Chapter 5

Guidelines for Referencing Written Assignments

References

Number references consecutively in the order in which they are first mentioned in the text. Identify references in text, table, and legends by Arabic numerals in parentheses. References cited only in tables or in legends to figures should be numbered in accordance with a sequence established by the first identification in the text of the particular table or illustration.

Use the style of the examples below, which are based with slight modifications on the formats used by the U.S. National Library of Medicine in Index Medicus. The titles of journals should be abbreviated according to the style used in Index Medicus. Consult List of Journals Indexed in Index Medicus, published annually as a separate publication by the library and as a list in the January issue of Index Medicus.

Try to avoid using abstracts as references; "unpublished observations" and "personal communications" should be used only when absolutely necessary, although references to written, not oral, communications may be inserted (in parentheses) in the text. Include among the references papers accepted by no yet published; designate the journal and add "In press." Information from manuscripts submitted but not yet accepted should be cited in the text as "unpublished observations: (in parentheses).

The references must be verified by the author(s) against the original documents. Examples of correct forms of references are given below.

Articles in Journals

(1) Standard journal article (List all authors, but if the number exceeds six give six followed by et al.)


As an option, if a journal carries continuous pagination throughout a volume, the month and issue number may be omitted.


(2) Organization as author
The Royal Marsden Hospital Bone-Marrow Transplantation Team. Failure of syngeneic bone-marrow graft without preconditioning in post-hepatitis marrow aplasia. Lancet 1977;2:742-4

(3) No author given


(4) Article in a foreign language


(5) Volume with supplement


(6) Issue with supplement


(7) Volume with part


(8) Issue with part


(9) Issue with no volume


(10) No issue or volume


(11) Pagination in Roman numerals

(12) Type of article indicated as needed


Furhman SA, Joiner KA. Binding of the third component of complement C3 by Toxoplasma gondii [abstract]. Clin Res 1987;35:475A

(13) Article containing comment


(14) Article commented on


(15) Article with published erratum


Books and Other Monographs

(16) Personal author(s)


(17) Editor(s), compiler as author


(18) Organization as author and publisher

(19) **Chapters in a book**


(20) **Conference proceedings**


(21) **Conference proceedings**


(22) **Scientific and technical report**


(23) **Dissertation**


(24) **Patent**


**Other Published Material**

(25) **Newspaper article**

Rensberger B, Specter B. CFCs may be destroyed by natural process. The Washington Post 1989 Aug 7; Sec. A:2(col 5).

(26) **Audiovisual**

(27) Computer file


(28) Legal material


(29) Map


(30) Book of the Bible


(31) Dictionary and similar references


(32) Classical material


Unpublished Material

(33) In press


Electronic Media

(34) Selected citations

NOTE: Not more than 20 of your references may be electronic citations!
Citing electronic documents from various sites

When citing electronic versions of printed publications, cite the usual bibliographic information. For example, to cite an Advanced Data viewed on the NCHS home page, use the suggested citation on the last page.

National Center for Health Statistics home page

Place of publication or publisher, title, the full HTTP address, and the date of access.


(35) Public-use data file

Place of publication or publisher, title, the full FTP address, and the date of access.


(36) Entire database

Place of publication or publisher, title, the full HTTP address, and the date of access.


To cite documents from various electronic locations, use the following formats.

(37) File Transfer Protocol (FTP) sites

To cite files available for downloading via FTP, give the author's name (if known), the full title of the paper, and the address of the FTP site along with the full path to follow to find the paper and the date of access.


(38) World Wide Web (WWW) sites

To cite files available for viewing/downloading via the World Wide Web, give the author's name (if known) of the work the title of the complete work if applicable the full HTTP address, and the date of visit.


(39) Telnet sites
(Sites and files available via the telnet protocol)
List the author's name (if known), the title of the work (if shown), the title of the full work if applicable, and the complete telnet address, along with directions to access the publication along with the date of visit.

(40) Synchronous communications (MOOs, MUDs, IRC, etc.)
Give the name of the speaker(s) and type of communication (i.e. personal interview), the address if applicable and the date in parentheses.

(41) GOPHER sites (Information available via gopher search protocols)
For information found using gopher search protocols, list the author's name, the title of the paper, any print publication information, and the gopher search path followed to access the information including the date that the file was accessed.
Example: QuitmerJ Far out: Welcome to their world built of MUD. Published in Newsday Nov 7 1993. gopher University of Koeln/About MUDs. MOOs and MUSEs In education/selected paper/newsday. Dec 5 1994.

(42) E-Mail, listserv, and newslist citations
Give the author's name (if known), the subject line from the posting, and the address of the listserv or newslist along with the date. For personal e-mail listings, the address may be omitted.

Source: National Center for Health Statistics. How to cite.

Appendix or Appendices
Lists of terms, definitions, questionnaires, and other supplemental information useful but not essential to the main body of text may be included in an appendix or appendices. If the thesis cannot stand on its own without this material, then the material is not an appendix and should be incorporated into the main text.