Literature Citations

The FS style for citing bibliographic references is based on ANSI. To simplify, condense, and illustrate the rules outlined in ANSI, we show examples of the most common types of citations used in PNW publications. The examples also account for FS requirements. Some examples are not real but have been created for this guide. If you have an unusual paper that you are not sure how to cite, ask an Editor for help.

Text References

Two methods can be used to refer to literature in the text: author-year or number. In the author-year method, the author’s last name and the year of publication are cited:

...may result in increased peak flows (Brown 1980). Later experiments by Miller (1981) showed....

For the number method, entries are listed alphabetically by author in the “Literature Cited” section, then numbered; only the number is given in parentheses in the text, and the number is underlined. The author-year method is recommended because references can be added or removed without renumbering.

When listing more than one reference as support for a statement, give the references alphabetically by senior author. “And others” is used instead of “et al.” for three or more authors. Do not punctuate between the author’s name and the year except when the year must be given as “in press.”

(Adams 1980; Endres and Thompson, in press; Petersen 1974)
(Jones 1980, 1981)
(Jones 1980, 1981; Jones and others 1971; Miles and Anderson 1979)
(Remington 1982a, 1982b)

Alphabetizing

List entries alphabetically by author in the “Literature Cited” section, even if the citations are numbered. You may use initials only for given names, or names can be shown as they appeared on the original publication. If you choose the latter and surnames are identical, initials precede given names:

Brown, A.T.
Brown, Albert T.
Brown, J.S.
Brown, John R.
Campbell, R.K.
Campbell, R.K.; Echols, R.W.
Campbell, Robert K.

List a single-author entry before a multiple-author entry beginning with the same name:

Mason, Perry.
Mason, Perry; Street, Della; Drake, Paul.

For several entries by the same senior author with different coauthors, alphabetize by the last names of the junior authors:

Brown, G.W.; Gahler, A.R.; Marston, R.B.
Brown, G.W.; Krygier, J.T.
When the author or authors of several entries are the same, arrange the citations chronologically:


But notice the order when the first name is spelled out in one citation:


When the author or authors and the year are identical for two or more entries, add a lowercase letter to the year and use the first word of the title to arrange the citations (but ignore “a,” “an,” and “the” when alphabetizing):

Hall, Frederick C. 1979a. The ecology of....
Hall, Frederick C. 1979b. Silvicultural options....

Entries by different senior authors with the same last name and same year also require lowercase letters after the year, even though they might be separated by several citations. In the following example, the first and last entries would be cited in the text as “Johnson 1978”; a lowercase letter distinguishes which Johnson publication is being cited:

Johnson, W.C. 1978b.

Entries by the same senior author with the same year but two or more coauthors with different surnames also require lowercase letters after the year. In the following example, each entry would appear as “Miller and others (1975)” in the text; the letters distinguish which publication is being cited:

Miller, John A.; Anderson, Allan B.; Franks, M.B. 1975a....
Miller, John A.; Franks, M.B.; Williams, Arthur 1975b....
Miller, R.A.; Smith, W.A.; Mitchell, Samuel J. 1975c....

For further information on alphabetizing publication lists, including prefixes of family names (for example, du, Von), see the CBE style manual.

Unpublished references—List only published references (those likely to be available in libraries) in your “Literature Cited” section; mention each in the text. A section titled “References” can replace the “Literature Cited” section if you have many unpublished works to cite: it can include unpublished references and personal communications. If you have only a few such items to cite, use footnotes for personal communications or correspondence, administrative reports, and unpublished data, including manuscripts in preparation. Let readers know where unpublished data are on file. Citations of unpublished material when included in a “References” section, should follow the format used in footnotes 3, 4, and 5, below. Speeches also can be cited in a footnote.

Although unpublished works are not protected by statutory copyright, they are protected by common-law copyright. You must obtain permission to use personal communications, correspondence, or unpublished data from the rights holder (the “author” or originator of the material). For further explanation, see the University of Chicago Press style manual and the CBE style manual. Using only significant published material to substantiate your research is preferred, however.


Campbell, Robert W. 1984. Letter dated June 9 to Rusty Mitchell. On file with: R. Mitchell, Silviculture Laboratory, Pacific Northwest Research Station, 1027 N.W. Trenton Avenue, Bend, OR 97701. (Note: Campbell would have to give Mitchell permission to use this letter; it is not in the public domain.)


6 Haynes, Richard W.; Adams, Darius M.; Mills, John R. The 1993 RPA timber assessment update. Manuscript in preparation. (Note: The title may be omitted if there is a possibility it will change. If none of the authors are PNW employees, give an address where they can be reached.)


Keyboarding—Begin the list of literature citations on a new page. The citations are the same line length as the text with all lines flush left. Separate the citations with one double-spaced return.

Author’s name—Keyboard authors’ names, individual or corporate, as they appear on the original copy of the reference. Given names may be used as they appear, or you may choose to use initials only throughout your citation list. If an author’s name is misspelled (for example, ‘Downs” instead of Downes”), make the entry as given on the publication but follow it with your correction in brackets, thus: Downs [Downes], George G. The corrected name cannot be shown first because the name given on the publication will be the one used in library records and bibliographic data bases. If the author is not shown on the publication, use the name of the agency issuing the report (or the journal’s name) as author.

Anonymous—“Anon.” (for anonymous) should be used only as a last resort. Put the reference at the beginning of your “Literature Cited” section. If more than one such reference occurs, arrange the references chronologically by year published, then by title.

Title—Capitalize only the first word and proper nouns in the title of each publication. Punctuate the title as shown on the publication. When differences in typeface, type size, or arrangement of type are used on the published document instead of punctuation to indicate portions of a title, improvise a punctuation mark (a colon or dash) in the keyboarded reference.

Publisher—for the location of the publisher (and the location of a conference), use the two-letter postal abbreviation for the State or Province. Names of countries are not abbreviated, except U.S.S.R. (Even though the U.S.S.R. no longer exists, literature published in that country occasionally will be referenced.) Use names of publishers as given on the publication; that is the way they are identified in library records and bibliographic data bases. When an FS Research Station is the publisher, cite the Station name as it appears on the publication. If an organization is the publisher, give divisions in the order shown on the publication (for example, “College of forest Resources, University of Washington”). Words such as “Company” or “Corporation” may be abbreviated. Names of well-known publishers may be shortened by dropping generic modifiers such as ‘Company” and “Inc.” If a publisher is In a major city (for example, New York, Los Angeles, Seattle), omit the State.

Punctuation—A single space is used after each punctuation mark except a dash (—), parentheses ( ) when they enclose the issue number of a journal, internal periods in U.S. (as in U.S. Department of Agriculture) and U.S.C. (United States Code), and internal periods used in abbreviations of authors’ names (for example, Philpot, C.W.).

A directory is provided here to help you find the examples you need. The numbers in the directory correspond to the numbers in parentheses along the right margin of each page. Explanatory notes in italic follow many references.

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Examples

BOOK OR MONOGRAPH


The second reference shows an edition number, no State for the publisher’s location, and shortened name of a well-known publisher.

Chapter In Book or Monograph


The reference cites a section within a monograph; the monograph is in a numbered series. The series name is abbreviated.


The reference has more than three authors (see examples 64-66 for more information).


Reference shows compilers and editors for the larger work.

When page numbers of the chapter being cited are known, the chapter number is not required. It may be added, however, as a supplemental note:


If this book had not been paged, the reference could be written in one of two ways:


All Volumes of Multivolume Work and Article in Specified Volume


(9)


(10)

Both examples above cite all volumes of multivolume works. In the second example, the volumes were published in different years; the range of years is given.


(11)

Cites an article in one volume of a multivolume work. The volume number is given in a supplemental note. The published titles of the article and the proceedings use a dash. Pagination of the work is unconventional; because a hyphen appears as part of the page number on the original, the word "to" is used rather than a hyphen to indicate inclusive pages.

Series, Department of Agriculture

Publications in a Department series (such as Agriculture Handbooks, Forest Resource Reports, Miscellaneous Publication& and Technical Bulletins) show on the cover the name of the Agency using the series. The Agency, however, is not named as publisher in the reference. The series name is abbreviated.


(12)

Although the Forest Service, U.S. Department of Agriculture, is the Agency named on the publication, only the Department is shown as the publisher of a Department series. The reference shows the compiler as author.


(13)

Cites a book with more than one volume; the collection is being cited. (If only one volume of a collection were being cited, the volume number would follow "Vol.") The collection is in a numbered series.

Series, Forest Service (WO)


(14)

Reference shows a corporate author. Repeating the publisher's name is optional: see examples 53 and 54. Where different type sizes were used on the publication to set off the last portion of the title ("fiscal year 1980 highlights"), a colon was used in the keyboarded citation.
**Series, forest Service (Station or Region)**


*The publisher's name is shown as "...Pacific Northwest Research Station: on the cover of the publication.*


*The paper is in an unnumbered series. The publisher's name is shown as "...Pacific Northwest Forest and Range Experiment Station" on the cover of the publication.*


*Names of Regional Offices should be given rather than numbers (R-5). If the cover of the publication shows only the number, however, use the number in the citation but supply the name in brackets: ...Forest Service, R-5 [Pacific Southwest Region].*

When a publication is revised and reissued, identify the revision or edition number after the title. You may abbreviate the words "revised" and "edition." The following three examples illustrate different styles used in publications to indicate revised status.


*The publisher is named as author; therefore the publisher's name is not repeated as the publisher. The document cited is a brochure (see "Brochure and Leaflet" below); it was not paged. The cooperating organization is named.*
Serles of Another Government Agency, University, or Organization (that also meets ANSI definition of a monograph)


Reference shows an article within a larger work.

BROCHURE AND LEAFLET

The physical format of a brochure or leaflet is different from that of a technical publication. Usually a brochure or leaflet is a foldout with unnumbered pages and, when folded, may be larger or smaller than standard. A brochure is roughly the standard 8-1/2 by 11 inches, and a leaflet is smaller (usually narrower) than standard. Because the physical format of such publications is different, a medium designator is given in brackets at the end of the title.


The organization named as author is not repeated as the publisher. The word "revised" indicates an earlier version was published. The cooperating organization is named.


The publication date does not appear on the leaflet. The writer knows the date, however, and supplies it in brackets. The publisher's location is not given on the leaflet so also is supplied in brackets.

JOURNAL OR PERIODICAL ARTICLE

Spell out names of journals and put a period after the name. Show the title of the article as given on the publication.


For journals that have issue numbers, show the number in parentheses.


The journal uses only a volume number.

Some journals do not use either volume or issue numbers. The month of the issue must then be substituted:

Because the journal in example (26) is not widely known, including the publisher's name is helpful. Copies of the journal show the publisher as the U.S. Department of Agriculture, Forest Service. If the writer knows that Rocky Mountain Station is the Forest Service unit publishing the journal, the citation reads:


The comma appears after “Forest Service” because normal ANSI punctuation is followed when information is supplied. A semicolon appears after the publisher's name.

If a journal uses only an annual volume number, the date of issue also might be needed for clarity as in the following example, which also shows the publisher and supplied page numbers for the article.


Publisher of Journal Shown

The publisher of a journal article usually is not shown; if the journal is not widely known, however, naming the publisher might be helpful to the reader. If given, the publisher's location and name precede the volume and issue numbers.


Article In Monograph Published as Supplement to Journal Issue


The monograph name is abbreviated; journal name and volume and issue numbers are also cited, followed by the year and month.

Article In Proceedings Published In Journal


The proceedings has a title; the publisher of the journal is shown.
LEGAL DOCUMENT

The style for citing legal documents is based on convention of the legal profession, the U.S. Code, and ANSI. The following references are for the documents most often cited by PNW authors, and the data are accurate. If you must cite a document not included here, use these references as a guide and do the best you can.


PROCEEDINGS

Citations for proceedings or articles in proceedings include the date of the meeting (recorded in the sequence of year, month, day), the place of the meeting, and when applicable, the number of the meeting (for example, 11th spring symposium of the Florida section of the Society of American Foresters; 1979 Mississippi water resources conference). For lack of a better name, this information is called the proceedings identifier. The precise form the identifier takes depends on whether the proceedings has a formal title, what information appears on the publication, and how the information is shown. The name of the meeting sometimes appears on the cover or title page as the title of the proceedings or just as information for the reader. Often, however, the information appears in small print elsewhere in the document. Because the identifier is not part of the formal title, Roman numerals and ordinals are converted to Arabic. The following examples illustrate forms the identifier may take and the correct punctuation and capitalization.


The article is in a proceedings without a title. The location of the meeting is the same as the location of the publisher and both must go in the citation.


The article is in a proceedings with a title. Because the meeting was held in a major city, the name of the State was omitted.

The formal titles of both the article and the proceedings contain a colon; the first word after that colon is not capitalized unless it is a proper noun. The proceedings identifier, as the subtitle, does begin with a capital letter. The location of the symposium is not given on the publication and is supplied in brackets. Identity of the publisher and the organizational levels responsible for the publication is written in the sequence shown on the publication.


The article is in a proceedings that shows an annual issue number on the cover. The conference was held in a different year from when the proceedings was published.


The dates of the meeting overlapped two months: note how these dates are given. The proceedings has a title and is in a numbered series.


Cites the proceedings, not an article in it. The proceedings identifier, which follows the colon, is not part of the formal title of the proceedings. The diacritical mark has been retained in name of the senior technical editor.
OTHER

The following examples of citations show unusual or less frequently encountered features.

Abstract

Abstracts are considered unpublished works. If you must cite an abstract, indicate the work is not a full-length paper by identifying its physical format in brackets at the end of the title.


The publisher's location was not given on the original; the information is supplied within brackets.

Available From NTIS

McKillop, William (Department of Forestry and Resource Management, University of California, Berkeley, CA); Adams, Darius; Haynes, Richard; Geissler, Peter. [n.d.]. Social, economic and environmental effects of rising timber prices. 59 p. Available from: National Technical information Service, 5285 Port Royal Road, Springfield, VA 22161; $11.50; PB-83-105-387. Written in 1980.

This report was not published but was made available to users through NTIS. Without a publisher's name, however, the work cannot be attributed to an organization; to help identify the origin of the work, the affiliation of the senior author is shown. Because a publication date does not exist on the document, a statement, 'Written in 1980,' is added to the reference as a supplemental note.

Collaboration Shown

A collaborator is different from a coauthor. Rather than participating in writing the work, the collaborator might relate a story or experience to another individual who writes it. Collaboration is usually shown on the publication by a named author "with" the collaborator.

Cooperation Shown

When cooperators are named, their role is shown in a supplemental note at the end of the citation. Include a cooperator's location when necessary to distinguish between geographically separate locations of the organization. For example: "U.S. Department of the Interior, Bureau of Land Management" could imply the Washington, DC, headquarters of the Agency. If the document indicates BLM in Reno, the location is necessary information for the reader: "U.S. Department of the Interior, Bureau of Land Management, Reno, NV." If the list of cooperators is lengthy-more than three names—do not include them in the citation.


The technical editor is named as author. Where a change of type size on the cover and title page is used to distinguish between portions of the formal title, a colon is used in the keyboarded citation. A semicolon separates names of the two cooperators because the name of one contains a comma.

Copyright Date Used as Publication Date


The publication date is not shown on the original. Using the copyright date is preferred over the notation "[n.d.]"—meaning "no date"—when a publication date is not indicated.

Corporate Author


When the author and publisher are the same, the name is supposed to be repeated in the bibliographic element stating the publisher. The name is supposed to be repeated in the bibliographic element stating the publisher. When such repetition creates a wordy citation—especially when a U.S. Government Agency is author and publisher—the second appearance of the name may be omitted.

In Press

Only manuscripts accepted for publication can be classed as “in press.” The notation appears in the same position as the publication date. A manuscript not yet accepted for publication cannot be cited as “in press.” Such a manuscript is “in preparation” and is referenced in a footnote to the text.


The work has been approved by the PM and PAO and has therefore been accepted for publication in a PNW series. In the text, the reference is “(Porter and Meehan, in press).”


The paper has been accepted for publication by the journal but is not yet published. Merely sending a paper to a journal does not constitute acceptance.

Map

   1: 500,000; Lambert conformal conic projection; colored.

   1: 39,283,200; Van der Grinten projection; 41 x 29 in.; colored. Prepared for the National Geographic Magazine.

Microform


Cites a report, not a monograph. “NONR 4456(00)” is the contract number, not the report number.


Whether the microform is fiche or microprint cards is not known. If the microform were known, that information and the number of fiche or microprint cards would precede “42X reduction ratio” as in the Baker-Williams citation above. The report is issued monthly; because a particular month is not named, the citation refers to all issues published in B.
Missing Information

When required information is missing, identify the missing element in brackets and retain normal punctuation, which goes outside the closing bracket.

Reuthebuch, Stephen E.; Murphy, Glen E. 1985. Using a computer-aided planning package to assess the impact of environmental restrictions on harvesting systems, In: Forest operations in politically and environmentally sensitive areas: Proceedings, 8th annual meeting, Council on Forest Engineering; 1985 August 18-22; Tahoe City, CA. [Place of publication unknown]: [Publisher unknown]: 16-25.

Two pieces of information are missing. Each piece goes in its own set of brackets with normal punctuation following each piece.


The publication date does not appear on the leaflet. The writer knows the date, however, and supplies it in brackets. The publisher’s location is not given on the leaflet and also is supplied in brackets. The information “[Leaflet]” supplied at the end of the title indicates a physical format different from the standard; it does not indicate missing information.

Anon. [n.d.] Summary of research activities at Trout Creek Division, Wind River Experimental Forest. [Place of publication unknown]: [Publisher unknown]. 6 p. On file with: Biomass and Energy Research Unit, Pacific Northwest Research Station, P.O. Box 3890, Portland, OR 97208-3890.

Because so much information is missing from the reference, a supplemental note was added to help readers locate a copy of the document.

More Than Three Authors

When a work has three authors, all authors are named. For a work by four authors, all four are named because it makes no sense to drop the fourth name only to add the notation “[and others].” For a work by more than four authors, names after the third author are replaced with the notation “[and others].”


More than four authors are shown on the work,


The fourth author is named,
When an author's given name (rather than initials) precedes the notation "[and others]." do not punctuate before the notation.


The article has been accepted for publication in the proceedings.

Newspaper Article

[NY] is added for clarity.


Cites an article without a byline. Cite as "The Oregonian 1981" in the text and "Literature Cited," but alphabetize under "O."


Cites an article with byline and dateline. The article is not on successive pages. Note: Titles of technical publications should not begin with a numeral, but when citing an item that does, give the title as published.

Part of a Series

The series the work appears in is shown in parentheses at the end of the citation. Semicolons separate bibliographic groups in the series statement.
Part of a Work (Work-Unit Fraction)


The article appears on p. 288-291 of the journal, but table 2 on p. 290 is the part being cited.


This work does not appear within another; therefore, the total number of pages must be shown (8 p.). The work-unit fraction being cited (fig. 2 on p. 3) must then be given before the total number of pages.


Cites a report, not a monograph. The authors wrote a portion of the work being cited. Their section, which is untitled, is not a chapter of a unit that could be cited by itself, so the number of pages in the entire work must be given. The authors’ portion being cited is shown in parentheses.

Patent


Publisher With Two or More Locations


The title page of the book shows two locations for the publisher. Because the U.S. city was shown second, both cities are included in the citation. For cities not well known, include the States. Multiple locations are separated by semicolons.


The title page of the book names three locations for the publisher. New York, Evanston, and London. Because the first shown is a U.S. city, the other locations do not have to be included in the reference.
Recurring Publication
To cite many issues of a recurring publication, give the range of years; indicate in a supplemental note the frequency of publication.


*Each citation implies that all or most issues published in the years given were used as reference.*

Roman Numerals and Ordinals
Roman numerals (I, II, IX) and ordinals (first, second, third) should be converted to Arabic numbers (1, 2, 9; 1st, 2d, 3d), except in titles and where required for specific meaning.


“Vol. 21" appears as “Volume XXI” on the original document.


*The work cited precedes the numbered pages in the document. The Roman numerals used as page numbers must be retained in this case to indicate proper location of the work within the document.*


*The ordinal “first” is retained rather than being changed to “1st” because it appears in the title.*
Sponsorship Shown

Organizations sponsoring a meeting or workshop are sometimes named on the cover or title page of published proceedings. Their role should be indicated after the pages cited but before any cooperators are named. Include the sponsor’s location when necessary to distinguish among geographically separate locations of an organization. Add appropriate punctuation to separate different sponsors. If more than three sponsors are listed, do not include them in the citation.


Cites a work by more than three authors.


The editor of the proceedings is named as author. A proceedings is being cited rather than an article within; the proceedings identifier is not part of the formal title of the proceedings. The ordinal “6th” appears as “sixth” on the publication. Sponsors and cooperators are named. “University of Alaska-Fairbanks” is punctuated as shown on the publication. A semicolon separates the two sponsors because a comma was used in the name of one.
Subordinate Title

A subordinate title is a term or phrase after the formal title that completes or qualifies the title. A proceedings identifier is a subordinate title. The subordinate title is separated from the main title by a colon, The first letter of a subordinate title is capitalized ("Transactions" in the Hoekstra reference, and "Proceedings" in the Hall reference):


The portion of the formal title following a colon is not a subordinate title. The first word after the colon, therefore, is not capitalized ("tests" in the following example) unless it is a proper name:


Title Reflects More Than One Part

Parts are identified according to the publisher's style. They may be numbered (as in the following example), lettered ("Part A"), or identified in other ways. Punctuate between the main title and title of the part.

Sartwell, Charles; Daterman, GE.; Sower, L.L. [and others]. 1980. Mating disruption with synthetic sex attractants controls damage by Eucosma sonomana (Lepidoptera: Tortricidae, Olethreutinae) in Pinus ponderosa plantations. Manually applied polyvinyl chloride formulation, Canadian Entomologist. 112: 159-162.
Translated Title

Follow the capitalization rules of the language. Include all diacritical marks; omitting such marks is equivalent to misspelling. If the publication gives the title in more than one language, separate the title in the original language from the parallel title by an equal sign.


When the title appears only in the original language, you may supply a translated title immediately after the original. Separate the original from the translated title by a colon. Normally, information being supplied is enclosed in brackets; a translated title, however, does not require brackets.


Transliterated Title

When bibliographic data on the original document are given in a non-Roman alphabet, transliterate the title to the Roman alphabet (you need not enclose the transliterated title in brackets). Indicate the language of the document in a supplemental note.


The reference also shows a title with more than one part.

Two or More Publishers

Separate multiple publishers with a semicolon. If the publishers are in the same city, separate the publishers' names with a semicolon but do not repeat the city.

Electronic material

General information:

- Figuring out how to cite electronic materials is an ongoing process. The WO and GPO eventually may dictate other formats, but until further notice, SRS will follow (with slight modifications) the Columbia University guide.¹
- General formats are given first followed by any examples.
- Let URLs run normally without inserting breaks at the end of the line. These will be taken care of by the person doing the camera-ready layout.
- Publication date may need to include the day and month (unlike citations for paper-published items) to be useful. Use judgment on what would be needed to find the cited item.
  - If you need to add the month and day to the publication date, put the year first and the date in parentheses: 2000 (February 8) or 2000 (8 February).
  - Text reference: Last name(s) or corporate name year.
- Dates accessed may be either "day month" or "month day", just be consistent throughout. If the year when you accessed the item is different from the year of publication, add the year.
- Don’t use all numbers for dates; different cultures read the order differently.

CD–ROM, diskette, and magnetic tape

**Author(s).** Year. Title of item [medium designator]. Version or file number if given. Series name if appropriate. Location of publisher: Publisher.


- The authors of these items frequently are “corporate.”
- There is no version number, so we move on to the next piece of information, “Summary tape file 3,” which is the series name and number.
- Use en dashes (--) between capital letters.

Database, online

**Author(s).** Year. Title of database [Database or other medium designator in brackets]. Version number. URL. (Date accessed).


- Author has a slightly different title, and one for which there is no abbreviation.
- Show date of access as (August 22) or (22 August). Either form is fine so long as all are consistent.

Homepage

Name of owner. Year. Title of the page. URL. (Date accessed).


- Leave the URL for the person doing camera-ready layout to separate. (For information, they’re divided before a punctuation mark, no hyphen added.)
- Date accessed goes in parentheses unless it’s unknown, as is the case here where that’s shown in brackets.

Online journal

Authors(s). Year. Title of paper. Name of online journal. Vol. no. (issue no.). URL. (Date accessed).


- This journal uses the article number after the volume and issue numbers (where page numbers from a paper journal usually go).
- Leave the URL for the person doing camera-ready layout to separate.
- The year is added to the access date because it’s different from the year of publication.

Personal email message

Author. Year. Title of message from the subject box. Email address (date of message).

Senter, M.J. 2000. More about citations for electronic refs. msenter@fs.fed.us (10 July).

- Personal email should not be in the “Literature Cited” section but in a footnote. We’ve put it here to keep all electronic items together.
- Use only corporate (work) email addresses. Publishing someone’s personal email address is equivalent to publishing their home address or phone number; don’t do it. If the message you’re citing was received from a personal mailbox, substitute “Personal email” for the email address.
**Proceedings on CD-ROM**

**Authors(s).** Year. Title of paper. In: Editor(s), eds. Title of proceedings [CD-ROM]. Version or file number if given. Location of publisher: Publisher.


- Corporate author, so name is not repeated in the publisher location.
- Because so much information is missing, the URL is added to aid the reader.

**Published both on paper and online**

**Author(s).** Year. Title. Location of publisher: Publisher. Pages. URL. (Date accessed).


- Let URL run as is. A line break will be added during camera-ready layout.
- In all citations for electronic documents, date of access is important, so saying we don’t have that information is appropriate. The date accessed goes in parentheses unless it’s unknown, as is the case here where it’s shown in brackets.


- Use this form only if you’re citing the online version. If you’re citing the paper version, don’t add the electronic access information.
- Use en dashes (–) in a combination of figures and capital letters.
Software program, commercial

**Author(s).** Year. Title of program. Version number. Location of publisher: Publisher.


- If the publisher is also the author, omit the publisher at the end.
- The copyright date is used because no other date is given.
- No version number.

Software program, government

**Author(s) or agency name.** Year. Title of program. Version number. Location of publisher: Publisher if not the same as the author. URL. (Date accessed).


- The year is added to the access date because it is different from the year shown on the software.


- A date isn’t shown for when the material was placed on the Web site, so the year is added to the access date.
- No version number.