [cited 2007 Jan 10];95(3):345-52. Available from: http://www.tilgher.i t/(bh4t3u55bu1b3wv2wdwghimb)/googleframe.aspx?fle=%2fchrCorrelati%2fupload%2fdoc% 2fEditeng953.pdf&lnk=%2findex.aspx%3ftpr%3d4%26act%3dfscone%26id%3d French, Italian.

- • As an option, when an article title is written in two or more equal languages as often occurs in Canadian publications:

- ○ Give all titles in the order in which they are presented on the title page or opening screens

- ○ Separate them with an equals sign with a space on either side

- ○ List the languages, separated by commas, after the availability statement (URL)

- ○ Capitalize the language names

- ○ End the list of languages with a period

    Example:

    National Advisory Committee on Immunization (CA). Update on the recommendations for the routine use of pneumococcal conjugate vaccine for infants. An Advisory Committee Statement (ACS) = Mise a jour des recommandations relatives a l'utilisation courante du vaccin conjugue contre le pneumocoque chez les enfants en bas age. Une Declaration d'un Comite Consultatif (DCC). Can Commun Dis Rep [Internet]. 2006 May 1 [cited 2007 Jan 9];32(ACS-4):1-6. Available from: http://www.phac-aspc.gc.ca/publicat/ccdr-rmtc/06vol32/acs -04/index.html English, French.

Examples for Language

Notes for Journal Articles on the Internet (optional)

General Rules for Notes

- Notes is a term for any further information given after the citation
- Complete sentences are not required
- Be brief

See exceptions for Location (Pagination or Notes) in Appendix F: Notes for Citing MEDLINE®/PubMed®

Specific Rules for Notes

- DOI
- System requirements
- Other types of material to include in notes

Box 61. DOI.

The DOI or Digital Object Identifier was developed by the International DOI Foundation (http://www.doi.org/) to provide for persistent identification of documents across networks. It does this using a naming convention consisting of a prefix that contains the name of the particular DOI directory and the content owner's identifier, and a suffix that is a numeric or alphanumeric string supplied by the publisher.

Publishers register with the International DOI Foundation to obtain their owner's identifier, then submit their suffix to a DOI registration agency along with the URL and appropriate metadata for the particular document being registered.

Many publishers are currently assigning DOIs at the article level. Some assign one DOI to an article regardless of changes in edition or format, while others give a unique DOI to each version.

To find an article on the Internet using its DOI, add the prefix "http://dx.doi.org/" to the number.

To use a DOI in a citation:

- Begin with doi followed by a colon and a space

- Enter the number supplied by the publisher

  Example:

  > Puri S, O'Brian MR. The *hmuQ* and *hmuD* genes from *Bradyrhizobium japonicum* encode heme-degrading enzymes. J Bacteriol [Internet]. 2006 Sep [cited 2007 Jan 8];188(18):6476-82. Available from: http://jb.asm.org/cgi/content/full/188/18/6476?view=long&pmid=16952937 doi: 10.1128/JB.00737-06

Box 62. System requirements.

The system requirements describe the software and hardware needed to view an article successfully.

- Begin with the phrase "System Requirements" followed by a colon and a space

- Use the wording supplied by the publisher; no standardization is needed

- Separate the types of information with a semicolon

Box 62 continues on next page...

Box 62 continued from previous page.

- End requirement information with a period

  Example:

  > Crum LA, Bailey MR, Guan J, Hilmo PR, Kargl SG, Matula TJ, Sapozhnikov OA. Monitoring bubble growth in supersaturated blood and tissue *ex vivo* and the relevance to marine mammal bioeffects. Acoust Res Lett Online [Internet]. 2005 Jul [cited 2007 Jan 10];6(3):214-20. Available from: http://scit ation.aip.org/getpdf/servlet/GetPDFServlet?filetype=pdf&id=ARLOFJ000006000003000214000001& idtype=cvips Accompanied by: 2 videos. System Requirements: Browser must be able to handle javascript and other advanced features; Adobe Acrobat and QuickTime required.

Box 63. Other types of material to include in notes.

The notes element may be used to provide any further information useful to the user. For example:

- If the journal article is accompanied by other material, indicate this following the phrase "Accompanied by: "

  > Wolfe L. America's fidelity crisis: politics, hypocrisy and family values. Electron J Hum Sex [Internet]. 2006 Oct 25 [cited 2007 Jan 5];9:[about 8 p.]. Available from: http://www.ejhs.org/volume9/Wolfe.htm Accompanied by: PowerPoint slides.

- If the article contains a review of the literature and this is not indicated in the title, provide the information

  > Shope JT. Influences on youthful driving behavior and their potential for guiding interventions to reduce crashes. Inj Prev [Internet]. 2006 Jun [cited 2007 Jan 9];12 Suppl 1:i9-14. Available from: http://ip.bmj.com/cgi/content/full/12/suppl_1/i9 Review.

- If the article was funded by a grant or another type of support, include the institution and relevant number

  > Crum LA, Bailey MR, Guan J, Hilmo PR, Kargl SG, Matula TJ, Sapozhnikov OA. Monitoring bubble growth in supersaturated blood and tissue *ex vivo* and the relevance to marine mammal bioeffects. Acoust Res Lett Online [Internet]. 2005 Jul [cited 2007 Jan 10];6(3):214-20. Available from: http://scit ation.aip.org/getpdf/servlet/GetPDFServlet?filetype=pdf&id=ARLOFJ000006000003000214000001& idtype=cvips Accompanied by: 2 videos. This work is funded in part by NIH 8RO1 EB00350-2.

- If the article was based on a paper presented at a meeting, provide information on the meeting

  > Pyysalo S, Salakoski T, Aubin S, Nazarenko A. Lexical adaptation of link grammar to the biomedical sublanguage: a comparative evaluation of three approaches. BMC Bioinformatics [Internet]. 2006 [cited 2007 Jan 9];7 Suppl 3:Article S2 [9 p.]. Available from: http://www.pubmedcentral.nih.gov/picr ender.fcgi?artid=1764446&blobtype=pdf From a paper presented at the 2nd International Symposium on Semantic Mining in Biomedicine (SMBM), Jena, Germany, April 2006.

- If article is a book review or interview, or has other content for which additional information is helpful

  > Flegel K. Biographies of healers [book review]. CMAJ [Internet]. 2007 Jul 3 [cited 2008 Feb 19];177(1):70. Available from: http://www.cmaj.ca/cgi/content/full/177/1/70 Review of: Bynum WF, Bynum H, editors. Dictionary of Medical Biography. Westport (CT): Greenwood Press; c2007.

Box 63 continued from previous page.

Prystowsky EN. A conversation about sudden unexpected death (SUDA) in "healthy" adults, adults with known heart disease, athletes, adolescents, and infants (SIDS) [interview]. MedGenMed [Internet]. 2007 Dec 19 [cited 2008 Feb 19];9(4):61. Available from: http://www.pubmedcentral.nih.gov/articlerender.fcgi?tool=pubmed&pubmedid=1831141 Interview by George D. Lundberg.

- If the article has other unique identifiers, such as a Publisher Item Identifier (PII), PubMed ID (PMID) or PubMed Central ID (PMCID)

Suk J, Lyall C, Tait J. Mapping the future dynamics of disease transmission: risk analysis in the United Kingdom Foresight Programme on the detection and identification of infectious diseases. Euro Surveill [Internet]. 2008 Oct 30 [cited 2008 Nov 17];13(44):[7 p.]. Available from: http://www.eurosurveillance.org/images/dynamic/EE/V13N44/art19021.pdf PII: 19021. Cited in: PubMed; PMID 19000560.

Chughtai T, Chiavaras MM, Sharkey P, Shulman H, Miller HA. Pericardial rupture with cardiac herniation. Can J Surg [Internet]. 2008 Oct [cited 2008 Nov 18];51(5):E101-2. Available from: http://www.pubmedcentral.nih.gov/articlerender.fcgi?tool=pubmed&pubmedid=18841214 Free full text article. PMCID: PMC2556525.

- If information is known regarding access to the article, such as whether a subscription is required to view or free full text is available

Garcia RV, Kraehenmann MA, Bezerra FJ, Mendes CM, Rapp GE. Clinical analysis of the soft tissue integration of non-submerged (ITI) and submerged (3i) implants: a prospective-controlled cohort study. Clin Oral Implants Res [Internet]. 2008 Oct [cited 2008 Nov 17];19(10):991-6. Available from: http://www3.interscience.wiley.com/cgi-bin/fulltext/121409760/PDFSTART Subscription required to view full text. doi: 10.1111/j.1600-0501.2007.01345.x Cited in: PubMed; PMID 18828814.

Chughtai T, Chiavaras MM, Sharkey P, Shulman H, Miller HA. Pericardial rupture with cardiac herniation. Can J Surg [Internet]. 2008 Oct [cited 2008 Nov 18];51(5):E101-2. Available from: http://www.pubmedcentral.nih.gov/articlerender.fcgi?tool=pubmed&pubmedid=18841214 Free full text article. PMCID: PMC2556525.

Examples for Notes

39. Journal article on the Internet with DOI provided

40. Journal article on the Internet with system requirements

41. Journal article on the Internet accompanied by other material

42. Journal article on the Internet with note

Examples of Citations to Journal Articles on the Internet

1. Standard journal article on the Internet

Polgreen PM, Diekema DJ, Vandeberg J, Wiblin RT, Chen YY, David S, Rasmus D, Gerdts N, Ross A, Katz L, Herwaldt LA. Risk factors for groin wound infection after femoral artery catheterization: a case-control study. Infect Control Hosp Epidemiol [Internet]. 2006 Jan [cited 2007 Jan 5];27(1):34-7. Available from: http://www.journals.uchicago.edu/ICHE/journal/issues/v27n1/2004069/2004069.web.pdf

Poole KE, Compston JE. Osteoporosis and its management. BMJ [Internet]. 2006 Dec 16 [cited 2007 Jan 4];333(7581):1251-6. Available from: http://www.bmj.com/cgi/reprint/333/7581/1251?maxtoshow=&HITS=10&hits=10&RESULTFORMAT=&andorexactfulltext=and&searchid=1&FIRSTINDEX=0&sortspec=relevance&volume=333&firstpage=1251&resourcetype=HWCIT

Happell B. The influence of education on the career preferences of undergraduate nursing students. Aust Electron J Nurs Educ [Internet]. 2002 Apr [cited 2007 Jan 8];8(1):[about 12 p.]. Available from: http://www.scu.edu.au/schools/nhcp/aejne/vol8-1/refereed/happell_max.html

2. Journal article on the Internet with optional full names for authors

Huh, Jisu; Cude, Brenda J. Is the information "fair and balanced" in direct-to-consumer prescription drug website? J Health Commun [Internet]. 2004 Nov-Dec [cited 2007 Jan 5];9(6):529-40. Available from: http://journals.taylorandfrancis.com/forms/hcm/9_529.pdf

3. Journal article on the Internet with many authors (give all)

Terauchi Y, Takamoto I, Kubota N, Matsui J, Suzuki R, Komeda K, Hara A, Toyoda Y, Miwa I, Aizawa S, Tsutsumi S, Tsubamoto Y, Hashimoto S, Eto K, Nakamura A, Noda M, Tobe K, Aburatani H, Nagai R, Kadowaki T. Glucokinase and IRS-2 are required for compensatory beta cell hyperplasia in response to high-fat diet-induced insulin resistance. J Clin Invest [Internet]. 2007 Jan 2 [cited 2007 Jan 5];117(1):246-57. Available from: http://www.jci.org/cgi/content/full/117/1/246 doi:10.1172/JCI17645

4. Journal article on the Internet with optional limit to the number of authors

to the first three

Terauchi Y, Takamoto I, Kubota N, et al. Glucokinase and IRS-2 are required for compensatory beta cell hyperplasia in response to high-fat diet-induced insulin resistance. J Clin Invest [Internet]. 2007 Jan 2 [cited 2007 Jan 5];117(1):246-57. Available from: http://www.jci.org/cgi/content/full/117/1/246

or

Terauchi Y, Takamoto I, Kubota N, and others. Glucokinase and IRS-2 are required for compensatory beta cell hyperplasia in response to high-fat diet-induced insulin resistance. J Clin Invest [Internet]. 2007 Jan 2 [cited 2007 Jan 5];117(1):246-57. Available from: http://www.jci.org/cgi/content/full/117/1/246 doi:10.1172/JCI17645

to the first six

Terauchi Y, Takamoto I, Kubota N, Matsui J, Suzuki R, Komeda K, et al. Glucokinase and IRS-2 are required for compensatory beta cell hyperplasia in response to high-fat diet-induced insulin resistance. J Clin Invest [Internet]. 2007 Jan 2 [cited 2007 Jan 5];117(1):246-57. Available from: http://www.jci.org/cgi/content/full/117/1/246

or

Terauchi Y, Takamoto I, Kubota N, Matsui J, Suzuki R, Komeda K, and others. Glucokinase and IRS-2 are required for compensatory beta cell hyperplasia in response to high-fat diet-induced insulin resistance. J Clin Invest [Internet]. 2007 Jan 2 [cited 2007 Jan 5];117(1):246-57. Available from: http://www.jci.org/cgi/content/full/117/1/246 doi:10.1172/JCI17645

5. Journal article on the Internet with author surnames showing designations of family rank

Jouyban A, Acree WE Jr. In silico prediction of drug solubility in water-ethanol mixtures using Jouyban-Acree model. J Pharm Pharm Sci [Internet]. 2006 [cited 2007 Jan 5];9(2):262-9. Available from: http://www.ualberta.ca/~csps/JPPS9_2/Dr_Jouyban/MS_820.htm

Seitz AR, Nanez JE Sr, Holloway S, Tsushima Y, Watanabe T. Two cases requiring external reinforcement in perceptual learning. J Vis [Internet]. 2006 Aug 22 [cited 2007 Jan 9];6(9):966-73. Available from: http://journalofvision.org//6/9/9/.

Lobb WB, Wilkin NE, McCaffrey DJ 3rd, Wilson MC, Bentley JP. The predictive utility of nontraditional test scores for first-year pharmacy student academic performance. Am J Pharm Educ [Internet]. 2006 [cited 2007 Jan 5];70(6):Article 128 [6 p.]. Available from: http://www.ajpe.org/aj7006/aj7006128/aj7006128.pdf

6. Journal article on the Internet with author surnames having a prefix, particle, or preposition (give as found in the article)

Lin SK, McPhee DJ, Muguet FF. Open access publishing policy and efficient editorial procedure. Entropy [Internet]. 2006 [cited 2007 Jan 8];8:131-3. Available from: http://www.mdpi.org/entropy/htm/e8030131.htm

Puri S, O'Brian MR. The *hmuQ* and *hmuD* genes from *Bradyrhizobium japonicum* encode heme-degrading enzymes. J Bacteriol [Internet]. 2006 Sep [cited 2007 Jan 8];188(18):6476-82. Available from: http://jb.asm.org/cgi/content/full/188/18/6476?view=long&pmid=16952937

Weisfelt M, van de Beek D, Spanjaard L, de Gans J. Arthritis in adults with community-acquired bacterial meningitis: a prospective cohort study. BMC Infect Dis [Internet]. 2006 Mar 29 [cited 2007 Jan 8];6:Article 64 [5 p.]. Available from: http://www.biomedcentral.com/1471-2334/6/64

Bijvoet AG, Van Hirtum H, Kroos MA, Van de Kamp EH, Schoneveld O, Visser P, Brakenhoff JP, Weggeman M, van Corven EJ, Van der Ploeg AT, Reuser AJ. Human acid [alpha]-glucosidase from rabbit milk has therapeutic effect in mice with glycogen storage disease type II. Hum Mol Genet [Internet]. 1999 Nov [cited 2007 Jan 9];8(12):2145-53. Available from: http://hmg.oxfordjournals.org/cgi/content/full/8/12/2145

Bertino E, Milani S, Fabris C, De Curtis M. Neonatal anthropometric charts: what they are, what they are not. Arch Dis Child (Fetal Neonatal Ed) [Internet]. 2007 Jan [cited 2007 Jan 9];92(1):F7-10. Available from: http://fn.bmj.com/cgi/content/full/92/1/F7

Najim RA, Al-Waiz MM, Al-Razzuqi RA. Acetylator phenotype in Iraqi patients with atopic dermatitis. Dermatol Online J [Internet]. 2006 Nov [cited 2007 Jan 9];12(7):Article 1 [about 11 screens]. Available from: http://dermatology.cdlib.org/127/original/acetylator/najim.html

7. Journal article on the Internet with compound author surnames

Boutin-Foster C. In spite of good intentions: patients' perspectives on problematic social support interactions. Health Qual Life Outcomes [Internet]. 2005 Sep 5 [cited 2007 Jan 5];3(1):Article 52 [about 12 p.]. Available from: http://www.hqlo.com/content/3/1/52

Ahmad F, Hogg-Johnson S, Skinner HA. Assessing patient attitudes to computerized screening in primary care: psychometric properties of the computerized lifestyle assessment scale. J Med Internet Res [Internet]. 2008 Apr 18 [cited 2008 Nov 17];10(2):e11 [about 14 p.]. Available from: http://www.jmir.org/2008/2/e11/. Free full text article.

Rekha R, Moshahid Alam R, Jaishree P. Designing and validation of genus-specific primers for human gut flora study. Electron J Biotechnol [Internet]. 2006 Oct 15 [cited 2007 Jan 8];9(5):505-11. Available from: http://www.ejbiotechnology.info/content/vol9/issue5/full/2/2.pdf

Terraza Nunez R, Vargas Lorenzo I, Vazquez Navarrete ML. [Coordination among healthcare levels: systematization of tools and measures]. Gac Sanit [Internet]. 2006 Nov-Dec [cited 2007 Jan 9];20(6):485-95. Available from: http://db.doyma.es/cgi-bin/wdbcgi.exe/doyma/mrevista.pubmed_full?inctrl=05ZI0108&rev=138&vol=20&num=6&pag=485 Spanish.

8. Journal article on the Internet with organization(s) as author

National Osteoporosis Foundation of South Africa. Use of generic alendronate in the treatment of osteoporosis. S Afr Med J [Internet]. 2006 Aug [cited 2007 Jan 9];96(8):696-7. Available from: http://blues.sabinet.co.za/WebZ/Authorize?sessionid=0:autho=pubmed:password=pubmed2004&/AdvancedQuery?&format=F&next=images/ejour/m_samj/m_samj_v96_n8_a12.pdf

American Medical Association; American Nurses Association--American Nurses Foundation; Centers for Disease Control and Prevention (US); Food and Drug Administration (US), Center for Food Safety and Applied Nutrition; Department of Agriculture (US), Food Safety and Inspection Service. Diagnosis and management of foodborne illnesses: a primer for physicians and other health care professionals. MMWR Recomm Rep [Internet]. 2004 Apr 16 [cited 2007 Jan 9];53(RR-4):1-33. Available from: http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5304a1.htm

9. Journal article on the Internet with a governmental body as author

Centers for Disease Control and Prevention (US), National Center for HIV/AIDS, Viral Hepatitis, STD, and TB Prevention. Prevention and control of tuberculosis in correctional and detention facilities: recommendations from CDC. Endorsed by the Advisory Council for the Elimination of Tuberculosis, the National Commission on Correctional Health Care, and the American Correctional Association. MMWR Recomm Rep [Internet]. 2006 Jul 7 [cited 2007 Jan 9];55(RR-9):1-44. Available from: http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5509a1.htm

National Advisory Committee on Immunization (CA). Update on the recommendations for the routine use of pneumococcal conjugate vaccine for infants. An Advisory Committee Statement (ACS) = Mise a jour des recommandations relatives a l'utilisation courante du vaccin conjugue contre le pneumocoque chez les enfants en bas age. Une Declaration d'un Comite Consultatif (DCC). Can Commun Dis Rep [Internet]. 2006 May 1 [cited 2007 Jan 9];32(ACS-4):1-6. Available from: http://www.phac-aspc.gc.ca/publicat/ccdr-rmtc/06vol32/acs-04/index.html English, French.

10. Journal article on the Internet with no author

Prevention strategies for asthma--secondary prevention. CMAJ [Internet]. 2005 Sep 13 [cited 2007 Jan 5];173(6 Suppl):S25-7. Available from: http://www.cmaj.ca/cgi/content/full/173/6_suppl/S25

11. Journal article on the Internet with author affiliation

Bratu S (Division of Infectious Diseases, State University of New York Downstate Medical Center, Brooklyn, NY. sbratu@aol.com), Landman D, Gupta J, Trehan M, Panwar M, Quale J. A population-based study examining the emergence of community-associated methicillin-resistant *Staphylococcus aureus* USA300 in New York City. Ann Clin Microbiol Antimicrob [Internet]. 2006 Nov 30 [cited 2007 Jan 10];5:Article 29 [6 p.]. Available from: http://www.ann-clinmicrob.com/content/pdf/1476-0711-5-29.pdf

Jacobs JL (Department of Medicine, John A. Burns School of Medicine, University of Honolulu, Honolulu, HI. jjacobs@hawaii.edu.), Lee MT (Department of Pediatrics, John A. Burns School of Medicine, University of Honolulu, Honolulu, HI), Lindberg M (Office of Medical Education, John A. Burns School of Medicine, University of Honolulu, Honolulu, HI), Kamin C (Department of Pediatrics, University of Colorado Health Sciences Center, Denver, CO). Problem-based learning, multimedia, and a paucity of behavioral issue learning. Med Educ Online [Internet]. 2005 [cited 2007 Jan 5]:[5 p.]. Available from: http://www.med-ed-online.org/pdf/l0000006.pdf

12. Journal article on the Internet not in English

González-López E, Cuerda-Galindo E. [The use of corpses and organs in research and medical education. Lessons from history]. Med Clin (Barc) [Internet]. 2012 Apr 21 [cited 2012 Aug 11];138(10):441-4. Epub 2011 Mar 21. Available from: http://www.sciencedirect.com/science/article/pii/S0025775311001370 Spanish. doi: 10.1016/j.medcli.2011.01.011

Treves R. [Dupuytren's disease]. Reumatismo [Internet]. 2006 Jul-Sep [cited 2007 Jan 10];58(3):239-42. Available from: http://www.reumatismo.org/admin/filesArticoli/58-3-239.pdf Italian.

Terraza Nunez R, Vargas Lorenzo I, Vazquez Navarrete ML. [Coordination among healthcare levels: systematization of tools and measures]. Gac Sanit [Internet]. 2006 Nov-Dec [cited 2007 Jan 9];20(6):485-95. Available from: http://db.doyma.es/cgi-bin/wdbcgi.exe/doyma/mrevista.pubmed_full?inctrl=05ZI0108&rev=138&vol=20&num=6&pag=485 Spanish.

Kanoh T. [IgD (kappa) myeloma with unusual manifestations: an exceptional form]. Tohoku J Exp Med [Internet]. 1987 Aug [cited 2007 Jan 10];152(4):347-50. Available from: http://www.journalarchive.jst.go.jp/jnlpdf.php?cdjournal=tjem1920&cdvol=152&noissue=4&startpage=347&lang=en&from=jnlabstract German.

with optional original language included

Treves R. La malattia di Dupuytren [Dupuytren's disease]. Reumatismo [Internet]. 2006 Jul-Sep [cited 2007 Jan 10];58(3):239-42. Available from: http://www.reumatismo.org/admin/filesArticoli/58-3-239.pdf Italian.

Terraza Nunez R, Vargas Lorenzo I, Vazquez Navarrete ML. La coordinacion entre niveles asistenciales: una sistematizacion de sus instrumentos y medidas [Coordination among healthcare levels: systematization of tools and measures]. Gac Sanit [Internet]. 2006 Nov-Dec [cited 2007 Jan 9];20(6):485-95. Available from: http://db.doyma.es/cgi-bin/wdbcgi.exe/doyma/mrevista.pubmed_full?inctrl=05ZI0108&rev=138&vol=20&num=6&pag=485 Spanish.

Kanoh T. IgD (Kappa)-Myelom mit Ungewohnlichen Manifestationen: Eine Sonderform [IgD (kappa) myeloma with unusual manifestations: an exceptional form]. Tohoku J Exp Med [Internet]. 1987 Aug [cited 2007 Jan 10];152(4):347-50. Available from: http://www.journalarchive.jst.go.jp/jnlpdf.php?cdjournal=tjem1920&cdvol=152&noissue=4&startpage=347&lang=en&from=jnlabstract German.

13. Journal article on the Internet with equal text in two or more languages

National Advisory Committee on Immunization (CA). Update on the recommendations for the routine use of pneumococcal conjugate vaccine for infants. An Advisory Committee Statement (ACS) = Mise a jour des recommandations relatives a l'utilisation courante du vaccin conjugue contre le pneumocoque chez les enfants en bas age. Une Declaration d'un Comite Consultatif (DCC). Can Commun Dis Rep [Internet]. 2006 May 1 [cited 2007 Jan 9];32(ACS-4):1-6. Available from: http://www.phac-aspc.gc.ca/publicat/ccdr-rmtc/06vol32/acs-04/index.html English, French.

SIAARTI Study Group for Safety in Anesthesia and Intensive Care. Raccomandazioni per il trasporto inter ed intra ospedaliero del paziente critico = Recommendations on the transport of critically ill patient. Minerva Anestesiol [Internet]. 2006 Oct [cited 2007 Jan 9];72(10):XXXVII-LVII. Available from: http://www.minervamedica.it/index2.t?show=R02Y2006N10A0768F Italian, English.

14. Journal article on the Internet with Greek letters or other special characters in the title

Greek letters may be written out if special fonts are not available

Doukas J, Wrasidlo W, Noronha G, Dneprovskaia E, Fine R, Weis S, Hood J, Demaria A, Soll R, Cheresh D. Phosphoinositide 3-kinase γ/δ inhibition limits infarct size after myocardial ischemia/reperfusion injury. Proc Natl Acad Sci U S A [Internet]. 2006 Dec 26 [cited 2007 Jan 9];103(52):19866-71. Available from: http://www.pnas.org/cgi/content/full/103/52/19866

or

Doukas J, Wrasidlo W, Noronha G, Dneprovskaia E, Fine R, Weis S, Hood J, Demaria A, Soll R, Cheresh D. Phosphoinositide 3-kinase gamma/delta inhibition limits infarct size after myocardial ischemia/reperfusion injury. Proc Natl Acad Sci U S A [Internet]. 2006 Dec 26 [cited 2007 Jan 9];103(52):19866-71. Available from: http://www.pnas.org/cgi/content/full/103/52/19866

Guan M, Chen Y. Aberrant expression of ΔNp73 in benign and malignant tumours of the prostate: correlation with Gleason score. J Clin Pathol [Internet]. 2005 Nov [cited 2007 Jan 9];58(11):1175-9. Available from: http://jcp.bmj.com/cgi/content/full/58/11/1175

or

Guan M, Chen Y. Aberrant expression of DeltaNp73 in benign and malignant tumours of the prostate: correlation with Gleason score. J Clin Pathol [Internet]. 2005 Nov [cited 2007 Jan 9];58(11):1175-9. Available from: http://jcp.bmj.com/cgi/content/full/58/11/1175

Superscripts/subscripts may be enclosed in parentheses if fonts not available

Langer R, Von Rahden BH, Nahrig J, Von Weyhern C, Reiter R, Feith M, Stein HJ, Siewert JR, Hofler H, Sarbia M. Prognostic significance of expression patterns of c-erbB-2, p53, p16^{INK4A}, p27^{KIP1}, cyclin D1 and epidermal growth factor receptor in oesophageal adenocarcinoma: a tissue microarray study. J Clin Pathol [Internet]. 2006 Jun [cited 2007 Jan 9];59(6):631-4. Available from: http://jcp.bmj.com/cgi/content/full/59/6/631

or

Langer R, Von Rahden BH, Nahrig J, Von Weyhern C, Reiter R, Feith M, Stein HJ, Siewert JR, Hofler H, Sarbia M. Prognostic significance of expression patterns of c-erbB-2, p53, p16(INK4A), p27(KIP1), cyclin D1 and epidermal growth factor receptor in oesophageal adenocarcinoma: a tissue microarray study. J Clin Pathol [Internet]. 2006 Jun [cited 2007 Jan 9];59(6):631-4. Available from: http://jcp.bmj.com/cgi/content/full/59/6/631

15. Journal article on the Internet with optional article type

Davidson A. Preventing adverse drug events [letter]. CMAJ [Internet]. 2007 Jan 2 [cited 2007 Jan 9];176(1):67-8. Available from: http://www.cmaj.ca/cgi/reprint/176/1/67-a

Eglen SJ, Weeks M, Jessop M, Simonotto J, Jackson T, Sernagor E. A data repository and analysis framework for spontaneous neural activity recordings in developing retina [dataset description]. GigaScience [Internet]. 2014 Mar 26 [cited 2014 Oct 3];3:Article 3 [12 p.]. Available from: http://www.gigasciencejournal.com/content/3/1/3 doi: 10.1186/2047-217X-3-3 PubMed PMID: 24666584; PubMed Central PMCID: PMC4076503.

Flegel K. Biographies of healers [book review]. CMAJ [Internet]. 2007 Jul 3 [cited 2008 Feb 19];177(1):70. Available from: http://www.cmaj.ca/cgi/content/full/177/1/70

Xu J, Su Z, Hong H, Thierry-Mieg J, Thierry-Mieg D, Krell DP, Mason CE, Tong W, Shi L. Cross-platform ultradeep transcriptomic profiling of human reference RNA samples by RNA-Seq [dataset description]. Sci Data [Internet]. 2014 Aug 26 [cited 2014 Oct 3];1:Article 140020 [8 p.]. Available from: http://www.nature.com/articles/sdata201420 doi: 10.1038/sdata.2014.20

16. Journal article on the Internet with optional full journal title

Yeung PK, Feng JD, Fice D. Exercise hemodynamic and neurohormone responses as sensitive biomarkers for diltiazem in rats. Journal of Pharmacy & Pharmaceutical Sciences [Internet]. 2006 [cited 2007 Jan 10];9(2):245-51. Available from: http://www.ualberta.ca/~csps/JPPS9_2/Dr_Yeung/MS_562.htm

17. Journal article on the Internet with journal title having an edition

Pattison MA, Webster TJ, Haberstroh KM. Select bladder smooth muscle cell functions were enhanced on three-dimensional, nano-structured poly(ether urethane) scaffolds. J Biomater Sci (Polym Ed) [Internet]. 2006 [cited 2007 Jan 8];17(11):1317-32. Available from: http://www.ingentaconnect.com/content/vsp/bsp/2006/00000017/00000011/art00008?token=0053155c75b2c2f653b2a2d3a7c4e7247704f7e41225f406a532c6b67547d3f46627051fb9a634cc1dd

Bertino E, Milani S, Fabris C, De Curtis M. Neonatal anthropometric charts: what they are, what they are not. Arch Dis Child (Fetal Neonatal Ed) [Internet]. 2007 Jan [cited 2007 Jan 9];92(1):F7-10. Available from: http://fn.bmj.com/cgi/content/full/92/1/F7

18. Journal article on the Internet with optional content type

Nomura K, Nakao M, Sato M, Yano E. Regular prescriptions for benzodiazepines: a cross-sectional study of outpatients at a university hospital. Intern Med [serial on the Internet]. 2006 [cited 2007 Jan 10];45(22):1279-83. Available from: http://www.jstage.jst.go.jp/article/internalmedicine/45/22/1279/_pdf

19. Journal article on the Internet with month(s)/day(s) included in date of publication

Oseni S, Misztal I, Tsuruta S, Rekaya R. Genetic components of days open under heat stress. J Dairy Sci [Internet]. 2004 Sep [cited 2007 Jan 9];87(9):3022-8. Available from: http://jds.fass.org/cgi/content/full/87/9/3022

Finall AI, McIntosh SA, Thompson WD. Subcutaneous inflammation mimicking metastatic malignancy induced by injection of mistletoe extract. BMJ [Internet]. 2006 Dec 23 [cited 2007 Jan 9];333(7582):1293-4. Available from: http://www.bmj.com/cgi/content/full/333/7582/1293

Huh J, Cude BJ. Is the information "fair and balanced" in direct-to-consumer prescription drug website? J Health Commun [Internet]. 2004 Nov-Dec [cited 2007 Jan 5];9(6):529-40. Available from: http://journals.taylorandfrancis.com/forms/hcm/9_529.pdf

20. Journal article on the Internet with season(s) included in date of publication

Withers R, Casson R, Shrimplin A. Narrowcasting to faculty and students: creating an efficient "research by subject" page. Electron J Acad Spec Librariansh [Internet]. 2005 Winter [cited 2005 Dec 28];6(3):[about 11 p.]. Available from: http://southernlibrarianship.icaap.org/content/v06n03/withers_r01.htm

Ipp M, Cohen E, Goldbach M, Macarthur C. Pain response to M-M-R vaccination in 4-6 year old children. Can J Clin Pharmacol [Internet]. 2006 Fall [cited 2007 Jan 9];13(3):e296-9. Available from: http://www.cjcp.ca/pdf/CJCP06-022_e296-e299F.pdf

21. Journal article on the Internet updated/revised after publication

Bernhardt JM, Felter EM. Online pediatric information seeking among mothers of young children: results from a qualitative study using focus groups. J Med Internet Res [Internet]. 2004 Mar 1 [updated 2006 Dec 10; cited 2007 Jan 5];6(1):e7 [about 13 p.]. Available from: http://www.jmir.org/2004/1/e7/.

Burke KJ, Paton D. Well-being in protective services personnel: organisational influences. Australas J Disaster Trauma Stud [Internet]. 2006 [changed 2006 Sep 26; cited 2007 Jan 8];2006(2):[about 17 p.]. Available from: http://www.massey.ac.nz/%7Etrauma/issues/2006-2/burke.htm

Le L, Lee E, Schulten K, Truong TN. Molecular modeling of swine influenza A/H1N1, Spanish H1N1, and avian H5N1 flu N1 neuraminidases bound to Tamiflu and Relenza. Version 4. PLoS Curr [Internet]. 2009 Aug 27 [revised 2011 Mar 14; cited 2011 Jun 8];3:RRN1015. Available from: http://www.ncbi.nlm.nih.gov/pmc/articles/PMC2762416/?tool=pubmed PubMed PMID: 20029609; PubMed Central PMCID: PMC2762416.

22. Journal article on the Internet with date having a supplement

Gaal P. Benefits and entitlements in the Hungarian health care system. Eur J Health Econ [Internet]. 2005 Dec [cited 2007 Jan 10];Suppl:37-45. Available from: http://www.pubmedcentral.nih.gov/articlerender.fcgi?tool=pubmed&pubmedid=16267656

23. Journal article on the Internet with standard volume and issue

Garg RK, Tandon S. Smoking habits of adolescents and the role of dentists. J Contemp Dent Pract [Internet]. 2006 May 1 [cited 2007 Jan 9];7(2):120-9. Available from: http://www.thejcdp.com/issue026/pdfs_web/garg.pdf

24. Journal article on the Internet with volume having a subdivision other than an issue

Pyysalo S, Salakoski T, Aubin S, Nazarenko A. Lexical adaptation of link grammar to the biomedical sublanguage: a comparative evaluation of three approaches. BMC Bioinformatics [Internet]. 2006 [cited 2007 Jan 9];7 Suppl 3:Article S2 [9 p.]. Available from: http://www.pubmedcentral.nih.gov/picrender.fcgi?artid=1764446&blobtype=pdf

Duong CA, Sepulveda CA, Graham JB, Dickson KA. Mitochondrial proton leak rates in the slow, oxidative myotomal muscle and liver of the endothermic shortfin mako shark (*Isurus oxyrinchus*) and the ectothermic blue shark (*Prionace glauca*) and leopard shark (*Triakis semifasciata*). J Exp Biol [Internet]. 2006 Jul [cited 2007 Jan 9];209(Pt 14):2678-85. Available from: http://jeb.biologists.org/cgi/content/full/209/14/2678

Wilcox LS. Health education from 1775 to 2005. Prev Chronic Dis [Internet]. 2005 Nov [cited 2007 Jan 5];2 Spec No:[about 5 screens]. Available from: http://www.cdc.gov/pcd/issues/2005/nov/05_0134.htm

25. Journal article on the Internet with volume but no issue or other subdivision

Wolfe L. America's fidelity crisis: politics, hypocrisy and family values. Electron J Hum Sex [Internet]. 2006 Oct 25 [cited 2007 Jan 5];9:[about 8 p.]. Available from: http://www.ejhs.org/volume9/Wolfe.htm

26. Journal article on the Internet with issue but no volume

Suber P. Providing open access to past research articles, starting with the most important. SPARC Open Access Newsl [Internet]. 2004 Jun 2 [cited 2007 Jan 10];(74):[about 3 screens]. Available from: http://www.earlham.edu/~peters/fos/newsletter/06-02-04.htm#unbind

27. Journal article on the Internet with issue having a subdivision

Hsueh YS, Lee SY, Huang YT. Effects of global budgeting on the distribution of dentists and use of dental care in Taiwan. Health Serv Res [Internet]. 2004 Dec [cited 2007 Jan 9];39(6 Pt 2):2135-53. Available from: http://www.pubmedcentral.nih.gov/articlerender.fcgi?tool=pubmed&pubmedid=15544648

Prevention strategies for asthma--secondary prevention. CMAJ [Internet]. 2005 Sep 13 [cited 2007 Jan 5];173(6 Suppl):S25-7. Available from: http://www.cmaj.ca/cgi/content/full/173/6_suppl/S25

Brain tumor registry of Japan. Neurol Med Chir (Tokyo) [Internet]. 1992 [cited 2007 Jan 9];32(7 Spec No):381-547. Available from: http://www.journalarchive.jst.go.jp/english/jnltoc_en.php?cdjournal=nmc1959&cdvol=32&noissue=7

28. Journal article on the Internet without standard volume or issue, but with article number

Cunningham PJ, May JH. Medicaid patients increasingly concentrated among physicians. Tracking Reports [Internet]. 2006 Aug [cited 2007 Mar 20]:Report 16 [5 p.]. Available from: http://www.hschange.com/CONTENT/866/866.pdf

Aoki TT, Grecu EO, Arcangeli MA, Meisenheimer R. Effect of intensive insulin therapy on abnormal circadian blood pressure pattern in patients with type I diabetes mellitus. Online J Curr Clin Trials [Internet]. 1995 Dec 15 [cited 2007 Jan 4]:Doc No 199 [about 10 screens]. Available from: http://www.oclc.org/firstsearch/. Subscription required to view.

29. Journal article on the Internet without standard volume, issue, or article number

Jacobs JL, Lee MT, Lindberg M, Kamin C. Problem-based learning, multimedia, and a paucity of behavioral issue learning. Med Educ Online [Internet]. 2005 [cited 2007 Jan 5]:[5 p.]. Available from: http://www.med-ed-online.org/pdf/l0000006.pdf

O'Neill M, Dupere S. Health promotion: the next generations. Rev Health Promot Educ Online [Internet]. 2005 [cited 2007 Jan 10]:[10 paragraphs]. Available from: http://www.rhpeo.org/reviews/2005/10/index.htm

30. Journal article on the Internet with location expressed as standard page numbers

Blair SN, Haskell WL. Objectively measured physical activity and mortality in older adults. JAMA [Internet]. 2006 Jul 12 [cited 2007 Jan 9];296(2):216-8. Available from: http://jama.ama-assn.org/cgi/content/full/296/2/216

Kim J, Lee D, Jung U, Kim C. Photoacoustic imaging platforms for multimodal imaging. Ultrasonography [Internet]. 2015 Apr [cited 2015 Apr 28];34(2):88-97. Epub 2015 Feb 16. Available from: http://www.ncbi.nlm.nih.gov/pmc/articles/PMC4372714/.

31. Journal article on the Internet with a letter included in the page numbers

with letter before the numbers

Prevention strategies for asthma--secondary prevention. CMAJ [Internet]. 2005 Sep 13 [cited 2007 Jan 5];173(6 Suppl):S25-7. Available from: http://www.cmaj.ca/cgi/content/full/173/6_suppl/S25

Bertino E, Milani S, Fabris C, De Curtis M. Neonatal anthropometric charts: what they are, what they are not. Arch Dis Child (Fetal Neonatal Ed) [Internet]. 2007 Jan [cited 2007 Jan 9];92(1):F7-10. Available from: http://fn.bmj.com/cgi/content/full/92/1/F7

with letter after the numbers

Goodacre R. Metabolomics of a superorganism. J Nutr [Internet]. 2007 Jan [cited 2007 Jan 9];137(1):259S-266S. Available from: http://jn.nutrition.org/cgi/content/full/137/1/259S

32. Journal article on the Internet with roman numerals for page numbers

Meyer G, Foster N, Christrup S, Eisenberg J. Setting a research agenda for medical errors and patient safety. Health Serv Res [Internet]. 2001 Apr [cited 2007 Jan 9];36(1 Pt 1):x-xx. Available from: http://www.pubmedcentral.nih.gov/picrender.fcgi?artid=1089210&blobtype=pdf

SIAARTI Study Group for Safety in Anesthesia and Intensive Care. Raccomandazioni per il trasporto inter ed intra ospedaliero del paziente critico = Recommendations on the transport of critically ill patient. Minerva Anestesiol [Internet]. 2006 Oct [cited 2007 Jan 9];72(10):XXXVII-LVII. Available from: http://www.minervamedica.it/index2.t?show=R02Y2006N10A0768F Italian, English.

33. Journal article on the Internet with location/extent expressed as estimated number of screens

Wilcox LS. Health education from 1775 to 2005. Prev Chronic Dis [Internet]. 2005 Nov [cited 2007 Jan 5];2 Spec No:[about 5 screens]. Available from: http://www.cdc.gov/pcd/issues/2005/nov/05_0134.htm

Bagheri A, Ferdosi A, Bottros A, Hunter D. Unilateral superior rectus aplasia without craniofacial anomaly. Digit J Ophthalmol [Internet]. 2005 [cited 2007 Jan 5];11(5):[about 4 screens]. Available from: http://www.djo.harvard.edu/site.php?url=/physicians/oa/883

34. Journal article on the Internet with location/extent expressed as estimated number of pages

Withers R, Casson R, Shrimplin A. Narrowcasting to faculty and students: creating an efficient "research by subject" page. Electron J Acad Spec Librariansh [Internet]. 2005 Winter [cited 2005 Dec 28];6(3):[about 11 p.]. Available from: http://southernlibrarianship.icaap.org/content/v06n03/withers_r01.htm

Delwiche A. Agenda-setting, opinion leadership, and the world of Web logs. First Monday [Internet] 2005 [cited 2007 Jan 10];10(12):[about 17 p.]. Available from: http://firstmonday.org/issues/issue10_12/delwiche/index.html

Chillemi G, De Santis S, Falconi M, Mancini G, Migliorati V, Battistoni A, Pacello F, Desideri A, D'Angelo P. Carbon monoxide binding to the heme group at the dimeric interface modulates structure and copper accessibility in the Cu,Zn superoxide dismutase from Haemophilus ducreyi: in silico and in vitro evidences. J

Biomol Struct Dyn [Internet]. 2012 Jun 11 [cited 2012 Jun 14]:[about 11 p.]. Available from: http://www.tandfonline.com/doi/abs/10.1080/07391102.2012.680028 Epub ahead of print. PubMed PMID: 22686457.

35. Journal article on the Internet with location/extent expressed as paragraphs

Steinberg K. Wellness in every stage of life: a new paradigm for public health programs. Prev Chronic Dis [Internet]. 2007 Jan [cited 2007 Jan 10];4(1):[12 paragraphs]. Available from: http://www.cdc.gov/pcd/issues/2007/jan/06_0120.htm

Maher-Brisen P. Letter to the editor on "Nurse Safety: Have We Addressed the Risks?" Online J Issues Nurs [Internet]. 2006 Mar 27 [cited 2007 Jan 10];11(2):Letter 1 [4 paragraphs]. Available from: http://www.nursingworld.org/ojin/letters/t22e6.htm

36. Journal article on the Internet with location/extent expressed as an article number

Baud A, Guryev V, Hummel O, Johannesson M, Flint J. Genomes and phenomes of a population of outbred rats and its progenitors [dataset description]. Sci Data [Internet]. 2014 Jun 10 [cited 2014 Jun 27];1:Article 140011 [14 p.]. Available from: http://www.nature.com/articles/sdata201411 doi: 10.1038/sdata.2014.11

Boutin-Foster C. In spite of good intentions: patients' perspectives on problematic social support interactions. Health Qual Life Outcomes [Internet]. 2005 Sep 5 [cited 2007 Jan 5];3(1):Article 52 [about 12 screens]. Available from: http://www.hqlo.com/content/3/1/52

Cipriano Silva M, Ludwick R. Is the doctor of nursing practice ethical? Online J Issues Nurs [Internet]. 2006 Mar 20 [cited 2007 Jan 10];11(2):Ethics 1 [about 8 p.]. Available from: http://nursingworld.org/ojin/ethicol/ethics_17.htm

Zozulya S, Echeverri F, Nguyen T. The human olfactory receptor repertoire. Genome Biol [Internet]. 2001 [cited 2007 Jan 5];2(6):research0018.1-0018.12 [about 21 p.]. Available from: http://genomebiology.com/2001/2/6/research/0018/.

Bernhardt JM, Felter EM. Online pediatric information seeking among mothers of young children: results from a qualitative study using focus groups. J Med Internet Res [Internet]. 2004 Mar 1 [updated 2006 Dec 10; cited 2007 Jan 5];6(1):e7 [about 13 p.]. Available from: http://www.jmir.org/2004/1/e7/.

Ahmad F, Hogg-Johnson S, Skinner HA. Assessing patient attitudes to computerized screening in primary care: psychometric properties of the computerized lifestyle assessment scale. J Med Internet Res [Internet]. 2008 Apr 18 [cited 2008 Nov 17];10(2):e11 [about 14 p.]. Available from: http://www.jmir.org/2008/2/e11/. Free full text article.

Lobb WB, Wilkin NE, McCaffrey DJ 3rd, Wilson MC, Bentley JP. The predictive utility of nontraditional test scores for first-year pharmacy student academic performance. Am J Pharm Educ [Internet]. 2006 [cited 2007 Jan 5];70(6):Article 128 [6 p.]. Available from: http://www.ajpe.org/aj7006/aj7006128/aj7006128.pdf

Pasanen K, Parkkari J, Pasanen M, Hiilloskorpi H, Mäkinen T, Järvinen M, Kannus P. Neuromuscular training and the risk of leg injuries in female floorball players: cluster randomised controlled study. BMJ [Internet]. 2008 Jul 1 [cited 2008 Nov 17];337:a295 [7 p.]. Available from: http://www.bmj.com/cgi/reprint/337/jul01_2/a295 Free full text article. doi: 10.1136/bmj.a295

37. Journal article on the Internet that is a podcast

Tilson J. Commentary on Perry SB, et al., Predicting caregiver assistance required for sit-to-stand following rehabilitation for acute stroke. J Neurol Phys Ther [Internet]. 2006 Mar [cited 2007 Jan 8];30(1):[Podcast: about 3 min.]. Available from: http://www.scienceaudio.net/jnpt/jnpt.html

38. Journal article on the Internet with indication that a discussion or other text follows it

Splawinski J, Fox R, Hall H, Fisher CG, Dvorak M. Imaging for spinal surgery. Can J Surg [Internet]. 2006 Oct [cited 2007 Jan 10];49(5):311-2; discussion 313. Available from: http://www.cma.ca/multimedia/staticContent/HTML/N0/l2/cjs/vol-49/issue-5/pdf/pg311.pdf

Kritsaneepaiboon S, Jaruratanasirikul S, Dissaneevate S. Clinics in diagnostic imaging (112). Perinatal lethal hypophosphatasia (PLH). Singapore Med J [Internet]. 2006 Nov [cited 2007 Jan 10];47(11):987-92; quiz 993. Available from: http://www.sma.org.sg/smj/4711/4711me1.pdf

Vos E. Multitherapy for diabetes. CMAJ [Internet]. 2006 Nov 7 [cited 2007 Jan 10];175(10):1246-7; author reply 1247. Available from: http://www.cmaj.ca/cgi/reprint/175/10/1246-a

39. Journal article on the Internet with DOI provided

Harrison JJ, Ceri H, Yerly J, Stremick CA, Hu Y, Martinuzzi R, Turner RJ. The use of microscopy and three-dimensional visualization to evaluate the structure of microbial biofilms cultivated in the Calgary Biofilm Device. Biol Proc Online [Internet]. 2006 [cited 2007 Jan 8];8(1):194-215. Available from: http://www.biologicalprocedures.com/bpo/arts/1/127/m127.pdf doi: 10.1251/bpo127

Puri S, O'Brian MR. The *hmuQ* and *hmuD* genes from *Bradyrhizobium japonicum* encode heme-degrading enzymes. J Bacteriol [Internet]. 2006 Sep [cited 2007 Jan 8];188(18):6476-82. Available from: http://jb.asm.org/cgi/content/full/188/18/6476?view=long&pmid=16952937 doi: 10.1128/JB.00737-06

Pasanen K, Parkkari J, Pasanen M, Hiilloskorpi H, Mäkinen T, Järvinen M, Kannus P. Neuromuscular training and the risk of leg injuries in female floorball players: cluster randomised controlled study. BMJ [Internet]. 2008 Jul 1 [cited 2008 Nov 17];337:a295 [7 p.]. Available from: http://www.bmj.com/cgi/reprint/337/jul01_2/a295 Free full text article. doi: 10.1136/bmj.a295

40. Journal article on the Internet with system requirements

Crum LA, Bailey MR, Guan J, Hilmo PR, Kargl SG, Matula TJ, Sapozhnikov OA. Monitoring bubble growth in supersaturated blood and tissue *ex vivo* and the relevance to marine mammal bioeffects. Acoust Res Lett Online [Internet]. 2005 Jul [cited 2007 Jan 10];6(3):214-20. Available from: http://scitation.aip.org/getpdf/servlet/GetPDFServlet?filetype=pdf&id=ARLOFJ000006000003000214000001&idtype=cvips Accompanied by: 2 videos. System Requirements: Browser must be able to handle javascript and other advanced features; Adobe Acrobat and QuickTime required.

41. Journal article on the Internet accompanied by other material

Wolfe L. America's fidelity crisis: politics, hypocrisy and family values. Electron J Hum Sex [Internet]. 2006 Oct 25 [cited 2007 Jan 5];9:[about 8 p.]. Available from: http://www.ejhs.org/volume9/Wolfe.htm Accompanied by: PowerPoint slides.

Grohmann DG, Hathaway BA. 1-Nitro-3-[(phenylsulfonyl)methyl]benzene. Molbank [Internet]. 2006 Sep [cited 2007 Jan 5];2006:M500 [about 2 screens]. Available from: http://www.mdpi.org/molbank/molbank2006/m500.htm Accompanied by: MOL file available from: http://www.mdpi.org/molbank/molbank2006.htm#new

Crum LA, Bailey MR, Guan J, Hilmo PR, Kargl SG, Matula TJ, Sapozhnikov OA. Monitoring bubble growth in supersaturated blood and tissue *ex vivo* and the relevance to marine mammal bioeffects. Acoust Res Lett Online [Internet]. 2005 Jul [cited 2007 Jan 10];6(3):214-20. Available from: http://scitation.aip.org/getpdf/servlet/GetPDFServlet?filetype=pdf&id=ARLOFJ000006000003000214000001&idtype=cvips Accompanied by: 2 videos.

42. Journal article on the Internet with note

Shope JT. Influences on youthful driving behavior and their potential for guiding interventions to reduce crashes. Inj Prev [Internet]. 2006 Jun [cited 2007 Jan 9];12 Suppl 1:i9-14. Available from: http://ip.bmj.com/cgi/content/full/12/suppl_1/i9 Review.

Pyysalo S, Salakoski T, Aubin S, Nazarenko A. Lexical adaptation of link grammar to the biomedical sublanguage: a comparative evaluation of three approaches. BMC Bioinformatics [Internet]. 2006 [cited 2007 Jan 9];7 Suppl 3:Article S2 [9 p.]. Available from: http://www.pubmedcentral.nih.gov/picrender.fcgi?artid=1764446&blobtype=pdf From a paper presented at the 2nd International Symposium on Semantic Mining in Biomedicine (SMBM), Jena, Germany, April 2006.

Heppner HJ, Bauer JM, Sieber CC, Bertsch T. Laboratory aspects relating to the detection and prevention of frailty. Int J Prev Med [Internet]. 2010 Summer [cited 2011 Jul 1];1(3):149-57. Available from: http://www.ncbi.nlm.nih.gov/pmc/articles/PMC3075524/?tool=pubmed PubMed PMID: 21566784; PubMed Central PMCID: PMC3075524. Authorship note: Heppner HJ and Bauer JM contributed equally.

Flegel K. Biographies of healers [book review]. CMAJ [Internet]. 2007 Jul 3 [cited 2008 Feb 19];177(1):70. Available from: http://www.cmaj.ca/cgi/content/full/177/1/70 Review of: Bynum WF, Bynum H, editors. Dictionary of Medical Biography. Westport (CT): Greenwood Press; c2007.

Prystowsky EN. A conversation about sudden unexpected death (SUDA) in "healthy" adults, adults with known heart disease, athletes, adolescents, and infants (SIDS) [interview]. MedGenMed [Internet]. 2007 Dec 19 [cited 2008 Feb 19];9(4):61. Available from: http://www.pubmedcentral.nih.gov/articlerender.fcgi?tool=pubmed&pubmedid=1831141 Interview by George D. Lundberg.

Chughtai T, Chiavaras MM, Sharkey P, Shulman H, Miller HA. Pericardial rupture with cardiac herniation. Can J Surg [Internet]. 2008 Oct [cited 2008 Nov 18];51(5):E101-2. Available from: http://www.pubmedcentral.nih.gov/articlerender.fcgi?tool=pubmed&pubmedid=18841214 Free full text article. PMCID: PMC2556525.

Suk J, Lyall C, Tait J. Mapping the future dynamics of disease transmission: risk analysis in the United Kingdom Foresight Programme on the detection and identification of infectious diseases. Euro Surveill [Internet]. 2008 Oct 30 [cited 2008 Nov 17];13(44):[7 p.]. Available from: http://www.eurosurveillance.org/images/dynamic/EE/V13N44/art19021.pdf PII: 19021. Cited in: PubMed; PMID 19000560.

Garcia RV, Kraehenmann MA, Bezerra FJ, Mendes CM, Rapp GE. Clinical analysis of the soft tissue integration of non-submerged (ITI) and submerged (3i) implants: a prospective-controlled cohort study. Clin Oral Implants Res [Internet]. 2008 Oct [cited 2008 Nov 17];19(10):991-6. Available from: http://www3.interscience.wiley.com/cgi-bin/fulltext/121409760/PDFSTART Subscription required to view full text. doi: 10.1111/j.1600-0501.2007.01345.x Cited in: PubMed; PMID 18828814.

43. Part of a journal article on the Internet

Burke KJ, Paton D. Well-being in protective services personnel: organisational influences. Australas J Disaster Trauma Stud [Internet]. 2006;2006(2):[about 17 p.]. Figure 3, The overall structural model, showing the relative strength of each pathway examined; [cited 2007 Jan 8]; [about 1 screen]. Available from: http://www.massey.ac.nz/%7Etrauma/issues/2006-2/burke.htm

Happell B. The Influence of education on the career preferences of undergraduate nursing students. Aust Electron J Nurs Educ [Internet]. 2002 Apr;8(1):[about 12 p.]. Table 2, The relative popularity of nursing career choices (Post-test); [cited 2007 Jan 8]; [about 1 screen]. Available from: http://www.scu.edu.au/schools/nhcp/aejne/vol8-1/refereed/happell_max.html

Petretti C, Savoian M, Montembault E, Glover DM, Prigent C, Giet R. The PITSLRE/CDK11^{P58} protein kinase promotes centrosome maturation and bipolar spindle formation. EMBO Rep [Internet]. 2006 Apr;7(4):418-24. Epub 2006 Feb 3. Figure 3, Cyclin-dependent kinase 11 depletion prevents efficient bipolar spindle formation, microtubule nucleation and centrosomal recruitment of Aurora A and Plk1 proteins; [cited 2010 Oct 25]; p. 421. Available from: http://www.ncbi.nlm.nih.gov/pmc/articles/PMC1456919/pdf/7400639.pdf PubMed PMID: 16462731; PubMed Central PMCID: PMC1456919.

B. Sample Citation and Introduction to Citing Entire Journal Titles on the Internet

The general format for a reference to an entire Internet journal title, including punctuation:
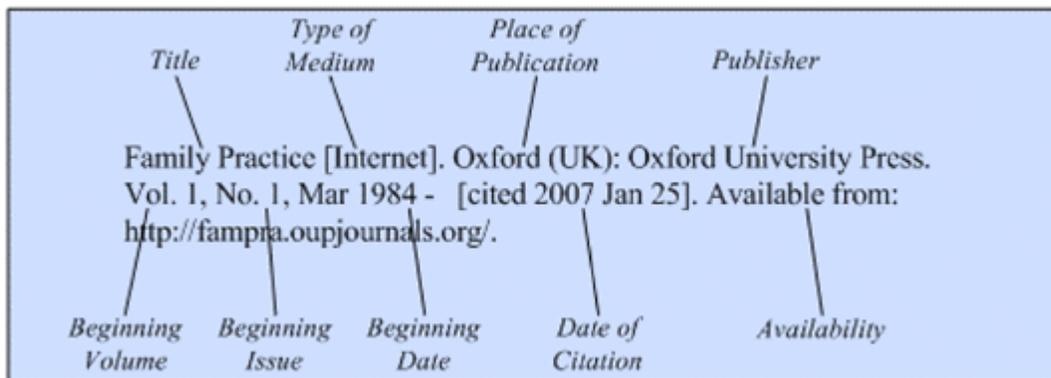
- **for a title continuing to be published:**

- **for a title that ceased publication:**
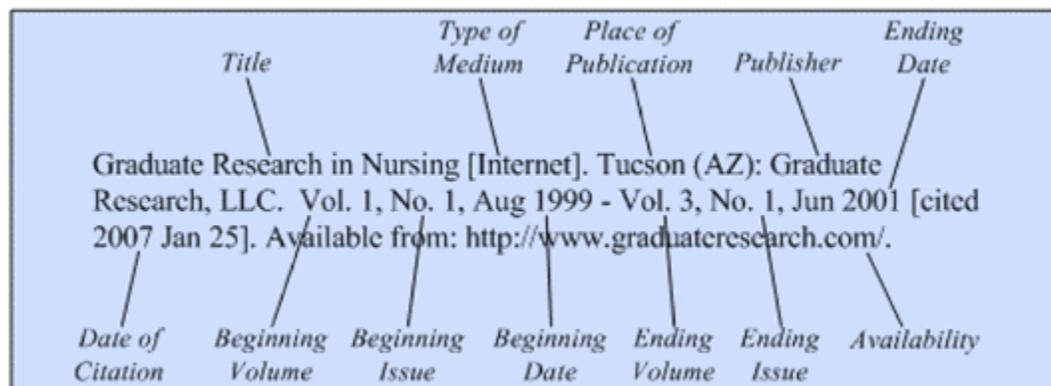
Examples of Citations to Entire Journal Titles on the Internet

If a journal is still being published, as shown in the first example, follow volume and date information with a hyphen and three spaces. If a journal has ceased publication, as in example two, separate the beginning and ending volume and date information with a hyphen surrounded by a space. See also Chapter 1C Entire Journal Titles for additional examples of the specific parts of a citation.

Journal titles on the Internet are often electronic versions of print journal titles or have migrated from videocassette, audiocassette, or CD-ROM form. Increasingly journals are published directly for the Internet to enable hyperlinking, to include complex graphics, and to run multimedia such as film clips and sound. Volume and issue information has changed the most with Internet journals, particularly those without print counterparts. Many publishers omit volume and issue numbers, substituting an article numbering scheme or simply using the date the item was placed on the Internet as an identifier. See examples 29 and 30.

A journal title on the Internet is cited similar to journals in print, but with these major exceptions:

- Use the word "Internet" in square brackets as the Type of Medium after the journal title.
- Include a date of citation in square brackets following the beginning date of publication for a open journal and the ending date of a closed one.
- Provide the URL or other electronic address of the title.

It is important to cite the version you saw. Many journal titles with both print and Internet versions do not carry the same exact content. If you viewed a journal title on the Internet, do not cite it as if it were a print one. However, it may be useful to begin a citation to an Internet journal by first locating all of the information needed to cite it as if it were a print publication, then add the Internet-specific items. For example:

Print information

Family Practice. Oxford (UK): Oxford University Press.

Vol. 1, No. 1, Mar 1984 -   .

Added Internet information (in bold)

Family Practice [**Internet**]. Oxford (UK): Oxford University Press. Vol. 1, No. 1, Mar 1984 -   [**cited 2007 Jan 25]. Available from: http://fampra.oupjournals.org/.**

Journals frequently change titles and publishers over time. When citing a journal, always provide information on the latest title and publisher unless you are citing an earlier version.

To cite all volumes for an Internet journal that changed title, provide a separate citation for each title. For example:

European Journal of Biochemistry [Internet]. Oxford (UK): Blackwell Science Ltd. Vol. 259, No. 1-2, Jan 1999 - Vol. 271, No. 23-24, Dec 2004 [cited 2007 Jan 25]. Available from: http://content.febsjournal.org/. Print version began in 1967. Continues: Biochemische Zeitschrift. Continued by: FEBS Journal.

The FEBS Journal [Internet]. Oxford (UK): Blackwell Publishing, Inc. Vol. 272, No. 1, Jan 2005 -   [cited 2007 Jan 29]. Available from: http://www.blackwell-synergy.com/servlet/useragent? func=showIssues&code=ejb Continues: European Journal of Biochemistry.

Journals that have migrated to the Internet from other formats or that maintain both print and online versions may not change titles, but may only have recent volumes available online. When citing the Internet version, give volume and date information for only those that are online accessible. You may include information on other volumes as a note. For example:

American Journal of Kidney Diseases: the Official Journal of the National Kidney Foundation [Internet]. Philadelphia: W.B. Saunders. Vol. 31, No. 1, Jan 1998 -   [cited 2007 Jan 25]. Available from: http://www.ajkd.org/issues Print version began with Vol. 1, 1981.

Do not confuse the publisher with the organization that maintains the Web site for the publisher. If wording such as "this site is maintained by XYZ Corporation for ABC Organization" appears, use ABC Organization as the publisher and XYZ Corporation as the distributor. Publisher information is required in a citation; distributor information may be included as a note if desired.

If a journal on the Internet does not have a formal title page or table of contents, look to the opening screens, the bottom or closing screens, links from the sidebar, and the source code (viewable through the Web browser) to locate citation information.

Note that the rules for creating references to journal titles are not the same as the rules for cataloging them. Therefore records found in the NLM LocatorPlus and the NLM Catalog databases will not always agree with the instructions presented here.

Continue to Citation Rules with Examples for Entire Journal Titles on the Internet.

Continue to Examples of Citations to Entire Journal Titles on the Internet.

Citation Rules with Examples for Entire Journal Titles on the Internet

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Title (R) | Edition (R) | Type of Medium (R) | Editor (O) | Place of Publication (R) | Publisher (R) | Volume Number (R) | Issue Number (R) | Date of Publication (R) | Date of Citation (R) | Availability (R) | Language (R) | Notes (O)

Title for Journal Titles on the Internet (required)

General Rules for Title

- Enter a journal title in the original language
- Do not abbreviate any words or omit any words
- Use whatever capitalization and punctuation are found in the title
- Follow the title with a colon and any subtitle that appears
- Follow a non-English title with a translation when possible; place the translation in square brackets
- End the journal title with a space

Specific Rules for Title

- Journal titles not in English
- Journals appearing in more than one language
- Journals appearing in different editions

Box 64. **Journal titles not in English.**

- For non-English journal titles in the roman alphabet (French, German, Spanish, Italian, etc.), provide the name in the original language

Box 64 continues on next page...

Box 64 continued from previous page.

Deutsche Zeitschrift fur Sportmedizin [Internet].

- For a journal title in a non-roman alphabet:

  ○ Romanize (write in the roman alphabet) the title if it is in Cyrillic, Greek, Arabic, Hebrew, Korean, or in a character-based language (Chinese, Japanese)

    Pernatyie Khishchniki [Internet].

    Zhongguo hua xue kuai bao [Internet].

  ○ It is not NLM practice, but you may translate journal titles in character-based languages.

    Chinese Chemical Letters [Internet].

  ○ A good authority for romanization is the *ALA-LC Romanization Tables*

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

    Å   *treated as*   A

    Ø   *treated as*   O

    Ç   *treated as*   C

    Ł   *treated as*   L

    à   *treated as*   a

    ĝ   *treated as*   g

    ñ   *treated as*   n

    ü   *treated as*   u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ   *treated as*   ae

    œ   *treated as*   oe

- Provide an English translation after the original language title whenever possible; place translations in square brackets

  Deutsche Zeitschrift fur Sportmedizin [Internet]. Koln (Germany): Deutscher Arzte-Verlag. Vol. 49, No. 1, 1998 -   [cited 2007 Jan 29]. Available from: http://www.zeitschrift-sportmedizin.de/zeitschr.htm German.

Box 65. Journals appearing in more than one language.

- For a journal appearing in two or more equal languages, as often occurs with Canadian journals:

Box 65 continued from previous page.

- ○ Begin with the title in the first language found, in order of preference: on the opening screens, the bottom or closing screens, links from the sidebar, and the source code

- ○ Give all titles in the order they are provided in the text

- ○ Place an equals sign with a space on either side between each title

- ○ List all the languages, separated by commas, after the availability statement

- ○ End the list of languages with a period

    Example:

    Actualites en Bref pour Maladies Infectieuses = Infectious Diseases News Brief [Internet]. Ottawa (ON): Public Health Agency of Canada. Jan 7, 2000 -   [cited 2007 Jan 25]. Available from: http://www.phac-aspc.gc.ca/bid-bmi/dsd-dsm/nb-ab/index.html ; http://www.phac-aspc.gc.ca/bid-bmi/dsd-dsm/nb-ab/index_f.html French, English.

- For a journal title appearing in multiple languages:

    - ○ Give the title in the first language found, in order of preference: on the opening screens, the bottom or closing screens, links from the sidebar, and the source code

    - ○ List all the languages, separated by commas, after the availability statement

    - ○ End the list of languages with a period

        Examples:

        Action Against Infection: a Newsletter for WHO and Its Partners [Internet]. Geneva: World Health Organization, CDS Information Resource Centre. No. 1, Dec 1999 - Vol. 4, No. 5, 2nd Semester 2004 [cited 2007 Jan 25]. Available from: http://www.who.int/infectious-disease-news/newsletter/. English, French, Spanish.

        Alasbimn Journal: Revista de Medicina Nuclear [Internet]. Santiago (Chile): Universidad de Chile. Year 1, No. 1, Sep 1998 -   [cited 2007 Jan 25]. Available from: http://www2.alasbimnjournal.cl/alasbimn/CDA/CDA_Journal_Index/. Spanish, English.

Box 66. Journals appearing in different editions.

If a journal is published in more than one edition:

- Capitalize all significant words in edition information

- Separate the edition from the title itself by a space and place it in parentheses

- End all title information with the medium of the journal, placed in square brackets, followed by a period

    Example:

    Physician's Weekly (Surgery Edition) [Internet]. Englishtown (NJ): Physician's Weekly, LLC. Vol. 1, No. 1, Jan 12, 2004 -   [cited 2007 Jan 29]. Available from: http://www.physiciansweekly.com/index_se.asp

Examples for Title

1. Standard Internet journal title that is still being published

2. Standard Internet journal title that has ceased publication

3. Internet journal title with subtitle

4. Internet journal title with lowercase or capital letters/special characters

5. Internet journal title with section or part

6. Internet journal title with edition

7. Internet journal title not in English

8. Internet journal title not in English, with optional translation

9. Internet journal title published in multiple languages

10. Internet journal title published in two or more equal languages

36. Internet journal title previously published under another name

37. Internet journal title continuing to be published under another name

Edition for Journal Titles on the Internet (required)

General Rules for Edition

- Indicate the edition/version being cited after the title if a journal is published in more than one edition or version
- Do not abbreviate any words or omit any words
- Use whatever capitalization and punctuation are found in the edition statement
- Place the edition statement in parentheses, such as (British Edition)
- End the edition statement with a space

Specific Rules for Edition

- Non-English words for editions

Box 67. Non-English words for editions.

- For non-English edition statements written in the roman alphabet (French, German, Spanish, Italian, etc.):

  - Give the name in the original language

  - Separate the edition from the title itself by a space and place it in parentheses

  - Follow the title and edition information with the medium of the journal, placed in square brackets

  - End with a period

    Example:

      Rivista Italiana di Gastroenterologia (Edizione Endoscopia Digestiva) [Internet].

Box 67 continues on next page...

- For an edition statement in Cyrillic, Greek, Arabic, Hebrew, Korean, or in a character-based language such as Chinese and Japanese:

  ○ Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables*.

  ○ Separate the edition from the title itself by a space and place it in parentheses

  ○ Follow the title and edition information with the medium of the journal, placed in square brackets

  ○ End with a period

  Example:

  > Deltio Nosokomeiakes Pharmakeutikes (Epistemonike Ekdosis) [Internet].

  ○ It is not NLM practice, but you may translate journal titles and their editions in a character-based language

  ■ Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ■ Treat letters marked with diacritics or accents as if they are not marked

  Å *treated as* A

  Ø *treated as* O

  Ç *treated as* C

  Ł *treated as* L

  à *treated as* a

  ĝ *treated as* g

  ñ *treated as* n

  ü *treated as* u

  ■ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

  æ *treated as* ae

  œ *treated as* oe

  ○ To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

Language	Word	Abbreviation
Danish	Oplag	n.a.
Dutch	Uitgave	Uitg
	Editie	Ed

Box 67 continued from previous page.

Language	Word	Abbreviation
Finnish	Julkaisu	Julk
French	Edition	Ed
German	Ausgabe	Ausg
Greek	Ekdosis	Ekd
Italian	Edizione	Ed
Norwegian	Publikasjon	Pub
Portuguese	Edicao	Ed
Russian	Izdanie	Izd
Spanish	Edicion	Ed
Swedish	Upplaga	n.a.

Examples for Edition

6. Internet journal title with edition

Type of Medium for Journal Titles on the Internet (required)

General Rules for Type of Medium

- Place the word Internet in square brackets following the title (and Edition, if present)
- End with a period placed outside the closing bracket
- See Chapter 19B for journal titles on CD-ROM, DVD, or disk; see Chapter 16B for journals in audiovisual formats

Examples for Type of Medium

1. Standard Internet journal title that is still being published

2. Standard Internet journal title that has ceased publication

Editor for Journal Titles on the Internet (optional)

General Rules for Editor

- Give the name of the current (or last) editor
- Enter the editor's name in natural order, such as John A. Jones
- Follow the name with a comma and the word "editor"
- End editor information with a period

Specific Rules for Editor

- Names not in English

Box 68. **Names not in English.**

- Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese. Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Capitalize only the first letter of romanized names when the original initial is represented by more than one letter

  Iu. A. Iakontov

  G. Th. Tsakalos

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

    Å *treated as* A

    Ø *treated as* O

    Ç *treated as* C

    Ł *treated as* L

    à *treated as* a

    ĝ *treated as* g

    ñ *treated as* n

    ü *treated as* u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ *treated as* ae

    œ *treated as* oe

- To assist in identifying editors, below is a brief list of non-English words for editor:

Language	Word for Editor
French	redacteur
	editeur
German	redakteur
	herausgeber
Italian	redattore
	curatore

Box 68 continues on next page...

Language	Word for Editor
	editore
Russian	redaktor
	izdatel
Spanish	redactor
	editor

Examples for Editor

11. Internet journal title with current editor name provided

Place of Publication for Journal Titles on the Internet (required)

General Rules for Place of Publication

- Place is defined as the city where the journal was published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as Cambridge (MA) and Cambridge (England)
- End place information with a colon

Specific Rules for Place of Publication

- Locating the place of publication if there is no standard title page
- Non-US cities
- Multiple places of publication
- No place of publication can be found

Box 69. Locating the place of publication if there is no standard title page.

Some journals on the Internet do not display a traditional title page that clearly states the place of publication. When there is no title page:

- Look for the place at the top, bottom, or sidebar of the first screen or the bottom of the last screen of the journal site

- If it is not in one of these locations, try to obtain it from a link within the site, usually under a "contact us" or similar link

- Look in the source code for the journal if it is displayed by the Web browser

- If the place cannot be determined from the site itself:

Box 69 continued from previous page.

- ○ Place the name in square brackets if the city can be reasonably inferred; for example, Chicago as the place of publication of a journal issued by the American Medical Association

    NCI Cancer Bulletin [Internet]. [Bethesda (MD)]: National Cancer Institute (US). Vol. 1, No. 1, Jan 6, 2004 -   [cited 2007 Jan 25]. Available from: http://cancer.gov/ncicancerbulletin

- ○ Use [place unknown] if it is not possible to infer or otherwise locate the city

    Thoracic Surgical Science [Internet]. [place unknown]: GMS. Vol. 1, 2004 -   [cited 2007 Jan 25]. Available from: http://www.egms.de/en/journals/tss/index.shtml

---

Box 70. Non-US cities.

- Use the anglicized form for the name of a city, such as Rome for Roma and Moscow for Moskva, when possible

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E)

    Montreal (QC):

    Ottawa (ON):

- If the city is not well known or could be confused with another city of the same name, follow the city with name of the country, either written out or as the two-letter ISO country code (see Appendix D). Use the anglicized form of the name, such as Spain for Espana. Place the country name or code in parentheses.

    London:

    Rome:

    Paris:

    Madrid:

    but

    Malaga (Spain): or Malaga (ES):

    Basel (Switzerland): or Basel (CH):

    Oxford (England): or Oxford (GB):

- As an option, use the country name after all cities not in the US or Canada

---

Box 71. Multiple places of publication.

- If a journal changed publishers over the years or if the publisher changed its location, give the place of publication of the current (or last) publisher
- If more than one place of publication is found for the publisher, use the first one or the one set in the largest type or in bold type. Do not give multiple places of publication.
- As an option, if one place is a US city and the others are not, use the US one

---

Box 72. No place of publication can be found.

- If no place can be found but one can be reasonably inferred, such as Chicago as the place of publication for a journal of the American Medical Association, put the place name in square brackets

    Nurse-zine [Internet]. [Minneapolis (MN)]: allnurses.com. Vol. 1, No. 1, Aug. 29, 1997 -   [cited 2007 Jan 25]. Available from: http://allnurses.com/Nurse-zine/.

- If no place of publication can be found or inferred, use [place unknown]

    Thoracic Surgical Science [Internet]. [place unknown]: GMS. Vol. 1, 2004 -   [cited 2007 Jan 25]. Available from: http://www.egms.de/en/journals/tss/index.shtml

---

Examples for Place of Publication

12. Internet journal title with well-known place of publication

13. Internet journal title with geographic qualifier added to place of publication for clarity

14. Internet journal title with place of publication inferred

15. Internet journal title with unknown place of publication

21. Internet journal title with unknown place of publication and publisher

Publisher for Journal Titles on the Internet (required)

General Rules for Publisher

- Record the name of the publisher as it appears in the journal, using whatever capitalization and punctuation are found there
- Abbreviate well-known publisher names if desired but with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- When a division or other subsidiary part of a publisher is given, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a period

Specific Rules for Publisher

- Determining the publisher if there is no standard title page
- Abbreviated words in publisher names
- Non-English publishers
- Government agencies and other national and international bodies as publisher
- Multiple publishers
- Joint publication
- No publisher can be found

Box 73. Determining the publisher if there is no standard title page.

Some journals on the Internet do not display a traditional title page that clearly states the name of the publisher. When there is no title page:

Box 73 continued from previous page.

- Look for the publisher at the top, bottom, or sidebar of the first screen or the bottom of the last screen of the journal's site

- Look for the name after a copyright statement, e.g., copyright 2006 by the American Chemical Society

- Try to obtain it from a link within the site, usually under a "contact us" or similar link

- Look in the source code for the journal if it is displayed by the Web browser

- If wording such as "this site is maintained by XYZ Corporation for ABC Organization" appears, use ABC Organization as the publisher and XYZ Corporation as the distributor. Publisher information is required in a citation; distributor information may be included as a note.

- If no publisher can be identified, use [publisher unknown]

  The International Journal of Forensic Psychology [Internet]. [Australia]: [publisher unknown]. Vol. 1, No. 1, May 2003 -   [cited 2007 Jan 25]. Available from: http://pandora.nla.gov.au/tep/35811

Box 74. Abbreviated words in publisher names.

- Abbreviate commonly used words in publisher names, if desired

  Examples:

      Acad. for Academy

      Assoc. for Association

      Co. for Company

      Coll. for College

      Corp. for Corporation

      Dept. for Department

      Div. for Division

      Inst. for Institute or Institution

      Ltd. for Limited

      Soc. for Society

      Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

- Follow all abbreviated words with a period

Box 75. Non-English publishers.

- Give publisher names in the roman alphabet (French, Spanish, Italian, etc.) in their original languages

  Rome: Societa Editrice Universo.

  Lisbon: Imprensa Medica.

- Romanize names in Cyrillic, Greek, Arabic, Hebrew, Korean, and character-based languages (Chinese, Japanese)

  Sofia (Bulgaria): Sofia Medizina i Fizkultura.

- If the name of a division or other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

  Botucatu (Brazil): Universidade Estadual Paulista, Centro de Estudos de Venenos e Animais Peconhentos.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

    Å *treated as* A

    Ø *treated as* O

    Ç *treated as* C

    Ł *treated as* L

    à *treated as* a

    ĝ *treated as* g

    ñ *treated as* n

    ü *treated as* u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ *treated as* ae

    œ *treated as* oe

- Follow a non-English name with a translation, if desired. Place all translated publisher names in square brackets.

  Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press].

- As an option, you may translate all publisher names not in English. Place the name in square brackets unless it is given in the publication.

  Aarhus (Denmark): [Aarhus University Press].

Box 76. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

    National Cancer Institute (US).

    National Society on Alcoholism and Drug Dependence (NZ).

    Royal Society of Medicine Press Ltd. (GB).

    Royal College of Physicians (AU), Paediatrics & Child Health Division.

- Do not confuse the publisher with the distributor of documents for the publisher. The most common distributors of US government publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency making the publication available as the publisher and include distributor information as a note, if desired.

Box 77. Multiple publishers.

- If a journal changed publishers over the years, give the name of the current (or last) publisher

- If more than one publisher is found for a journal, use the first one given or the one set in the largest type or set in bold

- An alternative is to use the publisher likely to be most familiar to the audience of the reference list, such as an American publisher for a US audience and a London publisher for a British one

- Do not list multiple publishers. For journals with joint or co-publishers, use the name provided first as the publisher. Include the name of the other publisher(s) as a note, if desired.

- End publisher information with a period

    Example:

    Neurosurgical Focus [Internet]. Charlottesville (VA): American Association of Neurological Surgeons. Vol. 1, No. 1, Jul 1996 -   [cited 2007 Jan 25]. Available from: http://www.aans.org/education/journal/neurosurgical/default.asp Jointly published by the Journal of Neurosurgery.

Box 78. Joint publication.

- For journals with joint or co-publishers, use the name provided first as the publisher found, in order of preference: on the opening screens, the bottom or closing screens, links from the sidebar, and the source code

- Include the name of the other publisher(s) as a note, if desired

- Do not list multiple publishers

- End publisher information with a period

    Example:

> Neurosurgical Focus [Internet]. Charlottesville (VA): American Association of Neurological Surgeons. Vol. 1, No. 1, Jul 1996 -   [cited 2007 Jan 25]. Available from: http://www.aans.org/education/journal/neurosurgical/default.asp Jointly published by the Journal of Neurosurgery.

Box 79. No publisher can be found.

- If no publisher can be determined, use [publisher unknown]

  The International Journal of Forensic Psychology [Internet]. [Australia]: [publisher unknown]. Vol. 1, No. 1, May 2003 -   [cited 2007 Jan 25]. Available from: http://pandora.nla.gov.au/tep/35811

Examples for Publisher

16. Internet journal title with publisher having subsidiary part

17. Internet journal title with government agency as publisher

18. Internet journal title with joint publishers

19. Internet journal title with publisher name translated

20. Internet journal title with unknown publisher

21. Internet journal title with unknown place of publication and publisher

Volume Number for Journal Titles on the Internet (required)

General Rules for Volume Number

- Precede the number with "Vol.", regardless of the particular word for volume used by the journal
- Use arabic numbers only. For example: convert LX or Sixtieth to 60.
- Separate multiple volumes by a hyphen. For example: 5-6 or 42-43.
- Follow volume number(s) with a comma

Specific Rules for Volume Number

- Non-English names for volume
- No volume number present

Box 80. Non-English names for volume.

- Use only the English word for volume and abbreviate it to "Vol."

- To help locate volumes, see the following list for the words and abbreviations used for volume in a variety of languages:

  aarg. aargang année anno año årg. årgang band bd. bind

  évf. évfolyam g. god god. godina godište jaarg. jaargang

  jahrg. jahrgang köt. kötet r. ročník rocznik rok sv. svazek

  svezak t. tom tom. tome tomo tomus vol. volumen zv. zväzok zvezek

---

Box 81. No volume number present.

- If no volume number is present, follow the publisher with the issue number

    Veterinary Sciences Tomorrow [Internet]. Utrecht (Netherlands): VetScite. No. 1, Jan 2001 -   [cited 2007 Jan 25]. Available from: http://www.vetscite.org/.

- If no volume number or issue number is present, but the journal uses an article numbering scheme, precede the date with the name and number used in the scheme. See Article numbers used for location in Chapter 23A for details.

    The Online Journal of Current Clinical Trials [Internet]. London: Chapman & Hall. Document No. 1, 1992 - Document No. 200-201, 1996 [cited 2007 Mar 20]. Available from: http://firstsearch.oclc.org/journal=1059-2725;screen=info;ECOIP by subscription only.

    Tracking Reports [Internet]. Washington: Center for Studying Health System Change. Report No. 1, Mar 2002 -   [cited 2007 Mar 20]. Available from: http://www.hschange.com/index.cgi?func=pubs&what=15

- If no volume number, issue number, or article number is present, follow the publisher with the beginning year of publication. Precede the year with the name and day of the month or season, if provided.

    Molecular Systems Biology [Internet]. London: Nature Publishing Group. Mar 2005 -   [cited 2007 Jan 25]. Available from: http://www.nature.com/msb/index.html

    Addictions: an International Research Journal [Internet]. Woodbridge (ON): Vitanova Foundation. 1996 - 2002 [cited 2007 Jan 25]. Available from: http://www.vitanova.on.ca/.

Examples for Volume Number

22. Internet journal title with standard volume and issue number

23. Internet journal title with volume having another name

24. Internet journal title with volumes viewable for online version different from print version

25. Internet journal title with volume number and year the same

26. Internet journal title with volume number but no issue

27. Internet journal title with issue number, but no volume

29. Internet journal with article numbering in place of volume and issue

30. Internet journal title with date only, no volume, issue, or article numbers

Issue Number for Journal Titles on the Internet (required)

General Rules for Issue Number

- Precede the issue number with "No.", regardless of the particular word for issue used by the journal
- Use arabic numbers only. For example: convert IV or Fourth to 4.
- Separate multiple issues by a hyphen, such as 2-3
- Follow issue information with a comma

Specific Rules for Issue Number

- Non-English names for issue
- No volume number present
- No issue number present
- Options for issues

Box 82. Non-English names for issue.

- Use only "number", the English word for issue, and abbreviate it to "No."

- To help locate issues in languages other than English, see the following list of words and abbreviations used for issue (usually variations on the word number) in a variety of languages:

  čís. číslo fasc. fascicle fascicule fasciculus heft knižka

  no. nommernr. numer número nummer sveska sz. szám

  vypusk zesz. zeszyt zošit

Box 83. No volume number present.

- If no volume number is present, follow the publisher with the issue number:

  Veterinary Sciences Tomorrow [Internet]. Utrecht (Netherlands): VetScite. No. 1, Jan 2001 -   [cited 2007 Jan 25]. Available from: http://www.vetscite.org/.

- If no volume number or issue number is present, but the journal uses an article numbering scheme, precede the date with the name and number used in the scheme. See Article numbers used for location in Chapter 23A for details.

  The Online Journal of Current Clinical Trials [Internet]. London: Chapman & Hall. Document no. 1, 1992 - Document no. 200-201, 1996 [cited 2007 Mar 20]. Available from: http://firstsearch.oclc.org/journal=1059-2725;screen=info;ECOIP by subscription only.

  Tracking Reports [Internet]. Washington: Center for Studying Health System Change. Report No. 1, Mar 2002 -   [cited 2007 Mar 20]. Available from: http://www.hschange.com/index.cgi?func=pubs&what=15

- If no volume number, issue number, or article number is present, follow the publisher with the beginning year of publication. Precede the year with the name and day of the month or season, if provided.

  Molecular Systems Biology [Internet]. London: Nature Publishing Group. Mar 2005 -   [cited 2007 Jan 25]. Available from: http://www.nature.com/msb/index.html

  Addictions: an International Research Journal [Internet]. Woodbridge (ON): Vitanova Foundation. 1996 - 2002 [cited 2007 Jan 25]. Available from: http://www.vitanova.on.ca/.

Box 84. No issue number present.

- If no issue number is present but a volume number can be found, follow the publisher with the volume number and beginning date

Box 84 continues on next page...

Box 84 continued from previous page.

> Enformatika: Transactions on Engineering, Computing and Technology [Internet]. [place unknown]: World Enformatika Society. Vol. 1, 2004 -   [cited 2007 Jan 29]. Available from: http://www.enformatika.org/data/.

- If no volume number or issue number is present, but the journal uses an article numbering scheme, precede the date with the name and number used in the scheme. See Article numbers used for location in Chapter 23A for details.

> The Online Journal of Current Clinical Trials [Internet]. London: Chapman & Hall. Document no. 1, 1992 - Document no. 200-201, 1996 [cited 2007 Mar 20]. Available from: http://firstsearch.oclc.org/journal=1059-2725;screen=info;ECOIP By subscription only.

> Tracking Reports [Internet]. Washington: Center for Studying Health System Change. Report No. 1, Mar 2002 -   [cited 2007 Mar 20]. Available from: http://www.hschange.com/index.cgi?func=pubs&what=15

- If no volume number, issue number, or article number is present, follow the publisher with the beginning year of publication. Precede the year with the name and day of the month or season, if provided.

> Molecular Systems Biology [Internet]. London: Nature Publishing Group. Mar 2005 -   [cited 2007 Jan 25]. Available from: http://www.nature.com/msb/index.html

> Addictions: an International Research Journal [Internet]. Woodbridge (ON): Vitanova Foundation. 1996 - 2002 [cited 2007 Jan 25]. Available from: http://www.vitanova.on.ca/.

> Actualites en Bref pour Maladies Infectieuses = Infectious Diseases News Brief [Internet]. Ottawa (ON): Public Health Agency of Canada. Jan 7, 2000 -   [cited 2007 Jan 25]. Available from: http://www.phac-aspc.gc.ca/bid-bmi/dsd-dsm/nb-ab/index.html ; http://www.phac-aspc.gc.ca/bid-bmi/dsd-dsm/nb-ab/index_f.html French, English.

> Health Hazards of Smoke [Internet]. Missoula (MT): Forest Service (US), Missoula Technology & Development Center. Summer 1990 - Spring 2001 [cited 2007 Jan 25]. Available from: http://purl.access.gpo.gov/GPO/LPS49349

Box 85. Options for issues.

It is not NLM policy, but the following is an acceptable option:

- If a journal began publishing with volume one, number one, you may omit the issue number

> European Respiratory Journal [Internet]. Lausanne (Switzerland): European Respiratory Society. Vol. 1, No. 1, Jan 1988 -   [cited 2007 Jan 25]. Available from: http://erj.ersjournals.com/.

> *or*

> European Respiratory Journal [Internet]. Lausanne (Switzerland): European Respiratory Society. Vol. 1, Jan 1988 -   [cited 2007 Jan 25]. Available from: http://erj.ersjournals.com/.

Examples for Issue Number

22. Internet journal title with standard volume and issue number

26. Internet journal title with volume number but no issue

27. Internet journal title with issue number, but no volume

28. Internet journal title with multiple issue numbers

29. Internet journal with article numbering in place of volume and issue

30. Internet journal title with date only, no volume, issue, or article numbers

Date of Publication for Journal Titles on the Internet (required)

General Rules for Date of Publication

- Include the month and year the journal began to be published, in that order, such as May 2004
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Use English names for months and abbreviate them to the first three letters, such as Jan
- End beginning date information with a hyphen and three spaces if the journal is still being published
- End beginning date information with a hyphen preceded and followed by a space if the journal ceased publication. Enter closing volume and issue information followed by a comma and the closing date. End closing date information with a space.

Specific Rules for Date of Publication

- Multiple years, months, or days of publication
- Non-English names for months
- Seasons instead of months
- Options for dates

Box 86. Multiple years, months, or days of publication.

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

    2002-2003

    1997-1998

    1999-2000

    Example:

    International Journal of Human Sciences [Internet]. [Turkey]: Uluslararasý Insan Bilimleri Dergisi. Vol. 1, No. 1, 2002-2004 -   [cited 2007 Jan 25]. Available from: http:// insanbilimleri.com/en/.

- If months and days of the month are given, place them before the year. Use English names for months and abbreviate them using the first three letters.

    Oct 1999

    Mar 1, 2002

    Jan 1, 2005-Feb 31, 2005

Box 86 continues on next page...

Box 86 continued from previous page.

Example:

> AIDScience [Internet]. Washington: American Association for the Advancement of Science. Vol. 1, No. 1, Jun 15, 2001 - Vol. 3, No. 23, Dec 5, 2003 [cited 2007 Jan 25]. Available from: http://aidscience.com/Backissues.asp

- Separate multiple months of publication and multiple days of the month by a hyphen

  Mar-Apr 2005

  Dec 1999-Jan 2000

  Feb 1-7, 2005

  Jan 25-31, 2001

  Examples:

  > Anestesia Pediatrica e Neonatale [Internet]. Foggia (Italy): Anestesia Pediatrica e Neonatale. Vol. 1, No. 1, Mar-Apr 2003 -   [cited 2007 Jan 25]. Available from: http://www.anestesiapediatrica.it

  > The World Wide Web Journal of Biology [Internet]. Plymouth (MN): Epress Inc. Vol. 1, Oct 1995-Nov 1996 -   [cited 2007 Jan 25]. Available from: http://www.epress.com/w3jbio/.

- Separate multiple seasons by a hyphen, as Spring-Summer. Capitalize names of seasons; do not abbreviate them.

  Spring-Summer 2004

  Spring 1992 - Fall-Winter 1995.

Box 87. Non-English names for months.

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them
  Examples:

  mayo = May

  luty = Feb

  brezen = Mar

Box 88. Seasons instead of months.

- Translate names of seasons into English
- Capitalize them

Box 88 continues on next page...

Box 88 continued from previous page.

- Do not abbreviate them

  Examples:

  balvan = Summer

  outomno = Fall

  hiver = Winter

  pomlad = Spring

- Separate multiple seasons by a hyphen, such as Fall-Winter

  Spring-Summer 1994 - Fall-Winter 1995.

Box 89. Options for dates.

It is not NLM policy, but the following are acceptable options:

- If both volume and issue numbers are present, you may omit the name of the months or seasons.

  European Respiratory Journal [Internet]. Lausanne (Switzerland): European Respiratory Society. Vol. 1, No. 1, Jan 1988 -   [cited 2007 Jan 25]. Available from: http://erj.ersjournals.com/.

  or

  European Respiratory Journal [Internet]. Lausanne (Switzerland): European Respiratory Society. Vol. 1, No. 1, 1988 -   [cited 2007 Jan 25]. Available from: http://erj.ersjournals.com/.

- If a journal began with issue number one of a volume or ended with the customary last issue of a volume, you may omit the issue number

  European Respiratory Journal [Internet]. Lausanne (Switzerland): European Respiratory Society. Vol. 1, No. 1, Jan 1988 -   [cited 2007 Jan 25]. Available from: http://erj.ersjournals.com/.

  or

  European Respiratory Journal [Internet]. Lausanne (Switzerland): European Respiratory Society. Vol. 1, Jan 1988 -   [cited 2007 Jan 25]. Available from: http://erj.ersjournals.com/.

  European Journal of Biochemistry [Internet]. Oxford (UK): Blackwell Science Ltd. Vol. 259, No. 1-2, Jan 1999 - Vol. 271, No. 23-24, Dec 2004 [cited 2007 Jan 25]. Available from: http://content.febsjournal.org/.

  or

  European Journal of Biochemistry [Internet]. Oxford (UK): Blackwell Science Ltd. Vol. 259, Jan 1999 - Vol. 271, Dec 2004 [cited 2007 Jan 25]. Available from: http://content.febsjournal.org/.

Examples for Date of Publication

30. Internet journal title with date only, no volume, issue, or article numbers

31. Internet journal title with multiple month(s) or years in date

32. Internet journal title with days of the month included in date

33. Internet journal title with season in date

34. Internet journal title with other division to date than month or season

Date of Citation for Journal Titles on the Internet (required)

General Rules for Date of Citation

- Give the date the journal was seen on the Internet
- Include the year month and day in that order, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- Place citation date information in square brackets
- End date information with a period placed outside the closing bracket

Examples for Date of Citation

1. Standard Internet journal title that is still being published

2. Standard Internet journal title that has ceased publication

Availability for Journal Titles on the Internet (required)

General Rules for Availability

- Begin with the phrase "Available from" followed by a colon and a space
- Give the entire Uniform Resource Locator (URL); do not omit http://, www, or other beginning components
- End with a period only if the URL ends with a slash, otherwise end with no punctuation

Specific Rules for Availability

- Breaking long URLs
- URLs not directly addressable
- Multiple URLs

Box 90. **Breaking long URLs.**

Some URLs (Uniform Resource Locators) are longer than one line.

- Retain the entire string as found when possible
- Break a URL at a slash if necessary
- Do not insert a hyphen or a hard line break within a URL

Box 91. **URLs not directly addressable.**

The URL as displayed by the Web browser may not always be used to retrieve the journal, i.e., it is not directly addressable.

- Always check to see if the URL is directly addressable

- If it is not, provide instructions for locating it from the closest addressable URL

Box 91 continued from previous page.

> *Example:*
>
> > Available from: http://www.genomic.unimelb.edu.au/ by using the Publications link.

Box 92. Multiple URLs.

If more than one URL can be used to locate a journal:

- Give the URL you used in locating the journal

- As an option, give all known URLs, separated by a space, a semicolon, and a space

  Examples:

  > Emerging Infectious Diseases [Internet]. Atlanta (GA): Centers for Disease Control and Prevention (US), National Center for Infectious Diseases. Vol. 3, No. 1, Jan-Mar 1997 -   [cited 2007 Jan 29]. Available from: http://www.cdc.gov/ncidod/eid/index.html ; http://purl.access.gpo.gov/GPO/LPS2039 Print version from Vol. 1, 1995.

  > Actualites en Bref pour Maladies Infectieuses = Infectious Diseases News Brief [Internet]. Ottawa (ON): Public Health Agency of Canada. Jan 7, 2000 -   [cited 2007 Jan 25]. Available from: http://www.phac-aspc.gc.ca/bid-bmi/dsd-dsm/nb-ab/index.html ; http://www.phac-aspc.gc.ca/bid-bmi/dsd-dsm/nb-ab/index_f.html English, French.

Examples for Availability

> 1. Standard Internet journal title that is still being published
>
> 2. Standard Internet journal title that has ceased publication
>
> 35. Internet journal title with multiple URLs

Language for Journal Titles on the Internet (required)

General Rules for Language

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Journals appearing in more than one language

Box 93. Journals appearing in more than one language.

- If a journal is published in multiple languages:

  - Give the title in the first language found, in order of preference: on the opening screens, the bottom or closing screens, links from the sidebar, and the source code

Box 93 continues on next page...

Box 93 continued from previous page.

- ○ List all the languages, separated by commas, after the availability statement

- ○ End the list of languages with a period

  Examples:

  Action Against Infection: a Newsletter for WHO and Its Partners [Internet]. Geneva: World Health Organization, CDS Information Resource Centre. No. 1, Dec 1999 - Vol. 4, No. 5, 2nd Semester 2004 [cited 2007 Jan 25]. Available from: http://www.who.int/infectious-disease-news/newsletter/. English, French, Spanish.

  Alasbimn Journal: Revista de Medicina Nuclear [Internet]. Santiago (Chile): Universidad de Chile. Year 1, No. 1, Sep 1998 -   [cited 2007 Jan 25]. Available from: http://www2.alasbimnjournal.cl/alasbimn/CDA/CDA_Journal_Index/. Spanish, English.

- If a journal is published in two or more equal languages, as often occurs with Canadian journals:

  - ○ Begin with the title in the first language found, in order of preference: on the opening screens, the bottom or closing screens, links from the sidebar, and the source code

  - ○ Give all titles in the order they are provided in the text

  - ○ Place an equals sign with a space on either side between each title

  - ○ List all the languages, separated by commas, after the availability statement

  - ○ End the list of languages with a period

    Example:

    Actualites en Bref pour Maladies Infectieuses = Infectious Diseases News Brief [Internet]. Ottawa (ON): Public Health Agency of Canada. Jan 7, 2000 -   [cited 2007 Jan 25]. Available from: http://www.phac-aspc.gc.ca/bid-bmi/dsd-dsm/nb-ab/index.html ; http://www.phac-aspc.gc.ca/bid-bmi/dsd-dsm/nb-ab/index_f.html French, English.

Examples for Language

7. Internet journal title not in English

8. Internet journal title not in English, with optional translation

9. Internet journal title published in multiple languages

10. Internet journal title published in two or more equal languages

Notes for Journal Titles on the Internet (optional)

General Rules for Notes

- Notes is a collective term for further useful information about the journal
- If a journal was published under another title, provide the name preceded by "Continues: ", such as Continues: Journal of Contemporary Neurology.
- If a journal continues publication under another title, provide the name preceded by "Continued by: ", such as Continued by: FEBS Journal.

Specific Rules for Notes

- System requirements
- Other types of material to include in notes

Box 94. **System requirements.**

System requirements describe the particular software and hardware needed to view the journal.

- Begin with the phrase "System Requirements" followed by a colon and a space

- Use the wording as supplied by the publisher; no standardization is needed

- Separate the types of information by a semicolon and a space

- End requirement information with a period

  Examples:

  The World Wide Web Journal of Biology [Internet]. Plymouth (MN): Epress Inc. Vol. 1, Oct 1995-Nov 1996 -   [cited 2007 Jan 25]. Available from: http://www.epress.com/w3jbio/. System Requirements: This site is best viewed with Netscape Navigator 3.0 or Microsoft Internet Explorer 3.0 or higher.

  Shi yong jun xue bao [Internet]. Beijing: Zhongguo xue shu qi kan (guang pan ban) dian zi za zhi she. Vol. 7, No. 1, 2000 -   [cited 2007 Jan 29]. Available from: http://cjn.lib.hku.hk Chinese. System Requirements: CAJ viewer is required to view full text.

Box 95. **Other types of material to include in notes.**

- The name under which a journal was previously published, preceded by. "Continues: "

  The Journal of Venomous Animals and Toxins Including Tropical Diseases [Internet]. Botucatu (Brazil): Universidade Estadual Paulista. Centro de Estudos de Venenos e Animais Peçonhentos. Vol. 9, No. 1, 2003 -   [cited 2007 Jan 25]. Available from: http://www.scielo.br/scielo.php?script=sci%5Fserial&pid=1678-9199&lng=en&nrm=iso Continues: The Journal of Venomous Animals and Toxins [CD-ROM].

- The name under which a journal continues to be published, preceded with "Continued by: "

  Neurology and Clinical Neurophysiology [Internet]. Cambridge (MA): MIT Press. Apr 2000 - Dec 16, 2005 [cited 2007 Jan 25]. Available from: http://bibpurl.oclc.org/web/10279 Continues: Journal of Contemporary Neurology. Continued by: Neurology, Neurophysiology, and Neuroscience.

- If a journal is also available in another format

  Problems in General Surgery [Internet]. Philadelphia: Lippincott-Williams & Wilkins. Vol. 18, No. 1, Mar 2001 - Vol. 20, No. 4, Dec 2003 [cited 2007 Jan 24]. Available from: http://gateway.ovid.com/ovidweb.cgi?T=JS&MODE=ovid&NEWS=n&PAGE=toc&D=ovft&AN=00013452-000000000-00000 The print version began with Vol. 1 in 1984.

- The sponsorship of the journal if the sponsor is not also the publisher

Box 95 continues on next page...

Box 95 continued from previous page.

Molecular Systems Biology [Internet]. London: Nature Publishing Group. Mar 2005 -   [cited 2007 Jan 25]. Available from: http://www.nature.com/msb/index.html Published on behalf of European Molecular Biology Organization.

- Frequency of publication of the journal

  The Virtual Mentor: American Medical Association Journal of Ethics [Internet]. Chicago: American Medical Association. Sep 1999 -   [cited 2007 Jan 25]. Available from: http://www.ama-assn.org/ama/pub/category/3040.html Monthly.

- The International Standard Serial Number (ISSN) of the journal

  Medical Education Online [Internet]. [place unknown]: Medical Education Online. Vol. 1, 1996 -   [cited 2007 Jan 25]. Available from: http://www.med-ed-online.org/. ISSN: 1087-2981.

- Any other information that would be useful

  Eukaryotic Cell [Internet]. Washington: American Society for Microbiology. Vol. 1, No. 1, Feb 2002 -   [cited 2007 Jan 25]. Available from: http://ec.asm.org/. Subscription required for latest issues. After one year, articles available free from: http://www.pubmedcentral.nih.gov/tocrender.fcgi?journal=86

  Alliance for Health Policy and Systems Research Newsletter [Internet]. Geneva: Alliance for Health Policy and Systems Research. No. 1, Sep 2000 -   [cited 2007 Jan 25]. Available from: http://www.alliance-hpsr.org/jahia/Jahia/lang/en/pid/20 Also issued in French, Spanish, and Chinese.

  PISTES: Perspectives Interdisciplinaires Sur le Travail et la Sante [Internet]. Montreal (QC): IRSST. Vol 1, No 1, Nov 1999 -   [cited 2007 Jan 25]. Available from: http://www.unites.uqam.ca/pistes/ French. IRSST is the Institut de Recherche Robert-Sauve en Sante et en Securite du Travail.

  Neurology and Clinical Neurophysiology [Internet]. Cambridge (MA): MIT Press. Apr 2000 - Dec 16, 2005 [cited 2007 Jan 25]. Available from: http://bibpurl.oclc.org/web/10279 Also called NCN.

  Japanese Journal of Complementary and Alternative Medicine [Internet]. Kanazawa-shi Ishikawa (Japan): Japanese Society for Complementary and Alternative Medicine. Vol. 1, No. 1, 2004 -   [cited 2007 Jan 25]. Available from: http://bibpurl.oclc.org/web/8553 Japanese version has title: Nihon Hokan Daitai Iryo Gakkaishi.

Examples for Notes

36. Internet journal title previously published under another name

37. Internet journal title continuing to be published under another name

38. Internet journal title with sponsorship note

39. Internet journal title with frequency of publication note

40. Internet journal title with ISSN note

41. Internet journal title with note on the print version

42. Internet journal title with system requirements

43. Internet journal title with examples of other notes

Examples of Citations to Entire Journal Titles on the Internet

1. Standard Internet journal title that is still being published

European Respiratory Journal [Internet]. Lausanne (Switzerland): European Respiratory Society. Vol. 1, No. 1, Jan 1988 -   [cited 2007 Jan 25]. Available from: http://erj.ersjournals.com/.

Neurosurgical Focus [Internet]. Charlottesville (VA): American Association of Neurological Surgeons. Vol. 1, No. 1, Jul 1996 -   [cited 2007 Jan 25]. Available from: http://www.aans.org/education/journal/neurosurgical/default.asp

Structure and Dynamics: ejournal of Anthropological and Related Sciences [Internet]. Irvine (CA): University of California. Vol. 1, No. 1, 2005 -   [cited 2007 Jan 25]. Available from: http://repositories.cdlib.org/imbs/socdyn/sdeas/.

Access Management Journal [Internet]. Washington: National Association of Healthcare Access Management. Vol. 28, No. 3, Jun 2003 -   [cited 2007 Jan 25]. Available from: https://www.naham.org/custom/journal/backissues.cfm Continues: NAHAM Access Management Journal.

2. Standard Internet journal title that has ceased publication

Actinomycetes [Internet]. Udine (Italy): University of Udine, Mycology Department. Vol. 1, No. 1, 1990 - Vol. 10, No. 1, 2000 [cited 2007 Jan 25]. Available from: http://www.bioline.org.br/ac

Graduate Research in Nursing [Internet]. Tucson (AZ): Graduate Research, LLC. Vol. 1, No. 1, Aug 1999 - Vol. 3, No. 1, Jun 2001 [cited 2007 Jan 25]. Available from: http://www.graduateresearch.com/.

Acoustics Research Letters Online [Internet]. Melville (NY): Acoustical Society of America. Vol. 1, No. 1, Jul 2000 - Vol. 6, No. 4, Oct 2005 [cited 2007 Jan 25]. Available from: http://scitation.aip.org/arlo/.

3. Internet journal title with subtitle

The Virtual Mentor: American Medical Association Journal of Ethics [Internet]. Chicago: American Medical Association. Sep 1999 -   [cited 2007 Jan 25]. Available from: http://www.ama-assn.org/ama/pub/category/3040.html

AHRQ WebM&M: Morbidity & Mortality Rounds on the Web [Internet]. Rockville (MD: Agency for Healthcare Research and Quality (US). Feb 2003 -   [cited 2007 Jan 25]. Available from: http://webmm.ahrq.gov/.

4. Internet journal title with lowercase or capital letters/special characters

eCOMMUNITY: International Journal of Mental Health & Addiction [Internet]. [Morgantown (WV)]: West Virginia University, Department of Behavioral Medicine & Psychiatry, Professional Advanced Services. Vol. 1, No. 1, Sep 15, 2003 - Vol. 3, No. 2, Nov 21, 2005 [cited 2007 Jan 29]. Available from: http://www.ijma-journal.com/issues.php Continued by: International Journal of Mental Health and Addiction.

Forest@ [Internet]. [place unknown]: Societa Italiana di Selvicoltura ed Ecologia Forestale. Vol. 1, No. 1, Oct 2004 -   [cited 2007 Jan 29]. Available from: http://www.sisef.it/forest@/index.php Italian, English.

PLoS Clinical Trials [Internet]. Cambridge (UK): Public Library of Science. Vol. 1, No. 1, Apr 21, 2006 -   [cited 2007 Jan 25]. Available from: http://www.plosclinicaltrials.org/.

ACS Chemical Biology [Internet]. Washington: American Chemical Society. Vol. 1, No. 1, Feb 2006 -   [cited 2007 Jan 25]. Available from: http://pubs.acs.org/journals/acbcct/index.html

5. Internet journal title with section or part

Acta Crystallographica. Section E, Structure Reports Online [Internet]. Chester (England): International Union of Crystallography. Vol. E57, Pt 1, Jan 1, 2001 -   [cited 2007 Jan 25]. Available from: http://journals.iucr.org/e/contents/backissues.html

Estimates. Part 3, Report on Plans and Priorities [Internet]. Ottawa (ON): Canadian Institutes of Health Research. 2001-2002 -   [cited 2007 Jan 25]. Available from: http://dsp-psd.pwgsc.gc.ca/Collection/BT31-2-2002-III-30E.pdf

6. Internet journal title with edition

Physician's Weekly (Surgery Edition) [Internet]. Englishtown (NJ): Physician's Weekly, LLC. Vol. 1, No. 1, Jan 12, 2004 -   [cited 2007 Jan 29]. Available from: http://www.physiciansweekly.com/index_se.asp

Parasitology Today (Personal Edition) [Internet]. Amsterdam: Elsevier Science Publishers B.V. Vol. 1, No. 1, Jul 1985 - Vol. 16, No. 12, Dec 2000 [cited 2007 Jan 30]. Available from: http://www.sciencedirect.com/science/journal/01694758 Continued by: Trends in Parasitology.

7. Internet journal title not in English

Deutsche Zeitschrift fur Sportmedizin [Internet]. Koln (Germany): Deutscher Arzte-Verlag. Vol. 49, No. 1, 1998 -   [cited 2007 Jan 29]. Available from: http://www.zeitschrift-sportmedizin.de/zeitschr.htm German. Print publication began in 1978.

PISTES: Perspectives Interdisciplinaires Sur le Travail Et la Sante [Internet]. Montreal (QC): IRSST. Vol 1, No 1, Nov 1999 -   [cited 2007 Jan 25]. Available from: http://www.unites.uqam.ca/pistes/. French.

Anestesia Pediatrica e Neonatale [Internet]. Foggia (Italy): Anestesia Pediatrica e Neonatale. Vol. 1, No. 1, Mar-Apr 2003 -   [cited 2007 Jan 25]. Available from: http://www.anestesiapediatrica.it Italian, with some articles in English and Spanish.

8. Internet journal title not in English, with optional translation

Deutsche Zeitschrift fur Sportmedizin [German Journal for Sports Medicine] [Internet]. Koln (Germany): Deutscher Arzte-Verlag. Vol. 49, No. 1, 1998 -   [cited 2007 Jan 29]. Available from: http://www.zeitschrift-sportmedizin.de/zeitschr.htm German. Print publication began in 1978.

PISTES: Perspectives Interdisciplinaires Sur le Travail Et la Sante [PISTES: Interdisciplinary Perspectives on Work and Health] [Internet]. Montreal (QC): IRSST. Vol. 1, No. 1, Nov 1999 -   [cited 2007 Jan 25]. Available from: http://www.unites.uqam.ca/pistes/. French.

Anestesia Pediatrica e Neonatale [Pediatric and Neonatal Anesthesia] [Internet]. Foggia (Italy): Anestesia Pediatrica e Neonatale. Vol. 1, No. 1, Mar-Apr 2003 -   [cited 2007 Jan 25]. Available from: http://www.anestesiapediatrica.it Italian, with some articles in English and Spanish.

9. Internet journal title published in multiple languages

Action Against Infection: a Newsletter for WHO and Its Partners [Internet]. Geneva: World Health Organization, CDS Information Resource Centre. No. 1, Dec 1999 - Vol. 4, No. 5, 2nd Semester 2004 [cited 2007 Jan 25]. Available from: http://www.who.int/infectious-disease-news/newsletter/. English, French, Spanish.

Alasbimn Journal: Revista de Medicina Nuclear [Internet]. Santiago (Chile): Universidad de Chile. Year 1, No. 1, Sep 1998 - [cited 2007 Jan 25]. Available from: http://www2.alasbimnjournal.cl/alasbimn/CDA/CDA_Journal_Index/. Spanish, English.

10. Internet journal title published in two or more equal languages

Actualites en Bref pour Maladies Infectieuses = Infectious Diseases News Brief [Internet]. Ottawa (ON): Public Health Agency of Canada. Jan 7, 2000 - [cited 2007 Jan 25]. Available from: http://www.phac-aspc.gc.ca/bid-bmi/dsd-dsm/nb-ab/index.html ; http://www.phac-aspc.gc.ca/bid-bmi/dsd-dsm/nb-ab/index_f.html French, English.

Pernatyie Khishchniki = Raptors Conservation [Internet]. Novosibirsk (Russia): [Siberian Environmental Center]. No. 1, 2005 - [cited 2007 Jan 29]. Available from: http://ecoclub.nsu.ru/raptors/RC Russian, English.

11. Internet journal title with current editor name provided

Neurosurgical Focus [Internet]. John Anthony Jane, editor. Charlottesville (VA): American Association of Neurological Surgeons. Vol. 1, No. 1, Jul 1996 - [cited 2007 Jan 25]. Available from: http://www.aans.org/education/journal/neurosurgical/default.asp

Visible Human Journal of Endosonography [Internet]. John C. Deutsch, editor. Aurora (CO): University of Colorado Health Sciences Center, Center for Human Simulation. Vol. 1, 2002 - [cited 2007 Mar 2]. Available from: http://www.vhjoe.org/.

12. Internet journal title with well-known place of publication

The amfAR treatment insider [Internet]. New York: American Foundation for AIDS Research. Vol. 1, No. 1, Feb 2000 - Vol. 5, No. 8, Dec 2004 [cited 2007 Jan 25]. Available from: http://web.amfar.org/treatment/TI/insidermenu.asp

Eastern Mediterranean Health Journal = La Revue de Sante de la Mediterranee Orientale = al-Majallah al-Aihhiyah li-Sharq al-Mutawassit [Internet]. Cairo: World Health Organization, Eastern Mediterranean Regional Office. Vol. 1, No. 1, 1995 - [cited 2007 Jan 29]. Available from: http://www.emro.who.int/EMHJ.htm English, French, Arabic.

13. Internet journal title with geographic qualifier added to place of publication for clarity

The Journal of Venomous Animals and Toxins Including Tropical Diseases [Internet]. Botucatu (Brazil): Universidade Estadual Paulista, Centro de Estudos de Venenos e Animais Peconhentos. Vol. 9, No. 1, 2003 - [cited 2007 Jan 25]. Available from: http://www.scielo.br/scielo.php?script=sci%5Fserial&pid=1678-9199&lng=en&nrm=iso Continues: The Journal of Venomous Animals and Toxins [CD-ROM].

The Internet Journal of Anesthesiology [Internet]. Sugar Land (TX): Internet Scientific Publications. Vol. 1, No. 1, Jan-Mar 1997 - [cited 2007 Jan 25]. Available from: http://www.ispub.com/journals/ija.htm

Journal of Pediatric Neurosciences [Internet]. Mumbai (India): Medknow Publications. Vol. 1, No. 1, Jan 2006 - [cited 2007 Jan 25]. Available from: http://www.pediatricneurosciences.com/.

14. Internet journal title with place of publication inferred

NCI Cancer Bulletin [Internet]. [Bethesda (MD)]: National Cancer Institute (US). Vol. 1, No. 1, Jan 6, 2004 - [cited 2007 Jan 25]. Available from: http://cancer.gov/ncicancerbulletin

Nurse-zine [Internet]. [Minneapolis (MN)]: allnurses.com. Vol. 1, No. 1, Aug 29, 1997 - [cited 2007 Jan 25]. Available from: http://allnurses.com/Nurse-zine/.

RHP&EO [Internet]. [France]: International Union for Health Promotion and Education. 2000 - [cited 2007 Jan 25]. Available from: http://www.rhpeo.org/.

Advances in Disease Surveillance [Internet]. [Boston]: International Society for Disease Surveillance. Vol. 1, 2006 - [cited 2007 Jan 25]. Available from: http://www.isdsjournal.org/.

15. Internet journal title with unknown place of publication

Thoracic Surgical Science [Internet]. [place unknown]: GMS. Vol. 1, 2004 - [cited 2007 Jan 25]. Available from: http://www.egms.de/en/journals/tss/index.shtml

Medical Education Online [Internet]. [place unknown]: Medical Education Online. Vol. 1, 1996 - [cited 2007 Jan 25]. Available from: http://www.med-ed-online.org/.

16. Internet journal title with publisher having subsidiary part

WHO Policy Perspectives on Medicine [Internet]. Geneva: World Health Organization, Essential Drugs and Medicines Policy Department. No. 1, Dec 2000 - [cited 2007 Jan 25]. Available from: http://www.who.int/medicines/publications/policyperspectives/en/.

The Journal of Philosophy, Science & Law [Internet]. Atlanta (GA): Georgia Institute of Technology, School of Public Policy. Vol. 1, Nov 1, 2001 - [cited 2007 Jan 25]. Available from: http://bibpurl.oclc.org/web/10599

17. Internet journal title with government agency as publisher

Amber Waves: the Economics of Food, Farming, Natural Resources, and Rural America [Internet]. Washington: Department of Agriculture (US), Economic Research Service. Vol. 1, No. 1, Feb 2003 - [cited 2007 Jan 25]. Available from: http://purl.access.gpo.gov/GPO/LPS27344

Preventing Chronic Disease [Internet]. Atlanta (GA): Centers for Disease Control and Prevention (US), National Center for Chronic Disease Prevention and Health Promotion. Vol. 1, No. 1, Jan 2004 - [cited 2007 Jan 25]. Available from: http://www.cdc.gov/pcd

18. Internet journal title with joint publishers

Neurosurgical Focus [Internet]. Charlottesville (VA): American Association of Neurological Surgeons. Vol. 1, No. 1, Jul 1996 - [cited 2007 Jan 25]. Available from: http://www.aans.org/education/journal/neurosurgical/default.asp Jointly published by the Journal of Neurosurgery.

19. Internet journal title with publisher name translated

Pernatyie Khishchniki = Raptors Conservation [Internet]. Novosibirsk (Russia): [Siberian Environmental Center]. No. 1, 2005 - [cited 2007 Jan 29]. Available from: http://ecoclub.nsu.ru/raptors/RC Russian, English.

20. Internet journal title with unknown publisher

The International Journal of Forensic Psychology [Internet]. [Australia]: [publisher unknown]. Vol. 1, No. 1, May 2003 - [cited 2007 Jan 25]. Available from: http://pandora.nla.gov.au/tep/35811

21. Internet journal title with unknown place of publication and publisher

Haptics-e: the Electronic Journal of Haptics [Internet]. [place unknown: publisher unknown]. Vol. 1, No. 1, Oct. 7, 1999 -   [cited 2007 Jan 25]. Available from: http://www.haptics-e.org/.

22. Internet journal title with standard volume and issue number

Journal of Pediatric Neurosciences [Internet]. Mumbai (India): Medknow Publications. Vol. 1, No. 1, Jan 2006 - [cited 2007 Jan 25]. Available from: http://www.pediatricneurosciences.com/.

23. Internet journal title with volume having another name

Alasbimn Journal: Revista de Medicina Nuclear [Internet]. Santiago (Chile): Universidad de Chile. Year 1, No. 1, Sep 1998 -   [cited 2007 Jan 25]. Available from: http://www2.alasbimnjournal.cl/alasbimn/CDA/ CDA_Journal_Index/. Spanish, English.

Digest of Neurology and Psychiatry: Abstracts and Reviews of Selected Literature in Psychiatry, Neurology, and their Allied Fields [Internet]. Hartford (CT): Hartford Hospital, Institute of Living. Series 69, Winter 2001 - [cited 2007 Jan 29]. Available from: http://www.instituteofliving.org/Education/Digest/digest.htm Print available from Series 12, Nov 1944.

24. Internet journal title with volumes viewable for online version different from print version

American Journal of Kidney Diseases: the Official Journal of the National Kidney Foundation [Internet]. Philadelphia: W.B. Saunders. Vol. 31, No. 1, Jan 1998 -   [cited 2007 Jan 25]. Available from: http://www.ajkd.org/ issues Print version from Vol. 1, 1981.

European Journal of Biochemistry [Internet]. Oxford (UK): Blackwell Science Ltd. Vol. 259, No. 1-2, Jan 1999 - Vol. 271, No. 23-24, Dec 2004 [cited 2007 Jan 25]. Available from: http://content.febsjournal.org/. Print version began with Vol. 1, 1967.

25. Internet journal title with volume number and year the same

Neurology and Clinical Neurophysiology [Internet]. Cambridge (MA): MIT Press. Vol. 2000, Apr 2000 - Vol. 2005, Dec 16, 2005 [cited 2007 Jan 25]. Available from: http://bibpurl.oclc.org/web/10279 Continues: Journal of Contemporary Neurology. Continued by: Neurology, Neurophysiology, and Neuroscience.

26. Internet journal title with volume number but no issue

Enformatika: Transactions on Engineering, Computing and Technology [Internet]. [place unknown]: World Enformatika Society. Vol. 1, 2004 -   [cited 2007 Jan 29]. Available from: http://www.enformatika.org/data/.

27. Internet journal title with issue number, but no volume

Veterinary Sciences Tomorrow [Internet]. Utrecht (Netherlands): VetScite. No. 1, Jan 2001 -   [cited 2007 Jan 25]. Available from: http://www.vetscite.org/.

Alliance for Health Policy and Systems Research Newsletter [Internet]. Geneva: Alliance for Health Policy and Systems Research. No. 1, Sep 2000 -   [cited 2007 Jan 25]. Available from: http://www.alliance-hpsr.org/jahia/ Jahia/lang/en/pid/20

28. Internet journal title with multiple issue numbers

European Journal of Biochemistry [Internet]. Oxford (UK): Blackwell Science Ltd. Vol. 259, No. 1-2, Jan 1999 - Vol. 271, No. 23-24, Dec 2004 [cited 2007 Jan 25]. Available from: http://content.febsjournal.org/.

Electronic Transactions on Artificial Intelligence [Internet]. Linkoping (Sweden): Linkopings Universitet, Institutionen for Datavetenskap. Vol. 1, No. 1-3, Jan-Sep 1997 - Vol. 5, No. B2, 2001 [cited 2007 Jan 29]. Available from: http://www.ida.liu.se/ext/etai/.

29. Internet journal with article numbering in place of volume and issue

The Online Journal of Current Clinical Trials [Internet]. London: Chapman & Hall. Document No. 1, 1992 - Document No. 200-201, 1996 [cited 2007 Mar 20]. Available from: http://firstsearch.oclc.org/journal=1059-2725;screen=info;ECOIP By subscription only.

Tracking Reports [Internet]. Washington: Center for Studying Health System Change. Report No. 1, Mar 2002 - [cited 2007 Mar 20]. Available from: http://www.hschange.com/index.cgi?func=pubs&what=15

30. Internet journal title with date only, no volume, issue, or article numbers

Molecular Systems Biology [Internet]. London: Nature Publishing Group. Mar 2005 - [cited 2007 Jan 25]. Available from: http://www.nature.com/msb/index.html

Actualites en Bref pour Maladies Infectieuses = Infectious Diseases News Brief [Internet]. Ottawa (ON): Public Health Agency of Canada. Jan 7, 2000 - [cited 2007 Jan 25]. Available from: http://www.phac-aspc.gc.ca/bid-bmi/dsd-dsm/nb-ab/index.html ; http://www.phac-aspc.gc.ca/bid-bmi/dsd-dsm/nb-ab/index_f.html French, English.

Health Hazards of Smoke [Internet]. Missoula (MT): Forest Service (US), Missoula Technology & Development Center. Summer 1990 - Spring 2001 [cited 2007 Jan 25]. Available from: http://purl.access.gpo.gov/GPO/LPS49349

Addictions: an International Research Journal [Internet]. Woodbridge (ON): Vitanova Foundation. 1996 - 2002 [cited 2007 Jan 25]. Available from: http://www.vitanova.on.ca/.

Estimates. Part 3, Report on Plans and Priorities [Internet]. Ottawa (ON): Canadian Institutes of Health Research. 2001-2002 - [cited 2007 Jan 25]. Available from: http://dsp-psd.pwgsc.gc.ca/Collection/BT31-2-2002-III-30E.pdf

31. Internet journal title with multiple month(s) or years in date

AAPS PharmSci [Internet]. Alexandria (VA): American Association of Pharmaceutical Scientists. Vol. 1, No. 1, Jan-Mar 1999 - Vol. 6, No. 2, 2004 [cited 2007 Jan 25]. Available from: http://www.aapsj.org/.

The World Wide Web Journal of Biology [Internet]. Plymouth (MN): Epress Inc. Vol. 1, Oct 1995-Nov 1996 - [cited 2007 Jan 25]. Available from: http://www.epress.com/w3jbio/.

International Journal of Human Sciences [Internet]. [Turkey]: Uluslararasý Insan Bilimleri Dergisi. Vol. 1, No. 1, 2002-2004 - [cited 2007 Jan 25]. Available from: http://insanbilimleri.com/en/.

32. Internet journal title with days of the month included in date

PLoS Clinical Trials [Internet]. Cambridge (UK): Public Library of Science. Vol. 1, No. 1, Apr 21, 2006 - [cited 2007 Jan 25]. Available from: http://www.plosclinicaltrials.org/.

AIDScience [Internet]. Washington: American Association for the Advancement of Science. Vol. 1, No. 1, Jun 15, 2001 - Vol. 3, No. 23, Dec 5, 2003 [cited 2007 Jan 25]. Available from: http://aidscience.com/Backissues.asp

33. Internet journal title with season in date

The Journal of Genetic Genealogy [Internet]. [place unknown]: Journal of Genetic Genealogy. Vol. 1, No. 1, Spring 2005 -   [cited 2007 Jan 25]. Available from: http://www.jogg.info/.

Journal of Applied Clinical Medical Physics [Internet]. Louisville (KY): Multimed Inc. Vol. 1, No. 1, Winter 2000 -   [cited 2007 Jan 25]. Available from: http://www.jacmp.org/.

Health Hazards of Smoke [Internet]. Missoula (MT): Forest Service (US), Missoula Technology & Development Center. Summer 1990 - Spring 2001 [cited 2007 Jan 25]. Available from: http://purl.access.gpo.gov/GPO/LPS49349

34. Internet journal title with other division to date than month or season

Action Against Infection: a Newsletter for WHO and Its Partners [Internet]. Geneva: World Health Organization, CDS Information Resource Centre. No. 1, Dec 1999 - Vol. 4, No. 5, 2nd Semester 2004 [cited 2007 Jan 25]. Available from: http://www.who.int/infectious-disease-news/newsletter/. English, French, Spanish.

35. Internet journal title with multiple URLs

Emerging Infectious Diseases [Internet]. Atlanta (GA): Centers for Disease Control and Prevention (US), National Center for Infectious Diseases. Vol. 3, No. 1, Jan-Mar 1997 -   [cited 2007 Jan 29]. Available from: http://www.cdc.gov/ncidod/eid/index.html ; http://purl.access.gpo.gov/GPO/LPS2039 Print version from Vol. 1, 1995.

Actualites en Bref pour Maladies Infectieuses = Infectious Diseases News Brief [Internet]. Ottawa (ON): Public Health Agency of Canada. Jan 7, 2000 -   [cited 2007 Jan 25]. Available from: http://www.phac-aspc.gc.ca/bid-bmi/dsd-dsm/nb-ab/index.html ; http://www.phac-aspc.gc.ca/bid-bmi/dsd-dsm/nb-ab/index_f.html French, English.

African Journal of Biotechnology [Internet]. Nairobi (Kenya): Academic Journals. Vol. 1, No.1, Nov 2002 -   [cited 2007 Jan 25]. Available from: http://bibpurl.oclc.org/web/6038 ; http://bibpurl.oclc.org/web/6018 ; http://www.ajol.info/journal_index.php?jid=82&ab=ajb ; http://www.bioline.org.br/jb/.

36. Internet journal title previously published under another name

The Journal of Venomous Animals and Toxins Including Tropical Diseases [Internet]. Botucatu (Brazil): Universidade Estadual Paulista, Centro de Estudos de Venenos e Animais Peconhentos. Vol. 9, No. 1, 2003 -   [cited 2007 Jan 25]. Available from: http://www.scielo.br/scielo.php?script=sci%5Fserial&pid=1678-9199&lng=en&nrm=iso Continues: The Journal of Venomous Animals and Toxins [CD-ROM].

Access Management Journal [Internet]. Washington: National Association of Healthcare Access Management. Vol. 28, No. 3, Jun 2003 -   [cited 2007 Jan 25]. Available from: https://www.naham.org/custom/journal/backissues.cfm Continues: NAHAM Access Management Journal.

Neurology and Clinical Neurophysiology [Internet]. Cambridge (MA): MIT Press. Apr 2000 - Dec 16, 2005 [cited 2007 Jan 25]. Available from: http://bibpurl.oclc.org/web/10279 Continues: Journal of Contemporary Neurology. Continued by: Neurology, Neurophysiology, and Neuroscience.

37. Internet journal title continuing to be published under another name

Neurology and Clinical Neurophysiology [Internet]. Cambridge (MA): MIT Press. Apr 2000 - Dec 16, 2005 [cited 2007 Jan 25]. Available from: http://bibpurl.oclc.org/web/10279 Continues: Journal of Contemporary Neurology. Continued by: Neurology, Neurophysiology, and Neuroscience.

European Journal of Biochemistry [Internet]. Oxford (UK): Blackwell Science Ltd. Vol. 259, No. 1-2, Jan 1999 - Vol. 271, No. 23-24, Dec 2004 [cited 2007 Jan 25]. Available from: http://content.febsjournal.org/. Print version began in 1967. Continues: Biochemische Zeitschrift. Continued by: FEBS Journal.

38. Internet journal title with sponsorship note

Sleep Research Online [Internet]. Los Angeles: WebSciences. Vol. 1, No. 1, 1998 - [cited 2007 Jan 25]. Available from: http://www.sro.org/. Published on behalf of the World Federation of Sleep Research Societies.

Molecular Systems Biology [Internet]. London: Nature Publishing Group. Mar 2005 - [cited 2007 Jan 25]. Available from: http://www.nature.com/msb/index.html Published on behalf of European Molecular Biology Organization.

39. Internet journal title with frequency of publication note

The Virtual Mentor: American Medical Association Journal of Ethics [Internet]. Chicago: American Medical Association. Sep 1999 - [cited 2007 Jan 25]. Available from: http://www.ama-assn.org/ama/pub/category/3040.html Monthly.

Homeopathy Online: a Journal of Homeopathic Medicine [Internet]. [place unknown]: Homeopathy Mailing List. Vol. 1, No. 1, Mar-Apr 1996 - No. 6, 2000 [cited 2007 Jan 25]. Available from: http://www.lyghtforce.com/HomeopathyOnline/. Irregular.

40. Internet journal title with ISSN note

Medical Education Online [Internet]. [place unknown]: Medical Education Online. Vol. 1, 1996 - [cited 2007 Jan 25]. Available from: http://www.med-ed-online.org/. ISSN: 1087-2981.

41. Internet journal title with note on the print version

Problems in General Surgery [Internet]. Philadelphia: Lippincott-Williams & Wilkins. Vol. 18, No. 1, Mar 2001 - Vol. 20, No. 4, Dec 2003 [cited 2007 Jan 24]. Available from: http://gateway.ovid.com/ovidweb.cgi?T=JS&MODE=ovid&NEWS=n&PAGE=toc&D=ovft&AN=00013452-000000000-00000 The print version began with Vol. 1 in 1984.

42. Internet journal title with system requirements

The World Wide Web Journal of Biology [Internet]. Plymouth (MN): Epress Inc. Vol. 1, Oct 1995-Nov 1996 - [cited 2007 Jan 25]. Available from: http://www.epress.com/w3jbio/. System Requirements: This site is best viewed with Netscape Navigator 3.0 or Microsoft Internet Explorer 3.0 or higher.

Shi yong jun xue bao [Internet]. Beijing: Zhongguo xue shu qi kan (guang pan ban) dian zi za zhi she. Vol. 7, No. 1, 2000 - [cited 2007 Jan 29]. Available from: http://cjn.lib.hku.hk Chinese. System Requirements: CAJ viewer is required to view full text.

43. Internet journal title with examples of other notes

Eukaryotic Cell [Internet]. Washington: American Society for Microbiology. Vol. 1, No. 1, Feb 2002 -   [cited 2007 Jan 25]. Available from: http://ec.asm.org/. Subscription required for latest issues. After one year, articles available free from: http://www.pubmedcentral.nih.gov/tocrender.fcgi?journal=86

Alliance for Health Policy and Systems Research Newsletter [Internet]. Geneva: Alliance for Health Policy and Systems Research. No. 1, Sep 2000 -   [cited 2007 Jan 25]. Available from: http://www.alliance-hpsr.org/jahia/Jahia/lang/en/pid/20 Also issued in French, Spanish, and Chinese.

PISTES: Perspectives Interdisciplinaires Sur le Travail Et la Sante [Internet]. Montreal (QC): IRSST. Vol 1, No 1, Nov 1999 -   [cited 2007 Jan 25]. Available from: http://www.unites.uqam.ca/pistes/. French. IRSST is the Institut de Recherche Robert-Sauve en Sante et en Securite du Travail.

Neurology and Clinical Neurophysiology [Internet]. Cambridge (MA): MIT Press. Apr 2000 - Dec 16, 2005 [cited 2007 Jan 25]. Available from: http://bibpurl.oclc.org/web/10279 Also called NCN.

Japanese Journal of Complementary and Alternative Medicine [Internet]. Kanazawa-shi Ishikawa (Japan): Japanese Society for Complementary and Alternative Medicine. Vol. 1, No. 1, 2004 -   [cited 2007 Jan 25]. Available from: http://bibpurl.oclc.org/web/8553 Japanese version has title: Nihon Hokan Daitai Iryo Gakkaishi.

Chapter 24. Databases/Retrieval Systems/Datasets on the Internet

Created: October 10, 2007; Updated: May 18, 2018.

A. Entire Databases/Retrieval Systems/Datasets on the Internet

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

B. Parts of Databases/Datasets on the Internet

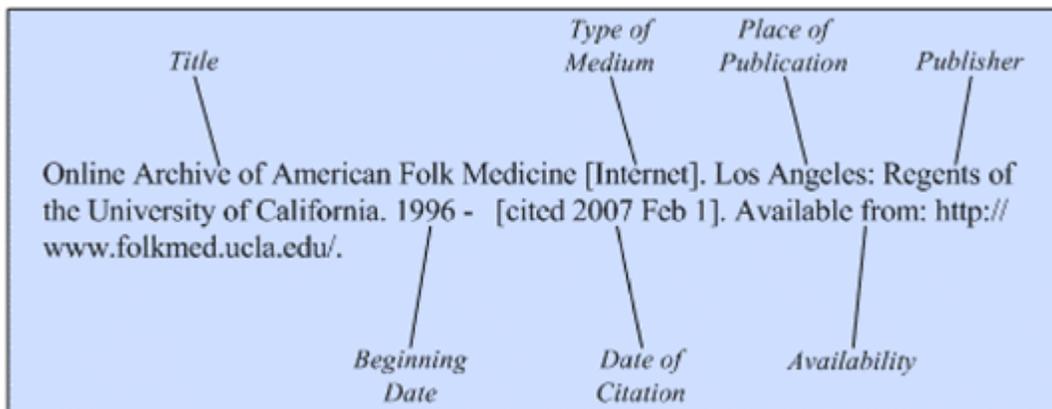- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

C. Contributions to Databases/Datasets on the Internet

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

See also:

Chapter 20 Databases on CD-ROM, DVD, or Disk

A. Sample Citation and Introduction to Citing Entire Databases/ Retrieval Systems/Datasets on the Internet

The general format for a reference to a database/retrieval system on the Internet, including punctuation:

- for a serial database that is open:

Online Archive of American Folk Medicine [Internet]. Los Angeles: Regents of the University of California. 1996 - [cited 2007 Feb 1]. Available from: http://www.folkmed.ucla.edu/.

Title — *Type of Medium* — *Place of Publication* — *Publisher* — *Beginning Date* — *Date of Citation* — *Availability*

- for a serial database that is closed:
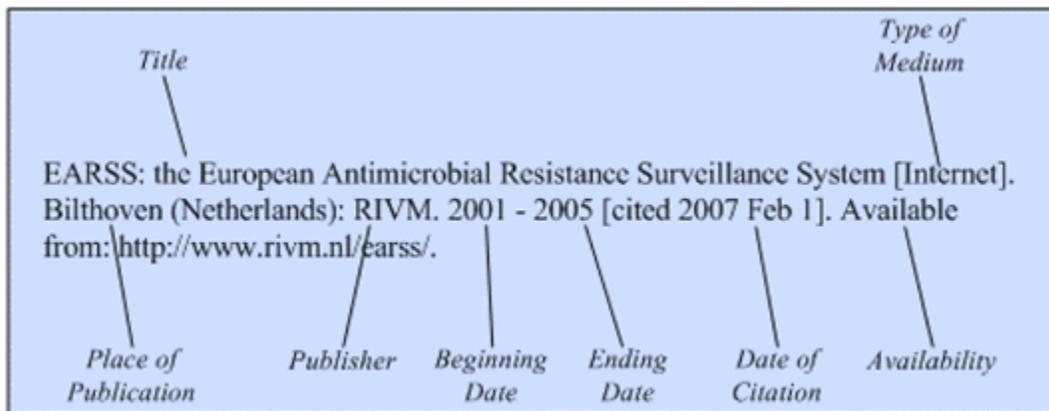
- for a single database:
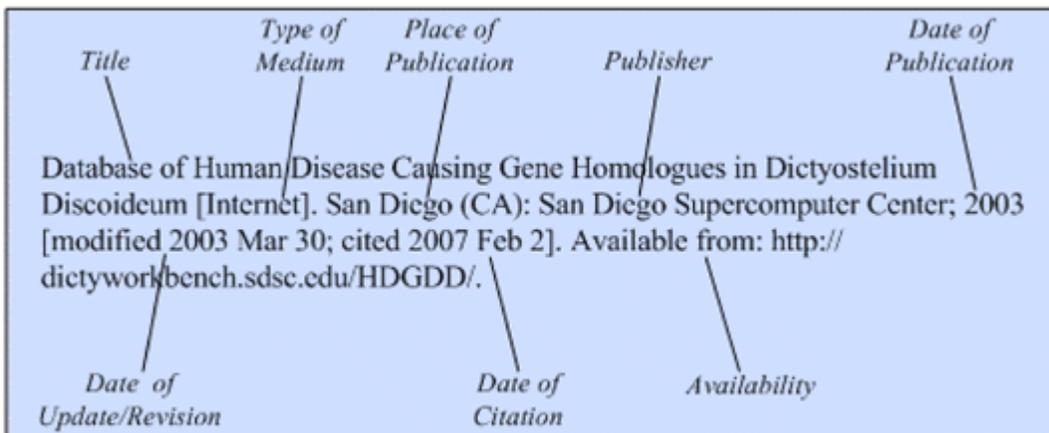
- for a retrieval system:
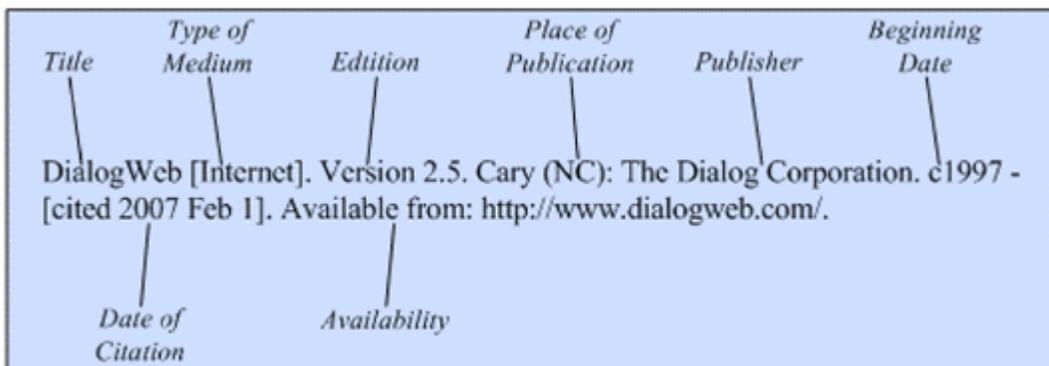
Examples of Citations to Entire Databases/Retrieval Systems/Datasets on the Internet

A database is a collection of individual records that are most often standardized in both format and content. Database records are usually related by a common denominator such as subject matter or the source of the material in them. Text-oriented databases are generally bibliographic or full-text, where each record has a bibliographic citation to a publication or the complete text of a document. Number-oriented databases cover many types, including statistical, time series, and transactional.

There are two broad categories of databases found on the Internet: serial and single. Their publication pattern differentiates them.

Serial databases contain records or other entries that have been collected over a period of time, with new or updated versions issued at stated intervals. Serial databases are either open or closed. Open databases continue to add new records and to update existing records. Closed databases add no records nor update existing ones.

- To cite an open serial database, give the beginning date of the database followed by a hyphen, 3 spaces, and a period.
- To cite a closed serial database, give the beginning and ending dates, separated by a hyphen. End date information with a period.

The second broad category is single databases. These are collections of records published only once, usually with no intent to update or add records, although minor corrections/changes may be made.

- To cite a single database, give the one date of publication as you would for a standard book.
- If you are unsure whether a database is a serial or single one, cite it as a single.

A retrieval system is "An online or Internet based system which provides access to the contents of multiple databases or files, usually with a common search mechanism or command language across the databases or files" (NISO Z39.29). Examples include the NLM Entrez system, OVID, and DIALOG.

System providers may allow users to select an individual database for access or to select all or subsets of all of the databases to be searched in one operation. Updates and revisions to Internet retrieval systems and datasets may be labeled as new versions, releases, or editions. This is particularly true of commercial systems which carry copyright dates, but may not be true for government-sponsored or other noncommercial systems. Citations to databases, retrieval systems, and datasets have been combined in this chapter because they are cited the same way.

For all types of databases, retrieval systems, and datasets on the Internet, reproduce the title for citation purposes as closely as possible to the wording that appears on the screen, duplicating capitalization, spacing, and punctuation. This may include all capital letters or all lower case letters, capital letters within words, run-together words, and symbols. Some examples are: bioProtocol, GReTA, and PDQ®.

Databases frequently change titles and publishers over time. When citing a database, always provide information on the latest title and publisher unless you are citing an earlier version.

Look to the opening screen(s), the bottom or closing screens, sidebar, and the source code (viewable through the Web browser), in that order, for authoritative information to use in citing a database or retrieval system.

Continue to Citation Rules with Examples for Entire Databases/Retrieval Systems/Datasets on the Internet.

Continue to Examples of Citations to Entire Databases/Retrieval Systems/Datasets on the Internet.

Citation Rules with Examples for Entire Databases/Retrieval Systems/Datasets on the Internet

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author/Editor (R) | Author Affiliation (O) | Title (R) | Content Type (O) | Type of Medium (R) | Edition (R) | Editor and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Date of Update/Revision (R) | Date of Citation (R) | Availability (R) | Language (R) | Notes (O)

Author/Editor for Databases/Retrieval Systems/Datasets on the Internet (required)

General Rules for Author/Editor

- If there are no authors or editors, as is often the case, see No author can be found below
- List names in the order they appear on the title page or opening screens
- Enter surname (family or last name) first for each author/editor
- Capitalize surnames and enter spaces within surnames as they appear on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all authors/editors, regardless of the number
- Separate author/editor names from each other by a comma and a space
- If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors; see Editor and other Secondary Authors below if there are authors and editors
- End author/editor information with a period

Box 10. No author can be found.

- If no person or organization can be found as the author but editors or translators are present, begin the reference with the names of the editors or translators. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, editor(s) or translator(s).

    Rotchford JK, editor. Acubriefs.com [Internet]. Port Townsend (WA): Best of Both Worlds Foundation. [date unknown] -   [modified 2006 Jul; cited 2007 Feb 1]. Available from: http://www.acubriefs.com/.

- If no person or organization can be identified as the author and no editors or translators are given, begin the reference with the title of the database/retrieval system. Do not use anonymous.

    Rat Atlas [Internet]. Los Angeles: University of California, Los Angeles, Laboratory of Neuro Imaging. c2007 -   [cited 2007 Feb 1]. Available from: http://www.loni.ucla.edu/Atlases/Atlas_Detail.jsp?atlas_id=1

Specific Rules for Author/Editor

- Determining the author if there is no standard title page
- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Non-English words for editor
- Organizations as author
- No author can be found
- Options for author names

Box 1. Determining the author if there is no standard title page.

Some Databases/Retrieval Systems/Datasets on the Internet do not display a traditional title page that clearly states the names of the authors. When there is no title page:

- Look at the top, bottom, or sidebar of the first screen or the bottom of the last screen of the site
- Do not assume that an individual named as Web master or contact person is the author; he or she most probably is not, especially for sites produced by large organizations
- Do not assume that a name in a copyright statement, such as "copyright 1997 by John A. Smith", is the author
- If the only personal name given in a site is associated with a copyright statement, use that individual's name as the publisher
- Many sites will display an organization's name rather than a person's name. Place the organization in the publisher position when the organization appears to be serving as both author and publisher.

Box 2. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames

    Estelle Palmer-Canton   *becomes*   Palmer-Canton E

    Ahmed El-Assmy   *becomes*   El-Assmy A

- Keep particles, such as O', D', and L'

    Alan D. O'Brien   *becomes*   O'Brien AD

    James O. L'Esperance   *becomes*   L'Esperance JO

    U. S'adeh   *becomes*   S'adeh U

- Omit all other punctuation in surnames

    Charles A. St. James   *becomes*   St James CA

Box 3. Other surname rules.

- Keep prefixes in surnames

    Lama Al Bassit   *becomes*   Al Bassit L

    Jiddeke M. van de Kamp   *becomes*   van de Kamp JM

    Gerard de Pouvourville   *becomes*   de Pouvourville G

- Keep compound surnames even if no hyphen appears

    Sergio Lopez Moreno   *becomes*   Lopez Moreno S

    Jaime Mier y Teran   *becomes*   Mier y Teran J

    Virginie Halley des Fontaines   *becomes*   Halley des Fontaines V

Box 3 continued from previous page.

> [If you cannot determine from the opening screens whether a surname is compound or a combination of a middle name and a surname, look elsewhere in the site for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

    > Å *treated as* A
    >
    > Ø *treated as* O
    >
    > Ç *treated as* C
    >
    > Ł *treated as* L
    >
    > à *treated as* a
    >
    > ĝ *treated as* g
    >
    > ñ *treated as* n
    >
    > ü *treated as* u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    > æ *treated as* ae
    >
    > œ *treated as* oe

Box 4. **Given names containing punctuation, a prefix, a preposition, or particle.**

- Disregard hyphens joining given (first or middle) names

    Jean-Louis Lagrot *becomes* Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle

    D'Arcy Hart *becomes* Hart D

    W. St. John Patterson *becomes* Patterson WS

    De la Broquerie Fortier *becomes* Fortier D

    Craig McC. Brooks *becomes* Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

    Ch. Wunderly *becomes* Wunderly C

    C. Fr. Erdman *becomes* Erdman CF

Box 4 continued from previous page.

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

    Iu. A. Iakontov   *becomes*   Iakontov IuA

    G. Th. Tsakalos   *becomes*   Tsakalos GTh

Box 5. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name

    James A. Reed, M.D., F.R.C.S.   *becomes*   Reed JA

    Kristine Schmidt, Ph.D.   *becomes*   Schmidt K

    Robert V. Lang, Major, US Army   *becomes*   Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name

    Sir Frances Hildebrand   *becomes*   Hildebrand F

    Dr. Jane Eberhard   *becomes*   Eberhard J

    Captain R.C. Williams   *becomes*   Williams RC

Box 6. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation

- Convert roman numerals to arabic ordinals

    Examples:

    Vincent T. DeVita, Jr.   *becomes*   DeVita VT Jr

    James G. Jones II   *becomes*   Jones JG 2nd

    John A. Adams III   *becomes*   Adams JA 3rd

    Henry B. Cooper IV   *becomes*   Cooper HB 4th

Box 7. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese

- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

Box 7 continued from previous page.

      Iu. A. Iakontov *becomes* Iakontov IuA

      G. Th. Tsakalos *becomes* Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

        Å *treated as* A

        Ø *treated as* O

        Ç *treated as* C

        Ł *treated as* L

        à *treated as* a

        ĝ *treated as* g

        ñ *treated as* n

        ü *treated as* u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ *treated as* ae

        œ *treated as* oe

Box 8. Non-English words for editor.

- Translate the word found for editor into English. However, the wording found on the publication may always be used.

- If not translated, ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

        Å *treated as* A

        Ø *treated as* O

        Ç *treated as* C

        Ł *treated as* L

        à *treated as* a

        ĝ *treated as* g

        ñ *treated as* n

Box 8 continued from previous page.

ü   *treated as*   u

- ◦ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ   *treated as*   ae

œ   *treated as*   oe

- To assist in identifying editors, below is a brief list of non-English words for editor:

Language	Word for Editor
French	redacteur
	editeur
German	redakteur
	herausgeber
Italian	redattore
	curatore
	editore
Russian	redaktor
	izdatel
Spanish	redactor
	editor

Box 9. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may be an author.

- Omit "The" preceding an organizational name

    The American Cancer Society   *becomes*   American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

    American Medical Association, Committee on Ethics.

    International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

    American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

    National Academy of Sciences (US).

    Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

    Canadian Association of Orthodontists; Canadian Dental Association.

    American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization or organizations appear on the opening screens of a database/retrieval system as authors, use the names of the individuals as the author. Give the organization at the end of the reference as a note, if desired. For example:

    Authors are members of the Washington Genetics Database Team.

- For names of organizations in languages other than English:

    ○ Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Follow a non-English name with a translation when possible. Place all translations in square brackets.

    Istituto di Fisiologia Clinica del CNR.

    Universitatsmedizin Berlin.

    Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

    ○ Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Follow a non-English name with a translation when possible. Place all translations in square brackets.

    Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

    or

    [Russian Respiratory Society].

    ○ Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

    [Chinese Medical Society].

    ○ Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

        ■ Treat letters marked with diacritics or accents as if they are not marked

        Å *treated as* A

        Ø *treated as* O

        Ç *treated as* C

        Ł *treated as* L

Box 9 continued from previous page.

à *treated as* a

ĝ *treated as* g

ñ *treated as* n

ü *treated as* u

■ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

Box 11. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.

  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.

  Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."

  Rastan S, Hough T, Kierman A, et al.

  Adler DG, Baron TH, Davila RE, and others.

Examples for Author/Editor

1. Standard citation to an open serial database on the Internet

2. Standard citation to a closed serial database on the Internet

3. Standard citation to a single database on the Internet

4. Standard citation to a retrieval system on the Internet

5. Database/retrieval system on the Internet with an individual(s) as author

6. Database/retrieval system on the Internet with optional full names for author

7. Database/retrieval system on the Internet with an organization as author

8. Database/retrieval system on the Internet with editors where there is no author

9. Database/retrieval system on the Internet with no authors or editors

Author Affiliation for Databases/Retrieval Systems/Datasets on the Internet (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the closing parenthesis, unless the affiliation is for the last author, then use a period

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

Box 12. Abbreviations in affiliations.

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

    Examples:

    Acad. for Academy

    Assoc. for Association

    Co. for Company

    Coll. for College

    Corp. for Corporation

    Dept. for Department

    Div. for Division

    Inst. for Institute or Institution

    Soc. for Society

    Univ. for University

    See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

Box 12 continued from previous page.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 13. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears in the publication

- Do not end an e-mail address with a period

- Place the e-mail address within the closing parenthesis for the author affiliation

   Example:

   Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

Box 14. Organizational names for affiliations not in English.

- Give the affiliation of all authors or only the first author

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

   Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

   Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

   Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I.

   Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese)

   Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

Box 14 continues on next page...

Box 14 continued from previous page.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å   *treated as*   A

    Ø   *treated as*   O

    Ç   *treated as*   C

    Ł   *treated as*   L

    à   *treated as*   a

    ĝ   *treated as*   g

    ñ   *treated as*   n

    ü   *treated as*   u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ   *treated as*   ae

    œ   *treated as*   oe

- Use the English form of names for cities and countries when possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 15. Names for cities and countries not in English.

- Use the English form for names of cities and countries when possible. However, the name as found on the publication may always be used.

  Moskva   *becomes*   Moscow

  Wien   *becomes*   Vienna

  Italia   *becomes*   Italy

  Espana   *becomes*   Spain

Examples for Author Affiliation

10. Database/retrieval system on the Internet with author affiliation

Title for Databases/Retrieval Systems/Datasets on the Internet (required)

General Rules for Title

- Reproduce the title of a database/retrieval system as closely as possible to the wording that appears on the screen, duplicating capitalization, spacing, and punctuation
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present

- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a space

Specific Rules for Title

- Determining the title if there is no standard title page
- Titles not in English
- Titles in more than one language
- Titles ending in punctuation other than a period
- Titles containing a Greek letter, chemical formula, or another special character
- No title can be found

Box 16. Determining the title if there is no standard title page.

While many Databases/Retrieval Systems/Datasets on the Internet display a traditional title page and clearly state the title, some sites do not. When there is no title page:

- Look for the most prominent (usually the largest) wording on the opening screen
- Look at the title bar of the Web browser (generally in the top left corner)
- Look for the title in the source code of the database/retrieval system if it is displayed by the Web browser
- If a title cannot be determined, construct a title by using the first series of words on the screen; place the constructed title in square brackets

---

Box 17. Titles not in English.

- Provide the title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    Sistema Informativo Sanitario [Internet]. Rome: Ministero della Salute, Direzione General del Sistema Informativo e Statistico. 1997 -   [cited 2007 Feb 1]. Available from: http://www.ministerosalute.it/servizio/datisis.jsp Italian.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    TSitokhrom Baza Dannykh [Internet].

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

    Zhong yi yao jie du wen xian zi liao ku [Internet].

    or

    [Database on Chinese Medicine for Drug Addiction] [Internet].

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

Box 17 continues on next page...

Box 17 continued from previous page.

     Ø *treated as* O

     Ç *treated as* C

     Ł *treated as* L

     à *treated as* a

     ĝ *treated as* g

     ñ *treated as* n

     ü *treated as* u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

     æ *treated as* ae

     œ *treated as* oe

- Reproduce the title as closely as possible to the wording that appears on the screen, duplicating capitalization, spacing, and punctuation

- Provide an English translation after the original language or romanized title when possible; place translations in square brackets

  Sistema Informativo Sanitario [Health Information System] [Internet]. Rome: Ministero della Salute, Direzione General del Sistema Informativo e Statistico. 1997 -   [cited 2007 Feb 1]. Available from: http://www.ministerosalute.it/servizio/datisis.jsp Italian.

Box 18. Titles in more than one language.

- If a database/retrieval system title is written in several languages:

  - ○ Give the title in the first language found on the opening screens

  - ○ List all languages of publication after the availability statement

  - ○ Separate the languages by commas

  - ○ End the list of languages with a period

    Example:

      ORPHANET: Maladies Rares Medicaments Orphelins [Internet]. Paris: INSERM. 1997 -   [cited 2007 Feb 1]. Available from: http://www.orpha.net/. French, German, Spanish, English, Italian, Portuguese.

- If a database/retrieval system has equal text in two or more languages, as often occurs in Canadian publications:

  - ○ Give all titles in the order in which they are found on the opening screens

  - ○ Place an equals sign with a space before and after between each title

Box 18 continued from previous page.

- List the particular languages, separated by commas, after the availability statement

- End the list of languages with a period

  Example:

  Cardiovascular Disease Surveillance On-line = Surveillance des Maladies Cardio-vasculaires en Direct [Internet]. Ottawa (ON): Public Health Agency of Canada. [1950] -   [updated 2002 Jul 30; cited 2007 Feb 1]. Available from: http://dsol-smed.phac-aspc.gc.ca/dsol-smed/cvd/index%5Fe.html English, French.

Box 19. Titles ending in punctuation other than a period.

- Most titles end in a period. Place [Internet] inside period.

  Rat Atlas [Internet]. Los Angeles: University of California, Los Angeles, Laboratory of Neuro Imaging. c2007 -   [cited 2007 Feb 1]. Available from: http://www.loni.ucla.edu/Atlases/Atlas_Detail.jsp?atlas_id=1

- If a title ends in another form of punctuation, keep that punctuation and follow [Internet] with a period

  Is Your Doctor Certified? [Internet]. Evanston (IL): American Board of Medical Specialties. c2006 -   [updated 2006 Mar 17; cited 2007 Jan 31]. Available from: http://www.abms.org/newsearch.asp

---

Box 20. Titles containing a Greek letter, chemical formula, or another special character.

- Reproduce the title of a database/retrieval system as closely as possible to the wording that appears on the screen, duplicating capitalization, spacing, and punctuation

  arXiv.org e-Print archive

  CD40Lbase: Mutation registry for X-linked Hyper-IgM syndrome

  dbGaP

  HbVar

  eSkeletons Project

  NCI DIS 3D Database

  von Willebrand Disease Database

- Retain special characters in titles when possible

  ERGO™

  PDQ®: NCI's Comprehensive Cancer Database

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

  Database of β-Amino Acids

Box 20 continues on next page...

Box 20 continued from previous page.

> *may become*
>
> Database of Beta-Amino Acids

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

> TiO_2 Nanoparticles
>
> *may become*
>
> TiO(2) Nanoparticles

Box 21. No title can be found.

- Under rare circumstances a database does not appear to have any title; the database simply begins with the records in it. In this unusual circumstance:
    - Construct a title based on the content of the records
    - Use enough words to make the constructed title meaningful
    - Place the constructed title in square brackets

Examples for Title

11. Database/retrieval system on the Internet title with subtitle

12. Database/retrieval system on the Internet title with sections

13. Database/retrieval system on the Internet title with upper/lowercase letters and symbols

14. Database/retrieval system on the Internet with title ending in other than a period

15. Database/retrieval system on the Internet in a language other than English

16. Database/retrieval system on the Internet in multiple languages

17. Database/retrieval system on the Internet published with equal text in two languages

Content Type for Databases/Retrieval Systems/Datasets on the Internet (optional)

General Rules for Content Type

- A content type alerts the user that the reference is not to a standard book but to a database or retrieval system
- Begin type information with a left square bracket
- Enter the words "database on" or "retrieval system on"
- End the content type with a space

Specific Rules for Content Type

- Titles ending in punctuation other than a period
- Titles not in English

Box 22. **Titles ending in punctuation other than a period.**

- Most titles end in a period. Place the closing period after the content type and type of medium.

    Rat Atlas [database on the Internet]. Los Angeles: University of California, Los Angeles, Laboratory of Neuro Imaging. c2007 -   [cited 2007 Feb 1]. Available from: http://www.loni.ucla.edu/Atlases/Atlas_Detail.jsp?atlas_id=1

- If a title ends in another form of punctuation, keep that punctuation. Place the content type and type of medium in square brackets after the title and end title information with a period.

    Is Your Doctor Certified? [database on the Internet]. Evanston (IL): American Board of Medical Specialties. c2006 -   [updated 2006 Mar 17; cited 2007 Jan 31]. Available from: http://www.abms.org/newsearch.asp

---

Box 23. **Titles not in English.**

- If a translation of a title is provided, put it in square brackets

- Place the content type and type of medium (Internet) in square brackets after the translation

    Sistema Informativo Sanitario [Health Information System] [database on the Internet]. Rome: Ministero della Salute, Direzione General del Sistema Informativo e Statistico. 1997 -   [cited 2007 Feb 1]. Available from: http://www.ministerosalute.it/servizio/datisis.jsp Italian.

Examples for Content Type

1. Standard citation to an open serial database on the Internet

2. Standard citation to a closed serial database on the Internet

3. Standard citation to a single database on the Internet

4. Standard citation to a retrieval system on the Internet

Type of Medium for Databases/Retrieval Systems/Datasets on the Internet (required)

General Rules for Type of Medium

- Place the word Internet in square brackets following the title (and Content Type, if present)
- End with a period, placed outside the closing bracket
- Add location information (the URL, etc.) according to the instructions under Availability below
- See Chapter 20 for databases on CD-ROM, DVD, or disk

Specific Rules for Type of Medium

- Both a content type and a type of medium
- Titles ending in punctuation other than a period
- Titles not in English

Box 24. **Both a content type and a type of medium.**

- Give the content type (database or retrieval system) and the word "on" before the type of medium (Internet) in the same square brackets

  EARSS: the European Antimicrobial Resistance Surveillance System [database on the Internet]. Bilthoven (Netherlands): RIVM. 2001 - 2005 [cited 2007 Feb 1]. Available from: http://www.rivm.nl/earss/.

  DialogWeb [retrieval system on the Internet]. Version 2.5. Cary (NC): The Dialog Corporation. c1997 -   [cited 2007 Feb 1]. Available from: http://www.dialogweb.com/.

Box 25. **Titles ending in punctuation other than a period.**

- Most titles end in a period. Place [Internet] inside the period.

  Rat Atlas [Internet]. Los Angeles: University of California, Los Angeles, Laboratory of Neuro Imaging. c2007 -   [cited 2007 Feb 1]. Available from: http://www.loni.ucla.edu/Atlases/ Atlas_Detail.jsp?atlas_id=1

- If a title ends in another form of punctuation, keep that punctuation and follow [Internet] with a period

  Is Your Doctor Certified? [Internet]. Evanston (IL): American Board of Medical Specialties. c2006 -   [updated 2006 Mar 17; cited 2007 Jan 31]. Available from: http://www.abms.org/newsearch.asp

Box 26. **Titles not in English.**

- If a translation of a title is provided, give the translation in square brackets after the original language or romanized title

- Place Internet in square brackets following the translation

- End with a period

  Example:

  Sistema Informativo Sanitario [Health Information System] [Internet]. Rome: Ministero della Salute, Direzione General del Sistema Informativo e Statistico. 1997 -   [cited 2007 Feb 1]. Available from: http://www.ministerosalute.it/servizio/datisis.jsp Italian.

Examples for Type of Medium

1. Standard citation to an open serial database on the Internet

2. Standard citation to a closed serial database on the Internet

3. Standard citation to a single database on the Internet

4. Standard citation to a retrieval system on the Internet

14. Database/retrieval system on the Internet with title ending in other than a period

Edition for Databases/Retrieval Systems/Datasets on the Internet (required)

General Rules for Edition

- Indicate the edition/version being cited after the Type of Medium when a database/retrieval system is published in more than one edition or version
- Abbreviate common words (see Abbreviation rules for editions below)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express words and numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period

Box 27. **Abbreviation rules for editions.**

- Abbreviate common words found in edition statements, if desired:

Word	Abbreviation
edition	ed.
abbreviated	abbr.
abridged	abr.
American	Am.
augmented	augm.
authorized	authoriz.
English	Engl.
enlarged	enl.
expanded	expand.
illustrated	ill.
modified	mod.
original	orig.
reprint(ed)	repr.
revised	rev.
special	spec.
translation	transl.
translated	

For additional abbreviations, see ISO 832:1994 - *Rules for the abbreviation of bibliographic terms*.

- Follow abbreviated words with a period and end all edition information with a period

    3rd rev. ed.

    1st Engl. ed.

- Do not abbreviate the following words used in Internet editions:

---

      version

      release

      update

      level

Specific Rules for Edition

- Abbreviation rules for editions
- Non-English words for editions
- Both an edition and a version
- First editions

Box 28. Non-English words for editions.

- For non-English edition statements in the roman alphabet (French, German, Spanish, Italian, etc.):

  - Provide the name in the original language

  - Abbreviate common words used in edition statements if the language is a familiar one

  - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

  - Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - Treat letters marked with a diacritic or accent as if they are not marked

      Å *treated as* A

      Ø *treated as* O

      Ç *treated as* C

      Ł *treated as* L

      à *treated as* a

      ĝ *treated as* g

      ñ *treated as* n

      ü *treated as* u

    - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

      æ *treated as* ae

      œ *treated as* oe

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- Separate the edition from the title proper by a space

- Retain the punctuation used in the edition statement

- Follow abbreviated words by a period and end edition information with a period

  Examples:

  Ed. 1a.

  5. ed. interamente riv. e aggiornata.

  2. ed. veneta.

  Nuova ed.

  Seconda ed.

  4a ed. rev. e ampliada.

  2° ed. ampliada y actualizada.

- For an edition statement in Cyrillic, Greek, Arabic, Hebrew, or Korean:

  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables*.

  - Abbreviate common words used in edition statements if the language is a familiar one

  - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

  - Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    Examples: ĉ or ç *becomes* c

  - Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

  - Separate the edition from the title proper by a space

  - Retain the punctuation used in the edition statement

  - Follow abbreviated words by a period and end all edition information with a period

    Examples:

    Izd. 3., perer. i dop.

> 2. dopunjeno izd.
>
> 2. ekd. epeux.
>
> 3. ekd.

- For an edition statement in a character-based language such as Chinese and Japanese:

  - Transliterate or translate the words for edition

  - Do not abbreviate any of the words or omit any words

  - Use the capitalization system of the particular language

  - Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    Examples:

    > ǒ *becomes* o
    >
    > ū *becomes* u

  - Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

  - Separate the edition from the title by a space

  - Retain the punctuation used in the edition statement

  - End all edition information with a period

    Examples:

    > Shohan.
    >
    > Dai 1-han.
    >
    > Dai 3-pan.
    >
    > Di 3 ban.
    >
    > Cai se ban, Xianggang di 1 ban.
    >
    > Che 6-p'an.

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

Language	Word for Edition	Abbreviation
Danish	oplag	n.a.
	udgave	

Box 28 continued from previous page.

Language	Word for Edition	Abbreviation
Dutch	uitgave	uitg.
	editie	ed.
Finnish	julkaisu	julk.
French	edition	ed.
German	Ausgabe	Ausg.
	Auflage	Aufl.
Greek	ekdosis	ekd.
Italian	edizione	ed.
Norwegian	publikasjon	publ.
	utgave	utg.
Portuguese	edicao	ed.
Russian	izdanie	izd.
	publikacija	publ.
Spanish	edicion	ed.
	publicacion	publ.
Swedish	upplaga	n.a.

Box 29. Both an edition and a version.

If a database/retrieval system on the Internet provides information for both an edition and a version:

- Give both, in the order presented
- Separate the two statements with a semicolon and a space
- End edition/version information with a period
  Examples:

    2nd ed.; Version 2.0.

    Version 3.0; Student ed.

Box 30. First editions.

- If a database/retrieval system does not carry an edition statement, assume it is the first or only edition
- Use 1st ed. only when you know that subsequent editions have been published and you are citing the earlier one

Examples for Edition

18. Database/retrieval system on the Internet with an edition or version

Editor and other Secondary Authors for Databases/Retrieval Systems/ Datasets on the Internet (optional)

General Rules for Editor and other Secondary Authors

- A secondary author modifies the work of the author. Examples include editors, translators, and illustrators.
- Place the names of secondary authors after the Type of Medium and any Edition statement
- Use the same rules for the format of names given in Author/Editor above
- Follow the last named editor with a comma and the word editor or editors; the last named illustrator with a comma and the word illustrator or illustrators, etc.
- End secondary author information with a period
- If there is no author, move secondary authors such as editors and translators to the author position in the reference

Specific Rules for Editor and other Secondary Authors

- More than one type of secondary author
- Secondary author performing more than one role
- Non-English names for secondary authors
- Organization as editor or other secondary author

Box 31. More than one type of secondary author.

A database/retrieval system may have several types of secondary author.

- List all of them in the order they are given on the opening screens

- Separate each type of secondary author with the accompanying role by a semicolon

- End secondary author information with a period
  Examples:

    Smith BC, editor; Carson HT, illustrator.

    Graber AF, Longstreet RG, translators; Johnson CT, Marks C, Huston MA, illustrators.

Box 32. Secondary author performing more than one role.

If the same secondary author performs more than one role:

- List all of them in the order they are given in the publication

- Separate the roles by "and"

- End secondary author information with a period
  Example:

    Jones AB, editor and translator.

Box 33. **Non-English names for secondary authors.**

- Translate the word found for editor, translator, illustrator, or other secondary author into English if possible. However, the wording found on the publication may always be used.

- If not translated, ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ◦ Treat letters marked with diacritics or accents as if they are not marked

        Å *treated as* A

        Ø *treated as* O

        Ç *treated as* C

        Ł *treated as* L

        à *treated as* a

        ĝ *treated as* g

        ñ *treated as* n

        ü *treated as* u

    ◦ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ *treated as* ae

        œ *treated as* oe

- Below is a brief list of non-English words for secondary authors:

Language	Word for Editor	Word for Translator	Word for Producer	Word for Illustrator
French	redacteur	traducteur	producteur	illustrateur
	editeur			
German	redakteur	ubersetzer	produzent	illustrator
	herausgeber	dolmetscher	produzentin	
Italian	redattore	traduttore	produttore	disegnatore
	curatore			
	editore			
Russian	redaktor	perevodchik	rezhisser	konstruktor
	izdatel			
Spanish	redactor	traductor	productor	ilustrador
	editor		productora	

Box 34. **Organization as editor or other secondary author.**

An organization may be listed as an editor or other secondary author.

- Follow the instructions for entering the organizational name found under Organizations as author

- Place a comma, space, and the word editor, producer, or other role after the organization name

  Advisory Committee on Existing Chemicals of Environmental Relevance, editor.

- Separate multiple organizations by a semicolon

  ADICAP; ICG Memoire Directe, producers.

Examples for Editor and other Secondary Authors

   8. Database/retrieval system on the Internet with editors where there is no author

   9. Database/retrieval system on the Internet with no authors or editors

Place of Publication for Databases/Retrieval Systems/Datasets on the Internet (required)

General Rules for Place of Publication

- Place is defined as the city where the database/retrieval system is published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as Cambridge (MA) and Cambridge (England)
- Use the anglicized form for a non-US city, such as Vienna for Wien
- End place information with a colon

Specific Rules for Place of Publication

- Locating the place of publication if there is no standard title page
- Non-US cities
- Joint publication
- Multiple places of publication
- No place of publication can be found

Box 35. Locating the place of publication if there is no standard title page.

When Databases/Retrieval Systems/Datasets on the Internet do not display a traditional title page that clearly states the place of publication:

- Look at the top, bottom, or sidebar of the first screen or the bottom of the last screen of the site

- If it is not in one of these locations, try to obtain it from a link within the site, usually under a "contact us" or similar link

- Look in the source code for the database/retrieval system if it is displayed by the Web browser

Box 35 continued from previous page.

- If the place cannot be determined from the site itself:

  - Place the name in square brackets if the city can be reasonably inferred. For example, Chicago as the place of publication of a database/retrieval system issued by the American Medical Association.

    Cohen BA, Lehmann CU. dermatlas.org: Dermatology Image Atlas [Internet]. [Baltimore (MD)]: Johns Hopkins University. c2000 -   [updated 2007 Jan 29; cited 2007 Feb 2]. Available from: http://dermatlas.med.jhmi.edu/derm/.

  - Put the words "place unknown" in square brackets if it is not possible to infer or otherwise locate the city

    Pfam [Internet]. Version 21.0. [place unknown]: Wellcome Trust Sanger Institute. [date unknown] -   [updated Nov 2006; cited 2007 Feb 1]. Available from: http://www.sanger.ac.uk/Software/Pfam/.

Box 36. Non-US cities.

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, when possible. However, the name as found on the publication may always be used.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å *treated as* A

    Ø *treated as* O

    Ç *treated as* C

    Ł *treated as* L

    à *treated as* a

    ĝ *treated as* g

    ñ *treated as* n

    ü *treated as* u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ *treated as* ae

    œ *treated as* oe

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:

  Montreal (QC):

  Ottawa (ON):

Box 36 continued from previous page.

> Vancouver (BC):

- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.

> London:
>
> Rome:
>
> Paris:
>
> Madrid:
>
> *but*
>
> Malaga (Spain): or Malaga (ES):
>
> Basel (Switzerland): or Basel (CH):
>
> Oxford (England): or Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

Box 37. **Joint publication.**

Two or more organizations may co-publish a database/retrieval system.

- Use the city of the first organization found on the opening screens (or on "contact us" or other links if no place information appears on the opening screens), as the place of publication

- Put the name of the other organization(s) as a note at the end of the citation, if desired

> WormBase: the Biology and Genome of C. elegans [Internet]. Release WS170. [Pasadena (CA)]: California Institute of Technology. c1999 -   [updated 2007 Jan 19; cited 2007 Feb 1]. Available from: http://www.wormbase.org/. Jointly published by Cold Spring Harbor Laboratory, Washington University at St. Louis, and The Wellcome Trust Sanger Institute.

- Do not give multiple places as place of publication or include multiple publishers

Box 38. **Multiple places of publication.**

- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.
- An alternative is to use the place of publication and publisher likely to be most familiar to the audience of the reference list. For example, use the place of an American publisher for a US audience and a London publisher for a British one.

Box 39. **No place of publication can be found.**

- If no place of publication can be found on the opening screens or elsewhere on the site but the place can be reasonably inferred (e.g., Chicago as the place for a publication of the American Medical Association), place the city in square brackets, such as "[Chicago]"

  Cohen BA, Lehmann CU. dermatlas.org: Dermatology Image Atlas [Internet]. [Baltimore (MD)]: Johns Hopkins University. c2000 -   [updated 2007 Jan 29; cited 2007 Feb 2]. Available from: http://dermatlas.med.jhmi.edu/derm/.

- If no place of publication can be found or inferred, use [place unknown]

  Pfam [Internet]. Version 21.0. [place unknown]: Wellcome Trust Sanger Institute. [date unknown] - [updated Nov 2006; cited 2007 Feb 1]. Available from: http://www.sanger.ac.uk/Software/Pfam/.

Examples for Place of Publication

19. Database/retrieval system on the Internet with well known place of publication

20. Database/retrieval system on the Internet with geographic qualifier added to place of publication for clarity

21. Database/retrieval system on the Internet with place of publication inferred

22. Database/retrieval system on the Internet with unknown place of publication

Publisher for Databases/Retrieval Systems/Datasets on the Internet (required)

General Rules for Publisher

- A publisher is defined as the individual or organization issuing the database/retrieval system
- Record the name of the publisher as it appears on the title page or opening screens, using whatever capitalization and punctuation is found there
- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- When a division or other subsidiary part of a publisher appears in the publication, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a period for serial databases, retrieval systems, or datasets, and a semicolon for single databases

Specific Rules for Publisher

- Determining the publisher if there is no standard title page
- Abbreviated words in publisher names
- Non-English names for publishers
- Government agencies and other national and international bodies as publisher
- Joint publication
- Multiple publishers
- No publisher can be found

Box 40. Determining the publisher if there is no standard title page.

When Databases/Retrieval Systems/Datasets on the Internet do not display a traditional title page that clearly states the name of the publisher:

- Look at the top, bottom, or sidebar of the first screen or the bottom of the last screen of the site
- Look for the name after a copyright statement, e.g., copyright 2006 by the American Chemical Society
- Try to obtain it from a link within the site, usually under a "contact us" or similar link
- Look in the source code for the database/retrieval system if it is displayed by the Web browser
- If wording such as "this site is maintained by XYZ Corporation for ABC Organization" appears, consider ABC Organization the publisher and XYZ Corporation the distributor. Publisher information is required in a citation; distributor information may be included as a note.
- If no publisher can be identified, use "publisher unknown" in square brackets

---

Box 41. Abbreviated words in publisher names.

- Abbreviate commonly used words in publisher names, if desired

    Examples:

    Acad. for Academy

    Assoc. for Association

    Co. for Company

    Coll. for College

    Corp. for Corporation

    Dept. for Department

    Div. for Division

    Inst. for Institute or Institution

    Ltd. for Limited

    Soc. for Society

    Univ. for University

    See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

- Follow all abbreviated words with a period

Box 42. Non-English names for publishers.

- Give publisher names in the roman alphabet (French, Spanish, Italian, etc.) in their original language

    Rome: Societa Editrice Universo

Box 42 continues on next page...

      Lisbon: Imprensa Medica

- Romanize names given in Cyrillic, Greek, Arabic, Hebrew, Korean

    Sofia (Bulgaria): Sofia Medizina i Fizkultura

- Romanize names or translate names in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.

    Tokyo: Medikaru Rebyusha

    Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute]

    Taiyuan (China): Shanxi ke xue ji she chu ban she

    [Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized.]

- If the name of a division or other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

    Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

          Å *treated as* A

          Ø *treated as* O

          Ç *treated as* C

          Ł *treated as* L

          à *treated as* a

          ĝ *treated as* g

          ñ *treated as* n

          ü *treated as* u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

          æ *treated as* ae

          œ *treated as* oe

- If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.

    Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press]

Box 42 continued from previous page.

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.

    Aarhus (Denmark): [Aarhus University Press]

Box 43. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D).

    National Cancer Institute (US)

    National Society on Alcoholism and Drug Dependence (NZ)

    Royal Society of Medicine Press Ltd. (GB)

    Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor of documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency that issued the database/retrieval system as the publisher; include distributor information as a note, if desired.

Box 44. Joint publication.

Two or more organizations may co-publish a database/retrieval system.

- Use the name of the first organization found on the opening screens (or on "contact us" or other links if no publisher information appears on the opening screens), as the publisher

- Place the name of the other organization(s) as a note at the end of the citation, if desired

    Example:

    WormBase: the Biology and Genome of C. elegans [Internet]. Release WS170. [Pasadena (CA)]: California Institute of Technology. c1999 -   [updated 2007 Jan 19; cited 2007 Feb 1]. Available from: http://www.wormbase.org/. Jointly published by Cold Spring Harbor Laboratory, Washington University at St. Louis, and The Wellcome Trust Sanger Institute.

- Do not give more than one name as publisher

Box 45. Multiple publishers.

- If more than one publisher is found on the opening screens, use the first one given or the one set in the largest type or bold type

- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.

Box 45 continued from previous page.

- Do not list multiple publishers. For those publications with joint or co-publishers, use the name given first as the publisher and include the name(s) of the other(s) as a note if desired.

  WormBase: the Biology and Genome of C. elegans [Internet]. Release WS170. [Pasadena (CA)]: California Institute of Technology. c1999 -   [updated 2007 Jan 19; cited 2007 Feb 1]. Available from: http://www.wormbase.org/. Jointly published by Cold Spring Harbor Laboratory, Washington University at St. Louis, and The Wellcome Trust Sanger Institute.

Box 46. No publisher can be found.

- If no publisher can be found, use [publisher unknown].

  Hong Kong: [publisher unknown]. 2000.

Examples for Publisher

23. Database/retrieval system on the Internet with publisher having subsidiary division

24. Database/retrieval system on the Internet with government agency or other national body as publisher

25. Database/retrieval system on the Internet with joint publication

Date of Publication for Databases/Retrieval Systems/Datasets on the Internet (required)

General Rules for Date of Publication

- Always give the year
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them using the first three letters, such as Jan
- For an open serial database or retrieval system, give the beginning date of the database/system followed by a hyphen and 3 spaces
- For a closed serial database/system, give the beginning and ending dates, separated by a hyphen with a space before and after
- If the beginning (and ending) date are not provided, see No date is provided below
- For a single database, give the date as you would for a book
- End date information for all types with a space

Box 53. No date is provided.

- If the date(s) of coverage cannot be determined but the date of the earliest (and latest if closed) records in the database can be determined, place date information in square brackets

  REHABDATA [Internet]. Lanham (MD): National Institute on Disability and Rehabilitation Research (US), National Rehabilitation Information Center. [1956] -   [cited 2007 Feb 1]. Available from http://www.naric.com/research/rehab/default.cfm

  Box 53 continues on next page...

Box 53 continued from previous page.

- If the neither the date(s) of coverage nor the dates of the records in the database can be determined but the database contains a copyright date or date range, (for example: copyright 2006 by the American Chemical Society, © 2003-2007 American Medical Association, c2006 Medical College of Wisconsin), use that date preceded by "c", as c2007.

     bioProtocol: a Bio Online Site [Internet]. Emeryville (CA): Bio.Com. c1992 -   [cited 2007 Feb 1]. Available from: http://bioprotocol.bio.com/protocolstools/index.jhtml

- If the neither the date(s) of coverage nor the dates of the records in the database can be determined nor is there a copyright date or date range, but the date can be estimated because of information found elsewhere, follow the date(s) with a question mark and place date information in square brackets

     Nederlands Trialregister [Internet]. Amsterdam (Netherlands): Dutch Cochrane Centre. [2005?] -   [cited 2007 Feb 23]. Available from: http://www.trialregister.nl/. Dutch.

     The Digital Database for Screening Mammography [Internet]. Tampa (FL): University of South Florida. [1999 - 2000?] [cited 2007 Feb 1]. Available from: http://marathon.csee.usf.edu/ Mammography/Database.html

- If none of the above can be found, use "date unknown" in square brackets

     Prevention Communication Research Database [Internet]. Rockville (MD): Department of Health and Human Services (US), Office of Disease Prevention and Health Promotion. [date unknown] -   [cited 2007 Feb 1]. Available from: http://www.health.gov/communication/default.asp

Specific Rules for Date of Publication

- Locating the date of publication if there is no standard title page
- Multiple years of publication
- Non-English names for months
- Seasons instead of months
- Date of publication and date of copyright
- No date of publication, but a date of copyright
- No date is provided
- Options for date of publication

Box 47. Locating the date of publication if there is no standard title page.

When Databases/Retrieval Systems/Datasets on the Internet do not display a traditional title page that clearly states the dates of coverage, i.e. the date the database began (and closed):

- Look for a link titled "About", "History", etc., at the top or on the sidebar of the first screen

- If the date(s) of coverage cannot be determined but the date of the earliest (and latest if closed) records in the database can be determined, place date information in square brackets

     REHABDATA [Internet]. Lanham (MD): National Institute on Disability and Rehabilitation Research (US), National Rehabilitation Information Center. [1956] -   [cited 2007 Feb 1]. Available from http://www.naric.com/research/rehab/default.cfm

Box 47 continued from previous page.

- If the neither the date(s) of coverage nor the dates of the records in the database can be determined but the database contains a copyright date or date range, (for example: copyright 2006 by the American Chemical Society, © 2003-2007 American Medical Association, c2006 Medical College of Wisconsin), use that date preceded by "c", as c2007.

  bioProtocol: a Bio Online Site [Internet]. Emeryville (CA): Bio.Com. c1992 -   [cited 2007 Feb 1]. Available from: http://bioprotocol.bio.com/protocolstools/index.jhtml

- If the neither the date(s) of coverage nor the dates of the records in the database can be determined nor is there a copyright date or date range, but the date can be estimated because of information found elsewhere, follow the date(s) with a question mark and place date information in square brackets

  The Digital Database for Screening Mammography [Internet]. Tampa (FL): University of South Florida. [1999 - 2000?] [cited 2007 Feb 1]. Available from: http://marathon.csee.usf.edu/Mammography/Database.html

- If none of the above can be found, use "date unknown" in square brackets

  Prevention Communication Research Database [Internet]. Rockville (MD): Department of Health and Human Services (US), Office of Disease Prevention and Health Promotion. [date unknown] - [cited 2007 Feb 1]. Available from: http://www.health.gov/communication/default.asp

Box 48. Multiple years of publication.

- For multiple years of publication, separate the first and last years of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

  2002-2003

  1997-1998

  1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

  1999 Oct-2000 Mar

  2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen

  2005 Jan-Feb

  1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Box 49. Non-English names for months.

- Translate names of months into English

  Box 49 continues on next page...

Box 49 continued from previous page.

- Abbreviate them using the first three letters

- Capitalize them
  Examples:

     mayo = May

     luty = Feb

     brezen = Mar

Box 50. Seasons instead of months.

- Translate names of seasons into English

- Capitalize them

- Do not abbreviate them
  For example:

     balvan = Summer

     outomno = Fall

     hiver = Winter

     pomlad = Spring

Box 51. Date of publication and date of copyright.

Some publications have both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the date of publication unless three or more years separates the two dates
- In this situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, "2002, c1997".

This convention alerts a user that the information is older than the date of publication implies.

Box 52. No date of publication, but a date of copyright.

- A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. If no date(s) of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005.

     Biozon [Internet]. Release 2.4. Ithaca (NY): Cornell University. c2005 -   [updated 2006 Aug; cited 2007 Feb 1]. Available from: http://www.biozon.org/.

> ProQolid: Patient-Reported Outcome and Quality of Life Instruments Database [Internet]. Lyon (France): Mapi Research Institute. c2001 -   [updated 2005 Nov; cited 2007 Jan 31]. Available from: http://www.proqolid.org/.
>
> DocFinder [Internet]. [place unknown]: Administrators in Medicine. c1997 - c2005 [cited 2007 Feb 2]. Available from: http://www.docboard.org/docfinder.html

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Box 54. Options for date of publication.

It is not NLM policy, but the date of publication may follow the author names (or title and type of medium if there are no authors) in the list of references when the name-year system of in-text references is used.

- Use only the year of publication (omitting months and days) or of copyright if there is no publication date

- Keep the hyphen following the date when the database is open

- Include both the beginning and ending years if a database is closed

- Keep any square brackets surrounding a date

- Use [date unknown] if no date can be determined

- Place the year(s) or [date unknown] after the last named author (or after the title and type of medium if there is no author)

- End date information with a period

- End the publisher name with a period

- Leave any date of update/revision and the date of citation in their usual locations

  NLM citation:

> Jablonski S. Online Multiple Congenital Anomaly/Mental Retardation (MCA/MR) Syndromes [Internet]. Bethesda (MD): National Library of Medicine (US), Medical Subject Headings Section; 2001 Apr [updated 2001 Nov 20; cited 2007 Jan 31]. Available from: http://www.nlm.nih.gov/archive/ /20061212/mesh/jablonski/syndrome_db.html
>
> Online Archive of American Folk Medicine [Internet]. Los Angeles: Regents of the University of California. 1996 -   [cited 2007 Feb 1]. Available from: http://www.folkmed.ucla.edu/.
>
> EARSS: the European Antimicrobial Resistance Surveillance System [Internet]. Bilthoven (Netherlands): RIVM. 2001 - 2005 [cited 2007 Feb 1]. Available from: http://www.rivm.nl/earss/.
>
> Database of Human Disease Causing Gene Homologues in *Dictyostelium Discoideum* [Internet]. San Diego (CA): San Diego Supercomputer Center; 2003 [modified 2003 Mar 30; cited 2007 Feb 2]. Available from: http://dictyworkbench.sdsc.edu/HDGDD/.
>
> DialogWeb [Internet]. Version 2.5. Cary (NC): The Dialog Corporation. c1997 -   [cited 2007 Feb 1]. Available from: http://www.dialogweb.com/. Subscription required.

> Blaxter M. BaNG: Nematode and Neglected Genomics [Internet]. Version 2.03. Edinburgh (UK): University of Edinburgh, Institute of Evolutionary Biology. [date unknown] -   [updated 2006 Jun 22; cited 2007 Feb 1]. Available from: http://www.nematodes.org/.
>
> *Name-year system of citation:*
>
> Jablonski S. 2001. Online Multiple Congenital Anomaly/Mental Retardation (MCA/MR) Syndromes [Internet]. Bethesda (MD): National Library of Medicine (US), Medical Subject Headings Section. [updated 2001 Nov 20; cited 2007 Jan 31]. Available from: http://www.nlm.nih.gov/archive//2006121 2/mesh/jablonski/syndrome_db.html
>
> Online Archive of American Folk Medicine [Internet]. 1996 -   . Los Angeles: Regents of the University of California. [cited 2007 Feb 1]. Available from: http://www.folkmed.ucla.edu/.
>
> EARSS: the European Antimicrobial Resistance Surveillance System [Internet]. 2001 - 2005. Bilthoven (Netherlands): RIVM. [cited 2007 Feb 1]. Available from: http://www.rivm.nl/earss/.
>
> Database of Human Disease Causing Gene Homologues in *Dictyostelium Discoideum* [Internet]. 2003. San Diego (CA): San Diego Supercomputer Center. [modified 2003 Mar 30; cited 2007 Feb 2]. Available from: http://dictyworkbench.sdsc.edu/HDGDD/.
>
> DialogWeb [Internet]. c1997 -   . Version 2.5. Cary (NC): The Dialog Corporation. [cited 2007 Feb 1]. Available from: http://www.dialogweb.com/. Subscription required.
>
> Blaxter M. [date unknown] -   . BaNG: Nematode and Neglected Genomics [Internet]. Version 2.03. Edinburgh (UK): University of Edinburgh, Institute of Evolutionary Biology. [updated 2006 Jun 22; cited 2007 Feb 1]. Available from: http://www.nematodes.org/.

Examples for Date of Publication

26. Database/retrieval system on the Internet with standard date of publication

27. Database/retrieval system on the Internet with month/day included in date of publication

28. Database/retrieval system on the Internet with multiple years

29. Database/retrieval system on the Internet with date of copyright instead of date of publication

30. Database/retrieval system on the Internet with date obtained from earliest material in it

31. Database/retrieval system on the Internet with date estimated

32. Database/retrieval system on the Internet with unknown date

Date of Update/Revision for Databases/Retrieval Systems/Datasets on the Internet (required)

General Rules for Date of Update/Revision

- Databases/retrieval systems/datasets may be updated or revised between editions or versions
- Begin update/revision information with a left square bracket
- Use whatever word for update or revision is provided, such as updated and modified
- Always give the year of update/revision

- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month and day of update/revision, if provided, after the year, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End update/revision information with a semicolon and a space

Specific Rules for Date of Update/Revision

- Locating the date of update/revision
- Non-English names for months
- Seasons instead of months
- Both a date of update and a date of revision

Box 55. Locating the date of update/revision.

- Databases/Retrieval Systems/Datasets on the Internet are often updated or revised after initial presentation. Look for the date accompanied by such words as updated, modified, revised, reviewed:
  - At the top, bottom, or sidebar of the first screen or the bottom of the last screen of the site
  - In the source code for the database/retrieval system if it is displayed by the Web browser

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Box 56. Non-English names for months.

- Translate names of months into English

- Abbreviate them using the first three letters

- Capitalize them
  Examples:

    mayo = May

    luty = Feb

    brezen = Mar

Box 57. Seasons instead of months.

- Translate names of seasons into English

- Capitalize them

- Do not abbreviate them
  For example:

    balvan = Summer

    outomno = Fall

    hiver = Winter

    pomlad = Spring

Box 58. **Both a date of update and a date of revision.**

Various words are used to show that the content of a database/retrieval system has been changed. Among them are: updated, modified, revised, reviewed.

- Use the wording supplied in the database/retrieval system

- Give all words expressing update/revision with the dates provided, in ascending date order

- Enter dates in the format year month day

- Separate words with their dates by a semicolon and a space

    updated 2006 May; modified 2006 Dec;

    revised 2005 Dec 5; updated 2006 Mar 30;

- Add the date of citation and place all types of date in one set of square brackets

- End date information with a period placed outside the closing bracket
  Example:

    New York: Longworth Publishing. 2006 -   [reviewed 2006 Sep; updated 2006 Dec; cited 2007 Feb 1].

Examples for Date of Update/Revision

33. Database/retrieval system on the Internet with update/revision date

Date of Citation for Databases/Retrieval Systems/Datasets on the Internet (required)

General Rules for Date of Citation

- Always include the date the database/retrieval system was seen on the Internet
- Include the year month and day in that order, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- If a date of update/revision is given, place the date of citation after it and follow both dates with a right square bracket
- If no date of update/revision is given, place citation date information in square brackets
- End date information with a period placed outside the closing bracket

Specific Rules for Date of Citation

- Both a date of update/revision and a date of citation

Box 59. **Both a date of update/revision and a date of citation.**

Various words are used to show that the content of a database/retrieval system has been changed. Among them are: updated, modified, revised, reviewed.

- Begin with the date(s) of update/revision in the format year month day

    ◦ Use the wording for update/revision supplied in the database/retrieval system

Box 59 continues on next page...

Box 59 continued from previous page.

- Give all words with the dates provided, in ascending date order. For example:

   reviewed 2004 Sep 1; modified 2006 Aug 17;

- Separate words by a semicolon and a space

- End the date(s) of update/revision with a semicolon and a space

- Enter the date cited in the format year month day

- Place all dates of update/revision and the date of citation in one set of square brackets

- End with a period placed outside the closing bracket

Examples:

Health Library for Disasters [Internet]. Version 3.0. Geneva: World Health Organization. 2003 - [updated 2006 May; cited 2007 Feb 1]. Available from: http://www.helid.desastres.net/.

Rotchford JK, editor. Acubriefs.com [Internet]. Port Townsend (WA): Best of Both Worlds Foundation. [date unknown] -   [modified 2006 Jul; cited 2007 Feb 1]. Available from: http://www.acubriefs.com/.

Database of Human Disease Causing Gene Homologues in *Dictyostelium Discoideum* [Internet]. San Diego (CA): San Diego Supercomputer Center; 2003 [modified 2003 Mar 30; cited 2007 Feb 2]. Available from: http://dictyworkbench.sdsc.edu/HDGDD/.

Cornell University Poisonous Plants Informational Database [Internet]. Ithaca (NY): Cornell University, Department of Animal Science. [date unknown] -   [updated 2006 Oct 27; cited 2007 Feb 1]. Available from: http://www.ansci.cornell.edu/plants/index.html

Examples for Date of Citation

1. Standard citation to an open serial database on the Internet

2. Standard citation to a closed serial database on the Internet

3. Standard citation to a single database on the Internet

4. Standard citation to a retrieval system on the Internet

33. Database/retrieval system on the Internet with update/revision date

Availability for Databases/Retrieval Systems/Datasets on the Internet (required)

General Rules for Availability

- Begin with the phrase "Available from" followed by a colon and a space
- Insert the entire Uniform Resource Locator (URL); do not omit http://, www, or other beginning components
- End with a period only if the URL ends with a slash, otherwise end with no punctuation

Specific Rules for Availability

- Breaking long URLs
- URLs not directly addressable
- Multiple URLs

Box 60. Breaking long URLs.

- Some URLs (Uniform Resource Locators) are longer than one line.
  - Retain the entire string as found when possible
  - Break a URL at a slash if necessary
  - Do not insert a hyphen or a hard line break into a URL

Box 61. URLs not directly addressable.

The URL as displayed by the Web browser may not always be used to retrieve the database/retrieval system, i.e., it is not directly addressable.

- Always check to see if the URL is directly addressable

- If it is not, provide instructions for locating it from the closest addressable URL

  Example:

     Available from: http://www.unimelb.edu.au/adi/ by using the Database link.

Box 62. Multiple URLs.

If more than one URL can be used to locate a database/retrieval system:

- Give the URL you used in locating the database/retrieval system

- As an option, give all known URLs, separated by a space, a semicolon, and a space

  Example:

     WHOSIS: WHO Statistical Information System [Internet]. Geneva: World Health Organization. c2007 -   [cited 2007 Feb 1]. Available from: http://www.who.int/whosis/en/ ; http://www.who.int/whosis/fr/index.html English, French.

Examples for Availability

1. Standard citation to an open serial database on the Internet

2. Standard citation to a closed serial database on the Internet

3. Standard citation to a single database on the Internet

4. Standard citation to a retrieval system on the Internet

34. Database/retrieval system on the Internet with multiple URLs

Language for Databases/Retrieval Systems/Datasets on the Internet (required)

General Rules for Language

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Databases/retrieval systems/datasets appearing in more than one language

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Box 63. **Databases/retrieval systems/datasets in more than one language.**

- If the contents of a database/retrieval system appear in several languages:

  - Give the title in the first language found on the opening screens

  - List all languages of publication after the Availability statement

  - Capitalize the language names

  - Separate the language names by commas

  - End the list of languages with a period

    Example:

    ORPHANET: Maladies Rares, Medicaments Orphelins [Internet]. Paris: INSERM. 1997 -   .
    Available from: http://www.orpha.net/. French, German, Spanish, English, Italian, Portuguese.

- If a database/retrieval system has equal text in two or more languages, as often occurs in Canadian publications:

  - Give all titles in the order they are presented on the opening screens

  - Separate them with an equals with a space before and after

  - List all languages of publication after the Availability statement

  - Capitalize the language names

  - Separate the language names by commas

  - End the list of languages with a period

    Example:

    Cardiovascular Disease Surveillance On-line = Surveillance des Maladies Cardio-vasculaires
    en Direct [Internet]. Ottawa (ON): Public Health Agency of Canada. [1950] -   [updated 2002
    Jul 30; cited 2007 Feb 1]. Available from: http://dsol-smed.phac-aspc.gc.ca/dsol-smed/cvd/
    index%5Fe.html English, French.

- If each language version has its own URL, give the URL of the language you used. As an option, give the URLs for all languages. Separate them by a space, a semicolon, and a space.

Box 63 continues on next page...

Box 63 continued from previous page.

> WHOSIS: WHO Statistical Information System [Internet]. Geneva: World Health Organization. c2007 -   [cited 2007 Feb 1]. Available from: http://www.who.int/whosis/en/ ; http://www.who.int/whosis/fr/index.html English, French.

- If no title is in English, follow with a translation when possible. Place the translation in square brackets.

> ORPHANET: Maladies Rares, Medicaments Orphelins [ORPHANET: Rare Diseases, Orphan Drugs] [Internet]. Paris: INSERM. 1997 -   . Available from: http://www.orpha.net/. French, German, Spanish, English, Italian, Portuguese.

Examples for Language

15. Database/retrieval system on the Internet in a language other than English

16. Database/retrieval system on the Internet in multiple languages

17. Database/retrieval system on the Internet published with equal text in two languages

Notes for Databases/Retrieval Systems/Datasets on the Internet (optional)

General Rules for Notes

- Notes is a collective term for any useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- System requirements
- Other types of material to include in notes

Box 64. System requirements.

System requirements describe the software and hardware needed to view the database/retrieval system.

- Begin with the phrase "System Requirements" followed by a colon and a space

- Use the publisher's wording; no standardization is needed

- Separate the types of information with semicolons

- End requirement information with a period

  Example:

> MEDMARX [Internet]. Version 6.5. Rockville (MD): United States Pharmacopeial Convention, Inc. c2007 -   [updated 1999 Aug 6; cited 2007 Jan 31]. Available from: https://www.medmarx.com/. System Requirements: Windows 95 or higher; 200-megaHertz Pentium or higher; Random Access Memory 128-megabytes or higher; Modem Speed 56 Kilobits per second or higher; 20-MB hard disk space; 17-inch video graphics array; 800 x 600 pixels/high with color; Adobe Acrobat Reader 5.0; Internet Explorer 6.0 or higher.

Box 65. Other types of material to include in notes.

The notes element may be used to provide any further information. Begin by citing the database/retrieval system, then add the note. Examples of notes are:

- Information on the database/retrieval system content

  BELIT: Bioethics Literature Database [Internet]. Bonn (Germany): German Reference Centre for Ethics in the Life Sciences. [date unknown] -   [updated 2006 Sep 9; cited 2007 Feb 1]. Available from: http://www.drze.de/BELIT?la=en Provides access to about 320,000 records from the integrated German, American, and French databases.

  Reinhardt V, Reinhardt A. Environmental Enrichment for Primates: Annotated Database on Environmental Enrichment and Refinement of Husbandry for Nonhuman Primates [Internet]. Washington: Animal Welfare Institute. 1998 Jul 1 -   [updated 2006 Dec 8; cited 2007 Feb 1]. Available from: http://www.awionline.org/Lab_animals/biblio/enrich.htm Comprises published articles, abstracts, book chapters, books, as well as published photographs, slide sets, videotapes, and selected web site information.

- Update frequency of the database

  Federal Research in Progress Database (FEDRIP) [Internet]. Springfield (VA): Department of Commerce (US), National Technical Information Service. [date unknown] -   [cited 2005 Dec 1]. Available from: http://grc.ntis.gov/fedrip.htm Updated monthly.

- Names of any previous titles for the database/retrieval system. Give the former name following "Continues:"

  BOND: the Biomolecular Object Network Databank [Internet]. Toronto (ON): Unleashed Informatics. [date unknown] -   [cited 2007 Feb 1]. Available from: http://bond.unleashedinformatics.com/. Continues: DogBox.

- Information on any access requirements/limitations

  Federal Research in Progress Database (FEDRIP) [Internet]. Springfield (VA): Department of Commerce (US), National Technical Information Service. [date unknown] -   [cited 2005 Dec 1]. Available from: http://grc.ntis.gov/fedrip.htm Subscription required, but free trials are available.

- Explanations of initialisms or acronyms used in the title or publisher name of the database/retrieval system

  PDQ®: NCI's Comprehensive Cancer Database [Internet]. Bethesda (MD): National Cancer Institute (US). [date unknown] -   [cited 2005 Dec 1]. Available from: http://www.cancer.gov/cancertopics/pdq/cancerdatabase PDQ stands for Physician Data Query.

  EARSS: the European Antimicrobial Resistance Surveillance System [Internet]. Bilthoven (Netherlands): RIVM. 2001 - 2005 [cited 2007 Feb 1]. Available from: http://www.rivm.nl/earss/. RIVM is the Rijksinstituut voor Volksgezondheid en Milieu.

- The name of the organization(s) sponsoring or supporting the database/retrieval system

  WormBase: the Biology and Genome of C. elegans [Internet]. Release WS170. [Pasadena (CA)]: California Institute of Technology. c1999 -   [updated 2007 Jan 19; cited 2007 Feb 1]. Available from:

Box 65 continues on next page...

Examples for Notes

    35. Database/retrieval system on the Internet with optional system requirements

    36. Database/retrieval system on the Internet that continues another database

    37. Database/retrieval system on the Internet with supplemental note included

Examples of Citations to Entire Databases/Retrieval Systems/ Datasets on the Internet

1. Standard citation to an open serial database on the Internet

Dryad Digital Repository [Internet]. Durham (NC): Dryad. 2008 Jan -   [cited 2014 Oct 3]. Available from: http://www.datadryad.org/.

MeSH Browser (2011 MeSH) [Internet]. Bethesda (MD): National Library of Medicine (US), Medical Subject Headings Section; [1999] -   [updated 2010 Aug 28; cited 2011 Jul 8]. Available from: http://www.nlm.nih.gov/mesh/MBrowser.html Files are updated every week on Sunday.

MeSH Database [Internet]. Bethesda (MD): National Library of Medicine (US). 2003 Apr -   [cited 2011 Jul 8]. Available from: http://www.ncbi.nlm.nih.gov/mesh

Online Archive of American Folk Medicine [Internet]. Los Angeles: Regents of the University of California. 1996 - [cited 2007 Feb 1]. Available from: http://www.folkmed.ucla.edu/.

PeriStats [Internet]. White Plains (NY): March of Dimes Perinatal Data Center. c2007 -   [cited 2007 Feb 1]. Available from: http://www.marchofdimes.com/peristats/.

TrialSearch [Internet]. New York: AIDS Community Research Initiative of America. c2003 -   [cited 2007 Feb 1]. Available from: http://www.acria.org/clinical_trials/.

with optional content type

TrialSearch [database on the Internet]. New York: AIDS Community Research Initiative of America. c2003 -   [cited 2007 Feb 1]. Available from: http://www.acria.org/clinical_trials/.

2. Standard citation to a closed serial database on the Internet

EARSS: the European Antimicrobial Resistance Surveillance System [Internet]. Bilthoven (Netherlands): RIVM. 2001 - 2005 [cited 2007 Feb 1]. Available from: http://www.rivm.nl/earss/.

DocFinder [Internet]. [place unknown]: Administrators in Medicine. c1997 - c2005 [cited 2007 Feb 2]. Available from: http://www.docboard.org/docfinder.html

with optional content type

EARSS: the European Antimicrobial Resistance Surveillance System [database on the Internet]. Bilthoven (Netherlands): RIVM. 2001 - 2005 [cited 2007 Feb 1]. Available from: http://www.rivm.nl/earss/.

3. Standard citation to a single database on the Internet

Jablonski S. Online Multiple Congenital Anomaly/Mental Retardation (MCA/MR) Syndromes [Internet]. Bethesda (MD): National Library of Medicine (US), Medical Subject Headings Section; 2001 Apr [updated 2001 Nov 20; cited 2007 Jan 31]. Available from: http://www.nlm.nih.gov/archive//20061212/mesh/jablonski/syndrome_db.html

Database of Human Disease Causing Gene Homologues in *Dictyostelium Discoideum* [Internet]. San Diego (CA): San Diego Supercomputer Center; 2003 [modified 2003 Mar 30; cited 2007 Feb 2]. Available from: http://dictyworkbench.sdsc.edu/HDGDD/.

with optional content type

Jablonski S. Online Multiple Congenital Anomaly/Mental Retardation (MCA/MR) Syndromes [database on the Internet]. Bethesda (MD): National Library of Medicine (US), Medical Subject Headings Section; 2001 Apr [updated 2001 Nov 20; cited 2007 Jan 31]. Available from: http://www.nlm.nih.gov/archive//20061212/mesh/jablonski/syndrome_db.html

4. Standard citation to a retrieval system on the Internet

DialogWeb [Internet]. Version 2.5. Cary (NC): The Dialog Corporation. c1997 -   [cited 2007 Feb 1]. Available from: http://www.dialogweb.com/.

Ovid [Internet]. New York: Ovid Technologies, Inc. c2000 -   [cited 2007 Feb 1]. Available from: http://gateway.ovid.com/.

WHOSIS: WHO Statistical Information System [Internet]. Geneva: World Health Organization. c2007 -   [cited 2007 Feb 1]. Available from: http://www.who.int/whosis/en/.

with optional content type

DialogWeb [retrieval system on the Internet]. Version 2.5. Cary (NC): The Dialog Corporation. c1997 -   [cited 2007 Feb 1]. Available from: http://www.dialogweb.com/.

Patient UK [retrieval system on the Internet]. Horsforth (UK): EMIS; c1997 [cited 2007 Feb 23]. Available from: http://www.patient.co.uk/.

5. Database/retrieval system on the Internet with an individual(s) as author

Blaxter M. BaNG: Nematode and Neglected Genomics [Internet]. Version 2.03. Edinburgh (UK): University of Edinburgh, Institute of Evolutionary Biology. [date unknown] -   [updated 2006 Jun 22; cited 2007 Feb 1]. Available from: http://www.nematodes.org/.

Gilliland G, Tung M, Ladner J. BMCD: Biological Macromolecule Crystallization Database [Internet]. Test ed. 4.0. Gaithersburg (MD): National Institute of Standards and Technology (US). c1995 -   [cited 2007 Feb 1]. Available from: http://xpdb.nist.gov:8060/BMCD4/.

Bota M. The Brain Architecture Management System [Internet]. Los Angeles: University of Southern California. c2002 -   [cited 2007 Feb 1]. Available from: http://brancusi.usc.edu/bkms/.

Jablonski S. Online Multiple Congenital Anomaly/Mental Retardation (MCA/MR) Syndromes [Internet]. Bethesda (MD): National Library of Medicine (US), Medical Subject Headings Section; 2001 Apr [updated 2001 Nov 20; cited 2007 Jan 31]. Available from: http://www.nlm.nih.gov/archive//20061212/mesh/jablonski/syndrome_db.html

Nicholas F. OMIA - Online Mendelian Inheritance in Animals [Internet]. Sydney (Australia): University of Sydney, Faculty of Veterinary Medicine. 2011 Aug -   [updated 2013 Feb 20; cited 2013 Feb 26]. Available from: http://omia.angis.org.au/.

6. Database/retrieval system on the Internet with optional full names for author

Jablonski, Stanley. Online Multiple Congenital Anomaly/Mental Retardation (MCA/MR) Syndromes [Internet]. Bethesda (MD): National Library of Medicine (US), Medical Subject Headings Section; 2001 Apr [updated 2001 Nov 20; cited 2007 Jan 31]. Available from: http://www.nlm.nih.gov/archive//20061212/mesh/jablonski/syndrome_db.html

Gilliland, Gary; Tung, Michael; Ladner, Jane. BMCD: Biological Macromolecule Crystallization Database [Internet]. Test ed. 4.0. Gaithersburg (MD): National Institute of Standards and Technology. c1995 -   [cited 2007 Feb 1]. Available from: http://xpdb.nist.gov:8060/BMCD4/.

Cohen, Bernard A.; Lehmann, Christoph U. dermatlas.org: Dermatology Image Atlas [Internet]. [Baltimore (MD)]: Johns Hopkins University. c2000 -   [updated 2007 Jan 29; cited 2007 Feb 2]. Available from: http://dermatlas.med.jhmi.edu/derm/.

Blaxter, Mark. BaNG: Nematode and Neglected Genomics [Internet]. Version 2.03. Edinburgh (UK): University of Edinburgh, Institute of Evolutionary Biology. [date unknown] -   [updated 2006 Jun 22; cited 2007 Feb 1]. Available from: http://www.nematodes.org/.

7. Database/retrieval system on the Internet with an organization as author

American Diabetes Association. Genetics of Non-Insulin Dependent Diabetes: the GENNID Study [Internet]. Version 3.0.927. Camden (NJ): Coriell Institute for Medical Research. c1977 -   [updated 2005 Jun 1; cited 2007 Feb 1]. Available from: http://ccr.coriell.org/ada/.

National Institute of Diabetes and Digestive and Kidney Diseases (US), Liver Diseases Research Branch; U.S. National Library of Medicine, Division of Specialized Information Services. LiverTox [Internet]. Bethesda (MD): U.S. National Library of Medicine. [2012 Apr] -   [last updated 2015 Jan 28; cited 2015 Apr 24]. Available from: http://livertox.nih.gov/.

8. Database/retrieval system on the Internet with editors where there is no author

Hamosh A, editor. OMIM®: Online Mendelian Inheritance in Man® [Internet]. Baltimore (MD): Johns Hopkins University, McKusick-Nathans Institute of Genetic Medicine. 1995 -   , c1966 - 2013 [updated 2013 Feb 22; cited 2013 Feb 26]. Available from: http://omim.org/.

Rotchford JK, editor. Acubriefs.com [Internet]. Port Townsend (WA): Best of Both Worlds Foundation. [date unknown] -   [modified 2006 Jul; cited 2007 Feb 1]. Available from: http://www.acubriefs.com/.

9. Database/retrieval system on the Internet with no authors or editors

Rat Atlas [Internet]. Los Angeles: University of California, Los Angeles, Laboratory of Neuro Imaging. c2007 -   [cited 2007 Feb 1]. Available from: http://www.loni.ucla.edu/Atlases/Atlas_Detail.jsp?atlas_id=1

10. Database/retrieval system on the Internet with author affiliation

Allender S (British Heart Foundation Health Promotion Research Group, University of Oxford, Oxford, UK), Peto V, Rayner M, Scarborough P, Boxer A. heartstats: British Heart Foundation Statistics Database [Internet]. London: British Heart Foundation. c2003 -   [updated 2006 Nov 3; cited 2007 Feb 2]. Available from: http://www.heartstats.org/.

11. Database/retrieval system on the Internet title with subtitle

BELIT: Bioethics Literature Database [Internet]. Bonn (Germany): German Reference Centre for Ethics in the Life Sciences. [date unknown] -   [updated 2006 Sep 9; cited 2007 Feb 1]. Available from: http://www.drze.de/BELIT?la=en

ALTBIB: Bibliography on Alternatives to Animal Testing [Internet]. Bethesda (MD): National Library of Medicine (US), Division of Specialized Information Services. 2002 -   [modified 2011 Feb 4; cited 2011 Jul 14]. Available from: http://toxnet.nlm.nih.gov/altbib.html

12. Database/retrieval system on the Internet title with sections

Faculty of 1000. Medicine [Internet]. London: Medicine Reports Ltd. c2007 -   [cited 2007 Feb 1]. Available from: http://www.f1000medicine.com/.

Faculty of 1000. Biology [Internet]. London: Biology Reports Ltd. c1999 -   [cited 2007 Feb 1]. Available from: http://www.f1000biology.com/.

13. Database/retrieval system on the Internet title with upper/lowercase letters and symbols

bioProtocol: a Bio Online Site [Internet]. Emeryville (CA): Bio.Com. c1992 -   [cited 2007 Feb 1]. Available from: http://bioprotocol.bio.com/protocolstools/index.jhtml

PDQ®: NCI's Comprehensive Cancer Database [Internet]. Bethesda (MD): National Cancer Institute (US). [date unknown] -   [cited 2007 Feb 1]. Available from: http://www.cancer.gov/cancertopics/pdq/cancerdatabase

GReTA [Internet]. Berlin: Humboldt-Universitat zu Berlin, Zentrum fur transdisziplinare Geschlechterstudien. 1989 -   [cited 2007 Feb 1]. Available from: http://141.20.150.23:2200/start.fau?prj=ifaust German.

MEDMARX [Internet]. Version 6.5. Rockville (MD): United States Pharmacopeial Convention, Inc. c2007 -   [updated 1999 Aug 6; cited 2007 Jan 31]. Available from: https://www.medmarx.com/.

Aspergillus nidulans Database [Internet]. Cambridge (MA): Massachusetts Institute of Technology, Broad Institute, Center for Genome Research. 2003 -   [updated 2007 Jan 10; cited 2007 Feb 21]. Available from: http://www.broad.mit.edu/annoitation/fungi/aspergillus/.

ClinicalTrials.gov [Internet]. Bethesda (MD): U.S. National Library of Medicine. 2000 Feb -   [cited 2015 Apr 25]. Available from: http://clinicaltrials.gov/.

intute: health & life sciences [Internet]. Nottingham (UK): University of Nottingham. c2006 -   [cited 2007 Feb 23]. Available from: http://www.intute.ac.uk/healthandlifesciences/.

14. Database/retrieval system on the Internet with title ending in other than a period

Is Your Doctor Certified? [Internet]. Evanston (IL): American Board of Medical Specialties. c2006 -   [updated 2006 Mar 17; cited 2007 Jan 31]. Available from: http://www.abms.org/newsearch.asp

15. Database/retrieval system on the Internet in a language other than English

Sistema Informativo Sanitario [Internet]. Rome: Ministero della Salute, Direzione General del Sistema Informativo e Statistico. 1997 -   [cited 2007 Feb 1]. Available from: http://www.ministerosalute.it/servizio/datisis.jsp Italian.

Nederlands Trialregister [Internet]. Amsterdam (Netherlands): Dutch Cochrane Centre. [2005?] -   [cited 2007 Feb 23]. Available from: http://www.trialregister.nl/. Dutch.

GReTA [Internet]. Berlin: Humboldt-Universitat zu Berlin, Zentrum fur transdisziplinare Geschlechterstudien. 1989 -   [cited 2007 Feb 1]. Available from: http://141.20.150.23:2200/start.fau?prj=ifaust German.

Bases de Datos de Tesis Doctorales (TESEO) [Internet]. Madrid: Ministerio de Educacion y Ciencia. [1976] -   [cited 2007 Feb 1]. Available from: http://www.mcu.es/TESEO/teseo.html Spanish.

with translation included

Sistema Informativo Sanitario [Health Information System] [Internet]. Rome: Ministero della Salute, Direzione General del Sistema Informativo e Statistico. 1997 -   [cited 2007 Feb 1]. Available from: http://www.ministerosalute.it/servizio/datisis.jsp Italian.

16. Database/retrieval system on the Internet in multiple languages

ORPHANET: Maladies Rares, Medicaments Orphelins [Internet]. Paris: INSERM. 1997 -   [cited 2007 Feb 23]. Available from: http://www.orpha.net/. French, German, Spanish, English, Italian, Portuguese.

17. Database/retrieval system on the Internet published with equal text in two languages

Cardiovascular Disease Surveillance On-line = Surveillance des Maladies Cardio-vasculaires en Direct [Internet]. Ottawa (ON): Public Health Agency of Canada. [1950] -   [updated 2002 Jul 30; cited 2007 Feb 1]. Available from: http://dsol-smed.phac-aspc.gc.ca/dsol-smed/cvd/index%5Fe.html English, French.

18. Database/retrieval system on the Internet with an edition or version

Dietary Supplement Label Database [Internet]. Version 6.0.0. Bethesda (MD): U.S. National Library of Medicine. [2013 Jun] -   [updated 2015 Apr; cited 2015 May 1]. Available from: http://www.dsld.nlm.nih.gov/. Joint project of the National Institutes of Health Office of Dietary Supplements (US) and U.S. National Library of Medicine, Specialized Information Services.

MEDMARX [Internet]. Version 6.5. Rockville (MD): United States Pharmacopeial Convention, Inc. c2007 -   [updated 1999 Aug 6; cited 2007 Jan 31]. Available from: https://www.medmarx.com/.

FlyBase: a Database of *Drosophila* Genes & Genomes [Internet]. Version FB2006_01. Bloomington (IN): Indiana University. 2006 Dec 8 -   [cited 2007 Feb 21]. Available from: http://flybase.bio.indiana.edu/.

Biozon [Internet]. Release 2.4. Ithaca (NY): Cornell University. c2005 -   [updated 2006 Aug; cited 2007 Feb 1]. Available from: http://www.biozon.org/.

WormBase: the Biology and Genome of C. elegans [Internet]. Release WS170. [Pasadena (CA)]: California Institute of Technology. c1999 -   [updated 2007 Jan 19; cited 2007 Feb 1]. Available from: http://www.wormbase.org/.

AnAge: the Animal Ageing Database [Internet]. Build 9. [Boston (MA)]: Joao Pedro de Magalhaes. c2002 -   [updated 2006 Feb 26; cited 2007 Feb 1]. Available from: http://genomics.senescence.info/species/.

Gilliland G, Tung M, Ladner J. BMCD: Biological Macromolecule Crystallization Database [Internet]. Test ed. 4.0. Gaithersburg (MD): National Institute of Standards and Technology (US). c1995 -   [cited 2007 Feb 1]. Available from: http://xpdb.nist.gov:8060/BMCD4/.

The Comprehensive Microbial Resource [Internet]. Date release 20.0; Website release 3.0. [place unknown]: Institute for Genomic Research. 2000 -   [updated 2006 Sep 27; cited 2007 Feb 1]. Available from: http://cmr.tigr.org/tigr-scripts/CMR/CmrHomePage.cgi

IMGT/HLA Database [Internet]. Release 2.16.0. Cambridge (England): European Bioinformatics Institute. 1998 -   [updated 2007 Jan 12; cited 2007 Feb 6]. Available from: http://www.ebi.ac.uk/imgt/hla/.

Health Library for Disasters [Internet]. Version 3.0. Geneva: World Health Organization. 2003 -   [updated 2006 May; cited 2007 Feb 1]. Available from: http://www.helid.desastres.net/.

RxNorm [dataset on the Internet]. Release META2011AA Full Update 2011_07_05. Bethesda (MD): National Library of Medicine (US); 2011 Jul 5 [cited 2011 Jul 14]. Available from: http://www.nlm.nih.gov/research/umls/rxnorm/docs/rxnormfiles.html

UMLS Knowledge Sources [dataset on the Internet]. Release 2011AA. Bethesda (MD): National Library of Medicine (US); 2011 May 5 [cited 2011 Jul 14]. Available from: http://www.nlm.nih.gov/research/umls/licensedcontent/umlsknowledgesources.html

SNOMED CT [dataset on the Internet]. Release January 2011 International. Copenhagen: International Health Terminology Standards Development Organization; 2011 Jan 31 [cited 2011 Jul 14]. Available from: http://www.nlm.nih.gov/research/umls/licensedcontent/snomedctfiles.html

Hayes B, Tesar B, Zurow K. OTSoft: Optimality Theory Software. Version 2.3.2 [software]. 2013 Jan 14 [cited 2015 Feb 14]. Available from: http://www.linguistics.ucla.edu/people/hayes/otsoft

Golda TG, Hough PD, Gay G. APPSPACK (Asynchronous Parallel Pattern Search). Version 5.0.1 [software]. Sandia National Laboratories. 2007 Feb 16 [cited 2016 Apr 4; downloaded 2010 Jan 5]. Available from: https://software.sandia.gov/appspack/version5.0/index.html Note: homepage advises as of 2010 May 17 to switch to HOPSPACK; available from: https://software.sandia.gov/trac/hopspack/wiki

19. Database/retrieval system on the Internet with well known place of publication

Current Controlled Trials [Internet]. London: BioMed Central. [date unknown] -   [cited 2007 Jan 31]. Available from: http://www.controlled-trials.com/.

Resource Guide for Public Health Preparedness [Internet]. New York: New York Academy of Medicine. c2003 -   [cited 2007 Feb 1]. Available from: http://www.phpreparedness.info/rgdatabase.php

20. Database/retrieval system on the Internet with geographic qualifier added to place of publication for clarity

The Cochrane Library [Internet]. Hoboken (NJ): Wiley InterScience. c1999 -   [cited 2007 Jan 31]. Available from: http://www3.interscience.wiley.com/cgi-bin/mrwhome/106568753/HOME?CRETRY=1&SRETRY=0

The Alberta Atlas of Human Pathology: a Resource for Teachers and Learners in the Health Sciences [Internet]. Edmonton (AB): University of Alberta, Museums and Collections Services. 1999 Sep -   [cited 2007 Feb 1]. Available from: http://project.lse.ualberta.ca/pathology/.

BELIT: Bioethics Literature Database [Internet]. Bonn (Germany): German Reference Centre for Ethics in the Life Sciences. [date unknown] -   [updated 2006 Sep 9; cited 2007 Feb 1]. Available from: http://www.drze.de/BELIT?la=enintute: health & life sciences [Internet]. Nottingham (UK): University of Nottingham. c2006 -   [cited 2007 Feb 23]. Available from: http://www.intute.ac.uk/healthandlifesciences/.

The PILOTS Database: an Electronic Index to the Traumatic Stress Literature [Internet]. White River Junction (VT): Department of Veterans Affairs (US), National Center for Post-Traumatic Stress Disorder. [date unknown] -   [cited 2007 Feb 1]. Available from: http://www.ncptsd.va.gov/ncmain/publications/pilots/index.html

21. Database/retrieval system on the Internet with place of publication inferred

WormBase: the Biology and Genome of C. elegans [Internet]. Release WS170. [Pasadena (CA)]: California Institute of Technology. c1999 -   [updated 2007 Jan 19; cited 2007 Feb 1]. Available from: http://www.wormbase.org/.

Cohen BA, Lehmann CU. dermatlas.org: Dermatology Image Atlas [Internet]. [Baltimore (MD)]: Johns Hopkins University. c2000 -   [updated 2007 Jan 29; cited 2007 Feb 2]. Available from: http://dermatlas.med.jhmi.edu/derm/.

The GDB Human Genome Database [Internet]. [Research Triangle Park (NC)]: RTI International. 1998 -   [cited 2007 Feb 22]. Available from: http://www.gdb.org/.

Patrocles: the database of polymorphic miRNA-target interactions [Internet]. Version 1.0. [Liege (Belgium)]: Unit Animal Genomics. [date unknown] -   [cited 2007 Feb 1]. Available from: http://www.patrocles.org/Patrocles.htm

22. Database/retrieval system on the Internet with unknown place of publication

Pfam [Internet]. Version 21.0. [place unknown]: Wellcome Trust Sanger Institute. [date unknown] -   [updated Nov 2006; cited 2007 Feb 1]. Available from: http://www.sanger.ac.uk/Software/Pfam/.

The Comprehensive Microbial Resource [Internet]. Date release 20.0; Website release 3.0. [place unknown]: Institute for Genomic Research. 2000 -   [updated 2006 Sep 27; cited 2007 Feb 1]. Available from: http://cmr.tigr.org/.

23. Database/retrieval system on the Internet with publisher having subsidiary division

Nutrition Education for Diverse Audiences [Internet]. Urbana (IL): University of Illinois, College of Agricultural, Consumer and Environmental Sciences. [date unknown] -   [cited 2007 Jan 31]. Available from: http://necd.aces.uiuc.edu/.

Antimicrobial Resistance Information Bank [Internet]. Geneva: World Health Organization, Department of Communicable Disease Surveillance and Response, Anti-infective Drug Resistance and Containment Team. 1999 -   [cited 2007 Feb 1]. Available from: http://rhone.b3e.jussieu.fr/arinfobank/ResistanceDataSearch.php

24. Database/retrieval system on the Internet with government agency or other national body as publisher

REHABDATA [Internet]. Lanham (MD): National Institute on Disability and Rehabilitation Research (US), National Rehabilitation Information Center. [1956] -   [cited 2007 Feb 1]. Available from: http://www.naric.com/research/rehab/default.cfm

Entrez: the Life Sciences Search Engine [Internet]. Bethesda (MD): National Library of Medicine (US), National Center for Biotechnology Information. 1991 -   [cited 2007 Jan 31]. Available from: http://www.ncbi.nlm.nih.gov/gquery/gquery.fcgi

ERIC: the Education Resources Information Center [Internet]. Washington: Department of Education (US), Institute of Education Sciences. [1966] -   [cited 2007 Jan 31]. Available from: http://eric.ed.gov/ERICWebPortal/Home.portal

Genetics Home Reference [Internet]. Bethesda (MD): U.S. National Library of Medicine, Lister Hill National Center for Biomedical Communications. [2003] -   [last updated 2015 Apr 28; cited 2015 May 1]. Available from: http://ghr.nlm.nih.gov/.

Hazardous Substances Data Bank (HSDB) [Internet]. Bethesda (MD): U.S. National Library of Medicine, Division of Specialized Information Services. [1985] -   [cited 2015 Jan 9]. Available from: http://toxnet.nlm.nih.gov/cgi-bin/sis/htmlgen?HSDB

25. Database/retrieval system on the Internet with joint publication

WormBase: the Biology and Genome of C. elegans [Internet]. Release WS170. [Pasadena (CA)]: California Institute of Technology. c1999 -   [updated 2007 Jan 19; cited 2007 Feb 1]. Available from: http://www.wormbase.org/. Jointly published by Cold Spring Harbor Laboratory, Washington University at St. Louis, and The Wellcome Trust Sanger Institute.

26. Database/retrieval system on the Internet with standard date of publication

Database of Human Disease Causing Gene Homologues in *Dictyostelium Discoideum* [Internet]. San Diego (CA): San Diego Supercomputer Center; 2003 [modified 2003 Mar 30; cited 2007 Feb 2]. Available from: http://dictyworkbench.sdsc.edu/HDGDD/.

Antimicrobial Resistance Information Bank [Internet]. Geneva: World Health Organization, Department of Communicable Disease Surveillance and Response, Anti-infective Drug Resistance and Containment Team. 1999 -   [cited 2007 Feb 1]. Available from: http://rhone.b3e.jussieu.fr/arinfobank/ResistanceDataSearch.php

27. Database/retrieval system on the Internet with month/day included in date of publication

NLM Classification [Internet]. 2015 ed. Bethesda (MD): U.S. National Library of Medicine. 2002 Oct -   [updated 2015 Apr 29; cited 2015 Apr 29]. Available from: http://www.nlm.nih.gov/class/.

Swiss Life Sciences Database [Internet]. Zurich (Switzerland): Venture Valuation AG. 2003 Mar -   [cited 2007 Feb 1]. Available from: http://www.swisslifesciences.ch/page/index.html

Ribosomal Database Project II [Internet]. Release 9.47. East Lansing (MI): Michigan State University. 2002 Sep 13 -   [updated 2007 Feb 1; cited 2007 Feb 1]. Available from: http://rdp.cme.msu.edu

FlyBase: a Database of *Drosophila* Genes & Genomes [Internet]. Version FB2006_01. Bloomington (IN): Indiana University. 2006 Dec 8 -   [cited 2007 Feb 21]. Available from: http://flybase.bio.indiana.edu/.

The Alberta Atlas of Human Pathology: a Resource for Teachers and Learners in the Health Sciences [Internet]. Edmonton (AL): University of Alberta, Museums and Collections Services. 1999 Sep -   [cited 2007 Feb 1]. Available from: http://project.lse.ualberta.ca/pathology/.

Reinhardt V, Reinhardt A. Environmental Enrichment for Primates: Annotated Database on Environmental Enrichment and Refinement of Husbandry for Nonhuman Primates [Internet]. Washington: Animal Welfare Institute. 1998 Jul 1 -   [updated 2006 Dec 8; cited 2007 Feb 1]. Available from: http://www.awionline.org/Lab_animals/biblio/enrich.htm

PubMed Central (PMC) [Internet]. Bethesda (MD): National Library of Medicine (US), National Center for Biotechnology Information; 2000 Feb -   [cited 2011 Jun 23]. Available from: http://www.ncbi.nlm.nih.gov/pmc/.

28. Database/retrieval system on the Internet with multiple years

EARSS: the European Antimicrobial Resistance Surveillance System [Internet]. Bilthoven (Netherlands): RIVM. 2001 - 2005 [cited 2007 Feb 1]. Available from: http://www.rivm.nl/earss/.

DocFinder [Internet]. [place unknown]: Administrators in Medicine. c1997 - c2005 [cited 2007 Feb 2]. Available from: http://www.docboard.org/docfinder.html

29. Database/retrieval system on the Internet with date of copyright instead of date of publication

Biozon [Internet]. Release 2.4. Ithaca (NY): Cornell University. c2005 -   [updated 2006 Aug; cited 2007 Feb 1]. Available from: http://www.biozon.org/.

ProQolid: Patient-Reported Outcome and Quality of Life Instruments Database [Internet]. Lyon (France): Mapi Research Institute. c2001 -   [updated 2005 Nov; cited 2007 Jan 31]. Available from: http://www.proqolid.org/.

DocFinder [Internet]. [place unknown]: Administrators in Medicine. c1997 - c2005 [cited 2007 Feb 2]. Available from: http://www.docboard.org/docfinder.html

30. Database/retrieval system on the Internet with date obtained from earliest material in it

PubMed [Internet]. Bethesda (MD): National Library of Medicine (US). [1946] -   [cited 2011 Jan 31]. Available from: http://pubmed.gov/.

CINAHL [Internet]. Glendale (CA): Cinahl Information Systems. [1982] -   [cited 2007 Jan 31]. Available from: http://www.cinahl.com/prodsvcs/prodsvcs.htm

31. Database/retrieval system on the Internet with date estimated

NLM Catalog [Internet]. Bethesda (MD): U.S. National Library of Medicine, National Center for Biotechnology Information. [2004] -   [cited 2015 Apr 30]. Available from: http://www.ncbi.nlm.nih.gov/catalog

Nederlands Trialregister [Internet]. Amsterdam (Netherlands): Dutch Cochrane Centre. [2005?] -   [cited 2007 Feb 23]. Available from: http://www.trialregister.nl/. Dutch.

The Digital Database for Screening Mammography [Internet]. Tampa (FL): University of South Florida. [1999 - 2000?] [cited 2007 Feb 1]. Available from: http://marathon.csee.usf.edu/Mammography/Database.html

32. Database/retrieval system on the Internet with unknown date

The Internet Acronym Server [Internet]. Cork (Ireland): Simaril Information Management Consultants. [date unknown] - [cited 2007 Jan 31]. Available from: http://silmaril.ie/cgi-bin/uncgi/acronyms

Prevention Communication Research Database [Internet]. Rockville (MD): Department of Health and Human Services (US), Office of Disease Prevention and Health Promotion. [date unknown] - [cited 2007 Feb 1]. Available from: http://www.health.gov/communication/default.asp

33. Database/retrieval system on the Internet with update/revision date

Health Library for Disasters [Internet]. Version 3.0. Geneva: World Health Organization. 2003 - [updated 2006 May; cited 2007 Feb 1]. Available from: http://www.helid.desastres.net/.

Household Products Database [Internet]. Bethesda (MD): U.S. National Library of Medicine, Division of Specialized Information Services. [2003 Jun] - [updated 2014 Aug; cited 2015 May 1]. Available from: http://hpd.nlm.nih.gov/.

Images from the History of Medicine (IHM) [Internet]. U.S. National Library of Medicine, History of Medicine Division. 2009 Apr 20 - [updated 2015 Apr 24; cited 2015 May 1]. Available from: http://www.nlm.nih.gov/hmd/ihm/index.html

Rotchford JK, editor. Acubriefs.com [Internet]. Port Townsend (WA): Best of Both Worlds Foundation. [date unknown] - [modified 2006 Jul; cited 2007 Feb 1]. Available from: http://www.acubriefs.com/.

Database of Human Disease Causing Gene Homologues in *Dictyostelium Discoideum* [Internet]. San Diego (CA): San Diego Supercomputer Center; 2003 [modified 2003 Mar 30; cited 2007 Feb 2]. Available from: http://dictyworkbench.sdsc.edu/HDGDD/.

Cornell University Poisonous Plants Informational Database [Internet]. Ithaca (NY): Cornell University, Department of Animal Science. [date unknown] - [updated 2006 Oct 27; cited 2007 Feb 1]. Available from: http://www.ansci.cornell.edu/plants/index.html

34. Database/retrieval system on the Internet with multiple URLs

WHOSIS: WHO Statistical Information System [Internet]. Geneva: World Health Organization. c2007 - [cited 2007 Feb 1]. Available from: http://www.who.int/whosis/en/ ; http://www.who.int/whosis/fr/index.html English, French.

35. Database/retrieval system on the Internet with optional system requirements

MEDMARX [Internet]. Version 6.5. Rockville (MD): United States Pharmacopeial Convention, Inc. c2007 - [updated 1999 Aug 6; cited 2007 Jan 31]. Available from: https://www.medmarx.com/. System Requirements: Windows 95 or higher; 200-megaHertz Pentium or higher; Random Access Memory 128-megabytes or higher; Modem Speed 56 Kilobits per second or higher; 20-MB hard disk space; 17-inch video graphics array; 800 x 600 pixels/high with color; Adobe Acrobat Reader 5.0; Internet Explorer 6.0 or higher.

FlyBase: a Database of *Drosophila* Genes & Genomes [Internet]. Version FB2006_01. Bloomington (IN): Indiana University. 2006 Dec 8 - [cited 2007 Feb 21]. Available from: http://flybase.bio.indiana.edu/. System

Requirements: Compatible with Internet Explorer Mac 5.2 and Internet Explorer 6; Internet Explorer 7 is incompatible.

36. Database/retrieval system on the Internet that continues another database

BOND: the Biomolecular Object Network Databank [Internet]. Toronto (ON): Unleashed Informatics. 2006 Oct - [cited 2007 Feb 1]. Available from:http://bond.unleashedinformatics.com/. Continues: DogBox.

37. Database/retrieval system on the Internet with supplemental note included

Is Your Doctor Certified? [Internet]. Evanston (IL): American Board of Medical Specialties. c2006 - [updated 2006 Mar 17; cited 2007 Jan 31]. Available from: http://www.abms.org/newsearch.asp Registration and login required.

PDQ®: NCI's Comprehensive Cancer Database [Internet]. Bethesda (MD): National Cancer Institute (US). [date unknown] - [cited 2007 Feb 1]. Available from: http://www.cancer.gov/cancertopics/pdq/cancerdatabase PDQ stands for Physician Data Query.

EARSS: the European Antimicrobial Resistance Surveillance System [Internet]. Bilthoven (Netherlands): RIVM. 2001 - 2005 [cited 2007 Feb 1]. Available from: http://www.rivm.nl/earss/. RIVM is the Rijksinstituut voor Volksgezondheid en Milieu.

BELIT: Bioethics Literature Database [Internet]. Bonn (Germany): German Reference Centre for Ethics in the Life Sciences. [date unknown] - [updated 2006 Sep 9; cited 2007 Feb 1]. Available from: http://www.drze.de/BELIT?la=en Provides access to about 320,000 records from the integrated German, American, and French databases.

Reinhardt V, Reinhardt A. Environmental Enrichment for Primates: Annotated Database on Environmental Enrichment and Refinement of Husbandry for Nonhuman Primates [Internet]. Washington: Animal Welfare Institute. 1998 Jul 1 - [updated 2006 Dec 8; cited 2007 Feb 1]. Available from: http://www.awionline.org/Lab_animals/biblio/enrich.htm Comprises published articles, abstracts, book chapters, books, as well as published photographs, slide sets, videotapes, and selected Web site information.

Federal Research in Progress Database (FEDRIP) [Internet]. Springfield (VA): Department of Commerce (US), National Technical Information Service. [date unknown] - [cited 2007 Feb 1]. Available from: http://grc.ntis.gov/fedrip.htm Updated monthly. Subscription required, but free trials are available.

GReTA [Internet]. Berlin: Humboldt-Universitat zu Berlin, Zentrum fur transdisziplinare Geschlechterstudien. 1989 - [cited 2007 Feb 1]. Available from: http://141.20.150.23:2200/start.fau?prj=ifaust German. Database of German women's studies.

Pfam [Internet]. Version 21.0. [place unknown]: Wellcome Trust Sanger Institute. [date unknown] - [updated Nov 2006; cited 2007 Feb 1]. Available from: http://www.sanger.ac.uk/Software/Pfam/. Pfam is a large collection of multiple sequence alignments and hidden Markov models covering many common protein domains and families.

WormBase: the Biology and Genome of C. elegans [Internet]. Release WS170. [Pasadena (CA)]: California Institute of Technology. c1999 - [updated 2007 Jan 19; cited 2007 Feb 1]. Available from: http://www.wormbase.org/. Supported by a grant from the National Human Genome Research Institute at the US National Institutes of Health # P41 HG02223 and the British Medical Research Council.

bioProtocol: a Bio Online Site [Internet]. Emeryville (CA): Bio.Com. c1992 -   [cited 2007 Feb 1]. Available from: http://bioprotocol.bio.com/protocolstools/index.jhtml Protocols contributed by scientists from over 125 academic laboratories.

Online Archive of American Folk Medicine [Internet]. Los Angeles: Regents of the University of California. 1996 -   [cited 2008 Aug 20]. Available from: http://www.folkmed.ucla.edu/. Institutional repository of the University of California Libraries intended to provide comparative and historical information about traditional medical beliefs.

DailyMed [Internet]. Bethesda (MD): U.S. National Library of Medicine. [2005] -   [cited 2018 May 18]. Available from: https://dailymed.nlm.nih.gov/dailymed/. Drug labeling on this Web site is as submitted to the Food and Drug Administration (FDA).

Developmental and Reproductive Toxicology Database (DART) [Internet]. Bethesda (MD): U.S. National Library of Medicine, Specialized Information Services Division. [1994] -   [cited 2015 Mar 11]. Available from: http://toxnet.nlm.nih.gov/. Funded by the U.S. Environmental Protection Agency, the National Institute of Environmental Health Sciences, the National Center for Toxicological Research of the Food and Drug Administration, and the NLM.

Drugs and Lactation Database (LactMed) [Internet]. Bethesda (MD): U.S. National Library of Medicine. [2006] -   [cited 2015 Mar 11]. Available from: http://toxnet.nlm.nih.gov/cgi-bin/sis/htmlgen?LACT Part of the Toxicology Data Network (TOXNET).

TOXNET [Mobile] [Internet]. Bethesda (MD): U.S. National Library of Medicine. [2012] -   [cited 2015 Mar 11]. Available from: http://toxnet.nlm.nih.gov/pda/. Mobile-optimized Web interface to the TOXNET databases, covering toxicology, hazardous chemicals, environmental health and related areas.

B. Sample Citation and Introduction to Citing Parts of Databases/Datasets on the Internet

The general format for a reference to a part of a database on the Internet, including punctuation:
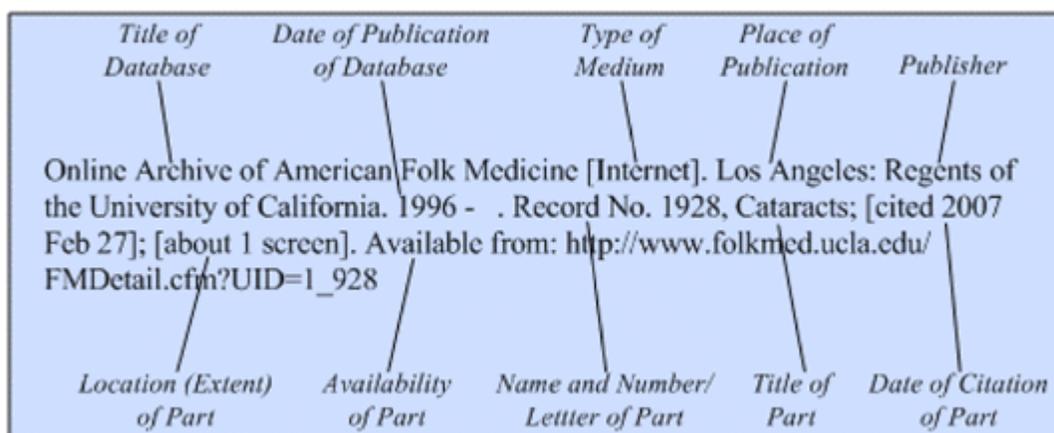
Examples of Citations to Parts of Databases/Datasets on the Internet

Rather than citing a whole database, portions of a database may be cited. Individual records, tables, datasets, and the like are considered parts of databases/datasets when they do not have individual authorship, i.e., they are written or compiled by the authors of the database. They are contributions when the database has individual records or other components written by various authors, usually called contributors.

A reference should start with the individual or organization with responsibility for the intellectual content of the publication:

- Begin a reference to a part of a database with a citation to the database itself, followed by information about the part.
- Begin a reference to a contribution with information about the contribution, followed by the word "In:" and information about the database. See Chapter 24C Contributions to Databases/Datasets on the Internet for details.

Provide the length of the part to a database when possible. Calculate the extent of the part using the best means possible, i.e., number of paragraphs, screens, bytes, or pages if printed. Since screen size and print fonts vary, precede the estimated number of screens and pages with the word about and place extent information in square brackets, such as [about 3 screens]. For parts that contain hyperlinks, however, such as those shown in example 11, it will not be possible to provide the length.

See also Chapter 22B Parts of Books on the Internet for further examples of the types of parts.

Continue to Citation Rules with Examples for Parts of Databases/Datasets on the Internet.

Continue to Examples of Citations to Parts of Databases/Datasets on the Internet.

Citation Rules with Examples for Parts of Databases/Datasets on the Internet

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Database (R) | Name and Number/Letter (R) | Title (R) | Date of Publication (R) | Date of Update/Revision (R) | Date of Citation (R) | Location (Pagination) (R) | Availability (R) | Language (R) | Notes (O)

Database (required)

General Rules for Database

- For all components except Date of Citation, Location (Pagination), and the Availability (URL), cite the database according to Chapter 24A Entire Databases/Datasets on the Internet.

Name and Number/Letter of the Part of a Database on the Internet (required)

General Rules for Name and Number/Letter

- Enter the name of the part as it appears in the database
- Capitalize the name, such as Record, Table, Chart
- You may abbreviate Number to No., but do not abbreviate other names. For example: convert Rec. to Record.
- Follow the name with any accompanying number or letter, such as Record 122678 and Accession No. PF03061
- Use arabic numbers only. For example: convert VI or Six to 6.
- End name and number/letter information with a comma and a space

Specific Rules for Name and Number/Letter

- Non-English names for parts

- No letter or number follows the name
- No name appears

Box 66. Non-English names for parts.

- Provide the name in the original language for non-English names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    Tabelle 5.3

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Otdel 6

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

    Ichiran-hiyo 3 or [Table 3,]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with a diacritic or accent as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    ○ - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

- Convert words and roman numerals used for part numbers into Arabic numbers, so that the word for two or II becomes 2

- Provide an English translation in square brackets after the original language or romanized title when possible

    Depenses en Medicaments au Canada: base de donnees sur les depenses nationales de sante [Canadian Drug Expenditures: database of national health expenditures] [Internet]. Ottawa (ON): Institut Canadien d'Information sur la Sante. 1985 - 2005. Tableau A.2, Partie 1, Depenses en

    Box 66 continues on next page...

> medicaments par type, source de financement et en tant que part des depenses publiques, privees et totales de sante, Canada, de 1985 a 2005 [Table A.2, Part 1, Drug expenditures by type, source of financing, and how much was public expenditure, private expenditure, and totals for health, Canada, 1985-2005]; [cited 2007 Mar 8]; [about 3 screens]. Available from: http://epe.lac-bac.gc.ca/100/201/300/cdn_institute_for_health/depenses_medicaments/1985-2005.pdf French.

- To help identify parts in other languages, see the following examples:

Language	Record	Acquisition Number	Table	Figure	Section
French	Record	Numero de catalogue	Tableau	Figure	Section
	Document				
German	Aufzeichnung	Abnahmezahl	Tabelle	Abbildung	Sektion
	Datensatz	Aktenzeichen		Figur	Abteilung
Italian	Record	Numero di accessione	Tabella	Figura	Parte
		Numero di aquisizione			Sezione
Russian	Plastinka	Shifr po postuplenie	Tablitsa	Risunok	Sekcija
	Rekord				Otdel
					Otdelenie
Spanish	Documento	Numero de adquisicion	Tabla	Figura	Seccion
	Registo				Parte

Box 67. No letter or number follows the name.

- Occasionally, a database will label a part as simply "Table", "Chart," "Figure", or another name without following the name with a letter or number. In this case, give the name used for the part and follow it with a comma and the title.

    Chart, Incidence of AIDS in Uganda, 2000-2005;

- If the part being cited is clearly a table, figure, chart, or similar part but it is not labeled as such, place the name in square brackets and follow it with any identifying number or letter. If there is no number or letter, follow the name with a comma and the title of the part.

    WHOSIS: WHO Statistical Information System [Internet]. Geneva: World Health Organization. c2007 -   . [Table], GBD 2000: deaths by age, sex and cause for the year 2002; [cited 2007 Feb 16]; 1.19Mb. Available from: http://www.who.int/healthinfo/statistics/gbd1990regionmortality2002.xls

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Box 68. No name appears.

- If the database part being cited has an identifying number or letter but has no name accompanying it, such as Record No. or Accession No., use the words "Acquisition No." followed by the number or letter

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Box 68 continued from previous page.

- If the part being cited is clearly a table, figure, chart, or similar part but it is not labeled as such, place the name in square brackets and follow it with any identifying number or letter. If there is no number or letter, follow the name with a comma and the title of the part.

    WHOSIS: WHO Statistical Information System [Internet]. Geneva: World Health Organization. c2007 - . [Table], GBD 2000: deaths by age, sex and cause for the year 2002; [cited 2007 Feb 16]; 1.19Mb. Available from: http://www.who.int/healthinfo/statistics/gbd1990regionmortality2002.xls

- If the part being cited has no number, is not a table, figure, or chart, and has no other identifying name such as "section", begin with the title of the part

    Data and calculations required for a life table;

    Sialography;

Examples for Name and Number/Letter

1. Standard part of a database on the Internet with name and number/letter

3. Part of a database on the Internet with a name inferred

Title of the Part of a Database on the Internet (required)

General Rules for Title

- Enter the title of the part as it appears in the database
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End title information with a semicolon and a space

Specific Rules for Title

- Titles for parts not in English
- Titles in more than one language
- Titles containing a Greek letter, chemical formula, or another special character

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Box 69. **Titles for parts not in English.**

- Give the title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)
    - Tabla 10, Etiologia de la esplenomegalia secundaria a procesos infecciosos;

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Risunok 2, Tendentsii smertnosti i prodolzhitel'nosti zhizni naseleniya Ukrainy v poslevoennyi period;

Box 69 continues on next page...

Box 69 continued from previous page.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place the translation in square brackets.

    10 Shoyo, Anchi eijingu igaku;

    [Figure 9, Annual progression of swine influenza in Seoul];

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

    Tabelle 1, Verteilung der deutschsprachigen Bevolkerung auf die einzelnen Stadtteile von St. Petersburg und die Gesamtentwicklung 1869-1910;

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

        Å *treated as* A

        Ø *treated as* O

        Ç *treated as* C

        Ł *treated as* L

        à *treated as* a

        ĝ *treated as* g

        ñ *treated as* n

        ü *treated as* u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ *treated as* ae

        œ *treated as* oe

- Provide an English translation, if possible, after the original language or romanized title. Place the translation in square brackets.

    Tableau 5, Principaux marqueurs biologiques de l'etat nutritionnel [Table 5, Principal biological markers of nutritional state];

    10 Shoyo, Anchi eijingu igaku [Chapter 10, Anti-aging medicine];

Box 70. Titles in more than one language.

- If the title for a part of a database is written in several languages:
    ○ Give the title in the first language found on the opening screens
    ○ List all languages of publication after the availability statement
    ○ Separate the languages by commas

Box 70 continued from previous page.

- ○ End the list of languages with a period
- If the title for a part of a database is found with equal text in two or more languages, as often occurs in Canadian publications:
    - ○ Give all titles in the order in which they are found on the opening screens
    - ○ Place an equals sign with a space before and after between each title
    - ○ List the particular languages, separated by commas, after the availability statement
    - ○ End the list of languages with a period

Box 71. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of the title of a part of a database unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

    eSkeletons Project;

    von Willebrand disease;

- Retain special characters in titles when possible

    ISRCTN13256080, A phase II study to investigate the effect of Glivec® (imatinib mesylate, formerly known as STI571) in patients with inoperable medullary thyroid carcinoma;

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

    β-amino acids

    may become

    beta-amino acids

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

    TiO_2 nanoparticles

    may become

    TiO(2) nanoparticles

Examples for Title

2. Standard part of a database on the Internet without a name or number/letter

4. Part of a database on the Internet with title containing special scripts/characters

5. Part of a database on the Internet with a title in a language other than English

Date of Publication for a Part of a Database on the Internet (required)

General Rules for Date of Publication

- Enter the date of publication if it differs from the date of the database as a whole
- Always give the year

- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End date information with a space

Specific Rules for Date of Publication

- Locating the date of publication
- Multiple years of publication
- Non-English names for months
- Seasons instead of months
- Date of publication and date of copyright
- No date of publication, but a date of copyright
- No date of publication or copyright can be found

Box 72. Locating the date of publication.

The location of the date of publication for a part of a database may be found:

- At the top of the part
- Below the author name(s) or title
- At the bottom of the part
- In a specific date field

Box 73. Multiple years of publication.

- For multiple years of publication, separate the first and last years of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

    2002-2003

    1997-1998

    1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

    1999 Oct-2000 Mar

    2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen

    2005 Jan-Feb

    1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Box 74. Non-English names for months.

- Translate names of months into English

Box 74 continued from previous page.

- Abbreviate them using the first three letters

- Capitalize them
  Examples:

        mayo = May

        luty = Feb

        brezen = Mar

Box 75. Seasons instead of months.

- Translate names of seasons into English

- Capitalize them

- Do not abbreviate them
  For example:

        balvan = Summer

        outomno = Fall

        hiver = Winter

        pomlad = Spring

Box 76. Date of publication and date of copyright.

Some publications have both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the date of publication unless three or more years separates the two dates
- In this situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, "2002, c1997".

This convention alerts a user that the information is older than the date of publication implies.

Box 77. No date of publication, but a date of copyright.

- A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005.

        Record 2398879, Reactivity of acid fluoride-terminated self-assembled monolayers; c2006 [cited 2007 Mar 9]; [about 3 screens].

Box 78. No date of publication or copyright can be found.

- If no date of publication or of copyright for the part can be found, use any date of update/revision for the part and the date of citation.

    Cornell University Poisonous Plants Informational Database [Internet]. Ithaca (NY): Cornell University, Department of Animal Science. [date unknown] -   . Pyridine alkaloids; [updated 2001 Oct 4; cited 2007 Feb 16]; [about 2 screens]. Available from: http://www.ansci.cornell.edu/plants/toxicagents/pyridine.html

    Online Archive of American Folk Medicine [Internet]. Los Angeles: Regents of the University of California. 1996 -   . Record No. 1928, Cataracts; [cited 2007 Feb 27]; [about 1 screen]. Available from: http://www.folkmed.ucla.edu/FMDetail.cfm?UID=1_928

Examples for Date of Publication

6. Part of a database on the Internet with a date of publication separate from the date of the database as a whole

7. Part of a database on the Internet with a date of update/revision

Date of Update/Revision for a Part of a Database on the Internet (required)

General Rules for Date of Update/Revision

- Parts of databases/datasets may be updated or revised separately from the database as a whole
- Begin update/revision information with a left square bracket
- Use whatever word for update or revision is provided, such as updated or modified
- Always give the year of update/revision
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month and day of update/revision, if provided, after the year, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End update/revision information with a semicolon and a space

Specific Rules for Date of Update/Revision

- Locating the date of update/revision
- Non-English names for months
- Seasons instead of months
- Both a date of update and a date of revision

Box 79. Locating the date of update/revision.

- Parts of databases/datasets on the Internet may be updated or revised after initial presentation. Look for the date accompanied by such words as updated, modified, revised, reviewed:
    - At the top or bottom of the first screen or the bottom of the last screen of the part
    - Below the author name(s) or title
    - In a specific field if the part is subdivided into fields
    - In the source code for the database if it is displayed by the Web browser

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Box 80. Non-English names for months.

- Translate names of months into English

- Abbreviate them using the first three letters

- Capitalize them
  Examples:

  mayo = May

  luty = Feb

  brezen = Mar

Box 81. Seasons instead of months.

- Translate names of seasons into English

- Capitalize them

- Do not abbreviate them
  For example:

  balvan = Summer

  outomno = Fall

  hiver = Winter

  pomlad = Spring

Box 82. Both a date of update and a date of revision.

Various words are used to show that the content of a part of a database has been changed. Among them are: updated, modified, revised, reviewed.

- Use the wording supplied in the database

- Give all words expressing update/revision with the dates provided, in ascending date order

- Enter dates in the format year month day

- Separate words with their dates by a semicolon and a space

  updated 2006 May; modified 2006 Dec;

  revised 2005 Dec 5; updated 2006 Mar 30;

- Add the date of citation and place all types of date in one set of square brackets

- End date information with a semicolon placed outside the closing bracket
  Example:

  Record ID AS9376, Vaccines cross reactivity against SARS-CoV; [reviewed 2006 Sep; updated 2006 Dec; cited 2007 Feb 1]; [about 3 p.].

Examples for Date of Update/Revision

7. Part of a database on the Internet with a date of update/revision

Date of Citation for Part of a Database on the Internet (required)

General Rules for Date of Citation

- Include the date the part of a database was seen on the Internet
- Give the year month and day in that order, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- If a date of update/revision is given, place the date of citation after it and follow both dates with a right square bracket
- If no date of update/revision is given, place citation date information in square brackets
- End date information with a semicolon placed outside the closing bracket

Specific Rules for Date of Citation

- Both a date of update/revision and a date of citation

Box 83. **Both a date of update/revision and a date of citation.**

Various words are used to show that the content of a part of a database has been changed. Among them are: updated, modified, revised, reviewed.

- Begin with the date(s) of update/revision in the format year month day
  - Use the wording for update/revision supplied in the database
  - Give all words with the dates provided, in ascending date order. For example:

    reviewed 2004 Sep 1; modified 2006 Aug 17;

  - Separate words by a semicolon and a space
  - End the date(s) of update/revision with a semicolon and a space
- Enter the date cited in the format year month day
- Place all dates of update/revision and the date of citation in one set of square brackets
- End date information with a semicolon placed outside the closing bracket

  Example:

  Record ID AS9376, Vaccines cross reactivity against SARS-CoV; [reviewed 2006 Sep; updated 2006 Dec; cited 2007 Feb 1]; [about 3 p.].

Examples for Date of Citation

1. Standard part of a database on the Internet with name and number/letter

2. Standard part of a database on the Internet without a name or number/letter

3. Part of a database on the Internet with a name inferred

4. Part of a database on the Internet with title containing special scripts/characters

5. Part of a database on the Internet with a title in a language other than English

6. Part of a database on the Internet with a date of publication separate from the date of the database as a whole

7. Part of a database on the Internet with a date of update/revision

Location (Pagination) of the Part of a Database on the Internet (required)

General Rules for Location (Pagination)

- Give location as the total number of screens, paragraphs, lines, or bytes of the part, whichever is most practical
- Precede the total with the word about and place it in square brackets, such as [about 5 screens]
- If the part is printed, precede the page total with the word about and place it in square brackets, such as [about 10 p.]
- End location information with a period placed outside the closing bracket

Examples for Location (Pagination)

8. Part of a Database on the Internet with location (pagination) expressed as number of screens

9. Part of a Database on the Internet with location (pagination) expressed as number of pages

10. Part of a Database on the Internet with location (pagination) expressed as number of bytes

11. Part of a Database on the Internet with hyperlinks so that the pagination (extent) cannot be provided

Availability for a Part of a Database on the Internet (required)

General Rules for Availability

- Begin with the phrase "Available from" followed by a colon and a space
- Insert the Uniform Resource Locator (URL) for the part in its entirety; do not omit http://, www, or other beginning components
- Use the URL for the entire book if the part does not have its own URL
- End with a period only if the URL ends with a slash, otherwise end with no punctuation

Specific Rules for Availability

- Breaking long URLs
- URLs not directly addressable
- Multiple URLs

Box 84. **Breaking long URLs.**

- Some URLs (Uniform Resource Locators) are longer than one line.
    - Retain the entire string as found when possible
    - Break a URL at a slash if necessary
    - Do not insert a hyphen or a hard line break into a URL

Box 85. URLs not directly addressable.

The URL as displayed by the Web browser may not always be used to retrieve the part of the database, i.e., it is not directly addressable.

- Always check to see if the URL is directly addressable

- If it is not, provide instructions for locating it from the closest addressable URL

  Examples:

  Reinhardt V, Reinhardt A. Environmental Enrichment for Primates: Annotated Database on Environmental Enrichment and Refinement of Husbandry for Nonhuman Primates [Internet]. Washington: Animal Welfare Institute. 1998 Jul 1 - . Case 1896, Acute staphylococcal endocarditis; [cited 2007 Feb 16]; [about 1 screen]. Available from: http://project.lse.ualberta.ca/pathology/ by clicking on Keyword Search and entering the case number under Fast Find.

  Cohen BA, Lehmann CU. dermatlas.org: Dermatology Image Atlas [Internet]. [Baltimore (MD)]: Johns Hopkins University. c2000 - . Pellagra_1_031007; [updated 2007 Feb 19; cited 2007 Feb 27]; [about 1 screen]. Available from: http://dermatlas.med.jhmi.edu/derm/ by entering pellagra in the Quick Search box.

  EARSS: the European Antimicrobial Resistance Surveillance System [Internet]. Bilthoven (Netherlands): RIVM. 2001 - 2005. Susceptibility results for E. coli isolates in Denmark (DK) in 2005; [cited 2007 Feb 16]; [about 1 screen]. Available from: http://www.rivm.nl/earss/database/ by selecting Denmark, 2005, E. coli, Aminoglycosides, Table.

Box 86. Multiple URLs.

If more than one URL can be used to locate a part of a database:

- Give the URL you used in locating the part

- As an option, give all known URLs, separated by a space, a semicolon, and a space

  Example:

  Available from: http://www.who.int/whosis/299576/en/ ; http://www.who.int/whosis/299567/fr/index.html

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Examples for Availability

1. Standard part of a database on the Internet with name and number/letter

2. Standard part of a database on the Internet without a name or number/letter

12. Part of a Database on the Internet with a URL not directly addressable

Language of the Part of a Database on the Internet (required)

General Rules for Language

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Parts appearing in more than one language

Box 87. Parts appearing in more than one language.

- If the title for a part of a database is in several languages:
  - Give the title in the first language found on the opening screens
  - List all languages of publication after the availability statement
  - Capitalize the language names
  - Separate the languages by commas
  - End the list of languages with a period

- If the title for a part of a database is found with equal text in two or more languages, as often occurs in Canadian publications:
  - Give all titles in the order in which they are found on the opening screens
  - Place an equals sign with a space before and after between each title
  - List the particular languages, separated by commas, after the availability statement
  - Capitalize the language names
  - End the list of languages with a period

- If each language has its own URL, give the URL of the language you used. As an option, give the URLs for all languages. Separate them by a space, a semicolon, and a space.

    Available from: http://www.who.int/whosis/en/ ; http://www.who.int/whosis/fr/index.html English, French.

Examples for Language

5. Part of a database on the Internet with a title in a language other than English

Notes for a Part of a Database on the Internet (optional)

General Rules for Notes

- Notes is a collective term for any further useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- System requirements
- Other types of material to include in notes

Box 88. System requirements.

System requirements describe the software and hardware needed to view the database.

- Begin with the phrase "System Requirements" followed by a colon and a space

- Use the publisher's wording; no standardization is needed

- Separate the types of information with semicolons

Box 88 continues on next page...

Box 88 continued from previous page.

- End requirement information with a period

    Example:

    FlyBase: a Database of *Drosophila* Genes & Genomes [Internet]. Version FB2006_01. Bloomington (IN): Indiana University. 2006 Dec 8 - . Aberration Dmel\Ab(1;?)w^{m4000}; [cited 2007 Feb 27]. Available from: http://flybase.bio.indiana.edu/reports/FBab0023371.html System Requirements: Compatible with Internet Explorer Mac 5.2 and Internet Explorer 6; Internet Explorer 7 is incompatible.

Box 89. Other types of material to include in notes.

The notes element may be used to provide any further information. Begin by citing the database/retrieval system, then add the note. Some examples of notes are:

- Information on any access requirements/limitations

    Subscription required to view.

- The name of the organization(s) sponsoring or supporting the database

    WormBase is supported by a grant from the National Human Genome Research Institute at the US National Institutes of Health # P41 HG02223 and the British Medical Research Council.

Examples for Notes

13. Part of a Database on the Internet with a note

Examples of Citations to Parts of Databases/Datasets on the Internet

1. Standard part of a database on the Internet with name and number/letter

Online Archive of American Folk Medicine [Internet]. Los Angeles: Regents of the University of California. 1996 - . Record No. 1928, Cataracts; [cited 2007 Feb 27]; [about 1 screen]. Available from: http://www.folkmed.ucla.edu/FMDetail.cfm?UID=1_928

Pfam [Internet]. Version 21.0. [place unknown]: Wellcome Trust Sanger Institute. [date unknown] - . Accession No. PF03061, 4HBT; [cited 2007 Feb 16]. Available from: http://www.sanger.ac.uk/cgi-bin/Pfam/getacc?PF03061

2. Standard part of a database on the Internet without a name or number/letter

Jablonski S. Online Multiple Congenital Anomaly/Mental Retardation (MCA/MR) Syndromes [Internet]. Bethesda (MD): National Library of Medicine (US), Medical Subject Headings Section; 2001 Apr. Tariverdian syndrome; [cited 2007 Mar 13]; [about 1 screen]. Available from: http://www.nlm.nih.gov/archive/20061212/mesh/jablonski/cgi/jablonski/syndrome_cgi87d6.html?term=Tariverdian+syndrome&field=name

Cornell University Poisonous Plants Informational Database [Internet]. Ithaca (NY): Cornell University, Department of Animal Science. [date unknown] -   . Pyridine alkaloids; [updated 2001 Oct 4; cited 2007 Feb 16]; [about 2 screens]. Available from: http://www.ansci.cornell.edu/plants/toxicagents/pyridine.html

MeSH Browser (2011 MeSH) [Internet]. Bethesda (MD): National Library of Medicine (US), Medical Subject Headings Section. [1999] -   . Heart failure, systolic; [cited 2011 Jul 8]; [about 1 screen]. Available from: http://www.nlm.nih.gov/cgi/mesh/2011/MB_cgi?mode=&index=24306

PubMed [Internet]. Bethesda (MD): National Library of Medicine (US). [1950] -   . Single citation matcher; [cited 2007 Feb 27]; [about 1 screen]. Available from: http://www.ncbi.nlm.nih.gov/entrez/query/static/citmatch.html

3. Part of a database on the Internet with a name inferred

WHOSIS: WHO Statistical Information System [Internet]. Geneva: World Health Organization. c2007 -   . [Table], GBD 2000: deaths by age, sex and cause for the year 2002; [cited 2007 Feb 16]; 1.19Mb. Available from: http://www.who.int/healthinfo/statistics/gbd1990regionmortality2002.xls

4. Part of a database on the Internet with title containing special scripts/characters

Current Controlled Trials [Internet]. London: BioMed Central. [date unknown] -   . ISRCTN13256080, A phase II study to investigate the effect of Glivec® (imatinib mesylate, formerly known as STI571) in patients with inoperable medullary thyroid carcinoma; 2007 Feb 23 [cited 2007 Feb 27]; [about 3 p.]. Available from: http://www.controlled-trials.com/ISRCTN13256080/.

Gene [Internet]. Bethesda (MD): National Library of Medicine (US), National Center for Biotechnology Information. [2004] -   . ADRA2A adrenergic, alpha-2A-, receptor [*Homo sapiens*]; [updated 2011 Jul 31; cited 2011 Aug 1]; [about 5 p.]. Available from: http://www.ncbi.nlm.nih.gov/gene?term=150 Gene ID:150

FlyBase: a Database of *Drosophila* Genes & Genomes [Internet]. Version FB2006_01. Bloomington (IN): Indiana University. 2006 Dec 8 -   . Aberration Dmel\Ab(1;?)w^{m4000}; [cited 2007 Feb 27]. Available from: http://flybase.bio.indiana.edu/reports/FBab0023371.html

or

FlyBase: a Database of *Drosophila* Genes & Genomes [Internet]. Version FB2006_01. Bloomington (IN): Indiana University. 2006 Dec 8 -   . Aberration Dmel\Ab(1;?)w(m4000); [cited 2007 Feb 27]. Available from: http://flybase.bio.indiana.edu/reports/FBab0023371.html

5. Part of a database on the Internet with a title in a language other than English

Depenses en Medicaments au Canada: base de donnees sur les depenses nationales de sante [Internet]. Ottawa (ON): Institut Canadien d'Information sur la Sante. 1985 - 2005. Tableau A.2, Partie 1, Depenses en medicaments par type, source de financement et en tant que part des depenses publiques, privees et totales de sante, Canada, de 1985 a 2005; [cited 2007 Mar 8]; [about 3 screens]. Available from: http://epe.lac-bac.gc.ca/100/201/300/cdn_institute_for_health/depenses_medicaments/1985-2005.pdf French.

with translation

Depenses en Medicaments au Canada: base de donnees sur les depenses nationales de sante [Canadian Drug Expenditures: database of national health expenditures] [Internet]. Ottawa (ON): Institut Canadien d'Information sur la Sante. 1985 - 2005. Tableau A.2, Partie 1, Depenses en medicaments par type, source de

financement et en tant que part des depenses publiques, privees et totales de sante, Canada, de 1985 a 2005 [Table A.2, Part 1, Drug expenditures by type, source of financing, and how much was public expenditure, private expenditure, and totals for health, Canada, 1985-2005]; [cited 2007 Mar 8]; [about 3 screens]. Available from: http://epe.lac-bac.gc.ca/100/201/300/cdn_institute_for_health/depenses_medicaments/1985-2005.pdf French.

6. Part of a database on the Internet with a date of publication separate from the date of the database as a whole

Current Controlled Trials [Internet]. London: BioMed Central. [date unknown] -   . ISRCTN13256080, A phase II study to investigate the effect of Glivec® (imatinib mesylate, formerly known as STI571) in patients with inoperable medullary thyroid carcinoma; 2007 Feb 23 [cited 2007 Feb 27]; [about 3 p.]. Available from: http://www.controlled-trials.com/ISRCTN13256080/.

7. Part of a database on the Internet with a date of update/revision

Cornell University Poisonous Plants Informational Database [Internet]. Ithaca (NY): Cornell University, Department of Animal Science. [date unknown] -   . Pyridine alkaloids; [updated 2001 Oct 4; cited 2007 Feb 16]; [about 2 screens]. Available from: http://www.ansci.cornell.edu/plants/toxicagents/pyridine.html

Genetics Home Reference [Internet]. Bethesda (MD): National Library of Medicine (US). [2003] -   . Alzheimer disease; [updated 2008 Oct 20; reviewed 2006 Oct; cited 2008 Oct 22]; [about 6 screens]. Available from: http://ghr.nlm.nih.gov/condition=alzheimerdisease

ProQolid: Patient-Reported Outcome and Quality of Life Instruments Database [Internet]. Lyon (France): Mapi Research Institute. c2001 -   . QUAlity of Life questionnaire In OSTeoporosis (QUALIOST®); [updated 2007 Jan; cited 2007 Feb 16]; [about 2 screens]. Available from: http://www.proqolid.org/instruments/quality_of_life_questionnaire_in_osteoporosis_qualiost_sup_r_sup

PDQ®: NCI's Comprehensive Cancer Database [Internet]. Bethesda (MD): National Cancer Institute (US). [date unknown] -   . Childhood cerebral astrocytoma/malignant glioma (PDQ®): treatment; [modified 2006 Jul 21; cited 2007 Feb 16]. Available from: http://www.cancer.gov/cancertopics/pdq/treatment/child-cerebral-astrocytoma/healthprofessional/.

8. Part of a Database on the Internet with location (pagination) expressed as number of screens

IMGT/HLA Database [Internet]. Release 2.16.0. Cambridge (England): European Bioinformatics Institute. 2007 Jan 12 -   . Alleles with aberrant splice sites; [cited 2007 Feb 27]; [about 2 screens]. Available from: http://www.ebi.ac.uk/imgt/hla/help/splice_help.html

9. Part of a Database on the Internet with location (pagination) expressed as number of pages

Antimicrobial Resistance Information Bank [Internet]. Geneva: World Health Organization, Department of Communicable Disease Surveillance and Response, Anti-infective Drug Resistance and Containment Team. 1999 -   . Network Identifier INTssp-spn-sau, European Antimicrobial Resistance Surveillance System -EARSS; 1999 Jul 2 [cited 2007 Feb 27]; [about 2 p.]. Available from: http://rhone.b3e.jussieu.fr/arinfobank/NetworkDisplay.php?id_network=85

Current Controlled Trials [Internet]. London: BioMed Central. [date unknown] -   . ISRCTN13256080, A phase II study to investigate the effect of Glivec® (imatinib mesylate, formerly known as STI571) in patients with

inoperable medullary thyroid carcinoma; 2007 Feb 23 [cited 2007 Feb 27]; [about 3 p.]. Available from: http://www.controlled-trials.com/ISRCTN13256080/.

10. Part of a Database on the Internet with location (pagination) expressed as number of bytes

WHOSIS: WHO Statistical Information System [Internet]. Geneva: World Health Organization. c2007 - . [Table], GBD 2000: deaths by age, sex and cause for the year 2002; [cited 2007 Feb 16]; 1.19Mb. Available from: http://www.who.int/healthinfo/statistics/gbd1990regionmortality2002.xls

11. Part of a Database on the Internet with hyperlinks so that the pagination (extent) cannot be provided

WormBase: the Biology and Genome of C. elegans [Internet]. Release WS170. [Pasadena (CA)]: California Institute of Technology. c1999 - . Pedigree browser for MSaa; [cited 2007 Feb 1]. Available from: http://www.wormbase.org/db/searches/pedigree?name=MSaa

Entrez Genome [Internet]. Bethesda (MD): National Library of Medicine (US), National Center for Biotechnology Information. [date unknown] - . Haloarcula marismortui ATCC 43049 plasmid pNG200, complete sequence; [cited 2007 Feb 27]. Available from: http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=genome&cmd=Retrieve&dopt=Overview&list_uids=18013

12. Part of a Database on the Internet with a URL not directly addressable

Reinhardt V, Reinhardt A. Environmental Enrichment for Primates: Annotated Database on Environmental Enrichment and Refinement of Husbandry for Nonhuman Primates [Internet]. Washington: Animal Welfare Institute. 1998 Jul 1 - . Case 1896, Acute staphylococcal endocarditis; [cited 2007 Feb 16]; [about 1 screen]. Available from: http://project.lse.ualberta.ca/pathology/ by clicking on Keyword Search and entering the case number under Fast Find.

Cohen BA, Lehmann CU. dermatlas.org: Dermatology Image Atlas [Internet]. [Baltimore (MD)]: Johns Hopkins University. c2000 - . Pellagra_1_031007; [updated 2007 Feb 19; cited 2007 Feb 27]; [about 1 screen]. Available from: http://dermatlas.med.jhmi.edu/derm/ by entering pellagra in the Quick Search box.

EARSS: the European Antimicrobial Resistance Surveillance System [Internet]. Bilthoven (Netherlands): RIVM. 2001 - 2005. Susceptibility results for E. coli isolates in Denmark (DK) in 2005; [cited 2007 Feb 16]; [about 1 screen]. Available from: http://www.rivm.nl/earss/database/ by selecting Denmark, 2005, E. coli, Aminoglycosides, Table.

Drugs and Lactation Database (LactMed) [Internet]. Bethesda (MD): National Library of Medicine (US). [2006] - . LactMed record number 323, Fluoxetine; [rev. 2007 Dec 27; cited 2009 Apr 2]; [about 3 p.]. Available from: http://toxnet.nlm.nih.gov/cgi-bin/sis/htmlgen?LACT by entering fluoxetine in the Search box. CASRN: 54910-89-3.

Drugs@FDA [Internet]. Silver Spring (MD): Food and Drug Administration (US), Center for Drug Evaluation and Research; [2004] - . Demerol; [cited 2009 Apr 3]. Available from: http://www.accessdata.fda.gov/scripts/cder/drugsatfda/index.cfm by entering demerol in the Search box and then selecting from the list of drug names retrieved.

## 13. Part of a Database on the Internet with a note

FlyBase: a Database of *Drosophila* Genes & Genomes [Internet]. Version FB2006_01. Bloomington (IN): Indiana University. 2006 Dec 8 -   . Aberration Dmel\Ab(1;?)w^{m4000}; [cited 2007 Feb 27]. Available from: http://flybase.bio.indiana.edu/reports/FBab0023371.html System Requirements: Compatible with Internet Explorer Mac 5.2 and Internet Explorer 6; Internet Explorer 7 is incompatible.

WormBase: the Biology and Genome of C. elegans [Internet]. Release WS170. [Pasadena (CA)]: California Institute of Technology. c1999 -   . Pedigree browser for MSaa; [cited 2007 Feb 1]. Available from: http://www.wormbase.org/db/searches/pedigree?name=MSaa WormBase is supported by a grant from the National Human Genome Research Institute at the US National Institutes of Health # P41 HG02223 and the British Medical Research Council.
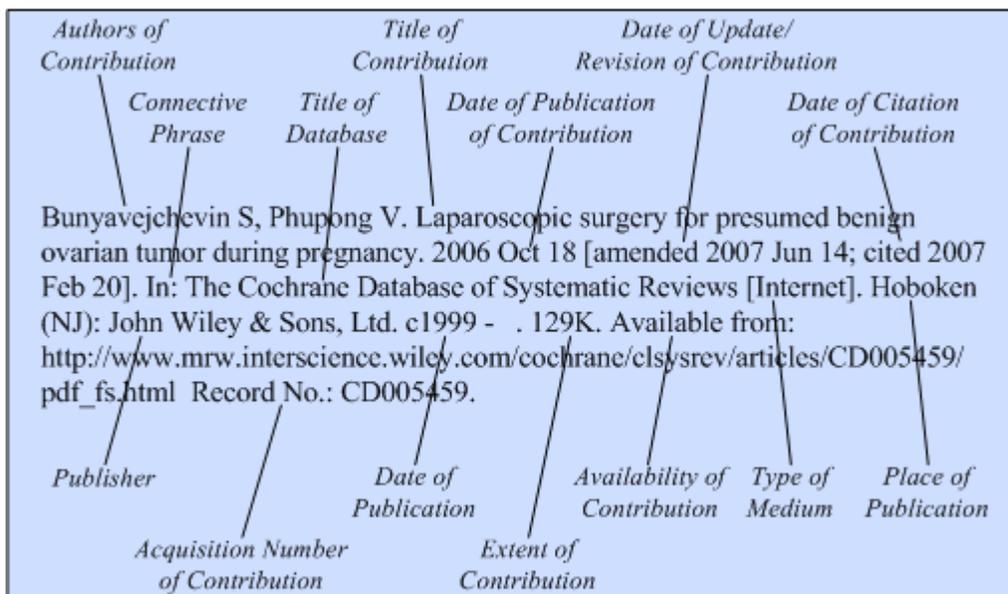
C. Sample Citation and Introduction to Citing Contributions to Databases/Datasets on the Internet

The general format for a reference to a contribution to a database on the Internet, including punctuation:
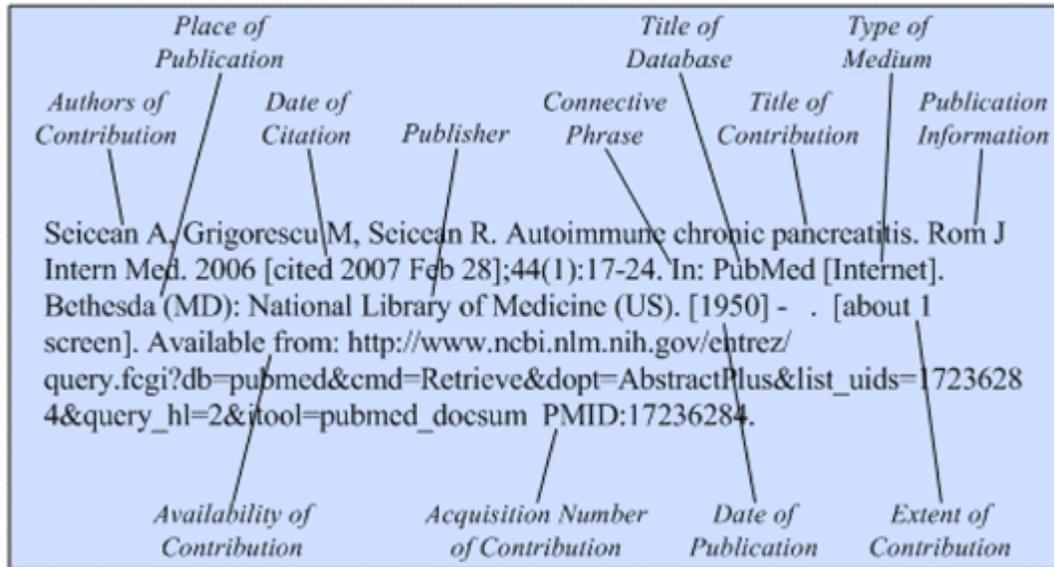
- without a separate date of publication for the contribution:
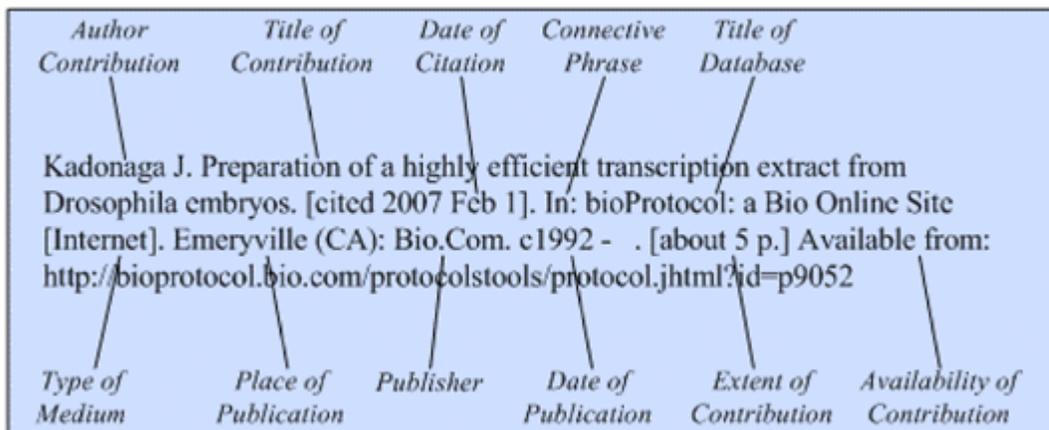
- with a separate date of publication for the contribution:

- with complete publication information for the contribution (see text below for clarification):

Examples of Citations to Contributions to Databases/Datasets on the Internet

Contributions are separately identified records, sections, or other portions of Internet databases/datasets that are provided by individuals or organizations other than the database builders. They thus have distinct authorship.

There are two types of contributions: those written expressly for the database, such as a review produced for the Cochrane Database of Systematic Reviews, and those written for a primary publication such as a journal or book that is cited in the database. A journal article in a bibliographic database such as PubMed is an example of the latter. The first type of contribution contains only an author and title, and sometimes a date of publication; it has no place of publication, publisher, or other publication information separate from the database. The second type, however, contains full publication information.

A reference should start with the individual or organization with responsibility for the intellectual content of the publication. Begin a reference to a contribution with information about the contribution, followed by the word "In:" and information about the database. Use date of citation and the availability (URL) for the contribution, not the database.

Although directions are provided here for creating citations to items published elsewhere and cited in a database, this format for contributions should rarely be used in a reference list. Unless only information found in the database record is used, articles, books, and other publications should be located directly and cited as their original form. This will also assure that any possible errors introduced in creating the database record will not be continued.

In large bibliographies it is usually not practical to identify the source for each citation, but the overall sources used should be identified in introductory text.

Continue to Citation Rules with Examples for Contributions to Databases/Datasets on the Internet.

Continue to Examples of Citations to Contributions to Databases/Datasets on the Internet.

Citation Rules with Examples for Contributions to Databases/Datasets on the Internet

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Author Affiliation (O) | Title (R) | Publication Information (R) | Date of Update/Revision (R) | Date of Citation (R) | Connective Phrase (R) | Database (R) | Extent (Pagination) (R) | Availability (R) | Acquisition Number (O) | Language (R) | Notes (O)

Author of a Contribution to a Database on the Internet (required)

General Rules for Author

- List names in the order they appear in the text
- Enter surname (family or last name) first for each author
- Capitalize names and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
- Give all authors, regardless of the number
- Separate author names from each other by a comma and a space
- End author information with a period

Specific Rules for Author

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Organizations as author
- Options for author names

Box 90. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames

    Estelle Palmer-Canton   *becomes*   Palmer-Canton E

    Ahmed El-Assmy   *becomes*   El-Assmy A

- Keep particles, such as O', D', and L'

    Alan D. O'Brien   *becomes*   O'Brien AD

    James O. L'Esperance   *becomes*   L'Esperance JO

    U. S'adeh   *becomes*   S'adeh U

Box 90 continues on next page...

Box 90 continued from previous page.

- Omit all other punctuation in surnames

    Charles A. St. James   *becomes*   St James CA

Box 91. Other surname rules.

- Keep prefixes in surnames

    Lama Al Bassit   *becomes*   Al Bassit L

    Jiddeke M. van de Kamp   *becomes*   van de Kamp JM

    Gerard de Pouvourville   *becomes*   de Pouvourville G

- Keep compound surnames even if no hyphen appears

    Sergio Lopez Moreno   *becomes*   Lopez Moreno S

    Jaime Mier y Teran   *becomes*   Mier y Teran J

    Virginie Halley des Fontaines   *becomes*   Halley des Fontaines V

    [If you cannot determine from the title page or opening or closing screens whether a surname is compound or is a combination of a middle name and a surname, look at the back of the title page (the copyright page) or elsewhere in the text for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

Box 92. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names

    Jean-Louis Lagrot   *becomes*   Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle

    D'Arcy Hart   *becomes*   Hart D

    W. St. John Patterson   *becomes*   Patterson WS

    De la Broquerie Fortier   *becomes*   Fortier D

    Craig McC. Brooks   *becomes*   Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

    Ch. Wunderly   *becomes*   Wunderly C

    C. Fr. Erdman   *becomes*   Erdman CF

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

    Iu. A. Iakontov   *becomes*   Iakontov IuA

    G. Th. Tsakalos   *becomes*   Tsakalos GTh

Box 93. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name

    James A. Reed, M.D., F.R.C.S.   *becomes*   Reed JA

    Kristine Schmidt, Ph.D.   *becomes*   Schmidt K

    Robert V. Lang, Major, US Army   *becomes*   Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name

    Sir Frances Hildebrand   *becomes*   Hildebrand F

    Dr. Jane Eberhard   *becomes*   Eberhard J

    Captain R.C. Williams   *becomes*   Williams RC

Box 94. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation

- Convert roman numerals to arabic ordinals

Box 94 continues on next page...

Box 94 continued from previous page.

Examples:

Vincent T. DeVita, Jr.   *becomes*   DeVita VT Jr

James G. Jones II   *becomes*   Jones JG 2nd

John A. Adams III   *becomes*   Adams JA 3rd

Henry B. Cooper IV   *becomes*   Cooper HB 4th

Box 95. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese

- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

    Iu. A. Iakontov   *becomes*   Iakontov IuA

    G. Th. Tsakalos   *becomes*   Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

Box 96. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may be an author.

- Omit "The" preceding an organization name

    The American Cancer Society *becomes* American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

    American Medical Association, Committee on Ethics.

    International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

    American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the two-letter ISO country code (see Appendix D) in parentheses after the name

    National Academy of Sciences (US).

    Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

    Canadian Association of Orthodontists; Canadian Dental Association.

    American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization or organizations appear on the title page or opening or closing screens of a contribution to a database as authors, use the names of the individuals as the author. Give the organization at the end of the reference as a note, if desired.

- For names of organizations in languages other than English:

    - Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Follow a non-English name with a translation when possible. Place all translations in square brackets.

        Istituto di Fisiologia Clinica del CNR.

        Universitatsmedizin Berlin.

        Nordisk Anaesthesiologisk Forening [Scandinavian Society of Anaesthesiologists].

    - Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Follow a non-English name with a translation when possible. Place all translations in square brackets.

        Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

        or

Box 96 continues on next page...

Box 96 continued from previous page.

> [Russian Respiratory Society].

- ○ Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

  > [Chinese Medical Society].

- ○ Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - ■ Treat letters marked with diacritics or accents as if they are not marked

    > Å   *treated as*   A
    >
    > Ø   *treated as*   O
    >
    > Ç   *treated as*   C
    >
    > Ł   *treated as*   L
    >
    > à   *treated as*   a
    >
    > ĝ   *treated as*   g
    >
    > ñ   *treated as*   n
    >
    > ü   *treated as*   u

  - ■ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    > æ   *treated as*   ae
    >
    > œ   *treated as*   oe

Box 97. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon.

  > Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.

  > Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."

  > Rastan S, Hough T, Kierman A, et al.

  > Adler DG, Baron TH, Davila RE, and others.

Examples for Author

1. Standard contribution to a database on the Internet without a separate date for the item

2. Standard contribution to a database on the Internet with a separate date for the item

3. Standard contribution to a database on the Internet with complete publication information for the item

4. Contribution to a database on the Internet with organization as author

Author Affiliation for a Contribution to a Database on the Internet (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the affiliation
- Place the affiliation in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the closing parenthesis, unless it is the affiliation of the last author, then use a period

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

Box 98. Abbreviations in affiliations.

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

    Examples:

    Acad. for Academy

    Assoc. for Association

    Co. for Company

    Coll. for College

    Corp. for Corporation

    Dept. for Department

    Div. for Division

    Inst. for Institute or Institution

    Soc. for Society

    Univ. for University

    See Appendix C for more abbreviations of commonly used English words.

Box 98 continues on next page...

Box 98 continued from previous page.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 99. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears in the publication

- Do not end an e-mail address with a period

- Place the e-mail address within the closing parenthesis for the author affiliation

  Example:

  Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

Box 100. Organizational names for affiliations not in English.

Give the affiliations of all authors or only the first author.

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country if non-US. Place the affiliation in parentheses.

- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

  Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

  Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I.

Box 100 continued from previous page.

> Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese)

> Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

    Å *treated as* A

    Ø *treated as* O

    Ç *treated as* C

    Ł *treated as* L

    à *treated as* a

    ĝ *treated as* g

    ñ *treated as* n

    ü *treated as* u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ *treated as* ae

    œ *treated as* oe

- Use the English form of names for cities and countries whenever possible. For example, use Vienna for Wien and use Spain for Espana. However, the name as found on the publication may always be used.

Box 101. Names for cities and countries not in English.

- Use the English form for names of cities and countries if possible. However, the name as found on the publication may always be used.

  Moskva *becomes* Moscow

  Wien *becomes* Vienna

  Italia *becomes* Italy

  Espana *becomes* Spain

Examples for Author Affiliation

5. Contribution to a database on the Internet with author affiliation

Title of a Contribution to a Database on the Internet (required)

General Rules for Title

- Enter the title of the contribution as it appears in the database, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle unless some other form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it

Specific Rules for Title

- Titles not in English
- Titles in more than one language
- Titles containing a Greek letter, chemical formula, or another special character

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Box 102. **Titles not in English.**

- Translate non-English titles of contributions that are journal articles into English regardless of the original language. Place the translation in square brackets.

   Piccot-Crezollet C, Casamatta JM, Lepage OM. [Digital semiological anesthesia in horses: technique and elements of interpretation]. Can Vet J. 2005 Sep [cited 2007 Mar 9];46(9):807-13. In: Agricola [Internet]. Beltsville (MD): National Agricultural Library (US). [date unknown] -   . [about 3 screens]. Available from: http://agricola.nal.usda.gov/cgibin/Pwebrecon.cgi?DB=local&CNT=20&CMD=horse&SL=Submit&DATE=2000&DTBL=G%7C&LANG= FRE%7C&STARTDB=AGRIDB Call No.: 41.8 R3224. French.

   Kukushkina MN, Korovin SI. [Cases of primary multiple metachronous skin melanoma]. Lik Sprava. 2006 Oct-Nov [cited 2007 Mar 13];(7):29-31. In: PubMed [Internet]. Bethesda (MD): National Library of Medicine (US). [1950] -   . [about 1 screen]. Available from: http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=pubmed&cmd=Retrieve&dopt=AbstractPlus&list_uids=17312883&query_hl=1&itool=pubmed_DocSum PMID: 17312883. Russian.

- For non-English titles of contributions in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.) that are not journal articles, provide them in the original language

   Loyber I, Varela SB. Bases neurofisiologicas del dolor: dolor referido. Cordoba (Argentina): Universitas; c2002 [cited 2007 Mar 9]. 94 p. In: LocatorPlus [Internet]. Bethesda (MD): National Library of Medicine (US). [date unknown] -   . [about 1 screen]. Available from: http://locatorplusv2.nlm.nih.gov/cgi-bin/Pwebrecon.cgi?Search_Arg=101178678&Search_Code=FT*&PID=t@ODl%3COIo@ODm@%3EHs@%3EIm@NIo@%3F%3C&SEQ=20070312150312&CNT=25&HIST=1 NLM Unique ID: 101178678. Spanish.

- For non-English titles of contributions in Cyrillic, Greek, Arabic, Hebrew, or Korean that are not journal articles, romanize (write in the roman alphabet) them. A good authority for romanization is the *ALA-LC Romanization Tables*.

   Tsimmerman IA S. Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh zabolevanii: klinicheskie ocherki.

Box 102 continues on next page...

Box 102 continued from previous page.

- For non-English titles of contributions in character-based languages (Chinese, Japanese) that are not journal articles, romanize (write in the roman alphabet) or translate them. Place translated titles in square brackets.

    Katsunori K. Anrakushi to keiho.

    or

    Katsunori K. [Euthanasia and criminal law].

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

    Schmitz M. Psychopharmaka: Grundlagen, Standardtherapien und neue Konzepte.

- When possible, provide the original language or romanized title for journal articles before the English translation; for all other titles provide an English translation after the original language title. Place all translations in square brackets.

    Piccot-Crezollet C, Casamatta JM, Lepage OM. Anesthesies semiologiques digitales chez le cheval: technique et elements d'interpretation [Digital semiological anesthesia in horses: technique and elements of interpretation]. Can Vet J. 2005 Sep [cited 2007 Mar 9];46(9):807-13. In: Agricola [Internet]. Beltsville (MD): National Agricultural Library (US). [date unknown] -   . [about 3 screens]. Available from: http://agricola.nal.usda.gov/cgi-bin/Pwebrecon.cgi?DB=local&CNT=20&CMD=horse&SL=Submit&DATE=2000&DTBL=G%7C&LANG=FRE%7C&STARTDB=AGRIDB French .

> Loyber I, Varela SB. Bases neurofisiologicas del dolor: dolor referido [Neurophysiological basis of pain: referred pain]. Cordoba (Argentina): Universitas; c2002. 94 p. In: LocatorPlus [Internet]. Bethesda (MD): National Library of Medicine (US). [date unknown] - . [about 1 screen]. Available from: http://locatorplusv2.nlm.nih.gov/cgi-bin/Pwebrecon.cgi?Search_Arg=101178678&Search_Code=FT*&PID=t@ODl%3COIo@ODm@%3EHs@%3EIm@NIo@%3 F %3C&SEQ=20070312150312&CNT=25&HIST=1 NLM Unique ID: 101178678. Spanish.

Box 103. Titles in more than one language.

If a record or another contribution is written with equal text in two or more languages, as often occurs in Canadian publications:

- Give all titles in the order they are presented on the title page or opening screens

- Place an equals sign surrounded by a space between the titles

- List the languages after the availability statement (URL) and any acquisition number

- Capitalize the language names

- Separate the language names by commas

- End the list of languages with a period

  Example:

  > Brodkin E, Lindegger M, Kassam S, Gustafson R. Possible transmission of hepatitis A in a school setting = Possible transmission de l'hepatite A en milieu scolaire. Can Commun Dis Rep. 2007 Feb 15;33(4):49-51. In: PubMed [Internet]. Bethesda (MD): National Library of Medicine (US). [1950] - . [about 1 screen]. Available from: http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=pubmed&cmd=Retrieve&dopt=AbstractPlus&list_uids=17352054&query_hl=2&itool =pubmed_docsum PMID: 17352054. English, French.

- If none of the titles is English, follow with a translation when possible. Place the translation in square brackets.

- If each language version has its own URL, give the URL of the language you used. As an option, give the URLs for all languages. Separate them by a space, a semicolon, and a space.

  Available from:

  http://www.fao.org/docrep/006/y4962t/y4962t01.htm#bm1..1.3.1 ;

  http://www.fao.org/docrep/006/y4962t/y4962t03.htm#bm3..1.3.1 ;

  http://www.fao.org/docrep/006/y4962t/y4962t05.htm#bm5..1.3.1 English, French, Spanish.

Box 104. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of the title of a record or other contribution unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

Box 104 continued from previous page.

> 1,3-dichloro-5,5-dimethylhydantoin: health-based reassessment of administrative occupational exposure limits.
>
> von Willebrand disease.

- Retain special characters in titles when possible

> E©UP: European Copyright User Platform

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the available type fonts, substitute the name for the symbol. For example, Ω becomes omega.

> γ-linolenic acid and its clinical applications.
>
> *may become*
>
> Gamma-linolenic acid and its clinical applications.
>
> Enantioselective synthesis of *β*-amino acids.
>
> *may become*
>
> Enantioselective synthesis of beta-amino acids.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

> TiO_2 nanoparticles.
>
> *may become*
>
> TiO(2) nanoparticles.

Examples for Title

1. Standard contribution to a database on the Internet without a separate date for the item

2. Standard contribution to a database on the Internet with a separate date for the item

3. Standard contribution to a database on the Internet with complete publication information for the item

6. Contribution to a database on the Internet with title in a language other than English

Publication Information for a Contribution to a Database on the Internet (required)

General Rules for Publication Information

- If the contribution is an item published elsewhere and cited in the database, provide complete publication information according to the other chapters in this guide, i.e. Chapter 1A for journal articles, Chapter 2 for books, etc.
- If the contribution was written for the database, enter the date of publication (when provided) if it differs from the date of the database as a whole
- Always give the year of publication
- Convert roman numerals to arabic numbers. For example: MM to 2000.

- Include the month and day of publication, if desired, after the year, such as 2004 May 13
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End date information with a space

Specific Rules for Date of Publication

- Locating the date of publication
- Multiple years of publication
- Non-English names for months
- Seasons instead of months
- Date of publication and date of copyright
- No date of publication, but a date of copyright
- No date of publication or copyright can be found
- Options for date of publication

Box 105. Locating the date of publication.

- The location of the date of publication for a contribution that was written for the database may be found:
  - At the top of the contribution
  - Below the author name(s) or the title
  - At the bottom of the contribution
  - In a specific date field

Box 106. Multiple years of publication.

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

  2002-2003

  1997-1998

  1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

  1999 Oct-2000 Mar

  2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen

  2005 Jan-Feb

  1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Box 107. Non-English names for months.

- Translate names of months into English

Box 107 continued from previous page.

- Abbreviate them using the first three letters

- Capitalize them
  Examples:

    mayo = May

    luty = Feb

    brezen = Mar

Box 108. Seasons instead of months.

- Translate names of seasons into English

- Capitalize them

- Do not abbreviate them
  For example:

    balvan = Summer

    outomno = Fall

    hiver = Winter

    pomlad = Spring

Box 109. Date of publication and date of copyright.

Some publications have both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the date of publication unless three or more years separate the two dates
- In this situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, "2002, c1997".

This convention alerts a user that the information in the publication is older than the date of publication implies.

Box 110. No date of publication, but a date of copyright.

- A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005.

    Carter H, Winstead GA. Study protocol for measuring the effects of work-site exercise on the physical fitness of older workers. c2006 [cited 2007 Mar 9]. In:

Box 111. No date of publication or copyright can be found.

- If neither a date of publication nor a date of copyright can be found, but a date can be estimated because of material in the record, insert a question mark after the estimated date and place date information in square brackets

    Bagley TR. Genomic studies of digestive cancers. [2004?] [cited 2007 Mar 9]. In:

- If neither a date of publication nor a date of copyright can be found nor can the date be estimated, use the date of update/revision and/or the date cited

    Collins YE, Perkins JT. Current status of non-Hodgkins lymphoma therapy. [modified 2006 Jan 1; cited 2007 Mar 9]. In:

    Stern AH, Petersen PF. Global strategy for the prevention of chronic obstructive pulmonary disease. [cited 2006 Nov 3]. In:

Box 112. Options for date of publication.

It is not NLM policy, but the following is an acceptable option:

The date of publication of the contribution may follow the author names in the list of references when the name-year system of in-text references is used.

- Use only the year of publication

- Use (1) the year of copyright, (2) the date of update/revision, or (3) the date of citation, in that order, if there is no publication date

- Place the date followed by a period after the last named author

- Keep the date of update/revision and/or date of citation in their usual position unless they are the only dates available to follow the author(s)

- End the publisher name with a period for contributed books if the date of citation is the only date available to follow the author(s)

    NLM citation:

    Bunyavejchevin S, Phupong V. Laparoscopic surgery for presumed benign ovarian tumor during pregnancy. 2006 Oct 18 [amended 2007 Jun 14; cited 2007 Feb 20]. In: The Cochrane Database of Systematic Reviews [Internet]. Hoboken (NJ): John Wiley & Sons, Ltd. c1999 - . 129K. Available from: http://www.mrw.interscience.wiley.com/cochrane/clsysrev/articles/CD005459/pdf_fs.html Record No.: CD005459.

    Frank CD, Adler DG. Post-ERCP pancreatitis and its prevention. Nat Clin Pract Gastroenterol Hepatol. 2006 Dec [cited 2007 Mar 9];3(12):680-8. In: PubMed [Internet]. Bethesda (MD): National Library of Medicine (US). [1950] - . Available from: http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=pubmed&cmd=Retrieve&dopt=AbstractPlus&list_uids=17130878&query_hl=2&itool=pubmed_docsum PMID: 17130878.

    Box 112 continues on next page...

Box 112 continued from previous page.

Loyber I, Varela SB. Bases neurofisiologicas del dolor: dolor referido. Cordoba (Argentina): Universitas; c2002 [cited 2007 Mar 9]. 94 p. In: LocatorPlus [Internet]. Bethesda (MD): National Library of Medicine (US). [date unknown] - . [about 1 screen]. Available from: http://locatorplusv2. nlm.nih.gov/cgi-bin/Pwebrecon.cgi?Search_Arg=101178678&Search_Code=FT*&PID=t@ODl%3C OIo@ODm@%3EHs@%3EIm@NIo@%3F%3C&SEQ=20070312150312&CNT=25&HIST=1 NLM Unique ID: 101178678. Spanish.

Kadonaga J. Preparation of a highly efficient transcription extract from *Drosophila* embryos. [cited 2007 Feb 1]. In: bioProtocol: a Bio Online Site [Internet]. Emeryville (CA): Bio.Com. c1992 - . [about 5 p.]. Available from: http://bioprotocol.bio.com/protocolstools/protocol.jhtml?id=p9052

Name-year system of citation:

Bunyavejchevin S, Phupong V. 2006. Laparoscopic surgery for presumed benign ovarian tumor during pregnancy. [amended 2007 Jun 14; cited 2007 Feb 20]. In: The Cochrane Database of Systematic Reviews [Internet]. Hoboken (NJ): John Wiley & Sons, Ltd. c1999 - . 129K. Available from: http://www.mrw.interscience.wiley.com/cochrane/clsysrev/articles/CD005459 /pdf_fs.html Record No.: CD005459.

Frank CD, Adler DG. 2006. Post-ERCP pancreatitis and its prevention. Nat Clin Pract Gastroenterol Hepatol. [cited 2007 Mar 9];3(12):680-8. In: PubMed [Internet]. Bethesda (MD): National Library of Medicine (US). [1950] - . Available from: http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=pubm ed&cmd=Retrieve&dopt=AbstractPlus&list_uids=17130878&query_hl=2&itool=pubmed_docsumP MID:17130878.

Loyber I, Varela SB. c2002. Bases neurofisiologicas del dolor: dolor referido. Cordoba (Argentina): Universitas; [cited 2007 Mar 9]. 94 p. In: LocatorPlus [Internet]. Bethesda (MD): National Library of Medicine (US). [date unknown] - . [about 1 screen]. Available from: http://locatorplusv2.nlm.nih.g ov/cgi-bin/Pwebrecon.cgi?Search_Arg=101178678&Search_Code=FT*&PID=t@ODl%3COIo@OD m@%3EHs@%3EIm@NIo@%3F%3C&SEQ=20070312150312&CNT=25&HIST=1 NLM Unique ID: 101178678. Spanish.

Kadonaga J. [cited 2007 Feb 1]. Preparation of a highly efficient transcription extract from *Drosophila* embryos. In: bioProtocol: a Bio Online Site [Internet]. Emeryville (CA): Bio.Com. c1992 - . [about 5 p.] Available from: http://bioprotocol.bio.com/protocolstools/protocol.jhtml?id=p9052

Examples for Date of Publication

1. Standard contribution to a database on the Internet without a separate date for the item

2. Standard contribution to a database on the Internet with a separate date for the item

3. Standard contribution to a database on the Internet with complete publication information for the item

Date of Update/Revision for a Contribution to a Database on the Internet (required)

General Rules for Date of Update/Revision

- Contributions to databases/datasets may be updated or revised separately from the database as a whole
- Begin update/revision information with a left square bracket

- Use whatever word for update or revision is provided, such as updated or modified
- Always give the year of update/revision
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month and day of update/revision, if provided, after the year, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End update/revision information with a semicolon and a space

Specific Rules for Date of Update/Revision

- Locating the date of update/revision
- Non-English names for months
- Seasons instead of months
- Both a date of update and a date of revision
- Database also has a date of update/revision

Box 113. Locating the date of update/revision.

- Contributions to databases/datasets on the Internet may be updated or revised after publication. Look for the date accompanied by such words as updated, modified, revised, reviewed:
  - At the top or bottom of the first screen or the bottom of the last screen of the contribution
  - In a specific field if the contribution is subdivided into fields
  - In the source code for the contribution if it is displayed by the Web browser

---

Box 114. Non-English names for months.

- Translate names of months into English

- Abbreviate them using the first three letters

- Capitalize them
  Examples:

  > mayo = May

  > luty = Feb

  > brezen = Mar

Box 115. Seasons instead of months.

- Translate names of seasons into English

- Capitalize them

- Do not abbreviate them
  For example:

  > balvan = Summer

  > outomno = Fall

  > hiver = Winter

  <div align="center">Box 115 continues on next page...</div>

Box 115 continued from previous page.

> pomlad = Spring

Box 116. **Both a date of update and a date of revision.**

Various words are used to show that the content of a contribution has changed. Among them are: updated, modified, revised, reviewed.

- Use the wording supplied in the contribution
- Give all words expressing update/revision with the dates provided, in ascending date order
- Enter dates in the format year month day
- Separate words with their dates by a semicolon and a space

> updated 2006 May; modified 2006 Dec;
>
> revised 2005 Dec 5; updated 2007 Mar 5;

- Add the date of citation and put all date information in square brackets
- End date information with a period placed outside the closing bracket
  Example:

> Bunyavejchevin S, Phupong V. Laparoscopic surgery for presumed benign ovarian tumor during pregnancy. 2006 Oct 18 [amended 2007 Jun 14; cited 2007 Feb 20]. In: The Cochrane Database of Systematic Reviews [Internet]. Hoboken (NJ): John Wiley & Sons, Ltd. c1999 - . 129K. Available from: http://www.mrw.interscience.wiley.com/cochrane/clsysrev/articles/CD005459/pdf_fs.html Record No.: CD005459.

Box 117. **Database also has a date of update/revision.**

- Contributions to databases/datasets may be updated or revised separately from the database as a whole. If the database also has a date of update/revision, retain it.

Examples for Date of Update/Revision

7. Contribution to a database on the Internet with date of update/revision

Date of Citation for a Contribution to a Database on the Internet (required)

General Rules for Date of Citation

- Give the date the contribution was seen on the Internet
- Include the year month and day in that order, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- If a Date of Update/Revision is given, place the date of citation after it and follow both dates with a right square bracket
- If no date of update/revision is given, place citation date information in square brackets
- End date information with a period placed outside the closing bracket

Specific Rules for Date of Citation

- Both a date of update/revision and a date of citation

Box 118. Both a date of update/revision and a date of citation.

Various words are used to show that the content of a contribution has been changed. Among them are: updated, modified, revised, reviewed.

- Begin with the date(s) of update/revision in the format year month day
  - Use the wording for update/revision supplied in the contribution
  - Give all words with the dates provided, in ascending date order
  - Separate words by a semicolon and a space
  - End the date(s) of update/revision with a semicolon and a space

- Enter the date cited in the format year month day

- Place all dates of update/revision and date of citation information in one set of square brackets

- End with a period placed outside the closing bracket

  Example:

  Bunyavejchevin S, Phupong V. Laparoscopic surgery for presumed benign ovarian tumor during pregnancy. 2006 Oct 18 [amended 2007 Jun 14; cited 2007 Feb 20]. In: The Cochrane Database of Systematic Reviews [Internet]. Hoboken (NJ): John Wiley & Sons, Ltd. c1999 - . 129K. Available from: http://www.mrw.interscience.wiley.com/cochrane/clsysrev/articles/CD005459/pdf_fs.html Record No.: CD005459.

Examples for Date of Citation

1. Standard contribution to a database on the Internet without a separate date for the item

2. Standard contribution to a database on the Internet with a separate date for the item

3. Standard contribution to a database on the Internet with complete publication information for the item

Connective Phrase for a Contribution to a Database on the Internet (required)

General Rules for Connective Phrase

- Place a space and the word "In" after the title (and any dates) of the contribution
- Follow "In" with a colon and a space

Examples for Connective Phrase

1. Standard contribution to a database on the Internet without a separate date for the item

2. Standard contribution to a database on the Internet with a separate date for the item

3. Standard contribution to a database on the Internet with complete publication information for the item

Database on the Internet (required)

General Rules for a Database on the Internet

- For all components except Date of Citation and the Availability (URL), cite according to Chapter 24A Entire Databases/Retrieval Systems/Datasets on the Internet. For these components elements use the instructions below.

Extent (Pagination) (required)

General Rules for Extent (Pagination)

- If the extent is not provided by the database, calculate the extent as the total number of screens, paragraphs, lines, or bytes of the database record or other contribution, whichever is most practical
- If the extent is calculated, precede the total with the word about and place it in square brackets, such as [about 15 screens]
- If the contribution is printed, precede the page total with the word about and place it in square brackets, such as [about 10 p.]
- If the contribution contains hyperlinks, it is not possible to provide the extent
- End extent information with a period

Specific Rules for Extent (Pagination)

- Extent for items published elsewhere and cited in the database

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Box 119. Extent for items published elsewhere and cited in the database.

If the contribution is a journal article or book that was published elsewhere and cited in the database:

- Give the pagination for the item, i.e., the page numbers on which a journal article appears or the total number of pages of a book, as a part of Publication Information

- Use for extent the length of the record for the item as it appears in the database. For example, in the following citation:

  Frank CD, Adler DG. Post-ERCP pancreatitis and its prevention. Nat Clin Pract Gastroenterol Hepatol. 2006 Dec [cited 2007 Mar 9];3(12):680-8. In: PubMed [Internet]. Bethesda (MD): National Library of Medicine (US). [1950] - . [about 1 screen]. Available from: http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=pubmed&cmd=Retrieve&dopt=AbstractPlus&list_uids=17130878&query_hl=2&itool=pubmed_docsum PMID: 17130878.

  [The article occupies pages 680 through 688 in the journal, but the record for this article in the database takes about 1 screen to display.]

Examples for Extent (Pagination)

8. Contribution to a database on the Internet with extent provided by the database

9. Contribution to a database on the Internet with extent calculated

Availability for a Contribution to a Database on the Internet (required)

General Rules for Availability

- Begin with the phrase "Available from" followed by a colon and a space

- Insert the entire Uniform Resource Locator (URL); do not omit http://, www, or other beginning components
- End with a period only if the URL ends with a slash, otherwise end with no punctuation

Specific Rules for Availability

- Breaking long URLs
- URLs not directly addressable
- Multiple URLs

Box 120. Breaking long URLs.

Some URLs (Uniform Resource Locators) are longer than one line.

- Retain the entire string as found when possible
- Break a URL at a slash if necessary
- Do not insert a hyphen or a hard line break into a URL

Box 121. URLs not directly addressable.

The URL as displayed by the Web browser may not always be used to retrieve the record or other item, i.e., is not directly addressable.

- Always check to see if the URL is directly addressable

- If it is not, provide instructions for locating it from the closest addressable URL

  Example:

     Available from: http://www.genomic.melb.edu/mdi/ by searching for record number 9934872.

Box 122. Multiple URLs.

If more than one URL can be used to locate a contribution:

- Give the URL you used in locating the contribution

- As an option, give all known URLs, separated by a space, a semicolon, and a space

  Example:

     Available from:

     http://www.fao.org/nutrdb/006/y4962t/y4962t01.htm#bm1..1.3.1 ;

     http://www.fao.org/nutrdb/006/y4962t/y4962t03.htm#bm3..1.3.1 ;

     http://www.fao.org/nutrdb/006/y4962t/y4962t05.htm#bm5..1.3.1

Examples for Availability

1. Standard contribution to a database on the Internet without a separate date for the item

2. Standard contribution to a database on the Internet with a separate date for the item

3. Standard contribution to a database on the Internet with complete publication information for the item

Acquisition Number for a Contribution to a Database (optional)

General Rules for Acquisition Number

- Give the record number or other acquisition number assigned to the contribution by the database
- Precede the number with the identifying wording used by the database, such as Record No. or PMID
- Use Acquisition No. if the database does not identify the number
- Follow the wording with a colon and a space, then add the number, such as PMID: 17236284
- End number information with a period

Examples for Acquisition Number

10. Contribution to a database on the Internet with an acquisition number

Language for a Contribution to a Database on the Internet (required)

General Rules for Language

- Give the language of publication of the contribution if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Contributions appearing in more than one language

Box 123. Contributions appearing in more than one language.

If a record or another contribution is written with equal text in two or more languages, as often occurs in Canadian publications:

- Give all titles in the order they are presented on the title page or opening screens

- Place an equals sign with a space before and after between the titles

- List the languages after the availability statement (URL) and any acquisition number

- Capitalize the language names

- Separate the language names by commas

- End the list of languages with a period

  Example:

  Brodkin E, Lindegger M, Kassam S, Gustafson R. Possible transmission of hepatitis A in a school setting = Possible transmission de l'hepatite A en milieu scolaire. Can Commun Dis Rep. 2007 Feb 15;33(4):49-51. In: PubMed [Internet]. Bethesda (MD): National Library of Medicine (US). [1950] - . [about 1 screen]. Available from: http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=pubmed&cmd=Retrieve &dopt=AbstractPlus&list_uids=17352054&query_hl=2&itool=pubmed_docsum PMID: 17352054. English, French.

- If none of the titles is English, follow with a translation when possible. Place the translation in square brackets.

- If each language version has its own URL, give the URL of the language you used. As an option, give the URLs for all languages. Separate them by a space, a semicolon, and a space.

    Available from:

    http://www.fao.org/docrep/006/y4962t/y4962t01.htm#bm1..1.3.1 ;

    http://www.fao.org/docrep/006/y4962t/y4962t03.htm#bm3..1.3.1 ;

    http://www.fao.org/docrep/006/y4962t/y4962t05.htm#bm5..1.3.1 English, French, Spanish.

Examples for Language

6. Contribution to a database on the Internet with title in a language other than English

Notes for a Contribution to a Database on the Internet (optional)

General Rules for Notes

- Notes is a collective term for any further useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- System requirements
- Other types of material to include in notes

Box 124. System requirements.

System requirements describe the software and hardware needed to view the contribution on the database.

- Begin with the phrase "System Requirements" followed by a colon and a space

- Use the publisher's wording; no standardization is needed

- Separate the types of information with semicolons

- End requirement information with a period
    Example:

    System Requirements: Windows 95 or higher; 200-megaHertz Pentium or higher; Random Access Memory 128-megabytes or higher; Modem Speed 56 Kilobits per second or higher; 20-MB hard disk space; 17-inch video graphics array; 800 x 600 pixels/high with color 800;Adobe Acrobat Reader 5.0; Internet Explorer 6.0 or higher.

Box 125. Other types of material to include in notes.

The notes element may be used to provide any further information. Begin by citing the contribution and the database, then add the note. Examples of notes are:

- Information on any access requirements/limitations

  Beaver BV. The veterinarian's encyclopedia of animal behavior. Ames (IA): Iowa State University Press; 1994 [cited 2007 Mar 9]. 307 p. In: WorldCat [Internet]. Dublin (OH): OCLC Online Computer Library Center, Inc. 1971 - . [about 2 screens]. Available from: http://firstsearch.oclc.org/WebZ/FSFETCH?fetchtype=fullrecord:sessionid=fsapp4-50507-ez31hdf6-76zk93:entitypagenum=15:0:recno=1:resultset=3:format=FI:next=html/record.html:bad=error/badfetch.html:entitytoprecno=1:entitycurrecno=1: numrecs=1 Accession No: OCLC: 30700481. Subscription required to view.

- The name of the organization(s) sponsoring or supporting the database

  Rotchford JK. Single-use acupuncture needles: scanning electron-microscopy of needle-tips [review]. 2002 Apr [cited 2007 Mar 9]. In: Rotchford JK, editor. Acubriefs.com [Internet]. Port Townsend (WA): Best of Both Worlds Foundation. [date unknown] - . [about 3 screens]. Available from: http://www.acubriefs.com/wkstone/webkeystone.py?Profile=ABarticles/search_whole_review.prof&ReviewID=146&UserID=biz_acubriefs Review ID: 146. Acubriefs was established by a grant from the Medical Acupuncture Research Foundation (MARF).

Examples for Notes

11. Contribution to a database on the Internet with a note

Examples of Citations to Contributions to Databases/Datasets on the Internet

1. Standard contribution to a database on the Internet without a separate date for the item

Kadonaga J. Preparation of a highly efficient transcription extract from *Drosophila* embryos. [cited 2007 Feb 1]. In: bioProtocol: a Bio Online Site [Internet]. Emeryville (CA): Bio.Com. c1992 - . [about 5 p.]. Available from: http://bioprotocol.bio.com/protocolstools/protocol.jhtml?id=p9052

2. Standard contribution to a database on the Internet with a separate date for the item

Bunyavejchevin S, Phupong V. Laparoscopic surgery for presumed benign ovarian tumor during pregnancy. 2006 Oct 18 [amended 2007 Jun 14; cited 2007 Feb 20]. In: The Cochrane Database of Systematic Reviews [Internet]. Hoboken (NJ): John Wiley & Sons, Ltd. c1999 - . 129K. Available from: http://www.mrw.interscience.wiley.com/cochrane/clsysrev/articles/CD005459/pdf_fs.html Record No.: CD005459.

Cannon R. Rilonacept to improve artery function in patients with atherosclerosis. 2006 Dec 29 [last updated 2012 Apr 25; results first received 2009 Sep 14; cited 2015 Apr 25]. In: ClinicalTrials.gov [Internet]. Bethesda (MD): U.S. National Library of Medicine. 2000 - . Available from: http://clinicaltrials.gov/show/NCT00417417 ClinicalTrials.gov Identifier: NCT00417417.

Cannon R. Rilonacept to improve artery function in patients with atherosclerosis. 2006 Dec 29 [last updated 2012 Apr 25]. In: ClinicalTrials.gov [Internet]. Bethesda (MD): U.S. National Library of Medicine. 2000 - . Study results [results first received 2009 Sep 14; cited 2015 Apr 25]. Available from: http://clinicaltrials.gov/ct2/show/results/NCT00417417 ClinicalTrials.gov Identifier: NCT00417417 Study Results tab.

Jordan S, Schnepf M, Boeckner L. Hispanic food frequency. 1996 Sep 20 [cited 2007 Feb 16]. In: Nutrition Education for Diverse Audiences [Internet]. Urbana (IL): University of Illinois, College of Agricultural, Consumer and Environmental Sciences. [date unknown] - . [about 1 screen]. Available from: http://necd.aces.uiuc.edu/inter2_search.cgi?ind=853868171

Rotchford JK. Single-use acupuncture needles: scanning electron-microscopy of needle-tips [review]. 2002 Apr [cited 2007 Mar 9]. In: Rotchford JK, editor. Acubriefs.com [Internet]. Port Townsend (WA): Best of Both Worlds Foundation. [date unknown] - . [about 3 screens]. Available from: http://www.acubriefs.com/wkstone/webkeystone.py?Profile=ABarticles/search_whole_review.prof&ReviewID=146&UserID=biz_acubriefs Review ID: 146.

British Cardiovascular Intervention Society. Number of coronary bypass operations and percutaneous coronary interventions per year 1980-2004, United Kingdom. 2005 [cited 2007 Mar 9]. In: Allender S, Peto V, Rayner M, Scarborough P, Boxer A. heartstats: British Heart Foundation Statistics Database [Internet]. London: British Heart Foundation. c2003 - [updated 2006 Nov 3]. [about 2 screens]. Available from: http://www.heartstats.org/temp/Figsp3.3spweb06.xls

Sanofi-Aventis U.S. LLC. Ambien cr (zolpidem tartrate) tablet, coated. 2007 [rev. 2007 Sep; cited 2018 May]. In: DailyMed [Internet]. [2005] - . [about 20 p.]. Bethesda (MD): National Library of Medicine (US). Available from: https://dailymed.nlm.nih.gov/dailymed/drugInfo.cfm?setid=404c858c-89ac-4c9d-8a96-8702a28e6e76

3. Standard contribution to a database on the Internet with complete publication information for the item

Frank CD, Adler DG. Post-ERCP pancreatitis and its prevention. Nat Clin Pract Gastroenterol Hepatol. 2006 Dec [cited 2007 Mar 9];3(12):680-8. In: PubMed [Internet]. Bethesda (MD): National Library of Medicine (US). [1950] - . [about 1 screen]. Available from: http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=pubmed&cmd=Retrieve&dopt=AbstractPlus&list_uids=17130878&query_hl=2&itool=pubmed_docsum PMID: 17130878.

Beaver BV. The veterinarian's encyclopedia of animal behavior. Ames (IA): Iowa State University Press; 1994 [cited 2007 Mar 9]. 307 p. In: WorldCat [Internet]. Dublin (OH): OCLC Online Computer Library Center, Inc. 1971 - . [about 2 screens]. Available from: http://firstsearch.oclc.org/WebZ/FSFETCH?fetchtype=fullrecord:sessionid=fsappd-50507-ez31hdf6-76zk93:entitypagenum=15:0:recno=1:resultset=3:format=FI:next=html/record.html:bad=error/badfetch.html:entitytoprecno=1:entitycurrecno=1:numrecs=1 Accession No: OCLC: 30700481.

4. Contribution to a database on the Internet with organization as author

British Cardiovascular Intervention Society. Number of coronary bypass operations and percutaneous coronary interventions per year 1980-2004, United Kingdom. 2005 [cited 2007 Mar 9]. In: Allender S, Peto V, Rayner M, Scarborough P, Boxer A. heartstats: British Heart Foundation Statistics Database [Internet]. London: British Heart Foundation. c2003 - [updated 2006 Nov 3]. [about 2 screens]. Available from: http://www.heartstats.org/temp/Figsp3.3spweb06.xls

5. Contribution to a database on the Internet with author affiliation

Kadonaga J (University of California, San Diego, CA). Preparation of a highly efficient transcription extract from *Drosophila* embryos. [cited 2007 Feb 1]. In: bioProtocol: a Bio Online Site [Internet]. Emeryville (CA): Bio.Com. c1992 - . [about 5 p.]. Available from: http://bioprotocol.bio.com/protocoltools/protocol.jhtml?id=p9052

6. Contribution to a database on the Internet with title in a language other than English

Stegenga B, de Bont LG. [Diagnosis and classification of orofacial pain by dental and general practitioners]. Ned Tijdschr Tandheelkd. 2006 Nov [cited 2007 Mar 9];113(11):437-41. In: PubMed [Internet]. Bethesda (MD): National Library of Medicine (US). [1950] - . Available from: http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=pubmed&cmd=Retrieve&dopt=AbstractPlus&list_uids=17147024&query_hl=6&itool=pubmed_docsum PMID: 17147024. Dutch.

Piccot-Crezollet C, Casamatta JM, Lepage OM. [Digital semiological anesthesia in horses: technique and elements of interpretation]. Can Vet J. 2005 Sep [cited 2007 Mar 9];46(9):807-13. In: Agricola [Internet]. Beltsville (MD): National Agricultural Library (US). [date unknown] - . [about 3 screens]. Available from: http://agricola.nal.usda.gov/cgi-bin/Pwebrecon.cgi?DB=local&CNT=20&CMD=horse&SL=Submit&DATE=2000&DTBL=G%7C&LANG=FRE%7C&STARTDB=AGRIDB Call No.: 41.8 R3224. French.

Loyber I, Varela SB. Bases neurofisiologicas del dolor: dolor referido. Cordoba (Argentina): Universitas; c2002 [cited 2007 Mar 9]. 94 p. In: LocatorPlus [Internet]. Bethesda (MD): National Library of Medicine (US). [date unknown] - . [about 1 screen]. Available from: http://locatorplusv2.nlm.nih.gov/cgi-bin/Pwebrecon.cgi?Search_Arg=101178678&Search_Code=FT*&PID=t@ODl%3COIo@ODm@%3EHs@%3EIm@NIo@%3F%3C&SEQ=20070312150312&CNT=25&HIST=1 NLM Unique ID: 101178678. Spanish.

with translation of original language provided

Stegenga B, de Bont LG. Diagnostiek en classificatie van orofaciale pijnen in de eerste lijn [Diagnosis and classification of orofacial pain by dental and general practitioners]. Ned Tijdschr Tandheelkd. 2006 Nov [cited 2007 Mar 9];113(11):437-41. In: PubMed [Internet]. Bethesda (MD): National Library of Medicine (US). [1950] - . Available from: http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=pubmed&cmd=Retrieve&dopt=AbstractPlus&list_uids=17147024&query_hl=6&itool=pubmed_docsum PMID: 17147024. Dutch.

Piccot-Crezollet C, Casamatta JM, Lepage OM. Anesthesies semiologiques digitales chez le cheval: technique et elements d'interpretation [Digital semiological anesthesia in horses: technique and elements of interpretation]. Can Vet J. 2005 Sep [cited 2007 Mar 9];46(9):807-13. In: Agricola [Internet]. Beltsville (MD): National Agricultural Library (US). [date unknown] - . [about 3 screens]. Available from: http://agricola.nal.usda.gov/cgi-bin/Pwebrecon.cgi?DB=local&CNT=20&CMD=horse&SL=Submit&DATE=2000&DTBL=G%7C&LANG=FRE%7C&STARTDB=AGRIDB French.

Loyber I, Varela SB. Bases neurofisiologicas del dolor: dolor referido [Neurophysiological basis of pain: referred pain]. Cordoba (Argentina): Universitas; c2002. 94 p. In: LocatorPlus [Internet]. Bethesda (MD): National Library of Medicine (US). [date unknown] - . [about 1 screen]. Available from: http://locatorplusv2.nlm.nih.gov/cgi-bin/Pwebrecon.cgi?Search_Arg=101178678&Search_Code=FT*&PID=t@ODl%3COIo@ODm@%3EHs@%3EIm@NIo@%3F%3C&SEQ=20070312150312&CNT=25&HIST=1 NLM Unique ID: 101178678. Spanish.

7. Contribution to a database on the Internet with date of update/revision

Bunyavejchevin S, Phupong V. Laparoscopic surgery for presumed benign ovarian tumor during pregnancy. 2006 Oct 18 [amended 2007 Jun 14; cited 2007 Feb 20]. In: The Cochrane Database of Systematic Reviews [Internet]. Hoboken (NJ): John Wiley & Sons, Ltd. c1999 - . 129K. Available from: http://www.mrw.interscience.wiley.com/cochrane/clsysrev/articles/CD005459/pdf_fs.html Record No.: CD005459.

8. Contribution to a database on the Internet with extent provided by the database

Bunyavejchevin S, Phupong V. Laparoscopic surgery for presumed benign ovarian tumor during pregnancy. 2006 Oct 18 [amended 2007 Jun 14; cited 2007 Feb 20]. In: The Cochrane Database of Systematic Reviews [Internet]. Hoboken (NJ): John Wiley & Sons, Ltd. c1999 - . 129K. Available from: http://www.mrw.interscience.wiley.com/cochrane/clsysrev/articles/CD005459/pdf_fs.html Record No.: CD005459.

Di Stefano B, Collombet S, Graf T. Time-resolved gene expression profiling during reprogramming of C/EBPα-pulsed B cells into iPS cells [dataset]. 2014 May 22 [cited 2014 Oct 6]. In: fig**share** [Internet]. London: Digital Science. 2011 Jan - . 53.76 MB. Available from: http://dx.doi.org/10.6084/m9.figshare.939408 Referenced in doi: 10.1038/sdata.2014.8

Silver D, Macinko J. State health policy research dataset (SHEPRD): 1980-2010 (ICPSR 34789) [dataset]. 2013 Oct 3 [revised 2014 Sep 24; cited 2014 Oct 29]. In: Health and Medical Care Archive [Internet]. Ann Arbor (MI): University of Michigan, Institute for Social Research, Inter-university Consortium for Political and Social Research. [date unknown] - . 3.1 MB. Available from: http://doi.org/10.3886/ICPSR34789.v3 Related article in PubMed Central PMCID: PMC3482037.

9. Contribution to a database on the Internet with extent calculated

Jordan S, Schnepf M, Boeckner L. Hispanic food frequency. 1996 Sep 20 [cited 2007 Mar 9]. In: Nutrition Education for Diverse Audiences [Internet]. Urbana (IL): University of Illinois, College of Agricultural, Consumer and Environmental Sciences. [date unknown] - . [about 1 screen]. Available from: http://necd.aces.uiuc.edu/inter2_search.cgi?ind=853868171

Phillips JA 3rd. Cortisone reductase deficiency. 2000 May [updated 2007 May 22; cited 2009 Jun 15]. In: Hamosh A, editor. Online Mendelian Inheritance in Man, OMIM™ [Internet]. Baltimore (MD): Johns Hopkins University, McKusick-Nathans Institute of Genetic Medicine. c1966-2009. [about 3 p.]. Available from: http://www.ncbi.nlm.nih.gov/entrez/dispomim.cgi?id=604931

Van Marck VL, Bracke ME. Epithelial-mesenchymal transitions in human cancer. [2003?] [cited 2010 Jun 9]. In: Madame Curie Bioscience Database [Internet]. Austin (TX): Landes Bioscience. 2000 - . [about 26 p.]. Available from: http://www.ncbi.nlm.nih.gov/bookshelf/br.fcgi?book=eurekah&part=A32382

10. Contribution to a database on the Internet with an acquisition number

Bunyavejchevin S, Phupong V. Laparoscopic surgery for presumed benign ovarian tumor during pregnancy. 2006 Oct 18 [amended 2007 Jun 14; cited 2007 Feb 20]. In: The Cochrane Database of Systematic Reviews [Internet]. Hoboken (NJ): John Wiley & Sons, Ltd. c1999 - . 129K. Available from: http://www.mrw.interscience.wiley.com/cochrane/clsysrev/articles/CD005459/pdf_fs.html Record No.: CD005459.

Couzos S, Murray RB, editors. Aboriginal primary health care: an evidence-based approach. 2nd ed. New York: Oxford University Press; 2003 [cited 2007 Mar 9]. 658 p. In: LocatorPlus [Internet]. Bethesda (MD): National Library of Medicine (US). [date unknown] - . [about 1 screen]. Available from: http://locatorplusv2.nlm.nih.gov/cgi-bin/Pwebrecon.cgi?Search_Arg=101195240&Search_Code=FT*&PID=lPoRW%3D_IlHOHp@oRqXoRm@oRo%3C%3C%3C&SEQ=20070309151319&CNT=25&HIST=1 NLM Unique ID: 101195240.

11. Contribution to a database on the Internet with a note

Beaver BV. The veterinarian's encyclopedia of animal behavior. Ames (IA): Iowa State University Press; 1994 [cited 2007 Mar 9]. 307 p. In: WorldCat [Internet]. Dublin (OH): OCLC Online Computer Library Center, Inc. 1971 - . [about 2 screens]. Available from: http://firstsearch.oclc.org/WebZ/FSFETCH? fetchtype=fullrecord:sessionid=fsappd-50507-ez31hdf6-76zk93:entitypagenum=15:0:recno=1:resultset=3:format=FI:next=html/record.html:bad=error/ badfetch.html:entitytoprecno=1:entitycurrecno=1:numrecs=1 Accession No: OCLC: 30700481. Subscription required to view.

Dubuis JO, Samanta R, Gregor T. Accurate measurements of dynamics and reproducibility in small genetic networks [dataset]. 2013 Jan 22 [cited 2014 Oct 2]. In: Dryad Digital Repository [Internet]. Durham (NC): Dryad. 2008 Jan - . Available from: http://dx.doi.org/10.5061/dryad.35h8v Referenced in PubMed PMID: 2334085.

[Jacobs B]. NeuroMorpho.Org ID: NMO_03472; neuron name: 1-10-10 [dataset]. 2008 May 16 [cited 2015 Jun 3]. In: NeuroMorpho.Org [Internet]. Fairfax (VA): George Mason University. c2006-2015. Available from: http://neuromorpho.org/neuroMorpho/neuron_info.jsp?neuron_name=1-10-10 Related article reference in PubMed PMID: 11375917.

Rotchford JK. Single-use acupuncture needles: scanning electron-microscopy of needle-tips [review]. 2002 Apr [cited 2007 Mar 9]. In: Rotchford JK, editor. Acubriefs.com [Internet]. Port Townsend (WA): Best of Both Worlds Foundation. [date unknown] - . [about 3 screens]. Available from: http://www.acubriefs.com/wkstone/webkeystone.py?Profile=ABarticles/search_whole_review.prof&ReviewID=146&UserID=biz_acubriefs Review ID: 146. Acubriefs was established by a grant from the Medical Acupuncture Research Foundation (MARF).

Zheng LY, Guo XS, He B, Sun LJ, Peng Y, Dong SS, Liu TF, Jiang S, Ramachandran S, Liu CM, Jing HC. Genome data from sweet and grain sorghum (Sorghum bicolor) [dataset]. 2011 Nov 12 [cited 2014 Oct 3]. In: GigaDB [Internet]. [London: BioMed Central]. [2011?] - . Available from: http://gigadb.org/dataset/100012 doi: 10.5524/100012 Referenced in PubMed PMID: 22104744.

Chapter 25. Web Sites

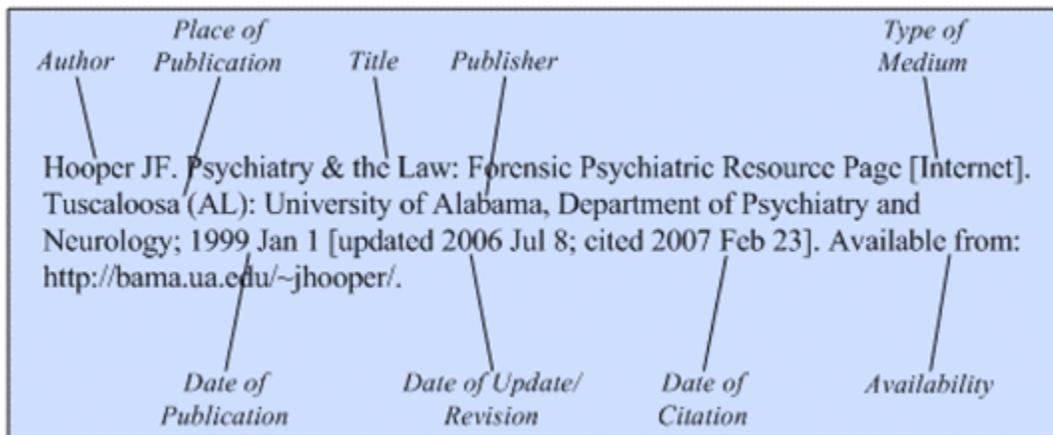Created: October 10, 2007; Updated: August 11, 2015.

A. Homepages

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

B. Parts of Web Sites

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

A. Sample Citation and Introduction to Citing Homepages

The general format for a reference to a homepage, including punctuation:

Examples of Citations to Homepages

A homepage is the first or introductory page of a Web site (NISO Z39.29). It usually provides a table of contents or index to the contents of the site. Homepages are placed on the Internet by both organizations and individuals for purposes ranging from an effort to provide information about a government agency, a company, an association, or a specific subject, to a means of providing a forum for a personal point of view. Homepages vary greatly in size and complexity, reflecting the Web site which they introduce. A citation to a Web site is made primarily from the information found on a homepage.

The rules for citing homepages are similar to those for Internet books. Locate the author or organization with responsibility for the homepage, a title, a place of publication, a publisher, and a date of publication. Simply adding a Uniform Resource Locator (URL) or other electronic address to a title is not sufficient. Internet sites disappear with great frequency, and users of a citation must be given some other identifying information if they are to locate sites in the future.

Some elements, however, are more difficult to locate when citing homepages. For example, some poorly constructed sites do not contain dates, and authorship or publishing responsibility may be unclear or absent. The title may also be difficult to discern from a collage of graphics. The person doing the citing can only work with the information provided.

Some elements require expansion for an Internet citation to provide needed information. For example, the date of publication is required in a citation, but most homepages are updated or otherwise modified numerous times after the date of publication, i.e., the date the homepage was first placed on the Internet. The latest date of update/revision should therefore be included along with the date cited, i.e., the date the person doing the citing saw the homepage on the Internet. This is necessary in the volatile Internet environment, where changes can be easily made and a site seen one day may not be the same when viewed the next day. Producing a print or other copy of crucial pages for future reference is strongly recommended.

Note also that it is possible to have Web sites within Web sites. For example, the National Institute on Aging (NIA) is organizationally a part of the National Institutes of Health (NIH). Each of these bodies has its own Web site with a homepage; the NIA site is not considered a part of the NIH site. Similarly, the PubMed database on the NLM site stands alone and is cited as a database, not a part of the NLM site. A URL only reflects server location and should not necessarily be used to indicate hierarchy or subordinate relationships for citation purposes. The basic rule is to cite the most specific identifiable site used.

To cite an entire Web site from the homepage, use the instructions below. To cite only one component of a Web site, such as a specific page or pages, first determine whether or not the component can stand alone and be cited separately. A book or other monograph, a journal, or a database on a Web site should be cited according to the instructions for the particular type of format. Cite a book on a Web site according to Chapter 22, a journal according to Chapter 23, and a database according to Chapter 24.

To use the NLM Web site as an example of components that can be cited separately:

- A book and similar items on the NLM Web site:

  Metagenomics: sequences from the environment [Internet]. Bethesda (MD): National Library of Medicine (US), National Center for Biomedical Information; 2006 [cited 2007 Apr 20]. Available from: http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=metagenomics.TOC

  Fact sheet: AIDS information resources [Internet]. Bethesda (MD): National Library of Medicine (US); 2003 May 2 [updated 2007 Feb 20; cited 2007 Mar 26]. [about 3 screens]. Available from: http://www.nlm.nih.gov/pubs/factsheets/aidsinfs.html

- An NLM database:

  ChemIDplus Lite [Internet]. Bethesda (MD): National Library of Medicine (US), Specialized Information Services Division. [2003] - [cited 2007 Mar 26]. Available from: http://chem.sis.nlm.nih.gov/chemidplus/chemidlite.jsp

- A publication produced by another organization that resides on the NLM site:

  A.D.A.M. medical encyclopedia [Internet]. Atlanta: A.D.A.M., Inc.; c2005 [cited 2007 Mar 26]. Available from: http://www.nlm.nih.gov/medlineplus/encyclopedia.html

Cite components of Web sites that cannot stand alone according to Chapter 25B Parts of Web Sites. Examples of these include a disease page from the MedlinePlus site and a press release from the AMA site. Never cite as parts those components with authorship distinct from the authors of the site as a whole. If in doubt about the status of a component, cite it separately using the instructions in the appropriate chapter.

Continue to Citation Rules with Examples for Homepages.

Continue to Examples of Citations to Homepages.

Citation Rules with Examples for Homepages

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Author Affiliation (O) | Title (R) | Content Type (O) | Type of Medium (R) | Edition (R) | Editor and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Date of Update/Revision (R) | Date of Citation (R) | Availability (R) | Language (R) | Notes (O)

Author for Homepages (required)

General Rules for Author

- List names in the order they appear on the site
- Enter surname (family or last name) first for each author
- Capitalize surnames and enter spaces within surnames as they appear on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all authors, regardless of the number
- Separate author names from each other by a comma and a space
- End author information with a period
- See Editor and other Secondary Authors below if there are no authors but editors are named

Specific Rules for Author

- Determining the author
- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Organizations as author
- No author can be found
- Options for author names

Box 1. **Determining the author.**

Some homepages clearly state the names of the authors of the Web site. When they do not:

- Look at the top, bottom, or sidebar of the first screen or the bottom of the last screen of the homepage
- Do not assume that an individual named as Web master or contact person is the author; he or she most probably is not, especially for sites produced by large organizations
- Do not assume that an individual named in association with a copyright statement, such as "copyright 1997 by John A. Smith" is the author, either
- If the only personal name given in a site is associated with a copyright statement, use that name as the publisher

Box 1 continues on next page...

Box 1 continued from previous page.

- Many sites will display an organization's name rather than a person's name. In such cases when the organization appears to be serving as both author and publisher, place the organization in the publisher position.

Box 2. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames

    Estelle Palmer-Canton   *becomes*   Palmer-Canton E

    Ahmed El-Assmy   *becomes*   El-Assmy A

- Keep particles, such as O', D', and L'

    Alan D. O'Brien   *becomes*   O'Brien AD

    James O. L'Esperance   *becomes*   L'Esperance JO

    U. S'adeh   *becomes*   S'adeh U

- Omit all other punctuation in surnames

    Charles A. St. James   *becomes*   St James CA

Box 3. Other surname rules.

- Keep prefixes in surnames

    Lama Al Bassit   *becomes*   Al Bassit L

    Jiddeke M. van de Kamp   *becomes*   van de Kamp JM

    Gerard de Pouvourville   *becomes*   de Pouvourville G

- Keep compound surnames even if no hyphen appears

    Sergio Lopez Moreno   *becomes*   Lopez Moreno S

    Jaime Mier y Teran   *becomes*   Mier y Teran J

    Virginie Halley des Fontaines   *becomes*   Halley des Fontaines V

    [If you cannot determine from the homepage or other screens whether a surname is compound or a combination of a middle name and a surname, look elsewhere in the text for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

Box 3 continues on next page...

Box 3 continued from previous page.

> Ø   *treated as*   O
>
> Ç   *treated as*   C
>
> Ł   *treated as*   L
>
> à   *treated as*   a
>
> ĝ   *treated as*   g
>
> ñ   *treated as*   n
>
> ü   *treated as*   u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

  > æ   *treated as*   ae
  >
  > œ   *treated as*   oe

Box 4. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names

  > Jean-Louis Lagrot   *becomes*   Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle

  > D'Arcy Hart   *becomes*   Hart D
  >
  > W. St. John Patterson   *becomes*   Patterson WS
  >
  > De la Broquerie Fortier   *becomes*   Fortier D
  >
  > Craig McC. Brooks   *becomes*   Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publishers use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

  > Ch. Wunderly   *becomes*   Wunderly C
  >
  > C. Fr. Erdman   *becomes*   Erdman CF

- For non-English names that are been romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

  > Iu. A. Iakontov   *becomes*   Iakontov IuA
  >
  > G. Th. Tsakalos   *becomes*   Tsakalos GTh

Box 5. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name

    James A. Reed, M.D., F.R.C.S.   *becomes*   Reed JA

    Kristine Schmidt, Ph.D.   *becomes*   Schmidt K

    Robert V. Lang, Major, US Army   *becomes*   Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name

    Sir Frances Hildebrand   *becomes*   Hildebrand F

    Dr. Jane Eberhard   *becomes*   Eberhard J

    Captain R.C. Williams   *becomes*   Williams RC

Box 6. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation

- Convert roman numerals to arabic ordinals

    Examples:

    Vincent T. DeVita, Jr.   *becomes*   DeVita VT Jr

    James G. Jones II   *becomes*   Jones JG 2nd

    John A. Adams III   *becomes*   Adams JA 3rd

    Henry B. Cooper IV   *becomes*   Cooper HB 4th

Box 7. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese

- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

    Iu. A. Iakontov   *becomes*   Iakontov IuA

    G. Th. Tsakalos   *becomes*   Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

Box 7 continued from previous page.

Å   *treated as*   A

Ø   *treated as*   O

Ç   *treated as*   C

Ł   *treated as*   L

à   *treated as*   a

ĝ   *treated as*   g

ñ   *treated as*   n

ü   *treated as*   u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

  æ   *treated as*   ae

  œ   *treated as*   oe

Box 8. **Organizations as author.**

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit "The" preceding an organizational name

  The American Cancer Society   *becomes*   American Cancer Society

- If a division or another part of an organization is included on the homepage, give the parts of the name in descending hierarchical order, separated by commas

  American Medical Association, Committee on Ethics.

  International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

  American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

  National Academy of Sciences (US).

  Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

  Canadian Association of Orthodontists; Canadian Dental Association.

  American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

Box 8 continued from previous page.

- If both individuals and an organization or organizations appear on the homepage as authors, use the names of the individuals as the author. Give the organization at the end of the reference as a note, if desired.

    Prepared for the International Union of Pure and Applied Chemistry.

- For names of organizations not in English:

    ○ Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear on the homepage. Follow a non-English name with a translation when possible. Place all translations in square brackets.

    Istituto di Fisiologia Clinica del CNR.

    Universitatsmedizin Berlin.

    Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

    ○ Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Follow a non-English name with a translation when possible. Place all translations in square brackets.

    Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

    or

    [Russian Respiratory Society].

    ○ Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

    [Chinese Medical Society].

    ○ Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ■ Treat letters marked with diacritics or accents as if they are not marked

    Å *treated as* A

    Ø *treated as* O

    Ç *treated as* C

    Ł *treated as* L

    à *treated as* a

    ĝ *treated as* g

    ñ *treated as* n

    ü *treated as* u

Box 8 continued from previous page.

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ   *treated as*   ae

    œ   *treated as*   oe

Box 9. No author can be found.

- If no person or organization can be identified as the author, begin the reference with the title of the homepage

- Do not use anonymous

    Example:

    Mesothelioma.com: the web's most trusted source on mesothelioma [Internet]. New York: Early, Ludwick, Sweeney & Strauss; c2005 [cited 2007 Feb 21]. Available from: http://www.mesothelioma.com/.

Box 10. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.

    Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.

    Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."

    Rastan S, Hough T, Kierman A, et al.

    Adler DG, Baron TH, Davila RE, and others.

Examples for Author

1. Standard citation to a homepage

2. Homepage with author(s)

3. Homepage with full author name(s)

4. Homepage with author role indicated

5. Homepage with an organization(s) as author

6. Homepage with no authors or editors

24. Homepage with author and publisher the same

Author Affiliation for Homepages (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the parentheses, unless the affiliation is for the last author, then use a period

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

Box 11. **Abbreviations in affiliations.**

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

   Examples:

   Acad. for Academy

   Assoc. for Association

   Co. for Company

   Coll. for College

   Corp. for Corporation

   Dept. for Department

   Div. for Division

   Inst. for Institute or Institution

   Soc. for Society

   Univ. for University

   See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

Box 11 continues on next page...

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 12. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears on the homepage

- Do not end an e-mail address with a period

- Place the e-mail address within the closing parenthesis for the author affiliation

  Example:

  Uijtdehaage S (David Geffen School of Medicine, University of California, Los Angeles, CA. bas@mednet.ucla.edu), Dennis S (Spencer S. Eccles Health Sciences Library, University of Utah, Salt Lake City, UT. sdennis@lib.med.utah.edu). HEAL: Health Education Assets Library [Internet]. Oakland (CA): Regents of the University of California; c2000-2005 [cited 2007 Feb 20]. Available from: http://www.healcentral.org/.

Box 13. Organizational names for affiliations not in English.

- Give the affiliation of all authors or only the first author

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

- Provide the name in the original language for non-English organization names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

  Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

  Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I.

  Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese, etc.)

Box 13 continued from previous page.

> Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked

Å	*treated as*	A
Ø	*treated as*	O
Ç	*treated as*	C
Ł	*treated as*	L
à	*treated as*	a
ĝ	*treated as*	g
ñ	*treated as*	n
ü	*treated as*	u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ	*treated as*	ae
œ	*treated as*	oe

- Use the English form of names for cities and countries when possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the Web site may always be used.

Box 14. Names for cities and countries not in English.

- Use the English form for names of cities and countries if possible. However, the name as found on the Web site may always be used.

Moskva	*becomes*	Moscow
Wien	*becomes*	Vienna
Italia	*becomes*	Italy
Espana	*becomes*	Spain

Examples for Author Affiliation

7. Homepage with author affiliation

Title for Homepages (required)

General Rules for Title

- Reproduce the title of a homepage as closely as possible to the wording on the screen, duplicating capitalization, spacing, punctuation, and special characters when possible

- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation when possible; place the translation in square brackets
- End a title with a space

Specific Rules for Title

- Determining the title
- Titles containing a Greek letter, chemical formula, or other special character
- Titles not in English
- Titles in more than one language
- Titles ending in punctuation other than a period
- No title can be found

Box 15. Determining the title.

While many homepages clearly state the title of the Web site, some sites do not. When there is no clear title:

- Look for the most prominent (usually the largest) wording on the opening screen
- Look at the title bar of the Web browser (generally in the top left corner)
- Look for the title in the source code of the document
- If a title cannot be determined, construct a title by using the first series of words on the screen; place the constructed title in square brackets

---

Box 16. Titles containing a Greek letter, chemical formula, or another special character.

- Retain special characters in titles when possible

    E@UP: European Copyright Focal Point [Internet].

    OncoLink™: the Web's first cancer resource [Internet].

    Med*Connect*: an online resource for medical professionals [Internet].

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

    Synthesis of β-amino acids [Internet].

    may become

    Synthesis of beta-Amino Acids [Internet].

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

    OncoLink™: the Web's first cancer resource [Internet].

    may become

    OncoLink(TM): the Web's first cancer resource [Internet].

Box 17. Titles not in English.

- Provide the title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    Societe Francaise de Mycologie Medicale [Internet].

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Institut istorii nauki i tekhniki [Internet].

- Romanize or translate titles in character-based languages (Chinese, Japanese, etc.). Place translated titles in square brackets.

    Anrakushi to keiho [Internet].

    or

    [Euthanasia and criminal law] [Internet].

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

Å	*treated as*	A
Ø	*treated as*	O
Ç	*treated as*	C
Ł	*treated as*	L
à	*treated as*	a
ĝ	*treated as*	g
ñ	*treated as*	n
ü	*treated as*	u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ	*treated as*	ae
œ	*treated as*	oe

- Use the capitalization found

- Provide an English translation after the original language or romanized title when possible; place translations in square brackets

    Senovida [Breast life] [Internet]. [place unknown]: Sociedad Ecuatoriana de Oncologia; [2007; cited 2007 Mar 28]. Available from: http://www.senovida.org/. Spanish.

    Societe Francaise de Mycologie Medicale [French Society of Medical Mycology] [Internet]. Paris: The Society; [2007; cited 2007 Feb 22]. Available from: http://mycolmed.chez-alice.fr/. French.

Box 18. **Titles in more than one language.**

- If a homepage title is written in several languages:

    - Give the title in the first language found on the opening screens

    - List all languages of publication after the availability statement

    - Separate the languages by commas

    - End the list of languages with a period
      Example:

        World Health Organization [Internet]. Geneva (Switzerland): The Organization; c2007 [cited 2007 Mar 26]. Available from: http://www.who.int/en/index.html English, Arabic, Chinese, French, Russian, Spanish.

- If a homepage title is presented with equal text in two or more languages, as often occurs in Canadian publications:

    - Give all titles in the order in which they are found on the opening screens

    - Place an equals sign with a space on either side between each title

    - List the particular languages, separated by commas, after the availability statement

    - End the list with a period
      Example:

        Health Canada = Sante Canada [Internet]. Ottawa (ON): Health Canada; [updated 2007 Feb 8; cited 2007 Feb 20]. Available from: http://www.hc-sc.gc.ca/. English, French.

Box 19. **Titles ending in punctuation other than a period.**

- Most titles end in a period. Place [Internet] or [homepage on the Internet] inside the period.

    AMA: helping doctors help patients [Internet]. Chicago: American Medical Association; c1995-2007 [cited 2007 Feb 22]. Available from: http://www.ama-assn.org/.

    AMA: helping doctors help patients [homepage on the Internet]. Chicago: American Medical Association; c1995-2007 [cited 2007 Feb 22]. Available from: http://www.ama-assn.org/.

- If a title ends in another form of punctuation, keep that punctuation and follow [Internet] with a period

    Shape Up America! [Internet]. Clyde Park (MT): Shape Up America!; c2005-2006 [cited 2007 Feb 23]. Available from: http://www.shapeup.org/.

Box 20. **No title can be found.**

Occasionally a homepage does not appear to have any title; it simply begins with the text. When this occurs:

- Construct a title from the first few words of the text
- Use enough words to make the constructed title meaningful
- Place the constructed title in square brackets

Examples for Title

    8. Homepage with title having a subtitle

    9. Homepage with upper/lower case/special characters in the title

    10. Homepage with title ending in punctuation other than a period

    11. Homepage in a language other than English

    12. Homepage published with parallel text in two or more languages

    13. Homepage published with optional content type

    22. Homepage with title and publisher the same

    23. Homepage with title and publisher the same, with publisher name abbreviated

Content Type for Homepages (optional)

General Rules for Content Type

- Use a content type to tell the user the format of the Internet item being cited
- Begin type information with a left square bracket
- Enter the words "homepage on the"
- End content type with space

Specific Rules for Content Type

- Titles ending in punctuation other than a period
- Titles not in English

Box 21. Titles ending in punctuation other than a period.

- Most titles end in a period. Place [homepage on the Internet] inside the period.

      AMA: helping doctors help patients [homepage on the Internet]. Chicago: American Medical Association; c1995-2007 [cited 2007 Feb 22]. Available from: http://www.ama-assn.org/.

- If a title ends in another form of punctuation, keep that punctuation and follow [homepage on the Internet] with a period

      Shape Up America! [homepage on the Internet]. Clyde Park (MT): Shape Up America!; c2005-2006 [cited 2007 Feb 23]. Available from: http://www.shapeup.org/.

Box 22. Titles not in English.

- If a translation of a title is provided, place it in square brackets

- Place [homepage on the Internet] after the square brackets for the translation

  Example:

      Societe Francaise de Mycologie Medicale [French Society of Medical Mycology] [homepage on the Internet]. Paris: The Society; [2007; cited 2007 Feb 22]. Available from: http://mycolmed.chez-alice.fr/. French.

Examples for Content Type

1. Standard citation to a homepage

13. Homepage published with optional content type

Type of Medium for Homepages (required)

General Rules for Type of Medium

- Place the word Internet in square brackets following the title (and Content Type, if present)
- End with a period placed outside the closing bracket
- Add location information (URL, etc) according to the instructions under Availability below

Specific Rules for Type of Medium

- Both a content type and a type of medium
- Titles ending in punctuation other than a period
- Titles not in English

Box 23. **Both a content type and a type of medium.**

- Give the content type (homepage) before the type of medium (Internet)

- Separate them with "on the"

- Place both the content type and type of medium in square brackets

- End with a period

  Examples:

  AMA: helping doctors help patients [homepage on the Internet]. Chicago: American Medical Association; c1995-2007 [cited 2007 Feb 22]. Available from: http://www.ama-assn.org/.

  Shape Up America! [homepage on the Internet]. Clyde Park (MT): Shape Up America!; c2005-2006 [cited 2007 Feb 23]. Available from: http://www.shapeup.org/.

Box 24. **Titles ending in punctuation other than a period.**

- Most titles end in a period. Place [Internet] or [homepage on the Internet] inside the period.

  AMA: helping doctors help patients [Internet]. Chicago: American Medical Association; c1995-2007 [cited 2007 Feb 22]. Available from: http://www.ama-assn.org/.

  AMA: helping doctors help patients [homepage on the Internet]. Chicago: American Medical Association; c1995-2007 [cited 2007 Feb 22]. Available from: http://www.ama-assn.org/.

- If a title ends in another form of punctuation, keep that punctuation and follow [Internet] or [homepage on the Internet] with a period

  Shape Up America! [Internet]. Clyde Park (MT): Shape Up America!; c2005-2006 [cited 2007 Feb 23]. Available from: http://www.shapeup.org/.

  Shape Up America! [homepage on the Internet]. Clyde Park (MT): Shape Up America!; c2005-2006 [cited 2007 Feb 23]. Available from: http://www.shapeup.org/.

Box 25. **Titles not in English.**

- If a translation of a title is provided, give the translation after the original language or romanized title and place it in square brackets

- Place Internet in square brackets following the translation

- End with a period

  Example:

    Societe Francaise de Mycologie Medicale [French Society of Medical Mycology] [Internet]. Paris: The Society; [2007; cited 2007 Feb 22]. Available from: http://mycolmed.chez-alice.fr/. French.

Examples for Type of Medium

1. Standard citation to a homepage

Edition for Homepages (required)

General Rules for Edition

- Indicate the edition/version being cited after the Type of Medium (and Content Type, if present) when a homepage is published in more than one edition or version
- Abbreviate common words (see Abbreviation rules for editions below)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period

Box 26. **Abbreviation rules for editions.**

- Abbreviate common words found in edition statements, if desired:

Word	Abbreviation
edition	ed.
abbreviated	abbr.
abridged	abr.
American	Am.
augmented	augm.
authorized	authoriz.
English	Engl.
enlarged	enl.
expanded	expand.
illustrated	ill.
modified	mod.
original	orig.

Box 26 continues on next page...

Box 26 continued from previous page.

Word	Abbreviation
reprint(ed)	repr.
revised	rev.
special	spec.
translation	transl.
translated	

For additional abbreviations, see ISO 832:1994 - *Rules for the abbreviation of bibliographic terms*.

- Follow abbreviated words with a period and end all edition information with a period

    3rd rev. ed.

    1st Engl. ed.

- Do not abbreviate the following words used in Internet editions:

    version

    release

    update

    level

Specific Rules for Edition

- Abbreviation rules for editions
- Non-English words for editions
- Both an edition and a version

Box 27. Non-English words for editions.

- For non-English edition statements in the roman alphabet (French, German, Spanish, Italian, etc.):

    ○ Provide the name in the original language

    ○ Abbreviate common words used in edition statements if the language is a familiar one

    ○ Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

    ○ Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ■ Treat letters marked with a diacritic or accent as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

Box 27 continues on next page...

Box 27 continued from previous page.

> Ç *treated as* C
>
> Ł *treated as* L
>
> à *treated as* a
>
> ĝ *treated as* g
>
> ñ *treated as* n
>
> ü *treated as* u

- ■ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

  > æ *treated as* ae
  >
  > œ *treated as* oe

- ○ Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- ○ Separate the edition from the title proper by a space

- ○ Retain the punctuation used in the edition statement

- ○ Follow abbreviated words by a period and end edition information with a period

  Examples:

  > Ed. 1a.
  >
  > 5. ed. interamente riv. e aggiornata.
  >
  > 2. ed. veneta.
  >
  > Nuova ed.
  >
  > Seconda ed.
  >
  > 4a ed. rev. e ampliada.
  >
  > 2° ed. ampliada y actualizada.

- • For an edition statement in Cyrillic, Greek, Arabic, Hebrew, or Korean:

  - ○ Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables*.

  - ○ Abbreviate common words used in edition statements if the language is a familiar one

  - ○ Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

Box 27 continues on next page...

- Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    Examples: ĉ or ç *becomes* c

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- Separate the edition from the title proper by a space

- Retain the punctuation used in the edition statement

- Follow abbreviated words by a period and end all edition information with a period

    Examples:

    Izd. 3., perer. i dop.

    2. dopunjeno izd.

    2. ekd. epeux.

    3. ekd.

- For an edition statement in a character-based language such as Chinese and Japanese:

  - Transliterate or translate the words for edition

  - Do not abbreviate any of the words or omit any words

  - Use the capitalization system of the particular language

  - Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    Examples:

    ŏ *becomes* o

    ū *becomes* u

  - Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

  - Separate the edition from the title by a space

  - Retain the punctuation used in the edition statement

  - End all edition information with a period

    Examples:

Box 27 continued from previous page.

        Shohan.

        Dai 1-han.

        Dai 3-pan.

        Di 3 ban.

        Cai se ban, Xianggang di 1 ban.

        Che 6-p'an.

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

Language	Word for Edition	Abbreviation
Danish	oplag	n.a.
	udgave	
Dutch	uitgave	uitg.
	editie	ed.
Finnish	julkaisu	julk.
French	edition	ed.
German	Ausgabe	Ausg.
	Auflage	Aufl.
Greek	ekdosis	ekd.
Italian	edizione	ed.
Norwegian	publikasjon	publ.
	utgave	utg.
Portuguese	edicao	ed.
Russian	izdanie	izd.
	publikacija	publ.
Spanish	edicion	ed.
	publicacion	publ.
Swedish	upplaga	n.a.

Box 28. Both an edition and a version.

- If an edition and a version are present, give both, in the order they are presented, separated by a semicolon and a space

        Professional ed.; Rev. version.

        Windows version; Office ed.

Examples for Edition

14. Homepage with an edition or version

Editor and other Secondary Authors for Homepages (optional)

General Rules for Editor and other Secondary Authors

- A secondary author modifies the work of the author. Examples include editors, translators, producers, and illustrators.
- Place the names of secondary authors after the Type of Medium and any Edition statement
- Use the same rules for the format of names presented in Author above
- Follow the last named editor with a comma and the word editor or editors; the last named illustrator with a comma and the word illustrator or illustrators, etc.
- End secondary author information with a period

Specific Rules for Editor and other Secondary Authors

- More than one type of secondary author
- Secondary author performing more than one role
- Non-English names for secondary authors
- Organization as editor

Box 29. More than one type of secondary author.

A Web site may have several types of secondary author.

- List all of them in the order they are given in the site

- Separate each type of secondary author with the accompanying role by a semicolon

- End secondary author information with a period

  Examples:

  Smith BC, editor; Carson HT, illustrator.

  Graber AF, Longstreet RG, translators; Johnson CT, Marks C, Huston MA, illustrators.

Box 30. Secondary author performing more than one role.

If the same secondary author performs more than one role:

- List all of them in the order they are given on the Web site

- Separate the roles by "and"

- End secondary author information with a period

  Example:

  Jones AB, editor and translator.

Box 31. Non-English names for secondary authors.

- Translate the word found for editor, translator, illustrator, or other secondary author into English if possible. However, the wording found on the Web site may always be used.

- If not translated, ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

    Å   *treated as*   A

    Ø   *treated as*   O

    Ç   *treated as*   C

    Ł   *treated as*   L

    à   *treated as*   a

    ĝ   *treated as*   g

    ñ   *treated as*   n

    ü   *treated as*   u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ   *treated as*   ae

    œ   *treated as*   oe

- To assist in identifying secondary authors, below is a brief list of non-English words for them:

Language	Word for Editor	Word for Producer	Word for Translator	Word for Illustrator
French	redacteur	producteur	traducteur	illustrateur
	editeur			
German	redakteur	produzent	ubersetzer	illustrator
	herausgeber	produzentin	dolmetscher	
Italian	redattore	produttore	traduttore	disegnatore
	curatore			
	editore			
Russian	redaktor	rezhisser	perevodchik	konstruktor
	izdatel			
Spanish	redactor	productor	traductor	ilustrador
	editor	productora		

Box 32. Organization as editor.

On rare occasions an organization may be listed as the editor.

- Follow the instructions for entering the organizational name found under Organizations as author

- Place a comma, space, and the word editor after the organizational name

  Example:

  Advisory Committee on Existing Chemicals of Environmental Relevance, editor.

Examples for Editor and other Secondary Authors

15. Homepage with editor(s)

Place of Publication for Homepages (required)

General Rules for Place of Publication

- Place is defined as the city where the homepage is published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as Cambridge (MA) and Cambridge (England)
- Use the anglicized form for a non-US city, such as Vienna for Wein
- End place information with a colon

Specific Rules for Place of Publication

- Locating the place of publication
- Non-US cities
- Joint publication
- Multiple places of publication
- No place of publication can be found

Box 33. **Locating the place of publication.**

When a homepage does not clearly state the place of publication of the Web site:

- Look at the top, bottom, or sidebar of the first screen or the bottom of the last screen of the homepage

- If it is not in one of these locations, try to obtain it from a link within the site, usually under a "contact us" or similar link

- Look in the source code for the homepage if it is displayed by the Web browser

- If the place cannot be determined from the site itself:

  - Place the name in square brackets if the city can be reasonably inferred. For example, Chicago as the place of publication of a homepage issued by the American Medical Association.

National Library for Health [Internet]. [London]: NHS; c2005 [cited 2007 Jun 11]. Available from: http://www.library.nhs.uk/.

D'Alessandro DM, D'Alessandro MP. Virtual Pediatric Hospital™: a digital library of pediatric information [Internet]. [Iowa City (IA)]: Donna M. D'Alessandro; c1992-2007 [revised 2006 Jul 20; cited 2007 Feb 20]. Available from: http://www.virtualpediatrichospital.org/.

- ○ Put the words "place unknown" in square brackets if it is not possible to infer or otherwise locate the city

Dunn S. The CancerGuide Page [Internet]. [place unknown]: Steve Dunn; c1995-2004 [updated 2004 Aug 9; cited 2007 Feb 20]. Available from: http://www.cancerguide.org/.

Doctor's Guide [Internet]. Global ed. [place unknown]: Doctor's Guide Publishing Limited; c1995-2007 [updated 2007 Feb 21; cited 2007 Feb 21]. Available from: http://www.cancerguide.org/.

Huckstep RL, Sherry E. World Ortho [Internet]. [place unknown: publisher unknown]; [updated 2007 Mar 23; cited 2007 Mar 23]. Available from: http://www.worldortho.com/.

Box 34. Non-US cities.

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, if possible. However, the name as found on the Web site may always be used.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - ○ Treat letters marked with diacritics or accents as if they are not marked

    Å   *treated as*   A

    Ø   *treated as*   O

    Ç   *treated as*   C

    Ł   *treated as*   L

    à   *treated as*   a

    ĝ   *treated as*   g

    ñ   *treated as*   n

    ü   *treated as*   u

  - ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ   *treated as*   ae

    œ   *treated as*   oe

Box 34 continued from previous page.

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:

    Montreal (QC):

    Ottawa (ON):

    Vancouver (BC):

- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.

    London:

    Rome:

    Paris:

    Madrid:

    but

    Malaga (Spain): or Malaga (ES):

    Basel (Switzerland): or Basel (CH):

    Oxford (England): or Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

Box 35. Joint publication.

Two or more organizations may co-publish a Web site.

- Use the city of the first organization found on the opening screens as the place of publication

    Uijtdehaage S, Dennis S. HEAL: Health Education Assets Library [Internet]. Oakland (CA): Regents of the University of California; c2000-2005 [cited 2007 Feb 20]. Available from: http://www.healcentral.org/. Joint publication with the University of Utah and the University of Oklahoma.

    Hooper JF. Psychiatry & the Law: Forensic Psychiatric Resource Page [Internet]. Tuscaloosa (AL): University of Alabama, Department of Psychiatry and Neurology; 1999 Jan 1 [updated 2006 Jul 8; cited 2007 Feb 23]. Available from: http://bama.ua.edu/~jhooper/. Jointly published by the University of Alabama School of Law and the Alabama Department of Mental Health & Mental Retardation.

- Do not give multiple places as place of publication or include multiple publishers

Box 36. Multiple places of publication.

- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.

Box 36 continued from previous page.

- An alternative is to use the place of publication and publisher likely to be most familiar to the audience of the reference list. For example, use the place of an American publisher for a US audience and a London publisher for a British one.

Box 37. No place of publication can be found.

- If no place of publication can be found on the opening screens, but one can be found elsewhere on the site or can be reasonably inferred (e.g., Chicago as the place for a publication of the American Medical Association), place the city in square brackets, such as "[Chicago]"

    National Library for Health [Internet]. [London]: NHS; c2005 [cited 2007 Jun 11]. Available from: http://www.library.nhs.uk/.

    D'Alessandro DM, D'Alessandro MP. Virtual Pediatric Hospital™: a digital library of pediatric information [Internet]. [Iowa City (IA)]: Donna M. D'Alessandro; c1992-2007 [revised 2006 Jul 20; cited 2007 Feb 20]. Available from: http://www.virtualpediatrichospital.org/.

- If no place of publication can be found or inferred, use [place unknown]

    Dunn S. The CancerGuide Page [Internet]. [place unknown]: Steve Dunn; c1995-2004 [updated 2004 Aug 9; cited 2007 Feb 20]. Available from: http://www.cancerguide.org/.

    Doctor's Guide [Internet]. Global ed. [place unknown]: Doctor's Guide Publishing Limited; c1995-2007 [updated 2007 Feb 21; cited 2007 Feb 21]. Available from: http://www.cancerguide.org/.

    Huckstep RL, Sherry E. World Ortho [Internet]. [place unknown: publisher unknown]; [updated 2007 Mar 23; cited 2007 Mar 23]. Available from: http://www.worldortho.com/.

Examples for Place of Publication

16. Homepage with well known place of publication

17. Homepage with geographic qualifier added to place of publication for clarity

18. Homepage with place of publication inferred

19. Homepage with unknown place of publication

Publisher for Homepages (required)

General Rules for Publisher

- A publisher is defined as the individual or organization issuing the homepage
- Record the name of the publisher as it appears on the homepage or opening screens, using whatever capitalization and punctuation is found there
- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley"
- When a division or other subsidiary part of a publisher appears in the publication, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a semicolon

Specific Rules for Publisher

- Determining the publisher
- Abbreviated words in publisher names
- Non-English names for publishers
- Government agencies and other national and international bodies as publisher
- Joint publication
- Multiple publishers
- No publisher can be found

Box 38. Determining the publisher.

When a homepage does not clearly state the name of the publisher:

- Look at the top, bottom, or sidebar of the first screen or the bottom of the last screen of the homepage

- Look for the name after a copyright statement, e.g., copyright 2006 by the American Chemical Society

- Try to obtain it from a link within the site, usually under a "contact us" or similar link

- Look in the source code for the homepage if it is displayed by the Web browser

- If wording such as "this site is maintained by XYZ Corporation for ABC Organization" appears, use ABC Organization as the publisher and XYZ Corporation as the distributor. Publisher information is required in a citation; distributor information may be included as a note.

- If no publisher can be identified, use "publisher unknown" in square brackets

    Huckstep RL, Sherry E. World Ortho [Internet]. [place unknown: publisher unknown]; [updated 2007 Mar 23; cited 2007 Mar 23]. Available from: http://www.worldortho.com/.

Box 39. Abbreviated words in publisher names.

- Abbreviate commonly used words in publisher names, if desired

    Examples:

    Acad. for Academy

    Assoc. for Association

    Co. for Company

    Coll. for College

    Corp. for Corporation

    Dept. for Department

    Div. for Division

    Inst. for Institute or Institution

    Ltd. for Limited

    Box 39 continues on next page...

Box 39 continued from previous page.

> Soc. for Society
>
> Univ. for University
>
> See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

- Follow all abbreviated words with a period

Box 40. Non-English names for publishers.

- Give publisher names in the roman alphabet (French, Spanish, Italian, etc.) in their original language

> Rome: Societa Editrice Universo;
>
> Lisbon: Imprensa Medica;

- Romanize names in Cyrillic, Greek, Arabic, Hebrew, Korean

> Sofia (Bulgaria): Sofia Medizina i Fizkultura;

- Romanize names or translate names in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given on the Web site.

> Tokyo: Medikaru Rebyusha;
>
> Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute];
>
> Taiyuan (China): Shanxi ke xue ji she chu ban she;
>
> [Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized.]

- If the name of a division or another part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

> Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero;

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

> Å *treated as* A
>
> Ø *treated as* O
>
> Ç *treated as* C
>
> Ł *treated as* L

Box 40 continues on next page...

Box 40 continued from previous page.

      à *treated as* a

      ĝ *treated as* g

      ñ *treated as* n

      ü *treated as* u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

      æ *treated as* ae

      œ *treated as* oe

- If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.

    Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press];

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given on the Web site.

    Aarhus (Denmark): [Aarhus University Press];

Box 41. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

    National Cancer Institute (US)

    National Society on Alcoholism and Drug Dependence (NZ)

    Royal Society of Medicine Press Ltd. (GB)

    Royal College of Physicians (AU), Paediatrics & Child Health Division

---

Box 42. Joint publication.

Two or more organizations may co-publish a Web site.

- Use the first organization appearing as publisher on the opening screens

- Place the name of the other organization(s) as a note at the end of the citation, if desired

- Do not give more than one name as publisher

    Examples:

    Uijtdehaage S, Dennis S. HEAL: Health Education Assets Library [Internet]. Oakland (CA): Regents of the University of California; c2000-2005 [cited 2007 Feb 20]. Available from: http://www.healcentral.org/. Joint publication with the University of Utah and the University of Oklahoma.

Box 43. Multiple publishers.

- If more than one publisher is found in a document, use the first one given or the one set in the largest type or bold type

- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.

- Do not list multiple publishers. For publications with joint or co-publishers, use the name given first as the publisher and include the name of the other(s) as a note if desired.

- End publisher information with a semicolon

  Examples:

  > Uijtdehaage S, Dennis S. HEAL: Health Education Assets Library [Internet]. Oakland (CA): Regents of the University of California; c2000-2005 [cited 2007 Feb 20]. Available from: http://www.healcentral.org/. Joint publication with the University of Utah and the University of Oklahoma.

  > Hooper JF. Psychiatry & the Law: Forensic Psychiatric Resource Page [Internet]. Tuscaloosa (AL): University of Alabama, Department of Psychiatry and Neurology; 1999 Jan 1 [updated 2006 Jul 8; cited 2007 Feb 23]. Available from: http://bama.ua.edu/~jhooper/. Jointly published by the University of Alabama School of Law and the Alabama Department of Mental Health & Mental Retardation.

Box 44. No publisher can be found.

- If no publisher can be found, use [publisher unknown]

Examples for Publisher

20. Homepage with publisher having subsidiary division

21. Homepage with government agency or other national body as publisher

22. Homepage with title and publisher the same

23. Homepage with title and publisher the same, with publisher name abbreviated

24. Homepage with author and publisher the same

25. Homepage with joint publication

26. Homepage with unknown publisher

Date of Publication for Homepages (required)

General Rules for Date of Publication

- Use the date the homepage was first placed on the Internet
- Always give the year
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End date information with a space

Specific Rules for Date of Publication

- Locating the date of publication
- Multiple years of publication
- Non-English names for months
- Seasons instead of months
- Date of publication and date of copyright
- No date of publication, but a date of copyright
- No date of publication or copyright can be found
- Options for date of publication

Box 45. **Locating the date of publication.**

Some homepages clearly state the date that the site was placed on the Internet, using such phrases as "first published", "created", and "began". When they do not:

- Look for the date at the top, bottom, or sidebar of the first screen or the bottom of the homepage

- Look for the date accompanying a copyright statement. For example: copyright 2006 by the American Chemical Society, © 2006 American Medical Association, c2006 Medical College of Wisconsin, c2000-2007 National Rural Health Association.

- Look for a date in the text of a link labeled "About this site", "History", or similar wording

- Look in the source code for the homepage if it is displayed by the Web browser

- If neither a date of publication nor a date of copyright can be found, use the date of update/revision and/or the date cited

    The Kennedy Institute of Ethics [Internet]. Washington: The Institute; [updated 2007 Mar 16; cited 2007 Mar 22]. Available from: http://kennedyinstitute.georgetown.edu/.

    National Center for Infectious Diseases [Internet]. Atlanta: Centers for Disease Control and Prevention (US); [reviewed 2007 Feb 15; cited 2007 Feb 20]. Available from: http://www.cdc.gov/ncidod/index.htm

    Double D. Critical Psychiatry Website [Internet]. Norwich (UK): Duncan Double; [cited 2007 Feb 23]. Available from: http://www.critpsynet.freeuk.com/antipsychiatry.htm

---

Box 46. Multiple years of publication.

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

    2002-2003

    1997-1998

    1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

    1999 Oct-2000 Mar

    2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen

    2005 Jan-Feb

    1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Box 47. Non-English names for months.

- Translate names of months into English

- Abbreviate them using the first three letters

- Capitalize them
  Examples:

    mayo = May

    luty = Feb

    brezen = Mar

Box 48. Seasons instead of months.

- Translate names of seasons into English

- Capitalize them

- Do not abbreviate them
  For example:

    balvan = Summer

    outomno = Fall

    hiver = Winter

    Box 48 continues on next page...

Box 48 continued from previous page.

     pomlad = Spring

Box 49. Date of publication and date of copyright.

Some homepages display both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the date of publication unless three or more years separate the two dates
- In this situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, "2002, c1997".

This convention alerts a user that the information in the publication is older than the date of publication implies.

Box 50. No date of publication, but a date of copyright.

- A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. If no date of publication can be found, but the homepage contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005.

  Examples:

  NursingWorld: Official Web site of the American Nurses Association [Internet]. Silver Spring (MD): American Nurses Association, Inc.; c2007 [updated 2007 Feb 20; cited 2007 Feb 20]. Available from: http://www.ana.org/.

  APS*net*: Plant Pathology Online [Internet]. St Paul (MN): American Phytopathological Association; c1994-2006 [cited 2006 Dec 4]. Available from: http://www.apsnet.org/.

Box 51. No date of publication or copyright can be found.

- If neither a date of publication nor a date of copyright can be found, use the date of update/revision and/or the date cited

  The Kennedy Institute of Ethics [Internet]. Washington: The Institute; [updated 2007 Mar 16; cited 2007 Mar 22]. Available from: http://kennedyinstitute.georgetown.edu/.

  National Center for Infectious Diseases [Internet]. Atlanta: Centers for Disease Control and Prevention (US); [reviewed 2007 Feb 15; cited 2007 Feb 20]. Available from: http://www.cdc.gov/ncidod/index.htm

  Double D. Critical Psychiatry Website [Internet]. Norwich (UK): Duncan Double; [cited 2007 Feb 23]. Available from: http://www.critpsynet.freeuk.com/antipsychiatry.htm

---

Box 52. Options for date of publication.

It is not NLM policy, but the following is an acceptable option:

Box 52 continued from previous page.

The date of publication may follow the author names (or type of medium if there is no author) in the list of references when the name-year system of in-text references is used.

- Use only the year of publication

- Use (1) the date of copyright, (2) the date of update/revision, or (3) the date of citation, in that order, if there is no publication date

- Place the date followed by a period after the last named author (or type of medium if there is no author)

- Keep the date of update/revision and/or date of citation in their usual position unless they are the only dates available to follow the author(s) (or type of medium)

- End the publisher name with a period if it is not followed by a date of update/revision or date of citation

   NLM citation:

   Hooper JF. Psychiatry & the Law: Forensic Psychiatric Resource Page [Internet]. Tuscaloosa (AL): University of Alabama, Department of Psychiatry and Neurology; 1999 Jan 1 [updated 2006 Jul 8; cited 2007 Feb 23]. Available from: http://bama.ua.edu/~jhooper/.

   Fugh-Berman A. PharmedOUT [Internet]. Washington: Georgetown University, Department of Physiology and Biophysics; c2006 [cited 2007 Mar 23]. Available from: http://www.pharmedout.org/.

   Gene Ontology Consortium. the Gene Ontology [Internet]. [place unknown]: the Gene Ontology; c1999-2007 [cited 2007 Feb 22]. Available from: http://www.geneontology.org/.

   Mesothelioma.com: the web's most trusted source on mesothelioma [Internet]. New York: Early, Ludwick, Sweeney & Strauss; c2005 [cited 2007 Feb 21]. Available from: http://www.mesothelioma.com/.

   Food and Nutrition Information Center [Internet]. Beltsville (MD): National Agricultural Library (US); [modified 2007 Jan 30; cited 2007 Feb 20]. Available from: http://grande.nal.usda.gov/nal_display/index.php?tax_level=1&info_center=4

   StatePublicHealth.org [Internet]. Washington: ASTHO; [cited 2007 Feb 23]. Available from: http://statepublichealth.org/.

   Name-year system of citation:

   Hooper JF. 1999. Psychiatry & the Law: Forensic Psychiatric Resource Page [Internet]. Tuscaloosa (AL): University of Alabama, Department of Psychiatry and Neurology; [updated 2006 Jul 8; cited 2007 Feb 23]. Available from: http://bama.ua.edu/~jhooper/.

   Fugh-Berman A. c2006. PharmedOUT [Internet]. Washington: Georgetown University, Department of Physiology and Biophysics; [cited 2007 Mar 23]. Available from: http://www.pharmedout.org/.

   Gene Ontology Consortium. c1999-2007. the Gene Ontology [Internet]. [place unknown]: the Gene Ontology; [cited 2007 Feb 22]. Available from: http://www.geneontology.org/.

   Mesothelioma.com: the web's most trusted source on mesothelioma [Internet]. c2005. New York: Early, Ludwick, Sweeney & Strauss; [cited 2007 Feb 21]. Available from: http://www.mesothelioma.com/.

Box 52 continued from previous page.

> Food and Nutrition Information Center [Internet]. [modified 2007 Jan 30]. Beltsville (MD): National Agricultural Library (US); [cited 2007 Feb 20]. Available from: http://grande.nal.usda.gov/nal_display/index.php?tax_level=1&info_center=4
>
> StatePublicHealth.org [Internet]. [cited 2007 Feb 23]. Washington: ASTHO. Available from: http://statepublichealth.org/.

Examples for Date of Publication

27. Homepage with month(s)/day(s) included in date of publication

28. Homepage with date of copyright instead of date of publication

29. Homepage with multiple years of publication

32. Homepage with no date of publication or copyright

Date of Update/Revision for Homepages (required)

General Rules for Date of Update/Revision

- Homepages are frequently updated or revised after publication dates or copyright dates
- Begin update/revision information with a left square bracket
- Use whatever word for update or revision is provided, such as updated, modified
- Always give the year of update/revision
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month and day of update/revision, if provided, after the year, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End update/revision information with a semicolon and a space

Specific Rules for Date of Update/Revision

- Locating the date of update/revision
- Non-English names for months
- Seasons instead of months
- Both a date of update and a date of revision

Box 53. Locating the date of update/revision.

Homepages on the Internet are often updated or revised after first publication. Look for the date accompanied by such words as updated, modified, revised, reviewed:

- At the top, bottom, or sidebar of the first screen or the bottom of the last screen of the homepage
- In the source code for the homepage if it is displayed by the Web browser

Box 54. Non-English names for months.

- Translate names of months into English

- Abbreviate them using the first three letters

Box 54 continues on next page...

Box 54 continued from previous page.

- Capitalize them
  Examples:

      mayo = May

      luty = Feb

      brezen = Mar

Box 55. Seasons instead of months.

- Translate names of seasons into English

- Capitalize them

- Do not abbreviate them
  For example:

      balvan = Summer

      outomno = Fall

      hiver = Winter

      pomlad = Spring

Box 56. Both a date of update and a date of revision.

Various words are used to show that the content of a Web site has changed. Among them are: updated, modified, revised, reviewed.

- Use the wording supplied on the site

- Give all words expressing update/revision with the dates provided, in ascending date order

- Enter dates in the format year month day

- Separate words with their dates by a semicolon and a space

      updated 2006 May; modified 2006 Dec;

      revised 2005 Dec; updated 2006 Mar;

- Add the date of citation and put all date information in square brackets

- End date information with a period placed outside the closing bracket
  Example:

      National Institute of Allergy and Infectious Diseases [Internet]. Bethesda (MD): The Institute; [updated 2007 Mar 23; modified 2007 Mar 26; cited 2007 Mar 27]. Available from: http://www3.niaid.nih.gov/.

Examples for Date of Update/Revision

30. Homepage with update/revision date

31. Homepage with a date of update and a date of revision

Date of Citation for Homepages (required)

General Rules for Date of Citation

- Always include the date the homepage was seen on the Internet
- Include the year month and day in that order, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- If a date of update/revision is given, place the date of citation after it and follow both dates with a right square bracket
- If no date of update/revision is given, place citation date information in square brackets
- End date information with a period placed outside the closing bracket

Specific Rules for Date of Citation

- Both a date of update/revision and a date of citation

Box 57. Both a date of update/revision and a date of citation.

Various words are used to show that the content of a homepage has changed. Among them are: updated, modified, revised, reviewed.

- Begin with the date(s) of update/revision in the format year month day
  - Use the wording for update/revision supplied on the site
  - Give all words with the dates provided, in ascending date order
  - Separate words by a semicolon and a space
  - End the date(s) of update/revision with a semicolon and a space

- Enter the date cited in the format year month day

- Place all dates of update/revision and date of citation information in one set of square brackets

- End with a period placed outside the closing bracket

  Example:

  National Institute of Allergy and Infectious Diseases [Internet]. Bethesda (MD): The Institute; [updated 2007 Mar 23; modified 2007 Mar 26; cited 2007 Mar 27]. Available from: http://www3.niaid.nih.gov/.

Examples for Date of Citation

1. Standard citation to a homepage

30. Homepage with update/revision date

31. Homepage with a date of update and a date of revision

Availability for Homepages (required)

General Rules for Availability

- Begin with the phrase "Available from" followed by a colon and a space
- Insert the Uniform Resource Locator (URL) in its entirety; do not omit http://, www, or other beginning components
- End with a period only if the URL ends with a slash, otherwise end with no punctuation

Specific Rules for Availability

- Breaking long URLs
- Multiple URLs
- URLs not directly addressable

Box 58. Breaking long URLs.

Some URLs (Uniform Resource Locators) are longer than one line.

- Retain the entire string as found when possible
- Break a URL at a slash if necessary
- Do not insert a hyphen or a hard line break within a URL

Box 59. Multiple URLs.

If more than one URL can be used to locate a homepage:

- Give the URL you used in locating the site

- As an option, give all known URLs, separated by a space, a semicolon, and a space

  Neonatology on the Web [Internet]. [place unknown]: Neonatology on the Web; 1995 Aug 1 [updated 2006 Dec 22; cited 2007 Mar 23]. Available from: http://www.neonatology.org/ ; www.neonatology.net ; www.neonatology.com

---

Box 60. URLs not directly addressable.

The URL as displayed by the Web browser may not always be used to retrieve the homepage, i.e., it is not directly addressable.

- Always check to see if the URL is directly addressable

- If it is not, provide instructions for locating it from the closest addressable URL

  Example:

  Available from: http://www.unimelb.edu.au/mdi/ by using the Related Homepages link.

Examples for Availability

1. Standard citation to a homepage

33. Homepage with multiple URLs

Language for Homepages (required)

General Rules for Language

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Homepages appearing in more than one language

Box 61. **Homepages appearing in more than one language.**

- If a homepage is written in several languages:

  - Give the title in the first language found on the homepage

  - List all languages of publication after the Availability statement (URL)

  - Capitalize the language names

  - Separate the language names by commas

  - End the list of languages with a period

    Example:

    > World Health Organization [Internet]. Geneva (Switzerland): The Organization; c2007 [cited 2007 Mar 26]. Available from: http://www.who.int/en/index.html English, Arabic, Chinese, French, Russian, Spanish.

- If a homepage is written with equal text in two or more languages, as often occurs in Canadian publications:

  - Give all titles in the order they are presented on the homepage

  - Separate them with an equals sign surrounded by a space

  - List the languages after the Availability statement (URL)

  - Capitalize the language names

  - Separate the language names by commas

  - End the list of languages with a period

    Example:

    > Mange Bien, Mange Saintaire = Eat Well, Eat Safe [Internet]. [Guelph (ON)]: Doug Powell; c2003-2007 [cited 2007 Feb 22]. Available from: http://www.eatwelleatsafe.ca/frfiles/frindex.htm French, English.

- If each language version has its own URL, give the URL of the language you used. As an option, give the URLs for all languages. Separate them by a space, a semicolon, and a space.

Box 61 continues on next page...

Box 61 continued from previous page.

> Available from: http://www.who.int/en/index.html ; http://www.who.int/ar/index.html ; http://www.who.int/zh/index.html ; http://www.who.int/fr/index.html ; http://www.who.int/ru/index.html ; http://www.who.int/es/index.html English, Arabic, Chinese, French, Russian, Spanish.

- If none of the titles is English, follow with a translation when possible. Place the translation in square brackets.

Examples for Language

11. Homepage in a language other than English

12. Homepage published with parallel text in two or more languages

Notes for Homepages (optional)

General Rules for Notes

- Notes is a collective term for any useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- System requirements
- Web master name
- Other types of material to include in notes

Box 62. System requirements.

System requirements describe the particular software and hardware needed to view the Web site.

- Begin with the phrase "System Requirements" followed by a colon and a space

- Use the wording supplied by the publisher; no standardization is needed

- Separate the types of information by a semicolon and a space

- End requirement information with a period

    Examples:

    Care2Learn.com: continuing education for healthcare [Internet]. Bradenton (FL): HealthNow, Inc.; [updated 2007 Feb 22; cited 2007 Feb 23]. Available from: http://care2learn.com/. System Requirements: Netscape Navigator 3.x or higher or Microsoft Internet Explorer 3.02 or higher.

    PHA: Pulmonary Hypertension Association [Internet]. Silver Spring (MD): The Association; c2007 [cited 2007 Feb 22]. Available from: http://www.phassociation.org/. System Requirements: PC Windows running Internet Explorer 5.5 or higher or Macintosh Internet Explorer 5.2 or higher; Macromedia Flash Player; Adobe Acrobat Reader 4.0 or higher.

Box 63. **Web master name.**

- If a Web master is given, place the name in natural word after the Availability statement and any language of publication, if desired

    Neonatology on the Web [Internet]. [place unknown]: Neonatology on the Web; 1995 Aug 1 [updated 2006 Dec 22; cited 2007 Mar 23]. Available from: http://www.neonatology.org/. Ray Duncan, Web master.

Box 64. **Other types of material to include in notes.**

The notes element may be used to provide any further information useful. Begin by citing the homepage, then add the note. Some examples of notes are:

- Information not provided for in the citation rules

    Complementary/Integrative Medicine [Internet]. Houston: University of Texas, M. D. Anderson Cancer Center; c2007 [cited 2007 Feb 21]. Available from: http://www.mdanderson.org/departments/CIMER/. Some content available in Spanish and Chinese.

- Information on supporting grants or sponsorship

    Uijtdehaage S, Dennis S. HEAL: Health Education Assets Library [Internet]. Oakland (CA): Regents of the University of California; c2000-2005 [cited 2007 Feb 20]. Available from: http://www.healcentral.org/. This project made possible by grants from the National Science Foundation, DUE-0085660 and DUE-0226314, and from the National Library of Medicine, 1 G08 LM007877-01 and 1 G08 LM008054-01.

    StatePublicHealth.org [Internet]. Washington: ASTHO; [cited 2007 Feb 23]. Available from: http://statepublichealth.org/. Sponsored by the Robert Wood Johnson Foundation, National Governors Association, and the Association of State and Territorial Health Officials.

Examples for Notes

34. Homepage with optional system requirements

35. Homepage with Web master named

36. Homepage with supplemental note included

Examples of Citations to Homepages

1. Standard citation to a homepage

Complementary/Integrative Medicine [Internet]. Houston: University of Texas, M. D. Anderson Cancer Center; c2007 [cited 2007 Feb 21]. Available from: http://www.mdanderson.org/departments/CIMER/.

AMA: helping doctors help patients [Internet]. Chicago: American Medical Association; c1995-2007 [cited 2007 Feb 22]. Available from: http://www.ama-assn.org/.

with optional content type

AMA: helping doctors help patients [homepage on the Internet]. Chicago: American Medical Association; c1995-2007 [cited 2007 Feb 22]. Available from: http://www.ama-assn.org/.

2. Homepage with author(s)

Hooper JF. Psychiatry & the Law: Forensic Psychiatric Resource Page [Internet]. Tuscaloosa (AL): University of Alabama, Department of Psychiatry and Neurology; 1999 Jan 1 [updated 2006 Jul 8; cited 2007 Feb 23]. Available from: http://bama.ua.edu/~jhooper/.

D'Alessandro DM, D'Alessandro MP. Virtual Pediatric Hospital™: a digital library of pediatric information [Internet]. [Iowa City (IA)]: Donna M. D'Alessandro; c1992-2007 [revised 2006 Jul 20; cited 2007 Feb 20]. Available from: http://www.virtualpediatrichospital.org/.

Huckstep RL, Sherry E. World Ortho [Internet]. [place unknown: publisher unknown]; [updated 2007 Mar 23; cited 2007 Mar 23]. Available from: http://www.worldortho.com/.

Fugh-Berman A. PharmedOUT [Internet]. Washington: Georgetown University, Department of Physiology and Biophysics; c2006 [cited 2007 Mar 23]. Available from: http://www.pharmedout.org/.

3. Homepage with full author name(s)

D'Alessandro, Donna M.; D'Alessandro, Michael P. Virtual Pediatric Hospital™: a digital library of pediatric information [Internet]. [Iowa City (IA)]: Donna M. D'Alessandro; c1992-2007 [revised 2006 Jul 20; cited 2007 Feb 20]. Available from: http://www.virtualpediatrichospital.org/.

4. Homepage with author role indicated

Clutterbuck J, compiler. The *Aspergillus nidulans* Linkage Map [Internet]. Glasgow (Scotland): University of Glasgow, Institute of Biomedical and Life Sciences, Division of Molecular Genetics; [updated 2006 Nov; cited 2007 Feb 21]. Available from: http://www.pharmedout.org/.

5. Homepage with an organization(s) as author

Gene Ontology Consortium. the Gene Ontology [Internet]. [place unknown]: the Gene Ontology; c1999-2007 [cited 2007 Feb 22]. Available from: http://www.geneontology.org/.

International Union of Biochemistry and Molecular Biology. Recommendations on Biochemical & Organic Nomenclature, Symbols & Terminology etc. [Internet]. London: University of London, Queen Mary, Department of Chemistry; [updated 2006 Jul 24; cited 2007 Feb 22]. Available from: http://www.chem.qmul.ac.uk/iubmb/.

U.S. Department of Health and Human Services, Office of the Assistant Secretary for Preparedness and Response, Tactical Programs Division, Office of Emergency Management. Chemical Hazards Emergency Medical Management: CHEMM [Internet]. Bethesda (MD): U.S. National Library of Medicine; [2011] - [cited 2015 Apr 2]. Available from: http://chemm.nlm.nih.gov Produced in cooperation with the National Library of Medicine Division of Specialized Information Services and many medical, emergency response, toxicology, and other types of experts.

6. Homepage with no authors or editors

Mesothelioma.com: the web's most trusted source on mesothelioma [Internet]. New York: Early, Ludwick, Sweeney & Strauss; c2005 [cited 2007 Feb 21]. Available from: http://www.mesothelioma.com/.

StatePublicHealth.org [Internet]. Washington: ASTHO; [cited 2007 Feb 23]. Available from: http://statepublichealth.org/.

Profiles in Science [Internet]. Bethesda (MD): National Library of Medicine (US); 1998 -   [cited 2011 Jul 8]. Available from: http://profiles.nlm.nih.gov

American Indian Health [Internet]. Bethesda (MD): National Library of Medicine (US), Division of Specialized Information Services, Outreach and Special Populations Branch; 2004 -   [updated 2011 Jul 8; cited 2011 Jul 29]. Available from: http://americanindianhealth.nlm.nih.gov/.

7. Homepage with author affiliation

Uijtdehaage S (David Geffen School of Medicine, University of California, Los Angeles, CA. bas@mednet.ucla.edu), Dennis S (Spencer S. Eccles Health Sciences Library, University of Utah, Salt Lake City, UT. sdennis@lib.med.utah.edu). HEAL: Health Education Assets Library [Internet]. Oakland (CA): Regents of the University of California; c2000-2005 [cited 2007 Feb 20]. Available from: http://www.healcentral.org/.

8. Homepage with title having a subtitle

NursingWorld: Official Web site of the American Nurses Association [Internet]. Silver Spring (MD): American Nurses Association, Inc.; c2007 [updated 2007 Feb 20; cited 2007 Feb 20]. Available from: http://www.ana.org/.

Care2Learn.com: continuing education for healthcare [Internet]. Bradenton (FL): HealthNow, Inc.; [updated 2007 Feb 22; cited 2007 Feb 23]. Available from: http://care2learn.com/. System Requirements: Netscape Navigator 3.x or higher or Microsoft Internet Explorer 3.02 or higher.

growthhouse.org: improving care for the dying [Internet]. San Francisco: Growth House, Inc.; [cited 2007 Feb 20]. Available from: http://www.growthhouse.org/.

American Academy of Pain Medicine: The Physician's Voice in Pain Medicine [Internet]. Glenview (IL): The Academy; c2007 [cited 2007 Feb 22]. Available from: http://www.painmed.org/.

Women's Health Resources: Women's Health Research from NIH [Internet]. Bethesda (MD): National Library of Medicine (US), Division of Specialized Information Services, Office of Outreach and Special Populations; 2009 May 1 -   [updated 2010 Sep 1; cited 2011 Jul 13]. Available from: http://www.womenshealthresources.nlm.nih.gov/. Created in partnership with the National Institutes of Health, Office of the Director, Office of Research on Women's Health.

9. Homepage with upper/lower case/special characters in the title

familydoctor.org [Internet]. Leawood (KS): American Academy of Family Physicians; c2007 [cited 2007 Feb 20]. Available from: http://familydoctor.org/.

BIRDNET [Internet]. Washington: Ornithological Council; c1999-2006 [updated 2006 Dec 8; cited 2007 Feb 20]. Available from: http://www.nmnh.si.edu/BIRDNET/.

National Library for Health [Internet]. [London]: NHS; c2005 [cited 2007 Jun 11]. Available from: http://www.library.nhs.uk/.

E@UP: European Copyright Focal Point [Internet]. The Hague (Netherlands): EBLIDA Secretariat; c2000 [cited 2007 Feb 20]. Available from: http://www.eblida.org/ecup/.

OncoLink™: the Web's first cancer resource [Internet]. Philadelphia: University of Pennsylvania, Abramson Cancer Center; c1994-2007 [cited 2007 Feb 20]. Available from: http://www.oncolink.com/.

MedConnect: an online resource for medical professionals [Internet]. Monmouth Junction (NJ): Medical Network Inc.; c1995-2006 [cited 2007 Mar 23]. Available from: http://www.medconnect.com/.

Chlamy Center: an Online Informatics Resource for *Chlamydomonas* [Internet]. Durham (NC): Duke University, Department of Biology; [modified 2007 Mar 8; cited 2007 Mar 22]. Available from: http://jupiter.biology.duke.edu/.

10. Homepage with title ending in punctuation other than a period

Shape Up America! [Internet]. Clyde Park (MT): Shape Up America!; c2005-2006 [cited 2007 Feb 23]. Available from: http://www.shapeup.org/.

11. Homepage in a language other than English

Societe Francaise de Mycologie Medicale [Internet]. Paris: The Society; [2007; cited 2007 Feb 22]. Available from: http://mycolmed.chez-alice.fr/. French.

Senovida [Internet]. [place unknown]: Sociedad Ecuatoriana de Oncologia; [2007; cited 2007 Mar 28]. Available from: http://www.senovida.org/. Spanish.

Max-Planck-Institut fur Experimentelle Medizin [Internet]. Gottingen (Germany): Max-Planck-Gesellschaft; c2006 [cited 2007 Mar 23]. Available from: http://www.em.mpg.de/site/. German.

MedlinePlus®: Informacion de Salud para Usted [Internet]. Bethesda (MD): National Library of Medicine (US); [updated 2007 Feb 20; cited 2007 Feb 21]. Available from: http://medlineplus.gov/spanish/. Spanish.

with translation included

Senovida [Breast life] [Internet]. [place unknown]: Sociedad Ecuatoriana de Oncologia; [2007; cited 2007 Mar 28]. Available from: http://www.senovida.org/. Spanish.

Societe Francaise de Mycologie Medicale [French Society of Medical Mycology] [Internet]. Paris: The Society; [2007; cited 2007 Feb 22]. Available from: http://mycolmed.chez-alice.fr/. French.

12. Homepage published with parallel text in two or more languages

Health Canada = Sante Canada [Internet]. Ottawa (ON): Health Canada; [updated 2007 Feb 8; cited 2007 Feb 20]. Available from: http://www.hc-sc.gc.ca/. English, French.

Mange Bien, Mange Saintaire = Eat Well, Eat Safe [Internet]. [Guelph (ON)]: Doug Powell; c2003-2007 [cited 2007 Feb 22]. Available from: http://www.eatwelleatsafe.ca/frfiles/frindex.htm French, English.

The Virtual Body = El Cuerpo Virtual [Internet]. [place unknown]: HCA; c2001 [cited 2007 Feb 22]. Available from: http://www.medtropolis.com/vbody.asp English, Spanish.

13. Homepage published with optional content type

Frankenstein: Penetrating the Secrets of Nature [exhibit on the Internet]. Bethesda (MD): National Library of Medicine (US), History of Medicine Division; 1998 Feb 13 [updated 2010 Oct 29; cited 2011 Feb 11]. Available from: http://www.nlm.nih.gov/exhibition/frankenstein/index.html

National Jewish Medical and Research Center [homepage on the Internet]. Denver: The Center; c2007 [cited 2007 Feb 22]. Available from: http://www.njc.org/.

14. Homepage with an edition or version

Doctor's Guide [Internet]. Global ed. [place unknown]: Doctor's Guide Publishing Limited; c1995-2007 [updated 2007 Feb 21; cited 2007 Feb 21]. Available from: http://www.cancerguide.org/.

15. Homepage with editor(s)

Alternative Nature Online Herbal [Internet]. Bergeron K, editor. Erin (TN): Alternative Nature; 1997 [cited 2007 Mar 23]. Available from: http://altnature.com/.

PedsCCM.org: The Pediatric Critical Care Website [Internet]. Markovitz B, Weigle C, Pon S, editors. [place unknown]: PedsCCM; 1995 [updated 2007 Mar 9; cited 2007 Mar 22]. Available from: http://pedsccm.org/.

16. Homepage with well known place of publication

OncoLink™: the Web's first cancer resource [Internet]. Philadelphia: University of Pennsylvania, Abramson Cancer Center; c1994-2007 [cited 2007 Feb 20]. Available from: http://www.oncolink.com/.

Psychology in the News [Internet]. Washington: American Psychological Association; c2007 [cited 2007 Feb 20]. Available from: http://psycport.apa.org/.

17. Homepage with geographic qualifier added to place of publication for clarity

HDCN: Hypertension, Dialysis & Clinical Nephrology [Internet]. Hinsdale (IL): Medtext, Inc.; c1995-2006 [cited 2007 Feb 20]. Available from: http://www.medtext.com/hdcn.htm

Max-Planck-Institut fur Experimentelle Medizin [Internet]. Gottingen (Germany): Max-Planck-Gesellschaft; c2006 [cited 2007 Mar 23]. Available from: http://www.em.mpg.de/site/. German.

18. Homepage with place of publication inferred

National Library for Health [Internet]. [London]: NHS; c2005 [cited 2007 Jun 11]. Available from: http://www.library.nhs.uk/.

D'Alessandro DM, D'Alessandro MP. Virtual Pediatric Hospital™: a digital library of pediatric information [Internet]. [Iowa City (IA)]: Donna M. D'Alessandro; c1992-2007 [revised 2006 Jul 20; cited 2007 Feb 20]. Available from: http://www.virtualpediatrichospital.org/.

19. Homepage with unknown place of publication

Dunn S. The CancerGuide Page [Internet]. [place unknown]: Steve Dunn; c1995-2004 [updated 2004 Aug 9; cited 2007 Feb 20]. Available from: http://www.cancerguide.org/.

Doctor's Guide [Internet]. Global ed. [place unknown]: Doctor's Guide Publishing Limited; c1995-2007 [updated 2007 Feb 21; cited 2007 Feb 21]. Available from: http://www.cancerguide.org/.

Huckstep RL, Sherry E. World Ortho [Internet]. [place unknown: publisher unknown]; [updated 2007 Mar 23; cited 2007 Mar 23]. Available from: http://www.worldortho.com/.

20. Homepage with publisher having subsidiary division

OncoLink™: the Web's first cancer resource [Internet]. Philadelphia: University of Pennsylvania, Abramson Cancer Center; c1994-2007 [cited 2007 Feb 20]. Available from: http://www.oncolink.com/.

ToxMystery [Internet]. Bethesda (MD): U.S. National Library of Medicine, Division of Specialized Information Services; 2006 -   [updated 2011 Feb 1; cited 2015 Jan 26]. Available from: http://toxmystery.nlm.nih.gov/ ; http://toxmystery.nlm.nih.gov/espanol.html English, Spanish.

21. Homepage with government agency or other national body as publisher

CDE Working Group of the Trans-NIH BioMedical Informatics Coordinating Committee (BMIC). Common Data Element (CDE) Resource Portal [Internet]. Bethesda (MD): U.S. National Library of Medicine; 2012 Jun 18 [updated 2013 Jan 3; cited 2015 Apr 28]. Available from: http://www.nlm.nih.gov/cde/.

MedlinePlus [Internet]. Bethesda (MD): U.S. National Library of Medicine; [1998 Oct] -   [updated 2015 May 6; cited 2015 May 6]. Available from: http://www.nlm.nih.gov/medlineplus/. English, Spanish.

National Center for Infectious Diseases [Internet]. Atlanta: Centers for Disease Control and Prevention (US); [reviewed 2007 Feb 15; cited 2007 Feb 20]. Available from: http://www.cdc.gov/ncidod/index.htm

Healthy People [Internet]. Rockville (MD): Department of Health and Human Services (US), Office of Disease Prevention and Health Promotion; [cited 2007 Feb 23]. Available from: http://www.healthypeople.gov/.

22. Homepage with title and publisher the same

PhysOrg.com [Internet]. [place unknown]: PhysOrg.com; c2003 [cited 2007 Feb 22]. Available from: http://www.physorg.com

cancerbackup: informing, understanding, supporting [Internet]. London: Cancerbackup; c2003 [cited 2007 Feb 22]. Available from: http://www.cancerbackup.org.uk/.

23. Homepage with title and publisher the same, with publisher name abbreviated

United States National Library of Medicine [Internet]. Bethesda (MD): The Library; 1993 Oct 10 [updated 2007 Feb 20; cited 2007 Feb 21]. Available from: http://www.nlm.nih.gov/.

Johns Hopkins University [Internet]. Baltimore (MD): The University; [cited 2007 Feb 20]. Available from: http://www.jhu.edu/.

International HIV/AIDS Alliance [Internet]. Brighton (UK): The Alliance; [cited 2007 Feb 20]. Available from: http://www.aidsalliance.org/.

The Kennedy Institute of Ethics [Internet]. Washington: The Institute; [updated 2007 Mar 16; cited 2007 Mar 22]. Available from: http://kennedyinstitute.georgetown.edu/.

24. Homepage with author and publisher the same

Double D. Critical Psychiatry Website [Internet]. Norwich (UK): Duncan Double; [cited 2007 Feb 23]. Available from: http://www.critpsynet.freeuk.com/antipsychiatry.htm

25. Homepage with joint publication

Uijtdehaage S, Dennis S. HEAL: Health Education Assets Library [Internet]. Oakland (CA): Regents of the University of California; c2000-2005 [cited 2007 Feb 20]. Available from: http://www.healcentral.org/. Joint publication with the University of Utah and the University of Oklahoma.

Hooper JF. Psychiatry & the Law: Forensic Psychiatric Resource Page [Internet]. Tuscaloosa (AL): University of Alabama, Department of Psychiatry and Neurology; 1999 Jan 1 [updated 2006 Jul 8; cited 2007 Feb 23]. Available from: http://bama.ua.edu/~jhooper/. Jointly published by the University of Alabama School of Law and the Alabama Department of Mental Health & Mental Retardation.

26. Homepage with unknown publisher

Huckstep RL, Sherry E. World Ortho [Internet]. [place unknown: publisher unknown]; [updated 2007 Mar 23; cited 2007 Mar 23]. Available from: http://www.worldortho.com/.

27. Homepage with month(s)/day(s) included in date of publication

Digital Collections [Internet]. Bethesda (MD): U.S. National Library of Medicine; [2010 Sep 27] - [cited 2013 Jan 25]. Available from: http://collections.nlm.nih.gov/. All of the content in Digital Collections is freely available worldwide and, unless otherwise indicated, in the public domain.

Hooper JF. Psychiatry & the Law: Forensic Psychiatric Resource Page [Internet]. Tuscaloosa (AL): University of Alabama, Department of Psychiatry and Neurology; 1999 Jan 1 [updated 2006 Jul 8; cited 2007 Feb 23]. Available from: http://bama.ua.edu/~jhooper/.

28. Homepage with date of copyright instead of date of publication

E@UP: European Copyright Focal Point [Internet]. The Hague (Netherlands): EBLIDA Secretariat; c2000 [cited 2007 Feb 20]. Available from: http://www.eblida.org/ecup/.

enc: egg nutrition center [Internet]. Washington: The Center; c2004 [cited 2007 Feb 23]. Available from: http://www.enc-online.org/.

29. Homepage with multiple years of publication

APS*net*: Plant Pathology Online [Internet]. St Paul (MN): American Phytopathological Association; c1994-2006 [cited 2006 Dec 4]. Available from: http://www.apsnet.org/.

Lab Tests Online[®] [Internet]. Washington: American Association for Clinical Chemistry; c2001-2007 [cited 2007 Feb 23]. Available from: http://www.labtestsonline.org/index.html

30. Homepage with update/revision date

United States National Library of Medicine [Internet]. Bethesda (MD): The Library; 1993 Oct 10 [updated 2007 Mar 22; cited 2007 Mar 23]. Available from: http://www.nlm.nih.gov/.

NursingWorld: Official Web site of the American Nurses Association [Internet]. Silver Spring (MD): American Nurses Association, Inc.; c2007 [updated 2007 Feb 20; cited 2007 Feb 20]. Available from: http://www.ana.org/.

D'Alessandro DM, D'Alessandro MP. Virtual Pediatric Hospital™: a digital library of pediatric information [Internet]. [Iowa City (IA)]: Donna M. D'Alessandro; c1992-2007 [revised 2006 Jul 20; cited 2007 Feb 20]. Available from: http://www.virtualpediatrichospital.org/.

Food and Nutrition Information Center [Internet]. Beltsville (MD): National Agricultural Library (US); [modified 2007 Jan 30; cited 2007 Feb 20]. Available from: http://grande.nal.usda.gov/nal_display/index.php?tax_level=1&info_center=4

31. Homepage with a date of update and a date of revision

National Institute of Allergy and Infectious Diseases [Internet]. Bethesda (MD): The Institute; [updated 2007 Mar 23; modified 2007 Mar 26; cited 2007 Mar 27]. Available from: http://www3.niaid.nih.gov/.

32. Homepage with no date of publication or copyright

EPERC: End of Life / Palliative Education Resource Center [Internet]. Milwaukee (WI): Medical College of Wisconsin; [updated 2007 Feb; cited 2007 Feb 21]. Available from: http://www.eperc.mcw.edu/.

growthhouse.org: improving care for the dying [Internet]. San Francisco: Growth House, Inc.; [cited 2007 Feb 20]. Available from: http://www.growthhouse.org/.

33. Homepage with multiple URLs

Neonatology on the Web [Internet]. [place unknown]: Neonatology on the Web; 1995 Aug 1 [updated 2006 Dec 22; cited 2007 Mar 23]. Available from: http://www.neonatology.org/ ; www.neonatology.net ; www.neonatology.com

34. Homepage with optional system requirements

Care2Learn.com: continuing education for healthcare [Internet]. Bradenton (FL): HealthNow, Inc.; [updated 2007 Feb 22; cited 2007 Feb 23]. Available from: http://care2learn.com/. System Requirements: Netscape Navigator 3.x or higher or Microsoft Internet Explorer 3.02 or higher.

PHA: Pulmonary Hypertension Association [Internet]. Silver Spring (MD): The Association; c2007 [cited 2007 Feb 22]. Available from: http://www.phassociation.org/. System Requirements: PC Windows running Internet Explorer 5.5 or higher or Macintosh Internet Explorer 5.2 or higher; Macromedia Flash Player; Adobe Acrobat Reader 4.0 or higher.

Tox Town [Internet]. U.S. National Library of Medicine, Specialized Information Services Division, Environmental Health and Toxicology; [2002 Oct] -   [updated 2013 May 10; cited 2015 Jan 26]. Available from: http://toxtown.nlm.nih.gov/. English, Spanish. System requirements: Windows Media Player or Apple QuickTime to view multimedia files, Adobe Flash Player to view Flash content, and Adobe Acrobat Reader to view PDF files.

35. Homepage with Web master named

Neonatology on the Web [Internet]. [place unknown]: Neonatology on the Web; 1995 Aug 1 [updated 2006 Dec 22; cited 2007 Mar 23]. Available from: http://www.neonatology.org/. Ray Duncan, Web master.

36. Homepage with supplemental note included

Arctic Health [Internet]. Bethesda (MD): U.S. National Library of Medicine, Division of Specialized Information Services; 2002 Jul 12 -   [last updated 2015 Jan 16; cited 2015 Jan 26]. Available from: http:// www.arctichealth.org/. Maintained by the University of Alaska Anchorage's Alaska Medical Library.

Asian American Health [Internet]. Bethesda (MD): U.S. National Library of Medicine, Division of Specialized Information Services, Office of Outreach and Special Populations; [2003] -   [updated 2013 Sep 30; cited 2015 Jan 26]. Available from: http://asianamericanhealth.nlm.nih.gov/. Web site is a collaborative effort between the Division of Specialized Information Services and the Association of Asian Pacific Community Health Organizations (AAPCHO) to identify and provide specific resources for the Asian American Community.

Uijtdehaage S, Dennis S. HEAL: Health Education Assets Library [Internet]. Oakland (CA): Regents of the University of California; c2000-2005 [cited 2007 Feb 20]. Available from: http://www.healcentral.org/. This project made possible by grants from the National Science Foundation, DUE-0085660 and DUE-0226314, and from the National Library of Medicine, 1 G08 LM007877-01 and 1 G08 LM008054-01.

Complementary/Integrative Medicine [Internet]. Houston: University of Texas, M. D. Anderson Cancer Center; c2007 [cited 2007 Feb 21]. Available from: http://www.mdanderson.org/departments/CIMER/. Some content available in Spanish and Chinese.

StatePublicHealth.org [Internet]. Washington: ASTHO; [cited 2007 Feb 23]. Available from: http://statepublichealth.org/. Sponsored by the Robert Wood Johnson Foundation, National Governors Association, and the Association of State and Territorial Health Officials.

B. Sample Citation and Introduction to Citing Parts of Web Sites

The general format for a reference to part of a Web site, including punctuation:
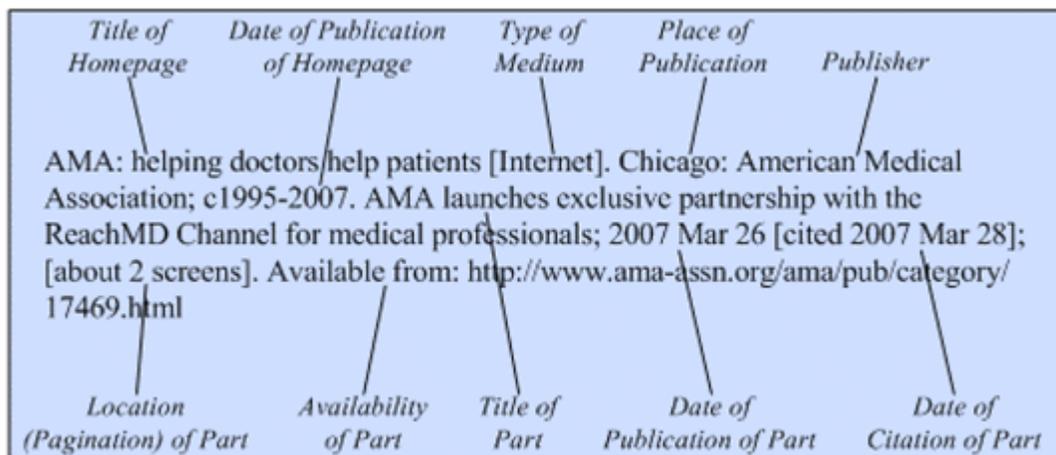
Examples of Citations to Parts of Web Sites

To cite an entire Web site from the homepage, use the instructions in Chapter 25A. To cite only one component of a Web site, such as a specific page or pages, first determine whether or not the component can stand alone and be cited separately. A book or other monograph, a journal, or a database on a Web site should be cited according to the instructions for the particular type of format. Cite a book on a Web site according to Chapter 22, a journal according to Chapter 23, and a database according to Chapter 24.

To use the NLM Web site as an example of components that can be cited separately:

- A book and similar items on the NLM Web site:

  Metagenomics: sequences from the environment [Internet]. Bethesda (MD): National Library of Medicine (US), National Center for Biomedical Information; 2006 [cited 2007 Apr 20]. Available from: http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=metagenomics.TOC

  Fact sheet: AIDS information resources [Internet]. Bethesda (MD): National Library of Medicine (US); 2003 May 2 [updated 2007 Feb 20; cited 2007 Mar 26]. [about 3 screens]. Available from: http://www.nlm.nih.gov/pubs/factsheets/aidsinfs.html

- An NLM database:

  ChemIDplus Lite [Internet]. Bethesda (MD): National Library of Medicine (US), Specialized Information Services Division. [2003] - [cited 2007 Mar 26]. Available from: http://chem.sis.nlm.nih.gov/chemidplus/chemidlite.jsp

- A publication produced by another organization that resides on the NLM site:

A.D.A.M. medical encyclopedia [Internet]. Atlanta: A.D.A.M., Inc.; c2005 [cited 2007 Mar 26]. Available from: http://www.nlm.nih.gov/medlineplus/encyclopedia.html

Components of Web sites that cannot stand alone should be cited according to the instructions presented here. Examples include a disease page from the MedlinePlus site and a press release from the AMA site. Never cite as parts components with authorship distinct from the authors of the site as a whole. Also, be sure that the part is to the Web site as a whole and not to a book or other separately citable component on a site. If in doubt about the status of a component, cite it separately using the instructions in the appropriate chapter.

Note also that it is possible to have Web sites within Web sites. For example, the National Institute on Aging (NIA) is organizationally a part of the National Institutes of Health (NIH). Each of these bodies has its own Web site with a homepage; the NIA site is not considered a part of the NIH site. Similarly, the PubMed database on the NLM site stands alone and is cited as a database, not a part of the NLM site. A URL in reality only reflects server location and should not necessarily be used to indicate hierarchy or subordinate relationships for citation purposes. The basic rule is to cite the most specific identifiable site used.

Because a reference should start with the individual or organization with responsibility for the intellectual content of the publication, begin a reference to a part of a Web site with information about the entire site; follow it with the information about the part.

When citing a part of a print book, the location (pagination) of the part is shown as the numbers of the pages on which the part resides, such as p. 34-6. When citing a part of a Web site, unless the part is in PDF (Portable Document Format), standard page numbers are not available. For non-PDF parts:

- Give location as the total extent of the part.
- Calculate extent by the best means possible, in terms of the number of print pages, screens, paragraphs, or bytes, and place the total in square brackets. Screen size, font used, and printers vary greatly, but the purpose is to give an indication of the length of the part.
- Use the word "about" before the length indicator when the number is calculated.

Web sites frequently contain charts, figures, and other illustrative material reproduced with permission from other sources. Do not cite these as parts using these instructions. Consult the original publication and cite the particular item from there.

Continue to Citation Rules with Examples for Parts of Web Sites.

Continue to Examples of Citations to Parts of Web Sites.

Citation Rules with Examples for Parts of Web Sites

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Homepage (R) | Title (R) | Date of Publication (R) | Date of Update/Revision (R) | Date of Citation (R) | Location (Pagination) (R) | Availability (R) | Language (R) | Notes (O)

Homepage on the Internet (required)

- Cite the homepage according to Chapter 25A Homepages but omit the Date of Citation (unless there is no Date of Publication or Date of Update/Revision) and the Availability (URL)

Title for a Part of a Web Site (required)

General Rules for Title

- Enter the title of the part as it appears on the Web site
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle unless some other form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End title information with a semicolon and a space

Specific Rules for Title

- Titles for parts not in English
- Titles for parts in more than one language
- Titles for parts containing a Greek letter, chemical formula, or another special character
- Titles preceded by a name and number
- Part is a video clip, videocast, or podcast
- No title appears

Box 65. Titles for parts not in English.

- Provide the name in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    Senovida [Internet]. [place unknown]: Sociedad Ecuatoriana de Oncologia; [2007]. Que tipos de cancer de mama hay?; [cited 2007 Mar 28]; [about 1 screen]. Available from: http://www.senovida.org/site/info_general/info_02.htm Spanish.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Sotsial'naia rabota v rossii v kontse XIX-nachale XX veka;

- Romanize or translate titles in character-based languages (Chinese, Japanese, etc.). Place the translation in square brackets.

    Anchi eijingu igaku;

    [Annual progression of swine influenza in Seoul];

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

    Presseinformation 2006 (159), Wenn Nervenzellen kontaktscheu sind;

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

        Å *treated as* A

Box 65 continues on next page...

Box 65 continued from previous page.

Ø   *treated as*   O

Ç   *treated as*   C

Ł   *treated as*   L

à   *treated as*   a

ĝ   *treated as*   g

ñ   *treated as*   n

ü   *treated as*   u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

  æ   *treated as*   ae

  œ   *treated as*   oe

- Provide an English translation, if possible, after the original language or romanized title. Place the translation in square brackets.

  Principaux marqueurs biologiques de l'etat nutritionnel [Principal biological markers of nutritional state];

  Anchi eijingu igaku [Anti-aging medicine];

Box 66. Titles for parts in more than one language.

If the title of the part is presented with equal text in two or more languages, as often occurs in Canadian publications:

- Give all titles in the order in which they are found on the title page or opening screens

- Place an equals sign with a space before and after between the titles

- List all languages, separated by commas, after the Availability (URL)

- End the list with a period

  Example:

  Health Canada = Sante Canada [Internet]. Ottawa (ON): Health Canada; [updated 2007 Mar 28]. Information update 2007-31, Health Canada's revised assessment of mercury in fish enhances protection while reflecting advice in Canada's Food Guide = Mise a jour 2007-31, Les normes revisees de Sante Canada sur le mercure dans le poisson assurent une meilleure protection et refletent les conseils du Guide alimentaire canadien; 2007 Mar 28 [cited 2007 Mar 29]; [about 3 screens]. Available from: http://hc-sc.gc.ca/ahc-asc/media/advisories-avis/2007/2007_31_e.html ; http://hc-sc.gc.ca/ahc-asc/media/advisories-avis/2007/2007_31_f.html English, French.

Box 67. **Titles for parts containing a Greek letter, chemical formula, or another special character.**

- Capitalize the first word of the title of a part unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

    n-alkenes on capillary columns with stationary phases of C87 hydrocarbon;

    von Willebrand factor;

- Retain special characters in titles when possible

    E©UP: European Copyright User Platform;

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

    Mice exposed to different doses of γ-radiation;

    may become

    Mice exposed to different doses of gamma-radiation;

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

    Glycoprotein mediated transport of NH_3 into red blood cells;

    may become

    Glycoprotein mediated transport of NH(3) into red blood cells;

Box 68. **Title proceeded by a name and number.**

Parts of Web sites may have a name and number in addition to a title. For example, a name such as Table or Figure may precede the title of an illustration, or Press release precede the text of an announcement.

- Provide any name and accompanying number before the title of the part

- Capitalize the first word of the name

- For names of parts not in English, follow the same rules provided under Titles for parts not in English and Titles for parts in more than one language

- To help identify parts in other languages, see the following examples:

Language	Table	Figure	Chart	Section
French	Tableau	Figure	Graphique	Section
			Schema	
German	Tabelle	Abbildung	Schaubild	Sektion
		Figur	Diagramm	Abteilung
Italian	Tabella	Figura	Diagramma	Parte
			Grafico	Sezione

Language	Table	Figure	Chart	Section
Russian	Tablitsa	Risunok	Grafik	Sekcija
			Skhema	Otdel
				Otdelenie
Spanish	Tabla	Figura	Grafico	Seccion
			Cuadro	Parte

- Use arabic numbers only. For example: convert VI or Six to 6.

- Follow the name and any accompanying number with a comma and a space

  Examples:

  AAMC: Association of American Medical Colleges [Internet]. Washington: The Association; c1995-2007. Press release, U.S. medical school enrollment projected to increase by 17 percent; 2007 Feb 12 [cited 2007 Mar 28]; [about 2 screens]. Available from: http://www.aamc.org/newsroom/pressrel/2007/070212.htm

  Max-Planck-Institut fur Experimentelle Medizin [Internet]. Gottingen (Germany): Max-Planck-Gesellschaft; c2006. Presseinformation 2006 (159), Wenn Nervenzellen kontaktscheu sind; 2006 Sep 21 [cited 2007 Mar 28]; [174 KB]. Available from: http://www.mpg.de/bilderBerichteDokumente/dokumentation/pressemitteilungen/2006/pressemitteilung20060920/. German.

- If the part being cited is clearly a table, figure, or similar part but it is not labeled as such, place the name in square brackets and follow it with any identifying number or letter

  fruits & veggies - more matters™ [Internet]. [place unknown]: Produce for Better Health Foundation; c2007. [Chart], Ways to get more; [cited 2007 Mar 27]; [about 3 screens]. Available from: http://www.fruitsandveggiesmorematters.org/?page_id=113&iCat=22

  NIAAA: National Institute on Alcohol Abuse and Alcoholism of the National Institutes of Health [Internet]. Bethesda (MD): The Institute; 2004 Jun 10 [modified 2007 Feb 28]. [Table], Percent who drink beverage alcohol, by gender, 1939-2003; [updated 2004 Mar; cited 2007 Mar 28]; [about 2 screens]. Available from: http://www.niaaa.nih.gov/Resources/DatabaseResources/QuickFacts/AlcoholConsumption/PercentAlcoholGender.htm

  NIH SeniorHealth [Internet]. Bethesda (MD): National Institute on Aging (US); 2002 Mar 19 [reviewed 2007 Feb 16]. [Video], Diagnosing Alzheimer's disease; 2002 Mar 19 [reviewed 2007 Mar 12; cited 2007 Mar 28]; [2 min., 31 sec]. Available from: http://nihseniorhealth.gov/alzheimersdisease/symptoms/08.html

Box 69. **Part is a video clip, videocast, or podcast.**

If a video clip, videocast, or podcast is part of a Web site:

- Place the word Video, Videocast, or Podcast in square brackets before the title

- Follow it with a comma and a space

Box 69 continued from previous page.

- Enter the length of the item (number of minutes needed to view/listen) in square brackets after the date of citation

  Examples:

  NIH SeniorHealth [Internet]. Bethesda (MD): National Institute on Aging (US); 2002 Mar 19 [reviewed 2007 Feb 16]. [Video], Diagnosing Alzheimer's disease; 2002 Mar 19 [reviewed 2007 Mar 12; cited 2007 Mar 28]; [2 min., 31 sec]. Available from: http://nihseniorhealth.gov/ alzheimersdisease/symptoms/08.html

  The Virtual Body = El Cuerpo Virtual [Internet]. [place unknown]: HCA; c2001. [Video], Animated heart; [cited 2007 Feb 21]; [about 5 sec.]. Available from: http://www.medtropolis.com/vbody.asp by selecting heart from the menu. English, Spanish.

Box 70. No title appears.

Occasionally a part of a Web site does not appear to have a formal title. When this occurs:

- Create a title from the first few words of the text. Use enough words to make the constructed title meaningful.

- Place the created title in square brackets

  [Waist-hip ratio ranges and sizes for women aged 40 to 59];

  [Excerpts from "Prescription Pain Medications: Frequently Asked Questions and Answers for Health Care Professionals"];

Examples for Title

1. Standard part of a Web site

2. Part of a Web site with name and number

3. Part of a Web site with name added

4. Part of a Web site with title ending in punctuation other than a period

5. Part of a Web site not in English

6. Part of a Web site with equal text in two or more languages

Date of Publication for Parts of Web Sites (required)

General Rules for Date of Publication

- Include if the date differs from the date of the Web site as it appears on the homepage
- Always give the year
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End date information with a space

Specific Rules for Date of Publication

- Locating the date of publication
- Multiple years of publication
- Non-English names for months
- Seasons instead of months
- Date of copyright
- No date of publication or copyright can be found

Box 71. Locating the date of publication.

Some Web sites clearly state the date that the part of the site was placed on the Internet, using such phrases as "first published", "created", and "began". When they do not:

- Look for the date at the top, bottom, or sidebar of the first screen of the part or the bottom of the last screen of the part

- Look for the date accompanying a copyright statement. For example: copyright 2006 by the American Chemical Society, © 2006 American Medical Association, c2006 Medical College of Wisconsin, c2000-2007 National Rural Health Association. Be sure, however, that this is the copyright date of the part and not the copyright date of the entire Web site. Many sites place a copyright statement at the bottom of every page.

- Look in the source code for the part if it is displayed by the Web browser

- If neither a date of publication nor a date of copyright can be found, use the date of update/revision and/or the date cited

    AMA: helping doctors help patients [Internet]. Chicago: American Medical Association; c1995-2007. Medical liability crisis map; [updated 2006 Dec 20; cited 2007 Mar 28]. [about 2 screens]. Available from: http://www.ama-assn.org/ama/noindex/category/11871.html

    Lab Tests Online® [Internet]. Washington: American Association for Clinical Chemistry; c2001-2007. ACT; [reviewed 2004 Dec 7; cited 2007 Mar 27]; [about 8 screens]. Available from: http://www.labtestsonline.org/understanding/analytes/act/glance.html

    cancerbackup: informing, understanding, supporting [Internet]. London: Cancerbackup; c2003. Treating ovarian cancer with chemotherapy; [reviewed 2006 Jul 1; modified 2006 Aug 31; cited 2007 Feb 21]; [about 4 screens]. Available from: http://www.cancerbackup.org.uk/Cancertype/Ovary/Treatment/Chemotherapy

    Complementary/Integrative Medicine [Internet]. Houston: University of Texas, M. D. Anderson Cancer Center; c2007. Bladder cancer; [cited 2007 Mar 27]. Available from: http://www.mdanderson.org/diseases/bladder/.

Box 72. Multiple years of publication.

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

    2002-2003

Box 72 continues on next page...

Box 72 continued from previous page.

> 1997-1998
>
> 1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

> 1999 Oct-2000 Mar
>
> 2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen

> 2005 Jan-Feb
>
> 1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Box 73. Non-English names for months.

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them
  Examples:

> mayo = May
>
> luty = Feb
>
> brezen = Mar

Box 74. Seasons instead of months.

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them
  For example:

> balvan = Summer
>
> outomno = Fall
>
> hiver = Winter
>
> pomlad = Spring

Box 75. Date of copyright.

Some parts of Web sites display a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. Be sure, however, that this is the copyright date of the part and not the copyright date of the entire Web site. Many sites place a copyright statement at the bottom of every page.

- If no date of publication for the part can be found, but the part contains a copyright date, use the date of copyright preceded by the letter "c"; for example c2005
- If the part contains a date of publication and a date of copyright
  - Use only the date of publication unless three or more years separate the two dates. This alerts a user that the information in the publication is older than the date of publication implies.
  - In this situation, use both dates, beginning with the year of publication
  - Precede the date of copyright by the letter "c"
  - Separate the dates by a comma and a space. For example, "2002, c1997".

Box 76. No date of publication or copyright can be found.

- If neither a date of publication nor a date of copyright can be found for the part of a Web site, use the date of update/revision and/or the date cited

  AMA: helping doctors help patients [Internet]. Chicago: American Medical Association; c1995-2007. Medical liability crisis map; [updated 2006 Dec 20; cited 2007 Mar 28]; [about 2 screens]. Available from: http://www.ama-assn.org/ama/noindex/category/11871.html

  Lab Tests Online® [Internet]. Washington: American Association for Clinical Chemistry; c2001-2007. ACT; [reviewed 2004 Dec 7; cited 2007 Mar 27]; [about 8 screens]. Available from: http://www.labtestsonline.org/understanding/analytes/act/glance.html

  cancerbackup: informing, understanding, supporting [Internet]. London: Cancerbackup; c2003. Treating ovarian cancer with chemotherapy; [reviewed 2006 Jul 1; modified 2006 Aug 31; cited 2007 Feb 21]; [about 4 screens]. Available from: http://www.cancerbackup.org.uk/Cancertype/Ovary/Treatment/Chemotherapy

  Complementary/Integrative Medicine [Internet]. Houston: University of Texas, M. D. Anderson Cancer Center; c2007. Bladder cancer; [cited 2007 Mar 27]. Available from: http://www.mdanderson.org/diseases/bladder/.

Examples for Date of Publication

7. Part of a Web site with a date of publication separate from the date of the Web site

Date of Update/Revision for a Part of a Web Site (required)

General Rules for Date of Update/Revision

- Parts of Web sites may be updated or revised after initial publication
- Begin update/revision information with a left square bracket
- Use whatever word for update or revision is provided, such as updated and modified
- Always give the year of update/revision
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month and day of update/revision, if provided, after the year, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan

- End update/revision information with a semicolon and a space

Specific Rules for Date of Update/Revision

- Locating the date of update/revision
- Non-English names for months
- Seasons instead of months
- Both a date of update and a date of revision

Box 77. Locating the date of update/revision.

Parts of Web sites on the Internet are often updated or revised after publication. Look for the date accompanied by such words as updated, modified, revised, reviewed:

- At the top, bottom, or sidebar of the first screen for the part or the bottom of the last screen of the part
- In the source code for the part if it is displayed by the Web browser

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Box 78. Non-English names for months.

- Translate names of months into English

- Abbreviate them using the first three letters

- Capitalize them
  Examples:

    mayo = May

    luty = Feb

    brezen = Mar

Box 79. Seasons instead of months.

- Translate names of seasons into English

- Capitalize them

- Do not abbreviate them
  For example:

    balvan = Summer

    outomno = Fall

    hiver = Winter

    pomlad = Spring

Box 80. Both a date of update and a date of revision.

Various words are used to show that the content of a part of a Web site has changed. Among them are: updated, modified, revised, reviewed.

- Use the wording on the site

- Give all words with the dates provided, in ascending date order

- Enter dates in year month day format

- Separate words with their dates by a semicolon and a space

  Example:

  MedlinePlus health topics [Internet]. Bethesda (MD): National Library of Medicine (US); [updated 2006 May 11]. Alzheimer's disease; [reviewed 2006 Oct 25; updated 2006 Dec 22; cited 2006 Dec 29]; [about 8 p.]. Available from: http://www.nlm.nih.gov/medlineplus/alzheimersdisease.html

---

Examples for Date of Update/Revision

8. Part of a Web site with date(s) of update/revision

Date of Citation for a Part of a Web Site (required)

General Rules for Date of Citation

- Always include the date the part of a Web site was seen on the Internet
- Include the year month and day in that order, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- If a date of update/revision is given, place the date of citation after it and follow both dates with a right square bracket
- If no date of update/revision is given, place citation date information in square brackets
- End date information with a semicolon placed outside the closing bracket

Specific Rules for Date of Citation

- Both a date of update/revision and a date of citation

Box 81. **Both a date of update/revision and a date of citation.**

Various words are used to show that the content of a part of a Web site has changed. Among them are: updated, modified, revised, reviewed.

- Begin with the date(s) of update/revision in the year month day format
  - Use the wording for update/revision supplied in the site
  - Give all words with the dates provided, in ascending date order
  - Separate words by a semicolon and a space
  - End the date(s) of update/revision with a semicolon and a space

- Enter the date cited in year month day format

- Place all dates of update/revision and date of citation information in square brackets

- End with a semicolon placed outside the closing bracket

  Examples:

> MedlinePlus health topics [Internet]. Bethesda (MD): National Library of Medicine (US); [updated 2006 May 11]. Alzheimer's disease; [reviewed 2006 Oct 25; updated 2006 Dec 22; cited 2006 Dec 29]; [about 8 p.]. Available from: http://www.nlm.nih.gov/medlineplus/alzheimersdisease.html

Examples for Date of Citation

1. Standard part of a Web site

8. Part of a Web site with date(s) of update/revision

9. Part of a Web site with date of citation only

Location (Pagination) for a Part of a Web Site (required)

General Rules for Location (Pagination)

For parts with standard page numbers such as those in PDF:

- Begin location with "p." followed by a space
- Enter the page number or numbers on which the part appears. Examples: p. 438 and p. 663-4.
- Do not repeat page numbers unless they are followed by a letter. For example: 126-127 becomes p. 126-7, but p. 126A-127A is correct.
- Include a letter (often S for Supplement or A for Appendix) when it precedes the page number. For example: p. S10-8.
- End location with a period

For parts without page numbers:

- Give location as the total number of screens, paragraphs, lines, or bytes of the part, whichever is most practical; precede the total with the word about and place it in square brackets, as [about 15 screens]
- If the part is printed out, precede the page total with the word about and place it in square brackets, as [about 10 p.]
- End location information with a period placed outside the closing bracket

Specific Rules for Location (Pagination)

- Roman numerals for page numbers
- No page numbers appear on the pages of the part
- Part is a video clip, videocast, or podcast

Box 82. Roman numerals for page numbers.

- Keep roman numerals when they are used as page numbers

- Give roman numerals in upper or lower case, whichever appears in the publication

    Examples:

    Common aquatic invertebrates; [cited 2006 Dec 15]; p. XXI-XXII.

    Classification of lung adenocarcinoma; [cited 2006 Dec 13]; p. xv.

Box 83. **No page numbers appear on the pages of the part.**

- If the part of a Web site in PDF (Portable Document Format) has no page numbers:
    - Count the total numbers of pages of the text
    - Follow the count total by "p."
    - Place the number and "p." in square brackets, such as [12 p.]
    - End page information with a period
      Example: [20 p.].
- If the part of a Web site is in HTML, XML, or other unpaginated format:
    - Count the number of screens, paragraphs, lines, or bytes, whichever is most practical, or print out the part and count the number of pages
    - Because screen size and type fonts vary, precede the total with the word "about" for all except the number of paragraphs and bytes
    - Place the count total and the measure used in square brackets
    - End with a period placed outside the closing bracket
      Examples:

      [about 6 screens].

      [about 23 p.].

      [10 paragraphs].

      [174 KB].

Box 84. **Part is a video clip, videocast, or podcast.**

If a video clip, videocast, or podcast is part of a Web site:

- Place the word Video, Videocast, or Podcast in square brackets followed by a comma and a space
- Enter the title of the part, followed by a semicolon and a space
- Give the date of update/revision (if known) and the date of citation in square brackets, separated by a semicolon and a space
- End date information with a semicolon and a space
- Give extent as the number of minutes needed to view/listen, placed in square brackets
- If the number is not supplied on the site, precede the number with the word "about"
- Abbreviate minutes to min. and seconds to sec.
- End with a period placed outside the closing bracket
  Example:

Box 84 continued from previous page.

> The Virtual Body = El Cuerpo Virtual [Internet]. [place unknown]: HCA; c2001. [Video], Animated heart; [cited 2007 Feb 21]; [about 5 sec.]. Available from: http://www.medtropolis.com/vbody.asp by selecting heart from the menu. English, Spanish.
>
> NIH SeniorHealth [Internet]. Bethesda (MD): National Institute on Aging (US); 2002 Mar 19 [reviewed 2007 Feb 16]. [Video], Diagnosing Alzheimer's disease; 2002 Mar 19 [reviewed 2007 Mar 12; cited 2007 Mar 28]; [2 min., 31 sec.]. Available from: http://nihseniorhealth.gov/alzheimersdisease/symptoms/08.html

---

Examples for Location (Pagination)

10. Part of a Web site with traditional page numbers for location (pagination)

11. Part of a Web site with location (pagination) estimated as page numbers

12. Part of a Web site with location (pagination) estimated as number of screens

13. Part of a Web site with location (pagination) shown as number of paragraphs

14. Part of a Web site with location (pagination) shown as number of bytes

15. Part of a Web site with hyperlinks so location (pagination) cannot be provided

16. Part of a Web site that is a video clip

Availability for a Part of a Web Site (required)

General Rules for Availability

- Begin with the phrase "Available from" followed by a colon and a space
- Insert the Uniform Resource Locator (URL) for the part in its entirety; do not omit http://, www, or other beginning components
- Use the URL for the homepage if the part does not have its own URL; check HTML file properties to be sure
- End with a period only if the URL ends with a slash, otherwise end with no punctuation

Specific Rules for Availability

- Breaking long URLs
- URLs not directly addressable
- Multiple URLs

Box 85. Breaking long URLs.

Some URLs (Uniform Resource Locators) are longer than one line.

- Retain the entire string as found when possible
- Break a URL at a slash if necessary
- Do not insert a hyphen or a hard line break within a URL

Box 86. **URLs not directly addressable.**

The URL as displayed by the Web browser may not always retrieve the part of the Web site, i.e., the part is not directly addressable.

- Always check to see if the URL is directly addressable

- If it is not, provide instructions for locating it from the closest addressable URL

    Example:

    The Virtual Body = El Cuerpo Virtual [Internet]. [place unknown]: HCA; c2001. [Video], Animated heart; [cited 2007 Feb 21]; [about 5 sec.]. Available from: http://www.medtropolis.com/vbody.asp by selecting heart from the menu. English, Spanish.

Box 87. **Multiple URLs.**

If more than one URL can be used to locate a part:

- Give the URL you used in locating the part

- As an option, give all known URLs, separated by a space, a semicolon, and a space

    Example:

    Health Canada = Sante Canada [Internet]. Ottawa (ON): Health Canada; [updated 2007 Mar 28]. Information update 2007-31, Health Canada's revised assessment of mercury in fish enhances protection while reflecting advice in Canada's Food Guide = Mise a jour 2007-31, Les normes revisees de Sante Canada sur le mercure dans le poisson assurent une meilleure protection et refletent les conseils du Guide alimentaire canadien; 2007 Mar 28 [cited 2007 Mar 29]; [about 3 screens]. Available from: http://hc-sc.gc.ca/ahc-asc/media/advisories-avis/2007/2007_31_e.html ; http://hc-sc.gc.ca/ahc-asc/media/advisories-avis/2007/2007_31_f.html English, French.

Examples for Availability

17. Part of a Web site with URL not directly addressable

18. Part of a Web site with multiple URLs

Language for a Part of a Web Site (required)

General Rules for Language

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Parts appearing in more than one language

Box 88. **Parts appearing in more than one language.**

If a part of a Web site is written with equal text in two or more languages, as often occurs in Canadian publications:

- Give all titles in the order they are presented on the title page or on the opening screens of the part

- Separate the titles with an equals sign with a space before and after

- List the languages after the Availability statement (URL)

- Capitalize the language names

- Separate the language names by commas

- End the list of languages with a period

- If each language version has its own URL, give the URL of the language you used. As an option, give the URLs for all languages. Separate them by a space, a semicolon, and a space.

    Example:

    Health Canada = Sante Canada [Internet]. Ottawa (ON): Health Canada; [updated 2007 Mar 28]. Information update 2007-31, Health Canada's revised assessment of mercury in fish enhances protection while reflecting advice in Canada's Food Guide = Mise a jour 2007-31, Les normes revisees de Sante Canada sur le mercure dans le poisson assurent une meilleure protection et refletent les conseils du Guide alimentaire canadien; 2007 Mar 28 [cited 2007 Mar 29]; [about 3 screens]. Available from: http://hc-sc.gc.ca/ahc-asc/media/advisories-avis/2007/2007_31_e.html ; http://hc-sc.gc.ca/ahc-asc/media/advisories-avis/2007/2007_31_f.html English, French.

Examples for Language

5. Part of a Web site not in English

6. Part of a Web site with equal text in two or more languages

Notes for a Part of a Web Site (optional)

General Rules for Notes

- Notes is a collective term for any useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- System requirements
- Other types of material to include in notes

Box 89. **System requirements.**

System requirements describe the particular software and hardware needed to view the Web site.

- Begin with the phrase "System Requirements" followed by a colon and a space

Box 89 continues on next page...

Box 89 continued from previous page.

- Use the wording supplied by the publisher; no standardization is needed

- Separate the types of information by a semicolon and a space

- End requirement information with a period

  Examples:

  NIH SeniorHealth [Internet]. Bethesda (MD): National Institute on Aging (US); 2002 Mar 19 [reviewed 2007 Feb 16]. [Video], Diagnosing Alzheimer's disease; 2002 Mar 19 [reviewed 2007 Mar 12; cited 2007 Mar 28]; [2 min., 31 sec.]. Available from: http://nihseniorhealth.gov/alzheimersdisease/symptoms/08.html System Requirements: Windows Media Player for PC or QuickTime Player for MAC.

Box 90. Other types of material to include in notes.

The notes element may be used to provide any further information useful. Begin by citing the homepage, then add the note. Some examples of notes are:

- Information not provided for in the citation rules

  the American Academy of Pain Medicine: The Physician's Voice in Pain Medicine [Internet]. Glenview (IL): The Academy; c2007. Consent for chronic opioid therapy; 1999 [cited 2007 Feb 21]; [2 p.]. Available from: http://www.painmed.org/productpub/statements/pdfs/opioid_consent_form.pdf Approved by the AAPM Executive Committee on January 14, 1999.

- Information on sponsorship

  StatePublicHealth.org [Internet]. Washington: ASTHO; [cited 2007 Feb 23]. Hurricanes and your health; 2005 Fall [cited 2007 Mar 27]; [about 2 screens]. Available from: http://statepublichealth.org/?template=view_story.php&fs_id=20 Sponsored by the Robert Wood Johnson Foundation, National Governors Association, and the Association of State and Territorial Health Officials.

Examples for Notes

19. Part of a Web site with optional system requirements

20. Part of a Web site with supplemental note included

Examples of Citations to Parts of Web Sites

1. Standard part of a Web site

AMA: helping doctors help patients [Internet]. Chicago: American Medical Association; c1995-2007. AMA launches exclusive partnership with the ReachMD Channel for medical professionals; 2007 Mar 26 [cited 2007 Mar 28]; [about 2 screens]. Available from: http://www.ama-assn.org/ama/pub/category/17469.html

Chlamy Center: an Online Informatics Resource for *Chlamydomonas* [Internet]. Durham (NC): Duke University, Department of Biology; [modified 2007 Mar 8]. Core collections; [modified 2006 Jan 25; cited 2007 Mar 27]; [about 3 screens]. Available from: http://jupiter.biology.duke.edu/strains.html

U.S. Food and Drug Administration, Center for Drug Evaluation and Research. Index to drug-specific information [Internet]. Silver Spring (MD): U.S. Food and Drug Administration; [updated 2009 Jun 4]. Sleep disorder (sedative-hypnotic) drug information; [updated 2009 May 21; cited 2009 Jun 10]; [about 2 screens]. Available from: http://www.fda.gov/Drugs/DrugSafety/ PostmarketDrugSafetyInformationforPatientsandProviders/ucm101557.htm

2. Part of a Web site with name and number

Health Canada = Sante Canada [Internet]. Ottawa (ON): Health Canada; [updated 2007 Mar 28]. Information update 2007-31, Health Canada's revised assessment of mercury in fish enhances protection while reflecting advice in Canada's Food Guide = Mise a jour 2007-31, Les normes revisees de Sante Canada sur le mercure dans le poisson assurent une meilleure protection et refletent les conseils du Guide alimentaire canadien; 2007 Mar 28 [cited 2007 Mar 29]; [about 3 screens]. Available from: http://hc-sc.gc.ca/ahc-asc/media/advisories-avis/ 2007/2007_31_e.html ; http://hc-sc.gc.ca/ahc-asc/media/advisories-avis/2007/2007_31_f.html English, French.

Max-Planck-Institut fur Experimentelle Medizin [Internet]. Gottingen (Germany): Max-Planck-Gesellschaft; c2006. Presseinformation 2006 (159), Wenn Nervenzellen kontaktscheu sind; 2006 Sep 21 [cited 2007 Mar 28]; [174 KB]. Available from: http://www.mpg.de/bilderBerichteDokumente/dokumentation/pressemitteilungen/ 2006/pressemitteilung20060920/. German.

3. Part of a Web site with name added

fruits & veggies - more matters™ [Internet]. [place unknown]: Produce for Better Health Foundation; c2007. [Chart], Ways to get more; [cited 2007 Mar 27]; [about 3 screens]. Available from: http:// www.fruitsandveggiesmorematters.org/?page_id=113&iCat=22

NIAAA: National Institute on Alcohol Abuse and Alcoholism of the National Institutes of Health [Internet]. Bethesda (MD): The Institute; 2004 Jun 10 [modified 2007 Feb 28]. [Table], Percent who drink beverage alcohol, by gender, 1939-2003; [updated 2004 Mar; cited 2007 Mar 28]; [about 2 screens]. Available from: http:// www.niaaa.nih.gov/Resources/DatabaseResources/QuickFacts/AlcoholConsumption/ PercentAlcoholGender.htm

NIH SeniorHealth [Internet]. Bethesda (MD): National Institute on Aging (US); 2002 Mar 19 [reviewed 2007 Feb 16]. [Video], Diagnosing Alzheimer's disease; 2002 Mar 19 [reviewed 2007 Mar 12; cited 2007 Mar 28]; [2 min., 31 sec.]. Available from: http://nihseniorhealth.gov/alzheimersdisease/symptoms/08.html

4. Part of a Web site with title ending in punctuation other than a period

NCCAM: National Center for Complementary and Alternative Medicine [Internet]. Bethesda (MD): The Center; [modified 2007 Mar 22]. What is CAM?; [modified 2007 Feb 12; cited 2007 Mar 29]; [about 5 p.]. Available from: http://nccam.nih.gov/health/whatiscam/.

Senovida [Internet]. [place unknown]: Sociedad Ecuatoriana de Oncologia; [2007]. Que tipos de cancer de mama hay?; [cited 2007 Mar 28]; [about 1 screen]. Available from: http://www.senovida.org/site/info_general/ info_02.htm Spanish.

5. Part of a Web site not in English

Senovida [Internet]. [place unknown]: Sociedad Ecuatoriana de Oncologia; [2007]. Que tipos de cancer de mama hay?; [cited 2007 Mar 28]; [about 1 screen]. Available from: http://www.senovida.org/site/info_general/ info_02.htm Spanish.

Max-Planck-Institut fur Experimentelle Medizin [Internet]. Gottingen (Germany): Max-Planck-Gesellschaft; c2006. Presseinformation 2006 (159), Wenn Nervenzellen kontaktscheu sind; 2006 Sep 21 [cited 2007 Mar 28]; [174 KB]. Available from: http://www.mpg.de/bilderBerichteDokumente/dokumentation/pressemitteilungen/2006/pressemitteilung20060920/. German.

with translation

Senovida [Breast life] [Internet]. [place unknown]: Sociedad Ecuatoriana de Oncologia; [2007]. Que tipos de cancer de mama hay? [What types of breast cancer are there?]; [cited 2007 Mar 28]; [about 1 screen]. Available from: http://www.senovida.org/site/info_general/info_02.htm Spanish.

Max-Planck-Institut fur Experimentelle Medizin [Internet]. Gottingen (Germany): Max-Planck-Gesellschaft; c2006. Presseinformation 2006 (159), Wenn Nervenzellen kontaktscheu sind [Press release 2006 (159), When nerve cells can't make contact]; 2006 Sep 21 [cited 2007 Mar 28]; [174 KB]. Available from: http://www.mpg.de/bilderBerichteDokumente/dokumentation/pressemitteilungen/2006/pressemitteilung20060920/. German.

6. Part of a Web site with equal text in two or more languages

Health Canada = Sante Canada [Internet]. Ottawa (ON): Health Canada; [updated 2007 Mar 28]. Information update 2007-31, Health Canada's revised assessment of mercury in fish enhances protection while reflecting advice in Canada's Food Guide = Mise a jour 2007-31, Les normes revisees de Sante Canada sur le mercure dans le poisson assurent une meilleure protection et refletent les conseils du Guide alimentaire canadien; 2007 Mar 28 [cited 2007 Mar 29]; [about 3 screens]. Available from: http://hc-sc.gc.ca/ahc-asc/media/advisories-avis/2007/2007_31_e.html ; http://hc-sc.gc.ca/ahc-asc/media/advisories-avis/2007/2007_31_f.html English, French.

7. Part of a Web site with a date of publication separate from the date of the Web site

CDE Working Group of the Trans-NIH BioMedical Informatics Coordinating Committee (BMIC). Common Data Element (CDE) Resource Portal [Internet]. Bethesda (MD): U.S. National Library of Medicine; 2012 Jun 18 [updated 2013 Jan 3]. Summary Table for NIH CDE Initiatives; 2012 Nov 21 [updated 2015 Feb 5; cited 2015 Apr 28]; [about 2 screens]. Available from: http://www.nlm.nih.gov/cde/summary_table_1.html

Neonatology on the Web [Internet]. [place unknown]: Neonatology on the Web; 1995 Aug 1 [updated 2007 Mar 25]. Clinical resources for neonatology and perinatology: information about sick newborns for professionals and families; 1995 Oct 31 [modified 2006 Jul 1; cited 2007 Mar 27]. Available from: http://www.neonatology.org/neo.clinical.html

AMA: helping doctors help patients [Internet]. Chicago: American Medical Association; c1995-2007. AMA launches exclusive partnership with the ReachMD Channel for medical professionals; 2007 Mar 26 [cited 2007 Mar 28]; [about 2 screens]. Available from: http://www.ama-assn.org/ama/pub/category/17469.html

StatePublicHealth.org [Internet]. Washington: ASTHO; [cited 2007 Mar 27]. Hurricanes and your health; 2005 Fall [cited 2007 Mar 27]; [about 2 screens]. Available from: http://statepublichealth.org/?template=view_story.php&fs_id=20

8. Part of a Web site with date(s) of update/revision

Chlamy Center: an Online Informatics Resource for *Chlamydomonas* [Internet]. Durham (NC): Duke University, Department of Biology; [modified 2007 Mar 8]. Core collections; [modified 2006 Jan 25; cited 2007 Mar 27]; [about 3 screens]. Available from: http://jupiter.biology.duke.edu/strains.html

AMA: helping doctors help patients [Internet]. Chicago: American Medical Association; c1995-2007. Medical liability crisis map; [updated 2006 Dec 20; cited 2007 Mar 28]; [about 2 screens]. Available from: http://www.ama-assn.org/ama/noindex/category/11871.html

Lab Tests Online® [Internet]. Washington: American Association for Clinical Chemistry; c2001-2007. ACT; [reviewed 2004 Dec 7; cited 2007 Mar 27]; [about 8 screens]. Available from: http://www.labtestsonline.org/understanding/analytes/act/glance.html

cancerbackup: informing, understanding, supporting [Internet]. London: Cancerbackup; c2003. Treating ovarian cancer with chemotherapy; [reviewed 2006 Jul 1; modified 2006 Aug 31; cited 2007 Feb 21]; [about 4 screens]. Available from: http://www.cancerbackup.org.uk/Cancertype/Ovary/Treatment/Chemotherapy

9. Part of a Web site with date of citation only

Complementary/Integrative Medicine [Internet]. Houston: University of Texas, M. D. Anderson Cancer Center; c2007. Bladder cancer; [cited 2007 Mar 27]. Available from: http://www.mdanderson.org/diseases/bladder/.

Profiles in Science [Internet]. Bethesda (MD): National Library of Medicine (US); 1998 -   . Visual Culture and Health Posters; [cited 2011 Jul 8]. Available from: http://profiles.nlm.nih.gov/VC/.

10. Part of a Web site with traditional page numbers for location (pagination)

the American Academy of Pain Medicine: The Physician's Voice in Pain Medicine [Internet]. Glenview (IL): The Academy; c2007. Consent for chronic opioid therapy; 1999 [cited 2007 Feb 21]; [2 p.]. Available from: http://www.painmed.org/productpub/statements/pdfs/opioid_consent_form.pdf

11. Part of a Web site with location (pagination) estimated as page numbers

MedlinePlus [Internet]. Bethesda (MD): U.S. National Library of Medicine; [1988 Oct] -   . Heart attack; [updated 2015 May 4; cited 2015 May 6]; [about 20 p.]. Available from: http://www.nlm.nih.gov/medlineplus/heartattack.html

NCCAM: National Center for Complementary and Alternative Medicine [Internet]. Bethesda (MD): The Center; [modified 2007 Mar 22]. What is CAM?; [modified 2007 Feb 12; cited 2007 Mar 29]; [about 5 p.]. Available from: http://nccam.nih.gov/health/whatiscam/.

12. Part of a Web site with location (pagination) estimated as number of screens

NursingWorld: Official Web site of the American Nurses Association [Internet]. Silver Spring (MD): American Nurses Association, Inc.; c2007. American Nurse Today; [cited 2007 Mar 27]; [about 3 screens]. Available from: http://www.ana.org/anajournal/.

Lab Tests Online® [Internet]. Washington: American Association for Clinical Chemistry; c2001-2007. ACT; [reviewed 2004 Dec 7; cited 2007 Mar 27]; [about 8 screens]. Available from: http://www.labtestsonline.org/understanding/analytes/act/glance.html

AAMC: Association of American Medical Colleges [Internet]. Washington: The Association; c1995-2007. Press release, U.S. medical school enrollment projected to increase by 17 percent; 2007 Feb 12 [cited 2007 Mar 28]; [about 2 screens]. Available from: http://www.aamc.org/newsroom/pressrel/2007/070212.htm

13. Part of a Web site with location (pagination) shown as number of paragraphs

Complementary/Integrative Medicine [Internet]. Houston: University of Texas, M. D. Anderson Cancer Center; c2007. Energy therapies; [cited 2007 Feb 21]; [3 paragraphs]. Available from: http://www.mdanderson.org/departments/cimer/dIndex.cfm?pn=7B632E4A-56B2-11D5-812100508B603A14

14. Part of a Web site with location (pagination) shown as number of bytes

Max-Planck-Institut fur Experimentelle Medizin [Internet]. Gottingen (Germany): Max-Planck-Gesellschaft; c2006. Presseinformation 2006 (159), Wenn Nervenzellen kontaktscheu sind; 2006 Sep 21 [cited 2007 Mar 28]; [174 KB]. Available from: http://www.mpg.de/bilderBerichteDokumente/dokumentation/pressemitteilungen/2006/pressemitteilung20060920/. German.

15. Part of a Web site with hyperlinks so location (pagination) cannot be provided

MedlinePlus: Trusted Health Information for You [Internet]. Bethesda (MD): National Library of Medicine (US); [updated 2007 Mar 26]. E. coli infections; [reviewed 2007 Feb 12; updated 2007 Mar 26; cited 2007 Mar 28]. Available from: http://www.nlm.nih.gov/medlineplus/ecoliinfections.html

NHS in England [Internet]. London: NHS Connecting for Health; [updated 2007 Mar 27]. History of the NHS; [cited 2007 Mar 28]. Available from: http://www.nhs.uk/england/aboutTheNHS/history/default.cmsx

OncoLink™: the Web's first cancer resource [Internet]. Philadelphia: University of Pennsylvania, Abramson Cancer Center; c1994-2007. Caregivers; [cited 2007 Feb 20]. Available from: http://www.oncolink.com/coping/coping.cfm?c=1

BIRDNET [Internet]. Washington: Ornithological Council; c1997-2006 [updated 2007 Mar 19]. Avian influenza; [updated 2005 Dec 30; cited 2007 Mar 28]. Available from: http://www.nmnh.si.edu/BIRDNET/OC/avianinfluenza.html

16. Part of a Web site that is a video clip

NIH SeniorHealth [Internet]. Bethesda (MD): National Institute on Aging (US); 2002 Mar 19 [reviewed 2007 Feb 16]. [Video], Diagnosing Alzheimer's disease; 2002 Mar 19 [reviewed 2007 Mar 12; cited 2007 Mar 28]; [2 min., 31 sec.]. Available from: http://nihseniorhealth.gov/alzheimersdisease/symptoms/08.html

The Virtual Body = El Cuerpo Virtual [Internet]. [place unknown]: HCA; c2001. [Video], Animated heart; [cited 2007 Feb 21]; [about 5 sec.]. Available from: http://www.medtropolis.com/vbody.asp by selecting heart from the menu. English, Spanish.

17. Part of a Web site with URL not directly addressable

The Virtual Body = El Cuerpo Virtual [Internet]. [place unknown]: HCA; c2001. [Video], Animated heart; [cited 2007 Feb 21]; [about 5 sec.]. Available from: http://www.medtropolis.com/vbody.asp by selecting heart from the menu. English, Spanish.

18. Part of a Web site with multiple URLs

Health Canada = Sante Canada [Internet]. Ottawa (ON): Health Canada; [updated 2007 Mar 28]. Information update 2007-31, Health Canada's revised assessment of mercury in fish enhances protection while reflecting

advice in Canada's Food Guide = Mise a jour 2007-31, Les normes revisees de Sante Canada sur le mercure dans le poisson assurent une meilleure protection et refletent les conseils du Guide alimentaire canadien; 2007 Mar 28 [cited 2007 Mar 29]; [about 3 screens]. Available from: http://hc-sc.gc.ca/ahc-asc/media/advisories-avis/2007/2007_31_e.html ; http://hc-sc.gc.ca/ahc-asc/media/advisories-avis/2007/2007_31_f.html English, French.

19. Part of a Web site with optional *system requirements*

NIH SeniorHealth [Internet]. Bethesda (MD): National Institute on Aging (US); 2002 Mar 19 [reviewed 2007 Feb 16]. [Video], Diagnosing Alzheimer's disease; 2002 Mar 19 [reviewed 2007 Mar 12; cited 2007 Mar 28]; [2 min., 31 sec.]. Available from: http://nihseniorhealth.gov/alzheimersdisease/symptoms/08.html System Requirements: Windows Media Player for PC or QuickTime Player for MAC.

20. Part of a Web site with supplemental note included

The American Academy of Pain Medicine: the Physician's Voice in Pain Medicine [Internet]. Glenview (IL): The Academy; c2007. Consent for chronic opioid therapy; 1999 [cited 2007 Feb 21]; [2 p.]. Available from: http://www.painmed.org/productpub/statements/pdfs/opioid_consent_form.pdf Approved by the AAPM Executive Committee on January 14, 1999.

StatePublicHealth.org [Internet]. Washington: ASTHO; [cited 2007 Mar 27]. Hurricanes and your health; 2005 Fall [cited 2007 Mar 27]; [about 2 screens]. Available from: http://statepublichealth.org/?template=view_story.php&fs_id=20 Sponsored by the Robert Wood Johnson Foundation, National Governors Association, and the Association of State and Territorial Health Officials.

Chapter 26. Electronic Mail and Discussion Forums

Created: October 10, 2007; Updated: August 11, 2015.

A. Electronic Mail

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

B. LISTSERVs and Similar Discussion Lists

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

C. Blogs

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

D. Wikis

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

See also:

Chapter 13 Letters and Other Personal Communication

A. Sample Citation and Introduction to Citing Electronic Mail

The general format for a reference to an electronic mail message, including punctuation:
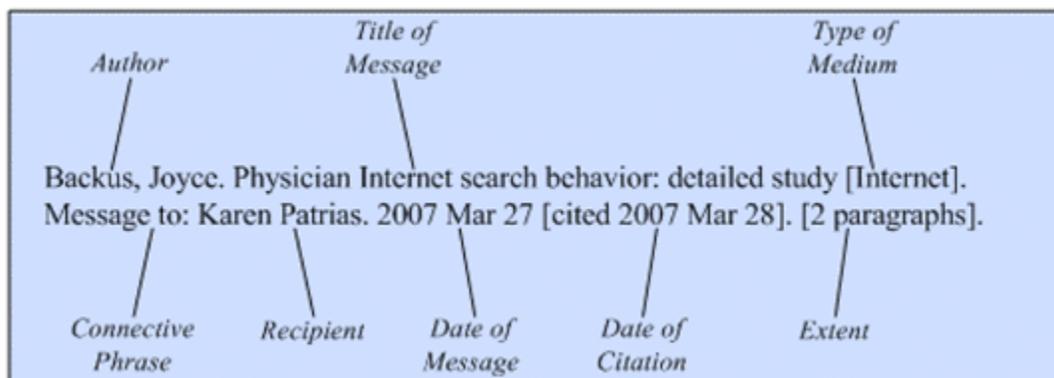
Examples of Citations to Electronic Mail

Electronic mail or e-mail is a written message sent over communication networks to a single address or to multiple addressees. E-mail systems are maintained by most computer networks, and virtually all online services and Internet service providers have them.

E-mail is a form of personal communication and is not often accepted by editors and others for inclusion in a reference list. Most authorities recommend placing references to e-mail communications within the running text, not as formal end references. The nature and source of the cited information should be identified by an

appropriate statement. Place the source information in parentheses, using a term or terms to indicate clearly that the citation is not in the reference list. For example:

> …and most of these meningiomas proved to be inoperable (Mar 22, 2007 e-mail from RS Grant to me; unreferenced, see "Notes") while a few….

The author must provide written permission to the publisher from the cited person (if living) or from the cited organization if the message is not accessible to scholars via the e-mail server's archive. The permission should be a statement in an "Acknowledgments" or a "Notes" section following the text of an article or placed at the end of a book's main text. These statements may include additional details, such as the reason for the communication.

It is highly recommended that any message being considered for future citation be saved to disk or in print because not all e-mail systems use a standard method of saving or archiving messages.

The rules below apply when an e-mail message is included in a reference list rather than within the text as described above. References to e-mail messages have a formal structure to clearly identify the author (initiator) and the recipient (receiver) of the communication. Because of the lack of other information to include in a citation to an e-mail message, providing the full names for both author and recipient is recommended as well as clarifying notes on content.

For information on citing letters, see Chapter 13. For further examples of formats for author names and titles, see Chapter 1.

Continue to Citation Rules with Examples for Electronic Mail.

Continue to Examples of Citations to Electronic Mail.

Citation Rules with Examples for Electronic Mail

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Author Affiliation (O) | Title of Message (R) | Content Type (O) | Type of Medium (R) | Connective Phrase (R) | Recipient (R) | Recipient Affiliation (O) | Date (R) | Date of Citation (R) | Extent (Pagination) (O) | Availability (O) | Language (R) | Notes (O)

Author for Electronic Mail (required)

General Rules for Author

- Enter surname (family or last name) first for the person initiating the communication
- Capitalize surnames and enter spaces in surnames as they appear in the document cited. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Follow the surname with a comma and a space
- Enter the given (first) name and any middle name or initials; follow initials with periods
- End author information with a period unless the Author Affiliation is given, then use a space

Specific Rules for Author

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name

- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Organization as author
- Title of author given
- Options for author names

Box 1. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames

  Estelle Palmer-Canton   *becomes*   Palmer-Canton, Estelle

  Ahmed El-Assmy   *becomes*   El-Assmy, Ahmed

- Keep particles, such as O', D', and L'

  Alan D. O'Brien   *becomes*   O'Brien, Alan D.

  James O. L'Esperance   *becomes*   L'Esperance, James O.

  U. S'adeh   *becomes*   S'adeh, U.

- Keep all other punctuation in surnames

  Charles A. St. James   *becomes*   St. James, Charles A.

Box 2. Other surname rules.

- Keep prefixes in surnames

  Lama Al Bassit   *becomes*   Al Bassit, Lama

  Jiddeke M. van de Kamp   *becomes*   van de Kamp, Jiddeke M.

  Gerard de Pouvourville   *becomes*   de Pouvourville, Gerard

- Keep compound surnames even if no hyphen appears

  Sergio Lopez Moreno   *becomes*   Lopez Moreno, Sergio

  Jaime Mier y Teran   *becomes*   Mier y Teran, Jaime

  Virginie Halley des Fontaines   *becomes*   Halley des Fontaines, Virginie

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å   *treated as*   A

    Ø   *treated as*   O

    Ç   *treated as*   C

Box 2 continues on next page...

Box 2 continued from previous page.

Ł *treated as* L

à *treated as* a

ĝ *treated as* g

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ *treated as* ae

    œ *treated as* oe

Box 3. Given names containing punctuation, a prefix, a preposition, or particle.

- Keep hyphens joining given (first or middle) names

    Jean-Louis Lagrot *becomes* Lagrot, Jean-Louis

- Keep prefixes, prepositions, and other particles

    D'Arcy Hart *becomes* Hart, D'Arcy

    W. St. John Patterson *becomes* Patterson, William St. John

    De la Broquerie Fortier *becomes* Fortier, De la Broquerie

    Craig McC. Brooks *becomes* Brooks, Craig McC.

- Keep traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan.

    Ch. Wunderly *becomes* Wunderly, Ch.

    Charles Fr. Erdman *becomes* Erdman, Charles Fr.

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if an initial is represented by more than one letter

    Iu. A. Iakontov *becomes* Iakontov, Iu.A.

    Georgios Th. Tsakalos *becomes* Tsakalos, Georgios Th.

Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name

    James A. Reed, M.D., F.R.C.S. *becomes* Reed, James A.

    Kristine Schmidt, Ph.D. *becomes* Schmidt, Kristine

    Robert V. Lang, Major, US Army *becomes* Lang, Robert V.

Box 4 continues on next page...

Box 4 continued from previous page.

- Omit rank and honors such as Colonel or Sir that precede a name

    Sir Frances Hildebrand   *becomes*   Hildebrand, Frances

    Dr. Jane Eberhard   *becomes*   Eberhard, Jane

    Captain R.C. Williams   *becomes*   Williams, R.C.

Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the given (first) name and any middle name or initials

- End initials and Jr or Sr with periods

- Convert roman numerals to arabic ordinals

    Examples:

    Vincent T. DeVita, Jr.   *becomes*   DeVita, Vincent T. Jr.

    James G. Jones II   *becomes*   Jones, James G. 2nd

    John A. Adams III   *becomes*   Adams, John A. 3rd

    Henry B. Cooper IV   *becomes*   Cooper, Henry B. 4th

Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese

- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

    Iu. A. Iakontov   *becomes*   Iakontov, Iu.A.

    Georgios Th. Tsakalos   *becomes*   Tsakalos, Georgios Th.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ◦ Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

Box 6 continues on next page...

    Ł   *treated as*   L

    à   *treated as*   a

    ĝ   *treated as*   g

    ñ   *treated as*   n

    ü   *treated as*   u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

  æ   *treated as*   ae

  œ   *treated as*   oe

Box 7. Organization as author.

An organization such as a university, society, association, corporation, or government body may be an author.

- Omit "The" preceding an organizational name

  The American Cancer Society   *becomes*   American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

  American Medical Association, Committee on Ethics.

  International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

  American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

  National Academy of Sciences (US).

  Royal Marsden Hospital (GB).

- For names of organizations in languages other than English:

  - Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Follow a non-English name with a translation when possible. Place all translations in square brackets.

    Istituto di Fisiologia Clinica del CNR.

    Universitatsmedizin Berlin.

    Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

Box 7 continued from previous page.

- ○ Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Follow a non-English name with a translation when possible. Place all translations in square brackets.

  Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

  or

  [Russian Respiratory Society].

- ○ Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

  [Chinese Medical Society].

- ○ Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - ■ Treat letters marked with diacritics or accents as if they are not marked

    Å *treated as* A

    Ø *treated as* O

    Ç *treated as* C

    Ł *treated as* L

    à *treated as* a

    ĝ *treated as* g

    ñ *treated as* n

    ü *treated as* u

  - ■ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ *treated as* ae

    œ *treated as* oe

Box 8. Title of author given.

- If the author's title is given, place it at the beginning of the affiliation

  Leavitt, Michael O. (Secretary, Department of Health and Human Services, Washington, DC).

Box 9. Options for author names.

The following format is not NLM practice for citing authors of messages, but is an acceptable option:

- Given (first) and middle names of authors may be reduced to initials. See Chapter 1 for instructions on handling names in this format.

    Takagi Y.

    Moskowitz MA.

Examples for Author

1. Standard citation to an electronic mail message

2. Electronic mail message with optional initials for author and recipient

3. Electronic mail message with organization as author

Author Affiliation for Electronic Mail (optional)

General Rules for Author Affiliation

- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the parentheses

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Titles in Affiliations
- Organizational names for affiliations not in English
- Names for cities and countries not in English
- No affiliation found

Box 10. **Abbreviations in affiliations.**

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

    Examples:

    Acad. for Academy

    Assoc. for Association

    Co. for Company

    Coll. for College

    Corp. for Corporation

Box 10 continued from previous page.

> Dept. for Department
>
> Div. for Division
>
> Inst. for Institute or Institution
>
> Soc. for Society
>
> Univ. for University

See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 11. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears in the message

- Do not end an e-mail address with a period

- Place the e-mail address inside the closing parenthesis for the author affiliation

  Example:

  > Patrias, Karen (Public Services Division, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov).

Box 12. Titles in affiliations.

- If the author's title is given, place it at the beginning of the affiliation

  > Leavitt, Michael O. (Secretary, Department of Health and Human Services, Washington, DC).

Box 13. Organizational names for affiliations not in English.

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  > Carpentier, Antoine F. (Service de Neurologie, Hopital de la Salpetriere, Paris, France).

Box 13 continued from previous page.

> Marubini, Ettore (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy).

- Romanize (write in the roman alphabet) or translate organization names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

> Barbulescu, Mihai (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania).

- Translate organizational names in character-based languages (Chinese, Japanese)

> Susaki, Kanako (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan).

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

    > Å *treated as* A
    >
    > Ø *treated as* O
    >
    > Ç *treated as* C
    >
    > Ł *treated as* L
    >
    > à *treated as* a
    >
    > ĝ *treated as* g
    >
    > ñ *treated as* n
    >
    > ü *treated as* u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    > æ *treated as* ae
    >
    > œ *treated as* oe

- Use the English form of names for cities and countries when possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 14. Names for cities and countries not in English.

- Use the English form for names of cities and countries when possible. However, the name as found on the publication may always be used.

    > Moskva *becomes* Moscow
    >
    > Wien *becomes* Vienna
    >
    > Italia *becomes* Italy
    >
    > Espana *becomes* Spain

Box 15. No affiliation found.

- If no affiliation is found or the affiliation is incomplete but it can be determined from elsewhere in the message or from knowledge of the writer, put the place name in square brackets

    Wolf, Michael R. (University of Southern California, [Los Angeles], CA).

    Gonzales, Roberto ([Harvard Medical School, Boston, MA]).

Examples for Author Affiliation

7. Electronic mail message with affiliations for author and recipient

8. Electronic mail message with position titles for author and recipient included in affiliation

9. Electronic mail message with e-mail addresses included in affiliation

Title of Message for Electronic Mail (required)

General Rules for Title

- Enter the title of the subject line of a message as it appears on the screen, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation when possible; place the translation in square brackets
- End a title with a space

Specific Rules for Title

- Titles containing a Greek letter, chemical formula, or other special character
- Titles not in English
- Titles ending in punctuation other than a period
- No title can be found

Box 16. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a message title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

    c-jun/AP-1 activation and the antiproliferative activity of phenethyl isothiocyanate

    p53 and its downstream proteins as molecular targets of cancer

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

    Microglial α7 nicotinic acetylcholine receptors

    or

    Microglial alpha7 nicotinic acetylcholine receptors

    Box 16 continues on next page...

Box 16 continued from previous page.

- If a title contains superscripts or subscripts than cannot be reproduced with the type fonts available, place the superscript or subscript within parentheses

    Phospholipase C/IP$_3$ pathway

    or

    Phospholipase C/IP(3) pathway

Box 17. Titles not in English.

- Provide the message title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    La recherche sur les embryons [Internet].

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh zabolevanii: klinicheskie ocherki [Internet].

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

    Anrakushi to keiho [Internet].

    or

    [Euthanasia and criminal law] [Internet].

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ◦ Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    ◦ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

Box 17 continues on next page...

Box 17 continued from previous page.

> æ   *treated as*   ae
>
> œ   *treated as*   oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

    Die Bedeutung der deutschen Arztevereine fur das wissenschaftliche Leben [Internet].

- Provide an English translation after the original language or romanized title when possible; place translations in square brackets

    Perez-Corrazon R. Consideraciones sobre la regulacion de medicamentos vigente en la Argentina [Issues regarding the legal regulation of drugs in Argentina] [Internet].

Box 18. Titles ending in punctuation other than a period.

- Most message titles end in a period. Place the closing period after the type of medium.

    Backus J. Physician Internet search behavior: detailed study [Internet].

- If a message title ends in another form of punctuation, keep that punctuation and end the type of medium with a period

    Joshua P. AAPC announces a new partnertship! [Internet].

Box 19. No title can be found.

Occasionally an author will leave the subject line blank; the message simply begins with the text. When this occurs:

- Construct a title from the first few words of the text
- Use enough words to make the constructed title meaningful
- Place the constructed title in square brackets

Examples for Title

1. Standard citation to an electronic mail message

Content Type for Electronic Mail (optional)

General Rules for Content Type

- Use a content type to describe the format of the item being cited
- Begin type information with a left square bracket
- Enter the words "electronic mail on the"
- End content type with space

Specific Rules for Content Type

- Titles ending in punctuation other than a period
- Titles not in English

Box 20. **Titles ending in punctuation other than a period.**

- Most message titles end in a period. Place the closing period after the content type and type of medium.

    Backus J. Physician Internet search behavior: detailed study [electronic mail on the Internet].

- If a message title ends in another form of punctuation, keep that punctuation and end the content type and type of medium with a period

    Joshua PA. AAPC announces a new partnership! [electronic mail on the Internet].

Box 21. **Titles not in English.**

- If a translation of a title is provided, give the translation after the original or romanized title and place it in square brackets

- Put "electronic mail on the Internet" in square brackets following the translation

- End with a period

    Example:

    Perez-Corrazon R. Consideraciones sobre la regulacion de medicamentos vigente en la Argentina [Issues regarding the legal regulation of drugs in Argentina] [electronic mail on the Internet].

Examples for Content Type

4. Electronic mail message with optional content type

Type of Medium for Electronic Mail (required)

General Rules for Type of Medium

- Place the type of medium in square brackets following the title (and Content Type, if present)
- End with a period placed outside the closing bracket
- Add location information (URL, etc) according to the instructions under Availability below

Specific Rules for Type of Medium

- Both a content type and a type of medium
- Titles ending in punctuation other than a period
- Titles not in English

Box 22. **Both a content type and a type of medium.**

- Give the content type "electronic mail" before the type of medium separated by "on the"

    Carlyle RC. Stem-cell-based therapies for heart disease [electronic mail on the Internet].

Box 23. **Titles ending in punctuation other than a period.**

- Most message titles end in a period. Place the closing period after the type of medium.

Box 23 continues on next page...

Box 23 continued from previous page.

> Backus J. Physician Internet search behavior: detailed study [Internet].

- If a message title ends in another form of punctuation, keep that punctuation and end the type of medium with a period

> Joshua PA. AAPC announces a new partnership! [Internet].

Box 24. **Titles not in English.**

- If a translation of a title is provided, give the translation after the original or romanized title and place it in square brackets

- Put Internet in square brackets following the translation

- End with a period

  Example:

> Perez-Corrazon R. Consideraciones sobre la regulacion de medicamentos vigente en la Argentina [Issues regarding the legal regulation of drugs in Argentina] [Internet].

Examples for Type of Medium

1. Standard citation to an electronic mail message

4. Electronic mail message with optional content type

Connective Phrase for Electronic Mail (required)

General Rules for Connective Phrase

- Use the phrase "Message to" after the title of the message and the Type of Medium
- Follow the phrase with a colon and a space

Examples for Connective Phrase

1. Standard citation to an electronic mail message

Recipient for Electronic Mail (required)

General Rules for Recipient

- Begin with the given (first) name and any middle name or initials of the person receiving the communication; follow initials with periods
- Give the surname (family or last name)
- Capitalize surnames and enter spaces in surnames as they appear in the message. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Separate multiple recipients with a semicolon and a space
- End recipient information with a period unless the Recipient Affiliation is given, then use a space

Specific Rules for Recipient

- Given names containing punctuation, a prefix, a preposition, or particle
- Surnames with hyphens and other punctuation in them

- Other surname rules
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Titles in recipient names
- Organization as recipient
- Options for recipient names

Box 25. **Given names containing punctuation, a prefix, a preposition, or particle.**

- Keep hyphens joining given (first or middle) names

    Jean-Louis Lagrot

- Keep prefixes, prepositions, or other particles

    D'Arcy Hart

    W. St. John Patterson

    De la Broquerie Fortier

    Craig McC. Brooks

- Keep traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan.

    Ch. Wunderly

    Charles Fr. Erdman

- For non-English names that are (written in the roman alphabet), capitalize only the first letter if an initial is represented by more than one letter

    Iu. A. Iakontov

    Georgios Th. Tsakalos

Box 26. **Surnames with hyphens and other punctuation in them.**

- Keep hyphens in surnames

    Estelle Palmer-Canton

    Ahmed El-Assmy

- Keep particles, such as O', D', and L'

    Alan D. O'Brien

    James O. L'Esperance

    U. S'adeh

- Keep all other punctuation in surnames

    Charles A. St. James

Box 27. Other surname rules.

- Keep prefixes in surnames

    Lama Al Bassit

    Jiddeke M. van de Kamp

    Gerard de Pouvourville

- Keep compound surnames even if no hyphen appears

    Sergio Lopez Moreno

    Jaime Mier y Teran

    Virginie Halley des Fontaines

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - Treat letters marked with diacritics or accents as if they are not marked

        Å *treated as* A

        Ø *treated as* O

        Ç *treated as* C

        Ł *treated as* L

        à *treated as* a

        ĝ *treated as* g

        ñ *treated as* n

        ü *treated as* u

    - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ *treated as* ae

        œ *treated as* oe

Box 28. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name

    James A. Reed, M.D., F.R.C.S.   *becomes*   James A. Reed

      Kristine Schmidt, Ph.D.   *becomes*   Kristine Schmidt

      Robert V. Lang, Major, US Army   *becomes*   Robert V. Lang

- Omit rank and honors such as Colonel or Sir that precede a name

      Sir Frances Hildebrand   *becomes*   Frances Hildebrand

      Dr. Jane Eberhard   *becomes*   Jane Eberhard

      Captain R.C. Williams   *becomes*   R.C. Williams

Box 29. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the surname
- Omit any commas between the surname and the designation
- Follow Jr or Sr with a period
- Convert roman numerals to arabic ordinals
  Examples:

      Vincent T. DeVita, Jr.   *becomes*   Vincent T. DeVita Jr.

      James G. Jones, II   *becomes*   James G. Jones 2nd

      John A. Adams III   *becomes*   John A. Adams 3rd

      Henry B. Cooper IV   *becomes*   Henry B. Cooper 4th

Box 30. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

      Iu. A. Iakontov

      Georgios Th. Tsakalos

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked

Box 30 continued from previous page.

Å	*treated as*	A
Ø	*treated as*	O
Ç	*treated as*	C
Ł	*treated as*	L
à	*treated as*	a
ĝ	*treated as*	g
ñ	*treated as*	n
ü	*treated as*	u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ	*treated as*	ae
œ	*treated as*	oe

Box 31. Titles in recipient names.

- If the recipient's title is given, place it at the beginning of the affiliation, if desired

    Message to: Kenneth P. Moritsugu (Acting Surgeon General, Department of Health and Human Services, Washington, DC).

Box 32. Organization as recipient.

An organization such as a university, society, association, corporation, or governmental body is the recipient of a message.

- Omit "The" preceding an organizational name

    The American Cancer Society   *becomes*   American Cancer Society

- If a division or another part of an organization is included, give the parts of the name in hierarchical order, separated by commas

    Committee on Ethics, American Medical Association.

    Organic and Biomolecular Chemistry Division, International Union of Pure and Applied Chemistry.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

    National Academy of Sciences (US).

    Royal Marsden Hospital (GB).

Box 32 continues on next page...

- For names of organizations in languages other than English:

  ○ Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Follow a non-English name with a translation when possible. Place all translations in square brackets.

    Istituto di Fisiologia Clinica del CNR.

    Universitatsmedizin Berlin.

    Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

  ○ Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Follow a non-English name with a translation when possible. Place all translations in square brackets.

    Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

    or

    [Russian Respiratory Society].

  ○ Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

    [Chinese Medical Society].

  ○ Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ▪ Treat letters marked with diacritics or accents as if they are not marked

      Å   *treated as*   A

      Ø   *treated as*   O

      Ç   *treated as*   C

      Ł   *treated as*   L

      à   *treated as*   a

      ĝ   *treated as*   g

      ñ   *treated as*   n

      ü   *treated as*   u

    ▪ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

      æ   *treated as*   ae

      œ   *treated as*   oe

Box 33. **Options for recipient names.**

The following format is not NLM practice for citing recipients, but is an acceptable option:

- Given (first) and middle names of recipients may be reduced to initials. See Chapter 1 for instructions on converting names to initials.

    Y Takagi

    MA Moskowitz

Examples for Recipient

2. Electronic mail message with optional initials for author and recipient

5. Electronic mail message with multiple recipients

6. Electronic mail message with group as recipient

Recipient Affiliation for Electronic Mail (optional)

General Rules for Recipient Affiliation

- Begin with the department and name of the institution, followed by city and state/Canadian province/ country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a semicolon placed outside the closing parenthesis, unless the affiliation is for the last or only recipient, then use a period

Specific Rules for Recipient Affiliation

- Abbreviations in affiliations
- E-mail address included
- Titles in affiliations
- Organizational names for affiliations not in English
- Names for cities and countries not in English
- No affiliation found

Box 34. **Abbreviations in affiliations.**

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

    Examples:

        Acad. for Academy

        Assoc. for Association

        Co. for Company

Box 34 continues on next page...

Box 34 continued from previous page.

> Coll. for College
>
> Corp. for Corporation
>
> Dept. for Department
>
> Div. for Division
>
> Inst. for Institute or Institution
>
> Soc. for Society
>
> Univ. for University

See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 35. E-mail address included.

- Follow the US state, Canadian province, or country of the recipient with a period and a space

- Insert the e-mail address as it appears in the message

- Do not end an e-mail address with a period

- Place the e-mail address within the closing parenthesis for the affiliation

    Example:

    > Message to: Karen Patrias (Public Services Division, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov).

Box 36. Title in affiliations.

- If the recipient's title is given, place it at the beginning of the affiliation if desired

    > Message to: Kenneth P. Moritsugu (Acting Surgeon General, Department of Health and Human Services, Washington, DC).

Box 37. Organizational names for affiliations not in English.

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Surround the affiliation with parentheses.

Box 37 continues on next page...

Box 37 continued from previous page.

- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Message to: Antoine F. Carpentier (Service de Neurologie, Hopital de la Salpetriere, Paris, France).

- Romanize (write in the roman alphabet) or translate organizational names if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

  Message to: Mihai Barbulescu (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania).

- Translate organizational names in character-based languages (Chinese, Japanese)

  Message to: Kanako Susaki (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan).

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å *treated as* A

    Ø *treated as* O

    Ç *treated as* C

    Ł *treated as* L

    à *treated as* a

    ĝ *treated as* g

    ñ *treated as* n

    ü *treated as* u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ *treated as* ae

    œ *treated as* oe

- Use the English form of names for cities and countries when possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 38. **Names for cities and countries not in English.**

- Use the English form for names of cities and countries when possible. However, the name as found on the publication may always be used.

  Moskva *becomes* Moscow

  Wien *becomes* Vienna

  Italia *becomes* Italy

Box 38 continues on next page...

Box 38 continued from previous page.

> Espana *becomes* Spain

Box 39. No affiliation found.

- If no affiliation for the recipient is found or the affiliation is incomplete but it can be determined from elsewhere in the message or from knowledge of the recipient, put the place name in square brackets

  Message to: John G. Grant (University of Utah Health Sciences Center, [Salt Lake City], UT).

  Message to: Roberto Gonzales ([Harvard Medical School, Boston, MA]).

Examples for Recipient Affiliation

7. Electronic mail message with affiliations for author and recipient

8. Electronic mail message with position titles for author and recipient included in affiliation

9. Electronic mail message with e-mail addresses included in affiliation

Date for Electronic Mail (required)

General Rules for Date

- Begin with the year the message was sent
- Convert roman numerals to arabic numbers. For example: MMVII to 2007.
- Include the month and day after the year, such as 2007 Apr 30
- Use English names for months and abbreviate them to the first three letters
- End date information with a space

Specific Rules for Date

- Time of the message included
- Formats for dates
- Non-English names for months
- Optional date location

Box 40. Time of the message included.

- Follow the date of the message with a comma and a space

- Give the time in the format hour:minutes, such as 10:15, and a space

- Enter the time as AM or PM

- End with a space

  Example:

  > Harris, Pat (National Information Standards Organization, Bethesda, MD). ISO standards on bibliographic references to be revised [Internet]. Message to: Karen Patrias (National Library of Medicine, Bethesda, MD). 2005 Jul 07, 4:19 PM [cited 2005 Jul 8]. [about 1 screen].

Box 41. Formats for dates.

- Dates in US messages usually appear in the format month day, year. For example: 5/1/2007 or April 23, 2007.

- Dates in other countries may appear in a variety of formats

    2004/12/02

    30.07.2004

    2004-10-02

    14 June 2004

    15/06/2005

- Enter the year first, then the month and the day, regardless of the format found

    5/1/2007   *becomes*   2007 May 1

    2004/12/02   *becomes*   2004 Dec 2

    30.07.2004   *becomes*   2004 Jul 30

    2004-10-02   *becomes*   2004 Oct 2

    14 June 2004   *becomes*   2004 Jun 14

    15/06/2005   *becomes*   2005 Jun 15

- Translate names of months into English and abbreviate them using the first three letters

    mayo = May

    luty = Feb

    brezen = Mar

    Example:

       22 Marz 2002   *becomes*   2002 Mar 22

Box 42. Non-English names for months.

- Translate names of months into English

- Abbreviate them using the first three letters

- Capitalize them
  Examples:

    mayo = May

    luty = Feb

    brezen = Mar

Box 43. Optional date location.

It is not NLM policy, but the following is an acceptable option:

The date for the message may follow the author name in the list of references when the name-year system of in-text references is used.

- Use the complete date of the communication

- Place the date after the author and any author affiliation, followed by a period and a space

- Keep the date of citation in its standard place

    NLM citation:

    Harris, Pat (National Information Standards Organization, Bethesda, MD). ISO standards on bibliographic references to be revised. Message to: Karen Patrias (National Library of Medicine, Bethesda, MD). 2005 Jul 07 [cited 2005 Jul 8]. [about 1 screen].

    Name-year system of citation:

    Harris, Pat (National Information Standards Organization, Bethesda, MD). 2005 Jul 7. ISO standards on bibliographic references to be revised. Message to: Karen Patrias (National Library of Medicine, Bethesda, MD). [cited 2005 Jul 8]. [about 1 screen].

Examples for Date

1. Standard citation to an electronic mail message

10. Electronic mail message with time included in date

Date of Citation for Electronic Mail (required)

General Rules for Date of Citation

- Give the date the message was first seen
- Include the year month and day in that order, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- Place citation date information in square brackets
- End citation date information with a period placed outside the closing bracket

Specific Rules for Date of Citation

- Messages not in English

Box 44. Messages not in English.

- Use English names for months and abbreviate them using the first three letters

- Enter the year first, then the month and the day, regardless of the format used in the country of origin

    5/1/2007   *becomes*   2007 May 1

    2004/12/02   *becomes*   2004 Dec 2

    Box 44 continues on next page...

Box 44 continued from previous page.

> 30.07.2004   *becomes*   2004 Jul 30
>
> 2004-10-02   *becomes*   2004 Oct 2
>
> 14 June 2004   *becomes*   2004 Jun 14
>
> 15/06/2005   *becomes*   2005 Jun 15

Examples for Date of Citation

1. Standard citation to an electronic mail message

10. Electronic mail message with time included in date

Extent (Pagination) for Electronic Mail (optional)

General Rules for Extent (Pagination)

- Give extent as the total number of screens, paragraphs, lines, or bytes, whichever is most practical
- Precede the total with the word "about" for all except the number of paragraphs and place it in square brackets, as [about 5 screens]
- If the message is printed, precede the page total with the word "about" and place it in square brackets, as [about 3 p.]
- End extent information with a period placed outside the closing bracket

Specific Rules for Extent (Pagination)

- Messages containing an attachment

Box 45. Messages containing an attachment.

If the message contains an attachment in the form of a file or a video, videocast, or podcast:

- Begin with the phrase "Accompanied by" followed by a colon and a space

- Give the number and type of items

  > 2 Word files
  >
  > 1 PowerPoint file
  >
  > 1 videocast

- End with a period

- Place accompaniment information after the date of citation and any extent provided

  Example:

  > Patrias, Karen. Presentation for May meeting [Internet]. Message to: Mary Silco. 2007 Feb 7, 1:05 pm [cited 2007 Apr 6]. [about 1 screen]. Accompanied by: 1 PowerPoint file.

Examples for Extent (Pagination)

11. Electronic mail message with extent provided

Availability for Electronic Mail (optional)

General Rules for Availability

- Provide the access address of the archive if the message is archived by the mail server
- Begin with the phrase "Available from" followed by a colon and a space
- Insert the entire Uniform Resource Locator (URL); do not omit FTP, http://, www, or other beginning components
- End with a period only if the URL ends with a slash, otherwise end with no punctuation

Specific Rules for Availability

- Breaking long URLs
- URLs not directly addressable

Box 46. Breaking long URLs.

Some URLs (Uniform Resource Locators) are longer than one line.

- Retain the entire string as found when possible
- Break a URL at a slash if necessary
- Do not insert a hyphen or a hard line break within a URL

Box 47. URLs not directly addressable.

The URL as displayed may not always be used to retrieve the message, i.e., it is not directly addressable.

- Always check to see if the URL is directly addressable

- If it is not, provide instructions for locating it from the closest addressable URL

   Example:

      Available from: http://www.genomic.unimelb.edu.au/mdi/ by using the Archives link.

Language for Electronic Mail (required)

General Rules for Language

- Give the language of the message if not English
- Capitalize the language name
- Follow the language name with a period

Notes for Electronic Mail (optional)

General Rules for Notes

- Notes is a collective term for further information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Messages containing an attachment
- System requirements

- Other types of material to include in notes

Box 48. Messages containing an attachment.

If the message contains an attachment in the form of a file or a video, videocast, or podcast:

- Begin with the phrase "Accompanied by" followed by a colon and a space
- Give the number and type of items

> 2 Word files
>
> 1 PowerPoint file
>
> 1 videocast

- End with a period
- Place accompaniment information after the date of citation and any extent provided

  Example:

  > Patrias, Karen. Presentation for May meeting [Internet]. Message to: Mary Silco. 2007 Feb 7, 1:05 pm [cited 2007 Apr 6]. [about 1 screen]. Accompanied by: 1 PowerPoint file.

Box 49. System requirements.

System requirements describe the particular software and hardware needed to view the message and/or its attachments.

- Begin with the phrase "System Requirements" followed by a colon and a space
- Use the wording supplied by the author; no standardization is needed
- Separate the types of information by a semicolon and a space
- End requirement information with a period

  Example:

  > System Requirements: Internet Explorer version 4.0 or greater; Adobe Reader 7.0.

Box 50. Other types of material to include in notes.

Notes is a collective term for any type of information given after the citation itself. Examples include:

- Any restrictions on use of the archived message

  > Messages restricted to members.

- Explanatory information on the content of the message

  > Protein Lounge (San Diego, CA). Pathway illustration tool and database [Internet]. Message to: Karen Patrias (National Library of Medicine, Bethesda, MD). 2007 May 1, 2:53 pm [cited 2007 May 2]. [about 2 screens]. Describes ePath3D, a software tool for creating and managing illustrated 3D pathways for publications and presentations.

Examples for Notes

12. Electronic mail message with a note

Examples of Citations to Electronic Mail

Note: The examples below are derived from actual e-mail messages, but the names and addresses have been changed in most cases to preserve privacy.

1. Standard citation to an electronic mail message

Backus, Joyce. Physician Internet search behavior: detailed study [Internet]. Message to: Karen Patrias. 2007 Mar 27 [cited 2007 Mar 28]. [2 paragraphs].

2. Electronic mail message with optional initials for author and recipient

Backus J. Physician Internet search behavior: detailed study [Internet]. Message to: K. Patrias. 2007 Mar 27 [cited 2007 Mar 28]. [2 paragraphs].

3. Electronic mail message with organization as author

Protein Lounge (San Diego, CA). Pathway illustration tool and database [Internet]. Message to: Karen Patrias (National Library of Medicine, Bethesda, MD). 2007 May 1 [cited 2007 May 2]. [about 2 screens].

4. Electronic mail message with optional content type

Protein Lounge (San Diego, CA). Pathway illustration tool and database [electronic mail on the Internet]. Message to: Karen Patrias (National Library of Medicine, Bethesda, MD). 2007 May 1 [cited 2007 May 2]. [about 2 screens].

5. Electronic mail message with multiple recipients

Garner, Patricia. DSL and cable modem costs [Internet]. Message to: Phillip S. Chu; Margaret Lyons. 2006 Apr 23 [cited 2006 Apr 24]. [about 1 screen].

6. Electronic mail message with group as recipient

Zerhouni, Elias A. (Director, National Institutes of Health, Bethesda, MD). NIH Roadmap [Internet]. Message to: NIH staff. 2007 Feb 15 [cited 2007 Feb 15]. [about 3 p.].

7. Electronic mail message with affiliations for author and recipient

Harris, Pat (National Information Standards Organization, Bethesda, MD). ISO standards on bibliographic references to be revised [Internet]. Message to: Karen Patrias (Public Services Division, National Library of Medicine, Bethesda, MD). 2005 Jul 07 [cited 2005 Jul 8]. [about 1 screen].

8. Electronic mail message with position titles for author and recipient included in affiliation

Garner, Patricia (Administrative Officer, National Institute on Aging, Bethesda, MD). DSL and cable modem costs [Internet]. Message to: Phillip S. Chu (Chief, Behavioral and Social Research Program, National Institute on Aging, Bethesda, MD); Margaret Lyons (Chief, Neuroscience and Neuropsychology and Aging Program, Bethesda, MD). 2006 Apr 23 [cited 2006 Apr 24]. [about 1 screen].

Patrias, Karen (Senior Resource Specialist, National Library of Medicine, Bethesda, MD). Dates in tables [Internet]. Message to: Lenore Roberts (Editor, Data-Tech, Inc., Ottawa, ON). 2006 Feb 8 [cited 2006 Feb 9]. [2 paragraphs].

9. Electronic mail message with e-mail addresses included in affiliation

Patrias, Karen (National Library of Medicine, Bethesda, MD. patrias@nlm.nih.gov). Presentation for May meeting [Internet]. Message to: Mary Silco (Food and Drug Administration, White Oak, MD. Mary.Silco@fda.hhs.gov). 2007 Feb 7 [cited 2007 Feb 8]. [about 1 screen].

10. Electronic mail message with time included in date

Harris, Pat (National Information Standards Organization, Bethesda, MD). ISO standards on bibliographic references to be revised [Internet]. Message to: Karen Patrias (Public Services Division, National Library of Medicine, Bethesda, MD). 2005 Jul 07, 4:19 PM [cited 2005 Jul 8]. [about 1 screen].

11. Electronic mail message with extent provided

Patrias, Karen (National Library of Medicine, Bethesda, MD). Dates in tables [Internet]. Message to: Lenore Roberts (Data-Tech, Inc., Ottawa, ON). 2006 Feb 8 [cited 2006 Feb 9]. [2 paragraphs].

Harris, Pat (National Information Standards Organization, Bethesda, MD). ISO standards on bibliographic references to be revised [Internet]. Message to: Karen Patrias (National Library of Medicine, Bethesda, MD). 2005 Jul 07 [cited 2005 Jul 8]. [about 1 screen].

Zerhouni, Elias A. (Director, National Institutes of Health, Bethesda, MD). NIH Roadmap [Internet]. Message to: NIH staff. 2007 Feb 15 [cited 2007 Feb 15]. [about 3 p.].

12. Electronic mail message with a note

Patrias, Karen. Presentation for May meeting [Internet]. Message to: Mary Silco. 2007 Feb 7 [cited 2007 Feb 8]. [about 1 screen]. Accompanied by: 1 PowerPoint file.

B. Sample Citation and Introduction to Citing LISTSERVs and Similar Discussion Lists

The general format for a reference to a message from a LISTSERV or similar discussion list, including punctuation:
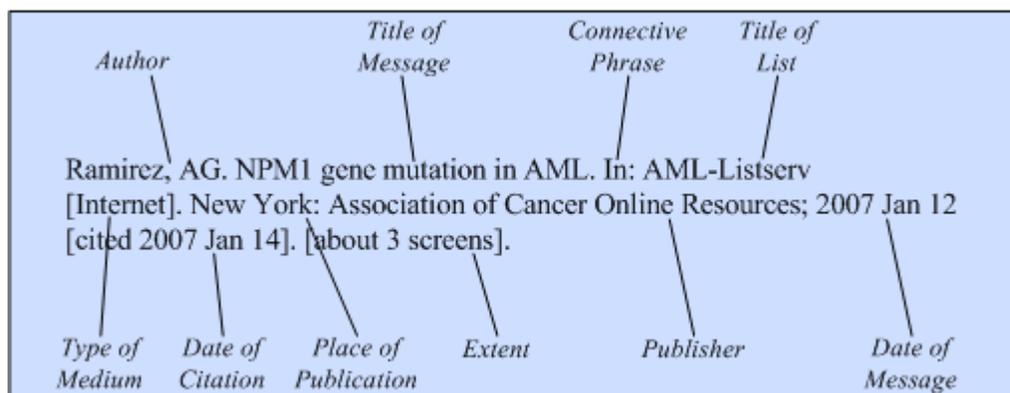
Examples of Citations to LISTSERVs and Similar Discussion Lists

LISTSERV is a proprietary name for mailing list software that is a registered trademark of L-Soft International, Inc. However, the term is commonly used as a generic for all mailing list applications.

Mailing lists are usually subject-oriented and provide a forum for member discussion. Individuals join a list and post messages that are sent out to all the list members and receive messages sent by others. Lists may be moderated, i.e., content is filtered before broadcast, or unmoderated.

Like e-mail in general, messages posted to discussion lists are a form of personal communication and are not often accepted by editors and others for inclusion in a reference list. Most authorities recommend placing references to e-mail communications within the running text, not as formal end references. The nature and source of the cited information should be identified by an appropriate statement. Place the source information in parentheses, using a term or terms to indicate that the citation is not represented in the reference list. For example:

> …and many nurses involved with such cases (Mar 22, 2007 posting by RS Grant to the ANPACC Listserv; unreferenced, see "Notes") report…

When a reference to a discussion list message is included in a reference list, the author must provide written permission to the publisher from the cited person (if living) or from the cited organization if the message is not accessible to scholars via the list server's archive. The permission should be stated in an "Acknowledgments" or "Notes" section that follows the text of an article or is placed at the end of a book's main text. These statements may include additional details, such as the reason for the communication.

Because all discussion lists do not employ a standard method of saving or archiving messages, it is highly recommended that any message being considered for future citation be saved to disk or in print.

The rules below apply when a posting to a discussion list is included in a reference list rather than within the text as described above. Because of the lack of other information to include in a citation to an e-mail message, providing the full name for the author is recommended as well as clarifying notes on content.

Some discussion lists post messages consisting entirely of referrals to publications for their members. Do not cite these as messages on the list, but locate the original publication and cite it.

To cite an entire LISTSERV or other discussion list rather than a message from one, use the instructions from Chapter 24A for citing an open serial database. See also example 24.

For information on citing letters, see Chapter 13. For further examples of formats for author names, titles, place of publication, and publisher see Chapter 1.

Continue to Citation Rules with Examples for LISTSERVs and Similar Discussion Lists.

Continue to Examples of Citations to LISTSERVs and Similar Discussion Lists.

Citation Rules with Examples for LISTSERVs and Similar Discussion Lists

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Author Affiliation (O) | Title for Message (R) | Connective Phrase (R) | Title (R) | Address (O) | Content Type (O) | Type of Medium (R) | Place of Publication (R) | Publisher (R) | Date (R) | Date of Citation (R) | Extent (Pagination) (O) | Availability (O) | Language (R) | Notes (O)

Author of Message for Lists (required)

General Rules for Author

- Enter surname (family or last name) first for the person initiating the communication
- Capitalize surnames and enter spaces in surnames as they appear in the document cited. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- End author information with a period unless the Author Affiliation is given, then use a space

Specific Rules for Author

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Organization as author
- Title of author given
- Options for author names

Box 51. **Surnames with hyphens and other punctuation in them.**

- Keep hyphens in surnames

   Estelle Palmer-Canton   *becomes*   Palmer-Canton E

   Ahmed El-Assmy   *becomes*   El-Assmy A

- Keep particles, such as O', D', and L'

   Alan D. O'Brien   *becomes*   O'Brien AD

   James O. L'Esperance   *becomes*   L'Esperance JO

   U. S'adeh   *becomes*   S'adeh U

- Omit other punctuation in surnames

   Charles A. St. James   *becomes*   St James CA.

Box 52. **Other surname rules.**

- Keep prefixes in surnames

   Lama Al Bassit   *becomes*   Al Bassit L

   Jiddeke M. van de Kamp   *becomes*   van de Kamp JM

   Gerard de Pouvourville   *becomes*   de Pouvourville G

Box 52 continues on next page...

Box 52 continued from previous page.

- Keep compound surnames even if no hyphen appears

    Sergio Lopez Moreno   *becomes*   Lopez Moreno S

    Jaime Mier y Teran   *becomes*   Mier y Teran J

    Virginie Halley des Fontaines   *becomes*   Halley des Fontaines V

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

    - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

        æ   *treated as*   ae

        œ   *treated as*   oe

Box 53. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names

    Jean-Louis Lagrot   *becomes*   Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, preposition, or particle

    D'Arcy Hart   *becomes*   Hart D

    W. St. John Patterson   *becomes*   Patterson WS

    De la Broquerie Fortier   *becomes*   Fortier D

    Craig McC. Brooks   *becomes*   Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan.

    Ch. Wunderly   *becomes*   Wunderly C

Box 53 continues on next page...

Charles Fr. Erdman   *becomes*   Erdman CF

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if an initial is represented by more than one letter

Iu. A. Iakontov   *becomes*   Iakontov IuA

Georgios Th. Tsakalos   *becomes*   Tsakalos GTh

Box 54. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name

James A. Reed, M.D., F.R.C.S. becomes Reed JA

Kristine Schmidt, Ph.D.   *becomes*   Schmidt K

Robert V. Lang, Major, US Army   *becomes*   Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name

Sir Frances Hildebrand   *becomes*   Hildebrand F

Dr. Jane Eberhard   *becomes*   Eberhard J

Captain R.C. Williams   *becomes*   Williams RC

Box 55. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals

Examples:

Vincent T. DeVita, Jr.   *becomes*   DeVita VT Jr

James G. Jones II   *becomes*   Jones JG 2nd

John A. Adams III   *becomes*   Adams JA 3rd

Henry B. Cooper IV   *becomes*   Cooper HB 4th

Box 56. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese

Box 56 continued from previous page.

- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

    Iu. A. Iakontov   *becomes*   Iakontov IuA

- Georgios Th. Tsakalos   *becomes*   Tsakalos GTh

    ○ Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    Treat letters marked with diacritics or accents as if they are not marked

    Å   *treated as*   A

    Ø   *treated as*   O

    Ç   *treated as*   C

    Ł   *treated as*   L

    à   *treated as*   a

    ĝ   *treated as*   g

    ñ   *treated as*   n

    ü   *treated as*   u

    ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ   *treated as*   ae

    œ   *treated as*   oe

Box 57. Organization as author.

An organization such as a university, society, association, corporation, or government body may be an author.

- Omit "The" preceding an organizational name

    The American Cancer Society   *becomes*   American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

    American Medical Association, Committee on Ethics.

    International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

    American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

Box 57 continued from previous page.

      National Academy of Sciences (US).

      Royal Marsden Hospital (GB).

- For names of organizations in languages other than English:

  - Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Follow a non-English name with a translation when possible. Place all translations in square brackets.

    Istituto di Fisiologia Clinica del CNR.

    Universitatsmedizin Berlin.

    Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

  - Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Follow a non-English name with a translation when possible. Place all translations in square brackets.

    Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

    or

    [Russian Respiratory Society].

  - Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

    [Chinese Medical Society].

  - Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - Treat letters marked with diacritics or accents as if they are not marked

      Å *treated as* A

      Ø *treated as* O

      Ç *treated as* C

      Ł *treated as* L

      à *treated as* a

      ĝ *treated as* g

      ñ *treated as* n

      ü *treated as* u

    - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

---

Box 57 continued from previous page.

> æ   *treated as*   ae
>
> œ   *treated as*   oe

Box 58. Title of author given.

- If the author's title is given, place it at the beginning of the affiliation

    Leavitt MO (Secretary, Department of Health and Human Services, Washington, DC).

Box 59. Options for author names.

The following format is not NLM practice for citing authors of messages, but is an acceptable option:

- Full first names of authors may be given

    ○ Separate the surname from the given name or initials by a comma and a space

    ○ Follow initials with a period

    Examples:

    Takagi, Yasushi.

    Chiarugi, Alberto M.

Examples for Author

1. Standard citation to a message from a LISTSERV or similar discussion list

2. A message from a LISTSERV or similar list with optional full name for author

3. A message from a LISTSERV or similar list with organization as author

4. A message from a LISTSERV or similar list with e-mail address only for author

Author Affiliation for Lists (optional)

General Rules for Author Affiliation

- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the closing parenthesis

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Titles in affiliations

- Organizational names for affiliations not in English
- Names for cities and countries not in English
- No affiliation found

Box 60. **Abbreviations in affiliations.**

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

    Examples:

    Acad. for Academy

    Assoc. for Association

    Co. for Company

    Coll. for College

    Corp. for Corporation

    Dept. for Department

    Div. for Division

    Inst. for Institute or Institution

    Soc. for Society

    Univ. for University

    See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 61. **E-mail address included.**

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears in the message

- Do not end an e-mail address with a period

- Place the e-mail address inside the closing parenthesis for the author affiliation

    Example:

    Patrias K (Public Services Division, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov).

Box 62. Titles in affiliations.

- If the author's title is given, place it at the beginning of the affiliation

    Leavitt MO (Secretary, Department of Health and Human Services, Washington, DC).

Box 63. Organizational names for affiliations not in English.

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France).

    Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy).

- Romanize (write in the roman alphabet) or translate organization names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania).

- Translate organizational names in character-based languages (Chinese, Japanese)

    Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan).

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - Treat letters marked with diacritics or accents as if they are not marked.

        Å *treated as* A

        Ø *treated as* O

        Ç *treated as* C

        Ł *treated as* L

        à *treated as* a

        ĝ *treated as* g

        ñ *treated as* n

        ü *treated as* u

    - Treat two or more letters printed as a unit (ligated letters) as if they are two letters.

        æ *treated as* ae

        œ *treated as* oe

Box 63 continues on next page...

Box 63 continued from previous page.

- Use the English form of names for cities and countries when possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 64. Names for cities and countries not in English.

- Use the English form for names of cities and countries when possible. However, the name as found on the publication may always be used.

   Moskva   *becomes*   Moscow

   Wien   *becomes*   Vienna

   Italia   *becomes*   Italy

   Espana   *becomes*   Spain

Box 65. No affiliation found.

- If no affiliation is found or the affiliation is incomplete but it can be determined from the message content or from knowledge of the writer, put the place name or other information in square brackets

   Wolf MR (University of Southern California, [Los Angeles], CA).

   Gonzales R ([Harvard Medical School, Boston, MA]).

Examples for Author Affiliation

   5. A message from a LISTSERV or similar list with author affiliation

   6. A message from a LISTSERV or similar list with position title for author in affiliation

   7. A message from a LISTSERV or similar list with e-mail address of author included in affiliation

Title of Message for Lists (required)

General Rules for Title

- Enter the title of the subject line of a message as it appears on the screen, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation when possible; place the translation in square brackets
- End a title with a space

Specific Rules for Title

- Titles with required prefix
- Titles containing a Greek letter, chemical formula, or other special character
- Titles not in English
- Translated titles ending in punctuation other than a period

Box 66. Titles with required prefix.

- Some discussion lists require that a message title begin with a specified subject designation or a category for the type of message, often placed in all capital letters. Retain such prefixes in the title.

    KCarlson@penn.edu. GLAUCOMA: Early vs late intraocular pressure following trabeculectomy. In: OPHTHAL [Internet]. [place unknown]: Internet Ophthalmology; 2007 Apr 27 [cited 2007 May 3]. [about 2 screens].

Box 67. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a message title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

    c-jun/AP-1 activation and the antiproliferative activity of phenethyl isothiocyanate.

    p53 and its downstream proteins as molecular targets of cancer.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

    Microglial α7 nicotinic acetylcholine receptors.

    or

    Microglial alpha7 nicotinic acetylcholine receptors.

- If a title contains superscripts or subscripts than cannot be reproduced with the type fonts available, place the superscript or subscript within parentheses

    Phospholipase C/IP$_3$ pathway.

    or

    Phospholipase C/IP(3) pathway.

Box 68. Titles not in English.

- Provide the message title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    La recherche sur les embryons. In:

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

    Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh zabolevanii: klinicheskie ocherki. In:

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

    Anrakushi to keiho. In:

Box 68 continued from previous page.

> *or*

> [Euthanasia and criminal law]. In:

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - ○ Treat letters marked with diacritics or accents as if they are not marked

    > Å   *treated as*   A

    > Ø   *treated as*   O

    > Ç   *treated as*   C

    > Ł   *treated as*   L

    > à   *treated as*   a

    > ĝ   *treated as*   g

    > ñ   *treated as*   n

    > ü   *treated as*   u

  - ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    > æ   *treated as*   ae

    > œ   *treated as*   oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

  > Die Bedeutung der deutschen Arztevereine fur das wissenschaftliche Leben. In:

- Provide an English translation after the original language or romanized title when possible; place translations in square brackets

  > Perez-Corrazon R. Consideraciones sobre la regulacion de medicamentos vigente en la Argentina [Issues regarding the legal regulation of drugs in Argentina]. In:

Box 69. Translated titles ending in punctuation other than a period.

- Give a translation after the original or romanized title

- If a translated message title ends in another form of punctuation, keep that punctuation

- Place the translated title in the square brackets

- End title information with a period.
  Example:

> Michel D. Peut-on se fier aux statistiques fournies par les banques de donnees emanant du ministere de la sante? [Can we trust clinical statistics from data banks of the National Health Service (NHS)?]. In: archivistes hospitaliers [hospital archivists] (archivistes_hospitaliers@listes.univ-lyon1.fr) [Internet]. Lyon (FR): CISR; 2007 May 2 [cited 2007 May 3]. [about 3 p.]. French.

Examples for Title

8. A message from a LISTSERV or similar list with message title having a subtitle

9. A message from a LISTSERV or similar list with required subject preceding message title

10. A message from a LISTSERV or similar list with list title not in English

Connective Phrase for Lists (required)

General Rules for Connective Phrase

- Use the word "In" after the title of the message
- Follow the word with a colon and a space

Examples for Connective Phrase

1. Standard citation to a message from a LISTSERV or similar discussion list

Title for Lists (required)

General Rules for Title

- Enter the title of the list as it appears on screen, in the original language
- Use the capitalization and punctuation found
- Follow non-English titles with a translation when possible; place the translation in square brackets
- End the title with a space

Specific Rules for Title

- Titles containing special characters
- Titles not in English

Box 70. Titles containing special characters.

- Retain underlines and other special characters in list titles

    RC_WORLD [Internet].

    HEALTH_2_0 [Internet].

Box 71. Titles not in English.

- Provide the list title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Box 71 continued from previous page.

> DEUTSCHE-LISTE [Internet].

> archivistes hospitaliers [Internet].

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

  > Å   *treated as*   A

  > Ø   *treated as*   O

  > Ç   *treated as*   C

  > Ł   *treated as*   L

  > à   *treated as*   a

  > ĝ   *treated as*   g

  > ñ   *treated as*   n

  > ü   *treated as*   u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

  > æ   *treated as*   ae

  > œ   *treated as*   oe

- Provide an English translation after the original language or romanized title when possible; place translations in square brackets

  > archivistes hospitaliers [hospital archivists] [Internet].

Examples for Title

1. Standard citation to a message from a LISTSERV or similar discussion list

10. A message from a LISTSERV or similar list with list title not in English

11. A message from a LISTSERV or similar list with optional address for list

Address for List (optional)

General Rules for Address

- Give the e-mail address for the list as provided in the message
- Use the capitalization and punctuation found
- Separate the address from the Title by a space

- Place the address in parenthesis
- Follow the address with a space

Examples for Address

11. A message from a LISTSERV or similar list with optional address for list

Content Type for Lists (optional)

General Rules for Content Type

- Use a content type to describe the format of the item being cited
- Begin type information with a left square bracket
- Enter the words "discussion list on the"
- End content type with space

Specific Rules for Content Type

- Titles not in English

Box 72. Titles not in English.

- If a translation of a list title is provided, give the translation after the original or romanized title and place it in square brackets

- Put "discussion list on the Internet" in square brackets following the translation

- End with a period

    Example:

    Michel D. Peut-on se fier aux statistiques fournies par les banques de donnees emanant du ministere de la sante? [Can we trust clinical statistics from data banks of the National Health Service (NHS)?]. In: archivistes hospitaliers [hospital archivists] [discussion list on the Internet]. Lyon (FR): CISR; 2007 May 2 [cited 2007 May 3]. [about 3 p.]. French.

Examples for Content Type

1. Standard citation to a message from a LISTSERV or similar discussion list

12. A message from a LISTSERV or similar list with optional content type

Type of Medium for Lists (required)

General Rules for Type of Medium

- Place the type of medium in square brackets following the title (and Content Type, if present)
- End with a period placed outside the closing bracket

Specific Rules for Type of Medium

- Both a content type and a type of medium
- Titles not in English

Box 73. Both a content type and a type of medium.

- Give the content type "discussion list" before the type of medium separated by "on the"

  Ramirez AG. NPM1 gene mutation in AML. In: AML-Listserv [discussion list on the Internet]. New York: Association of Cancer Online Resources; 2007 Jan 12 [cited 2007 Jan 14]. [about 3 screens].

Box 74. Titles not in English.

- If a translation of a list title is provided, give the translation after the original or romanized title and place it in square brackets

- Put Internet in square brackets following the translation

- End with a period

  Example:

  Michel D. Peut-on se fier aux statistiques fournies par les banques de donnees emanant du ministere de la sante? [Can we trust clinical statistics from data banks of the National Health Service (NHS)?]. In: archivistes hospitaliers [hospital archivists] [Internet]. Lyon (FR): CISR; 2007 May 2 [cited 2007 May 3]. [about 3 p.]. French.

Examples for Type of Medium

1. Standard citation to a message from a LISTSERV or similar discussion list

12. A message from a LISTSERV or similar list with optional content type

Place of Publication for Lists (required)

General Rules for Place of Publication

- Use for place the city of the individual or organization responsible for the list
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as Cambridge (MA) and Cambridge (England)
- Use the anglicized form for a non-US city, such as Vienna for Wien
- End place information with a colon

Specific Rules for Place of Publication

- Locating the place of publication
- Non-US cities
- No place of publication can be found

Box 75. Locating the place of publication.

- Use the Web site of the list to determine place of publication and publisher

Box 75 continues on next page...

Box 75 continued from previous page.

Messages often do not contain information about the place of publication. The e-mail address for the list only reflects server location, which may or may not be the location of the list publisher. For example, the MEDLIB-L list currently resides on a server at the University of Vermont:

MEDLIB-L@LIST.UVM.EDU

but the list is published by the Medical Library Association in Chicago.

Box 76. Non-US cities.

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, if possible. However, the name as found on the publication may always be used.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

      Å *treated as* A

      Ø *treated as* O

      Ç *treated as* C

      Ł *treated as* L

      à *treated as* a

      ĝ *treated as* g

      ñ *treated as* n

      ü *treated as* u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

      æ *treated as* ae

      œ *treated as* oe

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:

    Montreal (QC):

    Ottawa (ON):

    Vancouver (BC):

- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.

    London:

Box 76 continues on next page...

Box 76 continued from previous page.

> Rome:
>
> Paris:
>
> Madrid:
>
> *but*
>
> Malaga (Spain): or Malaga (ES):
>
> Basel (Switzerland): or Basel (CH):
>
> Oxford (England): or Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

---

Box 77. No place of publication can be found.

- If no place of publication can be found for the list but one can be reasonably inferred (e.g., Chicago as the place for a list of the American Medical Association), place the city in square brackets, such as "[Chicago]"

  [New York]: American Lung Association;

- If no place of publication can be found or inferred, use [place unknown]

  KCarlson@penn.edu. GLAUCOMA: Early vs late intraocular pressure following trabeculectomy. In: OPHTHAL [Internet]. [place unknown]: Internet Ophthalmology; 2007 Apr 27 [cited 2007 May 3]. [about 2 screens].

Examples for Place of Publication

13. A message from a LISTSERV or similar list with well-known place of publication

14. A message from a LISTSERV or similar list with geographic qualifier added to place of publication for clarity

15. A message from a LISTSERV or similar list with unknown place of publication

Publisher for Lists (required)

General Rules for Publisher

- The publisher is the individual or organization responsible for the list
- Record the name of the publisher as it is found on the screen, using whatever capitalization and punctuation appears
- Abbreviate well-known words in publisher names if desired
- When a division or another subsidiary part of a publisher is provided, enter the publisher name first. For example: University of Texas, Comprehensive Cancer Center.
- End publisher information with a semicolon

Specific Rules for Publisher

- Determining the publisher
- Abbreviated words in publisher names

- Non-English names for publishers
- Government agencies and other national and international bodies as publisher
- No publisher can be found

Box 78. Determining the publisher.

- Use the Web site of the list to determine the publisher

  Actual messages often do not contain publishing information. The e-mail address for the list only reflects server location, which may or may not be the location of the list publisher. For example, the MEDLIB-L list currently resides on a server at the University of Vermont:

      MEDLIB-L@LIST.UVM.EDU

  but the list is published by the Medical Library Association in Chicago.

Box 79. Abbreviated words in publisher names.

- Abbreviate commonly used words in publisher names, if desired

  Examples:

      Acad. for Academy

      Assoc. for Association

      Co. for Company

      Coll. for College

      Corp. for Corporation

      Dept. for Department

      Div. for Division

      Inst. for Institute or Institution

      Ltd. for Limited

      Soc. for Society

      Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

- Follow all abbreviated words with a period

Box 80. Non-English names for publishers.

- Give publisher names in the roman alphabet (French, Spanish, Italian, etc.) in their original language

      Rome: Societa Editrice Universo;

Box 80 continues on next page...

- Romanize names given in Cyrillic, Greek, Arabic, Hebrew, Korean

  Sofia (Bulgaria): Sofia Medizina i Fizkultura;

- Romanize names or translate names in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.

  Tokyo: Medikaru Rebyusha;

  Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute];

  Taiyuan (China): Shanxi ke xue ji she chu ban she;

  [Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized]

- If the name of a division or another part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

  Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero;

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å *treated as* A

    Ø *treated as* O

    Ç *treated as* C

    Ł *treated as* L

    à *treated as* a

    ĝ *treated as* g

    ñ *treated as* n

    ü *treated as* u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ *treated as* ae

    œ *treated as* oe

- Follow a non-English name with a translation, if desired. Place all translated publisher names in square brackets.

  Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press];

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.

Aarhus (Denmark): [Aarhus University Press];

Box 81. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

    National Cancer Institute (US)

    National Society on Alcoholism and Drug Dependence (NZ)

    Royal Society of Medicine Press Ltd. (GB)

    Royal College of Physicians (AU), Paediatrics & Child Health Division

Box 82. No publisher can be found.

- If no publisher can be found, use [publisher unknown]

Examples for Publisher

16. A message from a LISTSERV or similar list with publisher having subsidiary division

17. A message from a LISTSERV or similar list published by a government agency

Date for Lists (required)

General Rules for Date

- Begin with the year the message was sent
- Include the month and day after the year, such as 2007 Apr 30
- Use English names for months and abbreviate them to the first three letters
- End date information with a space

Specific Rules for Date

- Time of the message included
- Formats for dates
- Non-English names for months
- Optional date location

Box 83. Time of the message included.

- Follow the date of the message with a comma and a space

- Give the time in the format hour:minutes using 12-hour time, such as 10:15, and a space

- Enter the time as AM or PM

Box 83 continued from previous page.

- End with a space

  Example:

  > Murray GC. A diagram of the UMLS Semantic Network. In: UMLSUSERS-L [Internet]. Bethesda (MD): National Library of Medicine (US); 2007 Apr 23, 11:33 AM [cited 2007 May 2]. [60 lines].

Box 84. Formats for dates.

- Dates in US messages usually appear in the format month day year. For example: 5/1/2007 or April 23, 2007.

- Dates in other countries may appear in a variety of formats

  > 2004/12/02

  > 30.07.2004

  > 2004-10-02

  > 14 June 2004

  > 15/06/2005

- Enter the year first, then the month and the day, regardless of the format found

  > 5/1/2007   *becomes*   2007 May 1

  > 2004/12/02   *becomes*   2004 Dec 2

  > 30.07.2004   *becomes*   2004 Jul 30

  > 2004-10-02   *becomes*   2004 Oct 2

  > 14 June 2004   *becomes*   2004 Jun 14

  > 15/06/2005   *becomes*   2005 Jun 15

- Translate names of months into English and abbreviate them using the first three letters

  > mayo = May

  > luty = Feb

  > brezen = Mar

  Example:

  > 22 Marz 2002   *becomes*   2002 Mar 22

Box 85. Non-English names for months.

- Translate names of months into English

- Abbreviate them using the first three letters

Box 85 continues on next page...

Box 85 continued from previous page.

- Capitalize them
  Examples:

    mayo = May

    luty = Feb

    brezen = Mar

Box 86. Optional date location.

It is not NLM policy, but the following is an acceptable option:

The date for the message may follow the author name in the list of references when the name-year system of in-text references is used.

- Use the complete date of the communication

- Place the date after the author and any author affiliation, followed by a period

- Keep the date of citation in its standard place
  NLM citation:

    Davis BF. Albuterol versus levalbuterol for treatment of acute asthma. In: RC_WORLD [Internet]. Indianapolis (IN): IUPUI; 2007 Mar 2 [cited 2007 Mar 2]. [5 paragraphs].

  Name-year system of citation:

    Davis BF. 2007 Mar 2. Albuterol versus levalbuterol for treatment of acute asthma. In: RC_WORLD [Internet]. Indianapolis (IN): IUPUI; [cited 2007 Mar 2]. [5 paragraphs].

Examples for Date

1. Standard citation to a message from a LISTSERV or similar discussion list

18. A message from a LISTSERV or similar list with time included in date

Date of Citation for Lists (required)

General Rules for Date of Citation

- Give the date the message was first seen
- Include the year month and day in that order, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- Place citation date information in square brackets
- End date information with a period placed outside the closing bracket

Examples for Date of Citation

1. Standard citation to a message from a LISTSERV or similar discussion list

Extent (Pagination) for Lists (optional)

General Rules for Extent (Pagination)

- Give extent as the total number of screens, paragraphs, lines, or bytes, whichever is most practical
- Precede the total with the word "about" for all except the number of paragraphs and place it in square brackets, as [about 5 screens]
- If the message is printed out, precede the page total with the word "about" and place it in square brackets, as [about 3 p.]
- End extent information with a period placed outside the closing bracket

Specific Rules for Extent (Pagination)

- Messages containing an attachment

Box 87. Messages containing an attachment.

If the message contains an attachment in the form of a file or a video, videocast, or podcast:

- Begin with the phrase "Accompanied by" followed by a colon and a space

- Give the number and type of items

  2 Word files

  1 PowerPoint file

  1 videocast

- Follow the number and type with a comma and the extent of the attachment, if desired

  Accompanied by: 1 GIF file, 20KB.

  Accompanied by: 1 PDF file, 5 p.

  Accompanied by: 1 videocast, 3 min.

- End with a period

- Place accompanying information after the date of citation and any extent provided

  Example:

  Karns M. Africa goes into negative food balance. In: AFRO-NETS [Internet]. Watertown (MA): AED-SATELLIFE; 2003 May 4 [cited 2007 Apr 25]. 19.55 KB. Accompanied by: 1 GIF file, 20KB. Available from: http://www.afronets.org/docs-related.php

---

Examples for Extent (Pagination)

19. A message from a LISTSERV or similar list with extent provided

20. A message from a LISTSERV or similar list with accompanying file

Availability for Lists (optional)

General Rules for Availability

- If the message is archived by the mail server, the access address of the archive may be provided

- Begin with the phrase "Available from" followed by a colon and a space
- Insert the entire Uniform Resource Locator (URL); do not omit FTP, http://, www, or other beginning components
- End with a period only if the URL ends with a slash, otherwise end with no punctuation

Specific Rules for Availability

- Breaking long URLs
- URLs not directly addressable

Box 88. Breaking long URLs.

Some URLs (Uniform Resource Locators) are longer than one line.

- Retain the entire string as found when possible
- Break a URL at a slash if necessary
- Do not insert a hyphen or a hard line break within a URL

Box 89. URLs not directly addressable.

The URL as displayed may not always be used to retrieve the message, i.e., it is not directly addressable.

- Always check to see if the URL is directly addressable

- If it is not, provide instructions for locating it from the closest addressable URL

    Example:

    > GPO Customer Contact Center. Cessation of the FDA Consumer in print. In: FDLP Listserv [Internet]. Washington: Government Printing Office (US); 2007 Apr 27 [cited 2007 Apr 27]. [13 lines]. Available from: http://listserv.access.gpo.gov/ by clicking on Online mailing list archives.

Examples for Availability

21. A message from a LISTSERV or similar list with archive URL provided

22. A message from a LISTSERV or similar list with archive not directly addressable

Language for Lists (required)

General Rules for Language

- Give the language of the message if not English
- Capitalize the language name
- Follow the language name with a period

Examples for Language

10. A message from a LISTSERV or similar list with list title not in English

Notes for Lists (optional)

General Rules for Notes

- Notes is a collective term for information given after the citation itself

- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Message containing an attachment
- System requirements
- Other types of material to include in notes

Box 90. Messages containing an attachment.

If the message contains an attachment in the form of a file or a video, videocast, or podcast:

- Begin with the phrase "Accompanied by" followed by a colon and a space

- Give the number and type of items

    2 Word files

    1 PowerPoint file

    1 videocast

- Follow the number and type with a comma and the extent of the attachment, if desired

    Accompanied by: 1 GIF file, 20KB.

    Accompanied by: 1 PDF file, 5 p.

    Accompanied by: 1 videocast, 3 min.

- End with a period

- Place accompanying information after the date of citation and any extent provided
    Example:

    Karns M. Africa goes into negative food balance. In: AFRO-NETS [Internet]. Watertown (MA): AED-SATELLIFE; 2003 May 4 [cited 2007 Apr 25]. 19.55 KB. Accompanied by: 1 GIF file, 20KB. Available from: http://www.afronets.org/docs-related.php

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Box 91. System requirements.

System requirements describe the software and hardware needed to view the message and/or its attachments.

- Begin with the phrase "System Requirements" followed by a colon and a space

- Use the wording supplied by the author; no standardization is needed

- Separate the types of information by a semicolon and a space

- End requirement information with a period
    Example:

    System Requirements: Internet Explorer version 4 or greater; Adobe Reader 7.0.

Box 92. Other types of material to include in notes.

Notes is a collective term for any type of information given after the citation itself. Examples include:

- Any restrictions on use of the archived message

    Messages are restricted to members and may not be shared without written permission of the author of the message.

- Explanatory information on the content of the message

    Ramirez AG. NPM1 gene mutation in AML. In: AML-Listserv [Internet]. New York: Association of Cancer Online Resources; 2007 Jan 12 [cited 2007 Jan 14]. [about 3 screens]. List for acute myelocytic leukemia.

    Davis BF. Albuterol versus levalbuterol for treatment of acute asthma. In: RC_WORLD [Internet]. Indianapolis (IN): IUPUI; 2007 May 2 [cited 2007 Sep 17]. [5 paragraphs]. IUPUI is Indiana University-Purdue University Indianapolis.

Examples for Notes

20. A message from a LISTSERV or similar list with accompanying file

23. A message from a LISTSERV or similar list with a note

Examples of Citations to LISTSERVs and Similar Discussion Lists

Note: The examples below are derived from actual lists, but the names and other components have been changed in most cases to preserve privacy.

1. Standard citation to a message from a LISTSERV or similar discussion list

Ramirez AG. NPM1 gene mutation in AML. In: AML-Listserv [Internet]. New York: Association of Cancer Online Resources; 2007 Jan 12 [cited 2007 Jan 14]. [about 3 screens].

with optional content type

Ramirez AG. NPM1 gene mutation in AML. In: AML-Listserv [discussion list on the Internet]. New York: Association of Cancer Online Resources; 2007 Jan 12 [cited 2007 Jan 14]. [about 3 screens].

2. A message from a LISTSERV or similar list with optional full name for author

Davis, Blake F. Albuterol versus levalbuterol for treatment of acute asthma. In: RC_WORLD [Internet]. Indianapolis (IN): IUPUI; 2007 Mar 2 [cited 2007 Mar 2]. [5 paragraphs].

3. A message from a LISTSERV or similar list with organization as author

GPO Customer Contact Center. Cessation of the FDA Consumer in print. In: FDLP Listserv [Internet]. Washington: Government Printing Office (US); 2007 Apr 27 [cited 2007 Apr 27]. [13 lines].

4. A message from a LISTSERV or similar list with e-mail address only for author

CarrieOlson@aol.com. Creutzfeldt-Jakob disease and nephrology. In: PEDNEFRO-L [Internet]. Prague (Czech Republic): Univerzity Karlovy, Lekarska Fakulta; 1998 Jan 4, 10:01 PM [cited 2007 May 3]. [about 3 p.].

5. A message from a LISTSERV or similar list with author affiliation

Slack HT (TMD and Orofacial Pain Clinic, College of Dentistry, University of Nebraska Medical Center, Lincoln, NE). Orthodontics for TMD therapy. In: OANDP-L [Internet]. Gainesville (FL): O & P digital Technologies; 2007 Apr 20 [cited 2007 Apr 22]. [about 4 screens].

Ramirez AG (Instituto de Biologia Molecular y Celular del Cancer, Universidad de Salamanca, Salamanca, Spain). NPM1 gene mutation in AML. In: AML-Listserv [Internet]. New York: Association of Cancer Online Resources; 2007 Jan 12 [cited 2007 Jan 14]. [about 3 screens].

6. A message from a LISTSERV or similar list with position title for author in affiliation

Slack HT (Clinical Administrator, TMD and Orofacial Pain Clinic, College of Dentistry, University of Nebraska Medical Center, Lincoln, NE). Orthodontics for TMD therapy. In: OANDP-L [Internet]. Gainesville (FL): O & P digital Technologies; 2007 Apr 20 [cited 2007 Apr 22]. [about 4 screens].

7. A message from a LISTSERV or similar list with e-mail address of author included in affiliation

Theron M (Hopital Marmottan, Paris, FR. marie.theron@marmottan.fr). WHO revised global disease standards. In: MEDLIB-L [Internet]. Chicago: Medical Library Association; 2007 Mar 18 [cited 2007 Apr 1]. [1 paragraph].

8. A message from a LISTSERV or similar list with message title having a subtitle

Blake M. Summary: librarian handbooks and guidelines. In: MEDLIB-L [Internet]. Chicago: Medical Library Association; 2007 Apr 27 [cited 2007 Apr 28]. [about 2 screens].

9. A message from a LISTSERV or similar list with required subject preceding message title

KCarlson@penn.edu. GLAUCOMA: Early vs late intraocular pressure following trabeculectomy. In: OPHTHAL [Internet]. [place unknown]: Internet Ophthalmology; 2007 Apr 27 [cited 2007 May 3]. [about 2 screens].

10. A message from a LISTSERV or similar list with list title not in English

Michel D. Peut-on se fier aux statistiques fournies par les banques de donnees emanant du ministere de la sante? In: archivistes hospitaliers [Internet]. Lyon (FR): CISR; 2007 May 2 [cited 2007 May 3]. [about 3 p.]. French.

with translation included

Michel D. Peut-on se fier aux statistiques fournies par les banques de donnees emanant du ministere de la sante? [Could we trust clinical statistics from data banks of the National Health Service (NHS)?]. In: archivistes hospitaliers [hospital archivists] [Internet]. Lyon (FR): CISR; 2007 May 2 [cited 2007 May 3]. [about 3 p.]. French.

11. A message from a LISTSERV or similar list with optional address for list

Davis BF. Albuterol versus levalbuterol for treatment of acute asthma. In: RC_WORLD (LISTSERV@LISTSERV.iupui.edu) [Internet]. Indianapolis (IN): IUPUI; 2007 May 2 [cited 2007 Sep 17]. [5 paragraphs].

Blake M. Summary: librarian handbooks and guidelines. In: MEDLIB-L (MEDLIB-L@LISTSERV.BUFFALO.EDU) [Internet]. Chicago: Medical Library Association; 2007 Apr 27 [cited 2007 Apr 28]. [about 2 screens].

Michel D. Peut-on se fier aux statistiques fournies par les banques de donnees emanant du ministere de la sante? [Could we trust clinical statistics from data banks of the National Health Service (NHS)?]. In: archivistes hospitaliers [hospital archivists] (archivistes_hospitaliers@listes.univ-lyon1.fr) [Internet]. Lyon (FR): CISR; 2007 May 2 [cited 2007 May 3]. [about 3 p.]. French.

12. A message from a LISTSERV or similar list with optional content type

Davis BF. Albuterol versus levalbuterol for treatment of acute asthma. In: RC_WORLD [discussion list on the Internet]. Indianapolis (IN): IUPUI; 2007 May 2 [cited 2007 Sep 17]. [5 paragraphs].

13. A message from a LISTSERV or similar list with well-known place of publication

Blake M. Summary: librarian handbooks and guidelines. In: MEDLIB-L [Internet]. Chicago: Medical Library Association; 2007 Apr 27 [cited 2007 Apr 28]. [about 2 screens].

14. A message from a LISTSERV or similar list with geographic qualifier added to place of publication for clarity

King M. Africa goes into negative food balance. In: AFRO-NETS [Internet]. Watertown (MA): AED-SATELLIFE; 2003 May 4 [cited 2007 Apr 25]. 19.55 KB.

15. A message from a LISTSERV or similar list with unknown place of publication

KCarlson@penn.edu. GLAUCOMA: Early vs late intraocular pressure following trabeculectomy. In: OPHTHAL [Internet]. [place unknown]: Internet Ophthalmology; 2007 Apr 27 [cited 2007 May 3]. [about 2 screens].

16. A message from a LISTSERV or similar list with publisher having subsidiary division

Keller CD. Public health training for rural primary care physicians. In: RURALNET-L [Internet]. Huntington (WV): Marshall University School of Medicine, Department of Academic Computing; 2007 Apr 15 [cited 2007 Apr 16]. [about 3 screens].

17. A message from a LISTSERV or similar list published by a government agency

Murray GC. A diagram of the UMLS Semantic Network. In: UMLSUSERS-L [Internet]. Bethesda (MD): National Library of Medicine (US); 2007 Apr 23, 11:33 AM [cited 2007 May 2]. [60 lines].

18. A message from a LISTSERV or similar list with time included in date

Murray GC. A diagram of the UMLS Semantic Network. In: UMLSUSERS-L [Internet]. Bethesda (MD): National Library of Medicine (US); 2007 Apr 23, 11:33 AM [cited 2007 May 2]. [60 lines].

19. A message from a LISTSERV or similar list with extent provided

Davis BF. Albuterol versus levalbuterol for treatment of acute asthma. In: RC_WORLD [Internet]. Indianapolis (IN): IUPUI; 2007 May 2 [cited 2007 Sep 17]. [5 paragraphs].

GPO Customer Contact Center. Cessation of the FDA Consumer in print. In: FDLP Listserv [Internet]. Washington: Government Printing Office (US); 2007 Apr 27 [cited 2007 Apr 27]. [13 lines].

Karns M. Africa goes into negative food balance. In: AFRO-NETS [Internet]. Watertown (MA): AED-SATELLIFE; 2003 May 4 [cited 2007 Apr 25]. 19.55 KB. Accompanied by: 1 GIF file, 20KB.

CarrieOlson@aol.com. Creutzfeldt-Jakob disease and nephrology. In: PEDNEFRO-L [Internet]. Prague (Czech Republic): Univerzity Karlovy, Lekarska Fakulta; 1998 Jan 4, 10:01 PM [cited 2007 May 3]. [about 3 p.].

Ramirez AG. NPM1 gene mutation in AML. In: AML-Listserv [Internet]. New York: Association of Cancer Online Resources; 2007 Jan 12 [cited 2007 Jan 14]. [about 3 screens].

20. A message from a LISTSERV or similar list with accompanying file

Karns M. Africa goes into negative food balance. In: AFRO-NETS [Internet]. Watertown (MA): AED-SATELLIFE; 2003 May 4 [cited 2007 Apr 25]. 19.55 KB. Accompanied by: 1 GIF file, 20KB. Available from: http://www.afronets.org/docs-related.php

21. A message from a LISTSERV or similar list with archive URL provided

Theron M. WHO revised global disease standards. In: MEDLIB-L [Internet]. Chicago: Medical Library Association; 2007 Mar 18 [cited 2007 Apr 1]. [1 paragraph]. Available from: http://listserv.buffalo.edu/archives/medlib-l.html

CarrieOlson@aol.com. Creutzfeldt-Jakob disease and nephrology. In: PEDNEFRO-L [Internet]. Prague (Czech Republic): Univerzity Karlovy, Lekarska Fakulta; 1998 Jan 4, 10:01 PM [cited 2007 May 3]. [about 3 p.]. Available from: http://www.lf2.cuni.cz/cgi-bin/wilma_hiliter/pednefro-l/199806/msg00000.html?line=80#

22. A message from a LISTSERV or similar list with archive not directly addressable

GPO Customer Contact Center. Cessation of the FDA Consumer in print. In: FDLP Listserv [Internet]. Washington: Government Printing Office (US); 2007 Apr 27 [cited 2007 Apr 27]. [13 lines]. Available from: http://listserv.access.gpo.gov/ by clicking on Online mailing list archives.

23. A message from a LISTSERV or similar list with a note

Ramirez AG. NPM1 gene mutation in AML. In: AML-Listserv [Internet]. New York: Association of Cancer Online Resources; 2007 Jan 12 [cited 2007 Jan 14]. [about 3 screens]. List for acute myelocytic leukemia.

Davis BF. Albuterol versus levalbuterol for treatment of acute asthma. In: RC_WORLD [Internet]. Indianapolis (IN): IUPUI; 2007 May 2 [cited 2007 Sep 17]. [5 paragraphs]. IUPUI is Indiana University-Purdue University Indianapolis.

24. Entire LISTSERV or similar list

AML-Listserv [Internet]. New York: Association of Cancer Online Resources. 1997 Nov 12 -   [cited 2007 May 11]. Available from: AML-request@LISTSERV.ACOR.ORG

MEDLIB-L [Internet]. Chicago: Medical Library Association. 1995 Aug 16 -   [cited 2007 May 11]. Available from: MEDLIB-L@LIST.UVM.EDU

C. Sample Citation and Introduction to Citing Blogs

The general format for a reference to a blog on the Internet, including punctuation:
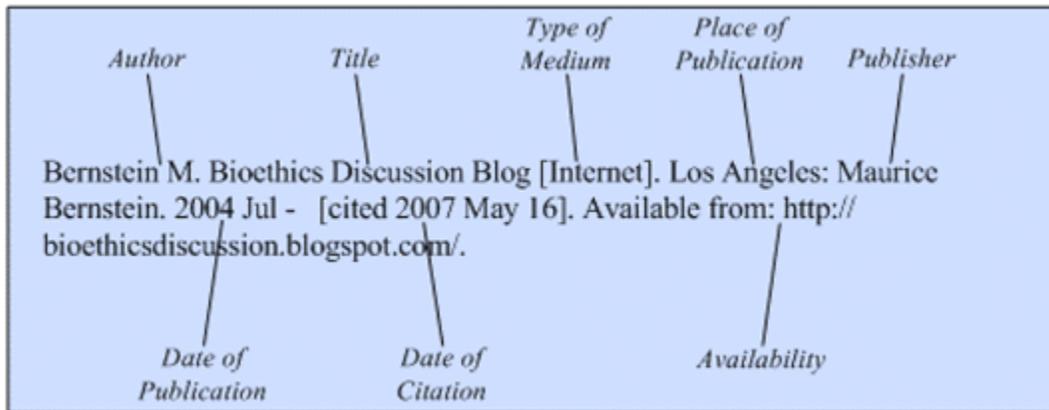
The general format for a reference to a contribution to a blog, when the contribution is written by someone other than the blog owner, including punctuation:
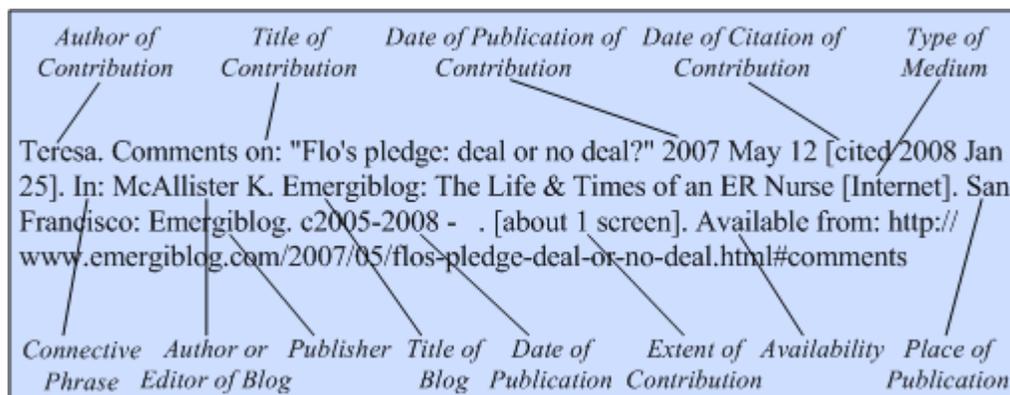
Examples of Citations to Blogs

Blog is a contraction of Web log. A blog is a publicly available Web site that serves as a personal journal or sounding board for an individual or as an information tool for an organization. The blog owner posts messages and invites comments from readers. Entries or messages are displayed in reverse chronological order and the site is usually updated daily.

In citing a blog, note that:

- The word blog may or may not be a part of the title. If it is not, using the content type "blog" is strongly recommended.
- Many blogs are self-published, with the author and the publisher the same individual.
- Place of publication may be absent. Use the author's city as the place if one is not provided.

- Blogs often omit giving the date the blog began. If no beginning date is found, use the date of the earliest message posted (usually found under Archive) and place it in square brackets.
- Many blogs have new content added daily or very frequently. A date of update/revision is therefore not useful and is omitted from a citation.

Look at the opening screen(s), the bottom or closing screens, sidebar, and the source code (viewable through the Web browser), in that order, for authoritative information to use in citing a blog.

Contributions to a Blog

To cite an entire blog, use the instructions below. To cite a part of, or a contribution to a blog, examples are provided. For more details, combine the instructions in this chapter with those in Chapter 24B Parts of Databases on the Internet if the item was posted by the blog owner or in Chapter 24C Contributions to Databases on the Internet if the item was written by someone other than the blog owner. See examples 29-30.

Be aware that the message content of many blogs is not moderated. Many blogs also post articles or other documents that were initially published elsewhere. Do not cite these as contributions to a blog. Locate the original and cite that item.

Messages posted to discussion lists like a blog are considered a form of personal communication and are not often accepted by editors or others for inclusion in a reference list. Most authorities recommend placing references to such communications within the running text, not as formal end references. The nature and source of the cited information should be identified by an appropriate statement. Place the source information in parentheses, using a term or terms to indicate that the citation is not represented in the reference list. For example:

> …and many nurses involved with such cases (Mar 22, 2007 posting by RS Grant to Nurse Studio Blog; unreferenced, see "Notes") report…

When a reference to a blog posting is included in a reference list, the author must provide written permission to the publisher from the cited person (if living) or from the cited organization. The permission should be a statement in an "Acknowledgments" or a "Notes" section that follows the text of an article or is placed at the end of a book's main text. Such statements may include additional details, such as the reason for the posting.

It is highly recommended that any message being considered for future citation be saved to disk or in print because blogs may not save or archive messages for retrieval or may withdraw individual messages.

Continue to Citation Rules with Examples for Blogs

Continue to Examples of Citations to Blogs

Citation Rules with Examples for Blogs

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author/Editor (R) | Author Affiliation (O) | Title (R) | Content Type (O) | Type of Medium (R) | Editor and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Date of Citation (R) | Availability (R) | Language (R) | Notes (O)

Author/Editor for Blogs (required)

General Rules for Author/Editor

- List names in the order they appear on the opening screens
- Enter surname (family or last name) first for each author/editor
- Capitalize surnames and enter spaces within surnames as they appear on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all authors/editors, regardless of the number
- Separate author/editor names from each other by a comma and a space
- If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors; see Editor and other Secondary Authors below if there are authors and editors
- End author/editor information with a period

Specific Rules for Author/Editor

- Determining the author
- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Non-English words for editor
- Organizations as author
- No author can be found
- Options for author names

Box 93. Determining the author.

- Look first for the author at the top, bottom, or sidebar of the opening screen(s) of the blog
- Try links such as "About", "Contact", and "My Profile" to find the author
- Look at the messages posted by the blog owner
- Do not assume that an individual named as Web master or Web designer is the author; he or she most probably is not
- Do not assume that an individual named in association with a copyright statement, such as "copyright 1997 by John A. Smith" is the author
- If the only personal name given in a site is associated with a copyright statement, use that name as the publisher

---

Box 94. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames

    Estelle Palmer-Canton   *becomes*   Palmer-Canton E

    Ahmed El-Assmy   *becomes*   El-Assmy A

    Box 94 continues on next page...

Box 94 continued from previous page.

- Keep particles, such as O', D', and L'

    Alan D. O'Brien   *becomes*   O'Brien AD

    James O. L'Esperance   *becomes*   L'Esperance JO

    U. S'adeh   *becomes*   S'adeh U

- Omit all other punctuation in surnames

    Charles A. St. James   *becomes*   St James CA

Box 95. Other surname rules.

- Keep prefixes in surnames

    Lama Al Bassit   *becomes*   Al Bassit L

    Jiddeke M. van de Kamp   *becomes*   van de Kamp JM

    Gerard de Pouvourville   *becomes*   de Pouvourville G

- Keep compound surnames even if no hyphen appears

    Sergio Lopez Moreno   *becomes*   Lopez Moreno S

    Jaime Mier y Teran   *becomes*   Mier y Teran J

    Virginie Halley des Fontaines   *becomes*   Halley des Fontaines V

    [If you cannot determine whether a surname is compound or a combination of a middle name and a surname, look elsewhere in the site for clarification such as an "About" or "My Profile" link. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ○ Treat letters marked with diacritics or accents as if they are not marked

        Å   *treated as*   A

        Ø   *treated as*   O

        Ç   *treated as*   C

        Ł   *treated as*   L

        à   *treated as*   a

        ĝ   *treated as*   g

        ñ   *treated as*   n

        ü   *treated as*   u

Box 95 continues on next page...

Box 95 continued from previous page.

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

  æ   *treated as*   ae

  œ   *treated as*   oe

Box 96. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names

  Jean-Louis Lagrot   *becomes*   Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle

  D'Arcy Hart   *becomes*   Hart D

  W. St. John Patterson   *becomes*   Patterson WS

  De la Broquerie Fortier   *becomes*   Fortier D

  Craig McC. Brooks   *becomes*   Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

  Ch. Wunderly   *becomes*   Wunderly C

  C. Fr. Erdman   *becomes*   Erdman CF

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

  Iu. A. Iakontov   *becomes*   Iakontov IuA

  G. Th. Tsakalos   *becomes*   Tsakalos GTh

Box 97. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name

  James A. Reed, M.D., F.R.C.S.   *becomes*   Reed JA

  Kristine Schmidt, Ph.D.   *becomes*   Schmidt K

  Robert V. Lang, Major, US Army   *becomes*   Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name

  Sir Frances Hildebrand   *becomes*   Hildebrand F

  Dr. Jane Eberhard   *becomes*   Eberhard J

  Captain R.C. Williams   *becomes*   Williams RC

Box 98. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation

- Convert roman numerals to arabic ordinals

  Examples:

  Vincent T. DeVita, Jr.   *becomes*   DeVita VT Jr

  James G. Jones II   *becomes*   Jones JG 2nd

  John A. Adams III   *becomes*   Adams JA 3rd

  Henry B. Cooper IV   *becomes*   Cooper HB 4th

Box 99. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese

- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

  Iu. A. Iakontov   *becomes*   Iakontov IuA

  Georgios Th. Tsakalos   *becomes*   Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

      Å   *treated as*   A

      Ø   *treated as*   O

      Ç   *treated as*   C

      Ł   *treated as*   L

      à   *treated as*   a

      ĝ   *treated as*   g

      ñ   *treated as*   n

      ü   *treated as*   u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

      æ   *treated as*   ae

      œ   *treated as*   oe

Box 100. Non-English words for editor.

- Translate the word found for editor into English when possible. However, the wording found on the publication may always be used.
- To assist in identifying editors, below is a brief list of non-English words for editor:

Language	Word for Editor
French	redacteur
	editeur
German	redakteur
	herausgeber
Italian	redattore
	curatore
	editore
Russian	redaktor
	izdatel
Spanish	redactor
	editor

Box 101. Organization as author.

An organization such as a university, society, association, corporation, or government body may be an author.

- Omit "The" preceding an organizational name

    The American Cancer Society *becomes* American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

    American Medical Association, Committee on Ethics.

    International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

    American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

    National Academy of Sciences (US).

    Royal Marsden Hospital (GB).

- For names of organizations in languages other than English:

Box 101 continues on next page...

Box 101 continued from previous page.

- ○ Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Follow a non-English name with a translation when possible. Place all translations in square brackets.

  Istituto di Fisiologia Clinica del CNR.

  Universitatsmedizin Berlin.

  Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

- ○ Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Follow a non-English name with a translation when possible. Place all translations in square brackets.

  Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

  or

  [Russian Respiratory Society].

- ○ Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

  [Chinese Medical Society].

- ○ Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - ■ Treat letters marked with diacritics or accents as if they are not marked

    Å *treated as* A

    Ø *treated as* O

    Ç *treated as* C

    Ł *treated as* L

    à *treated as* a

    ĝ *treated as* g

    ñ *treated as* n

    ü *treated as* u

  - ■ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ *treated as* ae

    œ *treated as* oe

Box 102. **No author can be found.**

- If no person or organization can be found as the author but editors are present, begin the reference with the names of the editors. Follow the same rules used for author names, but end the list of names with a comma and editor or editors.

    Ostrovsky M, Genes N, Odell T, Ostrovsky G, editors. medGadget [blog on the Internet]. El Granada (CA): Medgadget LLC. [2004 Dec] -   [cited 2007 May 16]. Available from: http://www.medgadget.com/.

- If no person or organization can be identified as the author and no editors are given, begin the reference with the title of the blog. Do not use anonymous.

    KidneyNotes.com [blog on the Internet]. New York: KidneyNotes. c2006 -   [cited 2007 May 16]. Available from: http://www.kidneynotes.com/.

Box 103. **Options for author names.**

The following formats are not NLM practice for citing authors, but are acceptable options.

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.

    Takagi, Yasushi; Chiarugi, Alberto M.

    Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."

    Rastan S, Hough T, Kierman A, et al.

    Adler DG, Baron TH, Davila RE, and others.

Examples for Author/Editor

1. Standard citation to a blog

2. Blog with an individual(s) as author

3. Blog with optional full names for authors/editors

4. Blog with only first name provided for author

5. Blog with only blog name provided for author

6. Blog with an organization as author

7. Blog with editors where there is no author

8. Blog with no authors

29. Part of a blog on the Internet from the blog owner

30. Contribution to a blog on the Internet by someone other than the blog owner

Author Affiliation for Blogs (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the closing parenthesis, unless the affiliation is for the last author, then use a period

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Titles in affiliations
- Organizational names for affiliations not in English
- Names for cities and countries not in English
- No affiliation found

Box 104. **Abbreviations in affiliations.**

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

  Examples:

  Acad. for Academy

  Assoc. for Association

  Co. for Company

  Coll. for College

  Corp. for Corporation

  Dept. for Department

  Div. for Division

  Inst. for Institute or Institution

  Soc. for Society

  Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

  Box 104 continues on next page...

Box 104 continued from previous page.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 105. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears in the message

- Do not end an e-mail address with a period

- Place the e-mail address inside the closing parenthesis for the author affiliation

  Example:

  Patrias K (Public Services Division, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov).

Box 106. Titles in affiliations.

- If the author's title is given, place it at the beginning of the affiliation if desired

  Leavitt MO (Secretary, Department of Health and Human Services, Washington, DC).

Box 107. Organizational names for affiliations not in English.

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Carpentier AF. (Service de Neurologie, Hopital de la Salpetriere, Paris, France).

  Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy).

- Romanize (write in the roman alphabet) or translate organization names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

  Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania).

- Translate organizational names in character-based languages (Chinese, Japanese)

  Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan).

Box 107 continues on next page...

Box 107 continued from previous page.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å   *treated as*   A

    Ø   *treated as*   O

    Ç   *treated as*   C

    Ł   *treated as*   L

    à   *treated as*   a

    ĝ   *treated as*   g

    ñ   *treated as*   n

    ü   *treated as*   u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ   *treated as*   ae

    œ   *treated as*   oe

- Use the English form of names for cities and countries when possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 108. Names for cities and countries not in English.

- Use the English form for names of cities and countries when possible. However, the name as found on the publication may always be used.

  Moskva   *becomes*   Moscow

  Wien   *becomes*   Vienna

  Italia   *becomes*   Italy

  Espana   *becomes*   Spain

Box 109. No affiliation found.

- If no affiliation is found or the affiliation is incomplete but it can be determined from the message content or from knowledge of the writer, put the place name or other information in square brackets

  Wolf MR (University of Southern California, [Los Angeles], CA).

  Gonzales R ([Harvard Medical School, Boston, MA]).

Examples for Author Affiliation

9. Blog with author affiliation

Title for Blogs (required)

General Rules for Title

- Reproduce the title of a blog as closely as possible to the wording that appears on the screen, duplicating capitalization, spacing, and punctuation
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a space

Specific Rules for Title

- Determining the title
- Titles not in English
- Titles in more than one language
- Titles ending in punctuation other than a period
- Titles containing a Greek letter, chemical formula, or another special character

---

Box 110. Determining the title.

Some blogs do not clearly state the title. Use the following sources in the order given:

- Look for the most prominent (usually the largest) wording on the opening screen
- Use the "About" or similar link
- Look at the title bar of the Web browser (generally in the top left corner)
- Look for the title in the source code of the blog if it is displayed by the Web browser

---

Box 111. Titles not in English.

- Provide the title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Fresquet Febrer JL. Blog de Historia de la medicina [Internet]. Valencia (Spain): Universidad de Valencia. [2005 Dec] -   [cited 2007 May 17]. Available from: http://www.historiadelamedicina.org/blog/. Spanish.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

  Endotoksikoza Blog [Internet].

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

  Chokaku shogai [blog on the Internet].

  or

Box 111 continued from previous page.

> [Hearing impairments] [blog on the Internet].

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked

      Å   *treated as*   A

      Ø   *treated as*   O

      Ç   *treated as*   C

      Ł   *treated as*   L

      à   *treated as*   a

      ĝ   *treated as*   g

      ñ   *treated as*   n

      ü   *treated as*   u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

      æ   *treated as*   ae

      œ   *treated as*   oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

- Provide an English translation after the original language or romanized title when possible; place translations in square brackets

> Fresquet Febrer JL. Blog de Historia de la medicina [Blog of the history of medicine] [Internet]. Valencia (Spain): Universidad de Valencia. [2005 Dec] -   [cited 2007 May 17]. Available from: http://www.historiadelamedicina.org/blog/. Spanish.

Box 112. Titles in more than one language.

- If a blog is written in several languages:
  - Give the title in the first language found on the opening screens
  - List all languages of publication after the availability statement
  - Separate the languages by commas
  - End the list of languages with a period

- If a blog has equal text in two or more languages, as may occur on Canadian sites:

  - Give all titles in the order in which they are found on the opening screens

  - Place an equals sign with a space on either side between each title

Box 112 continues on next page...

Box 112 continued from previous page.

- ○ List the languages, separated by commas, after the availability statement

- ○ End the list of languages with a period
  Example:

  Kikanshi kunai choonpa dansoho = Endobronchial ultrasonography [blog on the Internet]

Box 113. Titles ending in punctuation other than a period.

- Most titles end in a period. Place [Internet] inside period.

  Bernstein M. Bioethics Discussion Blog [Internet]. Los Angeles: Maurice Bernstein. 2004 Jul -   [cited 2007 May 16]. Available from: http://bioethicsdiscussion.blogspot.com/.

- If a title ends in another form of punctuation, keep that punctuation and follow [Internet] with a period

  Scalpel or Sword? [Internet]. [Texas]: [publisher unknown]. [2006 Aug] -   [cited 2007 May 17]. Available from: http://scalpelorsword.blogspot.com/.

Box 114. Titles containing a Greek letter or another special character.

- Reproduce the title of a blog as closely as possible to the wording that appears on the screen, duplicating capitalization, spacing, and punctuation

  eHealth: a blog devoted to ehealth and healthcare information technology [Internet].

  PHARMALOT

  A*L*S Blog

  Emergiblog

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

  β-Amino Acids

  may become

  beta-Amino Acids

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

  TiO_2 Nanoparticles

  may become

  TiO(2) Nanoparticles

Examples for Title

10. Blog title with a subtitle

11. Blog title with upper/lowercase letters, special characters

12. Blog with title ending in punctuation other than a period

13. Blog in a language other than English

Content Type for Blogs (optional)

General Rules for Content Type

- Use a content type to alert the user that the reference is to a blog, not to a standard book or Web site
- Begin type information with a left square bracket
- Enter the words "blog on"
- End the content type with space

Specific Rules for Content Type

- Titles ending in punctuation other than a period
- Titles not in English

Box 115. Titles ending in punctuation other than a period.

- Most titles end in a period. Place the closing period after the content type and type of medium.

  Silverman E. PHARMALOT [blog on the Internet]. [Newark (NJ)]: Star-Ledger. 2007 Jan -   [cited 2007 May 16]. Available from: http://pharmalot.com/.

- If a title ends in another form of punctuation, keep that punctuation. Place the content type and type of medium in square brackets after the title and end title information with a period.

  Scalpel or Sword? [blog on the Internet]. [Texas]: [publisher unknown]. [2006 Aug] -   [cited 2007 May 17]. Available from: http://scalpelorsword.blogspot.com/.

Box 116. Titles not in English.

- If a translation of a title is provided, put the translation in square brackets

- Place the content type and type of medium in square brackets after the translation

  Endotoksikoza [Endotoxicosis] [blog on the Internet].

Examples for Content Type

1. Standard citation to a blog

14. Blog published with content type given

Type of Medium for Blogs (required)

General Rules for Type of Medium

- Place the word "Internet" in square brackets after the title (and Content Type, if present)
- End with a period, placed outside the closing bracket
- Add location information (the URL, etc.) according to the instructions under Availability below

Specific Rules for Type of Medium

- Both a content type and a type of medium
- Titles ending in punctuation other than a period
- Titles not in English

Box 117. Both a content type and a type of medium.

- Give the content type (blog) and the phrase "on the" before the type of medium (Internet) in one set of square brackets.

    Silverman E. PHARMALOT [blog on the Internet]. [Newark (NJ)]: Star-Ledger. 2007 Jan -   [cited 2007 May 16]. Available from: http://pharmalot.com/.

Box 118. Titles ending in punctuation other than a period.

- Most titles end in a period. Place [Internet] before the period.

    Cohen MH. CAMLAW: complementary and alternative medicine law blog [Internet]. Cambridge (MA): Michael H. Cohen, Esq. c2007 -   [cited 2007 May 16]. Available from: http://www.camlawblog.com/.

- If a title ends in another form of punctuation, keep that punctuation and follow [Internet] with a period

    Scalpel or Sword? [Internet]. [Texas]: [publisher unknown]. [2006 Aug] -   [cited 2007 May 17]. Available from: http://scalpelorsword.blogspot.com/.

Box 119. Titles not in English.

- If a translation of a title is provided, give the translation in square brackets after the original language or romanized title

- Place Internet in square brackets following the translation

- End with a period

    Example:

    Fresquet Febrer JL. Blog de Historia de la medicina [Blog of the history of medicine] [Internet]. Valencia (Spain): Universidad de Valencia. [2005 Dec] -   [cited 2007 May 17]. Available from: http://www.historiadelamedicina.org/blog/. Spanish.

Examples for Type of Medium

1. Standard citation to a blog

14. Blog published with content type given

Editor and other Secondary Authors for Blogs (optional)

General Rules for Editor and other Secondary Authors

- A secondary author modifies the work of the author. Examples include editors, translators, and producers.
- Place the names of secondary authors after the Type of Medium

- Use the same rules for the format of names given in Author/Editor above
- Follow the last named editor with a comma and the word editor or editors; the last named illustrator with a comma and the word illustrator or illustrators, etc.
- End secondary author information with a period
- If there is no author, move secondary authors such as editors and translators to the author position in the reference

Specific Rules for Editor and other Secondary Authors

- More than one type of secondary author
- Secondary author performing more than one role
- Non-English names for secondary authors
- Organization as editor or other secondary author

Box 120. More than one type of secondary author.

A blog may have several types of secondary author.

- List all of them in the order they are given on the opening screens

- Separate each type of secondary author with the accompanying role by a semicolon

- End secondary author information with a period

    Examples:

    Smith BC, editor; Carson HT, illustrator.

    Graber AF, Longstreet RG, editors; Johnson CT, Marks C, Huston MA, illustrators.

Box 121. Secondary author performing more than one role.

If the same secondary author performs more than one role:

- List all of them in the order they are given in the publication

- Separate the roles by "and"

- End secondary author information with a period

    Example:

    Jones AB, editor and illustrator.

Box 122. Non-English names for secondary authors.

- Translate the word found for editor, translator, illustrator, or other secondary author into English if possible. However, the wording found on the publication may always be used.

- If not translated, ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - Treat letters marked with diacritics or accents as if they are not marked

    Box 122 continues on next page...

Box 122 continued from previous page.

Å *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ĝ *treated as* g

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

- Below is a brief list of non-English words for secondary authors:

Language	Word for Moderator	Word for Editor	Word for Translator	Word for Producer	Word for Illustrator
French	animateur	redacteur	traducteur	producteur	illustrateur
	moderateur	editeur			
German	diskussionsleiter	redakteur	ubersetzer	produzent	illustrator
	koodinator	herausgeber	dolmetscher	produzentin	
	moderator				
Italian	moderatore	redattore	traduttore	produttore	disegnatore
		curatore			
		editore			
Russian	arbitr	redaktor	perevodchik	rezhisser	konstruktor
	posryedneek	izdatel			
Spanish	moderador	redactor	traductor	productor	ilustrador
		editor		productora	

Box 123. Organization as editor or other secondary author.

An organization may be listed as an editor or other secondary author.

- Follow the instructions for entering the organizational name found under Organizations as author

- Place a comma, space, and the word editor, producer, or other role after the organization name

Advisory Committee on Existing Chemicals of Environmental Relevance, editor.

- Separate multiple organizations by a semicolon

    International Kidney Society; European Renal Organization, curators.

Examples for Editor and other Secondary Authors

15. Blog with secondary authors

Place of Publication for Blogs (required)

General Rules for Place of Publication

- Use for place of publication the city where the blog is published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code, when citing lesser known cities or when cities in different locations have the same name, such as Cambridge (MA) and Cambridge (England)
- Use the anglicized form for a non-US city, such as Vienna for Wien
- End place information with a colon

Specific Rules for Place of Publication

- Locating the place of publication
- Non-US cities
- No place of publication can be found

Box 124. Locating the place of publication.

- Look at the top, bottom, or sidebar of the opening screens

- If it is not in one of these locations, try to obtain it from a link within the site, usually a "contact us", "about", or similar link

- Look in the source code for the blog if it is displayed by the Web browser

- If the blog is self-published, look for "My Profile" and similar links to determine the location of the author and use that location as the place of publication

- If the place cannot be determined from the site itself:

    - Place the name in square brackets if the city can be reasonably inferred. For example, Chicago as the place of publication of a blog issued by the American Medical Association.

        Silverman E. PHARMALOT [blog on the Internet]. [Newark (NJ)]: Star-Ledger. 2007 Jan - [cited 2007 May 16]. Available from: http://pharmalot.com/.

    - Put the words "place unknown" in square brackets if it is not possible to infer or otherwise locate the city

---

> Reider J. Family Medicine Notes [blog on the Internet]. [place unknown]: Jacob Reider. 1999 - [cited 2007 May 16]. Available from: http://www.docnotes.net/.

Box 125. Non-US cities.

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, when possible. However, the name as found on the publication may always be used.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å *treated as* A

    Ø *treated as* O

    Ç *treated as* C

    Ł *treated as* L

    à *treated as* a

    ĝ *treated as* g

    ñ *treated as* n

    ü *treated as* u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ *treated as* ae

    œ *treated as* oe

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:

  Montreal (QC):

  Ottawa (ON):

  Vancouver (BC):

- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.

  London:

  Rome:

  Paris:

  Madrid:

Box 125 continued from previous page.

> *but*
>
> Malaga (Spain): or Malaga (ES):
>
> Basel (Switzerland): or Basel (CH):
>
> Oxford (England): or Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

---

Box 126. No place of publication can be found.

- If no place of publication can be found on the opening screens or elsewhere on the blog site but the place can be reasonably inferred (e.g., Chicago as the place for a blog of the American Medical Association), place the city in square brackets, such as "[Chicago]"

    > Silverman E. PHARMALOT [blog on the Internet]. [Newark (NJ)]: Star-Ledger. 2007 Jan -   [cited 2007 May 16]. Available from: http://pharmalot.com/.

- If the blog is self-published, use the location of the author as the place of publication

    > Bernstein M. Bioethics Discussion Blog [Internet]. Los Angeles: Maurice Bernstein. 2004 Jul -   [cited 2007 May 16]. Available from: http://bioethicsdiscussion.blogspot.com/.

- If no place of publication can be found or inferred, use [place unknown]

    > Reider J. Family Medicine Notes [blog on the Internet]. [place unknown]: Jacob Reider. 1999 -   [cited 2007 May 16]. Available from: http://www.docnotes.net/.

Examples for Place of Publication

16. Blog with well known place of publication

17. Blog with geographic qualifier added to place of publication for clarity

18. Blog with place of publication inferred

19. Blog with unknown place of publication

Publisher for Blogs (required)

General Rules for Publisher

- Use for publisher the individual or organization issuing the blog
- Record the name of the publisher as it is found on the title page or opening screens, using whatever capitalization and punctuation appears
- When a division or another subsidiary part of a publisher appears in the publication, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a period

Specific Rules for Publisher

- Determining the publisher
- Abbreviated words in publisher names

- Non-English names for publishers
- Government agencies and other national and international bodies as publisher
- No publisher can be found

Box 127. Determining the publisher.

- Look at the top, bottom, or sidebar of the opening screens

- Look for the name after a copyright statement, e.g., copyright 2006 by the American Chemical Society or © John Jones

- Try to obtain it from a link within the site, usually under a "contact us", "history", or similar link

- Look in the source code for the blog if it is displayed by the Web browser

- If the blog is self-published:

  - use the full author's name as the publisher

    Bernstein M. Bioethics Discussion Blog [Internet]. Los Angeles: Maurice Bernstein. 2004 Jul - [cited 2007 May 16]. Available from: http://bioethicsdiscussion.blogspot.com/.

  - if the full author's name cannot be obtained from the site but can be located elsewhere, place the name in square brackets

    Doctor CBB. CodeBlueBlog [Internet]. [Florida]: [Thomas Boyle]. [2004 May] -   [cited 2007 May 17]. Available from: http://codeblueblog.blogs.com/.

- If no publisher can be identified, use "publisher unknown" in square brackets

  Scalpel or Sword? [blog on the Internet]. [Texas]: [publisher unknown]. [2006 Aug] -   [cited 2007 May 17]. Available from: http://scalpelorsword.blogspot.com/.

Box 128. Abbreviated words in publisher names.

- Abbreviate commonly used words in publisher names, if desired

  Examples:

  Acad. for Academy

  Assoc. for Association

  Co. for Company

  Coll. for College

  Corp. for Corporation

  Dept. for Department

  Div. for Division

  Inst. for Institute or Institution

  Box 128 continues on next page...

Box 128 continued from previous page.

Ltd. for Limited

Soc. for Society

Univ. for University

See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

- Follow all abbreviated words with a period

Box 129. **Non-English names for publishers.**

- Give publisher names in the roman alphabet (French, Spanish, Italian, etc.) in their original language

Rome: Societa Editrice Universo

Lisbon: Imprensa Medica

- Romanize names in Cyrillic, Greek, Arabic, Hebrew, Korean

Sofia (Bulgaria): Sofia Medizina i Fizkultura

- Romanize names or translate names in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.

Tokyo: Medikaru Rebyusha

Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute]

Taiyuan (China): Shanxi ke xue ji she chu ban she

- If the name of a division of other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

  Å *treated as* A

  Ø *treated as* O

  Ç *treated as* C

  Ł *treated as* L

  à *treated as* a

Box 129 continues on next page...

Box 129 continued from previous page.

   ĝ *treated as* g

   ñ *treated as* n

   ü *treated as* u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

   æ *treated as* ae

   œ *treated as* oe

- If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.

    Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press]

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.

    Aarhus (Denmark): [Aarhus University Press]

Box 130. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

    National Cancer Institute (US)

    National Society on Alcoholism and Drug Dependence (NZ)

    Royal Society of Medicine Press Ltd. (GB)

    Royal College of Physicians (AU), Paediatrics & Child Health Division

---

Box 131. No publisher can be found.

- If the blog is self-published:

    - ○ use the full author's name as the publisher

        Bernstein M. Bioethics Discussion Blog [Internet]. Los Angeles: Maurice Bernstein. 2004 Jul - [cited 2007 May 16]. Available from: http://bioethicsdiscussion.blogspot.com/.

    - ○ if the full author's name cannot be obtained from the site but can be located elsewhere, place the name in square brackets

        Doctor CBB. CodeBlueBlog [Internet]. [Florida]: [Thomas Boyle]. [2004 May] -   [cited 2007 May 17]. Available from: http://codeblueblog.blogs.com/.

- If no publisher can be identified, use "publisher unknown" in square brackets

Scalpel or Sword? [blog on the Internet]. [Texas]: [publisher unknown]. [2006 Aug] -   [cited 2007 May 17]. Available from: http://scalpelorsword.blogspot.com/.

Examples for Publisher

20. Blog with publisher having subsidiary division

21. Blog with government agency or other national body as publisher

22. Blog with publisher inferred

23. Blog with unknown publisher

Date of Publication for Blogs (required)

General Rules for Date of Publication

- Give the beginning date, i.e., the date the blog was created
- Always give the year
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them using the first three letters, such as Jan
- For an open blog, give the beginning date of the blog followed by a hyphen and 3 spaces
- For a closed blog, give the beginning and ending dates, separated by a hyphen with a space before and after
- If the beginning date is not provided, see No beginning date is provided below
- End date information with a space

Box 137. No beginning date is provided.

- If the date the blog began cannot be found but the date of the earliest (and latest if closed) postings to the blog can be determined, place date information in square brackets

    Bernhardt JM. Director's Blog [Internet]. Atlanta: Centers for Disease Control and Prevention (US), National Center for Health Marketing. [2006 Jul 13] -   [cited 2007 May 16]. Available from: http://www.cdc.gov/healthmarketing/blog.htm

    Mik T. Nursing Studio [blog on the Internet]. Seattle: Akon. [2002 May] -   [cited 2007 May 16]. Available from: http://www.nursingstudio.net

- If the neither the beginning date nor the dates of the earliest postings to the blog can be determined, but the blog contains a copyright date or date range, use that date preceded by "c", as c2007

    KidneyNotes.com [blog on the Internet]. Viklund A, CSSCreator, illustrators. New York: KidneyNotes. c2006 -   [cited 2007 May 16]. Available from: http://www.kidneynotes.com/.

    Kim. *Emergiblog*: The Life & Times of an ER Nurse [Internet]. Ask Shane, producer. San Francisco: Emergiblog. c2005-2007 -   [cited 2007 May 16]. Available from: http://www.emergiblog.com/.

- If the date cannot be determined by any of the methods listed above, but the date can be estimated because of information found elsewhere, follow the date with a question mark and place date information in square brackets

- If none of the above can locate a date, use "date unknown" in square brackets

Specific Rules for Date of Publication

- Locating the date of publication
- Multiple years of publication
- Non-English names for months
- Date of publication and date of copyright
- No date of publication, but a date of copyright
- No beginning date is provided
- Blog is no longer updated
- Options for date of publication

Box 132. Locating the date of publication.

When a blog does not clearly state the date the blog began (and closed):

- Look for the beginning date in a link titled "About", "My Profile", etc., at the top, bottom, or on the sidebar of the opening screens

- If the beginning date is not stated but the date of the earliest (and latest if closed) postings to the blog can be determined, place date information in square brackets

    Bernhardt JM. Director's Blog [Internet]. Atlanta: Centers for Disease Control and Prevention (US), National Center for Health Marketing. [2006 Jul 13] -   [cited 2007 May 16]. Available from: http://www.cdc.gov/healthmarketing/blog.htm

    Mik T. Nursing Studio [blog on the Internet]. Seattle: Akon. [2002 May] -   [cited 2007 May 16]. Available from: http://www.nursingstudio.net

- If the neither the beginning date of the blog nor the earliest dates of the postings in the blog can be determined, but the blog contains a copyright date or date range, use that date preceded by "c", as c2007

    KidneyNotes.com [blog on the Internet]. Viklund A, CSSCreator, illustrators. New York: KidneyNotes. c2006 -   [cited 2007 May 16]. Available from: http://www.kidneynotes.com/.

- If the beginning date cannot be determined by any of the methods listed above, but the date can be estimated because of information found elsewhere, follow the date with a question mark and place date information in square brackets

- If none of the above can locate a date, use "date unknown" in square brackets

Box 133. Multiple years of publication.

- For multiple years of publication, separate the first and last years of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

    2002-2003

    1997-1998

    1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

    1999 Oct-2000 Mar

    2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen

    2005 Jan-Feb

    1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Box 134. Non-English names for months.

- Translate names of months into English

- Abbreviate them using the first three letters

- Capitalize them
  Examples:

    mayo = May

    luty = Feb

    brezen = Mar

Box 135. Date of publication and date of copyright.

Some publications have both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the date of publication unless three or more years separates the two dates
- In this situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, "2002, c1997".

This convention alerts a user that the information is older than the date of publication implies.

Box 136. **No date of publication, but a date of copyright.**

- If no beginning date of publication can be found, use the earliest date of messages posted to the blog, usually found under "Archive"

- If the neither the beginning date of the blog nor the dates of the earliest messages in the blog can be determined but the blog contains a copyright date or date range, use that date preceded by "c", as c2007

  KidneyNotes.com [blog on the Internet]. Viklund A, CSSCreator, illustrators. New York: KidneyNotes. c2006 -   [cited 2007 May 16]. Available from: http://www.kidneynotes.com/.

  Kim. *Emergiblog*: The Life & Times of an ER Nurse [Internet]. Ask Shane, producer. San Francisco: Emergiblog. c2005-2007 -   [cited 2007 May 16]. Available from: http://www.emergiblog.com/.

Box 138. **Blog is no longer updated.**

If a blog is closed, i.e., it is no longer posting or receiving comments:

- Give the beginning and ending dates of the blog

- Separate the two dates with a space, hyphen, space

- End date information with a space
  Examples:

  2005 - 2006

  2004 Jan - 2007 Feb

  2005 Feb 3 - 2006 Dec 31

Box 139. **Options for date of publication.**

It is not NLM policy, but the date of publication may follow the author(s) (or title and type of medium if there is no author) in the list of references when the name-year system of in-text references is used.

- Use the date of the earliest messages or of copyright if there is no publication date

- Keep the hyphen following the date when the blog is open

- Include both the beginning and ending years if a blog is closed

- Keep any square brackets surrounding a date

- Place the date unknown after the author(s) (or title and type of medium if there is no author)

- End date information with a period

- Leave the date of citation in its usual location
  NLM citation:

  Bernstein M. Bioethics Discussion Blog [Internet]. Los Angeles: Maurice Bernstein. 2004 Jul -   [cited 2007 May 16]. Available from: http://bioethicsdiscussion.blogspot.com/.

  Box 139 continues on next page...

> Ostrovsky M, Genes N, Odell T, Ostrovsky G, editors. medGadget [blog on the Internet]. El Granada (CA): Medgadget LLC. [2004 Dec] -   [cited 2007 May 16]. Available from: http://www.medgadget.com/.
>
> Wall Street Journal. HEALTH BLOG: WSJ's blog on health and the business of health [Internet]. Hensley S, editor. New York: Dow Jones & Company, Inc. c2007 -   [cited 2007 May 16]. Available from: http://blogs.wsj.com/health/.
>
> KidneyNotes.com [blog on the Internet]. Viklund A, CSSCreator, illustrators. New York: KidneyNotes. c2006 -   [cited 2007 May 16]. Available from: http://www.kidneynotes.com/.
>
> *Name-year system of citation:*
>
> Bernstein M. 2004 Jul -   . Bioethics Discussion Blog [Internet]. Los Angeles: Maurice Bernstein. [cited 2007 May 16]. Available from: http://bioethicsdiscussion.blogspot.com/.
>
> Ostrovsky M, Genes N, Odell T, Ostrovsky G, editors. [2004 Dec] -   . medGadget [blog on the Internet]. El Granada (CA): Medgadget LLC. [cited 2007 May 16]. Available from: http://www.medgadget.com/.
>
> Wall Street Journal. c2007 -   . HEALTH BLOG: WSJ's blog on health and the business of health [Internet]. Hensley S, editor. New York: Dow Jones & Company, Inc. [cited 2007 May 16]. Available from: http://blogs.wsj.com/health/.
>
> KidneyNotes.com [blog on the Internet]. c2006 -   . Viklund A, CSSCreator, illustrators. New York: KidneyNotes. [cited 2007 May 16]. Available from: http://www.kidneynotes.com/.

Examples for Date of Publication

23. Blog with unknown publisher

24. Blog with month/day included in date of publication

25. Blog with multiple years

26. Blog with date of copyright instead of date of publication

27. Blog with date obtained from earliest material in it

Date of Citation for Blogs (required)

General Rules for Date of Citation

- Always include the date the blog was seen on the Internet
- Include the year month and day in that order, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- If a date of update/revision is given, place the date of citation after it and follow both dates with a right square bracket
- If no date of update/revision is given, place citation date information in square brackets
- End date information with a period placed outside the closing bracket

Examples for Date of Citation

    1. Standard citation to a blog

Availability for Blogs (required)

General Rules for Availability

- Begin with the phrase "Available from" followed by a colon and a space
- Insert the entire Uniform Resource Locator (URL); do not omit http://, www, or other beginning components
- Provide the specific URL or Permalink for the content if available
- End with a period only if the URL ends with a slash, otherwise end with no punctuation

Specific Rules for Availability

- Breaking long URLs
- URLs not directly addressable

Box 140. Breaking long URLs.

Some URLs (Uniform Resource Locators) are longer than one line.

- Retain the entire string as found when possible
- Break a URL at a slash if necessary
- Do not insert a hyphen or a hard line break into a URL

Box 141. URLs not directly addressable.

The URL as displayed by the Web browser may not always be used to retrieve the blog, i.e., it is not directly addressable.

- Always check to see if the URL is directly addressable

- If it is not, provide instructions for locating it from the closest addressable URL

  Example:

      Available from: http://www.unimelb.edu.au/adi/ by using the blog link.

Examples for Availability

    1. Standard citation to a blog

    29. Part of a blog on the Internet from the blog owner

    30. Contribution to a blog on the Internet by someone other than the blog owner

Language for Blogs (required)

General Rules for Language

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Blogs appearing in more than one language

Box 142. Blogs appearing in more than one language.

- If the contents of a blog appear in several languages:
  - Give the title in the first language found on the opening screens
  - List all languages of publication after the Availability statement
  - Capitalize the language names
  - Separate the language names by commas
  - End the list of languages with a period
- If the first title is not English, follow with a translation when possible. Place the translation in square brackets.

Examples for Language

13. Blog in a language other than English

Notes for Blogs (optional)

General Rules for Notes

- Notes is a collective term for any useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Types of material to include in notes

Box 143. Types of material to include in notes.

The notes element may be used to provide any further information. Begin by citing the blog, then add the note. Examples of notes are:

- System requirements, such the specific software and hardware needed to view and interact with the blog

  System Requirements: Windows 95 or higher; 200-megaHertz Pentium or higher; Random Access Memory 128-megabytes or higher; Modem Speed 56 Kilobits per second or higher; 20-MB hard disk space; 17-inch video graphics array; 800 x 600 pixels/high with color; Adobe Acrobat Reader 5.0; Internet Explorer 6.0 or higher.

- Information on access requirements/limitations

  Comments accepted from physicians only.

- Explanations of initialisms or acronyms used in the title or publisher name of the blog

  Tripathi M. MAeHC Blog [Internet]. Waltham (MA): Micky Tripathi. [2006] -   [cited 2007 May 17]. Available from: http://maehc.blogspot.com/. MAeHC is the Massachusetts eHealth Collaborative.

- The name of the organization(s) sponsoring or supporting the blog

Box 143 continues on next page...

Examples for Notes

28. Blog with supplemental note included

Examples of Citations to Blogs

1. Standard citation to a blog

Bernstein M. Bioethics Discussion Blog [Internet]. Los Angeles: Maurice Bernstein. 2004 Jul -   [cited 2007 May 16]. Available from: http://bioethicsdiscussion.blogspot.com/.

Holt M. The Health Care Blog [Internet]. San Francisco: Matthew Holt. 2003 Oct -   [cited 2007 May 16]. Available from: http://www.thehealthcareblog.com/the_health_care_blog/.

with optional content type

KidneyNotes.com [blog on the Internet]. New York: KidneyNotes. c2006 -   [cited 2007 May 16]. Available from: http://www.kidneynotes.com/.

2. Blog with an individual(s) as author

Cohen MH. CAMLAW: complementary and alternative medicine law blog [Internet]. Cambridge (MA): Michael H. Cohen, Esq. c2007 -   [cited 2007 May 16]. Available from: http://www.camlawblog.com/.

Mik T. Nursing Studio [blog on the Internet]. Seattle: Akon. [2002 May] -   [cited 2007 May 16]. Available from: http://www.nursingstudio.net

3. Blog with optional full names for authors/editors

Cohen, Michael H. CAMLAW: complementary and alternative medicine law blog [Internet]. Cambridge (MA): Michael H. Cohen, Esq. c2007 -   [cited 2007 May 16]. Available from: http://www.camlawblog.com/.

Ostrovsky, Michael; Genes, Nicholas; Odell, Timothy; Ostrovsky, Gene, editors. medGadget [blog on the Internet]. El Granada (CA): Medgadget LLC. [2004 Dec] -   [cited 2007 May 16]. Available from: http://www.medgadget.com/.

4. Blog with only first name provided for author

Kim. *Emergiblog*: The Life & Times of an ER Nurse [Internet]. Ask Shane, producer. San Francisco: Emergiblog. c2005-2007 -   [cited 2007 May 16]. Available from: http://www.emergiblog.com/.

5. Blog with only blog name provided for author

Doctor CBB. CodeBlueBlog [Internet]. [Florida]: [Thomas Boyle]. [2004 May] -   [cited 2007 May 17]. Available from: http://codeblueblog.blogs.com/.

6. Blog with an organization as author

Wall Street Journal. HEALTH BLOG: WSJ's blog on health and the business of health [Internet]. Hensley S, editor. New York: Dow Jones & Company, Inc. c2007 -   [cited 2007 May 16]. Available from: http://blogs.wsj.com/health/.

AARP Issues Blog Team. AARP Issues Blog [Internet]. Washington: AARP. [2005 Jan] -   [cited 2007 May 17]. Available from: http://aarp.typepad.com/.

7. Blog with editors where there is no author

Ostrovsky M, Genes N, Odell T, Ostrovsky G, editors. medGadget [blog on the Internet]. El Granada (CA): Medgadget LLC. [2004 Dec] -   [cited 2007 May 16]. Available from: http://www.medgadget.com/.

8. Blog with no authors

KidneyNotes.com [blog on the Internet]. Viklund A, CSSCreator, illustrators. New York: KidneyNotes. c2006 -   [cited 2007 May 16]. Available from: http://www.kidneynotes.com/.

HealthNex: IBMers and friends on networked, patient-centric healthcare [Internet]. [place unknown]: IBM. [2006 Sep] -   [cited 2007 May 16]. Available from: http://healthnex.typepad.com/web_log/.

9. Blog with author affiliation

Myers PZ (University of Minnesota, Morris, MN). Pharyngula [blog on the Internet]. New York: ScienceBlogs LLC. [2006 Jan] -   [cited 2007 May 16]. Available from: http://scienceblogs.com/pharyngula/.

Schwitzer G (University of Minnesota, School of Journalism & Mass Communication, Minneapolis, MN). Schwitzer health news blog [Internet]. Minneapolis (MN): HealthNewsReview.org. [2004 Sep] -   [cited 2007 May 17]. Available from: http://blog.lib.umn.edu/schwitz/healthnews/.

10. Blog title with a subtitle

Tenderich A. Diabetes Mine: a gold mine of straight talk and encouragement for people living with diabetes [blog on the Internet]. San Francisco: Amy Tenderich. [2005 Feb] -   [cited 2007 May 16]. Available from:http://www.diabetesmine.com/.

11. Blog title with upper/lowercase letters, special characters

Kim. *Emergiblog*: The Life & Times of an ER Nurse [Internet]. Ask Shane, producer. San Francisco: Emergiblog. c2005-2007 -   [cited 2007 May 16]. Available from: http://www.emergiblog.com/.

Silverman E. PHARMALOT [blog on the Internet]. [Newark (NJ)]: Star-Ledger. 2007 Jan -   [cited 2007 May 16]. Available from: http://pharmalot.com/.

Genes N. blogborygmi: a digest of developments in the life of an emergency medicine resident [Internet]. [place unknown]: Nicholas Genes. [2003 Jun] -   [cited 2007 May 16]. Available from: http://blogborygmi.blogspot.com/.

Sharp J. eHealth: a blog devoted to ehealth and healthcare information technology [Internet]. Cleveland (OH): EHEALTH.JOHNWSHARP.COM. [2006 Sep] -   [cited 2007 May 17]. Available from: http://ehealth.johnwsharp.com/.

12. Blog with title ending in punctuation other than a period

Scalpel or Sword? [blog on the Internet]. [Texas]: [publisher unknown]. [2006 Aug] -   [cited 2007 May 17]. Available from: http://scalpelorsword.blogspot.com/.

13. Blog in a language other than English

Arrington M, Ohayon O. TechCrunch: explorons le Web 2.0 [blog on the Internet]. Arrington M, editor. Paris: Pulpmedia. 2005 Jun 11 -   [cited 2007 May 17]. Available from: http://fr.techcrunch.com/. French.

Martins G. O INTERNO: technologia e anesthesia [blog on the Internet]. Porto (Portugal): Gustavo Martins. [2006 Jun] -   [cited 2007 May 17]. Available from: http://ointerno.blogspot.com/. Portuguese.

Fresquet Febrer JL. Blog de Historia de la medicina [Internet]. Valencia (Spain): Universidad de Valencia. [2005 Dec] -   [cited 2007 May 17]. Available from: http://www.historiadelamedicina.org/blog/. Spanish.

with translation included

Fresquet Febrer JL. Blog de Historia de la medicina [Blog of the history of medicine] [Internet]. Valencia (Spain): Universidad de Valencia. [2005 Dec] -   [cited 2007 May 17]. Available from: http://www.historiadelamedicina.org/blog/. Spanish.

14. Blog published with content type given

Tenderich A. Diabetes Mine: a gold mine of straight talk and encouragement for people living with diabetes [blog on the Internet]. San Francisco: Amy Tenderich. [2005 Feb] -   [cited 2007 May 16]. Available from:http://www.diabetesmine.com/.

Levy P. RUNNING A HOSPITAL [blog on the Internet]. Boston: Beth Israel Deaconess Medical Center. [2006 Aug] -   [cited 2007 May 16]. Available from: http://runningahospital.blogspot.com/.

15. Blog with secondary authors

Wall Street Journal. HEALTH BLOG: WSJ's blog on health and the business of health [Internet]. Hensley S, editor. New York: Dow Jones & Company, Inc. c2007 -   [cited 2007 May 16]. Available from: http://blogs.wsj.com/health/.

KidneyNotes.com [blog on the Internet]. Viklund A, CSSCreator, illustrators. New York: KidneyNotes. c2006 -   [cited 2007 May 16]. Available from: http://www.kidneynotes.com/.

Arrington M, Ohayon O. TechCrunch: explorons le Web 2.0 [blog on the Internet]. Arrington M, editor. Paris: Pulpmedia. 2005 Jun 11 -   [cited 2007 May 17]. Available from: http://fr.techcrunch.com/. French.

16. Blog with well known place of publication

Levy P. RUNNING A HOSPITAL [blog on the Internet]. Boston: Beth Israel Deaconess Medical Center. [2006 Aug] -   [cited 2007 May 16]. Available from: http://runningahospital.blogspot.com/.

Wall Street Journal. HEALTH BLOG: WSJ's blog on health and the business of health [Internet]. Hensley S, editor. New York: Dow Jones & Company, Inc. c2007 -   [cited 2007 May 16]. Available from: http://blogs.wsj.com/health/.

Arrington M, Ohayon O. TechCrunch: explorons le Web 2.0 [blog on the Internet]. Arrington M, editor. Paris: Pulpmedia. 2005 Jun 11 -   [cited 2007 May 17]. Available from: http://fr.techcrunch.com/. French.

17. Blog with geographic qualifier added to place of publication for clarity

Ostrovsky M, Genes N, Odell T, Ostrovsky G, editors. medGadget [blog on the Internet]. El Granada (CA): Medgadget LLC. [2004 Dec] -   [cited 2007 May 16]. Available from: http://www.medgadget.com/.

Schwab S. Surgeonsblog [Internet]. Puget Sound (WA): Sid Schwab. [2006] -   [cited 2007 May 16]. Available from: http://surgeonsblog.blogspot.com/.

Pho K. Kevin, M.D.: medical Weblog [Internet]. Nashua (NH): Kevin Pho. [2004 May] -   [cited 2007 May 16]. Available from: http://kevinmd.com/blog/.

Martins G. O INTERNO: technologia e anesthesia [blog on the Internet]. Porto (Portugal): Gustavo Martins. [2006 Jun] -   [cited 2007 May 17]. Available from: http://ointerno.blogspot.com/. Portuguese.

18. Blog with place of publication inferred

Silverman E. PHARMALOT [blog on the Internet]. [Newark (NJ)]: Star-Ledger. 2007 Jan -   [cited 2007 May 16]. Available from: http://pharmalot.com/.

Hunscher D. Future Scenarios for Health IT [blog on the Internet]. [Ann Arbor (MI)]: Dale Hunscher. [2006 Aug] -   [cited 2007 May 17]. Available from: http://hunscher.typepad.com/futurehit/.

19. Blog with unknown place of publication

Reider J. Family Medicine Notes [blog on the Internet]. [place unknown]: Jacob Reider. 1999 -   [cited 2007 May 16]. Available from: http://www.docnotes.net/.

Genes N. blogborygmi: a digest of developments in the life of an emergency medicine resident [Internet]. [place unknown]: Nicholas Genes. [2003 Jun] -   [cited 2007 May 16]. Available from: http://blogborygmi.blogspot.com/.

20. Blog with publisher having subsidiary division

Gottesman MM The DDIR's COI Blog [Internet]. Bethesda (MD): National Institutes of Health (US), Office of the Director, Office of Intramural Research. 2005 Mar 25 -   [cited 2007 May 16]. Available from: http://www.nih.gov/ddir/COIBlog/COIBlog.htm

21. Blog with government agency or other national body as publisher

Bernhardt JM. Director's Blog [Internet]. Atlanta: Centers for Disease Control and Prevention (US), National Center for Health Marketing. [2006 Jul 13] -   [cited 2007 May 16]. Available from: http://www.cdc.gov/healthmarketing/blog.htm

22. Blog with publisher inferred

Doctor CBB. CodeBlueBlog [Internet]. [Florida]: [Thomas Boyle]. [2004 May] -   [cited 2007 May 17]. Available from: http://codeblueblog.blogs.com/.

23. Blog with unknown publisher

Scalpel or Sword? [blog on the Internet]. [Texas]: [publisher unknown]. [2006 Aug] -   [cited 2007 May 17]. Available from: http://scalpelorsword.blogspot.com/.

24. Blog with month/day included in date of publication

Holt M. The Health Care Blog [Internet]. San Francisco: Matthew Holt. 2003 Oct - [cited 2007 May 16]. Available from: http://www.thehealthcareblog.com/the_health_care_blog/.

Gottesman MM The DDIR's COI Blog [Internet]. Bethesda (MD): National Institutes of Health (US), Office of the Director, Office of Intramural Research. 2005 Mar 25 - [cited 2007 May 16]. Available from: http://www.nih.gov/ddir/COIBlog/COIBlog.htm

25. Blog with multiple years

Kim. *Emergiblog*: The Life & Times of an ER Nurse [Internet]. Ask Shane, producer. San Francisco: Emergiblog. c2005-2007 - [cited 2007 May 16]. Available from: http://www.emergiblog.com/.

26. Blog with date of copyright instead of date of publication

KidneyNotes.com [blog on the Internet]. Viklund A, CSSCreator, illustrators. New York: KidneyNotes. c2006 - [cited 2007 May 16]. Available from: http://www.kidneynotes.com/.

Kim. *Emergiblog*: The Life & Times of an ER Nurse [Internet]. Ask Shane, producer. San Francisco: Emergiblog. c2005-2007 - [cited 2007 May 16]. Available from: http://www.emergiblog.com/.

27. Blog with date obtained from earliest material in it

Bernhardt JM. Director's Blog [Internet]. Atlanta: Centers for Disease Control and Prevention (US), National Center for Health Marketing. [2006 Jul 13] - [cited 2007 May 16]. Available from: http://www.cdc.gov/healthmarketing/blog.htm

Mik T. Nursing Studio [blog on the Internet]. Seattle: Akon. [2002 May] - [cited 2007 May 16]. Available from: http://www.nursingstudio.net

28. Blog with supplemental note included

Scalpel or Sword? [blog on the Internet]. [Texas]: [publisher unknown]. [2006 Aug] - [cited 2007 May 17]. Available from: http://scalpelorsword.blogspot.com/. Topic is emergency medicine.

Tripathi M. MAeHC Blog [Internet]. Waltham (MA): Micky Tripathi. [2006] - [cited 2007 May 17]. Available from: http://maehc.blogspot.com/. MAeHC is the Massachusetts eHealth Collaborative.

29. Part of a blog on the Internet from the blog owner

Reider J. Family Medicine Notes [blog on the Internet]. [place unknown]: Jacob Reider. 1999 - . CRP again ...; 2004 Apr 2 [cited 2007 May 23]; [about 1 screen]. Available from: http://www.docnotes.net/001763.html

Doctor CBB. CodeBlueBlog [Internet]. [Florida]: [Thomas Boyle]. [2004 May] - . i-Mammo part II: breasts, lies and videotapes; 2005 Apr 15 [cited 2007 May 23]; [about 4 screens]. Available from: http://codeblueblog.blogs.com/codeblueblog/2005/04/part_ii_and_the.html

Kraft M. The Krafty Librarian [blog on the Internet]. [Cleveland (OH)]: Michelle Kraft. [2004 Jun] - . Collaborative technologies and science: more tools or more risk? 2008 Jan 21 [cited 2008 Apr 28]; [about 1 screen]. Available from: http://kraftylibrarian.com/2008/01/collaborative-technologies-and-science.html

with author affiliation

Leavitt M (U.S. Department of Health and Human Services, Washington, DC). Secretary Mike Leavitt's Blog [Internet]. [Washington]: U.S. Department of Health and Human Services. 2007 Aug 13 -   . Health information technology; 2008 Jan 24 [cited 2008 Apr 28]; [about 1 screen]. Available from: http://secretarysblog.hhs.gov/my_weblog/2008/01/health-informat.html

30. Contribution to a blog on the Internet by someone other than the blog owner

Mantone J. Head trauma haunts many, researchers say. 2008 Jan 29 [cited 2008 Apr 28]. In: Wall Street Journal. HEALTH BLOG [Internet]. New York: Dow Jones & Company, Inc. c2008 -   . [about 1 screen]. Available from: http://blogs.wsj.com/health/2008/01/29/head-trauma-haunts-many-researchers-say/.

Teresa. Comment on: "Flo's pledge: deal or no deal?" 2007 May 12 [cited 2007 May 16]. In: Kim. *Emergiblog*: The Life & Times of an ER Nurse [Internet]. San Francisco: Emergiblog. c2005-2007 -   . [about 1 screen]. Available from: http://www.emergiblog.com/2007/05/flos-pledge-deal-or-no-deal.html scroll down to comments.

with author affiliation

Lanard J (Western Pacific Regional Office of the World Health Organization, Manila, Philippines). Comment on: "This blog can save your life!" and "Health Communication: Science and Art." 2006 Oct 15 [cited 2007 May 17]. In: Bernhardt JM. Director's Blog [Internet]. Atlanta: Centers for Disease Control and Prevention (US), National Center for Health Marketing. [2006 Jul 13] -   . [about 2 screens]. Available from: http://www.cdc.gov/healthmarketing/blog_101106.htm scroll down to locate comment.

Campbell A (Joslin Diabetes Center, Boston, MA). Diabetes and alcohol: do the two mix? (Part 2). 2008 Jan 28 [cited 2008 Apr 28]. In: Diabetes Self-Management Blog [Internet]. New York: Diabetes Self-Management. [2006 Aug 14] -   . 2 p. Available from: http://www.diabetesselfmanagement.com/blog/Amy_Campbell/Diabetes_and_Alcohol_Do_the_Two_Mix_Part_2

D. Sample Citation and Introduction to Citing Wikis

The general format for a reference to a wiki on the Internet, including punctuation:
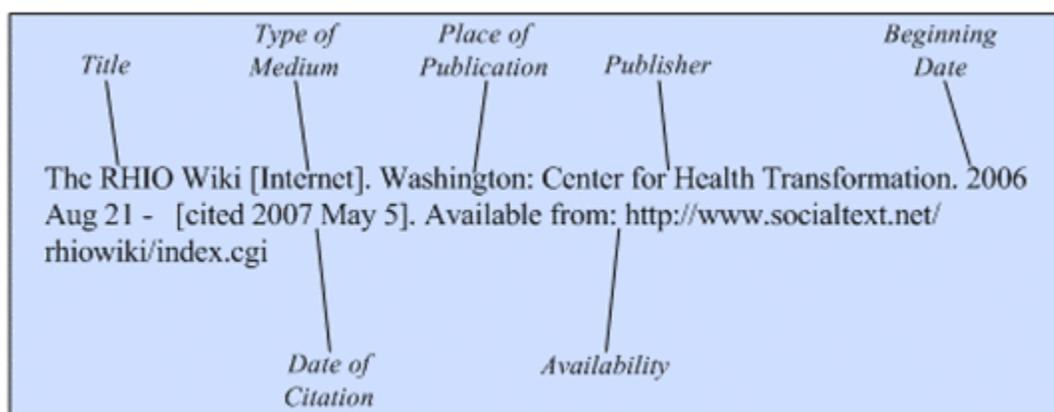
Examples of Citations to Wikis

A wiki is a multi-authored or collaborative Web site that permits users to create additional content for the site and to edit existing content. Users may also add comments to content, ask questions, and reply to questions posed by others. The term wiki is derived from the Hawaiian "wiki wiki", which means quick. Wikipedia is perhaps the most widely known general wiki. Most other wikis are devoted to a particular subject, like AIDS Wiki or WIKISURGERY.

To cite a wiki:

- Always begin with the title. If the word wiki is not included, using the content type "wiki" is strongly recommended.
- Enter as secondary authors those named as editors, curators, moderators, and other similar roles.
- Look to the opening screen(s), the sidebar, links from the site, and the source code (viewable through the Web browser), in that order, for authoritative information to use in citing a wiki.
- If publication facts are absent from these sources, look for a link labeled "About this site", "History", or similar wording.

Contributions to a Wiki

To cite an entire wiki, use the instructions below. To cite a contribution to a wiki, combine the instructions in this chapter with those in Chapter 24C Contributions to Databases on the Internet if the contribution has an author named or with Chapter 24B Parts of Databases on the Internet if the contribution has no author named. See also examples 25-26.

Be aware, however, that many wikis are not moderated. Since anyone can post text to most wikis, the validity of the content may be questionable. Even for moderated sites, the content is generally only reviewed after posting and the content may remain online for some time before review. Note also that many wikis post articles or other documents that were initially published elsewhere. Do not cite these as contributions to a wiki. Locate the original and cite that item.

Messages or other content posted to discussion lists including wikis are a form of personal communication and not often accepted by editors or others for inclusion in a reference list. Most authorities recommend placing references to such communications within the running text, not as formal end references. The nature and source of the cited information should be identified by an appropriate statement. Place the source information in parentheses, using a term or terms to indicate that the citation is not represented in the reference list. For example:

> …and many nurses involved with such cases (Mar 22, 2007 posting by RS Grant to Nurse Wiki; unreferenced, see "Notes") report…

When a reference to a wiki posting is included in a reference list, the author must provide written permission to the publisher from the cited person (if living) or from the cited organization. The permission should be a statement in an "Acknowledgments" or a "Notes" section that follows the text of an article or is placed at the end of a book's main text. These statements may include additional details, such as the reason for the posting.

It is highly recommended that any message/content considered for future citation be saved to disk or in print because all wikis may not save or archive message content for retrieval or may withdraw some content.

Continue to Citation Rules with Examples for Wikis.

Continue to Examples of Citations to Wikis.

Citation Rules with Examples for Wikis

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Title (R) | Content Type (O) | Type of Medium (R) | Editor and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Date of Update/Revision (R) | Date of Citation (R) | Availability (R) | Language (R) | Notes (O)

Title for a Wiki (required)

General Rules for Title

- Reproduce the title of a wiki as closely as possible to the wording that appears on the screen, duplicating capitalization, spacing, and punctuation
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a space

Specific Rules for Title

- Determining the title
- Titles not in English
- Titles in more than one language
- Titles ending in punctuation other than a period
- Titles containing a Greek letter or another special character

---

Box 144. Determining the title.

Some wikis do not clearly state the title. Use the following sources in the order given:

- Look for the most prominent (usually the largest) wording on the opening screen
- Use the "About" or similar link
- Look at the title bar of the Web browser (generally in the top left corner)
- Look for the title in the source code of the wiki if it is displayed by the Web browser

---

Box 145. Titles not in English.

- Provide the title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  PflegeWiki [Internet]. Gelsenkirchen (Germany): Verein zur Forderung Freier Informationen fur die Pflege e.V. 2004 Aug -   [cited 2007 May 5]. Available from: http://de.nursingwiki.org/. German.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

  Endotoksikoza [Internet].

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

  Chokaku shogai [Internet].

  or

  [Hearing impairments] [Internet].

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

Box 145 continued from previous page.

- ○ Treat letters marked with diacritics or accents as if they are not marked

  Å   *treated as*   A

  Ø   *treated as*   O

  Ç   *treated as*   C

  Ł   *treated as*   L

  à   *treated as*   a

  ĝ   *treated as*   g

  ñ   *treated as*   n

  ü   *treated as*   u

- ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

  æ   *treated as*   ae

  œ   *treated as*   oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

- Provide an English translation after the original language or romanized title when possible; place translations in square brackets

  PflegeWiki [Nursing Wiki] [Internet]. Gelsenkirchen (Germany): Verein zur Forderung Freier Informationen fur die Pflege e.V. 2004 Aug -   [cited 2007 May 5]. Available from: http://de.nursingwiki.org/. German.

Box 146. **Titles in more than one language.**

- If a wiki is written in several languages:

  - ○ Give the title in the first language found on the opening screens

  - ○ List all languages of publication after the availability statement

  - ○ Separate the languages by commas

  - ○ End the list of languages with a period

    Example:

    Wikipedia: the free encyclopedia [Internet]. St. Petersburg (FL): Wikimedia Foundation, Inc. 2001 -   [cited 2007 May 5]. Available from: http://www.wikipedia.org/. English, French, Japanese, Italian, Spanish, German, Polish, Dutch, Portuguese, Swedish, and others.

- If a wiki has equal text in two or more languages, as often occurs in Canadian publications:

Box 146 continued from previous page.

- ○ Give all titles in the order in which they are found on the opening screens

- ○ Place an equals sign with a space on either side between each title

- ○ List the particular languages, separated by commas, after the availability statement

- ○ End the list of languages with a period
  Example:

  Kikanshi kunai choonpa dansoho = Endobronchial ultrasonography [Internet]

Box 147. Titles ending in punctuation other than a period.

- Most titles end in a period. Place [Internet] before the period.

  The RHIO Wiki [Internet]. Washington: Center for Health Transformation. 2006 Aug 21 -   [cited 2007 May 5]. Available from: http://www.socialtext.net/rhiowiki/index.cgi

- If a title ends in another form of punctuation, keep that punctuation and follow [Internet] with a period

  Interns Wiki! [Internet].

Box 148. Titles containing a Greek letter or another special character.

- Reproduce the title of a wiki as closely as possible to the wording that appears on the screen, duplicating capitalization, spacing, and punctuation

  xanthusBase

  RxWiki

  WIKISURGERY

  A*L*S Wiki

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

  β-amino acids

  may become

  beta-amino acids

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

  TiO_2 Nanoparticles

  may become

  TiO(2) Nanoparticles

Examples for Title

1. Standard citation to a Wiki

2. Wiki title with subtitle

3. Wiki title with upper/lowercase letters and symbols

4. Wiki title in a language other than English

5. Wiki in multiple languages

Content Type for a Wiki (optional)

General Rules for Content Type

- Use a content type to alert the user that the reference is to a wiki, not to a standard book or Web site
- Begin type information with a left square bracket
- Enter the phrase "wiki on the"
- End the content type with space

Specific Rules for Content Type

- Titles ending in punctuation other than a period
- Titles not in English

Box 149. Titles ending in punctuation other than a period.

- Most titles end in a period. Place the closing period after the content type and type of medium.

    OpenWetWare [wiki on the Internet]. Cambridge (MA): Massachusetts Institute of Technology, Biological Engineering Division. 2005 May -   [modified 2007 Mar 4; cited 2007 May 4]. Available from: http://openwetware.org/.

- If a title ends in another form of punctuation, keep that punctuation. Place the content type and type of medium in square brackets after the title and end title information with a period.

    Health for You! [wiki on the Internet].

Box 150. Titles not in English.

- If a translation of a title is provided, put it in square brackets

- Place the content type and type of medium in square brackets after the translation

    Endotoksikoza [Endotoxicosis] [wiki on the Internet].

Examples for Content Type

6. Wiki with optional content type

Type of Medium for a Wiki (required)

General Rules for Type of Medium

- Place the word "Internet" in square brackets after the title (and Content Type, if present)

- End with a period, placed outside the closing bracket
- Add location information (the URL, etc.) according to the instructions under Availability below

Specific Rules for Type of Medium

- Both a content type and a type of medium
- Titles ending in punctuation other than a period
- Titles not in English

Box 151. Both a content type and a type of medium.

- Give the content type (wiki) and the phrase "on the" before the type of medium (Internet) in one set of square brackets

    OpenWetWare [wiki on the Internet]. Cambridge (MA): Massachusetts Institute of Technology, Biological Engineering Division. 2005 May -   [modified 2007 Mar 4; cited 2007 May 4]. Available from: http://openwetware.org/.

Box 152. Titles ending in punctuation other than a period.

- Most titles end in a period. Place [Internet] before the period

    WIKISURGERY [Internet]. London: Surgical Associates Ltd. 2006 Sep -   [modified 2007 Jan 30; cited 2007 May 3]. Available from: http://www.wikisurgery.com/.

- If a title ends in another form of punctuation, keep that punctuation and follow [Internet] with a period

    Health for You! [Internet].

Box 153. Titles not in English.

- If a translation of a title is provided, give the translation in square brackets after the original language or romanized title

- Place Internet in square brackets following the translation

- End with a period

    Example:

    PflegeWiki [Nursing Wiki] [Internet]. Gelsenkirchen (Germany): Verein zur Forderung Freier Informationen fur die Pflege e.V. 2004 Aug -   [cited 2007 May 5]. Available from: http://de.nursingwiki.org/. German.

Examples for Type of Medium

1. Standard citation to a Wiki

6. Wiki with optional content type

Editor and other Secondary Authors a Wiki (optional)

General Rules for Editor and other Secondary Authors

- Place the names of secondary authors, such as editors, curators, and moderators, after the Type of Medium
- Use the same rules for the format of names given in Author/Editor above
- Follow the last named editor with a comma and the word editor or editors; the last named curator with a comma and the word curator or curators, etc.
- End secondary author information with a period

Specific Rules for Editor and other Secondary Authors

- Role not named
- More than one type of secondary author
- Secondary author performing more than one role
- Non-English names for secondary authors
- Organization as editor or other secondary author

Box 154. Role not named.

- If a name or names are given for the individuals clearly responsible for the wiki's content but the specific role such as editor or curator is not provided, use the term "moderator" or "moderators"

  Jones J, moderator.

  Phillips SA, Sanger RG, moderators.

- If the same name(s) are given as publisher, do not also give them here as a secondary author

---

Box 155. More than one type of secondary author.

A wiki may have several types of secondary author.

- List all of them in the order they are given on the opening screens

- Separate each type of secondary author with the accompanying role by a semicolon

- End secondary author information with a period
  Examples:

  Smith BC, editor; Carson HT, moderator.

  Graber AF, Longstreet RG, moderators; Johnson CT, Marks C, Huston MA, editors.

Box 156. Secondary author performing more than one role.

If the same secondary author performs more than one role:

- List all of them in the order they are given in the publication

- Separate the roles by "and"

Box 156 continues on next page...

Box 156 continued from previous page.

- End secondary author information with a period

  Example:

  Jones AB, editor and moderator.

Box 157. Non-English names for secondary authors.

- Translate the word found for editor, translator, illustrator, or other secondary author into English if possible. However, the wording found on the publication may always be used.

- If not translated, ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å *treated as* A

    Ø *treated as* O

    Ç *treated as* C

    Ł *treated as* L

    à *treated as* a

    ĝ *treated as* g

    ñ *treated as* n

    ü *treated as* u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ *treated as* ae

    œ *treated as* oe

- Below is a brief list of non-English words for secondary authors:

Language	Word for Moderator	Word for Editor	Word for Translator	Word for Producer	Word for Illustrator
French	animateur	redacteur	traducteur	producteur	illustrateur
	moderateur	editeur			
German	diskussionsleiter	redakteur	ubersetzer	produzent	illustrator
	koodinator	herausgeber	dolmetscher	produzentin	
	moderator				
Italian	moderatore	redattore	traduttore	produttore	disegnatore
		curatore			
		editore			

Box 157 continues on next page...

Box 157 continued from previous page.

Language	Word for Moderator	Word for Editor	Word for Translator	Word for Producer	Word for Illustrator
Russian	arbitr	redaktor	perevodchik	rezhisser	konstruktor
	posryedneek	izdatel			
Spanish	moderador	redactor	traductor	productor	ilustrador
		editor		productora	

Box 158. Organization as editor or other secondary author.

An organization may be listed as an editor or other secondary author.

- Follow the instructions for entering the organizational name found under Organizations as author
- Place a comma, space, and the word editor, producer, or other role after the organization name

    Advisory Committee on Existing Chemicals of Environmental Relevance, editor.

- Separate multiple organizations by a semicolon

    International Kidney Society; European Renal Organization, curators.

Examples for Editor and other Secondary Authors

    7. Wiki with editors or curators named

Place of Publication for a Wiki (required)

General Rules for Place of Publication

- Use for place of publication the city where the wiki is published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province to avoid confusion when citing lesser known cities, or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code, when citing lesser known cities or when cities in different locations have the same name, such as Cambridge (MA) and Cambridge (England)
- Use the anglicized form for a non-US city, such as Vienna for Wien
- End place information with a colon

Specific Rules for Place of Publication

- Locating the place of publication
- Non-US cities
- Joint publication
- Multiple places of publication
- No place of publication can be found

Box 159. Locating the place of publication.

- Look at the top, bottom, or sidebar of the opening screens

- If it is not in one of these locations, try to obtain it from a link within the site, usually under a "contact us", "history", or similar link

- Look in the source code for the wiki if it is displayed by the Web browser

- If the place cannot be determined from the site itself:

  ○ Place the name in square brackets if the city can be reasonably inferred. For example, Chicago as the place of publication of a wiki issued by the American Medical Association.

    Clinfowiki [Internet]. [Portland (OR)]: Dean F. Sittig. 2005 Jul 25 -   [cited 2007 May 4]. Available from: http://www.informatics-review.com/wiki/index.php/Main_Page

  ○ Put the words "place unknown" in square brackets if it is not possible to infer or otherwise locate the city

    WikiOmics: open bioinformatics [Internet]. [place unknown]: Wikiomics. 2005 Nov -   [cited 2007 May 4]. Available from: http://wikiomics.org/.

Box 160. Non-US cities.

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, when possible. However, the name as found on the publication may always be used.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

    Å *treated as* A

    Ø *treated as* O

    Ç *treated as* C

    Ł *treated as* L

    à *treated as* a

    ĝ *treated as* g

    ñ *treated as* n

    ü *treated as* u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ *treated as* ae

    œ *treated as* oe

Box 160 continues on next page...

Box 160 continued from previous page.

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:

    Montreal (QC):

    Ottawa (ON):

    Vancouver (BC):

- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.

    London:

    Rome:

    Paris:

    Madrid:

    but

    Malaga (Spain): or Malaga (ES):

    Basel (Switzerland): or Basel (CH):

    Oxford (England): or Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

---

Box 161. Joint publication.

Two or more organizations may co-publish a wiki.

- Use the city of the first organization found on the opening screens (or on "contact us", "history", or other links if no place information appears on the opening screens), as the place of publication

- Put the name of the other organization(s) as a note at the end of the citation, if desired

    The RHIO Wiki [Internet]. Washington: Center for Health Transformation. 2006 Aug 21 - [cited 2007 May 5]. Available from: http://www.socialtext.net/rhiowiki/index.cgi Jointly published by eHealth Initiative and CHIME.

- Do not give multiple places as place of publication or include multiple publishers

---

Box 162. Multiple places of publication.

- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.
- An alternative is to use the place of publication and publisher likely to be most familiar to the audience of the reference list. For example, use the place of an American publisher for a US audience and a London publisher for a British one.

Box 163. No place of publication can be found.

- If no place of publication can be found on the opening screens or elsewhere on the site but the place can be reasonably inferred (e.g., Chicago as the place for a publication of the American Medical Association), place the city in square brackets, such as "[Chicago]"

  Clinfowiki [Internet]. [Portland (OR)]: Dean F. Sittig. 2005 Jul 25 -   [cited 2007 May 4]. Available from: http://www.informatics-review.com/wiki/index.php/Main_Page.

- If no place of publication can be found or inferred, use [place unknown]

  WikiOmics: open bioinformatics [Internet]. [place unknown]: Wikiomics. 2005 Nov -   [cited 2007 May 4]. Available from: http://wikiomics.org/.

Examples for Place of Publication

8. Wiki with well known place of publication

9. Wiki with geographic qualifier added to place of publication for clarity

10. Wiki with place of publication inferred

11. Wiki with unknown place of publication

Publisher for a Wiki (required)

General Rules for Publisher

- Use for publisher the individual or organization issuing the wiki
- Record the name of the publisher as it is found on the title page or opening screens, using whatever capitalization and punctuation appears
- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- When a division or other subsidiary part of a publisher appears in the publication, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a period

Specific Rules for Publisher

- Determining the publisher
- Abbreviated words in publisher names
- Non-English names for publishers
- Government agencies and other national and international bodies as publisher
- Joint publication
- Multiple publishers
- No publisher can be found

Box 164. Determining the publisher.

- Look at the top, bottom, or sidebar of the opening screens
- Look for the name after a copyright statement, e.g., copyright 2006 by the American Chemical Society or © Coastal Research Group

Box 164 continues on next page...

Box 164 continued from previous page.

- Try to obtain it from a link within the site, usually under a "contact us", "history", or similar link
- Look in the source code for the wiki if it is displayed by the Web browser
- If wording such as "this site is maintained by XYZ Corporation for ABC Organization" appears, consider ABC Organization the publisher and XYZ Corporation the distributor. Publisher information is required in a citation; distributor information may be included as a note.
- If no publisher can be identified, use "publisher unknown" in square brackets

---

Box 165. Abbreviated words in publisher names.

- Abbreviate commonly used words in publisher names, if desired

    Examples:

        Acad. for Academy

        Assoc. for Association

        Co. for Company

        Coll. for College

        Corp. for Corporation

        Dept. for Department

        Div. for Division

        Inst. for Institute or Institution

        Ltd. for Limited

        Soc. for Society

        Univ. for University

    See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

- Follow all abbreviated words with a period

Box 166. Non-English names for publishers.

- Give publisher names in the roman alphabet (French, Spanish, Italian, etc.) in their original language

        Rome: Societa Editrice Universo

        Lisbon: Imprensa Medica

- Romanize names in Cyrillic, Greek, Arabic, Hebrew, Korean

        Sofia (Bulgaria): Sofia Medizina i Fizkultura

Box 166 continued from previous page.

- Romanize names or translate names in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.

     Tokyo: Medikaru Rebyusha

     Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute]

     Taiyuan (China): Shanxi ke xue ji she chu ban she

     [Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized]

- If the name of a division of other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

     Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

     ○ Treat letters marked with diacritics or accents as if they are not marked

          Å *treated as* A

          Ø *treated as* O

          Ç *treated as* C

          Ł *treated as* L

          à *treated as* a

          ĝ *treated as* g

          ñ *treated as* n

          ü *treated as* u

     ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

          æ *treated as* ae

          œ *treated as* oe

- Follow a non-English name with a translation, if desired. Place all translated publisher names in square brackets.

     Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press]

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.

     Aarhus (Denmark): [Aarhus University Press]

Box 167. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

  National Cancer Institute (US)

  National Society on Alcoholism and Drug Dependence (NZ)

  Royal Society of Medicine Press Ltd. (GB)

  Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor of documents for the publisher. If wording such as "this site is maintained by XYZ Corporation for ABC Agency" appears, consider ABC Agency the publisher and XYZ Corporation the distributor. Publisher information is required in a citation; distributor information may be included as a note.

Box 168. Joint publication.

Two or more organizations may co-publish a wiki.

- Use the name of the first organization found on the opening screens (or on "contact us", "history", or other links if no publisher information appears on the opening screens), as the publisher

- Place the name of the other organization(s) as a note at the end of the citation, if desired

  Example:

  The RHIO Wiki [Internet]. Washington: Center for Health Transformation. 2006 Aug 21 -   [cited 2007 May 5]. Available from: http://www.socialtext.net/rhiowiki/index.cgi Jointly published by eHealth Initiative and CHIME.

- Do not give more than one name as publisher

Box 169. Multiple publishers.

- If more than one publisher is found on the opening screens, use the first one given or the one set in the largest type or bold type

- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.

- Do not list multiple publishers. For those publications with joint or co-publishers, use the name given first as the publisher and include the name(s) of the other(s) as a note if desired.

  The RHIO Wiki [Internet]. Washington: Center for Health Transformation. 2006 Aug 21 -   [cited 2007 May 5]. Available from: http://www.socialtext.net/rhiowiki/index.cgi Jointly published by eHealth Initiative and CHIME.

Box 170. No publisher can be found.

- If no publisher can be found, use [publisher unknown]

    ganfyd [wiki on the Internet]. [United Kingdom]: [publisher unknown]. [date unknown] - [modified 2007 May 4; cited 2007 May 5]. Available from: http://www.ganfyd.org/.

Examples for Publisher

12. Wiki with publisher having subsidiary division

13. Wiki with government agency or other national body as publisher

14. Wiki with individual as publisher

15. Wiki with joint publishers

16. Wiki with publisher inferred

17. Wiki with unknown publisher

Date of Publication for a Wiki (required)

General Rules for Date of Publication

- Give the beginning date, i.e., the date the wiki was created
- Always give the year
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month and day, if desired, after the year, such as 2004 May 6
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End date information with a space

Specific Rules for Date of Publication

- Locating the date of publication
- Multiple years of publication
- Non-English names for months
- Date of publication and date of copyright
- No date of publication, but a date of copyright
- No date of creation is provided
- Wiki is no longer accepting contributions
- Options for date of publication

Box 171. Locating the date of publication.

When wikis do not clearly state the date the wiki began (and closed):

- Look for a link titled "About", "History", etc., at the top, bottom, or on the sidebar of the opening screens

- If the beginning date cannot be found but the date of the earliest (and latest if closed) content posted to the wiki can be determined, place date information in square brackets

Box 171 continues on next page...

Box 171 continued from previous page.

> HLWiki [Internet]. Giustini D, Barsky E, Rowell G, Saunders J, Cho A, Stibravy R, curators. [Vancouver (BC)]: University of British Columbia. [2006 Aug] -   [cited 2007 May 5]. Available from: http://hlwiki.slais.ubc.ca/.

- If the neither the beginning date nor the dates of the earliest content posted to the wiki can be determined but the wiki contains a copyright date or date range, use that date preceded by "c", as c2007

> xanthusBase [wiki on the Internet]. [Syracuse (NY): Syracuse University, Welch Laboratory]. c2006 - [modified 2007 Mar 2; cited 2007 May 5]. Available from: http://www.xanthusbase.org/.

- If the date cannot be determined by any of the methods listed above, but the date can be estimated because of information found elsewhere, follow the date with a question mark and place date information in square brackets

> Wikikidney.org [Internet]. Fadem SZ, curator. [Houston (TX)]: Nephron Information Center. [2002?] -   [modified 2007 Apr 25; cited 2007 May 4]. Available from: http://wikikidney.org/.

- If none of the above can locate a date, use "date unknown" in square brackets

> HealthGrid [Internet]. [place unknown]: HealthGrid.org. [date unknown] -   [updated 2007 May 4; cited 2007 May 5]. Available from: http://wiki.healthgrid.org/.

Box 172. Multiple years of publication.

- For multiple years of publication, separate the first and last years of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

> 2002-2003
>
> 1997-1998
>
> 1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

> 1999 Oct-2000 Mar
>
> 2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen

> 2005 Jan-Feb
>
> 1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Box 173. Non-English names for months.

- Translate names of months into English

> *Box 173 continues on next page...*

Box 173 continued from previous page.

- Abbreviate them using the first three letters

- Capitalize them
  Examples:

  > mayo = May

  > luty = Feb

  > brezen = Mar

Box 174. Date of publication and date of copyright.

Some publications have both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the date of publication unless three or more years separates the two dates
- In this situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, "2002, c1997".

This convention alerts a user that the information is older than the date of publication implies.

Box 175. No date of publication, but a date of copyright.

- If no beginning date of publication can be found, use the earliest date of content/messages posted to the wiki

- If the neither the beginning date of the wiki nor the dates of the earliest content posted to the wiki can be determined, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005

  > xanthusBase [wiki on the Internet]. [Syracuse (NY): Syracuse University, Welch Laboratory]. c2006 - [modified 2007 Mar 2; cited 2007 May 5]. Available from: http://www.xanthusbase.org/.

  > Student Doctor Network Wiki [Internet]. [Granite Bay (CA)]: Coastal Research Group. c1999-2007 - [cited 2007 May 5]. Available from: http://studentdoctor.net/wiki//index.php/Main_Page

Box 176. No date of creation is provided.

- If the date the wiki began cannot be determined but the date of the earliest (and latest if closed) messages/content posted to the wiki can be determined, place date information in square brackets

  > HLWiki [Internet]. Giustini D, Barsky E, Rowell G, Saunders J, Cho A, Stibravy R, curators. [Vancouver (BC)]: University of British Columbia. [2006 Aug] -   [cited 2007 May 5]. Available from: http://hlwiki.slais.ubc.ca/.

- If the neither the beginning date nor the earliest dates of the content posted to the wiki can be determined but the wiki contains a copyright date or date range, use that date preceded by "c", as c2007

Box 176 continues on next page...

> xanthusBase [Internet]. [Syracuse (NY): Syracuse University, Welch Laboratory]. c2006 -   [modified 2007 Mar 2; cited 2007 May 5]. Available from: http://www.xanthusbase.org/.

> Student Doctor Network Wiki [Internet]. [Granite Bay (CA)]: Coastal Research Group. c1999-2007 - [cited 2007 May 5]. Available from: http://studentdoctor.net/wiki//index.php/Main_Page

- If the date cannot be determined by any of the methods listed above, but the beginning date can be estimated because of information found elsewhere, follow the date(s) with a question mark and place date information in square brackets

> Wikikidney.org [Internet]. Fadem SZ, curator. [Houston (TX)]: Nephron Information Center. [2002?] -   [modified 2007 Apr 25; cited 2007 May 4]. Available from: http://wikikidney.org/.

- If none of the above can locate a date, use "date unknown" in square brackets

> HealthGrid [Internet]. [place unknown]: HealthGrid.org. [date unknown] -   [updated 2007 May 4; cited 2007 May 5]. Available from: http://wiki.healthgrid.org/.

Box 177. Wiki is no longer accepting contributions.

If a wiki is closed, i.e., it is no longer accepting comments or contributions:

- Give the beginning and ending dates of the wiki

- Separate the two dates with a space, hyphen, space

- End date information with a space
  Examples:

> 2005 - 2006

> 2004 Jan - 2007 Feb

> 2005 Feb 3 - 2006 Dec 31

Box 178. Options for date of publication.

It is not NLM policy, but the date of publication may follow the title and type of medium in the list of references when the name-year system of in-text references is used.

- Use only the year of publication (omitting months and days) or of copyright if there is no publication date

- Keep the hyphen following the date when the wiki is open

- Include both the beginning and ending years if a wiki is closed

- Keep any square brackets surrounding a date

- Use [date unknown] if no date can be determined

- Place the year(s) or [date unknown] after the title and type of medium

- End date information with a period

Box 178 continued from previous page.

- Leave any date of update/revision and the date of citation in their usual locations

NLM citation:

Wikipedia: the free encyclopedia [Internet]. St. Petersburg (FL): Wikimedia Foundation, Inc. 2001 - [cited 2007 May 5]. Available from: http://en.wikipedia.org/.

Clinfowiki [Internet]. [Portland (OR)]: Dean F. Sittig. 2005 Jul 25 - [cited 2007 May 4]. Available from: http://www.informatics-review.com/wiki/index.php/Main_Page

xanthusBase [Internet]. [Syracuse (NY): Syracuse University, Welch Laboratory]. c2006 - [modified 2007 Mar 2; cited 2007 May 5]. Available from: http://www.xanthusbase.org/.

Student Doctor Network Wiki [Internet]. [Granite Bay (CA)]: Coastal Research Group. c1999-2007 - [cited 2007 May 5]. Available from: http://studentdoctor.net/wiki//index.php/Main_Page

HLWiki [Internet]. Giustini D, Barsky E, Rowell G, Saunders J, Cho A, Stibravy R, curators. [Vancouver (BC)]: University of British Columbia. [2006 Aug] - [cited 2007 May 5]. Available from: http://hlwiki.slais.ubc.ca/.

Name-year system of citation:

Wikipedia: the free encyclopedia [Internet]. 2001 - . St. Petersburg (FL): Wikimedia Foundation, Inc. [cited 2007 May 5]. Available from: http://en.wikipedia.org/.

Clinfowiki [Internet]. 2005 - . [Portland (OR)]: Dean F. Sittig. [cited 2007 May 4]. Available from: http://www.informatics-review.com/wiki/index.php/Main_Page

xanthusBase [Internet]. c2006 - . [Syracuse (NY): Syracuse University, Welch Laboratory]. [modified 2007 Mar 2; cited 2007 May 5]. Available from: http://www.xanthusbase.org/.

Student Doctor Network Wiki [Internet]. c1999-2007 - . [Granite Bay (CA)]: Coastal Research Group. [cited 2007 May 5]. Available from: http://studentdoctor.net/wiki//index.php/Main_Page

HLWiki [Internet]. [2006 Aug] - . Giustini D, Barsky E, Rowell G, Saunders J, Cho A, Stibravy R, curators. [Vancouver (BC)]: University of British Columbia. [cited 2007 May 5]. Available from: http://hlwiki.slais.ubc.ca/.

Examples for Date of Publication

18. Wiki with month/day included in date of publication

19. Wiki with date of copyright instead of date of publication

20. Wiki with date obtained from earliest additions

21. Wiki with date estimated

22. Wiki with unknown beginning date of publication

Date of Update/Revision for a Wiki (required)

General Rules for Date of Update/Revision

- Begin update/revision information with a left square bracket

- Use the word for update or revision provided, such as updated or modified
- Always give the year of update/revision
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month and day of update/revision, if provided, after the year, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End update/revision information with a semicolon and a space

Specific Rules for Date of Update/Revision

- Locating the date of update/revision
- Non-English names for months
- Both a date of update and a date of revision

Box 179. Locating the date of update/revision.

Wikis on the Internet are often updated or revised after initial presentation. Look for the date accompanied by such words as updated, modified, revised, reviewed:

- At the top, bottom, or sidebar of the opening screens
- In the source code for the wiki if it is displayed by the Web browser

---

Box 180. Non-English names for months.

- Translate names of months into English

- Abbreviate them using the first three letters

- Capitalize them
  Examples:

     mayo = May

     luty = Feb

     brezen = Mar

Box 181. Both a date of update and a date of revision.

Various words are used to show that the content of a wiki has been changed, including updated, modified, revised, reviewed.

- Use the wording supplied in the wiki

- Give all words expressing update/revision with the dates provided, in ascending date order

- Enter dates in the format year month day

- Separate words with their dates by a semicolon and a space

     updated 2006 May; modified 2006 Dec;

     revised 2005 Dec 5; updated 2006 Mar 30;

Box 181 continues on next page...

Box 181 continued from previous page.

- Add the date of citation and place all types of date in one set of square brackets

- End date information with a period placed outside the closing bracket
  Example:

    New York: Longworth. 2006 -   [reviewed 2006 Sep; updated 2006 Dec; cited 2007 Feb 1].

Examples for Date of Update/Revision

23. Wiki with update/revision date

Date of Citation for a Wiki (required)

General Rules for Date of Citation

- Always include the date the wiki was seen on the Internet
- Include the year month and day in that order, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- If a date of update/revision is given, place the date of citation after it and follow both dates with a right square bracket
- If no date of update/revision is given, place citation date information in square brackets
- End date information with a period placed outside the closing bracket

Specific Rules for Date of Citation

- Both a date of update/revision and a date of citation

Box 182. **Both a date of update/revision and a date of citation.**

Various words are used to show that the content of a wiki has been changed, including updated, modified, revised, reviewed.

- Begin with the date(s) of update/revision in the format year month day
  - Use the wording for update/revision supplied in the wiki
  - Give all words with the dates provided, in ascending date order. For example:

      reviewed 2004 Sep 1; modified 2006 Aug 17;

  - Separate words by a semicolon and a space
  - End the date(s) of update/revision with a semicolon and a space
- Enter the date cited in the format year month day
- Place all dates of update/revision and the date of citation in one set of square brackets
- End with a period placed outside the closing bracket
  Example:

> OpenWetWare [wiki on the Internet]. Cambridge (MA): Massachusetts Institute of Technology, Biological Engineering Division. 2005 May -   [modified 2007 Mar 4; cited 2007 May 4]. Available from: http://openwetware.org/.

Examples for Date of Citation

1. Standard citation to a Wiki

23. Wiki with update/revision date

Availability for a Wiki (required)

General Rules for Availability

- Begin with the phrase "Available from" followed by a colon and a space
- Insert the entire Uniform Resource Locator (URL); do not omit http://, www, or other beginning components
- End with a period only if the URL ends with a slash, otherwise end with no punctuation

Specific Rules for Availability

- Breaking long URLs
- URLs not directly addressable
- Multiple URLs

Box 183. Breaking long URLs.

Some URLs (Uniform Resource Locators) are longer than one line.

- Retain the entire string as found when possible
- Break a URL at a slash if necessary
- Do not insert a hyphen or a hard line break into a URL

Box 184. URLs not directly addressable.

The URL as displayed by the Web browser may not always be used to retrieve the wiki, i.e., it is not directly addressable.

- Always check to see if the URL is directly addressable

- If it is not, provide instructions for locating it from the closest addressable URL

  Example:

  > Available from: http://www.unimelb.edu.au/adi/ by using the wiki link.

Box 185. Multiple URLs.

If more than one URL can be used to locate a wiki:

- Give the URL you used in locating the wiki

- As an option, give all known URLs, separated by a space, a semicolon, and a space

  Example:

  > http://en.wikipedia.org/wiki/Main_Page ; http://fr.wikipedia.org/wiki/Accueil ; http://de.wikipedia.org/wiki/Hauptseite ; http://it.wikipedia.org/wiki/Pagina_principale ; http://es.wikipedia.org/wiki/Portada

Examples for Availability

1. Standard citation to a Wiki

Language for a Wiki (required)

General Rules for Language

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Wikis appearing in more than one language

Box 186. Wikis appearing in more than one language.

- If the contents of a wiki appear in several languages:

  - Give the title in the first language found on the opening screens

  - List all languages of publication after the Availability statement

  - Capitalize the language names

  - Separate the language names by commas

  - End the list of languages with a period

    Example:

    > Wikipedia: the free encyclopedia [Internet]. St. Petersburg (FL): Wikimedia Foundation, Inc. 2001 -   [cited 2007 May 5]. Available from: http://www.wikipedia.org/. English, French, Japanese, Italian, Spanish, German, Polish, Dutch, Portuguese, Swedish.

- If a wiki has equal text in two or more languages, as often occurs in Canadian publications:
  - Give all titles in the order they are presented on the opening screens
  - Separate them with an equals sign surrounded by a space
  - List all languages of publication after the Availability statement
  - Capitalize the language names
  - Separate the language names by commas
  - End the list of languages with a period

Box 186 continued from previous page.

- If each language version has its own URL, give the URL of the language you used. As an option, give the URLs for all languages. Separate them by a space, a semicolon, and a space.

    Wikipedia: the free encyclopedia [Internet]. St. Petersburg (FL): Wikimedia Foundation, Inc. 2001 - [cited 2007 May 5]. Available from: http://en.wikipedia.org/wiki/Main_Page ; http://fr.wikipedia.org/wiki/Accueil ; http://de.wikipedia.org/wiki/Hauptseite ; http://it.wikipedia.org/wiki/Pagina_principale ; http://es.wikipedia.org/wiki/Portada English, French, German, Italian, Spanish

- If no title is in English, follow with a translation when possible. Place the translation in square brackets.

Examples for Language

4. Wiki title in a language other than English

5. Wiki in multiple languages

Notes for a Wiki (optional)

General Rules for Notes

- Notes is a collective term for any further information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- System requirements
- Other types of material to include in notes

Box 187. System requirements.

System requirements describe the software and hardware needed to view and interact with the wiki.

- Begin with the phrase "System Requirements" followed by a colon and a space

- Use the publisher's wording; no standardization is needed

- Separate the types of information with semicolons

- End requirement information with a period

    Example:

    System Requirements: Windows 95 or higher; 200-megaHertz Pentium or higher; Random Access Memory 128-megabytes or higher; Modem Speed 56 Kilobits per second or higher; 20-MB hard disk space; 17-inch video graphics array; 800 x 600 pixels/high with color; Adobe Acrobat Reader 5.0; Internet Explorer 6.0 or higher.

Box 188. Other types of material to include in notes.

The notes element may be used to provide any further information. Begin by citing the wiki, then add the note. Examples of notes are:

Box 188 continued from previous page.

- Names of any previous titles for the wiki

  Radiopaedia.org [Internet]. [place unknown: publisher unknown]. 2005 Dec 6 -   [cited 2007 May 5]. Available from: http://www.radiopaedia.org/. Formerly called Wikiradiology.

- Information on any access requirements/limitations

  ganfyd [wiki on the Internet]. [United Kingdom]: [publisher unknown]. [date unknown] -   [modified 2007 May 4; cited 2007 May 5]. Available from: http://www.ganfyd.org/. Content/ comments accepted from physicians only.

- Explanations of initialisms or acronyms used in the title or publisher name of the wiki

  The RHIO Wiki [Internet]. Washington: Center for Health Transformation. 2006 Aug 21 -   [cited 2007 May 5]. Available from: http://www.socialtext.net/rhiowiki/index.cgi RHIO = Regional Health Information Organizations.

- The name of the organization(s) sponsoring or supporting the wiki

  WikiOmics: open bioinformatics [Internet]. [place unknown]: Wikiomics. 2005 Nov -   [cited 2007 May 4]. Available from: http://wikiomics.org/. Funded by the Godzik lab at the Burnham Institute for Medical Research in San Diego, CA.

  OpenWetWare [wiki on the Internet]. Cambridge (MA): Massachusetts Institute of Technology, Biological Engineering Division. 2005 May -   [modified 2007 Mar 4; cited 2007 May 4]. Available from: http://openwetware.org/. Current support from the National Science Foundation Biological Databases & Informatics Program and MIT's Cell Decision Process Center.

Examples for Notes

24. Wiki with supplemental note included

Examples of Citations to Wikis

1. Standard citation to a Wiki

WIKISURGERY [Internet]. London: Surgical Associates Ltd. 2006 Sep -   [modified 2007 Jan 30; cited 2007 May 3]. Available from: http://www.wikisurgery.com/.

Wikipedia: the free encyclopedia [Internet]. St. Petersburg (FL): Wikimedia Foundation, Inc. 2001 -   [cited 2007 May 5]. Available from: http://en.wikipedia.org/.

with optional content type

OpenWetWare [wiki on the Internet]. Cambridge (MA): Massachusetts Institute of Technology, Biological Engineering Division. 2005 May -   [modified 2007 Mar 4; cited 2007 May 4]. Available from: http:// openwetware.org/.

2. Wiki title with subtitle

Wikipedia: the free encyclopedia [Internet]. St. Petersburg (FL): Wikimedia Foundation, Inc. 2001 -   [cited 2007 May 5]. Available from: http://en.wikipedia.org/.

WikiOmics: open bioinformatics [Internet]. [place unknown]: Wikiomics. 2005 Nov -   [cited 2007 May 4]. Available from: http://wikiomics.org/.

3. Wiki title with upper/lowercase letters and symbols

OpenWetWare [Internet]. Cambridge (MA): Massachusetts Institute of Technology, Biological Engineering Division. 2005 May -   [modified 2007 Mar 4; cited 2007 May 4]. Available from: http://openwetware.org/.

xanthusBase [Internet]. [Syracuse (NY): Syracuse University, Welch Laboratory]. c2006 -   [modified 2007 Mar 2; cited 2007 May 5]. Available from: http://www.xanthusbase.org/.

ganfyd [Internet]. [United Kingdom]: [publisher unknown]. [date unknown] -   [modified 2007 May 4; cited 2007 May 5]. Available from: http://www.ganfyd.org/.

4. Wiki title in a language other than English

PflegeWiki [Internet]. Gelsenkirchen (Germany): Verein zur Forderung Freier Informationen fur die Pflege e.V. 2004 Aug -   [cited 2007 May 5]. Available from: http://de.nursingwiki.org/. German.

with translation included

PflegeWiki [Nursing Wiki] [Internet]. Gelsenkirchen (Germany): Verein zur Forderung Freier Informationen fur die Pflege e.V. 2004 Aug -   [cited 2007 May 5]. Available from: http://de.nursingwiki.org/. German.

5. Wiki in multiple languages

Wikipedia: the free encyclopedia [Internet]. St. Petersburg (FL): Wikimedia Foundation, Inc. 2001 -   [cited 2007 May 5]. Available from: http://www.wikipedia.org/. English, French, Japanese, Italian, Spanish, German, Polish, Dutch, Portuguese, Swedish.

6. Wiki with optional content type

OpenWetWare [wiki on the Internet]. Cambridge (MA): Massachusetts Institute of Technology, Biological Engineering Division. 2005 May -   [modified 2007 Mar 4; cited 2007 May 4]. Available from: http://openwetware.org/.

ganfyd [wiki on the Internet]. [United Kingdom]: [publisher unknown]. [date unknown] -   [modified 2007 May 4; cited 2007 May 5]. Available from: http://www.ganfyd.org/.

PubDrug [wiki on the Internet]. [place unknown: publisher unknown]. 2006 Nov 8 -   [cited 2007 May 5]. Available from: http://www.pubdrug.org/.

7. Wiki with editors or curators named

RxWiki [Internet]. Proctor KA, Staffa E, Roberts B, editors. Alexandria (VA): Community MTM Services, Inc. [2007?] -   [cited 2007 May 23]. Available from: http://www.rxwiki.com/.

Wikikidney.org [Internet]. Fadem SZ, curator. [Houston (TX)]: Nephron Information Center. [2002?] -   [modified 2007 Apr 25; cited 2007 May 4]. Available from: http://wikikidney.org/.

AskDrWiki: a medical Wiki with the goal of creating a collective online memory for physicians, nurses, and medical students [Internet]. Civello K, Jefferson B, Bailey S, McWilliams M, editors. [place unknown]: Open Access Medical Informatics Group. 2006 Nov -   [modified 2007 May 3; cited 2007 May 4]. Available from: http://www.askdrwiki.com/.

HLWiki [Internet]. Giustini D, Barsky E, Rowell G, Saunders J, Cho A, Stibravy R, curators. [Vancouver (BC)]: University of British Columbia. [2006 Aug] -   [cited 2007 May 5]. Available from: http://hlwiki.slais.ubc.ca/.

8. Wiki with well known place of publication

The RHIO Wiki [Internet]. Washington: Center for Health Transformation. 2006 Aug 21 -   [cited 2007 May 5]. Available from: http://www.socialtext.net/rhiowiki/index.cgi

9. Wiki with geographic qualifier added to place of publication for clarity

OpenWetWare [Internet]. Cambridge (MA): Massachusetts Institute of Technology, Biological Engineering Division. 2005 May -   [modified 2007 Mar 4; cited 2007 May 4]. Available from: http://openwetware.org/.

PflegeWiki [Internet]. Gelsenkirchen (Germany): Verein zur Forderung Freier Informationen fur die Pflege e.V. 2004 Aug -   [cited 2007 May 5]. Available from: http://de.nursingwiki.org/. German.

10. Wiki with place of publication inferred

Clinfowiki [Internet]. [Portland (OR)]: Dean F. Sittig. 2005 Jul 25 -   [cited 2007 May 4]. Available from: http://www.informatics-review.com/wiki/index.php/Main_Page

Student Doctor Network Wiki [Internet]. [Granite Bay (CA)]: Coastal Research Group. c1999-2007 -   [cited 2007 May 5]. Available from: http://studentdoctor.net/wiki//index.php/Main_Page

Flu Wiki [Internet]. [Virginia]: Melanie Mattson. 2005 Jun -   [modified 2007 Feb 21; cited 2007 May 4]. Available from: http://www.fluwikie.com/.

ganfyd [wiki on the Internet]. [United Kingdom]: [publisher unknown]. [date unknown] -   [modified 2007 May 4; cited 2007 May 5]. Available from: http://www.ganfyd.org/.

11. Wiki with unknown place of publication

WikiOmics: open bioinformatics [Internet]. [place unknown]: Wikiomics. 2005 Nov -   [cited 2007 May 4]. Available from: http://wikiomics.org/.

AskDrWiki: a medical Wiki with the goal of creating a collective online memory for physicians, nurses, and medical students [Internet]. Civello K, Jefferson B, Bailey S, McWilliams M, editors. [place unknown]: Open Access Medical Informatics Group. 2006 Nov -   [modified 2007 May 3; cited 2007 May 4]. Available from: http://www.askdrwiki.com/.

AIDS Wiki [Internet]. [place unknown: publisher unknown]. 2006 Jan -   [modified 2007 Apr 26; cited 2007 May 4]. Available from: http://www.reviewingaids.org/awiki/.

12. Wiki with publisher having subsidiary division

OpenWetWare [Internet]. Cambridge (MA): Massachusetts Institute of Technology, Biological Engineering Division. 2005 May -   [modified 2007 Mar 4; cited 2007 May 4]. Available from: http://openwetware.org/.

COLAB: an open Collaborative Work Environment (CWE) to support networking among Communities of Practice [Internet]. Washington: General Services Administration (US), Intergovernmental Solutions Division. [date unknown] -   [edited 2007 May 1; cited 2007 May 5]. Available from: http://colab.cim3.net/cgi-bin/wiki.pl?WikiHomePage#nid35OA

13. Wiki with government agency or other national body as publisher

COLAB: an open Collaborative Work Environment (CWE) to support networking among Communities of Practice [Internet]. Washington: General Services Administration (US), Intergovernmental Solutions Division. [date unknown] -   [edited 2007 May 1; cited 2007 May 5]. Available from: http://colab.cim3.net/cgi-bin/wiki.pl? WikiHomePage#nid35OA

14. Wiki with individual as publisher

Flu Wiki [Internet]. [Virginia]: Melanie Mattson. 2005 Jun -   [modified 2007 Feb 21; cited 2007 May 4]. Available from: http://www.fluwikie.com/.

Clinfowiki [Internet]. [Portland (OR)]: Dean F. Sittig. 2005 Jul 25 -   [cited 2007 May 4]. Available from: http:// www.informatics-review.com/wiki/index.php/Main_Page

15. Wiki with joint publishers

The RHIO Wiki [Internet]. Washington: Center for Health Transformation. 2006 Aug 21 -   [cited 2007 May 5]. Available from: http://www.socialtext.net/rhiowiki/index.cgi Jointly published by eHealth Initiative and CHIME.

16. Wiki with publisher inferred

xanthusBase [wiki on the Internet]. [Syracuse (NY): Syracuse University, Welch Laboratory]. c2006 -   [modified 2007 Mar 2; cited 2007 May 5]. Available from: http://www.xanthusbase.org/.

17. Wiki with unknown publisher

ganfyd [wiki on the Internet]. [United Kingdom]: [publisher unknown]. [date unknown] -   [modified 2007 May 4; cited 2007 May 5]. Available from: http://www.ganfyd.org/.

AIDS Wiki [Internet]. [place unknown: publisher unknown]. 2006 Jan -   [modified 2007 Apr 26; cited 2007 May 4]. Available from: http://www.reviewingaids.org/awiki/.

18. Wiki with month/day included in date of publication

AskDrWiki: a medical Wiki with the goal of creating a collective online memory for physicians, nurses, and medical students [Internet]. Civello K, Jefferson B, Bailey S, McWilliams M, editors. [place unknown]: Open Access Medical Informatics Group. 2006 Nov -   [modified 2007 May 3; cited 2007 May 4]. Available from: http://www.askdrwiki.com/.

Clinfowiki [Internet]. [Portland (OR)]: Dean F. Sittig. 2005 Jul 25 -   [cited 2007 May 4]. Available from: http:// www.informatics-review.com/wiki/index.php/Main_Page

19. Wiki with date of copyright instead of date of publication

xanthusBase [wiki on the Internet]. [Syracuse (NY): Syracuse University, Welch Laboratory]. c2006 -   [modified 2007 Mar 2; cited 2007 May 5]. Available from: http://www.xanthusbase.org/.

Student Doctor Network Wiki [Internet]. [Granite Bay (CA)]: Coastal Research Group. c1999-2007 -   [cited 2007 May 5]. Available from: http://studentdoctor.net/wiki//index.php/Main_Page

20. Wiki with date obtained from earliest additions

WikiMD [Internet]. Philadephia: Prab R. Tumpati. [2004] -   [cited 2007 May 5]. Available from: http:// 69.60.110.99/wikimd/index.php?title=Main_Page

HLWiki [Internet]. Giustini D, Barsky E, Rowell G, Saunders J, Cho A, Stibravy R, curators. [Vancouver (BC)]: University of British Columbia. [2006 Aug] -   [cited 2007 May 5]. Available from: http://hlwiki.slais.ubc.ca/.

21. Wiki with date estimated

Wikikidney.org [Internet]. Fadem SZ, curator. [Houston (TX)]: Nephron Information Center. [2002?] - [modified 2007 Apr 25; cited 2007 May 4]. Available from: http://wikikidney.org/.

RxWiki [Internet]. Proctor KA, Staffa E, Roberts B, editors. Alexandria (VA): Community MTM Services, Inc. [2007?] -   [cited 2007 May 23]. Available from: http://www.rxwiki.com/.

22. Wiki with unknown beginning date of publication

ganfyd [wiki on the Internet]. [United Kingdom]: [publisher unknown]. [date unknown] -   [modified 2007 May 4; cited 2007 May 5]. Available from: http://www.ganfyd.org/.

COLAB: an open Collaborative Work Environment (CWE) to support networking among Communities of Practice [Internet]. Washington: General Services Administration (US), Intergovernmental Solutions Division. [date unknown] -   [edited 2007 May 1; cited 2007 May 5]. Available from: http://colab.cim3.net/cgi-bin/wiki.pl? WikiHomePage#nid35OA

HealthGrid [Internet]. [place unknown]: HealthGrid.org. [date unknown] -   [updated 2007 May 4; cited 2007 May 5]. Available from: http://wiki.healthgrid.org/.

23. Wiki with update/revision date

OpenWetWare [Internet]. Cambridge (MA): Massachusetts Institute of Technology, Biological Engineering Division. 2005 May -   [modified 2007 Mar 4; cited 2007 May 4]. Available from: http://openwetware.org/.

HealthGrid [Internet]. [place unknown]: HealthGrid.org. [date unknown] -   [updated 2007 May 4; cited 2007 May 5]. Available from: http://wiki.healthgrid.org/.

24. Wiki with supplemental note included

The RHIO Wiki [Internet]. Washington: Center for Health Transformation. 2006 Aug 21 -   [cited 2007 May 5]. Available from: http://www.socialtext.net/rhiowiki/index.cgi RHIO = Regional Health Information Organizations.

ganfyd [wiki on the Internet]. [United Kingdom]: [publisher unknown]. [date unknown] -   [modified 2007 May 4; cited 2007 May 5]. Available from: http://www.ganfyd.org/. GANFYD stands for Get A Note From Your Doctor.

WikiOmics: open bioinformatics [Internet]. [place unknown]: Wikiomics. 2005 Nov -   [cited 2007 May 4]. Available from: http://wikiomics.org/. Funded by the Godzik lab at the Burnham Institute for Medical Research in San Diego, CA.

OpenWetWare [wiki on the Internet]. Cambridge (MA): Massachusetts Institute of Technology, Biological Engineering Division. 2005 May -   [modified 2007 Mar 4; cited 2007 May 4]. Available from: http:// openwetware.org/. Current support from the National Science Foundation Biological Databases & Informatics Program and MIT's Cell Decision Process Center.

RxWiki [Internet]. Proctor KA, Staffa E, Roberts B, editors. Alexandria (VA): Community MTM Services, Inc. [2007?] -   [cited 2007 May 23]. Available from: http://www.rxwiki.com/. Content accepted only from licensed pharmacists.

Radiopaedia.org [Internet]. [place unknown: publisher unknown]. 2005 Dec 6 -   [cited 2007 May 5]. Available from: http://www.radiopaedia.org/. Formerly called Wikiradiology.

25. A contribution to a wiki with authorship given

McEvoy D. The symptoms of IBS. c2006 [cited 2007 May 14]. In: WIKISURGERY [Internet]. London: Surgical Associates Ltd. 2006 -   . [5 paragraphs]. Available from: http://www.wikisurgery.com/index.php?title=The_symptoms_of_IBS

with author affiliation

Gardner PP (Molecular Evolution Group, Institute of Molecular Biology, University of Copenhagen, Copenhagen, Denmark). RNA phylogenetics. 2006 Sep 11 [modified 2006 Oct 4; cited 2007 May 14]. In: WikiOmics: open bioinformatics [Internet]. [place unknown]: Wikiomics. 2005 Nov -   . [about 2 screens]. Available from: http://wikiomics.org/wiki/RNA_phylogenetics

26. A contribution to a wiki without authorship given

RxWiki [Internet]. Proctor KA, Staffa E, Roberts B, editors. Alexandria (VA): Community MTM Services, Inc. [2007?] -   . Celecoxib; [modified 2007 May 9; cited 2007 May 23]; [about 5 p.]. Available from: http://www.rxwiki.com/~medicati/index.php?title=Celebrex

Appendixes

Appendix A. Abbreviations for Commonly Used English Words in Journal Titles

Created: October 10, 2007; Updated: October 2, 2015.

For a comprehensive list of title word abbreviations in many languages, or to search for an abbreviation, use the ISSN International Centre's *LTWA* (LTWA stands for List of Title Word Abbreviations, go to Access to the LTWA). The Centre updates this list annually.

When NLM created *Citing Medicine*, access to the LTWA source was only by subscription. The Centre adds new words and their abbreviations and changes abbreviations of some words over time. Because we do not regularly update the listing here (it was only updated once in 2009) and the LTWA is now free online to search or download, we have decided to remove this list from our publication.

Two general rules originally provided still apply, so we are retaining them here. The first is that you never abbreviate journal titles consisting of a single word, and the second is that you do not abbreviate journal titles in character-based languages.

Appendix B. Additional Sources for Journal Title Abbreviations

Created: October 10, 2007; Updated: October 2, 2015.

ISO 4 (International Organization for Standardization. Information and documentation - rules for the abbreviation of title words and titles of publications. Geneva (Switzerland): The Organization; 1997.) is the recognized authority for abbreviating words in journal titles. The *LTWA* (List of Title Word Abbreviations) for this standard is maintained by and available as a service from the ISSN International Centre in Paris.

The Source List below is selected alternative sources for journal title abbreviations for titles not found in the NLM Catalog in the Journals referenced in the NCBI databases list. These sources are considered authoritative within their specific area or discipline. Be aware that some do not use the ISO standard as their basis. For example, ISO does not permit abbreviations of the romanized words from titles appearing in character-based languages but some of these sources do permit it.

For abbreviations of individual words in a journal title, see Appendix A: Abbreviations for Commonly Used English Words in Journal Titles. Please note that you may see contradictory abbreviations for some words in titles because journal title abbreviations do not usually change when rules for specific words change.

Source List

Abbreviations of names of serials [Internet]. Providence (RI): American Mathematical Society; [revised 2015 Apr 1; cited 2015 May 5]. [30 p.]. Available from: http://www.ams.org/msnhtml/serials.pdf List gives the form of references used in Mathematical Reviews.

Alkire LG Jr., editor. Periodical title abbreviations: by title. 17th ed. Detroit (MI): Thompson Gale; c2007. 2 vol. Vol. 1, By abbreviation; vol. 2, By title. For the Kindle there is an 18th ed., c2013 published by Expedient Solutions (Spokane, WA).

All That JAS: Journal Abbreviation Sources [Internet]. [Fair Lawn (NJ)]: Stands4 LLC.; [200?] -   [cited 2015 May 5]. Available from: http://www.abbreviations.com/jas.php Originally compiled by Gerry McKiernan, Science and Technology Librarian and Bibliographer, Science and Technology Department, Iowa State University Library, Ames, IA.

Authors' guide [Internet]. 4th ed. Version 20081103. Boston (MA): American Meteorological Society; c2008. Appendix C: Standard journal abbreviations; [cited 2015 April 27]; p. 77-82. Available from: https://wiki.ucar.edu/download/attachments/52003891/authguide.pdf

BIOSIS serial sources. Vol. 2004. Philadelphia (PA): Thomson; 2004. 612 p.

CAS: a division of the American Chemical Society [Internet]. Columbus (OH): Chemical Abstracts Service; c2015. CAplus Core Journal Coverage List; [last updated 2014 Mar; cited 2015 April 27]; [about 65 p.]. Available from: http://www.cas.org/content/references/corejournals

Coghill AM, Garson LR, editors. The ACS style guide: effective communication of scientific information. 3rd ed. Washington (DC): American Chemical Society; 2006. CASSI abbreviations for the 1000+ most commonly cited journals; p.328-39.

EMBASE list of journals indexed. St. Louis (MO): Elsevier; 2006? Current online search tool available at http://www.embase.com/#journalsSearch/default

Genamics JournalSeek [Internet]. Hamilton (New Zealand): Genamics; [date unknown] -   [updated 2015 Feb 26; cited 2015 May 5]. Available from: http://journalseek.net/index.htm

HCMR Library. List of journal titles abbreviations [Internet]. Anavyssos (Greece): Hellenic Centre for Marine Research (GR), Library, Documentation & Information Centre; c2008-2010 [cited 2015 April 27]. [about 65 p.]. Available from: http://www.hcmr.gr/gr/listview3.php?id=703

Inspec list of journals. London (England): Institution of Engineering and Technology (IET); 2007. 550 p. Later versions are available for purchase and download in XML format through the IET shop

ISI journal title abbreviations [Internet]. Pasadena (CA): Caltech Library System; c2008 [cited 2008 Oct 21]. Available from: http://library.caltech.edu/reference/abbreviations/.

Journal Citation Reports® [Internet]. Sci. ed. New York: Thomson Reuters; 1998 -   [updated 2008 Jun 23; cited 2008 Oct 24]. Available from: http://www.thomsonreuters.com/products_services/scientific/Journal_Citation_Reports By subscription only, updated annually.

Journal titles and abbreviations (BIOSIS format) [Internet]. Gainesville (FL): University of Florida, Institute of Food and Agricultural Sciences, Entomology and Nematology Department; [cited 2015 April 27]. [about 39 p.]. Available from: http://entnemdept.ifas.ufl.edu/pubs/all_journals.htm

Lindstrom K, editor. Science and Engineering Journal Abbreviations [Internet]. Vancouver (CA): University of British Columbia, Woodward Library; [updated 2015 May 11; cited 2015 May 18]. Available from: http://woodward.library.ubc.ca/research-help/journal-abbreviations/.

List of Serials Indexed for Online Users [Internet]. Bethesda (MD): U.S. National Library of Medicine. 1983 -   [cited 2015 May 20]. Available from: http://www.nlm.nih.gov/tsd/serials/lsiou.html Need to first read the Terms and Conditions, then can follow directions to download the current file. Updated annually.

Patton G (National Cancer Institute at Frederick, Frederick, MD), editor. Biological journals and abbreviations [Internet]. Frederick (MD): [publisher unknown]; c1996-2013 [cited 2015 May 18]. Available from: http://home.ncifcrf.gov/research/bja/.

Appendix C. Abbreviations for Commonly Used English Words in Bibliographic Description

Created: October 10, 2007.

A
abridged = abr.
abstract = abstr.
academy = acad.
adaptation = adapt.
American = Amer.
and others = et al.
annotation = annot.
annual = annu.
association = assoc.
augmented = augm.
authorized = authoriz.

B
biannual = biannu.
bibliography = bibliogr.
bimonthly = bimonth.
biography = biogr.
brochure = broch.
bulletin = bull.

C
catalog = cat.
centimeter = cm.
chapter = chap.
commission = commiss.
company = co.
compiler = comp.
conference = conf.
column = col.
corporation = corp.

D
department = dept.
diagram = diagr.
dictionary = dict.
director = dir.
directory = dir.
dissertation = diss.
distribution = dist.
division = div.
Doctor = Dr.
document = doc.

E
edition = ed.
editor = ed.
encyclopedia = encycl.
English = Engl.
enlarged = enl.
European = Europ.
executive = exec.

F
facsimile = facs.
faculty = fac.
figure = fig.
foundation = found.
frontispiece = front.

G
gazette = gaz.
government = gov.

H
handbook = handb.

I
illustration = ill.
illustrator = ill.
impression = impr.
inch = in.
inclusive = incl.
incomplete = incompl.
index = ind.
information = inform.
institute = inst.
international = intern.
introduction = introd.
invariable = invar.

L
laboratory = lab.
library = libr.
literature = lit.

M
manual = man.
manuscript = ms.
meeting = meet.
microfiche = mfiche.
microfilm = mf.
millimeter = mm.
miscellaneous = misc.
modified = mod.
monograph = monogr.
monthly = month.

N
national = nat.
new series = n.s.
newspaper = newsp.
notice = not.
number = no.

O

P
pamphlet = pamph.
paperback = pbk.
part = pt.
periodical = period.
photography = phot.
picture = pict.
portrait = portr.
posthumous = posth.
preface = pref.
preliminary = prelim.
preparation = prep
preprint = prepr.
printed = print.
proceedings = proc.
professor = prof.
program = progr.
pseudonym = pseud.
publication = publ.
publisher = publ.

Q
quarterly = quart.

R
reference = ref.
reprint = repr.
reproduction = reprod.
responsible = resp.
revised = rev.

S
scientific = sci.
section = sect.
separate = sep.
series = ser.
session = sess.
society = soc.
special = spec.
successor = success.
summary = summ.
supplement = suppl.
symposium = symp.

T
table = tab.
translation = transl.
translator = transl.
transliteration = translit.

U
university = univ.

Table continued from previous page.

explanation = expl. extract = extr.	observation = observ. original = orig.	**V** volume = vol. **Y** year = y. yearbook = yb.

Appendix D. ISO Country Codes for Selected Countries

Created: October 10, 2007.

Source: International Organization for Standardization. Codes for the representation of names of countries and their subdivisions. Part 1: Country codes. Geneva (Switzerland): The Organization; 1997. (ISO 3166-1: 1997).

Country	Two-letter Abbreviation	Country	Two-letter Abbreviation
Afghanistan	AF	Laos	LA
Albania	AL	Latvia	LV
Algeria	DZ	Lebanon	LB
Andorra	AD	Lesotho	LS
Angola	AO	Liberia	LR
Antigua and Barbuda	AG	Libya	LY
Argentina	AR	Liechtenstein	LI
Armenia	AM	Lithuania	LT
Australia	AU	Luxembourg	LU
Austria	AT	Macedonia	MK
Azerbaijan	AZ	Madagascar	MG
Bahamas	BS	Malawi	MW
Bahrain	BH	Malaysia	MY
Bangladesh	BD	Maldives	MV
Barbados	BB	Mali	ML
Belarus	BY	Malta	MT
Belgium	BE	Marshall Islands	MH
Belize	BZ	Mauritania	MR
Benin	BJ	Mauritius	MU
Bhutan	BT	Mexico	MX
Bolivia	BO	Micronesia	FM
Bosnia and Herzegowina	BA	Moldova	MD
Botswana	BW	Monaco	MC
Brazil	BR	Mongolia	MN
Brunei Darussalam	BN	Morocco	MA
Bulgaria	BG	Mozambique	MZ
Burkina Faso	BF	Myanmar	MM
Burundi	BI	Namibia	NA
Cambodia	KH	Nauru	NR
Cameroon	CM	Nepal	NP
Canada	CA	Netherlands	NL
Cape Verde	CV	New Zealand	NZ
Central African Republic	CF	Nicaragua	NI

Table continued from previous page.

Country	Two-letter Abbreviation	Country	Two-letter Abbreviation
Chad	TD	Niger	NE
Chile	CL	Nigeria	NG
China	CN	Norway	NO
Colombia	CO	Oman	OM
Comoros	KM	Pakistan	PK
Congo, Democratic Republic	CD	Palau	PW
Congo, People's Republic	CG	Panama	PA
Costa Rica	CR	Papua New Guinea	PG
Cote d'Ivoire	CI	Paraguay	PY
Croatia (Local Name: Hrvatska)	HR	Peru	PE
Cuba	CU	Philippines	PH
Cyprus	CY	Poland	PL
Czech Republic	CZ	Portugal	PT
Denmark	DK	Qatar	QA
Djibouti	DJ	Puerto Rico	PR
Dominica	DM	Romania	RO
Dominican Republic	DO	Russian Federation	RU
East Timor	TL	Rwanda	RW
Ecuador	EC	Saint Kitts and Nevis	KN
El Salvador	SV	Saint Lucia	LC
Equatorial Guinea	GQ	Saint Vincent and the Grenadines	VC
Eritrea	ER	Samoa	WS
Estonia	EE	San Marino	SM
Ethiopia	ET	Sao Tome and Príncipe	ST
Fiji	FJ	Saudi Arabia	SA
Finland	FI	Senegal	SN
France	FR	Serbia and Montenegro	CS
Gabon	GA	Seychelles	SC
Gambia	GM	Sierra Leone	SL
Georgia	GE	Singapore	SG
Germany	DE	Slovakia (Slovak Republic)	SK
Ghana	GH	Slovenia	SI
Greece	GR	Solomon Islands	SB
Grenada	GD	Somalia	SO
Greenland	GL	South Africa	ZA
Guatemala	GT	Spain	ES
Guinea	GN	Sri Lanka	LK

Table continued from previous page.

Country	Two-letter Abbreviation	Country	Two-letter Abbreviation
Guinea-Bissau	GW	Sudan	SD
Guyana	GY	Suriname	SR
Haiti	HT	Swaziland	SZ
Honduras	HN	Sweden	SE
Hong Kong	HK	Switzerland	CH
Hungary	HU	Syrian Arab Republic	SY
Iceland	IS	Tajikistan	TJ
India	IN	Tanzania	TZ
Indonesia	ID	Taiwan	TW
Iran	IR	Tanzania	TZ
Iraq	IQ	Thailand	TH
Ireland	IE	Togo	TG
Israel	IL	Tonga	TO
Italy	IT	Trinidad and Tobago	TT
Jamaica	JM	Tunisia	TN
Japan	JP	Turkey	TR
Jordan	JO	Turkmenistan	TM
Kazakhstan	KZ	Tuvalu	TV
Kenya	KE	Uganda	UG
Kiribati	KI	Ukraine	UA
Korea, Democratic People's Republic	KP	United Arab Emirates	AE
Korea, Republic	KR	United Kingdom	GB
Kuwait	KW	United States	US
Kyrgyzstan	KG	Uruguay	UY

Appendix E. Two-Letter Abbreviations for Canadian Provinces and Territories and U.S. States and Territories

Created: October 10, 2007.

Canadian Provinces and Territories	Two-Letter Abbreviation
Alberta	AB
British Columbia	BC
Manitoba	MB
New Brunswick	NB
Newfoundland and Labrador	NL
Northwest Territories	NT
Nova Scotia	NS
Nunavut	NU
Ontario	ON
Prince Edward Island	PE
Quebec	QC
Saskatchewan	SK
Yukon	YT

U.S. States and Territories	Two-Letter Abbreviation
Alabama	AL
Alaska	AK
American Samoa	AS
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Federated States of Micronesia	FM
Florida	FL
Georgia	GA
Guam	GU
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS

Table continued from previous page.

U.S. States and Territories	Two-Letter Abbreviation
Kentucky	KY
Louisiana	LA
Maine	ME
Marshall Islands	MH
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Northern Mariana Islands	MP
Ohio	OH
Oklahoma	OK
Oregon	OR
Palau	PW
Pennsylvania	PA
Puerto Rico	PR
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virgin Islands	VI
Virginia	VA
Washington	WA
West Virginia	WV

Table continued from previous page.

U.S. States and Territories	Two-Letter Abbreviation
Wisconsin	WI
Wyoming	WY

Appendix F. Notes for Citing MEDLINE® /PubMed®

Created: October 10, 2007; Updated: August 11, 2015.

Citing Medicine rules follow the National Information Standards Organization (NISO) recommendations. NLM practice does not always follow NISO standards in MEDLINE/PubMed citations for a variety of reasons.

The following are exceptions to NISO standards and *Citing Medicine* for ten citation elements found in Chapter 1A Journal Articles and Chapter 23A Journal Articles on the Internet.

1. For Author

MEDLINE/PubMed:

- also shows the full names of authors, when available, in MEDLINE and XML displays (since 2002)
- records the organization names as given in the journal article. There are no standardization rules
- places editor or translator names in the author position of a citation when an author name can't be found. However, the role of "editor" or "translator" does not follow the name
- makes a distinction between authorship and investigators (also known as collaborators). The latter were implemented in journal citations created in late March 2008 forward; they are individuals who contributed to the research study but are not necessarily authors.

MEDLINE/PubMed does not:

- display ISO country codes following organization names of national bodies that don't include nationality in the name
- translate non-English organizational names

Return to Chapter 1. Journals / A. Journal Articles / Author, or

Chapter 23. Journals on the Internet / A. Journal Articles on the Internet / Author

2. For Author Affiliation

MEDLINE/PubMed:

- includes the affiliation of the first author only; took the affiliation as given in the article (1988-2013)
- includes "USA" at the end of the affiliation for all US authors (1995-2013)
- includes affiliation for each author if supplied by publisher (December 2013 -   )
- includes multiple affiliations for each author or contributor if supplied by publisher (December 2014 -   )

MEDLINE/PubMed does not:

- standardize the author affiliation field
- add information about the city, state or country of an organization
- change the order of the organization and department. The order is as the publisher gives it in the article.

Return to Chapter 1. Journals / A. Journal Articles / Author Affiliation, or

Chapter 23. Journals on the Internet / A. Journal Articles on the Internet / Author Affiliation

3. For Article Title

MEDLINE/PubMed:

- displays only the English language title for two or more equal languages, but indicates all languages of publication. Displays the transliterated or vernacular title submitted by the publisher in place of an English translation provided by the human indexer when that English translation is not yet available.
- omits the fonts of superscripts and subscripts when they cannot be reproduced and the meaning is not compromised. For example, H20 is commonly recognized as water; however, 10^6 will be displayed as 10(6).
- displays the article title in the case style used by the journal itself, effective June 15, 2015. Prior to this date, NLM edited the journal article title case to be sentence style (capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms) for citations dating from about 1966 forward. Pre-1966 citations were converted from the original print indexes (Cumulated Index Medicus and Current List of Medical Literature) and use the case from the print index.

Return to Chapter 1. Journals / A. Journal Articles / Article Title, or

Chapter 23. Journals on the Internet / A. Journal Articles on the Internet / Article Title

4. For Article Type

- MEDLINE/PubMed does not index individual meeting abstracts or book reviews
- Letters to the editor and editorials are indicated only under publication type in the Abstract display, and in the PT field in the MEDLINE view
- Interviews are indicated by publication type in the Abstract display, and in the PT field in the MEDLINE view
- The interviewer's name was included after the article title and introduced with the phrase "Interview by" through 2014. Effective 2015, the interviewee is the first author and the interviewer is the second author.

Return to Chapter 1. Journals / A. Journal Articles / Article Type, or

Chapter 23. Journals on the Internet / A. Journal Articles on the Internet / Article Type

5. For Journal Title (Journal Title Abbreviation)

After NLM establishes an abbreviation for a title, it usually stays that way in MEDLINE/PubMed, even if the rules change. You may see contradictory abbreviations for some words in titles; for example:

Academy of Management Journal abbreviated as Acad Manage J in 1963

but

Access Management Journal abbreviated as Access Manag J in 2003

Return to Chapter 1. Journals / A. Journal Articles / Journal Title, or

Chapter 23. Journals on the Internet / A. Journal Articles on the Internet / Journal Title

6. For Edition

After NLM establishes an abbreviation for a title with an edition, the abbreviation usually stays that way in MEDLINE/PubMed, even if the rules change. You may see contradictory abbreviations for some titles with editions; for example:

Archives of Disease in Childhood. Fetal and Neonatal Edition. was established as

Arch Dis Child Fetal Neonatal Ed

not

Arch Dis Child (Fetal Neonatal Ed)

but

British Medical Journal. Clinical Research Edition. was established as Br Med J (Clin Res Ed)

Return to Chapter 1. Journals / A. Journal Articles / Edition, or

Chapter 23. Journals on the Internet / A. Journal Articles on the Internet / Edition

7. For Type of Medium

- NLM indexes Internet journals, but does not currently display a type of medium for them in most PubMed displays; however, users may determine the type of medium that NLM used for creating the citation and indexing the article by viewing the PubMed XML format display. The version used is in the XML element <Journal Issue CitedMedium=>. Valid values after the equals sign are Print for the hard copy of a journal, and Internet for the Web-based version.
- NLM does not currently index journals in microform, CD-ROM, DVD, or audiovisual format

Return to Chapter 1. Journals / A. Journal Articles / Type of Medium, or

Chapter 23. Journals on the Internet / A. Journal Articles on the Internet / Type of Medium

8. For Physical Description

- NLM does not currently index journals in microform, CD-ROM, DVD, or audiovisual format

Return to Chapter 1. Journals / A. Journal Articles / Physical Description

9. For Language

- MEDLINE/PubMed displays citation information only in English, but indicates all languages of publication. Translated article titles are shown in brackets to indicate a translation.

Return to Chapter 1. Journals / A. Journal Articles / Language, or

Chapter 23. Journals on the Internet / A. Journal Articles on the Internet / Language

10. For Location (Pagination or Notes)

- MEDLINE/PubMed permits publishers to choose between using traditional pagination or electronic article numbers, or using both. In cases where publishers supply article numbers as electronic location data only (not as pagination), these numbers appear as notes and pagination is absent. The unique identifiers for a citation may also appear as notes.

  - MEDLINE/PubMed example, a publisher-supplied article number for pagination:

    J Med Internet Res. 2008 Apr 18;10(2):e11. PubMed PMID: 18440918; PubMed Central PMCID: PMC2483923.

  - MEDLINE/PubMed example, publisher-supplied article number as a locator without calling it pagination, no pagination (pii means Publisher Item Identifier):

Euro Surveill. 2008 May 8;13(19). pii: 18863. PubMed PMID: 18761981.

- ○ MEDLINE/PubMed example showing the use of article number as both pagination and a note (doi means Digital Object Identifier):

BMJ. 2008 Jul 1;337:a295. doi: 10.1136/bmj.a295. PubMed PMID: 18595903; PubMed Central PMCID: PMC2453298.

Return to Chapter 23. Journals on the Internet / A. Journal Articles on the Internet / Location (Pagination), or

Chapter 23. Journals on the Internet / A. Journal Articles on the Internet / Notes.

Appendix. Content Updates

Created: December 21, 2009; Updated: August 5, 2020.

The Content Updates Appendix includes an inventory of the publication's updates and corrections since its publication in October 2007. The most recent updates and corrections appear at the top of the page.

The updates and corrections are organized by:

- *Update* – Highlights updates to the *Citing Medicine* user interface, content delivery, and the NCBI Bookshelf, the internal management system.
- *Change Log* – Identifies the location of the content updates and corrections within the *Citing Medicine* chapter sections and appendixes.

Change Log for August 5, 2020

Chapter/Appendix	Section Updated	Update/Correction
Chapter 3: Conference Publications	Part B, Conference Papers – Examples of Citations	New example at 16. Paper for a Cancelled Conference
Chapter 12: Papers and Poster Sessions Presented at Meetings	Examples of Citations	New example at 18. Paper/Poster for a Cancelled Conference

Change Log for May 18, 2018

Chapter/Appendix	Section Updated	Update/Correction
Chapter 1A: Journal Articles	Citation Rules with Examples	Added punctuation in Box 22
Multiple chapters	Citation Rules with Examples	In Chapters 1, 11, 19, and 23, in the box called "Abbreviation rules for journal titles," in the item "Other sources for title-word abbreviations," updated hyperlinks
Chapter 24: Databases/Retrieval Systems/Datasets on the Internet	Examples of Citations	Updated two mentions of DailyMed to match the current hyperlink syntax

Change Log for August 9, 2017

Chapter/Appendix	Section Updated	Update/Correction
Chapter 24: Databases/Retrieval Systems/Datasets on the Internet		Updated chapter title and sections to include datasets (was "Chapter 24: Databases/Retrieval Systems on the Internet")

Change Log for March 17, 2017

Chapter/Appendix	Section Updated	Update/Correction
Chapter 13: Letters and Other Personal Communication	Introduction	Updated Chapter 13 "See Also" reference for the newly renamed Chapter 14: Manuscripts and Preprints
Chapter 14: Manuscripts and Preprints	C. Preprints: Introduction and Examples	Added new section. Updated chapter title (was "Manuscripts")

Change Log for August 10, 2016

Chapter/Appendix	Section Updated	Update/Correction
Chapter 24A: Entire Databases/Retrieval Systems on the Internet	Examples of Citations	Added two new citations to end of section
Chapter 21: Additional Sources for Journal Title Abbreviations		Added link to the above as "Examples of Citations to Computer Programs (Software) on the Internet"

Change Log for October 2, 2015

Chapter/Appendix	Section Updated	Update/Correction
Appendix A: Abbreviations for Commonly Used English Words in Journal Titles		Replaced list of abbreviations for commonly used English words in journal titles with link to the ISSN International Centre's *LTWA*
Appendix B: Additional Sources for Journal Title Abbreviations		Updated information about the ISSN International Centre's *LTWA's* online availability in first paragraph

Change Log for August 11, 2015

Chapter/Appendix	Section Updated	Update/Correction
Multiple Chapters	Citation Rules with Examples	Minor changes for consistency for using "doi" rather than "DOI" when not used as a heading or as part of a name in multiple examples
Multiple Chapters	Citation Rules with Examples	Minor changes for consistency of "Korean" for "Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)" and "Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese"
Multiple Chapters	Citation Rules with Examples	Corrected "jaargan g" to "jaargang" in all instances for "Non-English names for volume"
Multiple Chapters	Citation Rules with Examples	Changed "sostavityel" to "sostavitel" in all instances of "Non-English names for secondary authors" for consistency
2015 Foreword		Added new forward commenting on ANSI/NISO Z39.29 Bibliographic References
Chapter 1A: Journal Articles	Citation Rules with Examples	Corrected information about citing BMJ or British Medical Journal based on publication date in "General Rules for Journal Title"
Chapter 2A: Entire Books	Citation Rules with Examples	Added example to "39. Book with date of publication and date of copyright"
Chapter 3A: Conference Proceedings	Citation Rules with Examples	Corrected "2003 Apr 30-Mar 2" to "2003 Apr 30-May 2" for "Dates cross months" for "Specific Rules for Date of Conference"
Chapter 3B: Conference Papers	Citation Rules with Examples	Corrected subscripted characters in citation examples for "Titles of papers containing a Greek letter, chemical formula, or another special character" to "Specific Rules for Title"
Chapter 3C: Parts of Conference Papers	Citation Rules with Examples	Corrected citation in "9. Part of a paper with no page number provided"
Chapter 4A: Entire Reports	Citation Rules with Examples	Corrected citation for "1. Standard report written and published by the sponsoring organization"
Chapter 5. Dissertations and Theses	Citation Rules with Examples	Added citation in "Titles not in English"

Table continued from previous page.

Chapter 6A: Entire Bibliographies	Citation Rules with Examples	Corrected punctuation in heading for "5. Bibliography with organization as compiler"
Chapter 8: Newspaper Articles	Introduction	Corrected punctuation in citation diagram
Chapter 8: Newspaper Articles	Citation Rules with Examples	Minor clarification of volume and issue information in "Date of Publication for Newspaper Articles" and "Optional volume and issue numbers used instead of section information"
Chapter 16B: Journal Titles in Audiovisual Formats	Citation Rules with Examples	Removed an example from "No volume number present" in "Specific Rules for Volume Number" and "No issue number present" in "Specific Rules for Issue Number"
Chapter 17A: Individual Prints and Photographs	Citation Rules with Examples	Removed link to Chapter 16 in "Type of Medium for Individual Prints and Photographs"
Chapter 18: Books and Other Individual Titles on CD-ROM, DVD, or Disk	Citation Rules with Examples	Added link to "36. Book on CD-ROM, DVD, or disk in more than one medium" to "Extent (Pagination)" and "Physical Description"
Chapter 20: Databases on CD-ROM, DVD or Disk	Citation Rules with Examples	Corrected example in "22. Database on CD-ROM, DVD, or disk with government agency or other national body as publisher"
Chapter 21: Computer Programs on CD-ROM, DVD, or Disk	Citation Rules with Examples	Corrected title from "Non-English names for programs" to "Non-English names for months" in "Date of Update/Revision"
Chapter 22A: Entire Books and Other Individual Titles on the Internet	Citation Rules with Examples	Added examples to "7. Book on the Internet with an organization as author," "23. Book on the Internet with qualifier added to place of publication for clarity," and "39. Book on the Internet that is a video, videocast, or podcast"
Chapter 22B: Parts of Books on the Internet	Citation Rules with Examples	Corrected "End with a semicolon placed outside the closing bracket" in "Both a date of update/revision and a date of citation" in "Specific Rules for Date of Citation" and "Part is a video clip, videocast, or podcast" in "Specific Rules for Name and Number/Letter" and "Specific Rules for Location (Pagination)"
Chapter 22C: Contributions to Books on the Internet	Citation Rules with Examples	Corrected example in "Both a date of update/revision and a date of citation" in "Specific Rules for Date of Citation"
Chapter 23A: Journal Articles on the Internet	Citation Rules with Examples	Added examples to "12. Journal article on the Internet not in English," "15. Journal article on the Internet with optional article type," "30. Journal article on the Internet with location expressed as standard page numbers," "34. Journal article on the Internet with location/extent expressed as estimated number of pages," and "36. Journal article on the Internet with location/extent expressed as an article number"
Chapter 23B: Journal Titles on the Internet	Citation Rules with Examples	Corrected examples for "Journals appearing in more than one language" in "Specific Rules for Title" and "Specific Rules for Language" and "No issue number present" in "Specific Rules for Issue Number"
Chapter 24A: Entire Databases/Retrieval Systems on the Internet	Citation Rules with Examples	Corrected acronym for BOND in example for "Other types of material to include in notes" in "Specific Rules for Notes"

Chapter 24A: Entire Databases/Retrieval Systems on the Internet	Citation Rules with Examples	Added examples to "1. Standard citation to an open serial database," "5. Database/retrieval system on the Internet with an individual as author," "7. Database/retrieval system on the Internet with an organization as author," "8. Database/retrieval system on the Internet with editors where there is no author," "18. Database/retrieval system on the Internet with an edition or version," "24. Database/retrieval system on the Internet title with government agency or other national body as publisher," "27. Database/retrieval system on the Internet title with month/day included in date of publication," "31. Database/retrieval system on the Internet with date estimated," "33. Database/retrieval system on the Internet with update/revision date" and "37. Database/retrieval system on the Internet with supplemental note included." Modified example in "13. Database/retrieval system on the Internet title with upper/lowercase letters and symbols" for consistency.
Chapters 24B: Part of a Database on the Internet	Citation Rules with Examples	Corrected "date known" to "date unknown" in "Locating the date of publication" and "Locating the date of publication if there is no standard title page"
Chapter 24B: Parts of Databases on the Internet	Citation Rules with Examples	Removed an example from "6. Part of a database on the Internet with a date of publication separate from the date of the database as a whole"
Chapter 24C: Contributions to Databases on the Internet	Citation Rules with Examples	Added examples to "2. Standard contribution to a database on the Internet with a separate date for the item," "8. Contribution to a database on the Internet with extent provided by the database," and "11. Contribution to a database on the Internet with a note"
Chapter 24C: Contributions to Databases on the Internet	Citation Rules with Examples	Corrected example for "9. Contribution to a database on the Internet with extent calculated"
Chapter 25A: Homepages	Citation Rules with Examples	Added examples to "5. Homepage with an organization(s) as author," "20. Homepage published with publisher having subsidiary division," "21. Homepage with government agency or other national body as publisher," "27. Homepage with months/days included in date of publication," "34. Homepage with optional system requirements," and "36. Homepage with supplemental note included"
Chapter 25B: Parts of Web Sites	Citation Rules with Examples	Corrected example for "No date of publication or copyright can be found" in "Specific Rules for Date of Publication"
Chapter 25B: Parts of Web Sites	Citation Rules with Examples	Corrected placement of semicolon in rule for "Both a date of update/revision and a date of citation" in "Specific Rules for Date of Citation"
Chapter 25B: Parts of Web Sites	Citation Rules with Examples	Corrected example in "8. Part of a Web site with date(s) of update/revision"
Chapter 25B: Parts of Web Sites	Citation Rules with Examples	Added examples to "7. Part of a Web site with a date of publication separate from the date of the Web site" and "11. Part of a Web site with location (pagination) estimated as page numbers"
Chapter 26C: Blogs	Citation Rules with Examples	Corrected "date known" to "date unknown" in "No beginning date is provided" and "Locating the date of publication"
Chapter 26D: Wikis	Citation Rules with Examples	Corrected "date known" to "date unknown" in "Locating the date of publication" and "No date of creation is provided"
Appendix B: Additional Sources for Journal Title Abbreviations		Revised introduction and updated all of the resources in the "Source List"
Appendix F: Notes for Citing MEDLINE® / PubMed®		Revised "2. For Author Affiliation," "3. For Article Title," and "4. For Article Type." Changed nine to ten citation elements in introduction.

Change Log for September 15, 2011

Chapter/Appendix	Section Updated	Update/Correction
Chapter 1A: Journal Articles	Citation Rules with Examples	Minor changes for consistency to "Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew) or character-based languages (Chinese, Japanese, Korean)" in "Specific Rules for Authors," and "Discontinuous page numbers" in "Specific Rules for Location (Pagination)"
Chapter 1A: Journal Articles	Examples of Citations	Modified citation and added citation to "75. Other types of notes for journal articles"
Chapter 2D: Contributions to Books	Citation Rules with Examples	Minor changes for consistency to "Other surname rules" in "Specific Rules for Author/Editor"
Chapter 4A: Entire Reports	Citation Rules with Examples	Minor changes for consistency to "Other surname rules" in "Specific Rules for Author/Editor"
Chapter 8: Newspaper Articles	Citation Rules with Examples	Minor changes for consistency to "Designations of rank in a family, such as Jr and III" and "Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew) or character-based languages (Chinese, Japanese, Korean)" in "Specific Rules for Authors"
Chapter 12: Papers and Poster Sessions Presented at Meetings	Citation Rules with Examples	Minor changes for consistency to "Designations of rank in a family, such as Jr and III" and "Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew) or character-based languages (Chinese, Japanese, Korean)" in "Specific Rules for Authors"
Chapter 14A: Individual Manuscripts	Examples of Citations	Added citation to "27. Manuscript with supplemental note included"
Chapter 16A; Journal Articles in Audiovisual Formats	Citation Rules with Examples	Minor changes for consistency to "Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew) or character-based languages (Chinese, Japanese, Korean)" in "Specific Rules for Authors"
Chapter 19A: Journal Articles on CD-ROM, DVD, or Disk	Citation Rules with Examples	Minor changes for consistency to "Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew) or character-based languages (Chinese, Japanese, Korean)" in "Specific Rules for Authors"
Chapter 20: Databases on CD-ROM, DVD, or Disk	Examples of Citations	Added citation to "15. Database on CD-ROM, DVD, or disk with an edition or version"
Chapter 22: Books and Other Individual Titles on the Internet	Introduction	Revised first paragraph in the introduction.
Chapter 22A: Entire Books and Other Individual Titles on the Internet	Examples of Citations	Added citation to "39. Book on the Internet that is a video, videocast, or podcast"
Chapter 22C: Contributions to Books on the Internet	Citation Rules with Examples	Changed semicolon to period in last rule in "General Rules for Date of Citation"
Chapter 23: Journals on the Internet	Table of Contents	Changed link from "Chapter 1C: Entire Journal Titles" to "Chapter 1B Parts of Journal Articles"
Chapter 23: Journals on the Internet	Introduction	Revised first paragraph in the introduction

Table continued from previous page.

Chapter 23A: Journal Articles on the Internet	Citation Rules with Examples	Minor changes for consistency to "Designations of rank in a family, such as Jr and III" and "Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew) or character-based languages (Chinese, Japanese, Korean)" in "Specific Rules for Authors." Added link to "43. Part of journal article on the Internet" in "Examples for Article Title." Removed link to "43. Part of journal article on the Internet" in "Examples for Notes." Minor correction to the "Non-English journal titles."
Chapter 23A: Journals on the Internet	Examples of Citations	Added citations to "21. Journal article on the Internet updated/revised after publication," "42. Journal article on the Internet with note," and "43. Part of a journal article on the Internet"
Chapter 24A: Entire Databases/Retrieval Systems on the Internet	Examples of Citations	Added citations to "1. Standard citation to an open serial database on the Internet," "11. Database/retrieval system on the Internet title with subtitle," "18. Database/retrieval system on the Internet with an edition or version," and "27. Database/retrieval system on the Internet with month/day included in date of publication." Updated citation in "30. Database/retrieval system on the Internet with date obtained from earliest material in it."
Chapter 24B: Parts of Databases on the Internet	Examples of Citations	Added citations to "2. Standard part of a database on the Internet without a name or number/letter" and "4. Part of a database on the Internet with title containing special scripts/characters"
Chapter 24C: Contributions to Databases on the Internet	Examples of Citations	Added citations to "9. Contribution to a database on the Internet with extent calculated"
Chapter 25A: Homepages	Examples of Citations	Added citations to "6. Homepage with no authors or editors," "8. Homepage with title having a subtitle," and "13. Homepage published with optional content type." Minor correction to citations in "11. Homepage in a language other than English."
Chapter 25A: Homepages	Citation Rules with Examples	Minor corrections to citation in "Titles not in English"
Chapter 25B: Parts of Web Sites	Citation Rules with Examples	Minor correction to citation in "Titles for parts not in English"
Chapter 25B: Parts of Web Sites	Examples of Citations	Minor corrections to citations in "1. Standard part of a Web site," "4. Part of a Web site with title ending in punctuation other than a period," "5. Part of a Web site not in English," and "11. Part of a Web site with location (pagination) estimated as page numbers." Added citation to "9. Part of a Web site with date of citation only."
Table of Contents	Part Title	Updated title from "Citing Material on the Internet" to "Citing Material on the Internet (Online)"

Update for May 2010

A zip file containing the PDF versions of all of the chapters and appendixes was added to *Citing Medicine*. It is available from the "All Chapters" link under the "Download" section on every page of the Web site.

Update for December 2009

The Content Updates Appendix was added to *Citing Medicine*.

Change Log for October 21, 2009

Chapter/Appendix	Section Updated	Update/Correction

Table continued from previous page.

Chapter 1: Journals	Introduction	Added paragraph with explanation about journals and magazines as type of periodical.
Chapter 2C: Parts of Books	Examples of Citations	Added notes to the citation examples in "21. Unnamed parts in a book without numbers or letters" and "55. Book with other note included."
Chapter 22B: Parts of Books on the Internet	Citation Rules with Examples	Added link to citation example for "12. Other unnamed parts of books on the Internet" in "Specific Rules for Name and Number/Letter."
Chapter 22B: Parts of Books on the Internet	Examples of Citations	Added citation examples to "12. Other unnamed parts of books on the Internet."
Chapter 23: Journals on the Internet	Introduction	Added paragraph with explanation about journals and magazines as type of periodical.
Chapter 23A: Journal Articles on the Internet	Examples of Citations	Corrected DOI information in "3. Journal article on the Internet with many authors (give all)."
Chapter 24B: Parts of Databases on the Internet	Examples of Citations	Added citation examples to "12. Part of a Database on the Internet with a URL not directly addressable."
Chapter 24C: Contributions to Databases on the Internet	Examples of Citations	Added citation example to "2. Standard contribution to a database on the Internet with a separate date for the item."
Chapter 25B: Parts of Web Sites	Examples of Citations	Updated citation example for "1. Standard part of a Web site."
Appendix A		Revised introduction and updated URLs for "LTWA on-line".
Appendix B		Revised a resource in the "Source List."
Appendix F	10. For Location (Pagination or Notes)	Added information about unique identifiers appearing in notes to the rule and included examples of unique identifiers in the citation examples in "10. For Location (Pagination or Notes)".

Update for August 2009

The *Citing Medicine* XML was migrated from the NLM PubMed Central Book DTD to the DTD version of the NCBI Book Tag Set, part of the NLM Journal Archiving and Interchange Tag Suite. An updated version of the *Citing Medicine* user interface – based on the XML changes – was also released.

Change Log for January 14, 2009

Chapter/Appendix	Section Updated	Update/Correction
Chapter 1A: Journal Articles	Examples of Citations	Corrected citation examples in "65. Journal article that is a retraction notice" and "71. Journal article with DOI provided."
Chapter 2C: Parts of Books	Examples of Citations	Added citation example to "1. Standard chapter in a book."
Chapter 2D: Contributions to Books	Examples of Citations	Added citation example to "1. Standard reference to a contributed chapter."
Chapter 5A: Entire Dissertations and Theses	Citation Rules with Examples	Corrected "General Rules for Place of Publication."
Chapter 8: Newspaper Articles	Sample Citations and Introduction	Added paragraph on citing a newspaper article on the Internet.
Chapter 8: Newspaper Articles	Citation Rules with Examples	Updated rules regarding the Internet in "General Rules for Type of Medium."
Chapter 8: Newspaper Articles	Examples of Citations	Added citation example to "23. Newspaper article on the Internet."

Table continued from previous page.

Chapter 10: Legal Documents	Code of Federal Regulations	Corrected citation example in "Code of Federal Regulations."
Chapter 11A: Forthcoming Journal Articles	Citation Rules with Examples	Added new rule and citation example about electronic version of author's manuscript to "36. Other types of material to include in notes in Specific Rules for Notes."
Chapter 11A: Forthcoming Journal Articles	Examples of Citations	Added new citation example to "18. Forthcoming article with other types of note."
Chapter 22A: Entire Books and Other Individual Titles on the Internet	Examples of Citations	Corrected a citation example in "8. Book on the Internet with an organization as author having subsidiary division."
Chapter 23A: Journal Articles on the Internet	Citation Rules with Examples	Added links from "General Rules for Location (Pagination)" and "General Rules for Notes" to the exceptions in "Location (Pagination or Notes)" in "Appendix F: Notes for Citing MEDLINE®/PubMed®."
Chapter 23A: Journal Articles on the Internet	Citation Rules with Examples	Added two rules and citation examples about unique identifiers and article access to "Other types of material to include in notes" in "Specific Rules for Notes."
Chapter 23A: Journal Articles on the Internet	Citation Rules with Examples	Updated citation example for "Article numbers used for location" in "Specific Rules for Location (Pagination)."
Chapter 23A: Journal Articles on the Internet	Example Citations	Updated author names for citation examples in "7. Journal article on the Internet with compound author surnames."
Chapter 23A: Journal Articles on the Internet	Example Citations	Updated citation example with location/pagination information for "36. Journal article on the Internet with location/extent expressed as an article number."
Chapter 23A: Journal Articles on the Internet	Example Citations	Added notes to citation examples for "39. Journal article on the Internet with DOI provided" and "42. Journal article on the Internet with note."
Chapter 24A: Entire Databases/Retrieval Systems on the Internet	Citation Rules with Examples	Added rule about no authors or editors found to "General Rules for Author/Editor."
Chapter 24A: Entire Databases/Retrieval Systems on the Internet	Examples of Citations	Added date information to citation example "37. Database/retrieval system on the Internet with supplemental note included."
Chapter 24B: Parts of Database/Retrieval system on the Internet	Examples of Citations	Added citation example to "7. Part of a database on the Internet with a date of update/revision."
Chapter 26C: Blogs	Examples of Citations	Minor correction to citation example for "30. Contribution to a blog on the Internet by someone other than the blog owner."
Appendix A: Abbreviations for Commonly Used English Words in Journal Titles		Minor corrections.
Appendix B: Additional Sources for Journal Title Abbreviations		Revised the resources for the "Source List."
Appendix F: Notes for Citing MEDLINE® /PubMed®	1. For Author	Added rule about distinguishing authorship from contributor to "MEDLINE/PubMed" in "1. For Author."
Appendix F: Notes for Citing MEDLINE® /PubMed®	5. For Journal Title	Added information to clarify type of medium to "MEDLINE/PubMed" in "1. For Author" and "5. For Journal Title (Journal Title Abbreviation)."
Appendix F: Notes for Citing MEDLINE® /PubMed®	10. For Location	Added new section "10. For Location (Pagination or Notes)."

Change Log for *May 7, 2008*

Chapter/Appendix	Section Updated	Update/Correction
Chapter 1A: Journal Articles	Citation Rules with Examples	Added information about content designator and other article types to the "General Rules for Article Type."
Chapter 1A: Journal Articles	Citation Rules with Examples	Added citation examples to "Options for issues" in "Specific Rules for Issue Number."
Chapter 1A: Journal Articles	Citation Rules with Examples	Added rule and citation examples to "Other types of material to include in notes" in "Specific Rules for Notes."
Chapter 1A: Journal Articles	Examples of Citations	Added citation examples to "24. Journal article with type of article indicated" and "75. Other types of notes for journal articles."
Chapter 3C: Parts of Conference Papers	Sample Citation and Introduction	Updated introduction with information about the conference titles for conference proceedings and added an additional citation diagram for a title for the book of proceedings as well as a conference title.
Chapter 3C: Parts of Conference Papers	Examples of Citations	Updated citation example for "7. Part of a paper with a constructed title."
Chapter 12: Papers and Poster Sessions Presented at Meetings	Citation Rules with Examples	Added citation examples to "Conference Proceedings for Paper or Poster Presented" for "1. Standard paper presented with a separate name for the conference;" "2. Standard paper presented without a separate name for the conference;" "3. Standard poster presented with a separate name for the conference;" "4. Standard poster presented without a separate name for the conference;" and "15. Paper/poster with optional specific location of the conference."
Chapter 15: Books and Other Individual Titles in Audiovisual Formats	Citation Rules with Examples	Changed [videorecording] to [videocassette] in citation example for "Audiovisual titles not in English" in the "Specific Rules for Title."
Chapter 15: Books and Other Individual Titles in Audiovisual Formats	Examples of Citations	Changed [videorecording] to [videocassette] in citation example for "24. Audiovisuals with editors when there is no author."
Chapter 19A: Journal Articles on CD-ROM, DVD, or Disk	Citation Rules with Examples	Added information about content designator and other article types to the "General Rules for Article Type."
Chapter 19A: Journal Articles on CD-ROM, DVD, or Disk	Citation Rules with Examples	Added citation examples to "Options for dates" in "Specific Rules for Date of Publication," and "Options for issues" in "Specific Rules for Issue Number."
Chapter 20: Databases on CD-ROM, DVD, or Disk	Citation Rules with Examples	Added rules and examples to "Titles containing a Greek letter, chemical formula, or another special character" in "Specific Rules for Title."
Chapter 23A: Journal Articles on the Internet	Citation Rules with Examples	Added information about content designator and other article types to the "General Rules for Article Type."
Chapter 23A: Journal Articles on the Internet	Citation Rules with Examples	Added citation examples to "Options for dates" in "Specific Rules for Date of Publication," "Options for issues" in "Specific Rules for Issue Number," and "Other types of material to include in notes" in "Specific Rules for Notes."
Chapter 23A: Journal Articles on the Internet	Examples of Citations	Corrected citations for "15. Journal article on the Internet with optional article type" and "42. Journal article on the Internet with note."
Chapter 24A: Entire Databases/Retrieval Systems on the Internet	Citation Rules with Examples	Added links to Appendixes D and E to "Organizations as author" in "Specific Rules for Author/Editor."
Chapter 24C: Contributions to Databases on the Internet	Citation Rules with Examples	Changed "Extent (Pagination)" from optional to required.

Table continued from previous page.

Chapter 26C: Blogs	Sample Citation and Introduction	Added citation example and information about citing parts of a blog.
Chapter 26C: Blogs	Citation Rules with Examples	Added links to citation examples to "Author/Editor for Blogs" for "29. Part of a blog on the Internet from the blog owner" and "30. Contribution to a blog on the Internet by someone other than the blog owner."
Chapter 26C: Blogs	Citation Rules with Examples	Added rule to "General Rules for Date of Publication" about a closed blog.
Chapter 26C: Blogs	Citation Rules with Examples	Added rule to "General Rules for Availability for Blogs" about providing a specific URL and a link to the citation example for "1. Standard citation to a blog."
Chapter 26C: Blogs	Citation Rules with Examples	Added rules to "General Rules for Date of Publication" and "General Rules for Availability."
Chapter 26C: Blogs	Examples of Citations	Added citation examples "29. Part of a blog on the Internet from the blog owner," and "30. Contribution to a blog on the Internet by someone other than the blog owner."
Appendix A: Abbreviations for Commonly Used English Words in Journal Titles	Sample Citation and Introduction	Added information and link for the ISSN International Centre's "LTWA on-line – Index."
Appendix B: Additional Sources for Journal Title Abbreviations	Sample Citation and Introduction	Added information about abbreviations and linked to Appendix A.
Appendix F: Notes for Citing MEDLINE® /PubMed®	For Article Title	Corrected citation example in "For Article Title."
Appendix F: Notes for Citing MEDLINE® /PubMed®	For Article Type	Added information about book reviews, editorials, and interviews in "For Article Type."

Update for February 2008

Individual PDFs were released for all chapters and appendixes of *Citing Medicine*. Links to the PDF appear next to the chapter title on the Table of Contents page, or to the right of the title in the chapter or appendix.

Update for October 2007

Citing Medicine was published on the NCBI Bookshelf.