Reference guide

(Updates marked with \* - p3 – references with PMCID number added)

EndNote Style updated 20151001; EndNote library Updated 20151001

The reference style we have created is based on APA 6th with some modifications. Please consult the [original APA 6th](https://owl.english.purdue.edu/owl/section/2/10/) for situations we have not described below.

If you have any questions after reading this please feel free to contact Annelie Landgren at ([landgrena@mail.nih.gov](mailto:landgrena@mail.nih.gov)) ☺

# Two things you need to [find and download](https://portals.dceg.cancer.gov/4thedition/guidance-documents/references) from the portal:

1. The sample endnote library with frequently used references
2. The reference output style -

You will find both under “guidance documents” on the portal or see links below.

Note: The output style may be updated – see version date

# Sample EndNote Library

## How to find and incorporate the sample references in your endnotes file:

Access the compressed EndNote library: [4th edition ref samples](https://portals.dceg.cancer.gov/4thedition/guidance-documents/references/endnote-library-sample-references/view)(note version date)  
Download, save then open and the “.enlx” file (the EndNote archived library).

Move all the references from this library to your own, using the “drag and drop technique”.

NOTE: Remember to check for duplicates when you are done.

# Tips on inputting references by hand into your EndNote Library

### Anonymous work (where no one person is the author)

Always enter something (e.g. an acronym for the group or consortium who wrote it in collaboration etc.) into the “author field”. This will help the reader to easily identify what reference you are pointing them to.

### Capitalization

Titles of journal articles - sentence style  
Titles of books and reports - headline style

### Don't press “enter”

Be careful to ONLY press “enter” when entering author names (one name per row). **Extra spaces or rows** will make your reference list look out of style.

### Use the correct “reference type”

If you can’t make the reference show as you would like it using the regular types of reference sources in EndNote (i.e. journal, book section etc), use the “all in the title field” reference type. We added this as a choice for this purpose. Enter everything in the “title field” except for authors and year.

# Output style for EndNote references

## How to find and incorporate the EndNote style for the references in your word document:

The style we have created is based on APA 6th with some edits. Download, and open this style by clicking on the link: [Output Style](https://portals.dceg.cancer.gov/4thedition/guidance-documents/references/APA%206th%20_4th%20ed%20S_F%20Text.ens/view) (note version date)

After opening chose “save as” to save it in your default EndNote Styles folder. Add ”\_” in front of the style name when saving, to make our style stand out and show up on top of your list.

Open the word document with your chapter and update your references and bibliography in the EndNote tab – click on “update citations and bibliography”. You will be asked what style you want to use, choose “select another style” and find our style.

## About this style:

### In text citation

* It holds one last name and year if more than 2 authors (Smith et al., 2011), else both are listed (Smith and Jones, 2011).
* If necessary to make citation unique, a lower case letter is added after the year starting with a, b, c etc.)
* If the author is a group, a known acronym (i.e. IARC, WHO etc.) may be used
* If two publications with the same first author are cited together:  
  (Zahm et al., 2011, 2015)
* If two authors have the same last name are cited together (Smith J et al., 2011, Smith F et al., 2015)

### Reference list

* It holds only 3 authors if there are more than 6 authors. If 6 or less, all authors are listed.
* No periods or commas in author name. (i.e. “Smith AB”)
* Author names are separated with comma. (i.e. “Smith AB, Green BC”)
* Title for books and reports should be capitalized in headline style
* Title for other references should be sentence style
* Journal name should be abbreviated (see 3rd edition when in doubt) and listed in normal font (not italicized as in original APA 6th style)
* Page numbers are listed in their entirety (i.e. “pp 456-457”)

Note: Editors in the edited book style will print with space between first and subsequent first name initials – this can’t be changed in my version of endnote.

# Citations for various data sources:

These citations have been formatted with EndNote in agreement with the authors or institutions who published them. The output style used is called “APA 6th \_4th ed S\_F Text” and will be accessible on the portal (and updated periodically). The reference type “All in title field [for convenience] was created to accommodate the style for SEER references with the least amount of work for all.

**PMCID Listings – Journal Articles or publications after April 2008 \***

For journal articles published prior to 2008 or very recently, that have no PMCID numbers - include the PMID number (Ex. PMID: 12345678).

Reference type: Journal Article

In text: (Berrington de González et al., 2013)

Berrington de González A, Gilbert E, Curtis R et al. 2013. [Second solid cancers after radiation therapy: a systematic review of the epidemiologic studies of the radiation dose-response relationship.](http://www.ncbi.nlm.nih.gov/pubmed/23102695) Int J Radiat Oncol Biol Phys, 86(2), 224-233. PMCID: PMC3816386

## Globocan: Incidence & Mortality data & Factsheets

Reference type: Web Page

In text: (Ferlay et al., 2015)

In reference list: Ferlay J, Soerjomataram I, Ervik M et al. 2013. GLOBOCAN 2012 v1.0, Cancer incidence and mortality worldwide: IARC CancerBase No. 11 [Internet]. Available from: <http://globocan.iarc.fr> Accessed on July 20, 2015.

## IARC Prevalence Data

Reference type: Journal Article

In text: (Bray et al., 2013)

In reference list: Bray F, Ren JS, Masuyer E, and Ferlay J. 2013. Global estimates of cancer prevalence for 27 sites in the adult population in 2008. Int J Cancer, 132(5), 1133-1145. PMID: 22752881.

## IARC Monographs

Reference type: Journal Article

In text: (IARC, 2007)

In reference list: IARC. 2007. Smokeless tobacco and some tobacco-specific N-nitrosamines. IARC Monogr Eval Carcinog Risks Hum, 89, 1-592. PMID: 18335640.

Reference type: Journal Article

In text: (IARC, 2012a)

In reference list: IARC. 2012a. Chemical agents and related occupations. IARC Monogr Eval Carcinog Risks Hum, 100(Pt F), 9-562. PMID: 23189753.

Reference type: Journal Article

In text: (IARC, 2012b)

In reference list: IARC. 2012b. Personal habits and indoor combustions. IARC Monogr Eval Carcinog Risks Hum, 100(Pt E), 1-538. PMID: 23193840.

## IARC Handbooks

Reference type: Report

In text: (IARC, 2012c)

In reference list: IARC. 2012c. Weight Control and Physical Activity. IARC Handbooks of Cancer Prevention (Vol. 6). Lyon, France: International Agency for Research on Cancer.

## ****Schottenfeld & Fraumeni 3rd Edition****

Reference type: Edited Book

In text: (Schottenfeld and Fraumeni, 2006)

In reference list: Schottenfeld DS, and Fraumeni JF, Jr. (Eds.). 2006. Cancer Epidemioloy and Prevention (3rd ed.). Oxford University Press, New York.

Reference type: Book Section

In text: (Ron E and Schneider AB, 2006)

In reference list: Ron E, and Schneider AB. 2006. Thyroid. In: Schottenfeld D, and Fraumeni J F, Jr. (Eds.), Cancer Epidemiology and Prevention (3rd ed., pp. 975-994). Oxford University Press, New York.

## ****SEER Cancer Statistics Review 1975-2012****

Reference type: All in title field [for convenience]\*

In text: (Howlader et al., 2015)

In reference list: Howlader N, Noone AM, Krapcho M et al. 2015. SEER Cancer Statistics Review, 1975-2012, National Cancer Institute. Bethesda, MD, <http://seer.cancer.gov/csr/1975_2012/>, based on November 2014 SEER data submission, posted to the SEER web site, April 2015.

## ****Original analyses of SEER Research Data Using SEER\*Stat****\*

Reference type: All in title field [for convenience]

In text: (SEER, 2015a)

In reference list: SEER. 2015a. Surveillance, Epidemiology, and End Results (SEER) Program ([www.seer.cancer.gov](http://www.seer.cancer.gov)) Research Data (1973-2012), National Cancer Institute, DCCPS, Surveillance Research Program, Surveillance Systems Branch, released April 2015, based on the November 2014 submission.

## ****SEER Research Data 1973-2012 -- ASCII Text Data:****

Reference type: All in title field [for convenience]\*

In text: (SEER, 2015b)

In reference list: SEER. 2015b. Surveillance, Epidemiology, and End Results (SEER) Program ([www.seer.cancer.gov](http://www.seer.cancer.gov)) SEER\*Stat Database: Mortality - All COD, Aggregated With State, Total U.S. (1969-2012 <Katrina/Rita Population Adjustment>, National Cancer Institute, DCCPS, Surveillance Research Program, Surveillance Systems Branch, released April 2015. Underlying mortality data provided by NCHS ([www.cdc.gov/nchs)](http://www.cdc.gov/nchs))..

## ****US Mortality Data 1969-2012 when Using SEER\*Stat:****

Reference type: All in title field [for convenience]\*

In text: (SEER, 2015c)

In reference list: SEER. 2015c. Surveillance, Epidemiology, and End Results (SEER) Program ([www.seer.cancer.gov](http://www.seer.cancer.gov)) SEER\*Stat Database: Populations - Total U.S. (1969-2013 ) <Single Ages to 85+, Katrina/Rita Adjustment> - Linked To County Attributes - Total U.S., 1969-2013 Counties, National Cancer Institute, DCCPS, Surveillance Research Program, Surveillance Systems Branch, released October 2014.

## ****US Population Data 1969-2013 when Using SEER\*Stat:****

Reference type: All in title field [for convenience]\*

In text: (SEER, 2015d)

In reference list: SEER. 2015d. Surveillance, Epidemiology, and End Results (SEER) Program Populations (1969-2013) ([www.seer.cancer.gov/popdata)](http://www.seer.cancer.gov/popdata)), National Cancer Institute, DCCPS, Surveillance Research Program, Surveillance Systems Branch, released January 2015.

## ****US Population Data 1969-2013 with Other Software: (downloaded from SEER Web site)****

Reference type: All in title field [for convenience]\*

In text: (SEER, 2015e)

In reference list: SEER. 2015e. Surveillance, Epidemiology, and End Results Program ([www.seer.cancer.gov](http://www.seer.cancer.gov)) SEER\*Stat Database: Incidence - SEER 9 Regs Research Data, Nov 2014 Sub (1973-2012) <Katrina/Rita Population Adjustment> - Linked To County Attributes - Total US, 1969-2013 Counties, National Cancer Institute, DCCPS, Surveillance Research Program, Surveillance Systems Branch, released April 2015, based on the November 2014 submission.

## ****World Cancer Report 2014****

Reference type: report

In text: (Stewart and Wild, 2014)

In reference list: Stewart BW, and Wild CP. 2014. World Cancer Report 2014. Lyon, France: International Agency for Research on Cancer (IARC).

[Note: Publication by agency - report; publishing company – book]

\* Tittles are capitalized in the reference type “reports” as these publications are reports.