## The Mayfield Handbook of Technical & Scientific Writing

Mayfield Publishing has generously allowed the Siemens Foundation to post certain information on its website. This information, which relates to citing sources and listing references in research reports, can assist students submitting research reports to the Siemens Westinghouse Competition. Entrants to the Competition are not required to use this information; other information sources are available. The information, which comes from Chapters 10 and 15 of The Mayfield Handbook of Technical & Scientific Writing by Leslie C. Perelman, James Paradis and Edward Barrett, is the property of Mayfield Publishing. It has been provided as an aid to students who have entered (or may enter) the Competition. This information may not be downloaded by persons who have not or may not enter the Competition.

**The Mayfield Handbook of Technical & Scientific Writing**
Chapters 10 and 15

## The Mayfield Handbook of Technical & Scientific Writing

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### The Mayfield Handbook of Technical & Scientific Writing
### Chapter 10
★American Psychological Association (APA) Author-Date Style
★Modern Language Assocation (MLA) Author-Page Style
★Chicago Manual of Style (CMS) Note Citations
★Council of Biology Editors (CBE) Citation-Sequence System
★IEEE Citation-Sequence System

### Using the Language of Your Source Appropriately
If you use the language of your source, quote the wording exactly. This is called a direct quotation. A direct quotation is either enclosed in quotation marks or indented on the page. If you omit part of the wording, use an ellipsis (three periods, four if necessary for punctuation to indicate the omission). In any case, several words in succession taken from another source constitute direct quotation and must be acknowledged. Indeed, a single word may constitute a direct quotation if it is a word closely identified with a particular author.

A paraphrase employs source material by restating an idea in an entirely new form that is original in both sentence structure and word choice. Taking the basic structure from a source and substituting a few words is an unacceptable paraphrase and may be construed as plagiarism. Creating a new sentence by merging the wording of two or more sources is also plagiarism.

The following examples illustrate the differences between acceptable paraphrase and plagiarism.

### Source Quotation

*A grand unified theory has long been the holy grail of physicists. Since ancient times, physicists have sought minimalist explanations of nature. Theories with four basic particles are considered better than theories of ten.*

--Alan Lightman, Ancient Light: Our Changing View of the Universe

Unacceptable Paraphrase

*A grand unified theory has long been the central goal of scientists. Since the dawn of time, men of science have looked for minimalist explanations of natural phenomena. A theory with four elementary particles is considered better than a theory of ten.*

In the preceding passage, the writer has merely substituted a few words of his or her own for words in the source. The structure and the overall wording of the sentences, however, are

Lightman's. Since the writer has borrowed Lightman's words as well as his ideas, the acknowledgment of Lightman as a source does not prevent this passage from being plagiarism.

Unacceptable Paraphrase

*Physicists have long had the grand unified theory as their holy grail. Science always tries to give minimalist explanations for natural phenomena. The best theory is the one with the fewest elements.*

The structure of the individual sentences in the preceding passage is somewhat original, but the order of sentences is clearly taken from Lightman. In addition, the writer has used several phrases taken directly from the source, such as "minimalist explanations of nature." Borrowing such phrases without enclosing them in quotation marks makes the writer guilty of plagiarism.

Acceptable Paraphrase

*Physicists have long sought a grand unified theory, since scientists have always preferred theories with the fewest elements* (Lightman 106).

This writer has reproduced much of the meaning of Lightman's passage but in a sentence that is original in structure and word choice. The only major words and phrases taken from Lightman are grand unified theory, theories, and physicists. Such duplication is acceptable, since it would be cumbersome to find synonyms for these basic terms.

**Acknowledging Sources**

Cite the sources of all ideas and information that are not your own and that are not common knowledge. All ideas and information taken from a source must be acknowledged unless they are considered common knowledge. The crucial term in this rule is, of course, *common knowledge*.

There is a simple test to determine whether something should be considered common knowledge and need not be documented: Would this idea or piece of information be familiar to someone like you (a classmate, for example) who has not researched the subject? If the answer is yes, then you do not have to cite the source. Otherwise, you must indicate the source of the material, even if it appears in several texts. Contrary to some commonly held opinions, that an item of information appears in several sources does not make it common knowledge. Some of the most obscure facts in physics or biochemistry, for example, will appear in numerous articles or texts over the years. Still, they are hardly common knowledge.

**Basic Structure and Formats of Citation Styles**

All academic and professional disciplines have specific systems for citing sources. What all these systems have in common is that they provide sufficient information to allow a reader to locate the source of a quotation or reference. Most common citation styles share a common two-part structure: (1) a marker in the text that acknowledges another's words, facts, and ideas and that points to (2) the full source of information.

Citation styles develop this two-part structure through one of three general formats.

★**1.** Brief parenthetical information in the text linked to a list of references. The information included in the parentheses provides an unambiguous link to a work in the complete list of sources, usually listed as part of the end matter of the document. In most but not all formats, the primary link in the parenthetical reference is the last name of the first-listed author of the source, and, consequently, most lists of references are arranged alphabetically by author. Depending on the style and the context, parenthetical citations often include such elements as the year of publication, reference to exact page numbers, and a shortened title of the work. The main advantage of this system is that it is extremely flexible: an addition or a deletion of a reference has little effect on other references or the reference list. The principal disadvantages are that a long parenthetical reference may interrupt the text and the rules for parenthetical citations can sometimes be quite complex.

★**2.** In-text numbers linked to a list of references. Numbers are inserted in the text, usually as superscripts or in parentheses or brackets, that refer to a list of references, in which each of the full sources is numbered and listed once in the order in which it was first cited in the text. Subsequent references to a source in the text use the original reference number. The main advantages of this system are that references are less conspicuous in the text than parenthetical citations and the system is extremely efficient, saving both keystrokes and paper. Its principal disadvantages are that readers may be forced to jump to the reference list to identify an author and that the addition or deletion of a reference will necessitate the renumbering of references throughout the manuscript unless the text is prepared with sophisticated bibliographic software.

★**3.** In-text numbers linked to footnotes or endnotes with or without a list of references. Although this was once the most common citation system, most scholarly and professional organizations have abandoned footnotes and endnotes because they are redundant and cumbersome. Even the Chicago Manual of Style, the source of the most widely used and accepted note style, now recommends a parenthetical citation system. Similarly, in the 1980s the Modern Language Association, the largest American organization of scholars in English and foreign literatures, changed its recommended form of citation from a note style to its own version of the parenthetical style.

**Citing Online Sources**

Specific formats for referencing online sources in different styles are just being developed and, in some cases, debated. Indeed, specific formats are often changing as rapidly as the media themselves.

Online sources lack the permanence and stability of print sources. The Library of Congress, for examples, holds (theoretically forever) the "true and correct" version of any book or magazine copyrighted in the United States. The authenticity of any reference can ultimately be verified by consulting the official and unchangeable copyright copy. On the other hand, a web site can disappear forever the day after it is visited, or, more likely, its content can change radically from one day to the next.

Because of this inherent mutability of online materials, several general principles for using and citing them are becoming incorporated in most reference styles.

★If a source exists in print as well as electronic form, access and cite the print source. Only if you are unable to physically access the book or journal should you cite the electronic version.

★Except for extremely stable online sources, such as large commercial databases, include the exact date you visited or accessed the source in addition to the source's own date of publication or updating.

★Be sure to give the full Internet address of the source in your citation. To verify its accuracy, return to the location by typing the text of the address into a web browser.

★If information from an online source (other than a large commercial database) is crucial to your argument, download all information you have used. Even if the source is not essential, if you expect that it may change or disappear, download all information you have used and store it electronically. In some case, you may want to print out the source of your information and include it as an appendix to your document.

★Copy lowercase and uppercase letters exactly as they are given in the source name and address of any Internet source. Never add any punctuation


**Specific Citation Styles**


Different disciplines and even different publications within a discipline vary in specific stylistic details. The following styles, however, provide commonly used examples of each of these general formats.

Parenthetical Short Text References Linked to a List of References
American Psychological Association (APA) style

Modern Language Association (MLA) style

In-Text Numbers Linked to a List of References
Council of Biology Editors (CBE) citation-sequence system

Institute of Electrical and Electronics Engineers (IEEE) reference style

In-Text Numbers Linked to Footnotes or Endnotes with or without a List of References
Chicago Manual of Style (CMS) Note Format: the standard note system, which has been adapted for students (with some modifications) by Kate Turabian in A Manual for Writers of Term Papers, Theses, and Dissertations (6th ed., University of Chicago Press, 1996)

**Chapter 10**
**American Psychological Association (APA) Author-Date Style**

APA style is set forth in *Publication Manual of the American Psychological Association*, 4th ed. (1994). The APA reference style and similar styles are the most commonly used citation formats. The Council of Biology Editors, for example, recommends two citation systems, an in-text number system (see Council of Biology Editors Citation-Sequence System) and a parenthetical name-date system that closely resembles the APA style. Similarly, the *Chicago Manual of Style* recommends the parenthetical author-date system as "generally most economical in space, in time (for author, editor, and typesetter) and in cost (to publisher and public)--in short, the most practical" (1993, p. 640).

General Structure

Guidelines for APA Parenthetical Citation

Use of Endnotes

APA Reference List

**General Structure**

APA in-text citations link a source mentioned in the text to the entry in the reference list by placing the last name of the author and the year of publication, separated by a comma and a space, in parentheses.

**Guidelines for APA Parenthetical Citation**

Name of Author Included in Text
Placement of Parenthetical Citations
Page Numbers
Quotations
One Work by Two Authors
One Work by Three, Four or Five Authors
One Work by Six or More Authors
More Than One Work by the Same Author
More Than One Work by Different Authors in the Same Parenthetical Citation
Two Works by the Same Author in the Same Year
Two Works by Different Authors with the Same Last Name
Organizational Author
Unknown Author
Personal Communication and Other "Nonrecoverable" Information

Citation in Text

The connection between brain damage and autism is no longer disputed
(Bailey, 1993).

### Entry in Reference List

Bailey, A. (1993). The biology of autism.

Psychological Medicine, 23, 7-11.

### Name of Author Included in Text

If the name of the author is included in the running text, include only the date (and page numbers, if required) in the parenthetical citation.

### Placement of Parenthetical Citations

If the citation contains the author's name, place the parentheses immediately after the information being cited. If the author's name is included in the text, place the year citation immediately after the name.

### Page Numbers

APA style requires page numbers only for direct quotations or references to a specific part of a source, such as a figure, a table, or an equation. Otherwise, page numbers are usually not included in the citation. To indicate page numbers, use the abbreviation *p.* for a single page or *pp.* for multiple pages, a space, and the page number or numbers. For a range of numbers, write out the full beginning and ending numbers and separate them with a hyphen.

### Quotations

Place the citations for page numbers immediately after the quotation but before any other punctuation marks. If the author is mentioned in the text, place the year citation immediately after the author's name, and place the page numbers in a separate set of parentheses immediately after the quotation.

---

The developer of MIT's Media MOO observes that "virtual communities,
social clubs, universities, and corporations are all groups of people
brought together for a purpose. Achieving that purpose often requires
that there be some way to determine who can join that community"
(Bruckman, 1996, pp. 51-52).

Bruckman (1996) observes that "virtual communities, social clubs,
universities, and corporations are all groups of people brought
together for a purpose. Achieving that purpose often requires that
there be some way to determine who can join that community" (pp. 51-
52).

Set off quotations of forty or more words by starting them on a new line and indenting each line five spaces or one standard tab. Do not indent the first line of such a quotation more than the other lines. If a second paragraph begins in the quotation, indent the first line of the second and any subsequent paragraphs an additional five spaces or one standard tab. Place the citation after the quotation's final punctuation.

One Work by Two Authors

Include both last names. In a parenthetical citation, place an ampersand (&) between them.

```
A few years later, British cosmologists (Collins & Hawking, 1973)
discussed the flatness problem in the context of the anthropic
principle.
```

If the names of the authors are in the text, use the word *and* instead of an ampersand.

```
A few years later, the British cosmologists Collins and Hawking (1973)
discussed the flatness problem in the context of the anthropic
principle.
```

One Work by Three, Four or Five Authors

List all the last names the first time a reference to the work appears, placing a comma and a space after each name. Place an ampersand (&) before the last name in parenthetical material. When including the names in the text, use the word *and*.

```
One method (Nelson, Miller, Lutz, & Fayer, 1982) optically excites and
monitors coherent acoustic waves in transparent or light-absorbing
liquids and solids.

Nelson, Miller, Lutz, and Fayer (1982) developed a method of optically
exciting and monitoring coherent acoustic waves in transparent or
light-absorbing liquids and solids.
```

Pulse-length-induced extra resonances arise in transient-grating experiments when the laser pulses are short enough that a steady state cannot be achieved during the excitation process (Farces, Tribuna, Dugal, & Fayer, 1993).

---

In subsequent references, give only the first author's name followed by "et al." (Note: Do not underline or italicize this Latin abbreviation for "and others.")

---

The method developed by Nelson et al. (1982) allows the selection of any propagation direction in anisotropic materials.

In anisotropic materials any propagation direction can be selected (Nelson et al., 1982).

Farces et al. (1993) have demonstrated that extra resonances, such as those caused in frequency-domain nonlinear wave mixing by pure dephasing or laser fluctuations, can also be induced by operation in the time domain.

Recent research (Farces et al., 1993) demonstrated that extra resonances, such as those caused in frequency-domain nonlinear wave mixing by pure dephasing or laser fluctuations, can also be induced by operation in the time domain.

---

One Work by Six or More Authors

Give only the first author's name followed by "et al." in the first as well as all subsequent citations.

---

Varela et al. (1995) describe a design for object-oriented databases on the World Wide Web.

---

More Than One Work by the Same Author

List the year for each source and separate the years with a comma and a space.

---

Recent research (Mulderig, 1993, 1995) confirms this effect.

Mulderig (1993, 1995) confirms this effect.

## More Than One Work by Different Authors in the Same Parenthetical Citation

List the sources in alphabetical order and separate them with a semicolon.

---

Recent research (Catano, 1995; Mulderig, 1993) confirms this effect.

## Two Works by the Same Author in the Same Year

Order the entries in the reference list in alphabetical order by title and attach to the year of each entry a corresponding lowercase letter, starting with *a*. Include the letter suffix in all parenthetical citations.

---

(Nier, 1940a)

(Nier, 1940b)

## Two Works by Different Authors with the Same Last Name

Include the authors' initials in all references in the text and in all parenthetical citations.

---

G. Williams (1995) and R. H. Williams (1993) independently reported similar results.

The results of a recent study (R. H. Williams, 1996) were inconclusive.

---

## Organizational Author

If the author of a source is a corporation, an agency, or a group, list the full name of the organization in your first reference. If your audience is familiar with an abbreviation or acronym for the organization, include it in brackets after the full name and use it in subsequent citations. Otherwise, write out the full name of the organization in each citation.

---

```
The standard performance measures (United States Department of
Transportation, Federal Aviation Administration [FAA], 1989) were used
to evaluate the system.
```

```
A "Missed Decision" is defined as a "failure of a runway-status light
to illuminate as it should" (FAA, 1989, p. 34).
```

Unknown Author

Use the first two or three words of the reference-list entry (usually the title) and the year. Use quotation marks for titles of articles, and underline or italicize the title of a book or journal.

---

```
Already several new security holes have been discovered and outlined in
detail (New Hacker's Guide, 1996).
```

Section 10.4.2.14

Personal Communication and Other "Nonrecoverable" Information

Because your readers do not have access to conversations, interviews, telephone calls, personal letters, and notes, APA style considers these and similar types of information "nonrecoverable data." Cite such information in the text, but do not include it in a list of references. List the initials and the last name of the person being used as a source, the type of communication, and the date of the communication.

---

```
A. P. French (personal communication, April 18, 1994)
```

```
(A. P. French , personal communication, April 18, 1994)
```

Use of Endnotes

APA style allows endnotes of two kinds:

1. Content notes to supplement information in the text. Use superscript arabic numerals both within your text and in your endnotes, numbering them consecutively. Begin your endnotes on a separate double-spaced page with the centered heading *Notes*.

2. Identification notes providing biographical information, contact information, or both for each of the document's authors. These notes should be unnumbered and placed on a separate page.

APA Content Guidelines

Include only entries that match in-text references. References should be only to publicly available information. Acknowledge personal communications such as conversations, interviews, telephone calls, and class lectures in the text and in parenthetical citations, but do not include them in the reference list.

Page Format

- Title: References (centered).
- Ordering of entries: Arrange in alphabetical order by first author's last name; then in chronological order, earliest items first; then in alphabetical order by title. List all single-author entries before multiple-author entries beginning with the same author's name. Do not number entry Spacing: Double-space both within and between entries.

- Indentation: Indent the first line five to seven spaces or one default tab (approximately one-half inch). Note: This is the APA's specification for manuscripts submitted for its publications. Before formatting a final draft, consider whether your instructor or other audience prefers a different indentation. Materials actually published by the APA, for example, have a hanging indentation--that is, the first line of each entry is flush left and the subsequent lines are indented.

General Structure of Entry

An APA reference-list entry has four elements: author(s); date (in parentheses); title; and publication information. Separate the elements with a period and a single space. In some cases, such as online materials and articles in an edited book, a fifth element is included.

1. *Author or authors*: List all authors, regardless of the number, in the order in which they are listed on the title page of the document. List all authors by last name, a comma and a space, first initial, and if included, middle initial, placing an ampersand (&) before the name of the last author. Separate initials with a period followed by a space. If a work produced by an organization lists no individual author, give the full name of the organization as author. If no author or organization is listed, move the title of the work into the author position.

2. *Date format*: The year of the entry always follows one space after the period concluding the author element. It is enclosed in parentheses and is followed by a period and a space. If two or more works by the same author were published in the same year, arrange them alphabetically by title and attach to the year of each work a lowercase letter, starting with *a*.

   In some cases, the month or the month and day are included as part of the date; then the year is followed by a comma, a space and the month (spelled out completely), and, sometimes, the day in arabic numerals.

3. *Title*: Give the full name of the work, including subtitles, which are separated from the title by a colon and a single space. Capitalize only the first word of the title, the first word after a colon, and all proper nouns. If the source is not a book or an article, include a description of the source's form (for example, Brochure, Specifications, Map) in brackets immediately following the title but before the period.

4. *Publication information--page numbers*: If giving a range, write out the second number in full: 222-227. Use the abbreviations *p.* and *pp.* only for articles in books and newspapers and when listing discontinuous pages: pp. 44-49, 102-122.

Books

*Title:* Underline book titles (including spaces). Include any edition number in parentheses immediately before the period ending the title element.

*Publication information:* List the city (written out in full). If the city is not well known or could be confused with another location, add the state (two-letter postal abbreviation) for U.S. locations or the country for foreign publishers. End the location information with a colon and a space followed by the full name of the publisher (omit such terms as *Publishers*, *Company*, and *Inc.*).

Book by One Author

---

    Lightman, A. (1991). Ancient light: Our

changing view of the universe. Cambridge, MA:

Harvard University Press.

---

Book by Two or More Authors

Chomsky, N., & Halle, M. (1968). The sound patterns of English. New York: Harper & Row.

### Edited Book or Anthology

Place the editor or editors (followed by the abbreviation *Ed.*, or *Eds.* in parentheses) in the author position.

Spudich, J. L., & Satir, B. H. (Eds.). (1991). Sensory receptors and signal transduction. New York: Wiley-Liss.

### Book by an Institutional or Organizational Author

Council of Biology Editors. (1994). Scientific style and format: The CBE manual for authors, editors, and publishers (6th ed.). Chicago: Cambridge University Press.

### Government Publication

United States Department of Transportation, Federal Aviation

Administration. (1989, 21 September). Air

traffic control. In <u>FAA Handbook</u> (7110.65F

with Changes 1-5) (pp. 123-98). Washington,

D.C.: U.S. Government Printing Office.

---

**Book with No Listed Author**

---

<u>The business of roses.</u> (1974). Los

Angeles: Little and Long.

---

**Translation**

---

Heisenberg, W. (1930). <u>The physical</u>

<u>principles of the quantum theory</u> (C. Eckart &

F. C. Hoyt, Trans.). Chicago: University of

Chicago Press.

---

**Technical Report**

List any identifying report, contract, or series number in parentheses immediately after the title. If the report has two numbers, give the one that is the more useful for identification and retrieval.

---

Heohan, C. F., Liepins, M. C., Meuse,

C. A., & Wolfson, M. M. (1992). <u>Summary of</u>

<u>triple Doppler data, Orlando, 1991</u> (Project

Report ATC-186). Lexington, MA: Massachusetts

Institute of Technology Lincoln Laboratory.

---

Selection in an Edited Book

This type of entry has five parts, each ending with a period: (1) the author of the selection; (2) the year in parentheses; (3) the title of the selection; (4) identification of the edited volume, beginning with the word *In*, the name of the editor, and the abbreviation *Ed.* (or *Eds.*) followed by the book's title and the page numbers of the selection in parentheses; and (5) the book's publication information.

---

Lipson, E. D., & Horwitz, B. D. (1991).

Photosensory reception and transduction. In

J. L. Spudich & B. H. Satir (Eds.), Sensory

receptors and signal transduction (pp. 1-64).

New York: Wiley-Liss.

---

Two or More Selections from an Anthology or Edited Book

Give all five elements for each entry.

---

Chomsky, N. (1967a). Current issues in

linguistic theory. In J. A. Fodor & J. J.

Katz (Eds.), The structure of language

(pp. 50-118). Englewood Cliffs, NJ:

Prentice-Hall.

Chomsky, N. (1967b). Degrees of

grammaticalness. In J. A. Fodor & J. J. Katz

(Eds.), The structure of language (pp. 384-389).

Englewood Cliffs, NJ: Prentice-Hall.

Journal Articles

Write out the full name of the periodical. Capitalize all words except prepositions and articles that do not begin the title or follow a colon. Underline both the periodical title and the volume number.

Article in a Journal Paginated by Annual Volume

Give the title followed by a comma, a space, the volume number (all underlined), another comma, a space, and the page numbers of the article without the abbreviations *p.* or *pp.*

Pasternack, R. F., & Collins, P. J.

(1995). Resonance light scattering: A new

technique for studying chromophore aggregation.

Science, 269, 935-939.

Nelson, K. A., Miller, R. J. Dwayne,

Lutz, D. R., & Fayer, M. D. (1982). Optical

generation of tunable ultrasonic waves.

Journal of Applied Physics, 53, 1144-1149.

Article in a Journal Paginated by Issue

If the journal is a monthly or bimonthly periodical, list the month of publication after the year. A comma, a space, and the volume number (all italicized or underlined) follow the title. The issue number follows the volume number in parentheses without a space. After another comma, list the page numbers of the article without the abbreviations *p.* or *pp.*

Denning, D. E. (1995, July). Resolving

the encryption dilemma: The case for the

clipper chip. Technology Review, 98(5), 48-55.

Article in a Daily, Weekly, or Biweekly Magazine or Newspaper

Include the year, month, and day. List the page numbers with the abbreviations *p.* or *pp.*

```
     Metcalfe, B. (1996, September 30). The

numbers show how slowly the Internet runs

today. Infoworld, p. 34.
```

Paper Published in Conference Proceedings

Treat a presentation in conference proceedings like an article in an edited book. If the title of the book does not indicate the name of the conference, place, in brackets, after the title, "Proceedings of" followed by the name of the conference, capitalized.

```
     Paez-Borrallo, J. M., Perez-Alavarez,

I. A., & Bello, S. Z. (1994). Adaptive

filtering in data communications with self

improved error reference. In IEEE International

Conference on Acoustics Speech and Signal

Processing (pp. 65-68). Adelaide, Australia:

Institute of Electrical and Electronic

Engineers.

     Halle, M. (1987). A biblical pattern

poem. In N. Fabb, D. Attridge, A. Durant, &

C. MacCabe (Eds.), The linguistics of writing:

Arguments between language and literature
```

```
[Proceedings of the conference The Linguistics

of Writing] (pp. 67-75). New York: Methuen.
```

---

Unpublished Paper Presented at a Meeting

Give the complete date of the presentation and underline or italicize the title of the paper, followed by "Paper presented at" and the name of the conference and its location.

---

```
     Lai, M., Chen, B., & Yuan, S. (1995, 12

December). Toward a new educational

environment. Paper presented at the Fourth

International World Wide Web Conference,

Boston.
```

---

Unpublished Dissertation

Underline the title of the dissertation. Then add "Unpublished doctoral dissertation" and the name and location of the university.

---

```
     Glazer, F. G. (1987). Hierarchical

motion detection. Unpublished doctoral

dissertation, University of Massachusetts at

Amherst.
```

Electronic sources

The format for documenting electronic sources of information, like the sources themselves, is still being developed. The following forms are taken from the *Publication Manual of the APA*, 4th ed. (1994), and recent standards proposed by T. Land (1996) to extend APA style for referencing online documents. In general, all electronic sources in APA style have five elements: author, date, title, document type, and publication information.

CD-ROMS and Other Portable Databases

Provide the author, date, and title information as you would for a print source. Identify the medium

(such as CD-ROM), electronic tape, cartridge tape) in brackets after the title. At the end of the entry, include the location and name of the product.

### Journal Abstract on CD-ROM

```
     Steinhausen, H. D., & Vollrath, M. (1993).

The self-image of adolescent patterns with

eating disorders [CD-ROM]. International

Journal of Eating Disorders, 13(2), 221-227.

Abstract from: Silverplatter File: PsycLIT

Item 80-33985.
```

### Information Published Only on CD-ROM

```
     Solution Software. (1996). Material Safety

Datasheets [CD-ROM]. Enterprise, FL:

Author.
```

### *Computer Software*

```
Corel Corporation, Ltd. (1996). Quattro Pro (Ver. 6.02 for Windows)

[Computer Software]. (1996). Dublin, Ireland:

Author.
```

### Online Sources

For a source that is revised regularly, add, if available, the source's day and month of publication or the day and month it was last modified as part of the date entry, and include in parentheses at the end of the citation the date you visited the source in the form (*visited* year, month, day). The publication information for any standard World Wide Web source is a Uniform Resource Locator (URL). The proposed, but not yet accepted, APA style (Land, 1996) begins the publication element of all World Wide Web sites with the capital letters "URL" followed by a space and the full URL path underlined. Do not end a URL with a period or any other punctuation. Begin a URL on a new line rather than breaking it between two lines.

### *J*ournal Published Only Online

```
     Harnack, A., & Kleppinger, G. (1996).
```

Beyond the MLA Handbook: Documenting

electronic sources on the Internet [On-line

serial]. Kairos, 1(2). URL

http://english.ttu.edu/kairos/1.2

## Document Available through the World Wide Web

Land, T. (1996, March 31). Web extension

to American Psychological Association style

(WEAPAS) [WWW Document] (Rev. 1.2.4). URL

http://www.nyu.edu/pages/psychology/WEAPAS/

(visited 1996, September 21).

## Document Retrieved from a File Transfer Protocol (FTP) Archive

Curtis, P. (1992). Mudding: Social phenomena

in text-based virtual realities [FTP archive]. Available FTP:

Hostname: parcftp.xerox.com.pub/MOO/papers/DIAC92

**Modern Language Association (MLA) Author-Page Style**

MLA style is widely used by academics and publishers, especially in fields connected with the study of literature or foreign languages.

General Structure

Guidelines for MLA Parenthetical Notation

Use of Endnotes or Footnotes

MLA List of Works Cited

**General Structure**

The *MLA Handbook for Writers of Research Papers*, 4th ed. (1995), recommends a system of in-text citations that clearly point to entries included in a reference list, called *Works Cited* at the end of the document. The APA and MLA styles differ significantly in several areas, particularly in the information given in the in-text parenthetical citation, the guidelines for placement of such citations, and numerous specific formatting and stylistic conventions for both the citations and the reference lists.

For example, MLA style emphasizes the exact location of information. Consequently, the specific page numbers of a reference are always listed in the citation unless the reference is clearly to the entire source as a whole. On the other hand, MLA in-text citations do not include the year of publication.

**Guidelines for MLA Parenthetical Citation**

Placement of Parenthetical Citations
Name of Author Included in Text
Page Numbers
Quotations
One Work by Two or Three Authors
One Work by Four or More Authors
More Than One Work by the Same Author
More Than One Work by Different Authors in the Same Citation
Two Works by Different Authors with the Same Last Name
Organizational Author
Unknown Author
Personal Communication and Other "Nonrecoverable" Information

Citation in Text

---

```
The connection between brain damage and autism is no longer disputed
(Bailey 8).
```

---

Entry in List of Works Cited

---

```
Bailey, Arthur. "The Biology of Autism."

     Psychological Medicine 23 (1993): 7-11.
```

## Placement of Parenthetical Citation

Because MLA style emphasizes readability, it recommends, in general, placing parenthetical citations at the end of the sentence rather than immediately after the information being cited. If the author's name is included in the text, the page number should still be placed at the end of the sentence.

## Name of Author Included in Text

MLA style encourages placing the name of the author in the running text, thus decreasing the number and size of parenthetical citations and making the prose more readable. If the name of the author is included in the text, include in the citation only the page number (and, if your Works Cited list includes two works by the same author, a short title).

---

```
Bailey concludes that the connection between brain damage and autism is
no longer disputed (8).

Williams independently reached the same conclusion (111-19).
```

---

## Page Numbers

Indicate page numbers without *p.* or *pp.* For a range of numbers, give the full first number and the final two digits of the last number with a hyphen in between. Give more than two digits in cases where they are needed to make the range immediately apparent to the reader (66-98, but 66-103 instead of 66-03).

## Quotations

Place the citation immediately after the quotation but before any punctuation ending the clause or sentence. However, if the quotation ends with an exclamation point or a question mark, place that punctuation mark before the closing quotation mark, and then write the parenthetical citation followed by the punctuation that ends the clause or sentence.

---

```
The developer of MIT's Media MOO observes "Virtual communities, social
clubs, universities, and corporations are all groups of people brought
together for a purpose. Achieving that purpose often requires that
there be some way to determine who can join that community" (Bruckman
51-52).
```

Bruckman observes, "Virtual communities, social clubs, universities, and corporations are all groups of people brought together for a purpose. Achieving that purpose often requires that there be some way to determine who can join that community" (51-52).

Noting that gravitational and kinetic energies are no longer equal, Lightman asks, "Why are [they] becoming unbalanced at this particular moment in cosmic time, just when *Homo sapiens* happened to arrive?" (61).

---

Set off quotations of more than four lines by starting them on a new line and indenting each line ten spaces or one inch. If the quotation is only one paragraph or part of one, do not indent the first line further. If the quotation includes the beginning of a second paragraph, indent the first line of each complete paragraph an additional three spaces or one-fourth inch. Place the citation *after* the final punctuation.

One Work by Two or Three Authors

Include all last names in both parenthetical citations and references in the text. Use the word *and* rather than an ampersand for both in-text and parenthetical citations. For three authors, place a comma after the first and second authors.

---

A few years later, British cosmologists discussed the flatness problem in the context of the anthropic principle (Collins and Hawking 317).

Radically new approaches to educational uses of network technology have been recently developed in China (Lai, Chen, and Yuan 2).

---

MLA style prefers, however, including the authors' names in the text.

---

A few years later, the British cosmologists Collins and Hawking discussed the flatness problem in the context of the anthropic principle (317).

Lai, Chen, and Yuan have described China's development of radically new approaches to educational uses of network technology (2).

One Work by Four or More Authors

List only the first author's name followed by "et al." (Note: Do not underline or italicize this Latin abbreviation for "and others.")

---

```
The method developed by Nelson et al. allows the selection of any
propagation direction in anisotropic materials (1146-47).

In anisotropic materials any propagation direction can be selected
(Nelson et al. 1146-47).
```

---

More Than One Work by the Same Author

If the list of works cited includes more than one work by the same author, identify the specific source by both the author's name and a short, one-to-three word version of the title.

---

```
New educational software is being developed to allow elementary school
children from a variety of geographic locations and cultural background
to collaborate in building a virtual world (Bruckman, MOOSE Crossing 3-
4).

Bruckman observes that "virtual communities, social clubs,
universities, and corporations are all groups of people brought
together for a purpose. Achieving that purpose often requires that
there be some way to determine who can join that community" ("Finding"
51-52).
```

More Than One Work by Different Authors in the Same Citation

Separate the sources with a semicolon followed by one space.

---

```
Recent research confirms this effect (Catano 412-13; Mulderig 1198-
1234).
```

Two Works by Different Authors with the Same Last Name

Include the authors' first names in all references in the text and in all parenthetical citations.

---

```
Gary Williams (382-84) and Rosalind H. Williams (94-98) independently
reported similar results.
```

```
The results of a recent study (Rosalind H. Williams 94-98) were
inconclusive.
```

## Organizational Author

If the author of a source is a corporation, an agency, or a group, give the full name of the organization as it appears in the list of works cited. MLA style recommends including long names of agencies in the text to avoid interrupting the reader.

```
The standard performance measures of the United States Department of
Transportation's Federal Aviation Administration (123-97) were used in
evaluating the system.
```

rather than

```
The standard performance measures (United States Department of
Transportation, Federal Aviation Administration 123-97) were used in
evaluating the system.
```

## Unknown Author

Use the first two or three words of the reference-list entry (usually the title). Use quotation marks for titles of articles and underline or italicize the title of a book or journal.

```
Already several new security holes have been discovered and outlined in
detail (New Hacker's Guide 18).
```

## Personal Communication and Other "Nonrecoverable" Information

Acknowledge unpublished interviews, telephone calls, personal letters, notes, and other such information in both parenthetical citations and the list of works cited.

```
A. P. French noted that the clarity of Rutherford's prose style is not
often imitated in the writing of most contemporary physicists (personal
conversation, 18 April 1994).
```

**Use of Endnotes or Footnotes**

MLA style allows two types of endnotes or footnotes.

1. Content notes providing supplementary information, explanations, and comments that would interrupt the readability of the text. In general, avoid long notes. Use notes only to include material that you cannot fit into the text but that is essential for a clear and complete understanding of what you have written.

2. Bibliographic notes giving additional references and evaluative comments on sources, contact information, or both for each of the document's authors.

Number your notes consecutively, using superscript arabic numerals both in the text and in your endnotes.

Endnotes

Footnotes

Endnotes

Consecutively number all the notes in your paper. Place endnotes on a separate double-spaced page before the list of works cited, with the centered heading *Notes*. Indent the first line of each note five spaces or one standard tab (one-half inch), and begin the note with the superscript number without punctuation.

Footnotes

Place each footnote at the bottom of the page on which the reference occurs, and, if possible, avoid continuing the note onto the following page. Begin the note four lines--two double-spaced lines--below the last line of text. Indent the first line of each note five spaces or one standard tab (one-half inch), and begin the note with the superscript number without punctuation. Footnotes are single-spaced with a double space between them.

**Content Guidelines**

Include all sources that have contributed ideas and information to your document. Be sure that the entries correspond to and match the in-text references. A list of works cited includes only sources mentioned in the text, notes, or appendixes. If you need to mention works that you consulted but that did not directly contribute information or ideas to your document, change the title to *Works Consulted*. Include references to all sources, whether or not they are publicly available.

Page Format

- Title: Works Cited (centered)

- Ordering of entries: Arrange in alphabetical order by first author's last name or, for works without authors, the first significant word in the title. List a single-author entry before a multiple-author entry beginning with the same author name. Do not number entries.

- Spacing: Double-space both within and between entries.

- Indentation: Begin the first line at the left margin, and indent all subsequent lines five spaces or half an inch.

An MLA *Works Cited* entry has three basic elements: author(s); title; and publication information. Separate the elements with a period and a single space. In some cases, such as online materials and articles in an edited book, other elements are included.

1. *Author or authors*: List the authors or, in some cases, the editors of the work in the order and form in which they are listed on the title page of the document. Include all first names, middle names, and initials. List the first author by last name followed by a comma, a space, and the rest of the name. For works with two authors, follow the first author's name with a comma and a space, and then list the second author's name in straightforward order followed by a period. For works with three authors, follow the first author's name with a comma and a space, then list the second and third authors' names. For works with more than three authors (or editors), list only the inverted name of the first author followed by a comma and "et al." the Latin phrase meaning "and others." If a work produced by an organization lists no individual author, give the full name of the organization as author. If no author or organization is listed, move the title of the work into the author position. If your list of works cited includes two or more works by the same person, list the name in full in the first entry. In subsequent entries, type three hyphens and a period in place of the name. The three hyphens indicate exactly the same name or names as the preceding entry and can be used even if the role (author or editor) is different.

2. *Title*: Give the full name of work including subtitles, which are separated from the title by a colon and a single space. Capitalize the first and last words of a title and subtitle and all other words except articles, coordinating conjunctions, prepositions and the *to* in infinitives.

3. *Publication information*

   *Date format*: MLA style includes the year and, in some cases, the month and day as part of the publication information. Dates are given in arabic numerals in the the format day, month, and year without any commas. Abbreviate all months except May, June, and July with the month's first three letters plus a period (for example, 12 Sep. 1991).

*Page numbers*: Indicate page numbers without the abbreviation *p.* or *pp.* For a range of numbers, write out the full first number and the final two digits of the last number, with a hyphen in between. Give more than two digits in cases where they are needed to make the range immediately apparent to the reader (66-98, but 66-103 instead of 66-03).

Books

*Title:* Italicize or underline book titles (including spaces). If the book is an edited work and the author is listed, include the edition number and the editor or editors as a separate element between the title and the publication information. Treat a translation the same way. Separate the elements with periods.

*Publication information:* List the city (written out in full). If the city is not well known or could be confused with another location, add the state (two-letter postal abbreviation) for U.S. locations or the country for foreign publishers. End the location information with a colon and a space followed by a short version of the publisher's name (Harcourt for Harcourt Brace & Co., and Beacon for Beacon Press, Inc.). Use the abbreviation UP for University Press. After the publisher's name type a comma, and then give the year of publication followed by a period.

Book by one Author

Lightman, Alan. <u>Ancient Light: Our Changing</u>

    <u>View of the Universe.</u> Cambridge, MA:

    Harvard UP, 1991.

Book by Two Authors

Chomsky, Noam, and Morris Halle. <u>The Sound</u>

    <u>Patterns of English.</u> New York: Harper,

    1968.

Edited Book or Anthology

Place the editor or editors (followed by a comma, a space, and *ed.* or *eds.*) in the author position.

Spudich, John L., and Bruce H. Satir, eds.

    <u>Sensory Receptors and Signal Transduction.</u>

    New York: Wiley-Liss, 1991.

## Selection in an Edited Book

This type of entry has six parts, each ending with a period: (1) the author of the selection; (2) the title of the selection; (3) the title of the edited book; (4) the full name of the editor; (5) publication information; and (6) the page numbers of the selection.

Lipson, Edward D., and Bruce D. Horwitz.

    "Photosensory Reception and Transduction."

    <u>Sensory Receptors and Signal Transduction.</u>

    Ed. John L. Spudich and Bruce H. Satir.

    New York: Wiley-Liss, 1991. 1-64.

## Two or More Works by the Same Author

Chomsky, Noam. "Current Issues in Linguistic

    Theory." <u>The Structure of Language.</u> Ed.

    Jerry A. Fodor and Jerrold J. Katz.

    Englewood Cliffs, NJ: Prentice, 1967.

    50-118.

---. "Degrees of Grammaticalness." <u>The</u>

    <u>Structure of Language.</u> Ed. Jerry A. Fodor

    and Jerrold J. Katz. Englewood Cliffs,

NJ: Prentice, 1967. 384-89.

Chomsky, Noam, and Morris Halle. <u>The Sound

Patterns of English.</u> New York: Harper,

1968.

---

Book by an Institutional or Organizational Author

---

Council of Biology Editors. <u>Scientific Style

and Format: The CBE Manual for Authors,

Editors, and Publishers.</u> 6th. ed.

Chicago: Cambridge UP, 1994.

---

Government Publications

---

National Aeronautics and Space Administration.

<u>NASA Pocket Statistics.</u> Washington, DC:

Office of Headquarters Operations, 1991.

---

Book with No Listed Author

---

<u>Waterstone's Guide to Books.</u> London:

Waterstone, 1981.

---

Translation

---

```
Heisenberg, Werner. The Physical Principles

     of the Quantum Theory. Trans. Carl Eckart

     and Frank C. Hoyt. Chicago: U of Chicago

     P, 1930.
```

Technical Report

MLA style treats technical reports as books.

```
Heohan, Chris F., et. al. Summary of Triple

     Doppler Data, Orlando 1991. Lexington MA:

     MIT Lincoln Laboratory, 1992.
```

Journal Articles

Entries for articles from periodicals, like books, have three main divisions, each ending with a period. The first part is the name of the author or authors. The second part is the title of the article, enclosed in quotation marks. The third part of the entry is the publication information, which begins with the name of the periodical. Underline or italicize the journal title, and capitalize all words except prepositions and articles that do not begin the title or follow a colon. Additional publication information , such as the volume number and the date of publication, follows the title and concludes with a colon, a space, the page numbers of the article, and a period. If an article is continued from its first page to a nonconsecutive page, give only the first page and (without a space) a + sign.

Article in a Journal Paginated by Annual Volume

Give the journal title (italicized or underlined) followed by a space, the volume number, another space, the year of publication (in parentheses), a colon, a space, and the page numbers of the article without the abbreviation *p.* or *pp.*

```
Nelson, Keith A., et al. "Optical Generation

     of Tunable Ultrasonic Waves." Journal of

     Applied Physics 53 (1982): 1144-49.

Pasternack, Robert F., and Peter J. Collins.
```

```
"Resonance Light Scattering: A New

Technique for Studying Chromophore

Aggregation." Science 269 (1995): 935-9.
```

---

## Article in a Journal Paginated by Issue

Add a period and the issue number (also in arabic numerals) to the volume number.

```
Allemang, John. "Social Studies in Gibberish."

    Quarterly Review of Doublespeak 20.1

    (1993): 9-10.
```

---

## Article in a Monthly or Bimonthly Periodical

If the journal is a monthly or bimonthly periodical, list the month and year of publication instead of the volume number.

```
Fallows, James. "Networking Technology."

    Atlantic Monthly July 1994: 34-36.
```

---

## Article in a Daily, Weekly, or Biweekly Magazine or Newspaper

Include the year, month, and day.

```
Metcalfe, Bob. "The Numbers Show How Slowly

    the Internet Runs Today." Infoworld 30

    Sep. 1996: 34.
```

---

## Paper Published in Conference Proceedings

Treat a presentation in conference proceedings like an article in an edited book.

Jaeggli, Osvaldo. "Subject Extraction and the

     Null Subject Parameter." <u>Proceedings of</u>

     <u>NELS 14.</u> Ed. Charles Jones and Pamela

     Sells. Amherst, MA: Graduate Linguistic

     Student Assn., Univ. of Massachusetts,

     1984. 132-53.

Paez-Borrallo, Jose M., Isabel A. Perez-

     Alavarez, and Sergio Z. Bello. "Adaptive

     Filtering in Data Communications with

     Self Improved Error Reference."

     Conference. <u>IEEE International Conference</u>

     <u>on Acoustics Speech and Signal Processing.</u>

     Adelaide, Australia: IEEE, 1994. 65-68.

Halle, Morris. "A Biblical Pattern Poem." <u>The</u>

     <u>Linguistics of Writing: Arguments</u>

     <u>between Language and Literature.</u> Ed.

     Nigel Fabb et al. New York: Methuen,

     1987. 67-75.

## Unpublished Paper Presented at a Meeting

Give the author's name, the title of the paper, the meeting, and the presentation. Underline or italicize the title of the paper. Then write "Paper presented at" and the name of conference and its location, followed by the date.

Lai, Ming-Chih, Bih-Horng Chen, and Shyan-

```
Ming Yuan. Toward a New Educational

    Environment. Section on Educational

    Applications of the World Wide Web. Paper

    presented at the Fourth International

    World Wide Web Conference. Boston,

    12 Dec. 1995.
```

---

Unpublished Dissertation

Give the title of the dissertation in quotation marks. Then add *Diss.* and the name of the university, followed by the year.

---

```
Glazer, Frederick G. "Hierarchical Motion

    Detection." Diss. Univ. of Massachusetts,

    1987.
```

Electronic Sources

The format for documenting electronic sources of information is still being developed. The following forms are taken from the *MLA Handbook*, 4th ed. (1995), and recent online papers and articles (Harnack and Kleppinger, 1996; Walker, 1996a; 1996b).

CD-ROMs and Other Portable Databases

Provide the author, date, and title information as you would for a print source. Identify the medium (such as CD-ROM, electronic tape, cartridge tape) after the title of the database. At the end of the entry, include the location and name of the product and the publication date.

CD-ROM Database: Abstract with a Print Version

```
Steinhausen, Harold C., and Mary Vollrath.

    "The Self-Image of Adolescent Patterns

    with Eating Disorders." International

    Journal of Eating Disorders 13 (1993):

    item 80-33985, PsycLIT Abstracts. CD-ROM.
```

```
    Silverplatter. 1993.
```

## Information Published Only on CD-ROM

```
Material Safety Datasheets. CD-ROM. Enterprise,

    FL: Solution Software. 1996.
```

## Computer Software

```
Quattro Pro. Ver. 6.02 for Windows. Computer

    Program. Dublin, Ireland: Corel, 1996.
```

## Online Sources

One proposed, but not yet accepted, MLA style guideline (Harnack and Kleppinger, 1996) suggests the following format: the author's name; the full title of the document in quotation marks, if appropriate; the title of the journal or larger work if available underlined or in italics; the date of publication or last revision; the full Uniform Resource Locator (URL) address; and the date accessed in parentheses. Enclose the full URL path in angle brackets (< >) with no underlining or punctuation. (Do not end a URL with any punctuation mark, and begin it on a new line rather than breaking it between two lines.)

## Journal Published Only Online

```
Harnack, Andrew, and Gene Kleppinger. "Beyond

    the MLA Handbook: Documenting Electronic

    Sources on the Internet." Kairos 1.2

    (1996): <http://english.ttu.edu/kairos/1.2/>

    (21 Sep. 1996).
```

## Document Available through the World Wide Web

```
Walker, Janice R. "MLA-Style Citations of

    Electronic Sources." Ver. 1.0, Rev. Apr.

    1995.

    <http://www.cas.usf.edu/english/walker/mla.html>

    (21 Sep. 1996).
```

Document Retrieved from a File Transfer Protocol (FTP) Archive

Use the same form as for a World Wide Web document except precede the full path name of the file with the lowercase abbreviation *ftp* and do not enclose the path name in angle brackets.

Curtis, Pavel. "Mudding: Social Phenomena in

    Text-Based Virtual Realities." 1992.

    ftp parcftp.xerox.com/pub/MOO/papers/DIAC92

    (4 Aug. 1996).

## The Mayfield Handbook of Technical & Scientific Writing

*The Chicago Manual of Style*, 14th ed. (1993), presents three styles of documentation. Two of the styles are author-date systems--one using formatting conventions common in the humanities, the other incorporating practices common in scientific and technical writing. The third and more traditional system, presented here, uses numbered endnotes or footnotes and, in the case of a long manuscript, a bibliography.

*The Chicago Manual of Style* (CMS) was originally written as a guide to authors and editors of professional books. Kate Turabian adapted and modified CMS style for students in *A Manual for Writers of Term Papers, Theses, and Dissertations* 6th ed. (1996). In some places, the two books present different recommendations. With a few exceptions, which will be noted, the format presented here is standard CMS style.

General Structure

Guidelines for CMS Note Citation

Use of Endnotes or Footnotes

CMS Note List

### General Structure
Each reference in the text is followed by a consecutive raised (superscript) number, which refers to a note placed on a separate sheet at the end of the text. (Turabian and some specific styles, however, prefer footnotes, which are placed at the bottom of each page.) For the note numbers in the text, use superscript numbers, which are easily generated by almost all common word processing programs.

In contrast to all the other documentation systems mentioned, CMS style requires a separate endnote for each citation of a source. In addition, CMS style recommends that long documents also include an alphabetized bibliography, which contains the same information as the notes but in a different format.

### Guidelines for CMS Note Citation

Citation in Text

Physicists have long sought a grand unified theory, since scientists have always preferred theories with the fewest of elements.[1]

Note

1. Alan Lightman, Ancient Light: Our

Changing View of the Universe (Cambridge:

Harvard University Press, 1991), 106.

Listing in Bibliography

```
Lightman, Alan. Ancient Light: Our Changing

     View of the Universe. Cambridge: Harvard

     University Press, 1991.
```

If the next reference is to the same source, substitute the abbreviation *Ibid.* (from the Latin *ibidem*, meaning "in the same place") for the work. Unless the reference is to the same page or pages listed in the preceding reference, indicate the page number after a comma and a space.

```
     2. Ibid., 152
```

Subsequent nonconsecutive notes to the same reference are then given in a brief format.

```
     6. Lightman, 127
```

See

> Placement of Superscript Notes
> Page Numbers
> Quotations
> Citing More Than One Work by the Same Author
> More Than One Work by Different Authors in the Same Note
> Two Works by Different Authors with the Same Last Name
> Personal Communication and Other "Nonrecoverable" Information

Placement of Superscript Note Numbers

Place a note number at the end of a sentence or in, exceptional cases, at the end of a clause, after any punctuation mark except a dash (which should be preceded by the note number).

Page Numbers

CMS style, like MLA style, requires the exact page number of the information being cited in all notes except those that explicitly refer to a work as a whole.

Quotations

Place the note number immediately after the quotation. Quotations of eight or more lines should be set off as block quotations, single-spaced and separated from the general text by a blank line above and below. Indent block quotations four spaces from the left margin.

The developer of MIT's Media MOO observes that "virtual communities, social clubs, universities, and corporations are all groups of people brought together for a purpose. Achieving that purpose often requires that there be some way to determine who can join that community."[9]

## More Than One Work by the Same Author

If you are citing two or more works by the same author, include a short form of the title as part of the brief format.

3. Noam Chomsky, "Current Issues in Linguistic Theory," in *The Structure of Language*, ed. Jerry A. Fodor and Jerrold J. Katz (Englewood Cliffs, N.J.: Prentice-Hall, 1967), 56-58.

4. Noam Chomsky, "Degrees of Grammaticalness," in *The Structure of Language*, ed. Jerry A. Fodor and Jerrold J. Katz (Englewood Cliffs, NJ: Prentice-Hall, 1967), 386.

7. Chomsky, "Current Issues," 98.

8. Chomsky, "Degrees," 384-86.

## More Than One Work by Different Authors in the Same Note

Include several sources documenting a single fact in one note. Separate items with semicolons.

## Two Works by Different Authors with the Same Last Name

Include the author's first name as part of each brief reference.

12. Chaim Perelman, 12-19.

13. Leslie Perelman, 3.

Personal Communication and Other "Nonrecoverable" Information

Because your readers do not have access to conversations, interviews, telephone calls, personal letters, and notes, CMS style recommends that such information be mentioned in the text of your document but not included in the notes or the bibliography.

Use of Endnotes or Footnotes

CMS style discourages including content notes along with bibliographic notes.

**CMS Note List**

Content Guidelines

Page Format

General Structure of Entry

Books

Journal Articles

**Content Guidelines**

Include only entries that match in-text notes. References should be only to publicly available information. Acknowledge personal communications such as conversations, interviews, telephone calls, and class lectures in the text, but do not include them in the reference list or the bibliography. Although a bibliography is not always used, the examples in Books and Journal Articles show the bibliographic form after the note form.

**Page Format**

- Title: Notes (centered)


- Ordering of entries: Arrange entries numerically. Place the numbers preceding the note on the same line in the same type font, followed by a period and two spaces.


- Spacing: Double-space both within and between entries. (Turabian recommends single-spacing both footnotes and endnotes, with a blank line between notes.)


- Indentation: Indent first line five to seven spaces or one default tab (approximately one-half inch).

General Structure of Entry

A CMS entry has four elements: author(s); title; publication information including the date; and the page number or numbers. Separate the author's name from the title with a comma, and place the publication information in parentheses. If a page number is included, follow the parentheses with a comma and the page number or numbers.

1. *Author or authors*: List up to three authors, all in straightforward (rather than last-name-first) order.

2. *Title*: Give the full name of the work, including the subtitles, if any, which is separated from the title by a colon and a single space. Capitalize all significant words, the first word of the title, and the last word after a colon. If the source is not a book or an article, include a description of the source's form.

3. *Publication information--date format*: Always give the year. In some cases, such as some types of periodicals and online sources, the month or the month and day are included as part of the date. Dates are in arabic numerals the format day, month (not abbreviated), and year, or month and year. Dates are not punctuated.

4. *Page numbers*: For a range of numbers, write out the full first number followed by a hyphen and the final one or two digits of the last number (66-98, but 105-9). Give all the digits of the second number in cases where they are needed to make the range immediately apparent to the reader (66-98, but 66-103 instead of 66-03). Use the abbreviations *p.* and *pp.* for page numbers of sources from journals without volume numbers.

**Books**

*Title:* Italicize or underline book titles (including spaces). Include (not italicized or underlined) a second or subsequent edition number after the title.

*Publication information:* Enclose the location information in parentheses. Begin with the city (written out in full). If the city is not well known or could be confused with anotheration, add the state (full, not postal abbreviation) for U.S. locations or the country for foreign publishers. End the location information with a colon. Type a space and give the full name of the publisher followed by a comma, a space, the year, and the closing parenthesis. In each of the following examples, the note form is followed by the bibliography form.

Although a bibliography is not always used, the examples that follow show the bibliographic form after the note form.

Book by One Author

1. Alan Lightman, Ancient Light: Our

Changing View of the Universe (Cambridge, MA:

Harvard University Press, 1991), 106.


Lightman, Alan. Ancient Light: our Changing

        View of the Universe. Cambridge, MA:

        Harvard University Press, 1991.

---

## Book by Two or More Authors

---

        1. Noam Chomsky and Morris Halle, The

Sound Patterns of English (New York: Harper &

Row, 1968), 77-81.


Chomsky, Noam, and Morris Halle. The Sound

        Patterns of English. New York: Harper &

        Row, 1968.

---

## Edited Book or Anthology

Place the editor or editors (followed by *ed.* or *eds.*) in the author position.

---

        1. John L. Spudich and Bruce H. Satir,

eds., Sensory Receptors and Signal

Transduction (New York: Wiley-Liss, 1991).


Spudich, John L., and Bruce H. Satir, eds.

        Sensory Receptors and Signal Transduction.

        New York: Wiley-Liss, 1991.

## Book by an Institutional or Organization Author

     1. Council of Biology Editors, <u>Scientific
Style and Format: the CBE Manual for Authors,
Editors and Publishers,</u> 6th ed. (Chicago:
Cambridge University Press, 1994), 738.

Council of Biology Editors, <u>Scientific Style

     and Format: the CBE Manual for Authors,

     Editors, and Publishers.</u> 6th ed., Chicago:

     Cambridge University Press, 1994.

## Government Publication

     1. National Aeronautics and Space
Administration, <u>NASA Pocket Statistics</u>
(Washington, D.C.: Office of Headquarters
Operations, 1991).

National Aeronautics and Space Administration.

     <u>NASA Pocket Statistics.</u> Washington, D.C.:

     Office of Headquarters Operations, 1991.

## Book with No Listed Author

     1. <u>Waterstone's Guide to Books</u> (London:
Waterstone, 1981).

<u>Waterstone's Guide to Books.</u> London:

     Waterstone, 1981.

## Translation

    1. Werner Heisenberg, The Physical
Principles of the Quantum Theory, trans. Carl
Eckart and Frank C. Hoyt (Chicago: University
of Chicago Press, 1930).

Heisenberg, Werner. The Physical Principles
    of the Quantum Theory. Translated by Carl
    Eckart and Frank C. Hoyt. Chicago:
    University of Chicago Press, 1930.

## Technical Report

CMS style treats technical reports as books. List any identifying report, contract, or series number immediately after the title. If the report has two numbers, give the one that is the more useful for identification and retrieval.

    1. Chris F. Heohan, Margita C. Liepins,
Cynthia A. Meuse, and Marilyn M. Wolfson,
Summary of Triple Doppler Data, Orlando, 1991,
Project Report ATC-186 (Lexington, Mass.: MIT
Lincoln Laboratory, 1992).

Heohan, Chris F., Margita C. Liepins, Cynthia
    A. Meuse, and Marylin M. Wolfson. Summary
    of Triple Doppler Data, Orlando, 1991.
    Project Report. ATC-186. Lexington, Mass.:

```
      MIT Lincoln Laboratory, 1992.
```

---

Selection in an Edited Book

This type of entry has five parts: (1) the author of the selection; (2) the title of the selection; (3) the word *in* introducing the title of the edited volume, which is followed by *ed.* (here standing for "edited by") and the name of the editor; (4) the publication information; and (5) the page numbers of the selection.

---

```
      1. Edward D. Lipson and Bruce D. Horwitz,

"Photosensory Reception and Transduction," in

Sensory Receptors and Signal Transduction, ed.

John L. Spudich and Bruce H. Satir (New York:

Wiley-Liss, 1991), 1-64.


Lipson, Edward D., and Bruce D. Horwitz.

      "Photosensory Reception and transduction."

      In Sensory Receptors and Signal

      Transduction, edited by John L. Spudich

      and Bruce H. Satir, 1-64. New York:

      Wiley-Liss, 1991.
```

---

Two or More Works by the Same Author

The full notes are in standard form, but the short forms include a brief title. Format the author's name in the bibliographic entries in the same style as MLA, and list the name (or names if there are multiple authors) in the first entry. In subsequent entries, type three hyphens and a period in place of the name(s).

---

```
      1. Noam Chomsky, "Current Issues in

Linguistic Theory," in The Structure of
```

Language, ed. Jerry A. Fodor and Jerrold J.

Katz (Englewood Cliffs, N.J.: Prentice-Hall,

1967), 50-118.

    2. Noam Chomsky, "Degrees of

Grammaticalness," in The Structure of Language,

ed. Jerry A. Fodor and Jerrold J. Katz

(Englewood Cliffs, N.J.: Prentice-Hall, 1967),

384-89.

Chomsky, Noam. "Current Issues in Linguistic

     Theory." In The Structure of Language,

     edited by Jerry A. Fodor and Jerrold J.

     Katz, 50-118. Englewood Cliffs, N.J.:

     Prentice-Hall, 1967.

---. "Degrees of Grammaticalness." In The

     Structure of Language, edited by Jerry A.

     Fodor and Jerrold J. Katz, 384-89.

     Englewood Cliffs, N.J.: Prentice-Hall,

     1967.

Journal Articles

The author's name is followed by the article title. Enclose the article title in quotation marks and capitalize the first and last words of the title and subtitle and all other words except prepositions, articles, coordinating conjunctions, and the *to* in infinitives. Write out the full name of the periodical. Underline or italicize the periodical title but not the volume number. Put the date in parentheses followed by a colon and page numbers.

Although a bibliography is not always used, the examples that follow show the bibliographic form after the note form.

Article in a Journal Paginated by Annual Volume

The volume number follows the name of the journal. If there is an issue number, it may be included after the volume number, preceded by *no.*

---

1. Keith A. Nelson, R. J. Dwayne Miller,

David R. Lutz, and Michael D. Fayer, "Optical

Generation of Tunable Ultrasonic Waves,"

Journal of Applied Physics 53, no. 2 (February

1982): 1144-49.


Nelson, Keith A., R. J. Dwayne Miller, David R.

    Lutz, and Michael D. Fayer. "Optical

    Generation of Tunable Ultrasonic Waves."

    Journal of Applied Physics 53, no. 2

    (February 1982): 1144-49.

---

Article in a Journal Paginated by Issue

If the journal is a monthly or bimonthly periodical, include the issue number with the date consisting of the month or quarter of publication and the year.

---

1. Dorothy E. Denning, "Resolving the

Encryption Dilemma: The Case for the Clipper

Chip," Technology Review 98, no. 5 (July 1995):

48-55.


Denning, Dorothy E. "Resolving the Encryption

    Dilemma: The Case for the Clipper Chip."

    Technology Review 98, no. 5 (July 1995):

```
     48-55.
```

---

Article in a Daily, Weekly, or Biweekly Magazine or Newspaper

Include the year, month, and day. List the page numbers with *p.* or *pp.*

---

```
     1. Bob Metcalfe, "The Numbers Show How

Slowly the Internet Runs Today," Infoworld,

30 September 1996, p. 34.


Metcalfe, Bob. "The Numbers Show How Slowly

     the Internet Runs Today." Infoworld, 30

     September 1996, p. 34.
```

---

Paper Published in Conference Proceedings

Treat a presentation in conference proceedings like an article in an edited book. If the title of the book does not indicate the name of the conference, list, in brackets, after the title the form descriptor "Proceedings of" followed by the name of the conference in capitals.

---

```
     1. Osvaldo Jaeggli, "Subject Extraction

and the Null Subject Parameter," in Proceedings

of NELS 14, ed. Charles Jones and Pamela

Sells, New England Linguistics Society 14

(Amherst, Mass.: Graduate Linguistic Student

Association, University of Massachusetts at

Amherst, 5 May 1984), 132-53.


Jaeggli, Osvaldo. "Subject Extraction and the
```

Null Subject Parameter." In <u>Proceedings</u>

<u>of NELS 14,</u> edited by Charles Jones and

Pamela Sells, 132-53. New England

Linguistics Society 14. Amherst, Mass.:

Graduate Linguistic Student Association,

University of Massachusetts at Amherst,

5 May 1984.

---

## Unpublished Paper Presented at a Meeting

Give the complete date of the presentation and put the title of the paper in quotation marks, followed by "paper presented at" and the name of the conference and its location.

---

1. Ming-Chih Lai, Bih-Horng Chen, and

Shyan-Ming Yuan, "Toward a New Educational

Environment" (paper presented at Fourth

International World Wide Web Conference,

Boston, 12 December 1995), 10.

Lai, Ming-chih, Bih-Horng Chen, and Shyan-Ming

Yuan. "Toward a New Educational

Environment." Paper presented at Fourth

International World Wide Web conference,

Boston, 12 December 1995.

---

## Unpublished Dissertation

Enclose the title of the dissertation in quotation marks. Then write "Ph.D. diss" or "Master's thesis" followed by the name of the university and the year.

1. Frederick G. Glazer, "Hierarchical Motion Detection," Ph.D. diss., University of Massachusetts, 1987), 102-4.

Glazer, Frederick G. "Hierarchical Motion Detection." Ph.D. diss., University of Massachusetts, 1987.

**Council of Biology Editors (CBE) Citation-Sequence System**

The style manual published by the Council of Biology Editors, *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers*, 6th. ed. 1994, is widely used not only in the life sciences and medicine but also in many engineering disciplines. In addition to extensive treatment of the conventions for scientific terminology, it present two systems of citation: a number-year system similar to APA style and a citation-sequence system, which uses numbers in the text that refer to a numbered list of references. Many other scientific and technical formats, such as the IEEE reference style, use variations of this general system.

General Structure

Guidelines for CBE Citation-Sequence System

Use of Endnotes or Footnotes

CBE Numbered List of References

**General Structure**

Each reference in CBE style retains throughout the document the same sequential number it is assigned when first cited. That number is then repeated whenever that work is cited in the document. In general, the goal of the CBE style of entries in the reference list is to minimize the number of keystrokes made by the typist: there are no periods after initials; names of journals and publishers are abbreviated; and titles of books, journals, and articles are not underlined, italicized, or enclosed in parentheses.

Citations in Text

---

The oncogene jun has presently become one of the best-known oncogenes because of its ability to act as a transcription factor[1]. One study[2] examined the mRNA levels of jun C, jun B and jun D in various mouse tissues and concluded that each of these genes is expressed independently in different tissues and that they may play a role in growth, development and cellular differentiation.

---

Entries in Numbered List of References

---

1.  Cavalieri F, Ruscio T, Tinoco R, Benedict

    S, Davis C, Vogt PK. Isolation of three

    new avian sarcoma viruses: ASV9, ASV17,

    and ASV 25. Virology 1985;143:680-3.

2.  Hirai SI, Ryseck RP, Mechta F, Bravo R,

    Yaniv M. Characterization of jun D: a new

```
    member of jun protooncogene family.

    Embo J. 1989;8:1433-9.
```

---

## Subsequent Citations in Text

---

```
The results presented in this report show that mammary tissues from
mice, rats, and humans contain constitutive levels of jun B
transcripts. This is not surprising since in a previous survey that did
not include mammary tissue, jun B was found to be present in a variety
of mouse tissues².
```

--Taniya Sarkar, Wei Zhao, and Nurul H. Sarkar, "Expression of Jun Oncogene in Rodent and Human Breast Tumors," *World Wide Web Journal of Biology*

**Guidelines for CBE Citation-Sequence System**

Name of Author Included in Text

Placement of Superscript Note Numbers

More Than One Work in the Same Citation

Personal Communication and Other "Nonrecoverable" Communication

Name of Author Included in Text

CBE style, in general, places the names of authors in the running text less frequently than APA, MLA, or CMS styles. The name of a source in the text is always followed by the corresponding note number.

---

```
Williams⁷³ independently reached the same conclusion.
```

Placement of Superscript Note Numbers

Place the note number directly after the reference, even before punctuation if any, rather than at the end of a clause or sentence.

More Than One Work in the Same Citation

Separate citation numbers with commas and without any spaces. Indicate a sequence of three or more citation numbers as a single range separated by a hyphen.

```
Increasing emphasis has been placed on the rapid diagnosis of viral
infections. Motion or centrifugation can speed the diagnosis of some
viral infections[19-22]. For example, it has been demonstrated that rolling
inoculated cultures at 0.1 to 0.3 rpm may enhance viral isolations and
can enhance CPE and/or viral yields for enteroviruses[6,28,30-36],
rhinoviruses[1,11,29,41], reoviruses[22], parainfluenza virus type 4[2],
rotaviruses[7,18,21,27,37,43], and herpesviruses[8].
```

--Taniya Sarkar, Wei Zhao, and Nurul H. Sarkar, "Expression of Jun Oncogene in Rodent and Human Breast Tumors," *The World Wide Web Journal of Biology*

Personal Communication and Other "Nonrecoverable" Information

Cite only published works, forthcoming published works, and unpublished materials available to scholars in a library, a depository, or an archive.

**Use of Endnotes or Footnotes**

CBE discourages footnotes except in tables. Avoid content, biographical, and additional bibliographic notes.

CBE Numbered List of References

Content Guidelines

Page Format

General Structure of Entry

Books

Journal Articles

Electronic Sources

**Content Guidelines**

Include all sources that have contributed ideas and information to your document. Be sure that the entries correspond to the references numbered in the text. The reference list should include only works mentioned in the text or appendixes. (Sources that were consulted but not cited in the text may be listed under a separate heading as "Additional References" or "Additional

Bibliography.") Include references only to sources that are published or soon-to-be published or that are publicly available unpublished documents.

Page Format

- Title: References or Cited References

- Ordering of entries: Arrange in numerical sequence by a work's first mention in the document.

- Spacing: Double-space both within and between entries.

- Indentation: Place the number of the entry at the left margin followed by a period. Indent the text of all entries two or three spaces (one-quarter or one-third inch) to the right of the period following the largest number in the reference list.

General Structure of Entry

A CBE reference entry has four basic elements: author; title; publication information; and page numbers. End each element with a period, and do not use periods to indicate abbreviations.

1. *Author or authors:* List all authors by last name, followed by a space and capitalized initials without any spacing or punctuation. End the author section with a period. If there is more than one author, place a comma after the name of each author except for the final author. The name of the final author should not be preceded by *and* or an ampersand (*&*). List the first ten authors of any work. If the work has more than ten authors, list the first ten followed by the phrase "and others."

2. *Titles:* Only the first word, proper nouns, proper adjectives, and capitalized abbreviations (such as HIV) of article and book titles are capitalized. However, capitalize all principal words of a journal title. Do not underline or italicize any titles.

3. *Publication information--date format:* Always include the year and, in some case, the month and day as part of the publication information. If you have a choice, give dates in the format year, month (abbreviate all months except May), and day (in arabic numerals) without any commas (for example, 1991 Sep 7). In Europe, Canada, and the U.S. military, a day-month-year sequence may be preferred (for example, 7 Sep 1991).

4. *Page numbers:* Give the range of page numbers in as few digits as possible without creating any possible ambiguity (1263-7, but 98-203). Indicate the range of page numbers by the single character *p* without a period. Indicate the total number of pages of a book or a section of a book by the character *p*.

**Books**

*Title:* Give the complete original title.

*Publication information:* List the name of the city (written out in full). If the city is not well known or could be confused with another location, add the state (two-letter postal abbreviation) for U.S. locations, or the country for foreign publishers. End the location information with a colon and a space, followed by a short version of the publisher's name (Harcourt for Harcourt Brace & Co., and Beacon for Beacon Press, Inc.). Use all standard abbreviations. After the publisher's name, type a semicolon and the year of publication followed by a period, a space, the number of pages in the book or section, and the character *p*.

Book by One Author

```
1.   Lightman A. Ancient light: our changing

     view of the universe. Cambridge, MA:

     Harvard University Press; 1991.
```

Edited Book or Anthology

Place the editor or editors (followed by a comma, a space, and *editor* or *editors*) in the author position.

```
1.   Spudich JL, Satir BH, editors. Sensory

     receptors and signal transduction. New

     York: Wiley-Liss; 1991. 341 p.
```

Selection in an Edited Book

This type of entry has five parts, each ending with a period: (1) the author of the selection; (2) the name of the editor preceded by *In:*; (3) the title of the edited book; (4) publication information; and (5) the page numbers of the selection.

1.  Bishop, HB. Trends in oncogenes. In:

    Bradshaw RA, Prentis S, editors.

    Oncogenes and growth factors. New York:

    Elsevier; 1987. p 1-10.

## Book by an Institutional or Organizational Author

1.  Council of Biology Editors. Scientific

    style and format: The CBE manual for

    authors, editors, and publishers. 6th ed.

    Chicago: Cambridge UP; 1994. 825 p.

## Book with No Listed Author

To indicate that no author or editor is listed on the title page, start the entry with "[Anonymous]."

1.  [Anonymous]. Chicago manual of style. 14th

    ed. Chicago: U Chicago P; 1993.

## Translation

1.  Heisenberg W. The physical principles of the

    quantum theory. Eckart C, Hoyt FC,

    translators. Chicago: U Chicago P; 1930.

    278 p.

## Technical Report

The CBE format consists of seven parts: (1) author, with the name of the performing organization in parentheses; (2) title; (3) publication information, including publisher or sponsoring organization and date of publication; (4) report number; (5) contract number; (6) total number of pages; and (7) availability statement.

1.   Heohan CF, Liepins MC, Meuse CA, Wolfson MM.

     (Lincoln Laboratory, Massachusetts

     Institute of Technology). Summary of

     triple Doppler data, Orlando, 1991.

     Project Report. Lexington, Lincoln

     Laboratories; 1992 Apr 7. Report nr

     ATC-186. Contract nr DOT/FAA/NR-92-2.

     21 p. Available from Lincoln Laboratory,

     244 Wood Street, Lexington, MA 02173.

## Journal Articles

The CBE format for journals has three elements: (1) author; (2) title; and (3) journal information, consisting of the journal title and the year and month of publication, ending with a semicolon; the volume number (or issue number in parentheses), a colon, followed by the inclusive page numbers. Journal titles longer than one word are abbreviated according to the standard form used in most biological and medical journals: articles, conjunctions, and prepositions are dropped unless they are part of a name or a scientific or technical term; at least the last two letters of all remaining words are dropped (for example "Microbiology" is abbreviated "Microbiol" and "Journal" is abbreviated "J"). The first letter of each word in a journal title is capitalized.

## Article in a Journal Paginated by Annual Volume

The month and issue numbers are omitted for journals that are paginated by volume.

1.   Nelson KA, Miller RJD, Lutz DR, Fayer MD.

     Optical generation of tunable ultrasonic

     waves. J Appl Phys 1982;53:1144-9.

## Article in a Journal Paginated by Issue

1.   Allemang J. Social studies in gibberish.

```
Quart Rev Doublespk 1993;20(1):9-10.
```

Article in a Popular Monthly or Bimonthly Periodical

Use the month and year of publication instead of the volume number.

```
1.  Fallows J. Networking technology. Atlan

    Month 1994 Jul:34-6.
```

Article in a Daily, Weekly, or Biweekly Magazine or Newspaper

Include the year, month, and day.

```
1.  Metcalfe B. The numbers show how slowly the

    Internet runs today. Infoworld 1996 Sep

    30:34.
```

Paper Published in Conference Proceedings

Treat a presentation in conference proceedings like an article in an edited book.

```
1.  Paez-Borrallo JM, Perez-Alavarez IA, Bello

    SZ. Adaptive filtering in data

    communications with self improved error

    reference. IEEE International Conference

    on Acoustics Speech and Signal Processing;

    1994 Apr 7-9; Adelaide; Australia.

    Adelaide: IEEE; 1994: p 65-8.
```

## Unpublished Dissertation

An unpublished dissertation has five elements: (1) author; (2) title, followed by *dissertation* (or *MSci thesis*, etc.) in brackets; (3) publication information; consisting of the location of the institution granting the degree (with the state abbreviation or country name in parentheses), a colon, a space, the name of the institution, and the year of the degree; (4) total number of pages; and (5) availability information.

---

1.  Glazer FG. Hierarchical motion detection

    [dissertation]. Amherst (MA): University

    of Massachusetts; 1987. 113 p. Available

    from: University Microfilms, Ann Arbor,

    MI; AAD87-41.

## Electronic Sources

The format for documenting electronic sources of information is still being developed.

### CD-ROMs and Other Portable Databases

Provide the author, data, and title information as you would for a print source. Identify the medium (such as CD-ROM, electronic tape, cartridge tape) in brackets after the title. At the end of the entry, include the location and name of the product.

### Online Sources

Although the *CBE Manual* format for online sources does not include the full Internet address, adding such an address is both useful and consistent with the availability elements of other CBE formats. Include the Uniform Resource Locator (URL) address; give the date accessed in parentheses. Enclose the full URL path in angle brackets (< >) with no underlining or punctuation. (Do not end a URL with any punctuation mark, and begin it on a new line rather than breaking it between lines.)

### *Journals Published Only Online*

1.  Harnack A, Kleppinger G. Beyond the MLA

    Handbook: documenting electronic sources

    on the Internet. Kairos [serial online]

    1996 June 15; 1(2). Available from the

Alliance for Computers and Writing via

the INTERNET;

<http://english.ttu.edu/kairos/1.2/>

(Accessed 1996 Sep 14.)

**IEEE Citation-Sequence System**

The Institute of Electrical and Electronics Engineers (IEEE), one of the largest professional organizations in the world, oversees numerous journals and regularly publishes its own Letters, Transactions, and Proceedings of the technical conferences it sponsors.

It publishes a short guide, *Information for IEEE Transactions, Journals, and Letters Authors*(1996). The guide includes a brief but concise outline of the IEEE reference style, which is a variation of the CBE Citation-Sequence (C-S) system. IEEE style, like CBE style, uses a single sequentially ordered note number to cite all references to each source mentioned in the text. The IEEE reference list, like the one in the CBE C-S system, is arranged by the order of citation in the text, not in alphabetical order. IEEE style also prohibits the use of content notes, preferring instead that supplementary explanations and examples be included in the text (often in parentheses).

General Structure

Guidelines for IEEE Citation-Sequence System

Use of Endnotes or Footnotes

IEEE Numbered List of References

**General Structure**

The format of the IEEE reference style differs significantly from CBE format. The most significant differences are found in the following areas.

- Citation numbers: IEEE style encloses citation numbers in running text in square brackets rather than as superscripts. Each citation number in the reference list is also enclosed in square brackets.

- In-text reference to sources: IEEE style encourages substituting the reference number for the name of the author. For example,

---

```
[1], [9], and [11] have demonstrated . . .
```

---

Use "in [1]" instead of "in Wiliams et al."

- Separation of elements: Except for a period ending the title element of a book, IEEE format uses commas rather than periods to separate elements.

- Author format: Author names are presented in regular name order--that is, the first and middle initials of each author followed by a period, a space, and the last name. For two authors, use *and* instead of a comma between the two names. For three or more authors, place a comma after each author's name and place *and* before the name of the last author. A comma always follows the last author's name.

- Dates: Dates are given in the format day, month (abbreviated with period), and year.

- Abbreviations: Periods are used with abbreviations.

- Titles: All beginning and significant words in books titles and journal titles are capitalized and underlined or italicized. Titles of journal articles are enclosed in quotation marks, but, as in CBE style, only the first word of an article is capitalized.

- Page numbers: Numbers are always preceded by *p.* or *pp.*, and if more than one page is cited, all the digits of the second number in the range are given.

**Citations in Text**

The oncogene jun has presently become one of the best-known oncogenes because of its ability to act as a transcription factor [1]. One study [2] examined the mRNA levels of jun C, jun B and jun D in various mouse tissues and concluded that each of these genes is expressed independently in different tissues and that they may play a role in growth, development and cellular differentiation.

Entries in Numbered List of References

[1] F. Cavalieri, T. Ruscio, R. Tinoco, S.

Benedict, C. Davis, and P. K. Vogt,

"Isolation of three new avian sarcoma

viruses: ASV9, ASV17, and ASV 25,"

Virology, vol. 143, pp. 680-683, 1985.

[2] S. I. Hirai, R. P. Ryseck, F. Mechta, R.

Bravo, M. Yaniv, "Characterization of

jun D: a new member of the jun

protooncogene family," <u>Embo Journ.,</u> vol.

8, pp. 1433-1438, 1989.

---

Subsequent Citations

---

The results presented in this report show that mammary tissues from
mice, rats, and humans, contain constitutive levels of jun B
transcripts. This is not surprising since in a previous survey that did
not include mammary tissue, jun B was found to be present in a variety
of mouse tissues [2].

--Taniya Sarkar, Wei Zhao, and Nurul H. Sarkar, "Expression of Jun Oncogene in Rodent and
Human Breast Tumors," *World Wide Web Journal of Biology*

Guidelines for IEEE Citation-Sequence System

Placement of Note Numbers

Name of Author Included in Text

More Than One Work in the Same Citation

Personal Communication and Other "Nonrecoverable" Information

Placement of Note Numbers

Place the note number directly after the reference rather than at the end of a clause or sentence.

Name of Author Included in Text

In general, use a note number instead of the author's name.

---

```
The same conclusion was demonstrated by [17] independently.
```

## More Than One Work in the Same Citation

Separate citation numbers with commas and without any spaces. Indicate a sequence of three or more citation numbers as a single range separated by a hyphen.

---

```
The same effect was reported by [3,7,12].

Increasing emphasis has been placed on the rapid diagnosis of viral
infections. Motion or centrifugation can speed the diagnosis of some
viral infections [19-22].
```

--Taniya Sarkar, Wei Zhao, and Nurul H. Sarkar, "Expression of Jun Oncogene in Rodent and Human Breast Tumors," *World Wide Web Journal of Biology*

## Personal Communication and Other "Nonrecoverable" Information

Cite only published works, forthcoming published works, and unpublished materials available to scholars in a library, a depository, or an archive.

## Use of Endnotes or Footnotes

Avoid content, biographical, and additional bibliographic notes.

**IEEE Numbered List of References**

Content Guidelines

Page Format

Books

Journal Articles

Electronic Sources

Content Guidelines

Include all sources that have contributed ideas and information to your document. Be sure that the entries correspond to and match the in-text reference notes. The reference list should include only works mentioned in the text. Each appendix should have its own reference list.

Page Format

- Title: References (placed flush left)

- Ordering of entries: Arrange in numerical sequence by a work's first mention in the document.

- Spacing: Double-space both within and between entries.

- Indentation: Place the number of the entry at the left margin and enclose it in brackets. Indent the text of all entries two or three spaces (one-quarter or one-third inch) to the right of the closing bracket following the largest number in the reference list.

## Books

### Book by One Author

```
[1] A. Lightman, Ancient Light: Our Changing

    View of the Universe. Cambridge, MA:

    Harvard University Press, 1991.
```

### Edited Book or Anthology

```
[1] J. L. Spudich and B. H. Satir, Eds.,

    Sensory Receptors and Signal Transduction.

    New York: Wiley-Liss, 1991.
```

### Selection in an Edited Book

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[1] E. D. Lipson and B. D. Horwitz,
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"Photosensory Reception and Transduction,"
in <u>Sensory Receptors and Signal
Transduction,</u> J. L. Spudich and B. H.
Satir, Eds. New York: Wiley-Liss, 1991,
pp. 1-64.

## Book by an Institutional or Organizational Author

[1] Council of Biology Editors, <u>Scientific
Style and Format: The CBE Manual for
Authors, Editors, and Publishers,</u> 6th ed.,
Chicago: Cambridge University Press, 1994.

## Translation

[1] W. Heisenberg, <u>The Physical Principles of
the Quantum Theory,</u> C. Eckart and F. C.
Hoyt, Trans., Chicago: University of
Chicago Press, 1930.

## Technical Report

[1] C. F. Heohan, M. C. Liepins, C. A. Meuse,
M. M. Wolfson, "Summary of triple Doppler
data, Orlando, 1991," MIT Lincoln
Laboratory, Lexington, MA. Tech. Rep.
ATC-186 (DOT/FAA/NR-92-2), 7 Apr. 1992.

## Government Publication

[1] National Aeronautics and Space

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      Administration, NASA Pocket Statistics.

      Washington, DC: Office of Headquarters

      Operations, 1991.
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Journal Articles

Article in a Journal Paginated by Annual Volume

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[1] K. A. Nelson, R. J. Dwayne Miller, D. R.

      Lutz, and M. D. Fayer, "Optical

      generation of tunable ultrasonic waves,"

      Journal of Applied Physics, vol. 53, no. 2,

      Feb., pp. 1144-1149, 1982.
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Article in a Professional Journal Paginated by Issue

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[1] J. Allemang, "Social studies in gibberish,"

      Quarterly Review of Doublespeak, vol. 20,

      no. 1, pp. 9-10, 1993.
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Article in a Popular Monthly or Bimonthly Periodical

If the journal is a monthly or bimonthly periodical, use the month and year of publication instead of the volume number.

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[1] J. Fallows, "Networking technology,"

      Atlantic Monthly, Jul., p. 34-36, 1994.
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Article in a Daily, Weekly, or Biweekly Magazine or Newspaper

Include the year, month, and day.

[1] B. Metcalfe, "The numbers show how slowly

the Internet runs today," <u>Infoworld,</u> 30

Sep., p. 34, 1996.

## Paper Published in Conference Proceedings

Treat a presentation in conference proceedings like an article in an edited book.

[1] J. M. Paez-Borrallo, I. A. Perez-Alavarez,

and S. Z. Bello, "Adaptive filtering in

data communications with self improved

error reference," In <u>Proc. IEEE ICASSP</u>

<u>'94,</u> 1994, pp. 65-68.

## Unpublished Paper Presented at a Conference

[1] M. Lai, B. Chen, and S. Yuan, "Toward a

new educational environment," presented

at 4th Int. World Wide Web Conf. Boston,

MA, 1995.

## Unpublished Dissertation

[1] F. G. Glazer, "Hierarchical motion

detection," diss, Amherst: University of

Massachusetts, 1987.

## Electronic Sources

The IEEE subscribes to the guidelines for citing electronic sources being developed by the International Standards Organization.

## Articles in an Electronic Journal

Give the author, title, type of medium (enclosed in brackets), volume, issue number (in parentheses), page number (if given), and the year and month of publication (in parentheses). Then give the full Internet address or the name of the online service provider prefaced by "Available:"

[1] A. Harnack and G. Kleppinger, "Beyond the

    MLA Handbook: Documenting Electronic

    Sources on the Internet," Kairos, [Online

    serial] 1(2), (1996 Sum), Available HTTP:

    http://english.ttu.edu/kairos/1.2/

## Other Online Documents

[1] T. Land, "Web extension to American Psychological Association

    style (WEAPAS)," [Online document], 1996

    Mar 31 (Rev. 1.2.4), [cited 1996 Sep 14], Available HTTP:

    http://www.nyu.edu/pages/psychology/WEAPAS/

[1] P. Curtis, "Mudding: Social phenomena in

    text-based virtual realities," [Online

    document], Aug. 1992, [1996 Aug 30],

    Available FTP:

    parcftp.xerox.com/pub/MOO/papers/DIAC921992.

Mayfield Publishing has generously allowed the Siemens Foundation to post certain information on its website. This information, which relates to citing sources and listing references in research reports, can assist students submitting research reports to the 2000 Siemens Westinghouse Science & Technology Competition. Entrants to the Competition are not required to use this information; other information sources are available. The information, which comes from Chapters 10 and 15 of *The Mayfield Handbook of Technical & Scientific Writing* by Leslie C. Perelman, James Paradis and Edward Barrett, is the property of Mayfield Publishing. It has been provided as an aid to students who have entered (or may enter) the Competition. This information may not be downloaded by persons who have not or may not enter the Competition.

**Chapter 15**

Style Guides

**General**

American National Standards Institute. *American National Standard for Bibliographic References.* New York: American National Standards Institute, 1977.

American Psychological Association. *Publication Manual of the American Psychological Association.* 4th ed. Washington, D.C.: American Psychological Association, 1994.

> Widely used reference for citation styles and document format. The fourth edition differs significantly from previous editions.

*Chicago Manual of Style.* 14th ed. Chicago: University of Chicago Press, 1993.

> Standard guide to style, document preparation and format, and citation styles. Includes detailed descriptions of three documentation styles: the traditional note format, and two name-year systems, one primarily for the humanities, the other for the social sciences and technical disciplines.

Achtert, Walter S., and Joseph Gibaldi. *The MLA Style Manual.* New York: Modern Language Association, 1985.

> The comprehensive version of the MLA handbook (below), but not as recently revised.

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers.* 4th ed. New York: Modern Language Association, 1995.

> The standard guide to writing about language and literature.

Sabin, W. A. *The Gregg Reference Manual.* 8th ed. Lake Forest, Ill.: Glencoe, 1995.

> A useful general guide that emphasizes specific business styles and formats.

Skillin, Marjorie E., and Robert M. Gay. *Words Into Type.* 3rd ed. Englewood Cliffs, N.J.: Prentice Hall, 1974.

A classic general guide to preparing manuscripts for publication.

Turabian, Kate L. *A Manual for Writers of Term papers, Theses, and Dissertations.* 6th ed. Chicago: University of Chicago Press, 1996.

A manual for students that employs a slightly modified version of the *Chicago Manual of Style's* note citation system.

United States Government Printing Office. *United States Government Printing Office Style Manual.* Washington, D.C.: United States Government Printing Office, 1985.

The guide for the required style and format for most U.S. Government publications and for many government grant applications and contract proposals.

*Xerox Publishing Standards: A Manual of Style and Design.* New York: Watson-Guptil Publications, 1988.

A widely imitated corporate publishing guide that emphasizes layout and design.

**Astronomy and Physics**

American Institute of Physics. *AIP Style Manual.* 4th ed. New York: American Institute of Physics, 1990.

Wilkins, George A. *The IAU Style Manual: The Preparation of Astronomical Papers and Reports.* Paris: International Astronomical Union, 1990.

Waldron, Anne and Peggy Judd. *Physical Review Style and Notation Guide.* Woodbury, N.Y.: American Physical Society, 1983

**Biology and Medicine**

American Medical Association. *American Medical Association Manual of Style.* 8th ed. Baltimore: Williams and Wilkins, 1989.

American Society for Microbiology. *ASM Style Manual for Journals and Books.* Washington, D.C.: American Society for Microbiology, 1991.

Council of Biology Editors. *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers.* 6th ed. Chicago: Cambridge University Press, 1994.

National Library of Medicine. *National Library of Medicine Recommended Formats for Bibliographic Citation.* Bethesda, Md.: National Library of Medicine, 1991.

**Chemistry**

Dodd, J. S. *The ACS Style Guide: A Manual for Authors and Editors.* Washington, D.C.: American Chemical Society, 1985

**Electrical Engineering**

*Information for IEEE Transactions, Journal, and Letters Authors.* Piscataway, N.J.: Institute of Electrical and Electronics Engineers, 1996.

**Geology and Meteorology**

American Meteorological Society. *Author's Guide to the Journals of the American Meteorological Society.* Boston: American Meteorological Society, 1993.

Hansen, W. R. *Suggestions to Authors of the Reports of the United States Geological Survey.* Washington, D.C.: United States Government printing Office, 1990.

**Mathematics**

American Mathematical Society, *A Manual for Authors of Mathematical Papers.* Providence, R.I.: American Mathematical Society, 1990.

**Electronic Sources**

Emory University Health Sciences Center Library. "A Field Guide to Source On, About, and On the Internet." URL http://www.cc.emory.edu/WHSCL/citation.formats.html

Harnack, Andrew, and Gene Kleppinger. "Beyond the MLA Handbook: Documenting Electronic Sources on the Internet." On-Line Serial. *Kairos* 1, no. 2 (1996). URL http://english.ttu.edu/kairos/1.2/

      Modification of MLA format with useful style guide.

Land, T. *Web Extension to American Psychological Association Style (WEAPAS).* 31 WWW Document. (Rev. 1.4), 25 November 1996. URL http://www.beadsland.com/weapas/

      A useful adaptation of APA documentation style for most online sources of information.

Li, Xia, and Nancy B. Crane. *Electronic Styles: A Handbook for Citing Electronic Information.* Medford, N.J.: Information Today, 1996. URL http://www.uvm.edu/~ncrane/estyles/

Walker, Janice R. "MLA-Style Citations of Electronic Sources." WWW Document Ver. 1.0. January 1996. URL http://www.cas.usf.edu/english/walker/mla.html

**Desk Dictionaries**

*The Random House College Dictionary.* Rev. ed. New York: Random House, 1991.

*The American Heritage Dictionary of the English Language.* 3rd ed. Boston, 1992.

*Merriam-Webster's Collegiate Dictionary.* 10th ed. Springfield, Mass.: Merriam-Webster, 1993.

**Unabridged Dictionaries**

*Oxford English Dictionary on Historical Principles.* 2nd ed. Oxford, U.K.: Clarendon Press, 1991.
      The standard and comprehensive historical dictionary of the English language.

*Webster's Third New International Dictionary of the English Language.* Springfield, Mass.: Merriam-Webster, 1981.

      A comprehensive dictionary emphasizing American English.

**ESL Dictionaries**

*Longman Dictionary of American English.* 2nd ed. White Plains, N.Y.: Longman, 1997.

Long, T. H., Ed. *Longman Dictionary of English Idioms.* Rev. ed. Harlow, England: Longman, 1984

**Technical Dictionaries**

Jeffrey, C. *Biological Nomenclature.* 3rd ed. New York: Cambridge University Press, 1992.

Walker, J. M., and M. E. Cox. *The Language of Biotechnology: A Dictionary of Terms.* Washington, D.C.: American Chemical Society, 1933.

*McGraw-Hill Dictionary of Scientific and Technical Terms.* 5th ed. New York: McGraw-Hill, 1993.

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Singleton, Paul, and Diana Sainsbury. *Dictionary of Microbiology and Molecular Biology.* 2nd ed. New York: Wiley, 1993.

Stenesh, J. *Dictionary of Biochemistry and Molecular Biology.* 2nd ed. New York: J. Wiley, 1989.

Walker, P. M. *Cambridge Dictionary of Science and Technology.* New York: Cambridge University Press, 1990

**Grammar and Usage**

*Merriam Webster's Dictionary of English Usage.* Springfield, Mass.: Merriam-Webster, 1989.

Cofer, Charles N., et al. "Guideline for Nonsexist Language in APA Journals." *American Psychologist* 32 (1977): 486-94.

Cook, Claire Kehrwald. *Line by Line: How to Edit Your Own Writing.* Boston: Houghton-Mifflin, 1985.

Miller, Casey, and Kate Swift. *The Handbook of Nonsexist Writing.* New York: Lippincott, 1980.

Wilson, K. G. *The Columbia Guide to Standard American English.* New York: Columbia University Press, 1993.

**General Guides to Effective Style**

Gowers, Ernest. *The Complete Plain Words.* 2nd ed. Edited by Bruce Fraser. Baltimore: Penguin, 1975.
>A classic explanation of a clear writing style.

Lanham, Richard A. *Revising Prose.* 3rd ed. New York: Macmillan, 1992.

Strunk, William, Jr., and E. B. White. *The Elements of Style.* 3rd ed. New York: Macmillan, 1979.

>The short classic for writing clear and concise prose.

Williams, Joseph W. *Style: Ten Lessons in Clarity and Grace.* 5th ed. New York: Longman, 1997.

>A modern and detailed guide with a focus and approach similar to Strunk and White.

**Guides to Scientific Writing**

Day, Robert A. *How to Write and Publish a Scientific Paper.* Philadelphia: ISI, 1979.

Paradis, James G., and Muriel L. Zimmerman. *The MIT Guide to Science and Engineering Communication.* Cambridge, Mass.: MIT Press, 1997.

Wilkinson, A. M. *The Scientist's Handbook for Writing papers and Dissertations.* Englewood Cliffs, N.J.: Prentice Hall, 1991.

**Guides for Effective Graphs and Text Formats**

Cleveland, W. S. *Visualizing Data.* Murray Hill, N.J.: AT&T Laboratories, 1993.

Science Illustration Committee, Council of Biology Editors. *Illustrating Science: Standards for Publication.* Bethesda, Md.: Council of Biology Editors, 1988.

Tufte, Edward R. *Envisioning Information.* Cheshire, Conn.: Graphics Press, 1990.

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>Tufte's works are widely regarded as modern classics in outlining the basic principles of effective presentation of visual information.

**Nomenclature, Abbreviations, and Symbols**

*Oxford Dictionary of Abbreviations.* Oxford, U.K.: Oxford University Press, 1991.

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*Abbreviations Dictionary.* 8th ed. R. De Sola, Ed. Boca Raton, Fla.: CRC Press, 1992.

Dreyfuss, H. *Symbol Sourcebook: An Authoritative Guide to International Graphic Symbols.* New York: Van Nostrand Reinhold, 1984

**Tables and Units of Measurement**

*Geigy Scientific Tables.* 6 volumes. 8th ed. West Caldwell, N.J.: CIBA-Geigy, 1991-1993.

*CRC Handbook of Chemistry and Physics.* 74th ed. Boca Raton, Fla.: CRC Press, 1993.

Clark, John O. *The Macmillan Dictionary of Measurement.* New York: Macmillan, 1994.

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----. *Units of Measurement.* Geneva: International Organization for Standardization, 1982.

> Older and shorter version of the 13 volume work.

Jerrard, H. G., and D. B. McNeil. *A Dictionary of Scientific Units.* London: Chapman and Hall, 1992.

**Maps and Place Names**

*Webster's New Geographical Dictionary.* Springfield, Mass.: Merriam-Webster, 1988.

Munro, David. *Cambridge World Gazetteer: A Geographical Dictionary.* New York: Cambridge University Press, 1991.