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National Library of Medicine Recommended Formats for Bibliographic Citation

U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service
National Institutes of Health

NATIONAL LIBRARY OF MEDICINE RECOMMENDED FORMATS FOR BIBLIOGRAPHIC CITATION

April 1991

To Lois Ann -
With best wishes.
Karen

Karen Patrias, M.L.S.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service
National Institutes of Health

National Library of Medicine
Reference Section
Bethesda, MD 20894

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FOREWORD

We at the National Library of Medicine have been asked many times by editors, librarians, and others for detailed information about recommended formats for journal article citations. Over the years many editors have adopted or modified the *Index Medicus* citation format for use in their publications, since authors often obtained citations from that source. It is, however, difficult to find in the *Index Medicus* examples of citations to less commonly encountered works, for example, to an unnumbered supplement or to an article in a journal not paginated sequentially throughout the volume.

Moreover, although the vast majority of citations found in *Index Medicus* are to journal articles, editors have asked us for guidance about the many other published and unpublished materials that authors cite. How does one cite a computer program or a videodisc? What is the editor to do when the author cites an E-mail communication?

We appreciate the many queries and suggestions we receive concerning *Index Medicus* citation format. We are frequently urged, for example, to include periods in the journal title abbreviations. Unfortunately, adding these dots of ink would add several pages to each monthly issue. Others have debated the comparative utility of a semicolon over a colon in citations.

Not every user of this volume is interested in the arcana of citation punctuation; most want only to know what is required in order to submit an acceptable manuscript. Librarians, editors, and authors will find this volume to be an indispensable adjunct to the "instructions to authors" published by many journals.

Lois Ann Colaianni
May 14, 1991

INTRODUCTION

This publication has been produced to provide assistance to authors in compiling lists of references for their publications, to editors in revising such lists, and to librarians and others in formatting bibliographic citations. Formats for fourteen categories of published and unpublished material are covered. The list of types of materials to be included was drawn up with the assistance of the International Committee of Medical Journal Editors and therefore consists of those types the Committee members feel would be most frequently encountered by the biomedical community and/or would be more difficult to cite. It is not an exhaustive list; a number of types have been omitted, most notably music and art works. The National Library of Medicine (NLM) would welcome recommendations for the inclusion of other types in future editions.

It is not the purpose of the National Library of Medicine to create a new bibliographic standard with this publication, but rather to apply existing standards to biomedical material. NLM is an active member of the National Information Standards Organization, and its various published standards have been adopted for the production of the Library's premier publication, *Index Medicus*, and its companion database, MEDLINE. This publication thus also serves to document the Library's rules for the structure of the journal citations used in these two products.

Structure

For a bibliographic citation or reference to each type of material discussed, answers to the following three questions are provided:

- What bibliographic elements (i.e, author, title, etc.) should be present?
- What order or sequence should these elements follow?
- What punctuation should be employed within the elements and to separate them?

In answering these questions, three major sources have been utilized: the *MEDLARS Indexing Manual* of the National Library of Medicine (NLM), the *American National Standard for Bibliographic References* of the National Information Standards Organization (NISO), and *Documentation - Bibliographic References - Content, Form and Structure* of the International Organization for Standardization (ISO). Citations for these sources as well as others consulted appear in Appendix A. In applying these three standards, the *MEDLARS Indexing Manual* has been given preference. The NLM format as shown in this publication follows NISO in principle, but certain deviations have been made, primarily in the interest in saving space in the Library's publications. Those familiar with the *Manual* are aware that its scope is limited to journal articles. However, if a precedent has been established by the *Manual*, as for example with pagination and dates, this precedent has been carried over into the other types of bibliographic material. If no precedent is available, then the NISO and ISO standards have been followed. The NISO standard was issued in 1977 and the ISO standard in 1987. In the case of an apparent conflict between these two standards, the NISO one has been followed unless it is clear that ISO is utilizing more up-to-date practices. When none of these standards appeared to be applicable (as with computer files which are not covered by NLM and ISO, and NISO's is very dated), then a new format was created.

Within this publication, for each type of material the elements have been listed in the order or sequence of appearance within the citation. Each element has been designated as either "R" or "O",

indicating if it is a "required" or an "optional" part of a citation. "Required" elements are those necessary to uniquely identify an item; "optional" items provide the reader with additional information to assist in locating the item and/or deciding if it is worthwhile to obtain the item. An example of the latter function is the optional element "pagination" for monographs. The length of a book usually can provide some indication of the coverage of the subject. Following the name of each element is a paragraph indicating the recommended format that should be used. For example, the author element states that personal names are listed surname first. In addition, for some materials such as patents and reports which might not be as familiar to the reader, some explanatory material about the element has also been included. Every attempt has been made to enable each chapter representing a type of material to stand on its own without consultation of other chapters. However, an understanding gained by familiarization with all the chapters would no doubt prove useful.

The presentation of each type of material ends with a series of examples that illustrate the format, including recommended punctuation. With a few minor exceptions, these examples represent actual publications. They have been chosen to illustrate application of the formats and their selection does not constitute an endorsement of any publisher or other organization or product by the NLM. No attempt has been made to be exhaustive in listing all of the possible variations that might be encountered with the materials discussed; rather, the most frequently found or the more difficult forms have been presented. The NLM recognizes that the user may wish to employ typography, i.e., the use of italics, underlining, boldface, etc., to clearly delineate parts of citations. The Library does this with *Index Medicus*, in which bold type is used to highlight journal titles in the subject section and authors' names in the author section. However, recommendations for typography are not a part of this publication, and thus the user may adopt whatever convention is desired. Note also that all diacritical marks have been removed from the sample citations, simply to make production of this publication easier.

Appendix B contains a list of abbreviations of English words frequently used in bibliographic citations, extracted from the relevant ISO standard. Part 1 consists of abbreviations of words used in journal titles. The reader will find NLM's *List of Journals Indexed in Index Medicus* the easiest source to use for journal title abbreviations. However, for those who do not have this publication or for those titles not listed there, this list plus the instructions given by Arenales and Sinn (*see* Appendix A) will enable the user to construct many title abbreviations correctly. Part 2 lists the abbreviations of many other words that may be used in writing a citation, primarily in the Publisher and Notes elements.

Use

It was the Library's intention that this publication should be written in such a manner that it could be applied by those with no particular expertise in bibliography. In utilizing it to format citations, it is recommended that the individual using it should have the actual physical item at hand, although it is recognized that many readers, including editors and librarians, will be dealing with second-hand material. In assembling the various pieces of information needed to construct a citation, the user should consult the following locations in the order presented:

- for printed material

    1. the title page
    2. the back of the title page (the "verso") or the masthead of a journal or newspaper
    3. the cover
    4. elsewhere in the item

- for non-print material (audiovisuals, electronic formats)

    1. the opening screen(s)
    2. accompanying manuals or guides

Finally, although this publication permits a number of variations in format, the user should be consistent in applying it throughout a list of references. For example, if authors' full first names are used instead of initials in one citation, they should be used in all citations. The user may also wish to consider any application of the citations being formatted. For example, this guide permits the publisher's name to be given in an abbreviated form if the author and publisher are the same. Thus if the "University of Virginia" is the author, it may be abbreviated to "The University" as publisher. However, if the user is formatting citations for a database in which the name of the publisher will be searchable, it may be advisable to give the name in full in both instances.

The NLM invites comments and suggestions on the formats presented in this publication and their usefulness.

Journals

I. JOURNALS

A. Journal Articles

R/O	Elements (in order of appearance)	Format:
R	Author(s)	Surname is given first, followed by up to 2 initials; names appearing in non-roman alphabets are romanized; up thru 10 authors are given, with "et al." following the 10th name; occasionally an organization will perform the role of author, as "American Medical Association"; names of organizations appearing in non-roman alphabets are romanized; a translation may be given following the name, in brackets, as "[Finnish Medical Society]"; if no person or organization with responsibility for the publication can be determined, this element shall be omitted (the use of "anonymous" is not recommended)
O	Author Affiliation	Department and name of institution, followed by city and state/country, are given surrounded by parentheses, as "(Department of Psychology, University of Pittsburgh, Pittsburgh, PA)"; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Leningrad State University"; English names are used for locations, as "Moscow" for "Moskva"; common words such as "Department" and "University" may be abbreviated, as "Dept." and "Univ."; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); affiliation of all authors or only the first may be given
R	Article Title	Article titles are given in their original language; titles appearing in non-roman alphabets are romanized if from the Cyrillic or Greek and translated if from Oriental characters; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
O	Article Type	If the article is identified as an editorial, letter, news, interview, or abstract, this identification may follow the title in brackets, as "[editorial]"
O	Retraction Statement	If a journal article contains a notice of retraction or is later retracted, this information if known may follow the title, in brackets, as "[Retraction of Smith AB, Jones CD. In: J Am Med 1990 Jan 2;234(1):123-4]" or "[Retracted by James AB, Carter RE. In: Br J Med 1990 Feb;23(2):234-5]"; *see* the elements given below for the recommended format for the journal title and other parts of the retraction statement

R	Journal Title	Journal titles are given in their original language; titles appearing in non-roman alphabets are romanized; all significant words in titles are capitalized; titles may be abbreviated according to the *List of Journals Indexed in Index Medicus*; if the title does not appear in *LJI*, words in titles and selection of words to abbreviate are taken according to ISO 4 and ANSI Z39.5 standards (*see* Appendix A)
R	Type of Medium	If the journal is published in microform, the specific type (microfiche, ultrafiche, microfilm, microcard, etc.) is indicated following the title, surrounded by brackets, as "[microfiche]"; *see* Chapter XI.C. for journal articles in audiovisual formats and XII. C. for articles in electronic formats
R	Edition	If a journal is published in more than one edition or version, the particular edition/version being cited is indicated after the title, surrounded by parentheses, as "(British Edition)"; names of editions appearing in non-roman alphabets are romanized; all significant words in names are capitalized; names of editions may be abbreviated according to ISO 4 (*see* Appendix A), as "(Br Ed)"
R	Date of Publication	The year, month, and day of publication are given; a single year is written in full, as "1984"; if a publication covers multiple years, the second of the two years is shortened to the last 2 digits, as "1984-85"; months are abbreviated by the first 3 letters, as "Jan"; seasons are not abbreviated, as "Summer"; English names are used for months and seasons; multiple months or seasons are separated by a dash, as "Jan-Feb" or "Fall-Winter"; days appear after the month, as "Jan 2"; multiple days may appear, as "Apr 11-15" or "Jan 31-Feb 4"; it is not National Library of Medicine practice, but the month and day may be omitted if the journal uses continuous pagination throughout a volume
R	Volume Number	Given in arabic numbers only; e.g., convert "LX" or "Sixtieth" to "60"
R	Supplement/Part/Special Number to Volume	Indicated by "Suppl", "Pt", or "Spec No"; if a number or letter is present, it is included, as "Pt A"; arabic numbers only are used, as "Suppl 1"
R	Issue Number	Given in arabic numbers only; e.g, convert "IV" or "Fourth" to "4"; it is not National Library of Medicine practice, but an issue number may be omitted if the journal uses continuous pagination throughout a volume
R	Supplement/Part/Special Number to Issue	Indicated by "Suppl", "Pt", or "Spec No"; if a number or letter is present, it is included, as "Suppl A"; arabic numbers only are used, as "Pt 2"
R	Pagination	Inclusive pages on which the article appears; numbers are not repeated, e.g., pages 123-124 become "123-4"; if the page number is preceded or followed by a letter (often "S" for

		Supplement" or "A" for "Appendix"), the letter is included, as S10-2 or 124A-126A (note that repeating numbers are retained when the letter follows the page number); roman numerals used as page numbers are retained, as "XXVI-XXVII"; up to 3 groupings of discontinuous pages numbers are given, as "23-5, 27-8, 30"; if more than three occur, only the first 3 are given and the word "passim" follows; if no page numbers appear, the total number of pages of the article is given in brackets, as "[14 p.]"
R	Numeration of Part	If a part of a journal article is being referenced, such as a figure, table, or graph, it is identified as such with any accompanying number (given in arabic) or letter, as "Appendix 1" or "Table 3"
R	Title of Part	If a part of a journal article being cited has a title, the title of the part is given following the numeration, as "Table 3, Disease outbreaks in 1989" ; titles appearing in non-roman alphabets are romanized; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Pagination of Part	Inclusive pages on which the part appears, with numbers not repeated, as "p. 123-4" for pages 123-124; roman numerals used as page numbers are retained, as "p. xxxi-xxvii"
O	Physical Description	If the journal is published in microform, information about the location of the article on the microform may be given, as "microfiche 2 of 3 microfiche"; information about the physical characteristics of the microform may also be given, as "microfiche 2 of 3 microfiche: color, 2 x 4 in."; if the entire issue or volume is contained on one microform, its characteristics are described, as "1 reel: black & white, 35 mm."
O	Language	May be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)
O	Notes	Supplementary information that would be useful to the reader may be placed here, such as if the article was written in celebration of a specific occasion

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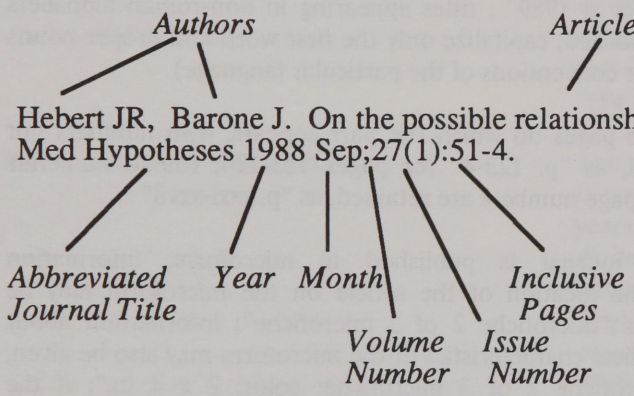
Application of this format, including recommended punctuation, is illustrated on the following pages.

SAMPLE CITATION FOR A JOURNAL ARTICLE:



EXAMPLES FOR JOURNAL ARTICLES:

1. Standard journal article (list all authors when 10 or less) -

You CH, Lee KY, Chey RY, Menguy R. Electrogastrographic study of patients with unexplained nausea, bloating and vomiting. Gastroenterology 1980 Aug;79(2):311-4.

2. Article with more than 10 authors (list the first 10 and add et al.) -

Bedford CD, Harris RN 3d, Howd RA, Goff DA, Koolpe GA, Petesch M, Miller A, Nolen HW 3d, Musallam HA, Pick RO, et al. Quaternary salts of 2-[hydroxyimino)methyl]imidazole. J Med Chem 1989 Feb;32(2):493-503.

3. Organization as author -

The Royal Marsden Hospital Bone-Marrow Transplantation Team. Failure of syngeneic bone-marrow graft without preconditioning in post-hepatitis marrow aplasia. Lancet 1977 Oct 8;2(8041):742-4.

4. No author given -

Indoor air pollution in developing countries [editorial]. Lancet 1990 Dec 22-29;336(8730):1548.

5. Author affiliation included (affiliation of all authors or only the first may be given) -

Lidz CW (Dept. of Psychiatry, Univ. of Pittsburgh, Pittsburgh, PA), Lewis SH (Dept. of Psychology, Yale Univ., New Haven, CT), Gould LC (Dept. of Psychiatry, Yale Univ., New Haven, CT). Heroin maintenance and heroin control. Int J Addict 1972;10(1):35-52.

Wishart J (Dept. of Medicine, Royal Adelaide Hospital, South Australia), Horowitz M, Need A, Nordin BE. Relationship between forearm and vertebral mineral density in postmenopausal women with primary hyperparathyroidism. Arch Int Med 1990 Jun;150(6):1329-31.

6. Article in a language other than English

- in a roman alphabet

Massone L, Borghi S, Pestarino A, Piccini R, Gambini C. Localisations palmaires purpuriques de la dermatite herpetiforme [Purpuric palmar sites of dermatitis herpetiformis]. Ann Dermatol Venerol 1987;114(12):1545-7. (Fre).

- in a non-roman alphabet

Koplatadze AM, Bondarev IuA. Lechenie ostrykh anal'nykh treshchin [Treatment of acute renal fissures]. Vestn Khir 1990 Jan;144(1):110-2. (Rus).

Taguchi H. [Immunologic deficiency in HTLV-I infection]. Rinsho Kitsueki 1989 Oct;30(10):1751-4. (Jpn).

7. Type of article indicated as needed -

Spargo PM, Manners JM. DDAVP and open heart surgery [letter]. Anaesthesia 1989 Apr;44(4):363-4.

Alberts ME. Immunization [editorial]. Iowa Med 1989 Oct;79(10):489.

8. Article containing retraction -

Shishido A. Retraction notice: Effect of platinum compounds on murine lymphocyte mitogenesis [Retraction of Alsabti EA, Ghalib ON, Salem MH. In: Jpn J Med Sci Biol 1979 Apr;32(2):53-65]. Jpn J Med Sci Biol 1980 Aug;33(4):235-7.

Leist TP, Zinkernagel RM. Effects of treatment with IL-2 receptor specific monoclonal antibody in mice [letter] [Retraction of Leist TP, Kohler M, Eppler M, Zinkernagel RM. In: J Immunol 1989 Jul 15; 143(2):628-32]. J Immunol 1990 Apr 1;144(7):2847.

9. Article retracted -

Alsabti EA, Ghalib ON, Salem MH. Effect of platinum compounds on murine lymphocyte mitogenesis [Retracted by Shishido A. In: Jpn J Med Sci Biol 1980 Aug;33(4):235-7]. Jpn J Med Sci Biol 1979 Apr; 32(2):53-65.

Tidy JA, Parry GC, Ward P, Coleman DV, Peto J, Malcolm AD, Farrell PJ. High rate of papillomavirus type 16 infection in cytologically normal cervices [letter] [Retracted by Tidy J, Farrell PJ. In: Lancet 1989 Dec 23-30;2(8678-8679):1535]. Lancet 1989 Feb 25;1(8635):434.

10. Journal title with edition -

Freeman NJ, Kirdar JA. An unusual manifestation of a common illness in the elderly. Hosp Pract (Off Ed) 1990 Nov 15;25(11):91-4.

Allen CP, Calvert PT. Simultaneous upper femoral epiphysis in identical twins. J Bone Joint Surg (Br Vol) 1990 Sep;72(5):928-9.

11. Article in microform -

Webster RC, Davidson TM, Smith RC, Anderson JR, Berman WE, Beyer CK, Dupin CL, Feldstein N, Johnson CM, Kelleher RE, et al. Cosmetic blepharoplasty evaluation. Aesthetic Reconstr Plast Surg [microfiche] 1976 Apr;3(2):1-120. 1 microfiche: color, 4 x 6 in.

12. Year or volume with special number -

Egawa S. [Hyperthermic therapy of cancer]. Gan No Rinsho 1989 Jan;Spec No:34-41. (Jpn).

Auriacombe L, Pedroni E, Kachaner J, Mandel C, Sidi D. Aptitude au sport des enfants de coarciation de l'aorte [Aptitude for sports in children operated on for aortic coarctation]. Arch Mal Coeur 1989 Aug:82 Spec No 2:13-6. (Fre).

13. Volume with supplement -

Magni F, Rossoni G, Berti F. BN-52021 protects guinea-pig from heart anaphylaxis. Pharm Res Commun 1988 Dec;20 Suppl 5:75-8.

Black HR. Evaluation of the elderly hypertensive. Geriatrics 1989 Oct;44 Suppl B:15-9.

14. Issue with supplement -

Hoyme HE, Jones KL, Dixon SD, Jewett T, Hanson JW, Robinson LK, Small ME, Allanson J. Maternal cocaine use and fetal vascular disruption [abstract]. Am J Hum Genet 1988;43(3 Suppl):A56.

Gardos G, Cole JO, Haskell D, Marby D, Paine SS, Moore P. The natural history of tardive dyskinesia. J Clin Psychopharmacol 1988 Aug;8(4 Suppl):31S-37S.

Ferriero DM, Wong DF, Townsend R, Simon RP. Neurologic complications in infants of cocaine-abusing mothers [abstract]. Neurology 1988;38(3 Suppl 1):163.

15. Volume with parts -

Hanly C. Metaphysics and innateness: a psychoanalytic perspective. Int J Psychoanal 1988;69(Pt 3): 89-99.

16. Issue with parts -

Edwards L, Meyskens F, Levine N. Effect of oral isotretinoin on dysplastic nevi. J Am Acad Dermatol 1989 Feb;20(2 Pt 1):257-60.

17. Volume number in a new series -

Dana WJ. Colorectal cancer: detection, prevention, and therapeutics. Am Pharm 1988 Jun;NS28(6): 58-62.

18. Issue with no volume -

Baumeister AA. Origins and control of stereotyped movements. Monogr Am Assoc Ment Defic 1978;(3):353-84.

19. Multiple issue numbers -

Fava GN, Wise TN. Recommendations for clinical studies in psychosomatic medicine. Psychother Psychosom 1987;47(3-4):139-42.

20. No issue or volume -

Danoek K. Skiing in and through the history of medicine. Nord Medicinhist Arsb 1982:86-100.

21. Season included with date -

Fabdetti DV, Golsmeier J. Social workers as culture mediators in health care settings. Health Soc Work 1988 Summer;13(3):171-9.

Beninger RJ, Hoffman DC, Mazurski EJ. Receptor subtype-specific dopaminergic agents and conditioned behavior. Neurosci Biobehav Rev 1989 Summer-Fall;13(2-3):113-22.

22. Multiple years, months in date -

Shibbal CS, Lipinska SD. Alzheimer's educational/support group: considerations for success. J Gerontol Soc Work 1985-86;9(2):41-8.

Stewart-Dedmon M. Strain and strategy. Nurs Times 1988 Apr 27-May 3;84(17):38-41.

Garvia EE, DeHaven ED. An experimental analysis of response acquisition and elimination with positive reinforcers. Behav Neuropsychiatry 1975 Apr-1976 Mar;7(1-12):71-8.

23. Page numbers with letters -

Adam D, Prauer H, Sorgel F, Zurcher J. Enoxacin-Konzentrationen im Lungengewebe [Enoxacin concentrations in lung tissue]. Infection 1989;17 Suppl 1:S21-2. (Ger).

Dougherty RJ. Cocaine facts and fantasies. U S Pharm 1989;14(3):H16, H19-20.

Goodnight SH Jr. The vascular effects of omega-3 fatty aicds. J Invest Dermatol 1989 Aug; 93(2 Suppl):102S-106S.

24. Page numbers in roman numerals -

Ronne Y. Ansvarsfall. Blodtransfusion till fel patient [Liability case. Blood transfusion to the wrong patient]. Vardfacket 1989 Jan 26;13(2):XXVI-XXVII. (Swe).

25. Discontinuous pagination (include up to three groupings; if more than three, add passim) -

Boissoneau R, Schwahn BM. Participatory management. Its evolution, current usage. AORN J 1989 Nov;50(5):1079, 1082-4, 1086.

Robinson BE. Dementia: a three-pronged strategy for primary care. Geriatrics 1986 Feb;41(2):75-7, 81, 84 passim.

26. No page numbers given -

The humane care and use of animals: statement of journal policy. Int J Neurosci 1988 Oct; 42(3-4):[1 p.].

27. Part of an article -

Franklin PD, Panzer RJ, Brideau LP, Griner PF. Innovations in clinical practice through hospital-funded grants. Academic Med 1990 Jun;65(6):355-60. Figure 1, Cost and net annual savings per study; p. 358.

The following citation formats are not National Library of Medicine (NLM) practice, but are acceptable options:

28. The full first name of authors may be given -

Zevon, Michael A.; Donnelly, James P.; Starkey, Elizabeth A. Stress and coping relationships in the medical environment: a natural experiment. J Psychosoc Oncol 1990;8(1):65-77.

29. If space is a consideration, only the first three authors may be listed, followed by et al. -

Bedford CD, Harris RN 3d, Howd RA, et al. Quaternary salts of 2-[(hydroxyimino)methyl]imidazole. J Med Chem 1989 Feb;32(2):493-503.

30. If the journal uses continuous pagination throughout a volume, the month and issue number may be omitted -

You CH, Lee KY, Chey RY, Menguy R. Electrogastrographic study of patients with unexplained nausea, bloating and vomiting. Gastroenterology 1980;79:311-4

31. To help reduce the physical size of *Index Medicus* and its other publications, the NLM has chosen to eliminate blank spaces and punctuation whenever possible, to eliminate repeating page numbers, and to abbreviate journal titles and the names of months. These may be retained -

Schofield A. The CAGE questionnaire and psychological health. Br. J. Addict. 1988 Jul.; 83(7): 761-764.

Schofield A. The CAGE questionnaire and psychological health. British Journal of Addiction. 1988 July; 83(7): 761-764.

32. For the purposes of a particular list of references, the title may be given first -

The CAGE questionnaire and psychological health. Schofield A. Br J Addict 1988 Jul;83(7):761-4.

33. The date may be entered at the end of the citation -

Schofield A. The CAGE questionnaire and psychological health. Br J Addict 83(7):761-4; 1988 Jul.

I. JOURNALS

B. Special Issues of Journals

Special issues are frequently published to present the papers from conferences, often the conference of the society or association which publishes the journal. They may also be published to commemorate a specific event or to bring together papers on a specific subject. Many of these special issues are also separately published as monographs. These issues, then, may be cited as either journal articles or monographs. Examples of both forms of citation are given below. For more detail, *see also* Chapter I.A. Journal Articles, Chapter II. Books, and Chapter III. Conference Publications.

EXAMPLES:

1. To present a conference

- As a journal article

IADR/AADR council proceedings: 56th general session, 1978 and divisional abstracts, 1979. J Dent Res 1979 Apr;58 Spec No C:1161-303.

- As a monograph

International Association for Dental Research; American Association for Dental Research. IADR/AADR council proceedings: 56th general session, 1978 and divisional abstracts, 1979. Washington: IADR; 1979. [242p.] (Journal of dental research; vol. 58, special issue C).

2. To present a special subject

- As a journal article

Medical history in South Carolina: special issue. J S C Med Assoc 1979 Jun;75(6):251-304.

Potential therapeutic uses of interleukin-1. Biotherapy 1989;1(4):245-389.

- As a monograph

South Carolina Medical Association. Medical history in South Carolina. Columbia: The Association; 1979. [53p.] (Journal of the South Carolina Medical Association; vol. 75, no. 6).

Dinarello, Charles A.; Neta, Ruth, quest editors. Special issue: potential therapeutic uses of interleukin-1. Boston: Kluwer; 1989. [144p.] (Biotherapy; vol. 1, no. 4).

I. JOURNALS

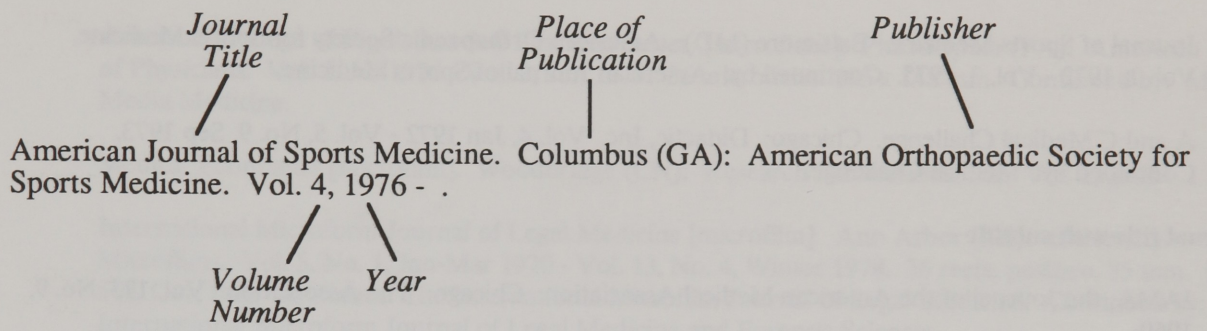
C. Journal Titles

R/O	Elements (in order of appearance)	Format:
R	Title of the Journal	Journal titles are given in their original language; those appearing in non-roman alphabets are romanized; titles are written out in full, without abbreviation, as "American Journal of Clinical Nutrition"
R	Type of Medium	If a journal is published in microform, the specific type (microfiche, ultrafiche, microfilm, microcard, etc.) is indicated following the title, surrounded by brackets, as "[microfiche]"; (*see* Chapter XI.B. for journals on audiocassette and other audiovisual media and Chapter XII.C. for journals in electronic formats)
R	Edition	If a journal is published in more than one edition or version, the particular edition/version being cited is indicated, as "American Edition" or "Clinical Research Edition"; names of editions appearing in non-roman alphabets are romanized
R	Place of Publication	The city where published; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wein"; names of states/ countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); if no place can be determined, the words "place unknown" are given in brackets
R	Publisher	The firm or organization responsible for issuing the journal; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Japanese Society of Gastroenterology"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine, Reference Section"; the name may be given in a shortened form, as "Wiley" for "John Wiley and Sons"; common words such as "Association" and "Company" may be abbreviated, as "Assn." and "Co."; if the organization name is given in the journal title, it may be abbreviated here, e.g., if the title is "Journal of the Indiana Dental Association", it may be abbreviated to "The Association" as publisher; if no publisher can be identified, the words "publisher unknown" are placed in brackets
R	Date of Publication	The beginning and ending dates during which the journal was published, including the volume and issue number if present, as "Vol. 1, 1956 - Vol. 30, 1986" or "Vol. 1, No. 1, Jan 1980 - Vol.

		10, No. 12, Dec 1990"; if the journal is still being published, the beginning date is followed by a dash, as "Vol. 4, 1990- "; English names are used for months; names of months may be abbreviated to the first 3 letters
O	Frequency of Publication	The time period between issuance, as "weekly" or "monthly"
O	Physical Description	If the journal is published in microform, information about the physical description of the journal may be included here; if the journal has ceased publication or if only a portion of the journal is available on microform, the total number of pieces and their description may be given, as "36 reels: 35 mm."; if the journal is still being published, the description of each issue or part may be given, as "2 microfiche: 4 x 6 in."
O	Accompanying Material	If the journal is published in a microform and is accompanied by such items as printed guides, information about the accompaniment may be given here, followed by the words "Accompanied by:", as "Accompanied by: 1 audiocassette; 1 printed guide"
O	Language	Language of publication may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendic C)
O	Notes	Useful information such as the publishing history of the journal may be given here, particularly information on any changes in the title, as "Continued by: American Journal of Sports Medicine" or "Continues: Archives of Biochemistry"

Application of this format, including recommended punctuation, is illustrated on the following pages.

SAMPLE CITATION FOR A JOURNAL TITLE:



EXAMPLES FOR JOURNAL TITLES:

1. Journal title currently being published

- standard citation

American Journal of Sports Medicine. Columbus (GA): American Orthopaedic Society for Sports Medicine. Vol. 4, 1976- .

- citation with optional information

American Journal of Sports Medicine. Columbus (GA): American Orthopaedic Society for Sports Medicine. Vol. 4, 1976- . Bimonthly. Continues: Journal of Sports Medicine.

2. Journal title that has ceased publication -

Journal of Sports Medicine. Baltimore (MD): American Orthopaedic Society for Sports Medicine. Vol. 1, 1972 - Vol. 3, 1975. Continued by: American Journal of Sports Medicine.

A and C Medical Challenge. Chicago: Didactic, Inc. Vol. 4, Jan 1972 - Vol. 5, No. 9, Sep 1973. Continued by: Medical Challenge.

3. Journal title with subtitle -

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

4. Journal title with edition -

BMJ. British Medical Journal. Clinical Research Edition. London: British Medical Association. Vol. 297, No. 6640, Jul 2 1988 - . Weekly. Continues: British Medical Journal. Clinical Research Edition.

Hospital Practice. Office Edition. New York: H P Publishing Co. Vol. 16, No. 1, Jan 1981- . 18/year.

Journal of the American Pharmaceutical Association. Practical Pharmacy Edition. Baltimore (MD): The Association. Vol. 1, Jan 1940 - Vol. 21, Dec 1960.

5. Supplement to a journal title -

Journal of Internal Medicine. Supplement. Oxford (England): Blackwell Scientific. Vol. 731, 1989- .

6. Journal title publisher with subsidiary division given -

AIDS Bibliography. Bethesda (MD): National Library of Medicine, Reference Section. Vol. 1, 1988- .

7. Journal title in a language other than English -

Comptes Rendus de Therapeutique et de Pharmacologie Clinique. Saint-Cloud (France): Editions Marc Bancquart. Vol. 1, 1982- . Quarterly. (Fre).

Doklady Akademii Nauk S.S.S.R. Moscow: Akademii Nauk S.S.S.R. Vol. 1, 1933- . 36 times/year. (Rus).

Duodecim: Laakeiieteelinen Aikakauskirja. Helsinki: Finnish Medical Society. Vol. 1, 1885- . Semimonthly. (Fin).

Nippon Shokakibyo Gakkai Zasshi. Tokyo: Japanese Society of Gastroenterology. Vol. 1, 1902- . (Jpn).

8. Journal published in multiple languages -

Biochimica et Biophysica Acta. Amsterdam: Elsevier. Vol. 1, 1947- . (Eng, Fre, Ger).

9. Journal title in microform -

Multi-Media Medicine [microfiche]. Philadelphia (PA): American College of Physicians. Unit 1, Sep 1979 - . Monthly. 2 microfiche: 105 x 148 mm. Accompanied by: 1 audiocassette; 1 printed guide. Continues: American College of Physicians Self Learning Series.

American College of Physicians Self Learning Series [microfiche]. Philadelphia (PA): American College of Physicians. Vol. 1, Jul 1976 - Vol. 3, Jun 1979. 36 microfiche: 105 x 148 mm. Continued by: Multi-Media Medicine.

Medical Economics [microfilm]. Woodbridge (CN): Research Publications, Inc. Vol. 1, 1923- . 35 mm.

International Microform Journal of Legal Medicine [microfilm]. Ann Arbor (MI): University Microfilms. Vol. 5, No. 1, Jan-Mar 1970 - Vol. 13, No. 4, Winter 1978. 36 reels: positive, 35 mm. (Eng, Fre, Ger, Ita). Continues: The International Microfilm Journal of Legal Medicine. Continued by: International Microform Journal of Legal Medicine and Forensic Sciences.

Books

II. BOOKS

A. Entire Books

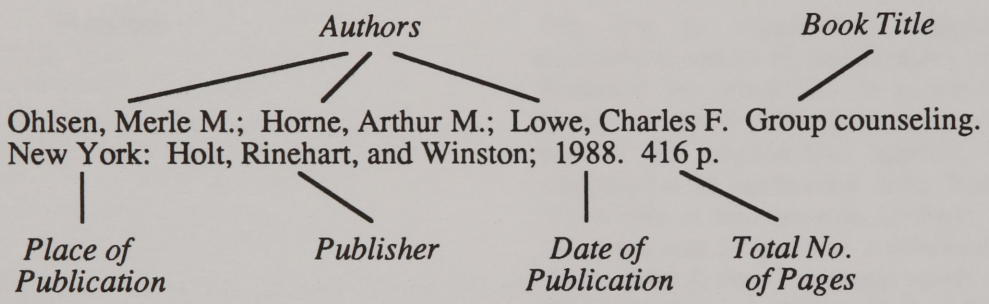
R/O	Elements (in order of appearance)	Format:
R	Author(s)/Editors(s)	The surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; if editors are present, the last named editor is followed by a comma and the word "editor(s)" or "ed(s)."; organizations may also serve as authors, as "National Library of Medicine (US)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Public Services Division"; note, as in this example, that qualifying information such as country or city may be added parenthetically to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may be given following the name, in brackets, as "[Finnish Medical Society]"; all authors/editors may be used or only the first or first 3 followed by "et al." if space is a consideration; if no person or organization with responsibility for the publication can be determined, this element shall be omitted (the use of "anonymous" is not recommended)
R	Title	Titles are given in their original language; titles appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Type of Medium	If the book is published in microform, the specific type (microfiche, ultrafiche, microfilm, microcard, etc.) is indicated following the title, surrounded by brackets, as "[microfiche]"; for books published in electronic format, *see* Chapter XII.D.
R	Edition	An edition may be found numbered, as "First Edition" etc.; these are converted to arabic numbers, as "1st ed.","2nd ed.", "3rd ed.", "4th ed.", etc.; words may also be used to express edition, as "New revised edition" or "American edition"; these are usually abbreviated, as "New rev. ed." and "American ed."
O	Secondary Author(s)	The names of editors, translators, or other individuals or organizations responsible for adapting or modifying the work of the primary author(s); names appearing in non-roman alphabets are romanized; the name, given surname first, is followed by the specific role played, as "Smith, John, editor" or "Jones, Daniel E., translator"; if both editors and translators are found, they are given in the order listed in the book; note

		that an editor is placed here only when there is another person or organization serving as author
R	Place of Publication	The city where published; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/ countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); if more than one location appears, the more prominent or else the first appearing is used; if no place is found in the book but can be reasonably inferred (e.g., Chicago as the place of publication of a book produced by the American Medical Association), the place name is given in brackets, as "[Chicago]"; if no place can be determined, the words "place unknown" are given in brackets
R	Publisher	The firm or organization responsible for issuing the publication; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Japanese Society of Gastroenterology"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "University of Pennsylvania, Institute of Health Economics"; the name may be given in a shortened form, as "Wiley" for "John Wiley & Sons"; common words such as "Company" and "University" may be abbreviated, as "Co." and "Univ."; if the organization is both author and publisher, the name used here may be abbreviated, e.g., if the "University of Pennsylvania" is given as author, it may be abbreviated to "The University" as publisher; if no publisher can be identified, the words "publisher unknown" are placed in brackets
R	Date of Publication	The year of publication, followed by the month, if given, as "1988 Jan"; English names are used for months; names of months may be abbreviated to the first three letters; if no date is found in the book but it can be determined from some other source, brackets are placed around it, as "[1988 Jan]"; if no date can be determined, the words "date unknown" are placed in brackets
O	Pagination	Total number of pages of the publication (in arabic numbers) if it is contained in one volume, as "54 p."; if more than one volume, the total number of volumes is given, as "2 vol.", in place of the number of pages
O	Physical Description	If the book is published in microform, information about the number of physical pieces and their characteristics may be given here, as "2 microfiche: 4 x 6 in."
O	Series	The series name is given in its original language, surrounded by parentheses; names appearing in non-roman alphabets are romanized; the name is followed by the volume and/or number, if present, given in arabic numbers; capitalize only the first

		word and proper nouns (or other conventions of the particular language), as "(Advances in chemistry series; 234)"
O	Language	Language of publication may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)
O	Notes	Supplementary information that would be useful to the reader may be placed here; this could include information about the sponsorship of the publication, any material such an audiocassette which might accompany the book, the availability of the book if it resides in a private collection, etc.

Application of this format, including recommended punctuation, is illustrated on the following pages.

SAMPLE CITATION FOR AN ENTIRE BOOK:



EXAMPLES FOR ENTIRE BOOKS:

1. Authors with full first names given -

Ohlsen, Merle M.; Horne, Arthur M.; Lowe, Charles F. Group counseling. New York: Holt, Rinehart, and Winston; 1988. 416 p.

2. Authors with optional initials -

Ohlsen MM, Horne AM, Loew CF. Group counseling. New York: Holt, Rinehart, and Winston; 1988. 416 p.

3. More than three authors -

Kiloh, Leslie G.; Smith, John S.; Johnson, Gordon F., et al. Physical treatment in psychiatry. Boston: Blackwell Scientific Pubs.; 1988. 478 p.

4. Editors -

Diener, Hans-Christoph; Wilkinson, Marcia, editors. Drug-induced headache. New York: Springer-Verlag; 1988. 173 p.

5. Author(s) and editor(s)/translator(s) -

Martin, Eric W. Hazards of medication. 2nd ed. Ruskin, Arthur; Napke, Edward; Alexander, Stewart F., et al., editors. Philadelphia: Lippincott; 1978. 686 p.

Grewe, Horst-Eberhard; Kremer, Karl. Atlas of surgical operations. Rotzscher, Volker M.; Zammit, Anthony, translators. Philadelphia: Saunders; 1980. 2 vols.

Richer, Paul M. Artistic anatomy. Hale, Robert B., translator and editor. New York: Watson-Guptill; [1971]. 255 p.

Luzikov, Valentin N. Mitochondrial biogenesis and breakdown. Galkin, Alexander V., translator; Roodyn, Donald B., editor. New York: Consultants Bureau; 1985. 362 p. Translation of: Reguliatsiia formirovaniia mitokhondrii.

6. Organization as author, with place added for clarity -

Beth Israel Hospital (Boston). Obstetrical decision making. Philadelphia: B.C. Decker; 1987. 320 p.

7. Organization as author, with subsidiary department/division named -

American Occupational Therapy Association, Ad Hoc Committee on Occupational Therapy Manpower. Occupational therapy manpower: a plan for progress. Rockville (MD): The Association; 1985 Apr. 84 p.

8. Organization as author which is also the publisher -

Virginia Law Foundation. The medical and legal implications of AIDS. Charlottesville: The Foundation; 1987. 148 p.

9. Organization name with translation following -

Medicinska Forskningsradet [Medical Research Council] (Sweden). MFR och forskning om AIDS och HIV: oversyn och rekommendationer av medicinska forskingsradets AIDS-grupp [MFR and research on AIDS and HIV: overview and recommendations of the Medical Research Council's AIDS group]. Stockholm: The Council; 1988. 46 p. (Swe).

10. Multiple organizations as authors -

National Lawyers Guild AIDS Network; National Gay Rights Advocates. AIDS practice manual: a legal and educational guide. 2nd ed. San Francisco: The Network; 1988.

11. No authors or editors -

Directory of AIDS resources in the metropolitan Washington, D.C. area. Washington: WTTG Television; 1988. 30 p.

12. Title in a language other than English, with translation -

Hartmeier, Winfried. Immobilisierte Biokatalysstoren [Immobilized biocatalysts]. Berlin: Springer-Verlag; 1988. 212 p. (Ger).

13. Published with parallel text in two languages -

Egloff, D.V. Chirurgie de la main: transferts libres par micro-anastomoses vasculaires et nerveuses = Surgery of the hand: free tissue transfers by nerve and vascular microanastomoses. Geneva: Editions Medecine et Hygiene; 1984. 146 p. (Fre, Eng).

14. Edition -

Colson, John H.; Armour, William J. Sports injuries and their treatment. 2nd rev. ed. London: S. Paul; 1986. 240 p.

Wicke, Lothar. Atlas of radiologic anatomy. 4th English ed. Taylor, Anna N., translator and editor. Munich: Urban & Schwarzenberg; 1987. 288 p. Translation of: Atlas der Rontgenanatomie.

Albers, Josef. Interaction of color. Rev. pocket ed. New Haven: Yale University Press; 1975. 81 p.

15. Place of publication with geographic qualifier added for clarity -

Bordelon, Luke. Surgical and conservative foot care. Thorofare (NJ): Stack; 1988. 185 p.

16. No place of publication found -

Mueller FO, Schindler RD. Annual survey of football injury research 1931-1985. [place unknown]: American Football Coaches Assn.; 1986. 24 p.

17. Publisher with subsidiary department/division named -

Allison, Margaret; Hubbard, Robert L.; Rachal, J.V. Treatment process in methadone, residential, and outpatient drug free programs. Rockville (MD): National Institute on Drug Abuse, Division of Clinical Research; 1985. 89 p.

18. No publisher found -

Sciarra C. Harvey Cushing fondatore della neurochirurgia. Rome: [publisher unknown]; 1971. (Ita).

19. No date of publication found -

Lederer, Jean. Alimentation et cancer. 3rd ed. Brussels: Nauwelaerts; [date unknown]. 315 p.

20. No place, publisher, or date of publication found -

Steriu D, Stefanoiu V. Terapia si combaterea zoonozelor parazitare. [place, publisher, date unknown]. 205 p.

21. Published in more than one volume -

Reinberg, Ellis L., editor. Leukocyte typing II. New York: Springer-Verlag; 1986. 3 vol.

22. Series, with number given -

Loewy, Erich H. Ethical dilemmas in modern medicine. Lewiston (NY): E. Mellen Press; 1986. 343 p. (Studies in health and human services; 8).

23. Published also as a journal article -

Fowler, Susan A.; Baer, Donald M.; Stolz, Stephanie B., guest editors. Self-management tactics for the developmentally disabled. New York: Pergamon Press; 1984. 133p. (Analysis and intervention in developmental disabilities; vol. 4, no. 2).

24. Series, with editor -

Gottschalk, Alexander; Hoffer, Paul B.; Potchen, E. James. Diagnostic nuclear medicine. 2nd ed. Baltimore: Williams & Wilkins; 1988. 2 vols. (Harris, John H., Jr., editor. Golden's diagnostic radiology series).

25. Microform -

Allen, William K. Lactate threshold in masters athletes as compared to young athletes [microfiche]. Eugene (OR): University of Oregon Microform Publications; 1983. 58p. 1 microfiche: 4 x 6 in.

Goldie, Sue. A calendar of letters of Florence Nightingale [microfiche]. Oxford (England): O.M.P.; 1977. 40 microfiche: 4 x 6 in.

Jewish Theological Seminary of America, Library. The history of science: a collection of manuscripts from the Library of the Jewish Theological Seminary of America [microfilm]. Ann Arbor (MI): University Microfilms International; 1980. 17 reels: 35 mm. (Heb).

Heath, D.F. Organophosphorus poisons: anticholinesterases and related compounds [microfilm]. Elmsford (NY): Microforms International, Inc.; 1961. 1 reel: 16 mm.

26. Supplemental note -

McRae, Jackie. AIDS, agencies and drug abuse: the Edinburgh experience. Norwich (England): Social Work Monographs; 1989. 40 p. Revised version of a dissertation originally submitted as part of an MSc. in applied social studies at Oxford University.

II. BOOKS

B. Parts of Books

These are separately identified parts of books, such as a volume, chapter, section, appendix, figure, chart, or graph, which have not been contributed by anyone other than the author(s)/editor(s) of the book itself. For parts of books which have been contributed by others, *see* section C. Contributions to Books.

R/O	Elements (in order of appearance)	Format:
R	Author(s)/Editors(s)	Author(s)/editor(s) of the book in which the part appears; the surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; if editors are present, the last named editor is followed by a comma and the word "editor(s)" or "ed(s)."; organizations may also serve as authors, as "National Library of Medicine (US)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Public Services Division"; note, as in this example, that qualifying information such as country or city may be added parenthetically to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may be given following the name, in brackets, as "[Finnish Medical Society]"; all authors/editors may be used or only the first or first 3 followed by "et al." if space is a consideration; if no person or organization with responsibility for the publication can be determined, this element shall be omitted (the use of "anonymous" is not recommended)
R	Title	Title of the book; titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may be given following the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Type of Medium	If the book is published in microform, the specific type (microfiche, ultrafiche, microfilm, microcard, etc.) is indicated following the title, surrounded by brackets, as "[microfiche]"; for books published in electronic format, *see* Chapter XII.D.
R	Edition	An edition may be found numbered, as "First Edition" etc.; these are converted to arabic numbers, as "1st ed.","2nd ed.", "3rd ed.", "4th ed.", etc.; words may also be used to express edition, as "New revised edition" or "American edition"; these are usually abbreviated, as "New rev. ed." and "American ed."

O	Secondary Author(s)	The names of editors, translators, or other individuals or organizations responsible for adapting or modifying the work of the primary author(s); names appearing in non-roman alphabets are romanized; the name, given surname first, is followed by the specific role played, as "Smith, John, editor" or "Jones, Daniel E., translator"; if both editors and translators are found, they are given in the order listed in the book; note that an editor is placed here only when there is another person or organization serving as author
R	Numeration of Part	If the part being referenced is one volume of a multivolume book, its number is given in arabic, as "Vol. 2."
R	Title of Part	If the volume has a title, it follows the volume number, as "Vol. 2, Immunology"; titles appearing in non-roman alphabets are romanized; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Place of Publication	The city where published; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/ countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); if more than one location appears, the more prominent or else the first appearing is used; if no place is found in the book but can be reasonably inferred (e.g., Chicago as the place of publication of a book produced by the American Medical Association), the place name is given in brackets, as "[Chicago]"; if no place can be determined, the words "place unknown" are given in brackets
R	Publisher	The firm or organization responsible for issuing the publication; names appearing in non-roman alphabets are romanized or names may be translated, as "Japanese Society of Gastroenterology"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "University of Pennsylvania, Institute of Health Economics"; the name may be given in a shortened form, as "Wiley" for "John Wiley & Sons"; common words such as "Company" and "University" may be abbreviated, as "Co." and "Univ."; if the organization is both author and publisher, the name used here may be abbreviated, e.g., if the "University of Pennsylvania" is given as author, it may be abbreviated to "The University" as publisher; if no publisher can be identified, the words "publisher unknown" are placed in brackets
R	Date of Publication	The year of publication, followed by the month, if given, as "1988 Jan"; English names are used for months; names of months may be abbreviated to the first three letters; if the date is found from some other source than the book itself, brackets are placed around it, as "[1988 Jan]"; if no date can be determined, the words "date unknown" are placed in brackets

R	Numeration of Part	If the part being referenced is a chapter, section, appendix, figure, etc., it is identified as such with any accompanying number (given in arabic) or letter, as "Chapter 2", "Appendix B", or "Figure 10"; as an alternative, if page numbers are continuous throughout the publication, the inclusive pages of the part may be given instead, as "p. 130-45" for a chapter appearing on pages 130 to 145
R	Title of Part	If the part has a title, it follows the numeration, as "Chapter 2, History"; titles appearing in non-roman languages are romanized; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Pagination	Inclusive pages of the chapter or part, with numbers not repeated, as "p. 123-4" for pages 123 to 124; roman numerals used as page numbers are retained, as "p. xxvi-xxvii"; if an entire volume is being referenced, pagination is omitted; if an entire chapter or section is being referenced, the pagination may be omitted
O	Physical Description	If the book is published in microform, information about the location of the chapter or part on the microform may be given, as "microfiche 2 of 3 microfiche"; information about the physical characteristics of the microform may also be given, as "microfiche 2 of 3 microfiche: black & white, 2 x 4 in."; if the entire book is contained on one microform, its characteristics are described, as "1 reel: color, 35 mm."
O	Series	The series name is given in its original language, surrounded by parentheses; names appearing in non-roman alphabets are romanized; the name is followed by the volume and/or number, if present, given in arabic numbers; capitalize only the first word and proper nouns (or other conventions of the particular language), as "(Advances in chemistry series; 234)"
O	Language	Language of publication may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)
O	Notes	Supplementary information that would be useful to the reader may be placed here, such as the original title of a book which is being referenced in its translated version or information about the availability of a book which resides in a private collection

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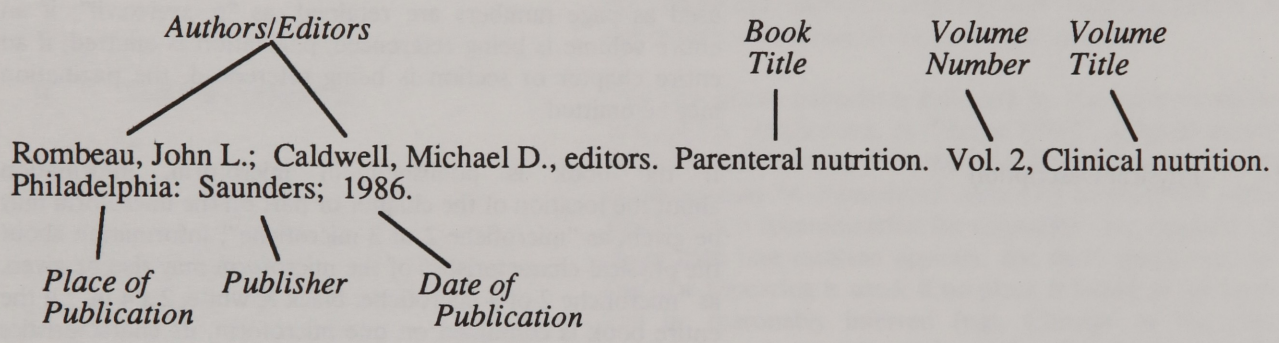
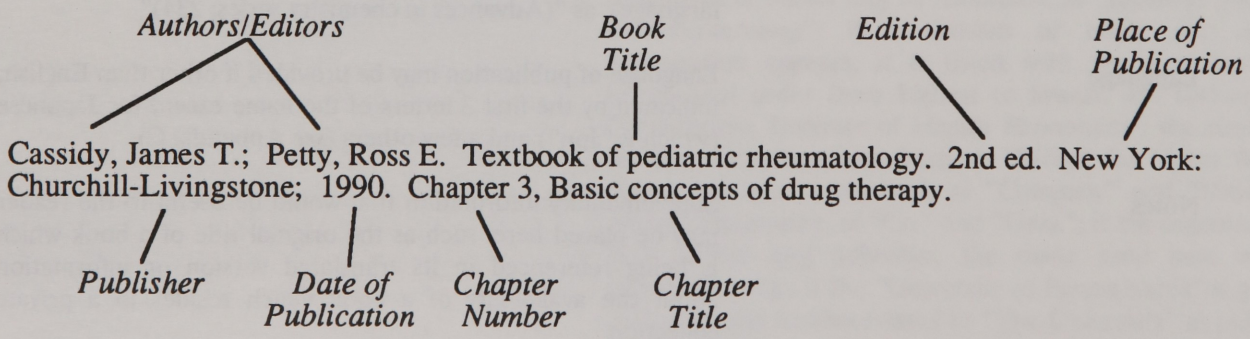
Application of this format, including recommended punctuation, is illustrated on the following pages.

SAMPLE CITATION FOR A PART OF A BOOK:

- A VOLUME OF A BOOK



- A CHAPTER OF A BOOK



EXAMPLES OF PARTS OF BOOKS:

1. One volume of a book cited, in which the volume has no separate title -

Harley, Robinson, editor. Pediatric ophthalmology. 2nd ed. Vol. 1. Philadelphia: Saunders; 1983.

Lennox, William G. Epilepsy and related disorders. Vol. 1. Boston: Little, Brown; 1960.

2. One volume of a book cited, in which the volume has a separate title -

Rombeau, John L.; Caldwell, Michael D., editors. Parenteral nutrition. Vol. 2, Clinical nutrition. Philadelphia: Saunders; 1986.

Leiber, Bernfried; Olbrich, Gertrud. Die klinischen Syndrome. Vol. 1, Syndrome [The clinical syndromes. Vol. 1, Syndromes]. Munich: Urban & Schwarzenberg; 1966. (Ger).

3. One volume of a book cited, for which editors/translators are listed -

Ramon Cajal, S. Degeneration & regeneration of the nervous system. May, Raoul M., translator and editor. Vol. 1. New York: Hafner; 1959.

Grewe, Horst-Eberhard; Kremer, Karl. Atlas of surgical operations. Rotzscher, Volker M.; Zammit, Anthony, translators. Vol. 2, Abdomen, urogenital tract, nervous system, vertebral column. Philadelphia: Saunders; 1980.

4. A chapter/part of a book cited, in which the chapter/part has no separate title -

Bagby, George. Honest, reliable corpse. Garden City (NY): Doubleday; 1969. Chapter 2.

5. A chapter/part of a book cited, in which the chapter/part has a separate title -

Cassidy, James T.; Petty, Ross E. Textbook of pediatric rheumatology. 2nd ed. New York: Churchill Livingstone; 1990. Chapter 3, Basic concepts of drug therapy.

Hebel, Rudolf; Stromberg, M.W. Anatomy of the laboratory rat. Baltimore: Williams & Wilkins; 1976. Part C, Digestive system; p. 43-54.

Acha, Pedro N.; Szyfres, Boris. Zoonoses and communicable diseases common to man and animals. 2nd ed. Washington: Pan American Health Organization; 1987. Listeriosis; p. 105-11. (Scientific Publication; no. 503).

Coleman, James C.; Butcher, James N.; Carson, Robert C. Abnormal psychology and modern life. 7th ed. Glenview (IL): Scott, Foresman; 1984. Peptic ulcers; p. 279-80.

Magalini, Sergio I.; Magalini, Sabina C.; de Francisci, Giovanni, editors. Dictionary of medical syndromes. 3rd ed. Philadelphia: Lippincott; 1990. Dean-Barnes; p. 230-1.

The world almanac and book of facts. New York: World Almanac; 1990. Births and dates by states and regions; p. 835.

Berkow, Robert; Fletcher, Andrew J., editors. The Merck manual of diagnosis and therapy. 15th ed. Rahway (NJ): Merck Sharp & Dohme Research Laboratories; 1987. Blood transfusion; p. 1124-37.
[Note: *See also* Chapter XIII. Classic Material]

Stedman's medical dictionary. 25th ed. Baltimore: Williams & Wilkins; 1989. Hypoplasia; p. 753.
[Note: *See also* Chapter XIII. Classic Material]

Sissons, Hubert A.; Murray, Ronald O.; Kemp, H.B.S. Orthopaedic diagnosis: clinical, radiological, and pathological coordinates. Berlin: Springer-Verlag; 1984. Figure 1.3, Stress fractures of the spine; p. 236.

Marsden, C. D.; Fowler, Timothy J. Clinical neurology. London: Edward Arnold; 1989. Table 3.4, Differences between upper and lower motor neuron lesions; p. 79.

6. A chapter/part of a book cited within a separate volume, in which the volume has no separate title -

Turek, Samuel L. Orthopaedics: principles and their application. 4th ed. Vol. 2. Philadelphia: Lippincott; 1984. Chapter 23, The shoulder; p. 920-66.

McFarlane, Peter W.; Lawrie, T.D.V., editors. Comprehensive cardiology: theory and practice in health and disease. Vol. 3. New York: Pergamon Press; 1989. Appendix 3, Coding schemes; p. 1567-82.

Wolberg, Lewis R. The technique of psychotherapy. 4th ed. Vol. 2. Orlando: Grune & Stratton; 1988. Chapter 46, The handling of resistances to cure; p. 771-801.

Moses, James A., Jr.; Golden, Charles J.; Ariel, Rona; Gustavson, John L. Interpretation of the Luria-Nebraska Neuropsychological Battery. Vol. 1. New York: Grune & Stratton; 1983. Case 24; p. 228-32.

The encyclopaedia Brittanica. 15th ed. Vol. 9. Chicago: Encyclopaedia Brittanica, Inc.; 1990. Pauli exclusion principle; p. 210.
[Note: This citation is to an unsigned article. *See* C. Contributions to Books for a citation to a signed article; *see also* Chapter XIII. Classic Material.]

7. A chapter/part of a book cited within a separate volume, in which the volume has a separate title -

Shakelford, Richard T. Surgery of the alimentary tract. 2nd ed. Vol. 1, The esophagus. Philadelphia: Saunders; 1978. Chapter 3, Esophagoscopy; p. 29-40.

Hornblass, Albert; Hanig, Carl J., editors. Oculoplastic, orbital, and reconstructive surgery. Vol. 2, Orbit and Lacrimal system. Baltimore: Williams & Wilkins; 1988. Section 11, Congenital and developmental anomalies of the orbit; p. 815-45.

American Medical Association. Report of the Commission on the Cost of Medical Care. Vol. 3, Significant medical advances. [Chicago]: The Association; 1964. Table 1, Some disposable products used in the medical field - listed by use category; p. 73.

Yasargil, M.G. Microneurosurgery. Vol. 2, Clinical considerations, surgery of the intracranial aneurysms and results. Stuttgart: Georg Thieme Verlag; 1984. Figure 101A, Posterio-inferior aneurysm before clipping with the hypothalamic artery visible along its base; p. 191.

8. A chapter/part of a book in a microform -

Elanskii, Nikolai N. Voenno-polevaia khirurgiia [Military field surgery] [microfilm]. 5th ed. Leningrad: Medgiz; 1950. Ric. 47, Skhema segmentarnoi innervatsii kozhi [Illustration 47, Scheme of the segmented innervation of the skin]; p. 129. (Rus). Located at: National Library of Medicine, Bethesda, MD; Film 18, no. 7.

II. BOOKS

C. Contributions to Books

These are separate contributions to the book, usually by others than the author(s)/editor(s) of the book but may be by one of the author(s)/editor(s) or from another of their publications. For parts of books which are not separate contributions, *see* section B. Parts of Books.

R/O	Elements (in order of appearance)	Format:
R	Author(s) of Contribution	Author(s) of the chapter or part; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized
R	Title of Contribution	Title of the chapter or part; titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Connective Phrase	The word "In:" is used to connect the author and title of the chapter or part with information on the book containing it
R	Author(s)/Editors(s)	Author(s)/editor(s) of the book; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; if editors are present, the last named editor is followed by a comma and the word "editor(s)" or "ed(s)."; organizations may also serve as authors, as "National Library of Medicine (US)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Public Services Division"; note, as in this example, that qualifying information such as country or city may be used parenthetically to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may be given following the name, in brackets, as "[Finnish Medical Society]"; all authors/editors may be used or only the first or first 3 followed by "et al." if space is a consideration; if no person or organization with responsibility for the publication can be determined, this element shall be omitted (the use of "anonymous" is not recommended)
R	Title	Title of the book; titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding

		it; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Type of Medium	If the book is published in microform, the specific type (microfiche, ultrafiche, microfilm, microcard, etc.) is indicated following the title, surrounded by brackets, as "[microfiche]"; for books published in electronic format, *see* Chapter XII.D.
R	Edition	An edition may be found numbered, as "First Edition" etc.; these are converted to arabic numbers, as "1st ed.","2nd ed.", "3rd ed.", "4th ed.", etc.; words may also be used to express edition, as "New revised edition" or "American edition"; these are usually abbreviated, as "New rev. ed." and "American ed."
O	Secondary Author(s)	The names of editors, translators, or other individuals or organizations responsible for adapting or modifying the work of the primary author(s); names appearing in non-roman alphabets are romanized; the name, given surname first, is followed by the specific role played, as "Smith, John, editor" or "Jones, Daniel E., translator"; if both editors and translators are found, they are given in the order listed in the book; note that an editor is placed here only when there is another person or organization serving as author
R	Place of Publication	The city where published; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/ countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); if more than one location appears, the more prominent or else the first appearing is used; if no place is found in the book but can be reasonably inferred (e.g., Chicago as the place of publication of a book produced by the American Medical Association), the place name is given in brackets, as "[Chicago]"; if no place can be determined, the words "place unknown" are given in brackets
R	Publisher	The firm or organization responsible for issuing the publication; names appearing in non-roman alphabets are romanized or names may be translated, as "Japanese Society of Gastroenterology"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "University of Pennsylvania, Institute of Health Economics"; the name may be given in a shortened form, as "Wiley" for "John Wiley & Sons"; common words such as "Company" and "University" may be abbreviated, as "Co." and "Univ."; if the organization is both author and publisher, the name used here may be abbreviated, e.g., if the "University of Pennsylvania" is given as author, it may be abbreviated to "The University" as publisher; if no publisher can be identified, the words "publisher unknown" are placed in brackets

R	Date of Publication	The year of publication, followed by the month, if given, as "1988 Jan"; English names are used for months; names of months may be abbreviated to the first three letters; if no date is found in the book but it can be determined from some other source, brackets are placed around it, as "[1988 Jan]"; if no date can be determined, the words "date unknown" are placed in brackets
R	Pagination	Inclusive pages of the chapter or part, with numbers not repeated, as "p. 123-4" for pages 123-124; roman numerals used as page numbers are retained, as "p. xxvi-xxvii"; alternatively, if the chapter or part is numbered, it may be used in place of pagination, as "Chapter 2"
O	Physical Description	If the book is published in microform, information about the location of the chapter on the microform may be given, as "microfiche 2 of 3 microfiche"; information about the physical characteristics of the microform may also be given, as "microfiche 2 of 3 microfiche: color, 2 x 4 in."; if the entire book is contained on one microform, its characteristics are described, as "1 reel: black & white, 35 mm."
O	Series	The series name is given in its original language, surrounded by parentheses; names appearing in non-roman alphabets are romanized; the name is followed by the volume and/or number, if present, given in arabic numbers; capitalize only the first word and proper nouns (or other conventions of the particular language), as "(Advances in chemistry series; 234)"
O	Language	Language of publication may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)
O	Notes	Supplementary information useful to the reader may be placed here; this could include some background information about the chapter or part being referenced

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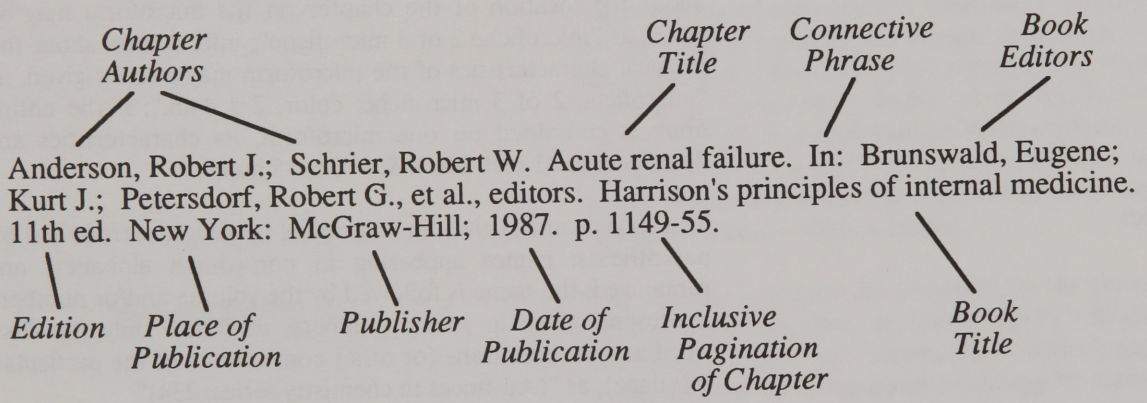
Application of this format, including recommended punctuation, is illustrated on the following pages.

SAMPLE CITATION FOR A CONTRIBUTION TO A BOOK;



EXAMPLES OF CONTRIBUTIONS TO BOOKS:

1. Standard reference to a chapter in a book -

Anderson, Robert J.; Schrier, Robert W. Acute renal failure. In: Braunswald, Eugene; Isselbacher, Kurt J.; Petersdorf, Robert G., et al., editors. Harrison's principles of internal medicine. 11th ed. New York: McGraw-Hill; 1987. p. 1149-55.

Fleischer, Arthur C. Superficial organ sonography and miscellaneous applications. In: Fleischer, Arthur C.; James, A.E., Jr. Diagnostic sonography: principles and clinical applications. Philadelphia: Saunders; 1989. p. 700-61.

2. Alternative reference with initials only for authors -

Weinstein L, Swartz MN. Pathologic properties of invading organisms. In: Sodeman WA Jr, Sodeman WA, editors. Pathologic physiology: mechanisms of disease. Philadelphia: Saunders; 1974. p. 457-72.

3. Contribution in a separate volume of a book -

Merritt, Christopher R.B. Breast imaging techniques. In: Putnam, Charles E.; Ravin, Carl E., editors. Textbook of diagnostic imaging. Vol. 3. Philadelphia: Saunders; 1988. p. 2118-20.

Kessler, Robert M.; Freeman, Mark P. Ischemic cerebrovascular disease. In: Partain, C.L.; Price, Ronald R.; Patton, James A., et al., editors. Magnetic resonance imaging. 2nd ed. Vol. 1, Clinical principles. Philadelphia: Saunders; 1988. p. 197-210.

Hazeltine, William A. AIDS. In: The encyclopedia Americana. International ed. Vol. 1. Danbury (CT): Grolier Incorporated; 1990. p. 365-6.

4. Alternate chapter number used instead of pagination -

Stern, Michael P. Diabetes in Hispanic Americans. In: National Institute of Arthritis, Diabetes, and Digestive and Kidney Diseases. Diabetes in America: diabetes data compiled 1984. [Bethesda (MD)]: The Institute; 1985 Aug. Chapter 9. (NIH publication; no. 85-1468).

Conference Publications

Conference Publications

III. CONFERENCE PUBLICATIONS

A. Conference Proceedings

R/O	Elements (in order of appearance)	Format:
R	Editor(s)	Editor(s) of the conference proceedings; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; the last named editor is followed by a comma and the word "editor(s)" or "ed(s)."; an organization may also serve as editor, as the "Nutrition Society (London)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "Nutrition Society (London), Public Affairs Division"; note, as in this example, that qualifying information such as city or country may be used parenthetically to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may be given following the name, in brackets, as "[Finnish Medical Society]"; all editors may be used or only the first or first 3 followed by "et al." if space is a consideration; if no person or organization with responsibility for the publication can be determined, this element shall be omitted (the use of "anonymous" is not recommended)
R	Title	Title of the publication, if present (the name of the conference may be the only title given - *see* below); titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Type of Medium	If the proceedings is published in microform, the specific type (microfiche, ultrafiche, microfilm, microcard, etc.) is indicated following the title, surrounded by brackets, as "[microfiche]"
R	Title of Conference	Name of the conference, including number, if present, e.g., "3rd Symposium on Human Nutrition"; titles are given in their original language; those appearing in non-roman alphabets are romanized; all numbers are converted to arabic, e.g., convert "Third" to "3rd"; capitalize all significant words (or other conventions of the particular language); a translation may follow the original, with brackets surrounding it
R	Type of Medium	If the name of the conference is the only title appearing in the publication, the indication of type of medium if applicable is placed here, as "[microfiche]"

O	Date of Conference	Inclusive dates on which the conference was held, as "1988 Jan 24-26" and "1987 Jan 31-Feb 2"; English names are used for months; names of months may be abbreviated to the first 3 letters
O	Place of Conference	City and state/country in which the conference was held; English names are used for locations, as "Rome" for "Roma"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); as an option, if the conference was held at an institution it would be useful to note, the name may be added before the city, as "University of Arizona, Tempe, AZ"
O	Secondary Author(s)	The names of translators or other individuals or organizations responsible for adapting or modifying the work of the editor(s); names appearing in non-roman alphabets are romanized; the name, given surname first, is followed by the specific role played, as "Jones, Daniel E., translator"; if more than one type of secondary author appears, they are given in the order listed in the publication
R	Place of Publication	City where published; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); if more than one location appears, the more prominent or else the first appearing is used; if no place is found in the publication but can be reasonably inferred (e.g., Chicago as the place of publication of a proceedings produced by the American Medical Association), the place name is given in brackets, as "[Chicago]"; if no place can be determined, the words "place unknown" are given in brackets
R	Publisher	The firm or organization responsible for issuing the publication; names appearing in non-roman alphabets are romanized or names may be translated, as "Japanese Society of Gastroenterology"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "University of Pennsylvania, Institute of Health Economics"; the name may be given in a shortened form, as "Wiley" for "John Wiley & Sons"; common words such as "Company" and "University" may be abbreviated, as "Co." and "Univ."; if the organization is both editor and publisher, the name used here may be abbreviated, e.g., if the "British Medical Association" is editor, the name may be abbreviated to "The Association" as publisher; if no publisher can be identified, the words "publisher unknown" are placed in brackets
R	Date of Publication	The year of publication, followed by the month, if given, as "1988 Jan"; English names are used for months; names of months may be abbreviated to the first three letters; if no date can be found in the publication but it can be determined from

		some other source, brackets are placed around it, as "[1988 Jan]"; if no date can be determined, the words "date unknown" are placed in brackets
O	Pagination	Total number of pages of the publication (in arabic numbers) if it is contained in one volume, as "235 p."; if more than one volume, the total number of volumes is given, as "2 vol.", in place of the number of pages
O	Physical Description	If the conference is published in microform, information about the number of physical pieces and their characteristics may be given here, as "2 microfiche: 4 x 6 in."
O	Series	The series name is given in its original language, surrounded by parentheses; names appearing in non-roman alphabets are romanized; the name is followed by the volume and/or number, if present, given in arabic numbers; capitalize only the first word and proper nouns (or other conventions of the particular language), as "(Excerpta Medica international congress series; no. 850)"
O	Language	Language of publication may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)
O	Notes	Supplementary information that would be useful to the reader is placed here; this could include additional information about the conference, such as sponsorship

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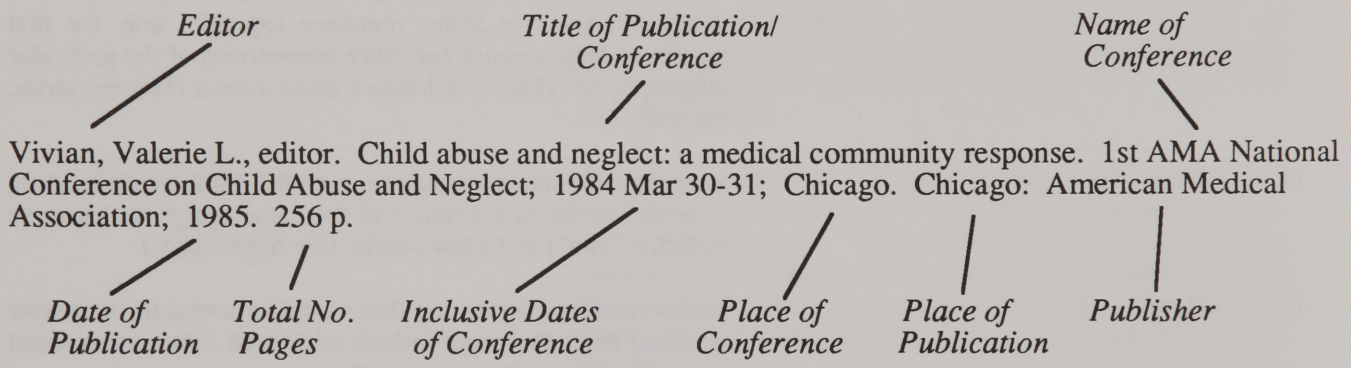
Application of this format, including recommended punctuation, is illustrated on the following pages.

SAMPLE CITATION FOR A CONFERENCE PROCEEDINGS:



EXAMPLES OF CONFERENCE PROCEEDINGS:

1. Proceedings with a title in addition to the conference name -

Vivian, Valerie L., editor. Child abuse and neglect: a medical community response. 1st AMA National Conference on Child Abuse and Neglect; 1984 Mar 30-31; Chicago. Chicago: American Medical Association; 1985. 256 p.

Popper, Hans, et al., editors. Structural carbohydrates in the liver: proceedings of the 34th Falk Symposium; 1982 Oct 12-18; Basel, Switzerland. Boston: MTP Press; 1983. 701 p.

2. Proceedings without a separate title -

Sasaki, Y.; Nomura, Y., editors. Symposium on Nasal Polyp; 1984 Oct 5-6; Tokyo. Stockholm: Almqvist & Wiksell; 1986. 48 p.

Ferguson, Ronald M.; Sommer, Bruce G., guest editors. Proceedings of a Conference on the Clinical Management of the Renal Transplant Recipient with Cyclosporine; 1985 Nov 3-5; Palm Springs, FL. Orlando (FL): Grune & Stratton; 1986. 216 p.

3. Proceedings without editor(s) -

Symposium on Nonhuman Primate Models for AIDS; 1989 Oct 11-13; Portland, OR. [Portland]: Oregon Regional Primate Center; 1989. 115 p.

4. Proceedings in a language other than English, with translation -

Llombart-Bosch, A., editor. Patologia del cancer de higado . Primera Reunion Germano-Espanola de Anatomia Patologica [Pathology of liver cancer. 1st German-Spanish Meeting on Pathologic Anatomy]; 1976 Sep 23-25; Lloret de Mar, Spain. Valencia: Fundacion Garcia Munoz; 1977. 252 p. (Spa).

5. Name of institution included with conference location -

Brown, Fred, et al., editors. Vaccines 90: modern approaches to new vaccines including prevention of AIDS. Papers from the 7th Meeting on Modern Approaches to Vaccines; 1989 Sep; Cold Spring Harbor Laboratory, Cold Spring Harbor, NY. Cold Spring Harbor: Cold Spring Harbor Laboratory Press; 1990. 502 p.

Aggleton, Peter; Davies, Peter; Hart, Graham, editors. AIDS: individual, cultural, and policy dimensions. Proceedings of the 3rd UK Conference on Social Aspects of AIDS; 1989 Feb; South Bank Polytechnic, London. London: Falmer Press; 1990. 265 p.

6. Translator given -

Jager, Hans, editor. AIDS phobia: a disease pattern and possibilities of treatment. Proceedings of a workshop; 1987 Nov; Munich. Welch, Jacquie, translator. New York: Halsted Press; 1988. 124 p. (Ellis Horwood series in life sciences). Translation of: AIDS-Phobie.

Ehrly, A.M.; Hauss, J.; Huch, Renate, editors. Clinical oxygen pressure measurement: tissue oxygen pressure and transcutaneous oxygen pressure. 2nd Symposium on Tissue Oxygen Pressure; 1984 Jun 1-2; Frankfurt, Federal Republic of Germany. Sonntag-O'Brien, Virginia, translator. Berlin: Springer-Verlag; 1987. 277 p. Translation of: Klinische Sauerstoffdruckmessung.

7. Proceedings in microform -

International Council of Scientific Unions. Proceedings of the Study of the Feasibility of a World Science Information System (UNISIST) [microfiche]. Paris: Centre National de la Recherche Scientifique; 1971. 31 microfiche.

8. Proceedings with unknown place of publication and publisher -

The challenge: efficient dairy production. Proceedings of the conference organized by the Australian and New Zealand Societies of Animal Production; 1985 Mar 25-28; Albury-Wodonga, Australia. [place, publisher unknown]; 1985. 538 p.

9. Proceedings also published as part of a journal -

Iwarson, Sten, editor. Symposium on Vaccination against Hepatitis B; 1982 Sep 9; Goteborg, Sweden. Stockholm: Almqvist & Wiksell; [1983]. 61 p. (Scandinavian journal of infectious diseases. Supplement; 38).

10. Proceedings with supplementary notes -

Stevenson, Donald E., et al., editors. Mouse liver carcinogens: mechanisms and species comparisons. Proceedings of the symposium; 1988 Nov 30-Dec 3; Austin, TX. New York: Wiley-Liss; 1990. 444 p. (Progress in clinical and biological research; vol. 331). Conference hosted by the Science Park-Research Division of the University of Texas M.D. Anderson Cancer Center in Smithville, Texas.

III. CONFERENCE PUBLICATIONS

B. Conference Papers and Abstracts of Papers

R/O	Elements (in order of appearance)	Format:
R	Author(s)	Author(s) of the paper; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; up thru 10 authors are given, with "et al." following the 10th name
O	Author Affiliation	Department and name of institution, followed by city and state/country, are given surrounded by parentheses, as "(Department of Physiology, Yale University, New Haven, CT)"; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Leningrad State University"; English names are used for locations, as "Moscow" for "Moskva"; common words such as "Department" and "University" may be abbreviated, as "Dept." and "Univ."; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); affiliation of all authors or only the first may be given
R	Title of the Paper	Titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
O	Article Type	If an abstract is cited rather than the full paper, this may be indicated in brackets after the title, as "[abstract]"
R	Connective Phrase	The word "In:" is used to connect the author(s) and title of the paper with information about the proceedings containing it
R	Editor(s)	Editor(s) of the conference proceedings; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; the last named editor is followed by a comma and the word "editor(s)" or "ed(s)."; an organization may also serve as editor, as the "Nutrition Society (London)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "Nutrition Society (London), Public Affairs Division"; note, as in this example, that qualifying information such as city or country may be used parenthetically to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may be given following

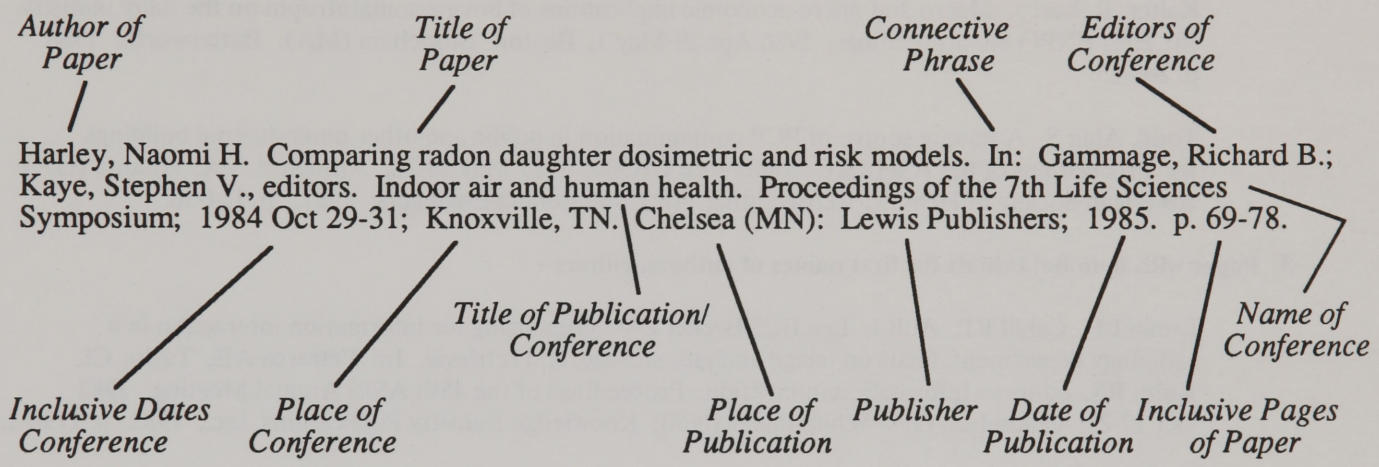
		the name, in brackets, as "[Finnish Medical Society]"; all editors may be used or only the first or first 3 followed by "et al." if space is a consideration; if no person or organization with responsibility for the publication can be determined, this element shall be omitted (the use of "anonymous" is not recommended)
R	Title	Title of the publication, if present (the name of the conference may be the only title given - *see* below); titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Type of Medium	If the proceedings is published in microform, the specific type (microfiche, ultrafiche, microfilm, microcard, etc.) is indicated following the title, surrounded by brackets, as "[microfiche]"
R	Title of Conference	Name of the conference, including number, if present, e.g., "3rd Symposium on Human Nutrition"; titles are given in their original language; those appearing in non-roman alphabets are romanized; all numbers are converted to arabic, e.g., convert "Third" to "3rd"; capitalize all significant words (or other conventions of the particular language); a translation may follow the original, with brackets surrounding it
R	Type of Medium	If the name of the conference is the only title appearing in the publication, the indication of type of medium if applicable is placed here, as "[microfiche]"
O	Date of Conference	Inclusive dates on which the conference was held, as "1988 Jan 24-26" and "1987 Jan 31-Feb 2"; English names are used for months; names of months may be abbreviated to the first 3 letters
O	Place of Conference	City and state/country in which the conference was held; English names are used for locations, as "Rome" for "Roma"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); as an option, if the conference was held at an institution it would be useful to note, the name may be added before the city, as "University of Arizona, Tempe, AZ"
O	Secondary Author(s)	The names of translators or other individuals or organizations responsible for adapting or modifying the work of the editor(s); names appearing in non-roman alphabets are romanized; the name, given surname first, is followed by the specific role played, as "Jones, Daniel E., translator"; if more than one type of secondary author appears, they are given in the order listed in the publication
R	Place of Publication	City where published; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/

		countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); if more than one location appears, the more prominent or else the first appearing is used; if no place is found in the publication but can be reasonably inferred (e.g., Chicago as the place of publication of a proceedings produced by the American Medical Association), the place name is given in brackets, as "[Chicago]"; if no place can be determined, the words "place unknown" are given in brackets
R	Publisher	The firm or organization responsible for issuing the publication; names appearing in non-roman alphabets are romanized or names may be translated, as "Japanese Society of Gastroenterology"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "University of Pennsylvania, Institute of Health Economics"; the name may be given in a shortened form, as "Wiley" for "John Wiley & Sons"; common words such as "Company" and "University" may be abbreviated, as "Co." and "Univ."; if the organization is both editor and publisher, the name used here may be abbreviated, e.g., if the "British Medical Association" is editor, the name may be abbreviated to "The Association" as publisher; if no publisher can be identified, the words "publisher unknown" are placed in brackets
R	Date of Publication	The year of publication, followed by the month, if given, as "1988 Jan"; English names are used for months; names of months may be abbreviated to the first three letters; if no date can be found in the publication but it can be determined from some other source, brackets are placed around it, as "[1988 Jan]"; if no date can be determined, the words "date unknown" are placed in brackets
R	Pagination	Inclusive pages on which the paper appears; numbers are not repeated, e.g., pages 123-124 become "p. 123-4"; if the page number is preceded or followed by a letter (often "S" for Supplement" or "A" for "Appendix"), the letter is included, as S10-2 or 124A-126A (note that repeating numbers are retained when the letter follows the page number); roman numerals used as page numbers are retained, as "p. XXVI-XXVII"; up to 3 groupings of discontinuous pages numbers are given, as "23-5, 27-8, 30"; if more than three occur, only the first 3 are given and the word "passim" follows; if no page numbers appear, the total number of pages of the paper is given in brackets, as "[14 p.]"
O	Physical Description	If the paper was published in a proceedings in a microform, information about the physical location of the paper in the microform may be given here, as "microfiche 2 of 5 microfiche"; information about the physical characteristics of the microform may also be given, as "1 microfiche: color, 2 x 4 in."

O	Series	The series name is given in its original language, surrounded by parentheses; names appearing in non-roman alphabets are romanized; the name is followed by the volune and/or number, if present, given in arabic numbers; capitalize only the first word and proper nouns (or other conventions of the particular language), as "(Excerpta Medica international congress series; no. 850)"
O	Language	Language of publication may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)
O	Notes	Supplementary information that would be useful to the reader may be placed here; this could include information concerning sponsorship of the conference, any larger meetings of which it was a part, etc.; if an abstract of the paper is being referenced, the number of the abstract may be given, if present, as "Abstract No. D45"

Application of this format, including recommended punctuation, is illustrated on the following pages.

SAMPLE CITATION FOR A CONFERENCE PAPER:



EXAMPLES OF CONFERENCE PAPERS:

1. Paper from a proceedings with a separate title -

Harley, Naomi H. Comparing radon daughter dosimetric and risk models. In: Gammage, Richard B.; Kaye, Stephen V., editors. Indoor air and human health. Proceedings of the 7th Life Sciences Symposium; 1984 Oct 29-31; Knoxville, TN. Chelsea (MN): Lewis Publishers; 1985. p. 69-78.

Meyer, Beat; Hermanns, Karl. Formaldehyde release from pressed wood products. In: Turoski, Victor, editor. Formaldehyde: analytical chemistry and toxicology. Proceedings of the symposium at the 187th meeting of the American Chemical Society; 1984 Apr 8-13; St. Louis, Mo. Washington: The Society; 1985. p. 101-16. (Advances in chemistry series; 210).

2. Paper from a proceedings without a separate title -

Kalter, Robert J. Macro and micro economic implications of bovine somatotropin on the dairy industry. In: BIO EXPO 86: proceedings; 1986 Apr 29-May 1; Boston. Stoneham (MA): Butterworth; 1986. p. 203-15.

Todd, Alan S. A unique source of PCB contamination in public and other nonindustrial buildings. In: Proceedings of the ASHRAE Conference IAQ87; 1987 May 18-20; Arlington, VA. Atlanta (GA): American Society of Heating, Refrigerating, Air Conditioning Engineers; 1987. p. 104-10.

3. Paper with optional initials for first names of authors, editors -

Lunin LF, Cahill PT, Auh J, Lee BC, Becker DV. Organizing for information interaction in a radiology department: focus on image analysis, storage, and retrieval. In: Petrarca AE, Taylor CI, Kohn RS, editors. Information interaction. Proceedings of the 45th ASIS Annual Meeting; 1982 Oct 17-21; Columbus, OH. White Plains (NY): Knowledge Industry Publications, Inc.; 1982. p. 179-81.

4. Paper with author address given -

Thorneycroft, Ian H. (Dept. of Obstetrics and Gynecology, Tulane Univ., New Orleans, LA). Oral contraceptives and myocardial infarction. In: Toward a new standard in oral contraception. Proceedings of a symposium held at the 12th World Congress on Fertility and Sterility; 1989 Oct 3; Marrakesh, Morocco. St. Louis (MO): Mosby-Year Book, Inc.; 1990 Oct. p. 1393-7.

5. Abstract of a paper -

Church, Joseph A.; Marshall, G.; Laug, W. Thrombotic thrombocytopenic purpura (TTP) in an HIV-infected child [abstract]. In: Morisset, Richard A., editor. 5th International Conference on AIDS: the Scientific and Social Challenge; 1989 Jun 4-9; Montreal. Ottawa: International Development Research Centre; 1989. p. 494. Abstract no. B579.

Mendez, Mario F.; Manon-Espaillat, Ramon; Lanska, Douglas J.; Burnstine, Thomas H. Epilepsy and suicide attempts [abstract]. In: American Academy of Neurology 41st annual meeting program; 1989 Apr 13-19; Chicago. Cleveland (OH): Edgell Communications; 1989. p. 295. Abstract no. PP369.

6. Paper from a proceedings in a language other than English, with translation -

Wegener, K.; Wesch, H.; Kampmann, H.; van Kaick, G. Investigaciones sobre el problema del origen de los carcinomas hepaticos en la torotrastosis humana [Studies on the problem of the origin of liver carcinoma in human thorotrastosis]. In: Llombart-Bosch, A., editor. Patologia del cancer de higado. Primera Reunion Germano-Espanola de Anatomia Patologica [Pathology of liver cancer. 1st German-Spanish Meeting on Pathologic Anatomy]; 1976 Sep 23-25; Lloret de Mar, Spain. Valencia: Fundacion Garcia Munoz; 1977. p. 211-8. (Spa).

7. Paper also printed as a journal article -

Middeke, Martin; Holzgreve, Heinrich. Review of major intervention studies in hypertension and hyperlipidemia: focus on coronary heart disease. In: Doxazosin: a distinctive approach to risk reduction of coronary heart disease in hypertensive patients. Proceedings of a symposium; 1988 Jan 30; Hamburg, West Germany. St. Louis (MO): Mosby; 1988. p. 1708-12. (American heart journal; vol. 116, no. 6, pt. 2).

Chapter IV

Scientific and Technical Reports

Scientific and Technical
Reports

IV. SCIENTIFIC AND TECHNICAL REPORTS AND PARTS OF REPORTS

R/O	Elements (in order or appearance)	Format:
R	Author(s)/Editor(s)	The surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; if editors are present, the last named editor is followed by a comma and the word "editor(s)" or "ed(s)."; organizations may also serve as authors, as "National Library of Medicine (US)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Public Services Division"; note, as in this example, that qualifying information such as country may be used parenthetically to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may be given following the name, in brackets, as "[Finnish Medical Society]"; all authors may be used or only the first or first 3 followed by "et al." if space is a consideration
O	Author Affiliation	In many cases, reports are authored by individuals employed by organizations other than the agency or institution which sponsored or published the work; the department and name of this performing institution, followed by state/country, are placed in parentheses after the author(s), as "(Department of Biomedical Engineering, Duke University, Durham, NC)"; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Leningrad State University"; English names are used for locations, as "Moscow" for "Moskva"; common words such as "Department" and "University" may be abbreviated, i.e., "Dept." and "Univ."; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); if the performing organization is the author, if the performing organization and the sponsoring agency are the same, or if the performing organization is the body issuing the publication, this element is omitted
R	Title	Titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Type of Medium	If the report is published in microform, the specific type (microfiche, ultrafiche, microfilm, microcard, etc.) is indicated following the title, surrounded by brackets, as "[microfiche]"

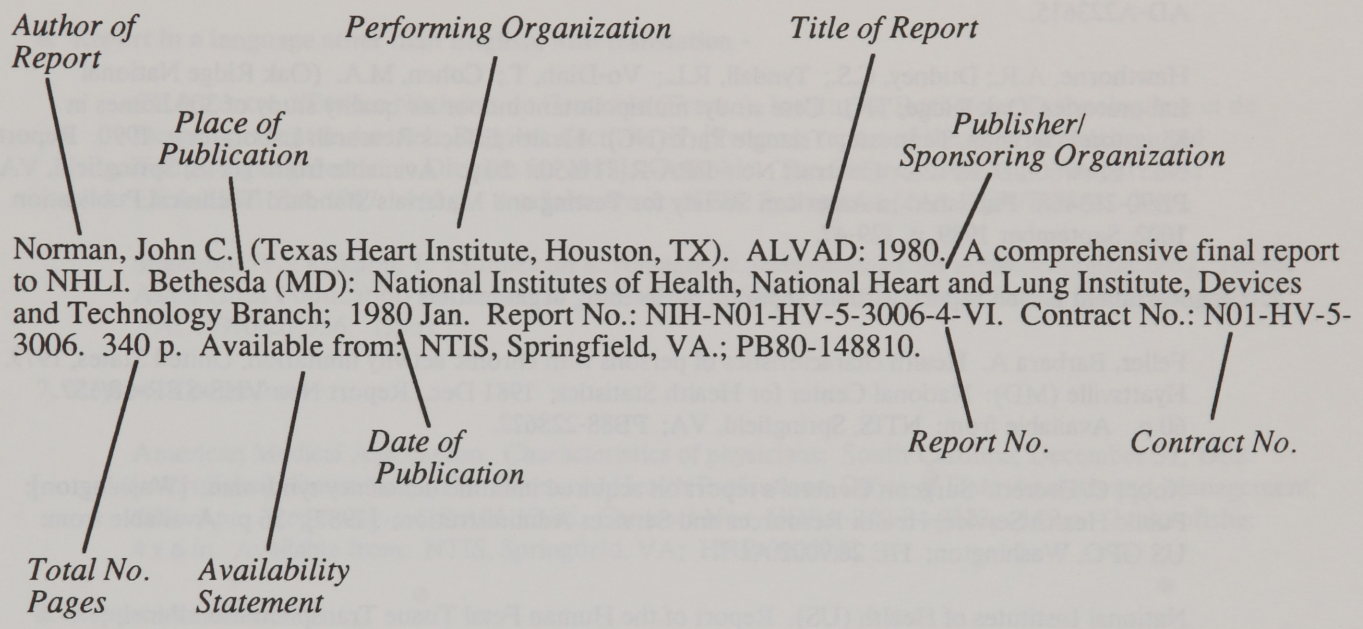
O	Secondary Author(s)	The names of editors, translators, or other individuals or organizations responsible for adapting or modifying the work of the primary author(s); names appearing in non-roman alphabets are romanized; the name, given surname first, is followed by the specific role played, as "Smith, John, editor" or "Jones, Daniel P., translator; if both editors and translators are found, they are given in the order listed in the report; note that an editor is placed here only when there is another person or organization serving as author
R	Place of Publication	City where the report was published; followed by state or country if needed for clarification, as "Oak Ridge (TN)"; English names are used for locations, as "Vienna" for "Wien"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); if no place can be found in the report but can be reasonably inferred (e.g., Washington as the place of publication of a report issued by the Department of Health and Human Services), the place name is given in brackets, as "[Washington]"; if no place can be determined, the words "place unknown" are given in brackets
R	Publisher	The organization (federal, state, or local agency, scientific or academic institution) responsible for issuing the report; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Japanese Society of Gastroenterology"; the department, branch, or other subdivision of the organization is included in hierarchical order from highest to lowest, as "Massachusetts Institute of Technology, Physics Department"; if the organization is both author and publisher, the name used here may be abbreviated, as "The Institute"; the sponsoring organization is often the publisher, but if the performing organization issues the report and is thus given here as publisher, the sponsoring organization is acknowledged in the Notes element below
R	Date of Publication	The year of publication, followed by the month, if given, as "1988 Jan"; English names are used for months; names of months may be abbreviated to the first 3 letters; if no date is found in the report but it can be determined from some other source, brackets are placed around it, as "[1988 Jan]"; if no date can be determined, the words "date unknown" are placed in brackets
R	Report Number	Report numbers consist of alpha-numeric strings in which an alphabetic report code for the performing and/or sponsoring organization is followed by a numeric series representing the date and sequence of issuance, as "NASA/CR-86/3840" indicating a NASA contractor report issued in 1986; if multiple report numbers are found on the publication, use the one assigned by the sponsoring organization; to avoid confusion with the contract/grant number discussed below, it is suggested that the words "Report No." precede this number; *see* ANSI Z39.23-1983 for the establishment and use of report numbers

O	Contract/Grant/Order Number	These numbers, also consisting of alpha-numeric strings, are issued by the sponsoring organization to identify the financial support of the research or work reported, as "PHS-HSM-110-72-325"; to avoid confusion with the report number discussed above, it is suggested that the words "Contract No.", "Grant No.", etc., precede this number
O	Pagination	Total number of pages of the report, given in arabic numbers, if it is contained in one volume, as "23 p."; if more than one volume, the total number of volumes is given, as "2 vol.", in place of the number of pages; this element is omitted if a part of a report is being cited (*see* the Pagination of Part element below)
R	Numeration of Part	If a part of a report is being referenced, such as an appendix, table, or graph, it is identified as such with any accompanying number (given in arabic) or letter, as "Appendix 2" or "Figure B"
R	Title of Part	If the part of the report has a title, it follows the numeration, as "Table 5, Disease outbreak by country"; titles appearing in non-roman alphabets are romanized; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Pagination of Part	Inclusive pages on which the part appears in the report, with numbers not repeated, as "p. 123-4" for pages 123-124; roman numerals used as page numbers are retained, as "p. xxvi-xxvii"
O	Physical Description	If the report is issued in microform, information about the number of physical pieces and their characteristics may be given here, as "1 microfiche: black & white, 4 x 6 in."
O	Series	The series name is given in its original language, surrounded by parentheses; names appearing in non-roman alphabets are romanized; the name is followed by the volume and/or number, if present, given in arabic numbers; capitalize only the first word and proper nouns (or other conventions of the particular language, as "(Brookhaven lecture series; no. 209)"
O	Availability Statement	Because a technical report may not always be obtained from the sponsoring organization as it usually is from the publisher of a monograph, the organization and location from which it may be acquired along with an acquisition number are highly desirable; the words "Available from:" should precede the information, as "Available from: NTIS, Springfield, VA; PB89-100028"
O	Language	Language of publication may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)

O	Notes	Supplementary information that would be useful to the reader may be placed here; this could include the name of the sponsoring agency if the performing agency issued the report, information concerning dual publication of the report as in a journal article or as a paper presented at a conference

Application of this format, including recommended punctuation, is illustrated on the following pages.

SAMPLE CITATION FOR A SCIENTIFIC AND TECHNICAL REPORT:



EXAMPLES OF SCIENTIFIC AND TECHNICAL REPORTS:

1. US government issued report, with separate performing organization -

Norman, John C. (Texas Heart Institute, Houston, TX). ALVAD: 1980. A comprehensive final report to NHLI. Vol. 1. Bethesda (MD): National Institutes of Health, National Heart and Lung Institute, Devices and Technology Branch; 1980 Jan. Report No.: NIH-N01-HV-5-3006-4-VI. Contract No.: N01-HV-5-3006. 340 p. Available from: NTIS, Springfield, VA; PB80-148810.

Cooper, Leon N. (Dept. of Physics, Brown Univ., Providence, RI). Theoretical and experimental research into biological mechanisms underlying learning and memory. Final progress report 1 Aug 88-31 Jul 89. Washington: Air Force Office of Scientific Research; 1990 Apr 24. Report No.: AFOSR-TR-90-0672. Contract No.: AFOSR-88-0228;2305;B4. 19 p. Available from: NTIS, Springfield, VA; AD-A223615.

Hawthorne, A.R.; Dudney, C.S.; Tyndall, R.L.; Vo-Dinh, T.; Cohen, M.A. (Oak Ridge National Laboratories, Oak Ridge, TN). Case study: multipollutant indoor air quality study of 300 homes in Kingston/Harriman, Tennesse. Triangle Park (NC): Health Effects Research Laboratory; 1990. Report No.: EPA/600/D-90/126. Contract No.: EPA-R-811650. 20 p. Available from: NTIS, Springfield, VA; PB90-263468. Published in American Society for Testing and Materials Standard Technical Publication 1002, September 1989, p. 129-47.

2. US government issued report, without separate performing organization -

Feller, Barbara A. Health characteristics of persons with chronic activity limitation, United States, 1979. Hyattsville (MD): National Center for Health Statistics; 1981 Dec. Report No.: VHS-SER-10/137. 60 p. Available from: NTIS, Springfield, VA; PB88-228622.

Koop, C. Everett. Surgeon General's report on acquired immune deficiency syndrome. [Washington]: Public Health Service, Health Resources and Services Administration; [1987]. 36 p. Available from: US GPO, Washington; HE 20.9002:Ac 7.

National Institutes of Health (US). Report of the Human Fetal Tissue Transplantation Panel, consultants to the Advisory Committee to the Director, National Institutes of Health. Final report. Bethesda (MD): The Institutes; 1988 Dec. 2 vols. Available from: NTIS, Springfield, VA; PB90-155268, PB90-155276.

3. US government sponsored report, issued by the performing organization -

Moray, Neville P.; Huey, Beverly M. Human factors research and nuclear safety. Washington: National Academy Press; 1988. Contract No.: NRC-04-86-301. 122 p. Available from: NTIS, Springfield, VA; PB89-175517. Sponsored by the Nuclear Regulatory Commission.

Macro Systems. Regionalization of patient care: case studies on interhospital sharing of direct patient care serices. [Washington]: Macro Systems; 1976. Contract No.: HRA 104-74-136. 2 vols. A study conducted for the Office of Planning, Evaluation and Legislation, Health Resources Administration, Dept. of Health, Education, and Welfare.

4. State government issued report -

Minette, William P. (Pitt Technical Institute, Greenville, NC). Feasibility study for a physician's assistant program. Occupational education research project. Raleigh (NC): North Carolina State Dept. of Public Instruction; 1976 Jun. 82 p. Available from: ERIC, Arlington, VA: ED134 750.

Dougharty, Laurence A. Supply of physicians in the state of Arkansas. Santa Monica (CA): Rand Corporation; 1970 Aug. Report No.: RM-6365-APC. 42 p. Sponsored by the Arkansas Planning Commission, Little Rock.

5. University and other non-government issued reports -

Johns Hopkins University, Applied Physics Laboratory. Biomedical research, development, and engineering at the Johns Hopkins University Applied Physics Laboratory. Annual report 1 Oct 78-10 Sep 79. Laurel (MD): The University; 1979 Oct. Report No.: JHU/APL/MQR-79. 74 p.

Donohue, G.L., et al. Recent contributions of information sciences research at RAND to modeling- and stimulation-based policy analysis. Santa Monica (CA): Rand Corporation; 1987 Mar. Report No.: N-2555-RC. 32 p. Available from: ERIC, Arlington, VA; ED297 746.

6. Report in a language other than English, with translation -

CEA Centre d'Etudes Nuclaires de Grenoble (France), Institut de Recherche Technologique et de Developpement Industriel. Rapport d'activite 87 [Progress report of the Instrumentation and Technological Electronic Division for 1987]. Grenoble: The Centre; 1988 May. Report No.: CEA-LETI-RA-1987. 165 p. Available from: NTIS, Springfield, VA; DE90770261. (Fre).

Sugimoto, Y.; Kokubo, T. [Studies on ferromagnetic glass-ceramics for medical applications]. Tokyo: Asahi Glass Foundation for Industrial Technology; 1989. 10 p. Available from: NTIS, Springfield, VA; PB90-267956. (Jpn).

7. Report in microform -

American Medical Association. Characteristics of physicians: South Carolina, December 31, 1982 [microfiche]. Rockville (MD): Bureau of Health Professions, Office of Data Analysis and Management; 1986 Apr. Report No.: ODAM-52-86. Contract No.: HRSA-240-84-0123. 169 p. 2 microfiche: 4 x 6 in. Available from: NTIS, Springfield, VA; HRP-0906902.

8. Report in a series -

Graves, James S. (Medical University of South Carolina, Charleston, SC). Regulation & development of membrane transport processes. Washington: Air Force Office of Scientific Research; 1985 May. Report No.: AFOSR-TR-86-0142. 297 p. (Society of General Physiologists series; vol. 39). Available from: NTIS, Springfield, VA; AD-A166003.

9. Part of a technical report -

Macular Photocoagulation Study Group (MPS Coordinating Center, Baltimore, MD). Macular Photocoagulation Study: data collection forms for the Krypton Study for Parafoveal Choroidal Neovascularization. Bethesda (MD): National Institutes of Health, National Eye Institute; 1987 Apr. Report No.: MPS-8701-02. Grant No.: EY2546, EY2547, EY2548, et al. Patient information sheet to be kept in clinic files; p. 2. Available from: NTIS, Springfield, VA; PB87-221859.

[*See* Chapter II.B. for more detailed examples of the format to be used for parts of reports.]

Chapter V

Dissertations and Theses

V. DISSERTATIONS AND THESES AND THEIR PARTS

R/O	Elements (in order of appearance)	Format:
R	Author	Surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized
R	Title	Titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
O	Type of Publication	To easily identify this type of material, it is recommended that the words "dissertation" or "masters thesis" appear in brackets after the title
R	Type of Medium	If the dissertation is issued in microform, the specific type (microfiche, ultrafiche, microfilm, microcard, etc.) is indicated following the title, surrounded by brackets, as "[microfiche]"
R	Place of Publication	The city in which the institution granting the degree is located; followed by the state or country if needed for clarification, as "Rochester (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); if no place appears on the dissertation, the place name may be determined from other sources and given in brackets, as "[Cambridge (MA)]" for Harvard University; if no place can be determined, the words "place unknown" are given in brackets
R	Publisher	The name of the institution granting the degree; if a department or other subdivision of the institution is important, this may be included, as "University of Pennsylvania, Graduate School of Public Health"; names of institutions appearing in non-roman alphabets are romanized or names may be translated, as "Leningrad State University"; such common words as "University" may be abbreviated, as "Univ."
R	Date of Publication	The year the work was submitted, followed by the month and day if available, as "1989 Jan 3"; English names are used for months; names of months may be abbreviated to the first 3 letters
O	Pagination	The total number of pages of the dissertation or thesis, in Arabic numbers, as "156 p."; this element is omitted if a part of a dissertation or thesis is being cited (*see* the element Pagination of Part below)

R	Numeration of Part	If a part of a dissertation is being referenced, such as an appendix, table, or graph, it is identified as such with any accompanying number (given in arabic) or letter, as "Figure 1" or "Appendix B"
R	Title of Part	If the part of the dissertation has a title, it follows the numeration, as "Table 5, Disease outbreak by country"; titles appearing in non-roman alphabets are romanized; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Pagination of Part	Inclusive pages on which the part appears in the dissertation, with numbers not repeated, as "p. 123-4" for pages 123-124; roman numerals used as page numbers are retained, as "p. xxvi-xxvii"
O	Physical Description	If the dissertation or thesis is in a microform, information on the number of physical pieces and their characteristics may be given here, as "1 reel: black & white, 35 mm."
O	Availability Statement	A dissertation or thesis may be more readily obtained from an organization other than the institution for which it was produced; therefore, the organization and location from which it may be acquired along with an acquisition number is highly desirable; the words "Available from:" should precede this information, as "Available from: University Microforms, Ann Arbor, MI; 72-15,559"
O	Language	Language of publication may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)
O	Notes	Supplementary information that would be useful to the reader may be placed here

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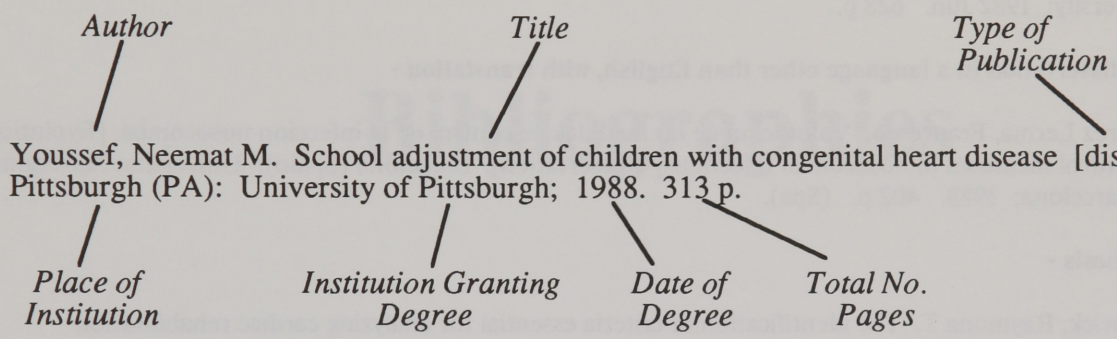
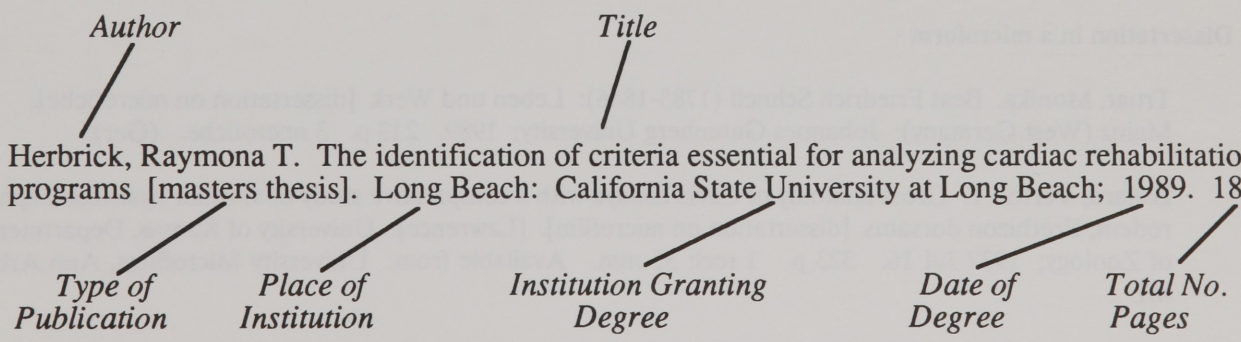
Application of this format, including recommended punctuation, is illustrated on the following pages.

SAMPLE CITATIONS FOR A DISSERTATION AND A THESIS:

- A DISSERTATION



- A THESIS



EXAMPLES OF DISSERTATIONS AND THESES:

1. US doctoral dissertation -

Youssef, Neemat M. School adjustment of children with congenital heart disease [dissertation]. Pittsburgh (PA): Univ. of Pittsburgh; 1988. 313 p. Available from: University Microforms, Ann Arbor, MI; AAD88-17006.

Bertram, Kenneth A. The role of natural killer activity in resistance to herpesvirus-induced disease [dissertation]. [Rochester]: University of Minnesota; 1981 Dec. 138 p.

Whayne, Tom F. Cold injury in World War II: a study in the epidemiology of trauma [dissertation]. [Cambridge (MA)]: Harvard School of Public Health; 1950 May 1. 306 p. + appendices.

Burlingame, Virginia S. The family therapy tapestry: a multi-disciplinary history of the family therapy movement in the United States from 1900 to 1957 [dissertation]. Evanston (IL): Northwestern University; 1982 Jun. 628 p.

2. Doctoral dissertation in a language other than English, with translation -

Alvarez Lerma, Francesco. Valoracion de las medidas de control de la infeccion nosocomial [Evolution of control measures in nosocomial infections] [dissertation]. Barcelona (Spain): Universitat Autonoma de Barcelona; 1988. 402 p. (Spa).

3. Masters thesis -

Herbrick, Raymona T. The identification of criteria essential for analyzing cardiac rehabilitation programs [masters thesis]. Long Beach: California State University at Long Beach; 1989. 188 p. Available from: University Microfilms, Ann Arbor, MI; AAD13-39383.

Miller, Thomas E. Nickel concentrations in lung and kidney tissues from victims of "Legionnaires' Disease" using photon induced x-ray emission [masters thesis]. Geneseo: State University of New York, College of Arts and Sciences at Geneseo; 1978. 127 p.

4. Dissertation in a microform -

Truar, Monika. Beat Friedrich Schnell (1783-1846): Leben und Werk [dissertation on microfiche]. Mainz (West Germany): Johannes Gutenberg University; 1989. 213 p. 3 microfiche. (Ger).

Ballard, Verton T. Gross anatomy of Cavia cobaya with a comparative study of another hystricomorph rodent, Erethizon dorsatus [dissertation on microfilm]. [Lawrence]: University of Kansas, Department of Zoology; 1937 Jul 16. 323 p. 1 reel: 35 mm. Available from: University Microfilms, Ann Arbor, MI.

5. Part of a dissertation -

Weir, David R. Fertility transition in rural France, 1740-1829 [dissertation]. Stanford (CA): Stanford University; 1982 Aug. Table 1, Female age at first marriage, by marriage cohort; p. 19.

Chapter VI

Bibliographies

VI. BIBLIOGRAPHIES

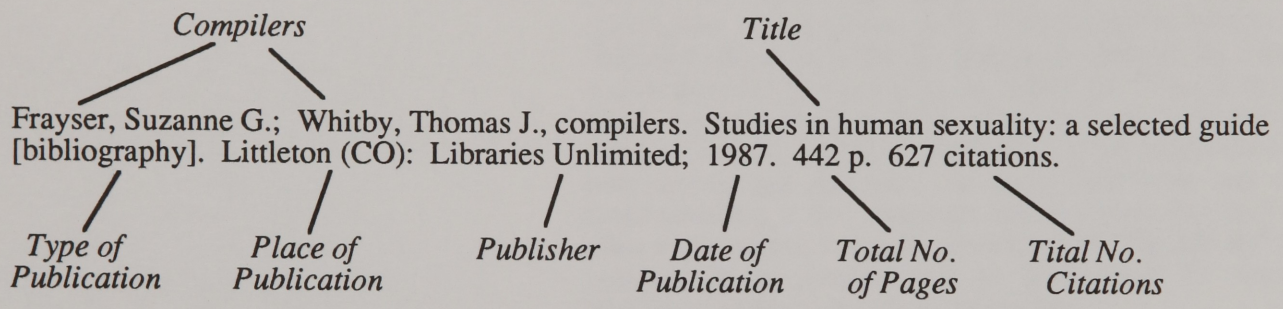
R/O	Elements (in order of appearance)	Format:
R	Author(s)	Surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; the last named author is generally followed by a comma and the word "compiler(s)" or comp(s)."; organizations may also be authors, as "National Library of Medicine (US)"; if a division or part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Public Services Division"; note, as in this example, that qualifying information such as country or city may be used parenthetically to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may be given following the name, in brackets, as "[Finnish Medical Society]"; all authors may be used or only the first or first 3 followed by "et al." if space is a consideration; if no person or organization with responsibility for the publication can be determined, this element shall be omitted (the use of "anonymous" is not recommended)
R	Title	Titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
O	Type of Publication	To easily identify these publications, the word "bibliography" may be placed in brackets after the title
R	Edition	An edition may be found numbered, as "First Edition" etc.; these are converted to arabic numbers, as "1st ed.", "2nd ed.", "3rd ed.", "4th ed.", etc.; words may also be used to express edition, as "New revised edition" or "American edition"; these are usually abbreviated, as "New rev. ed." and "American ed."
O	Secondary Author(s)	The names of editors, translators, or other individuals or organizations responsible for adapting or modifying the work of the primary author(s); names appearing in non-roman alphabets are romanized; the name, given surname first, is followed by the specific role played, as "Smith, John, editor" or "Jones, Daniel F., translator"; if both editors and translators are found, they are given in the order listed in the bibliography
R	Place of Publication	City where published; followed by the state or country if needed for clarification, as "Rochester (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of

		states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); if more than one location appears, the more prominent or else the first appearing is used; if no place is found in the book but can be reasonably inferred (e.g., Chicago as the place of publication of a bibliography produced by the American Hospital Association), the place name is given in brackets, as "[Chicago]"; if no place can be determined, the words "place unknown" are given in brackets
R	Publisher	The firm or organization responsible for issuing the publication; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Japanese Society of Gastroenterology"; if a division or other part of an organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine, Reference Section"; the name may be given in shortened form, as "Wiley" for "John Wiley & Sons"; common words such as "Company" and "University" may be abbreviated, as "Co." and "Univ."; if the organization is both author and publisher, the name used here may be abbreviated, e.g., if the "National Library of Medicine (US)" is given as the author, it may be abbreviated to "The Library" as publisher; if no publisher can be determined, the words "publisher unknown" are placed in brackets
R	Date of Publication	The year of publication, followed by the month, if given, as "1988 Jan"; English names are used for months; names of months may be abbreviated to the first 3 letters; if no date is found in the bibliography but it can be determined from some other source, brackets are placed around it, as "[1988 Jan]"; if no date can be determined, the words "date unknown" are placed in brackets
O	Pagination	Total number of pages of the bibliography, given in arabic numbers, if it is contained in one volume, as "54 p."; if more than one volume, the total number of volumes is given, as "2 vol.", in place of the number of pages
O	Series	The series name is given in its original language, surrounded by parentheses; names appearing in non-roman alphabets are romanized; the name is followed by the volume and/or number, if present, given in arabic numbers; capitalize only the first word and proper names (or other conventions of the particular language), as "(Current bibliographies in medicine; 89-1)"
O	Availability	If the bibliography may be obtained from an organization other than the publisher, such as a clearinghouse, the organization and location from which it may be obtained along with the acquisition number is highly desirable; the words "Available from:" should precede the information, as "Available from: ERIC, Arlington, VA; ED 654321

O	Language	Language of publication may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)
O	Notes	Supplementary information that would be useful to the reader may be placed here; this could include the total number of citations in the bibliography, as "135 citations," time span covered, as "1980-1990", and the presence of any indexes. as "subject and geographic indexes"

Application of this format, including recommended punctuation, is illustrated on the following pages.

SAMPLE CITATION FOR A BIBLIOGRAPHY:



EXAMPLES OF BIBLIOGRAPHIES:

1. Standard citation -

Frayser, Suzanne G.; Whitby, Thomas J., compilers. Studies in human sexuality: a selected guide [bibliography]. Littleton (CO): Libraries Unlimited; 1987. 442 p. 627 citations. Author, title, and subject indexes.

2. Organization as compiler -

Coppa & Avery Consultants, compilers. Architectural design for hospitals: hospital planning, ward design and efficiency, out-patient, accident and emergency departments [bibliography]. Monticello (IL): Vance Bibliographies; 1979 Dec. 9 p. (Architecture series; no. A148). 124 citations.

3. Compiler and editor -

Abrams, Estelle J., compiler. AIDS bibliography 1986-1987. Patrias, Karen, editor. [Bethesda (MD)]: National Library of Medicine, Reference Section; 1987 Jun. 200 p. (Specialized bibliography series; 1987-2). 2697 citations. Prepared in conjunction with the 3rd International Conference on AIDS, Washington, D.C., June 1-5, 1987.

4. No compiler found -

Snyder, Susan U.; Gordon, Sol, editors. Parents as sexuality educators: an annotated print and audiovisual bibliography for professionals and parents (1970-1984). Phoenix (AZ): Oryx; 1984. 212 p.

5. Compiler with optional initials -

Bustad LK, Hegreberg GA, Padgett GA, compilers. Naturally occurring animal models of human disease: a bibliography. Washington: National Academy of Sciences, Institute of Laboratory Animal Resources; [date unknown]. 99 p.

6. Edition statement -

Arnold, Arthur L., compiler. Selected bibliography, post-traumatic stress disorder with special attention to Vietnam veterans. 16th revision. Phoenix (AZ): VA Medical Center; 1984 Nov. 39 p.

7. Government agency produced bibliography, with availability statement -

Gluckstein, Fritz P.; Glock, Martha H.; Hill, James G., compilers. Bovine somatotropin [bibliography]. Bethesda (MD): National Library of Medicine, Reference Section; 1990. 53 p. (Current bibliographies in medicine; 90-13). Available from: US GPO, Washington; Stock No. 817-006-00013-2. 1097 citations; January 1985 through October 1990.

8. Bibliography in a language other than English -

Yoshida, Yukio, compiler. Nyumoshisuchisu karini haien bunken mokuroku: AIDS o fukumu [Bibliography of pneumocystis carinii pneumonia: including AIDS]. Tokyo: Nanzando; 1985. 233 p. (Jpn).

Farren, Mark, compiler. Infant mortality and health in Latin America: an annotated bibliography from the 1979-82 literature. Ottawa (Canada): International Development Research Centre; 1984. 172 p. (Eng, Spa, Por, Fre). 256 citations. Subject and geographic indexes.

Patents

Chapter VII

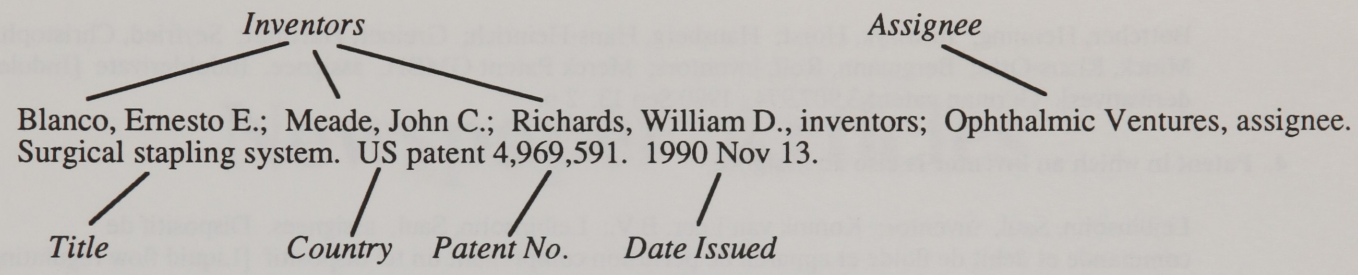
VII. PATENTS

R/O	Elements (in order of appearance)	Format:
R	Author(s)	Inventor(s) of the patent; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; the last named inventor is followed by a comma and the word "inventor(s)"; all inventors may be used or only the first or first 3 followed by "et al." if space is a consideration
R	Assignee(s)	The "legal person" or corporation who derives rights from the inventor(s), i.e., the "owners" of the patent; often the organization employing the inventor(s), but may also be the inventor; personal names are given surname first, followed by first name and initials (the first name may be abbreviated to an initial); names of assignees appearing in non-roman alphabets are romanized; common words in organizational names such as "Company" and "University" may be abbreviated, as "Co." and "Univ."; there may be multiple assignees; the last named assignee is followed by a comma and the word "assignee(s)"
R	Title	Titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Country	Country issuing the patent; English names are used for countries, as "Brazil" for "Brasil"; often abbreviated according to accepted standards, as "US" (ISO 3166 is recommended - *see* Appendix A)
R	Patent Document Type	The word "patent" follows the country, as "US patent" or "French patent"; alternatively, the exact type of patent document issued by the particular country may be given, as "Swiss Patentschrift" or "German Offenlegunsschrift"
R	Patent Number	Unique number assigned by the granting country
R	Patent Date	Date the patent was issued; the year is followed by the month and day, as "1972 Apr 4"; English names are used for months; names of months may be abbreviated to the first 3 letters
O	Pagination	Total number of pages of the patent, as "2 p."
O	International Patent Classification Code	The International Patent Classification is a hierarchical classification system produced by the World Intellectual Property Organization; most of the world's patent offices assign at least one IPC code to each published patent; the

		abbreviation "Int. Cl." precedes the number, as "Int. Cl. BO1J-002/16"
O	Language	Language of publication may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)
O	Notes	Supplementary information that would be useful to the reader may be placed here; this could include the date of the patent application, the numbers of equivalent patents, predecessor patents, etc.

Application of this format, including recommended punctuation, is illustrated on the following pages.

SAMPLE CITATION FOR A PATENT:



EXAMPLES OF PATENTS:

1. **Standard US patent -**

   Blanco, Ernesto E.; Meade, John C.; Richards, William D., inventors; Ophthalmic Ventures, assignee. Surgical stapling system. US patent 4,969,591. 1990 Nov 13.

   Harred, John F.; Knight, Allan R.; McIntyre, John S., inventors; Dow Chemical Company, assignee. Epoxidation process. US patent 3,654,317. 1972 Apr 4.

2. **US patent with optional initials for inventor(s) -**

   Steer PL, inventor; E.R. Squibb and Sons, Inc., assignee. Urostomy appliance. US patent 4,867,749. 1989 Sep 19. 8 p. Int. Cl. A61F-005/44.

3. **Non-US patent, with translation -**

   Bottcher, Henning; Juraszyk, Horst; Hausberg, Hans-Heinrich; Greiner, Hartmut; Seyfried, Christoph; Minck, Klaus-Otto; Bergmann, Rolf, inventors; Merck Patent GMBH, assignee. Indolderivate [Indole derivatives]. German patent 3,907,974. 1990 Sep 13. 2 p.

4. **Patent in which an inventor is also an assignee -**

   Leibinsohn, Saul, inventor; Konink van Leer, B.V.; Leibinsohn, Saul, assignees. Dispositif de commande et debit de fluide et appareil de perfusion comprenant un tel dispositif [Liquid flow regulating insert for medical transfusion line]. French patent 2,456,525. 1981 Jan 16. 3 p. Int. Cl. A61M-005/14, G05D-007/00.

5. **Non-US patent with specific type of document given -**

   Klosa, Josef; Hackmack, Gerhard; Menge, Heinz G., inventors; Chemische Fabrik Promonta, assignee. 4,4-Diarylpiperidine. German Offenlegungsschrift 1,966,199. 1971 Nov 4. 4 p.

6. **Optional brief citation format -**

   US patent 4,865,979. 1989 Sep 12.

   French patent 2,003,495. 1969 Dec 26.

Newspaper Articles

Chapter VIII

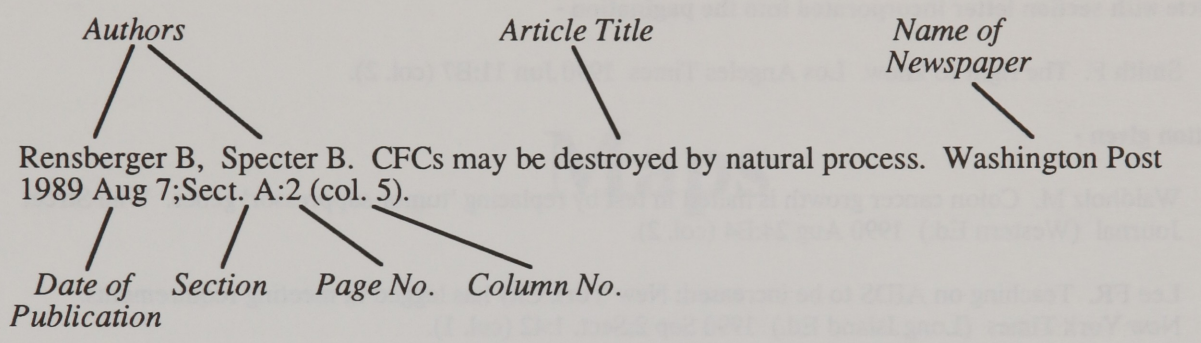
VIII. NEWSPAPER ARTICLES

R/O	Elements (in order or appearance)	Format:
R	Author(s)	Surname is given first, followed by initials (the first name may be written out); names appearing in non-roman alphabets are romanized; if no person is named, this element shall be omitted (the use of "anonymous" is not recommended)
R	Article Title	Article titles are given in their original language; titles appearing in non-roman alphabets are romanized); a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Newspaper Title	Name of the newspaper in which the article appears; titles are given in their original language; those appearing in non-roman alphabets are romanized; titles are not usually abbreviated, as "Wall Street Journal"; if the location of the newspaper is not apparent from the title, it is added parenthetically to the name, as "Bergen (NJ) County Record"; English names are used for these locations, as "Moscow" for "Moskva"
R	Type of Medium	If the newspaper is published in microform, the specific type (microfiche, ultrafiche, microfilm, microcard, etc.) is indicated in brackets following the title, as "[microfiche]"
R	Edition	The same newspaper may be published in varying editions; these may correspond to the time of day, as "Morning Edition" or "Final Edition", to geographic area, as "Eastern Edition", to language, as "English Edition", etc.; since the pagination or content for the same story may vary among editions, the name of the edition should be entered following the title, with parentheses surrounding it; the word edition may be abbreviated, as "(Final Ed.)"
R	Date of Publication	The year of publication, followed by the month and the day, as "1988 Jun 4"; English names are used for months; names of months may be abbreviated to the first 3 letters
O	Volume/Issue	As an option, the volume number (and issue number, if present) may be given, following the format used for journals (*see* Chapter I.A. Journal Articles)
R	Section	If pagination is not consecutive through out the newspaper, then the section name, letter, or number should be included, as "Section L" or "Science Section"; the word "Section" may be abbreviated "Sect." or, as in the case of lettered sections,

		omitted altogether with the letter of the section indicated preceeding the pagination, as "A13"
R	Pagination	The inclusive pages on which the article appears; numbers are not repeated, e.g., "23-24" becomes "23-4"; up through 3 groupings of discontinuous page numbers are given, as "23-5, 27-8, 30"; if more than 3 occur, the first 3 are given and the word "passim" follows
O	Column	The column number in which the article begins on the page may be added in parentheses, as "(col. 2)"
O	Dateline	If the place (usually city) in which the news item originated is important, it may appear in the article, followed by the month and day; this dateline may be placed here, as "Paris, Jan 1"; English names are used for locations and months, as "Rome" for "Roma" and "August" for "Agosto"; names of months may be abbreviated to the first 3 letters
O	Language	Language of publication may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)

Application of this format, including recommended punctuation, is illustrated on the following pages.

SAMPLE CITATION FOR A NEWSPAPER ARTICLE:



EXAMPLES OF NEWSPAPER ARTICLES:

1. Standard citation to a signed newspaper article -

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

2. Optional full first name given -

Okie, Susan. Probe of alleged scientific fraud urged. Washington Post 1989 Jan 13:A18 (col. 1).

3. An unsigned article -

Gene data may help fight colon cancer. Los Angeles Times 1990 Aug 24;Sect. A:4.

4. Article with section letter incorporated into the pagination -

Smith F. The right to know. Los Angeles Times 1990 Jun 11:B7 (col. 2).

5. Edition given -

Waldholz M. Colon cancer growth is halted in test by replacing 'tumor suppressor' genes. Wall Street Journal (Western Ed.) 1990 Aug 24:B4 (col. 2).

Lee FR. Teaching on AIDS to be increased: New York City has lagged in meeting requirements. New York Times (Long Island Ed.) 1990 Sep 2;Sect. 1:42 (col. 1).

Booth, William. Scientists narrow search for breast cancer gene. Washington Post (Final Ed.) 1990 Dec 21:A1, A16 (col. 4).

Latyshov I. Chitin against burns: Japanese make artificial skin. Pravda (English Ed.) 1988 Feb 28:5 (col. 6).

6. Newspaper article in a language other than English, with location added -

Abatir accidentes de trabajo, una via de aumentar la productividad [Reducing accidents in the workplace, a way of increasing productivity]. El Dia (Mexico City) 1990 Nov 21;29(10231):5 (col. 1). (Spa).

7. Optional volume and issue numbers given -

Conssolotto M. Reflections of a public witness. Christian Science Monitor 1989 Aug 29;81(192):19 (col. 1).

Rich S. 1989 health-care outlay up 11%, HHS reports. Washington Post (Final Ed.) 1990 Dec 21;114(16):A3 (col. 5).

8. Article with a dateline -

Health workers win suit over smoking ban. New York Times 1990 Dec 2;Sect. 1:33 (col. 1). Washington, Dec. 1.

Maps

Chapter IX

IX. MAPS

R/O	Elements (in order or appearance)	Format:
R	Area	The geographic or political area covered by the map; areas are usually cited at the country level with the exception of the United States, which is cited at the state level; for example, maps of Philadelphia and Paris would be cited as "Pennsylvania, Philadelphia" and "France, Paris"; similarly, a map of Montgomery County, Maryland would be cited as "Maryland, Montgomery County"; areas involving multiple states or other areas within countries are cited by devising an aggregate name that includes the word "section"; for example, a map of New York and New Jersey would be cited as "United States, Section Eastcentral"; areas involving multiple countries or depicting geographic features may also be found, as "Europe" or "Pacific Ocean"; English names are used for areas, e.g., "Italia, Roma" becomes "Italy, Rome"
R	Title	If a distinctive title of the map appears, it is given after the area; titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Type of Map	The form of the map is given according to established practice, surrounded by brackets, as "[demographic map]", "[topographic map]", "[political map]"
O	Cartographer	The name of the mapmaker, if present, is given surname first and followed by first name and initials; names appearing in non-roman alphabets are romanized; the name is followed by the role played, as "Wilson, James E., cartographer"
R	Edition	An edition may be found numbered, as "First Edition" etc.; these are converted to arabic numbers, as "1st ed.", "2nd ed.", "3rd ed.", "4th ed."; words may also be used to express edition, as "New revised edition" or "American edition"; these are usually abbreviated, as "New rev. ed." and "American ed."
R	Place of Publication	The city where published; followed by state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/ countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); if more than one location appears, the more prominent or else the first appearing is used; if no place is found on the map but can be reasonably inferred (e.g., Washington as the place of publication of a map produced by the National Geographic

		Society), the place name is given in brackets, as "[Washington]"; if no place can be determined, the words "place unknown" are given in brackets
R	Publisher	The firm or organization responsible for issuing the map; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "International Union Against Cancer"; if a division of other part of an organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "Johns Hopkins University, School of Hygiene and Public Health"; common words such "Company" and "University" may be abbreviated, as "Co." and "Univ."; if no publisher can be identified, the words "publisher unknown" are given in brackets
R	Date of Publication	The year of publication, followed by the month, if given, as "1988 Jan"; English names are used for months; names of months may be abbreviated to the first 3 letters; if no date is found on the map but it can be determined from some other source, brackets are placed around it, as "[1988 Jan]"; if no date can be determined, the words "date unknown" are placed in brackets
O	Physical Description	Information such as the size of the map, if it is in color or black and white, its scale, projection, etc., may be placed here, as "1 sheet: color, 52 x 82 cm., scale 1:160,000"
O	Series	The series name is given in its original language, surrounded by parentheses; names appearing in non-roman alphabets are romanized; the name is followed by the series number or volume and sheet number, if present, given in arabic numbers; capitalize only the first word and proper nouns (or other conventions of the particular language), as "(Occasional publications in geography; no. 5)"
O	Availability	If the map is located in a special collection, this may be indicated here, along with any numbering system used, as "Located at: History of Medicine Division, National Library of Medicine, Bethesda, MD; WA11 AA1.C25 no. 12"
O	Language	Language of publication may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)
O	Notes	Supplementary information that would be useful to the reader may be placed here; this could include information about any material accompanying the map, sponsorship, or occassion for which the map was drawn

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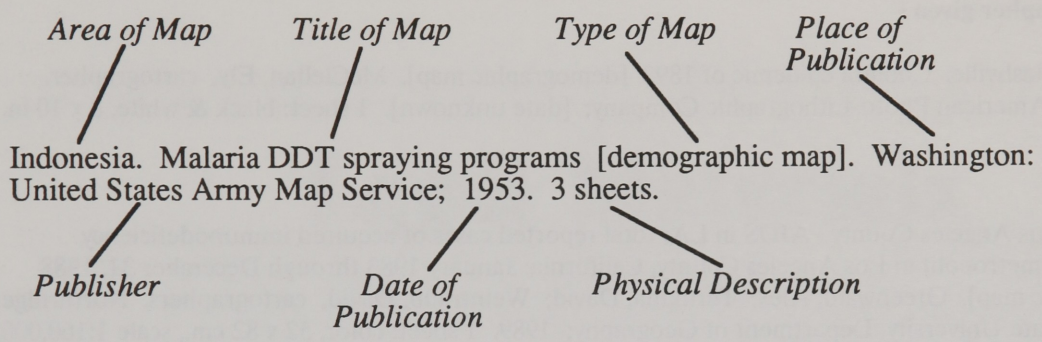
Application of this format, including recommended punctuation, is illustrated on the following pages.

SAMPLE CITATION FOR A MAP:



EXAMPLES OF MAPS:

1. Standard map without distinctive title -

Scotland [topographic map]. Washington: National Geographic Society; 1981.

2. Map with distinctive title -

United States. Projecting marriage from syphilis. Legistative status of premarital health examinations, 1942 [demographic map]. New York: American Social Hygiene Association; [1943]. 1 sheet: black & white, 8 x 10 in.

Indonesia. Malaria DDT spraying programs [demographic map]. Washington: United States Army Map Service; 1953. 3 sheets.

3. Map with cartographer given -

Tennessee, Nashville. Cholera epidemic of 1893 [demographic map]. McClellan, Ely, cartographer. New York: American Photo-Lithographic Company; [date unknown]. 1 sheet: black & white, 8 x 10 in.

4. Map with series -

California, Los Angeles County. AIDS in LA: total reported cases of acquired immunodeficiency syndrome in metropolitan Los Angeles County, California: January 1983 through December 31, 1988 [demographic map]. Greenwald, Alex; Terukina, David; Weintraub, David, cartographers. Northridge: California State University, Department of Geography; 1989. 1 sheet: color, 52 x 82 cm., scale 1:160,000. (Occasional publications in geography; no. 4).

5. Map with location and supplementary notes -

Ohio, Cincinnati. Environmental health facilities [demographic map]. [Washington]: Dept. of Health, Education, and Welfare, Public Health Service; [date unknown]. 1 sheet: black & white, 12 x 15 in. Located at: History of Medicine Division, National Library of Medicine, Bethesda, MD; WA11 AA1.C25 no. 15. Includes photographs of the facilities.

6. Map cited from an atlas -

China. Stomach (male) cancer mortality, 1973-1975, by county [demographic map]. In: Atlas of cancer mortality in the People's Republic of China. Shanghai: China Map Press; 1979. p. 53-4. Color, scale 1:12,000,000.

World. Infant mortality rate 1975 [demographic map]. In: Raza, Moonis; Nangia, Sudesh. Atlas of the child in India. New Delhi: Concept Publishing Company; 1986. p. 220. Black & white, scale 1:22,000,000.

Legal Materials

Chapter X

X. LEGAL MATERIALS

The legal profession has for many years employed a unique system of citation quite unlike that customarily used in standard bibliographic references. Because this legal standard is so well established, no attempt will be made here to force references to legal materials, i.e., federal and state statutes, cases, legislative materials, etc., into a traditional format. Reference is made instead to:

> The Harvard Law Review Association, et al. A uniform system of citation. 14th ed. Cambridge (MA): The Association; 1986. 255 p.

Examples of commonly cited legal references taken from the Harvard publication are given below:

Cases

Example 1. From the United States Claims Court, cited to the Federal Supplement:

Jackson v. Metropolitan Edison Co., 348 F. Suppl. 954, 956-58 (M.D. Pa. 1972)

Example 2. From the Supreme Court of Alaska, cited to the Pacific Reporter:

Willis v. Thomas, 600 P. 2d 1079, 1083 (Alaska 1979)

Statutes

Example 1. A federal statute, cited to the United States Code:

National Environmental Policy Act of 1969, § 102, 42 U.S.C. § 4332 (1982)

Example 2. An Oklahoma state statute:

Consumer Credit Code, Okla. Stat. tit. 14A, § 6-205 (Supp. 1984)

Legislative Material

A. Unenacted Federal Bills and Resolutions (enacted bills and resolutions are statutes):

Example 1. A Senate bill:

S. 2830, 96th Cong., 2d Sess. § 8 (1980)

Example 2. A House resolution:

H.R. Res. 1116, 95th Cong., 2d Sess. (1978)

B. Enacted State Bills and Resolutions:

Example. A Utah House joint resolution:

H.R.J. Res. 1, 40th Leg., 2d Spec. Sess., 1974 Utah Laws 7.

C. Federal Hearings

Example. Hearing on a Senate bill:

Toxic Substances Control Act: Hearing on S. 776 Before the Subcomm. on the Environment of the Senate Comm. on Commerce, 94th Cong., 1st Sess. 343 (1975)

D. Federal Reports

Example 1. A Senate report:

S. Rep. No. 2, 84th Cong., 1st Sess. 7 (1955)

Example 2. A House conference report:

H.R. Conf. Rep. No. 1037, 98th Cong., 2d Sess. 3 (1984)

Audiovisuals

Chapter XI

XI. AUDIOVISUALS

A. Individual Audiovisual Titles

R/O	Elements (in order of appearance)	Format:
R	Title	Titles are given in their original language; titles appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Type of Medium	The format of the audiovisual, identified according to established practice, as "audiocassette", "chart", "filmstrip", "model", "motion picture", "slide", "transparency", "videocassette", "videodisc", "videotape", is placed in brackets after the title; for videodiscs with computer software, *see* Chapter XII. A. Computer Programs
R	Author(s)	The surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; organizations may also serve as authors, as "National Library of Medicine (US)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Audiovisual Program Development Branch"; note, as in this example, that qualifying information such as country or city may be added to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may follow the name, in brackets, as "[Finnish Medical Society]"; all authors may be used or only the first or first 3 followed by "et al." if space is a consideration; if an organization serves as both author and publisher, the name generally is omitted here as author; if no person or organization with responsibility for the publication can be determined, this element shall be omitted (the use of "anonymous" is not recommended); *see also* the Notes element below
R	Edition	An edition may be found numbered, as "First Edition" etc.; these are converted to arabic numbers, as "1st ed.", "2nd ed.", "3rd ed.", "4th ed.", etc.; words may also be used to express edition, as "New revised edition" or "American edition"; these are usually abbreviated, as "New rev. ed." and "American ed."
O	Secondary Author(s)	Individual(s) or organization(s) responsible for adapting or modifying the work of the primary author(s), such as an editor, or for production of the audiovisual, as a producer; the name, given surname first, is followed by the specific role played, as

		"Smith, John, editor" or "Jones, Daniel E., producer"; names appearing in non-roman alphabets are romanized; organizations may also serve as secondary authors, as the "University of Kansas"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "University of Kansas, Respiratory Therapy Faculty"; names of organizations appearing in non-roman alphabets are romanized or names may be translated; common words as "Corporation" or "University" may be abbreviated, as "Corp." or "Univ."; if both editors and producers (or other categories of secondary author) are found, they are given in the order listed on the audiovisual; if an organization or individual serves as both author and producer or both producer and publisher, the name may be omitted here as producer
R	Place of Publication	City where published; followed by state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); if more than one location appears, the more prominent or else the first appearing is used; if no place is found on the audiovisual or in accompanying documentation but can be reasonably inferred (e.g., Cambridge (MA) as the place of a publication of Harvard University), the place name is given in brackets, as "[Cambridge (MA)]"; if no place can be determined, the words "place unknown" are given in brackets
R	Publisher	The firm or organization responsible for issuing the audiovisual; names appearing in non-roman alphabets are romanized or names may be translated into English, as "Japanese Society of Gastroenterology"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "American Hospital Association, Center for Health Education"; common words as "Association" may be abbreviated, as "Assoc."; if no publisher can be identified, the words "publisher unknown" are placed in brackets
R	Date of Publication	The year of publication, followed by the month, if given, as "1988 Jan"; English names are used for months; names of the months may be abbreviated to the first 3 letters; if no date is found on the audiovisual or in accompanying documentation but it can be determined from some other source, brackets are placed around it, as "[1988 Jan]"; if no date can be determined, the words "date unknown" are placed in brackets
O	Physical Description	Information about the number and type of physical items, the run time (i.e., total time in minutes) for videocassettes and motion pictures, if sound is present, whether produced in black and white or color, and other items of physical description may be given here; a list of possible descriptive terms follows this

		chart; an example for a videocassette is "1 videocassette: 36 min., sound, color, 3/4 in."
O	Series	The series name appears in its original language, surrounded by parentheses; names appearing in non-roman alphabets are romanized; the name is followed by the volume and/or number if present, given in arabic numbers; capitalize only the first word and proper nouns (or other conventions of the particular language), as "(Clinical topics in dentistry; no. 5)"
O	Accompanying Material	Information about any items accompanying the audiovisual, such as printed guides; these are preceded by the words "Accompanied by:", as "Accompanied by: 1 guide, 6 p."
O	Availability	If the audiovisual is not commercially available or may be made available or purchased from others than the publisher, information on the location of the source may be provided, as "Available from: Baxter Laboratories Medical Film Library, Morton Grove, IL"
O	Language	Language of the audiovisual may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)
O	Notes	Supplementary information that would be useful to the reader may be placed here; this could include information about the sponsorship of the audiovisual, if it was produced for a special occasion, etc.; if actors, graphic artists, musicians, or other individuals associated with the production of the audiovisual appear in acknowledgements, they may also be listed here, following the word "Credits:"

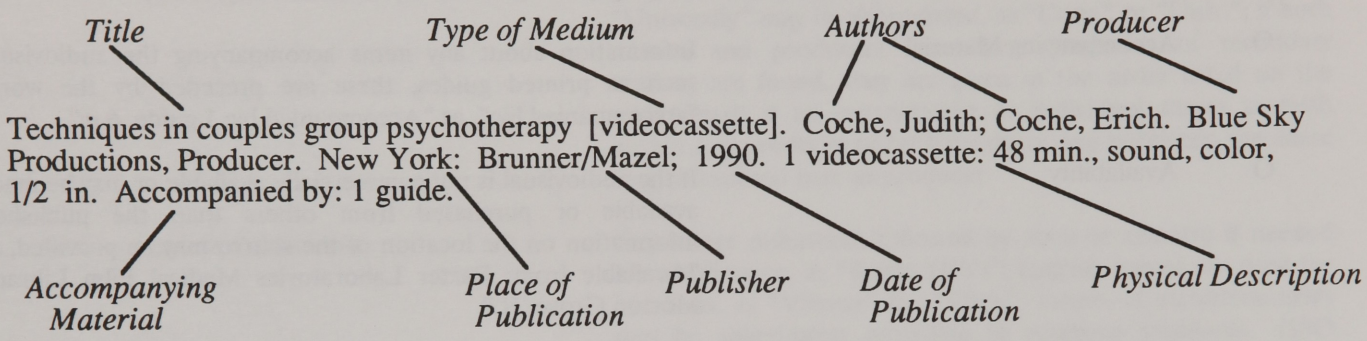
Common Terms Used in Physical Description:

black & white	8 mm	3 in
color	16 mm	5 in
silent	35 mm	7 in
sound	70 mm	10 in
8 rpm	105 mm	12 in
16 rpm	11 x 15 cm	16 in
33 1/3 rpm	9 x 19 cm	3 7/8 x 2 1/2 in
45 rpm	3/4 in	5 1/4 x 3 7/8 in
78 rpm	1/2 in	2 3/4 x 4 in
1800 rpm	3/5 in	2 x 2 in
15/16 ips	8 x 13 in	
1-7/8 ips	6 x 9 in	
3-3/4 ips	16 x 23 in	
7-1/2 ips	3 1/4 x 7 3/8 in	
15 ips		
30 ips		

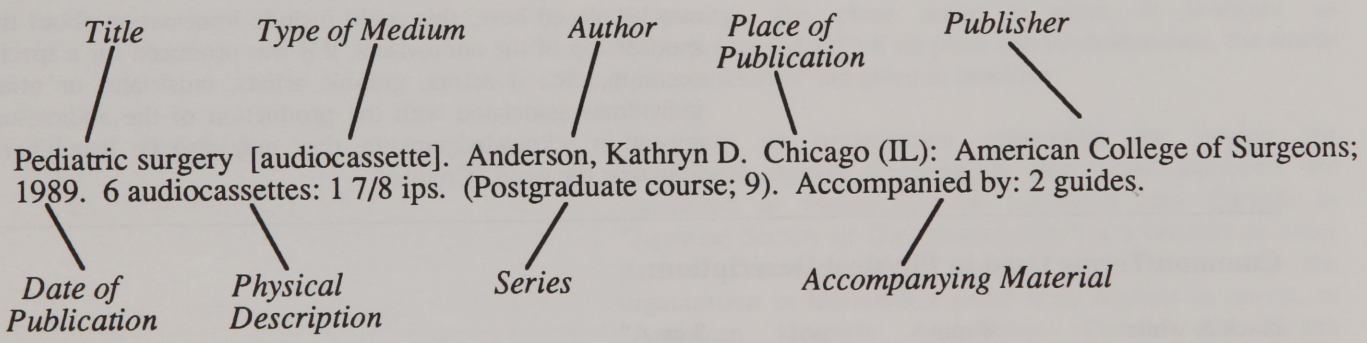
Application of this format, including recommended punctuation, is illustrated on the following pages.

SAMPLE CITATIONS FOR AN INDIVIDUAL AUDIOVISUAL:

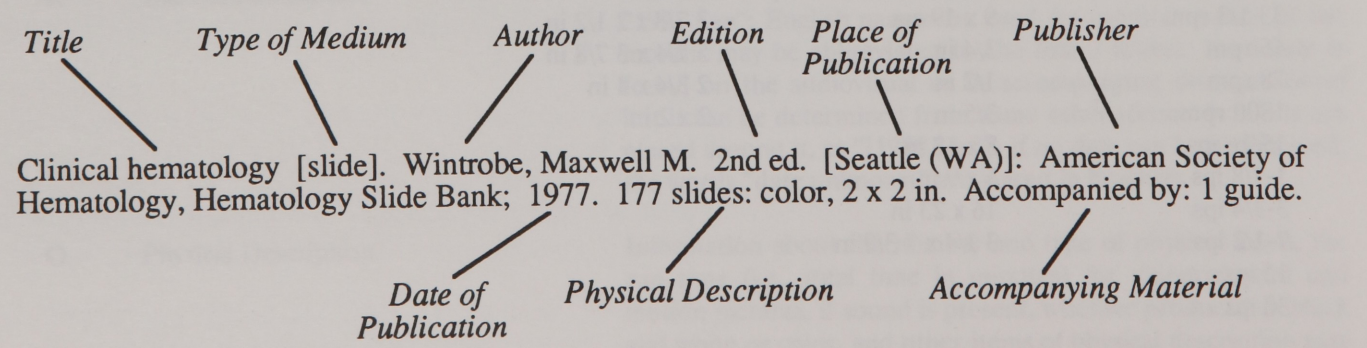
- A VIDEOCASSETTE



- AN AUDIOCASSETTE



- A SLIDE



EXAMPLES OF AUDIOVISUALS:

1. Videocassettes -

Techniques in couples group psychotherapy [videocassette]. Coche, Judith; Coche, Erich. Blue Sky Productions, producer. New York: Brunner/Mazel; 1990. 1 videocassette: 48 min., sound, color, 1/2 in. Accompanied by: 1 guide.

Thrombolysis and interventional therapy in acute myocardial infarction [videocassette]. Johnston, H.R., executive producer. [Westport (CT)]: Mason Medical Communications; 1990. 1 videocassette: 30 min., sound, color, 1/2 in. Available from: Lifetime Medical Television, Astoria, NY. Synopsis of the 5th annual George Washington University Medical Center international workshop, held in New Orleans in 1989. Credits: Allan M. Ross, host.

Living proof [videocassette]. Hilgers, Thomas W. Pope Paul VI Institute for the Study of Human Reproduction; Creighton University, producers. Omaha (NE): The Institute; 1990. 1 videocassette: 23 min., sound, color with black & white, 1/2 in.

Chemical dependency: a disease of denial [videocassette]. Center City (MN): Hazleden Foundation; 1990. 1 videocassette: 20 min., sound, color, 1/2 in.

Managing stress [videocassette]. 2nd ed. Carlsbad (CA): CRM Films; 1989. 1 videocassette: 26 min., sound, color, 1/2 in. Accompanied by: 1 guide. Credits: Warren S. Schmidt, general advisor.

New horizons in esthetic dentistry [videocassette]. Wood, Robert M, editor; Visualeyes Productions, producer. [Chicago (IL)]: Chicago Dental Society; 1989. 2 videocassettes: 170 min., sound, color with black & white, 1/2 in. (Clinical topics in dentistry; no. 46). Accompanied by: 1 guide. Available from: Great Plains National Instructional Television Library, Lincoln, NE.

Apparition et evolution de l'infirmite motrice cerebrale chez le nourrisson [The onset and evolution of cerebral palsy] [videocassette]. Saint-Anne Dargassies, Suzanne. Centre National de Documentation Pedagogique, producer. [Champaign (IL)]: Board of Trustees of the University of Illinois; 1983. 1 videocassette: 36 min., sound, color, 3/4 in. (Fre).

The case of Vicki: patterns of trancework [videocassette]. Yapko, Michael D. New York: Brunner/Mazel; 1990. 1 videocassette: 120 min., sound, color, 1/2 in. Companion piece to the book Trancework, 2nd ed., by Michael Yapko.

2. Videodiscs -

Medical applications videodisc: hematology [videodisc]. McArthur, James R.; Bolles, John. 2nd ed. [Seattle (WA)]: University of Washington; 1984. 1 videodisc: silent, color, 12 in. Accompanied by: 1 guide.

Cellular alterations & adaptations; morphologic expressions of cell injury [videodisc]. Jones, Robin R.; Woods, James W. [place unknown, publisher unknown]; 1982. 1 videodisc: sound, color, 1800 rpm., 12 in. (Basic medical pathology series). Accompanied by: 1 guide.

Cell motility [videodisc]. Allen, Robert D., editor. New York: Liss; 1983. 1 videodisc: sound, black & white with color, 1800 rpm, 12 in. Supplement to the journal Cell Motility.

3. Slides -

IBBP therapy [slide]. Mangold, Lorrie A.; Lindskog, Frederick O.; Eaton, Betsy. Taylor, Joan P., editor; University of Kansas, Respiratory Therapy Faculty, producer. Bowie (MD): Robert J. Brady; 1977. 387 slides: color, 2 x 2 in. Accompanied by: 7 audiocassettes, 201 min.; 1 guide.

Sinusitis: a slide lecture series of the American Academy of Otolaryngology--Head and Neck Surgery Foundation [slide]. [Washington]: The Academy; 1988. 54 slides: color with black & white. Accompanied by: 1 guide. Guide written by Harold C. Pillsbury and Michael E. Johns.

Clinical hematology [slide]. Wintrobe, Maxwell M. 2nd ed. [Seattle (WA)]: American Society of Hematology, Hematology Slide Bank; 1977. 177 slides: color, 2 x 2 in. Accompanied by: 1 guide. Available from: Health Sciences Learning Resource Center, University of Washington, Seattle, WA.

4. Audiocassettes -

Topics in clinical microbiology [audiocassette]. Clark, Richard R., et al., editors; American Society for Microbiology, producers. Baltimore (MD): Williams & Wilkins; 1976. 24 audiocassettes: 2-tract, 480 min. Accompanied by: 120 color slides, 2 x 2 in.; 1 guide.

Pediatric surgery [audiocassette]. Anderson, Kathryn D. Chicago (IL): American College of Surgeons; 1989. 6 audiocassettes: 1 7/8 ips. (Postgraduate course; 9). Accompanied by: 2 guides. Recorded at the American College of Surgeons 75th annual clinical congress, Oct. 15-20, 1989, Atlanta.

Protocol and case studies for problem oriented medical records [videocassette]. Wilson, Webster D.; Kayer, Cynthia J. Polar Springs (CA): Diversified Learning, Inc.; 1976. 1 audiocassette: 2-track, mono., 60 min. Available from: Career Aids, Inc., Chatsworth, CA; no. 21-65.

5. Motion Pictures -

Differential diagnosis of chest pain [motion picture]. Grant, Dwinell. Leventhal, Herb, editor; Aegis Productions, producer. [place unknown]: Warner-Chilcott Laboratories; 1969. 1 reel: 918 ft., sound, color, 16 mm. Credits: Medical direction by Richard S. Ross and Gottlieb C. Friesinger, directed by Sid Milstein.

Irradiation of living tissue in vitro by beta and gamma rays [motion picture]. [England]: R.G. Ganti; 1927. 2 reels: 1890 ft., silent, black & white, 35 mm. Located at: History of Medicine Division, National Library of Medicine, Bethesda, MD.

6. Filmstrips -

Rheumatic diseases in children and young adults [filmstrip]. Garden Grove (CA): Trainex Corporation; 1975. 1 filmstrip: 60 frames, color, 35 mm. Accompanied by: 1 audiocassette, 15 min.; 1 guide.

It's okay to be early [filmstrip]. Kaiser-Permanente, producer. [Irvine (CA)]: Concept Media; 1982. 1 filmstrip: 90 frames, color, 35 mm. Accompanied by: 1 audiocassette, 20 min.

7. Charts -

Emergency medical telephone instructions [chart]. Carter, William B., et al., editors. Westport (CN): E.D.I.; 1984. 1 flip chart: 12 sheets, single side, color, 34 x 22 cm. Accompanied by: 1 audiocassette, 30 min.; 1 lesson plan; 1 overview. Available from: Emergency Training, Inc., Akron, OH.

XI. AUDIOVISUALS

B. Journal Titles in Audiovisual Formats

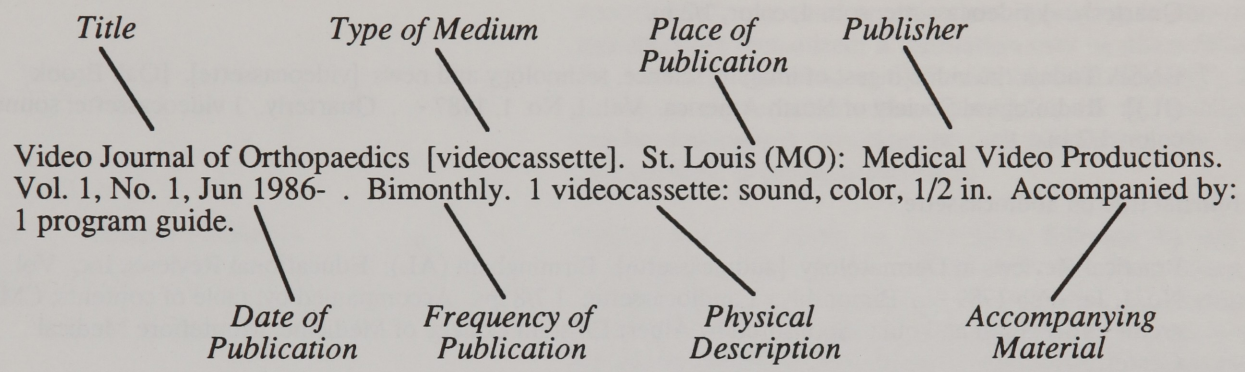
R/O	Elements (in order of appearance)	Format:
R	Title of the Journal	Journal titles are given in their original language; those appearing in non-roman alphabets are romanized; titles are written out in full, without abbreviation, as "American Journal of Clinical Nutrition"
R	Type of Medium	The specific type of audiovisual medium (audiocassette, videocassette, etc.) is indicated following the title, surrounded by brackets, as "[audiocassette]"; *see* Chapter XII.C. for journals in electronic formats
R	Edition	If a journal is published in more than one edition or version, the particular edition/version being cited is indicated after the title, as "British Edition"; names of editions appearing in non-roman alphabets are romanized; all significant words in names are capitalized
R	Place of Publication	The city where published; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wein"; names of states/ countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); if no place can be determined, the words "place unknown" are placed in brackets
R	Publisher	The firm or organization responsible for issuing the journal; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Japanese Society of Gastroenterology"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine, Reference Section"; the name may be given in a shortened form, as "Wiley" for "John Wiley and Sons"; common words such as "Association" and "Company" may be abbreviated, as "Assn." or "Co."; if the organization name is given in the journal title, it may be abbreviated here, e.g., if the title is "Journal of the Indiana Dental Association", it may be abbreviated to "The Association" as publisher; if no publisher can be identified, the words "publisher unknown" are placed in brackets
R	Date of Publication	The beginning and ending dates during which the journal was published in audiovisual format, including the volume and issue number if present, as "Vol. 1, 1956 - Vol. 30, 1986" or "Vol. 1, No. 1, Jan 1980 - Vol. 10, No. 12, Dec 1990"; if the journal is

		still being published in audiovisual format, the beginning date is followed by a dash, as "Vol. 4, 1990- "; English names are used for months; months may be abbreviated to the first 3 letters
O	Frequency of Publication	The time period between issuance, as "weekly" or "monthly"
O	Physical Description	Information about the number and type of physical pieces of the journal as it is issued, as "1 videocassette: sound, color, 1/2 in." or "1 audiocassette: 1 7/8 ips." if the journal is still being published or the total number and type of physical pieces of a journal that has ceased publication, as "10 videocassettes: sound, color, 3/4 in."
O	Accompanying Material	Information about any items accompanying the audiovisual, such as printed guides; these are preceded by the words "Accompanied by:", as "Accompanied by: 1 guide"
O	Availability	If the audiovisual is not commercially available or may be made available or purchased from others than the publisher, information on the location of the source may be provided, as "Available from: Baxter Laboratories Medical Film Library, Morton Grove, IL."
O	Language	Language of publication may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendic C)
O	Notes	Useful information such as the publishing history of the journal may be given here, particularly information on any changes in the title, as "Continued by: American Journal of Sports Medicine" or "Continues: Archives of Biochemistry"

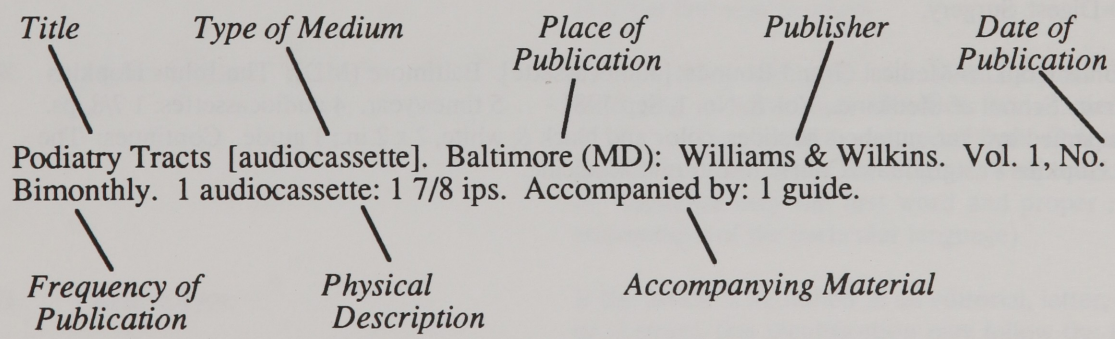
Application of this format, including recommended punctuation, is illustrated on the following pages.

SAMPLE CITATION FOR A JOURNAL TITLE IN AUDIOVISUAL FORMAT:

- JOURNAL TITLE ON VIDEOCASSETTE



- JOURNAL TITLE ON AUDIOCASSETTE



EXAMPLES FOR JOURNAL TITLES IN AUDIOVISUAL FORMATS:

1. Journal title on videocassette -

Video Journal of Orthopaedics [videocassette]. St. Louis (MO): Medical Video Productions. Vol. 1, No. 1, Jun 1986 - . Bimonthly. 1 videocassette: sound, color, 1/2 in. Accompanied by: 1 program guide.

Video Journal of Oncology [videocassette]. Secaucus (NJ): Visual Information Systems. Vol. 1, No. 1, Fall 1986 - Vol. 2, No. 4, Winter 1987. 8 videocassettes: sound, color, 1/2 in.

Highlights of the Academy [videocassette]. San Francisco: American Academy of Ophthalmology. Vol. 1, Pt. 1, 1987 - . Annual. 1 videocassette: sound, color, 1/2 in.

VideoUrology [videocassette]. New York: P.C. Communications, Inc. Vol. 1, Program 1, 1988 - . Quarterly. 1 videocassette: sound, color, 1/2 in.

RNSA Today: the video digest of imaging science, technology and news [videocassette]. [Oak Brook (IL)]: Radiological Society of North America. Vol. 1, No. 1, 1987 - . Quarterly. 1 videocassette: sound, color, 1/2 in.

2. Journal title on audiocassette -

Practical Reviews in Dermatology [audiocassette]. Birmingham (AL): Educational Reviews, Inc. Vol. 1, No. 1, Jan-Feb 1989 - . Bimonthly. 1 audiocassette: 1 7/8 ips. Accompanied by: table of contents; CME credit information and quiz. Sponsored by Albert Einstein College of Medicine, Montefiore Medical Center.

Podiatry Tracts [audiocassette]. Baltimore (MD): Williams & Wilkins. Vol. 1, No. 1, 1988 - . Bimonthly. 1 audiocassette: 1 7/8 ips. Accompanied by: 1 guide.

General Surgery [audiocassette]. Glendale (CA): Audio-Digest Foundation. Vol. 37, No. 1, Jan 10 1990 - . Biweekly. 1 audiocassette: 1 7/8 ips. Accompanied by: study guide; post test. Continues: Audio-Digest. Surgery.

The Johns Hopkins Medical Grand Rounds [audiocassette]. Baltimore (MD): The Johns Hopkins University School of Medicine. Vol. 8, No. 1, Sep 1981 - . 5 times/year. 4 audiocassettes: 1 7/8 ips. Accompanied by: var. numbers of slides, color and black & white, 2 x 2 in.; 1 guide. Continues: The Johns Hopkins Postgraduate Course in Internal Medicine.

XI. AUDIOVISUALS

C. Journal Articles in Audiovisual Formats

R/O	Elements (in order of appearance)	Format:
R	Author(s)	Surname is given first, followed by up to 2 initials (the first name may be given in full); names appearing in non-roman alphabets are romanized; up thru 10 authors are given, with "et al." following the 10th name; occasionally an organization will perform the role of author, as "American Medical Association"; names of organizations appearing in non-roman alphabets are romanized; a translation may be given following the name, in brackets, as "[Finnish Medical Society]"; if no person or organization with responsibility for the publication can be determined, this element shall be omitted (the use of "anonymous" is not recommended)
O	Author Affiliation	Department and name of institution, followed by city and state/country, are given surrounded by parentheses, as "(Department of Psychology, University of Pittsburgh, Pittsburgh, PA)"; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Leningrad State University"; English names are used for locations, as "Moscow" for "Moskva"; common words such as "Department" and "University" may be abbreviated, as "Dept." and "Univ."; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); affiliation of all authors or only the first may be given
R	Article Title	Article titles are given in their original language; titles appearing in non-roman alphabets are romanized if from the Cyrillic or Greek and translated if from Oriental characters; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
O	Article Type	If the article is identified as an editorial, letter, news, interview, or abstract, this identification may follow the title in brackets, as "[editorial]"
R	Journal Title	Journal titles are given in their original language; titles appearing in non-roman alphabets are romanized; all significant words in titles are capitalized; titles may be abbreviated according to ISO 4 and ANSI Z39.5 standards (*see* Appendix A)

R	Type of Medium	The specific type of audiovisual medium (audiocassette, videocassette, etc.) is indicated following the title, surrounded by brackets, as "[audiocassette]"; *see* Chapter XII.C. for journals in electronic formats
R	Edition	If a journal is published in more than one edition or version, the particular edition/version being cited is indicated after the title, surrounded by parentheses, as "(British Edition)"; names of editions appearing in non-roman alphabets are romanized; all significant words in names are capitalized; names of editions may be abbreviated according to ISO 4 (*see* Appendix A), as "(Br Ed)"
R	Date of Publication	The year, month, and day of publication are given; a single year is written in full, as "1984"; if a publication covers multiple years, the second of the two years is shortened to the last 2 digits, as "1984-85"; months are abbreviated by the first 3 letters, as "Jan"; seasons are not abbreviated, as "Summer"; English names are used for months and seasons; multiple months or seasons are separated by a dash, as "Jan-Feb" or "Fall-Winter"; days appear after the month, as "Jan 2"; multiple days may appear, as "Apr 11-15" or "Jan 31-Feb 4"; it is not National Library of Medicine practice, but the month and day may be omitted if the journal uses continuous pagination throughout a volume
R	Volume Number	Given in arabic numbers only; e.g., convert "LX" or "Sixtieth" to "60"
R	Supplement/Part/Special Number to Volume	Indicated by "Suppl", "Pt", or "Spec No"; if a number or letter is present, it is included, as "Pt A"; arabic numbers only are used, as "Suppl 1"
R	Issue Number	Given in arabic numbers only; e.g., convert "IV" or "Fourth" to "4"; it is not National Library of Medicine practice, but an issue number may be omitted if the journal uses continuous pagination throughout a volume
R	Supplement/Part/Special Number to Issue	Indicated by "Suppl", "Pt", or "Spec No"; if a number or letter is present, it is included, as "Suppl A"; arabic numbers only are used, as "Pt 2"
R	Pagination	Location of the article within the host audiovisual; since most audiovisuals lack the traditional page numbers, this location may be expressed in terms of the order of presentation on the audiovisual and the length of the presentation, as "[presentation 1, 20 min.]"; for articles on audiocassette, the specific side of the tape on which the article appears may also be given, as "Side 2 [presentation 3, 10 min.]"; if provided by the producer, the exact length may be given, as "14:02 min."
O	Physical Description	Description of the audiovisual on which the article resides, as "1 videocassette: sound, color, 1/2 in." or "1 audiocassette: 1 7/8 ips."

O	Accompanying Material	Information about any items accompanying the article, such as printed guides or audiovisual material, as "Accompanied by: 1 guide; 15 slides"
O	Language	May be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)
O	Notes	Supplementary information that would be useful to the reader may be placed here, such as if the article was written in celebration of a specific occasion

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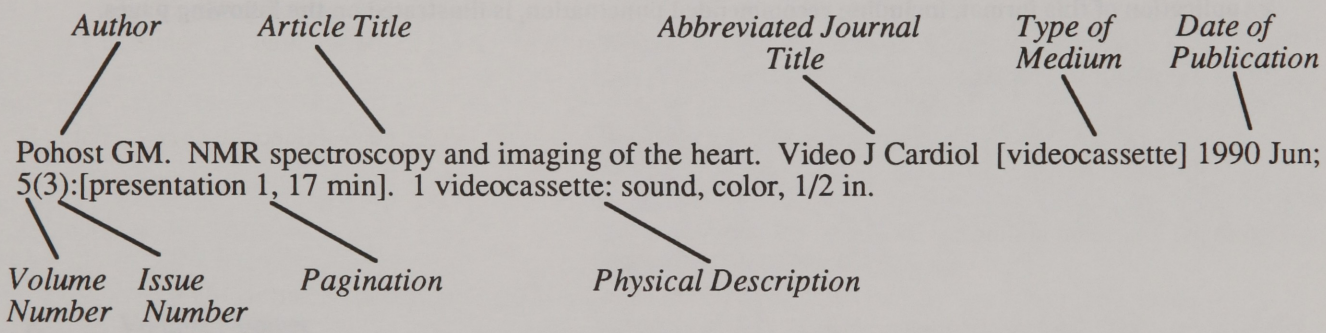
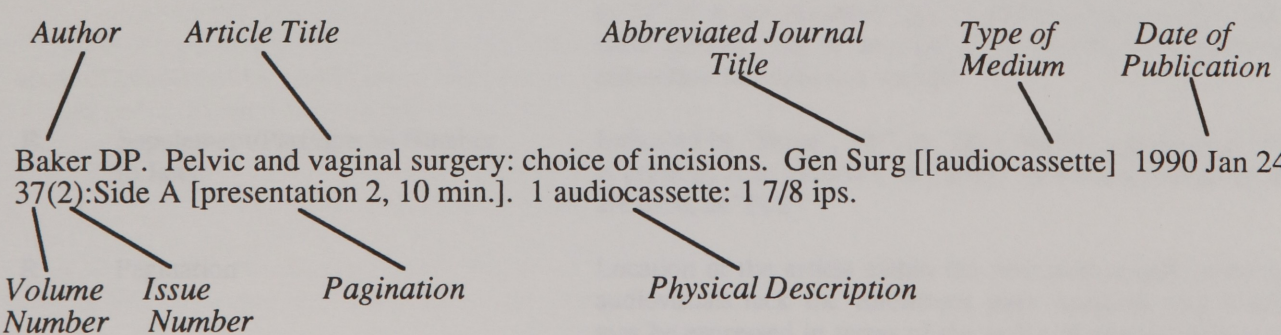
Application of this format, including recommended punctuation, is illustrated on the following pages.

SAMPLE CITATION FOR A JOURNAL ARTICLE IN AUDIOVISUAL FORMAT:

- ON VIDEOCASSETTE



- ON AUDIOCASSETTE



EXAMPLES FOR JOURNAL ARTICLES IN AUDIOVISUAL FORMATS:

1. Journal article on videocassette -

Pohost GM. NMR spectroscopy and imaging of the heart. Video J Cardiol [videocassette] 1990 Jun;5(3): [presentation 1, 17 min.]. 1 videocassette: sound, color, 1/2 in.

Wilson JH (Good Samaritan Hospital, Cincinnati, OH), Singhoffer JH. Paradoxical embolus in evolution: report of a case. Dyn Cardio Imaging [videocassette] 1990 Jan;3(1):[presentation 2, 4:25 min.]. 1 videocassette: sound, color, 1/2 in. Accompanied by: 1 guide, p. 26-7.

Landesman SH, Minkoff HL, Holman S. HIV infection in women: issues in counseling, testing, and management. Netw Contin Med Educ [videocassette] 1989 Nov 6;557:[48 min.]. 1 videocassette: sound, color, 1/2 in. Accompanied by: product reference guide.

Quest DO. Surgery for carotid disease in the 1990's. Video J Neurosurg [videocassette] 1990; 4(3 Pt 2):[presentation 2, 16 min.]. 1 videocassette: sound, color, 1/2 in. Moderated by Donlin M. Long, Johns Hopkins School of Medicine.

Novick, Andrew C. Operative approaches to the adrenal gland. Video Urol [videocassette] [1988];1(4): [presentation 1, 9:50 min.].

2. Journal article on audiocassette -

Baker DP. Pelvic and vaginal surgery: choice of incisions. Gen Surg [audiocassette] 1990 Jan 24;37(2):Side A [presentation 2, 10 min.].

Estes M (Cardiac Electrophysiology and Pacemaker Laboratory, New England Medical Center, Boston, MA), Manolis T (Tufts University School of Medicine, Boston, MA). Supraventricular tachycardia. Med Outlook Cardiol [audiocassette] 1989;6(3):Side 1-2 [presentation 3, 19 min.]. 1 audiocassette: 1 7/8 ips.

Tharp MD. Inflammatory mediators. Dialogues Dermatol [audiocassette] 1988 Sep;22(6):Side 1 [presentation 2, 14:02 min.]. 1 audiocassette: 1 7/8 ips. Interviewed by Marianne N. O'Donoghue.

Ball, Wilmot C., Jr. Bronchiolitis obliterans organizing pneumonia. Johns Hopkins Med Grand Rounds [audiocassette] 1990 May;16(5):Side G [presentation 5, 13:17 min.]. Accompanied by: 10 slides, color and black & white, 2 x 2 in.; 1 guide; 1 test.

Electronic Information Formats

Chapter XII

XII. ELECTRONIC INFORMATION FORMATS

A. Computer Programs

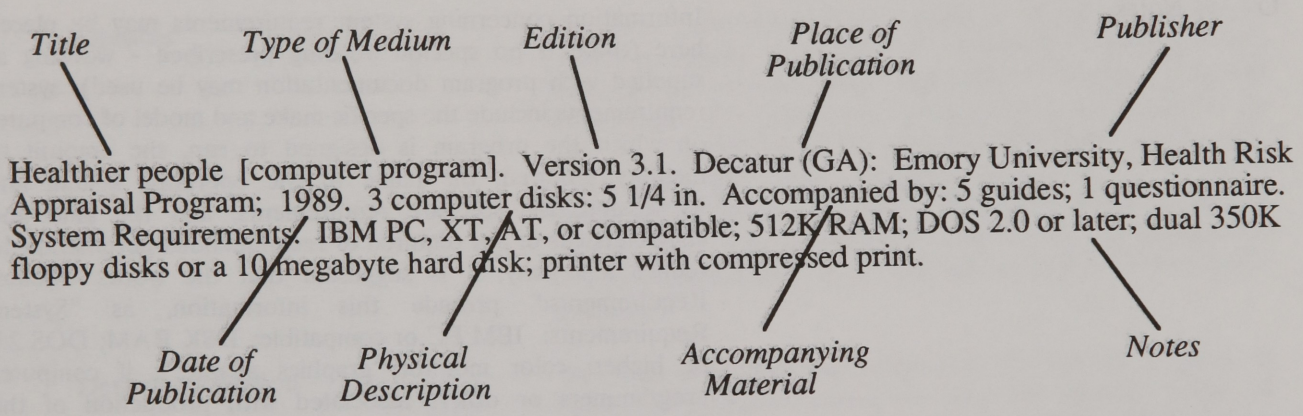
R/O	Elements (in order of appearance)	Format:
R	Title	Titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; names of programs that have been trademarked or copyrighted are reproduced as they appear on the opening screen or title page of the documentation of the program, as "GRATEFUL MED"; otherwise, capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Type of Medium	The words "computer program" are placed in brackets after the title; if an additional type of medium is necessary for operation of the program, the media are combined, such as "[computer program + videodisc]"
R	Author(s)	Individual(s) responsible for writing the computer program; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; organizations may also be authors, as "National Library of Medicine (US)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Office of Computer and Communications Systems"; note, as in this example, that qualifying information such as country may be used parenthetically to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may follow the name, in brackets, as "[Finnish Medical Society]"; all authors may be used or only the first or the first three followed by "et al." if space is a consideration; if an organization serves as both author and publisher (*see* the Publisher element below), the name generally is omitted here as author; if no individual or organization with responsibility for the program can be determined, this element shall be omitted (the use of "anonymous" is not recommended)*; see also* the Notes element below
R	Edition	Statement relating to an edition of a computer program that contains differences from other editions; such words as "edition", "issue", "version", "release", "level", "update" are used, as "Version 5.1" or "Level 3.4"; more traditional words as "Revised Edition" or "Third Update" may also appear, and may be abbreviated, as "Rev. ed." and "3rd update"; arabic

		numbers are used; if both an edition and a version appear, list the edition first
R	Place of Publication	City where published; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/ countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); if more than one location appears, the more prominent is used or else the first appearing; if no place is found on the program or in an accompanying manual but it can be reasonably inferred (e.g., Cambridge (MA) as the place of publication of a product of the Lotus Development Corporation), the place name is given in brackets, as "[Cambridge (MA)]"; if no place can be determined, the words "place unknown"are given in brackets
R	Publisher	The firm or organization responsible for issuing the computer program; names appearing in non-roman alphabets are romanized or names may be translated, as "Mexican Academy of Surgery"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "International Business Machines Corporation, Personal Computer Division"; common words as "Corporation" may be abbreviated, as "Corp."; if no publisher can be identified, the words "publisher unknown" are placed in brackets
R	Date of Publication	The year of publication, followed by the month, if given, as "1988 Jan"; English names are used for months; names of months may be abbreviated to the first 3 letters; if no date is found on the program or in an accompanying manual but it can be determined from some other source, brackets are placed around it, as "[1988 Jan]"; if no date can be determined, the words "date unknown" are placed in brackets
R	Date of Update/Revision	Programs are frequently updated or revised between editions or versions; this date should be given following the date of the original, surrounded by brackets, as "[updated 1990 Jan]" or "[rev. 1990 Mar 1]"
O	Physical Description	Information about the number and type of physical pieces, as "3 computer disks: 5 1/4 in." or "1 magnetic tape reel: 1/2 in."; additional qualifiers may be added as available, as if the program is encoded to produce sound and/or to display 2 or more colors; an example is "5 computer disks: sound, color, 5 1/4 in."
O	Series	The series name is given in its original language, surrounded by parentheses; names appearing in non-roman alphabets are romanized; the name is followed by the volume and/or number, if present, given in arabic numbers; capitalize only the first word and proper nouns (or other conventions of the particular language), as "(Computer simulations in clinical nursing; 6)"

O	Accompanying Material	Information about any items accompanying the program, such as manuals or audiocassettes; these are preceded by the words "Accompanied by:", as "Accompanied by: 2 user's manuals; 1 instructional audiocassette"
O	Availability	If the program is not commercially available or may be made available or purchased from others than the publisher, information on the location of the source may be provided, as "Available from: School of Medicine, Yale University, New Haven, CT"
O	Language	Language of the screen displays, documentation, etc., of the computer program may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)
O	Notes	Information concerning system requirements may be placed here (there is no specific wording prescribed - wording as supplied with program documentation may be used); system requirements include the specific make and model of computer on which the program is designed to run, the amount of memory required, the name of the operating system and its version, the software requirements, and the kind and characteristics of any required or recommended peripherals; to reduce ambiguity, it is suggested that the words "System Requirements:" precede this information, as "System Requirements: IBM PC or compatible; 128K RAM; DOS 2.0 or higher; color monitor; graphics adapter"; if computer programmers or others associated with production of the program appear in acknowledgements or other areas than the opening screens or title page of the documentation, they may be listed here after the word "Credits:"

Application of this format, including recommended punctuation, is illustrated on the following pages.

SAMPLE CITATION FOR A COMPUTER PROGRAM:



EXAMPLES OF COMPUTER PROGRAMS:

1. Standard citation to a program, with no version specified -

Advanced fetal monitor interpretation [computer program]. Baltimore (MD): Williams & Wilkins; 1988. 1 computer disk: 5 1/4 in. Accompanied by: 1 guide. System Requirements: IBM PC, XT, AT, PS/2, or true compatible; 256K memory; MS-DOS or PC-DOS 2.0 or later; IBM monochrome graphics or CGA/EGA compatible graphics; 1 floppy disk drive.

Wechsler interpretation system [computer program]. Wakefield (RI): Applied Innovations; 1983. 1 computer disk: 5 1/2 in. Accompanied by: 1 guide. System Requirements: Apple II+, Apple IIe; 48K; 1 diskette drive; 1 printer capable of printing 80 or more characters per line.

2. Program with a trademarked title -

GRATEFUL MED [computer program]. Version 5.0. Bethesda (MD): National Library of Medicine; [1990 Feb]. 5 computer disks: 5 1/4 in. or 2 computer disks: 3 1/2 in. Accompanied by: 1 user's guide; 1 troubleshooting guide. System Requirements: IBM PC family or fully compatible; DOS 2.0 or higher; Hayes Smartmodem or fully compatible modem; 384K RAM required, 512 K RAM recommended; one or more floppy drives; hard disk with a minimum of 2MB of free space strongly recommended.

3. Program with an additional medium -

Diagnostic decisions in a patient in shock [computer program + videodisc]. Version 2.0. San Diego (CA): Intelligent Images; 1985. 1 computer disc: 5 1/4 in.; 1 videodisc: sound, color with black and white, 12 in. (DxTER emergency/critical care; 1010051). Accompanied by: 1 guide. System Requirements: IBM PC, AT, XT, or PS/2 or compatible; 640K; DOS 3.3; IBM Infowindow system or compatible such as Sony VIW-5000 touch screen color display; Pioneer or Sony videodisc player. Credits: Mark S. Smith, David Allan, Gail Walraven, William C. Shoemaker, June Andrea, Nancy Stewart; produced by Human Resources Research Organization and Video Software Associates.

4. Program with personal author(s) -

Pro-Cite [computer program]. Rosenberg, Victor; Ghalambor, Cyrus; Rycus, Peter; Thomas, Rick. Version 1.4. Ann Arbor (MI): Personal Bibliographic Software; 1988 Aug. 3 computer disks: color, 5 1/4 in. Accompanied by: 1 manual. System Requirements: IBM PC, XT, AT, PS/2, or any 100% compatible computer; 320K RAM; DOS 2.0 or later.

5. Program published by an organization, with subsidiary division named -

Type II diabetes [computer program]. Orlando (FL): Florida Hospital Association, Management Corporation; 1989. 2 computer disks: 5 1/4 in. Accompanied by: 1 manual. System Requirements: IBM PC, AT, XT, or PS/2; DOS 2.0 or 2.1 preferred; color monitor preferred; optional record keeping requires 80 column graphics printer; 2 360K floppy drives or 1 360K or greater floppy disk drive and 1 hard drive.

6. Program with update given -

ELHILL [computer program]. Version 3.3A. Bethesda (MD): National Library of Medicine; 1989 Nov [updated 1990 Dec]. 2 magnetic tapes: 1/2 in., 9 track, 6250 bpi. System Requirements: IBM 370 or equivalent mainframe.

7. Program accompanied by other than a manual -

Healthier people [computer program]. Version 3.1. Decatur (GA): Emory University, Health Risk Appraisal Program; 1989. 3 computer disks: 5 1/4 in. Accompanied by: 5 guides; 1 questionnaire. System Requirements: IBM PC, XT, AT, or compatible; 512K RAM; DOS 2.0 or later; dual 360K floppy disks or a 10 megabyte or larger hard disk; printer with compressed print (15+ characters per inch or 120 characters per line).

8. Program available from an organization other than the publisher -

Lymph node pathology: a comprehensive video library [computer program + videodisc]. Nathwani, Bharat N. Version 2.05. Santa Monica (CA): Intellipath; 1989. 8 computer disks: 5 1/4 in.; 1 videodisc: silent, color, 8 in. (Intelligent computer and videodisc system for surgical pathologists). Accompanied by: 1 manual, 120 p. Available from: American Society of Clinical Pathologists, Chicago, IL. System Requirements: IBM PC or compatible; 20 megabyte hard disk; 640K RAM; MS-DOS 2.0 or higher; Microsoft or Microsoft-compatible serial or bus mouse; analog videodisc player with 400 lines per inch resolution; NTSC monitor.

XII. ELECTRONIC INFORMATION FORMATS

B. Databases

1. Entire Databases

R/O	Elements (in order of appearance)	Format:
R	Title	Name of the database; titles are given in their original language; names appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; names of databases that have been trademarked or copyrighted are reproduced as they appear on the opening screen or the title page of the documentation of the database, as "MEDLINE"; otherwise, capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Type of Medium	The word "database" is placed in brackets after the title, followed by the medium, as "[database on disk]", "[database on magnetic tape]", "[database online]", "[database on CDROM]"
R	Author(s)	Individual(s) responsible for designing/compiling the database; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; organizations may also be authors, as "National Library of Medicine (US)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Office of Computer and Communications Systems"; note, as in this example, that qualifying information such as country may be used parenthetically to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may follow the name, in brackets, as "[Finnish Medical Society]"; all authors may be used or only the first or the first three followed by "et al." if space is a consideration; if an organization serves as both author and publisher (*see* Publisher element below), the name generally is omitted here as author; if no person or organization with responsibility for the database can be determined, this element shall be omitted; *see also* the Notes element below
R	Edition	Statement relating to an edition of a database that contains differences from other editions; such words as "edition", "issue", "version", "release", "level", "update" are used, as "Version 5.1" or "Level 3.4"; more traditional words as "Revised Edition" or "Third Update" may also appear, and may be abbreviated, as "Rev. ed." and "3rd update"; arabic

		numbers are used; if both an edition and a version appear, list the edition first
R	Place of Publication	City where published; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/ countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); if more than one location appears, the more prominent is used or else the first appearing; if no place is found on the opening screen or in an accompanying manual but it can be reasonably inferred (e.g., Philadelphia (PA) as the place of publication of a product of the Institute for Scientific Information), the place name is given in brackets, as "[Philadelphia (PA)]"; if no place can be determined, the words "place unknown"are given in brackets
R	Publisher	The firm or organization responsible for issuing the database; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Mexican Academy of Surgery"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "University of North Carolina, Carolina Population Center"; common words as "University" may be abbreviated, as "Univ."; if no publisher can be identified, the words "publisher unknown" are placed in brackets
R	Date of Publication	The year of publication, followed by the month, if given, as "1988 Jan"; English names are used for months; names of months may be abbreviated to the first 3 letters; dates should be taken from the opening screen(s) of the database or the database documentation - <u>if a database being cited is open</u>, i.e., records are still being added, the beginning date of the database should be given followed by a dash, as "1966 - "; if the beginning date is not found on the opening screen(s) of the database or on the documentation for the database, the date of the earliest citation in a bibliographic database or the date of the earliest data in a non-bibliographic database may be used, surrounded by brackets, as "[1966 -]" - <u>if a database being cited is closed</u>, i.e., records are no longer being added, the beginning and ending dates should be given, as "1975 - 1985"; if the beginning and ending dates are not found on the opening screen(s) or database documentation, the dates of the earliest and latest citations in a bibliographic database or the dates of the earliest and latest data in a non-bibliographic database may be used, surrounded by brackets, as "[1975 - 1986]" - <u>if no date can be determined</u>, the words "date unknown" are placed in brackets
O	Frequency of Publication	If a database is still being updated, the frequency with which it is updated may be given here, as "Updated monthly"

O Date of Update/Revision

The date of the last revision (or of the particular update being cited) should be given surrounded by brackets, as "[updated 1985 Dec]" or "[rev. 1990 Jan 1]"; this date is particularly important for online databases; even if a database is closed in terms of the addition of new records, it may still be updated for error correction or other file maintenance

O Physical Description

Information about the number and type of physical pieces of the database, as "3 computer disks: 5 1/4 in." or "1 magnetic tape reel: 1/2 in."; additional qualifiers may be added as available, as if the program is encoded to produce sound and/or to display 2 or more colors; an example is "5 computer disks: sound, color, 5 1/4 in."

O Series

The series name is given in its original language, surrounded by parentheses; names appearing in non-roman alphabets are romanized; the name is followed by the volume and/or number, if present, given in arabic numbers; capitalize only the first word and proper nouns (or other conventions of the particular language) unless the series name contains a trademarked or copyrighted name, as "(Books In Print Plus series)"

O Accompanying Material

Information about any items accompanying the database, such as manuals or audiocassettes; these are preceded by the words "Accompanied by:", as "Accompanied by: 2 user's manuals; 1 instructional audiocassette"

O Availability

If the database is not commercially available or may be made available or purchased from others than the publisher, information on the location of the source may be provided, as "Available from: DIALOG Information Services, Inc., Palo Alto, CA"

O Language

Language of the screen displays, documentation, etc., of the database may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)

O Notes

Information concerning system requirements may be placed here (there is no specific wording prescribed - wording as supplied with the database documentation may be used); system requirements include the specific make and model of computer on which the database is designed to run, the amount of memory required, the name of the operating system and its version, the software requirements, and the kind and characteristics of any required or recommended peripherals; to reduce ambiguity, it is suggested that the words "System Requirements:" precede this information, as "System Requirements: IBM PC or compatible; 128K RAM; DOS 2.0 or higher; color monitor; graphics adapter"; if computer programmers or others associated with production of the database appear in acknowledgements or other areas than the opening screens or title page of the documentation, they may

be listed here after the word "Credits:"; other types of information useful to the reader could include the database size, in terms of numbers of records or bytes

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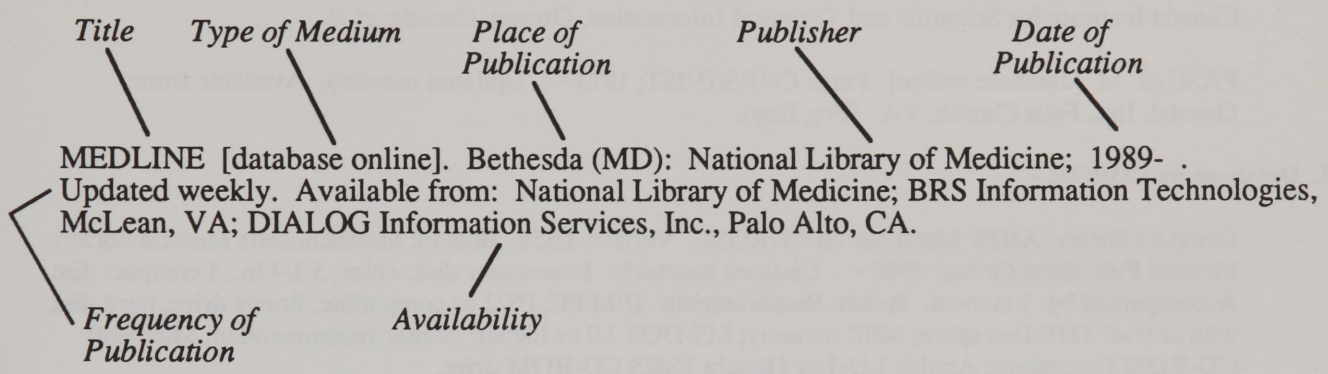
Application of this format, including recommended punctuation, is illustrated on the following pages.

SAMPLE CITATION FOR AN ENTIRE DATABASE:



EXAMPLES FOR ENTIRE DATABASES:

1. Database online -

MEDLINE [database online]. Bethesda (MD): National Library of Medicine; 1989 - . Updated weekly. Available from: National Library of Medicine; BRS Information Technologies, McLean, VA; DIALOG Information Services, Inc., Palo Alto, CA; et al.

TOXLIT65 [database online]. Bethesda (MD): National Library of Medicine; 1965 - 1980 [updated 1987 Sep 1]. Available from: National Library of Medicine; DIMDI, Cologne, Germany; Japan Information Center of Science and Technology, Tokyo. 586,405 records.

BIOSIS Previews [database online]. Philadelphia (PA): BIOSIS; 1969 - . Updated biweekly. Available from: BRS Information Technologies, McLean, VA; DIALOG Information Services, Inc., Palo Alto, CA; Canada Institute for Scientific and Technical Information, Ottawa, Canada; et al.

PASCAL M [database online]. Paris: CNRS/INIST; 1973 - . Updated monthly. Available from: Questel, Inc., Falls Church, VA. (Fre, Eng).

2. Database on CDROM -

Compact library: AIDS [database on CDROM]. Version 1.55a. Boston: Massachusetts Medical Society, Medical Publishing Group; 1980 - . Updated quarterly. 1 computer disk: color, 5 1/4 in.; 1 compact disc. Accompanied by: 1 manual. System Requirements: IBM PC, PS/2 or compatible; floppy drive; hard disk with at least 1MB free space; 640K memory; MS-DOS 3.0 or higher; printer recommended; Microsoft CD-ROM Extensions; Amdek LD-1 or Hitachi 1502S CD-ROM drive.

Books In Print Plus: the complete Books in Print System on compact laser disc [database on CDROM]. 5th ed. Version 3.5. New York: Bowker Electronic Publishing; 1986 - . Updated quarterly. 2 computer disks: color, 5 1/4 in.; 1 compact disc. Accompanied by: 1 manual. (Books In Print Plus series). System Requirements: IBM PC, XT, AT, PS/2 or full compatible; 640K memory; DOS 3.1 or higher; hard disk recommended or 2 5 1/4 in. or 3 1/2 in. floppy drives; monochrome or color display; compatible MS-DOS Extensions device driver required; CD-ROM players supported include Amdek Laserdrive 1000, Hitachi 1502 or 1503 or 2500 or 3500, Philips/LMSi 100 or 110 or 121 or 131 or 201 or 210 or 212.

NATASHA: National archive on sexuality, health, & adolescence [database on CDROM]. Los Altos (CA): Sociometrics Corporation; 1955 - 1985 [issued 1989 Jan]. 1 computer disk: black and white, 5 1/4 in.; 1 compact disc. Accompanied by: 1 user's manual; user's guides on 14 microfiche. System Requirements: IBM PC or compatible; 5 1/4 in. floppy drive; hard disk (20 MB recommended); 640K memory; MS-DOS 3.1 or higher; monochrome or color monitor; Microsoft CD-ROM Extensions; CD-ROM drive; SPSS or SPSS/PC software.

3. Database on disk -

Buildings and health database [database on disk]. Bracknell (Berkshire, England): Buildings Services Research and Information Association; 1960 - . Updated quarterly. 16 computer disks: 5 1/4 in. System Requirements: IBM PC or compatible; floppy drive; hard disk with 16MB free; 190K memory; MS-DOS; color or monochrome monitor.

Pharmaceuticals package library [database on disk]. Philadelphia (PA): Bio-Rad Laboratories, Sadtler Division; 1989- . Updated periodically. 3 1/2 in. or 5 1/4 in. computer disks. System Requirements: IBM PC, PS/2, or compatible; floppy drive; 640K memory; monochrome or color monitor; Microsoft Windows 2.0.

4. Database on magnetic tape -

Biological & Agricultural Index [database on magnetic tape]. New York: H.W. Wilson Company; 1983 Jul - . Updated monthly. 1 magnetic tape: 9 track, 6250 bpi, ASCII or EBCDIC.

BioBusiness [database on magnetic tape]. Philadelphia (PA): BIOSIS; 1984 - . Updated 4 times per month. 1 magnetic tape: 9 track; 800, 1600, or 6250 bpi; variable-length records; variable block size.

XII. ELECTRONIC INFORMATION FORMATS

B. Databases

2. Parts of Databases

Parts are separately identified sections or portions of databases, such as individual records. Parts are identified by their title, if present, and the record or item number. They generally are constructed by the database builders and do not have distinct authorship. Contributions are separately identified sections or portions of databases that are provided by individuals or organizations other than the database builders and thus have distinct authorship. Examples of contributions are citations to journal articles residing in a bibliographic database. *See* section 3. Contributions to Databases.

R/O	Elements (in order of appearance)	Format:
R	Title	Name of the database; titles are given in their original language; names appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; names of databases that have been trademarked or copyrighted are reproduced as they appear on the opening screen or the title page of the documentation of the database, as "CLINPROT"; otherwise, capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Type of Medium	The word "database" is placed in brackets after the title, followed by the medium, as "[database on disk]", "[database on magnetic tape]", "[database online]", "[database on CDROM]"
R	Author(s)	Individual(s) responsible for designing/compiling the database; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; organizations may also be authors, as "National Library of Medicine (US)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Office of Computer and Communications Systems"; note, as in this example, that qualifying information such as country may be used parenthetically to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may follow the name, in brackets, as "[Finnish Medical Society]"; all authors may be used or only the first or the first three followed by "et al." if space is a consideration; if an organization serves as both author and publisher (*see* Publisher element below), the name generally is omitted here as author; if no person or organization with responsibility for the database can be identified, this element shall be omitted; *see also* the Notes element below

R	Edition	Statement relating to an edition of a database that contains differences from other editions; such words as "edition", "issue", "version", "release", "level", "update" are used, as "Version 5.1" or "Level 3.4"; more traditional words as "Revised Edition" or "Third Update" may also appear, and may be abbreviated, as "Rev. ed." and "3rd update"; arabic numbers are used; if both an edition and a version appear, list the edition first
R	Place of Publication	City where published; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/ countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); if more than one location appears, the more prominent is used or else the first appearing; if no place is found on the opening screen(s) or in an accompanying manual but it can be reasonably inferred (e.g., Philadelphia (PA) as the place of publication of a product of the Institute for Scientific Information), the place name is given in brackets, as "[Philadelphia (PA)]"; if no place can be determined, the words "place unknown"are given in brackets
R	Publisher	The firm or organization responsible for issuing the database; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Mexican Academy of Surgery"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "University of North Carolina, Carolina Population Center"; common words as "University" may be abbreviated, as "Univ."; if no publisher can be identified, the words "publisher unknown" are placed in brackets
R	Date of Publication	The year of publication, followed by the month, if given, as "1988 Jan"; English names are used for months; names of months may be abbreviated to the first 3 letters; dates should be taken from the opening screen(s) of the database or the database documentation; the date range of the database at the time of citation should be given, as "1966 Jan - 1990 Dec"; if the date range is not found on the opening screen(s) of the database or in the database documentation, the dates of the earliest and latest citations in a bibliographic database or the dates of the earliest and latest data in a non-bibliographic database may be used, enclosed in brackets, as "[1966 Jan - 1990 Dec]"; if no date can be determined, the words "date unknown" are placed in brackets
O	Date of Update/Revision	Databases are frequently updated on a regular basis or may be revised between editions or versions; the date of the last update (or of the particular update being cited) should be given, as "[updated 1990 Jan]" or "[rev. 1990 Mar 1]"; if the dates of any updates or revisions are unknown (many are

		transparent to the user), the use of the "Date of Citation" element below is recommended
O	Date of Citation	Error correction or other changes to online databases may occur between scheduled or advertised updates/revisions or the dates of updates/revisions may not be known (many are transparent to the user); it is recommended that the date the data was actually seen should be given, with brackets surrounding it, as "[cited 1990 Dec 3]"
R	Title of Part	If the part being referenced has a distinct title, it is given; this title may be constructed from information appearing within the part; for example, the name of the subject heading from NLM's MESH VOCABULARY FILE may be used as the title; titles appearing in non-roman alphabets are romanized; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Numeration of Part	The record number or other unique number assigned to the part; this number may be preceded by the words used by the database to describe it, as NLM's "unique identifier" or Dialog's "accession no."; if this designation is not readily apparent, the words "item no." may be used
O	Pagination of Part	The location of the part within the host database may be given, as "screen 2 of 10 screens" or "lines 100-50"; where this is not feasible, such as in large retrieval systems, the total number of screens or lines may be given instead, in brackets, as "[2 screens]" or "[54 lines]"
O	Series	The series name is given in its original language, surrounded by parentheses; names appearing in non-roman alphabets are romanized; the name is followed by the volume and/or number, if present, given in arabic numbers; capitalize only the first word and proper nouns (or other conventions of the particular language) unless the series name contains a trademarked or copyrighted name, as "(Books In Print Plus series)"
O	Accompanying Material	Information about any items accompanying the database, such as manuals or audiocassettes; these are preceded by the words "Accompanied by:", as "Accompanied by: 2 user's manuals; 1 instructional audiocassette"
O	Availability	If the database is not commercially available or may be made available or purchased from others than the publisher, information on the location of the source may be provided, as "Available from: DIALOG Information Services, Inc., Palo Alto, CA"
O	Language	Language of the part may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)

O	Notes	Information concerning system requirements may be placed here (there is no specific wording prescribed - wording as supplied with the database documentation may be used); system requirements include the specific make and model of computer on which the database is designed to run, the amount of memory required, the name of the operating system and its version, the software requirements, and the kind and characteristics of any required or recommended peripherals; to reduce ambiguity, it is suggested that the words "System Requirements:" precede this information, as "System Requirements: IBM PC or compatible; 128K RAM; DOS 2.0 or higher; color monitor; graphics adapter"; if computer programmers or others associated with production of the database appear in acknowledgements or other areas than the opening screens or title page of the documentation, they may be listed here after the word "Credits:"; other types of information useful to the reader could include the database size, in terms of numbers of records or bytes

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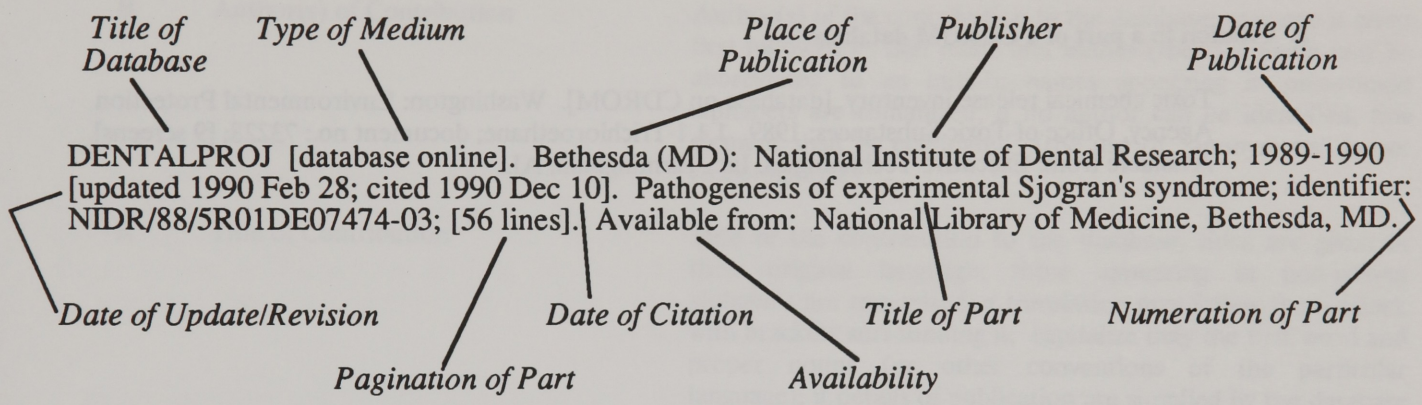
Application of this format, including recommended punctuation, is illustrated on the following pages.

SAMPLE CITATION FOR A PART OF A DATABASE:



EXAMPLES FOR PARTS OF DATABASES:

1. Citation to a part of an online database -

MESH VOCABULARY FILE [database online]. Bethesda (MD): National Library of Medicine; 1990 [cited 1990 Oct 10]. Acquired immunodeficiency syndrome; unique identifier: D000163; [49 lines].

CLINPROT [database online]. Bethesda (MD): National Cancer Institute; 1977 - 1990 [updated 1990 Nov 29; cited 1990 Dec 7]. Phase I study of the C-58 human monoclonal antibody to cytomegalovirus in recipients of bone marrow transplants; protocol identifier: MSKCC-89049; [36 lines]. Available from: National Library of Medicine, Bethesda, MD.

DENTALPROJ [database online]. Bethesda (MD): National Institute of Dental Research; 1989 - 1990 [updated 1990 Feb 28; cited 1990 Dec 10]. Pathogenesis of experimental Sjogren's syndrome; identifier: NIDR/88/5R01DE07474-03; [56 lines]. Available from: National Library of Medicine, Bethesda, MD.

2. Citation to a part of a CDROM database -

Toxic chemical release inventory [database on CDROM]. Washington: Environmental Protection Agency, Office of Toxic Substances; 1989. 1,1,1-Trichloroethane; document no.: 73228; [9 screens]. Available from: Executive Technologies, Inc., Birmingham, AL.

XII. ELECTRONIC INFORMATION FORMATS

B. Databases

3. Contributions to Databases

Contributions are separately identified sections or portions of databases that are provided by individuals or organizations other than the database builders and thus have distinct authorship. Examples of contributions are citations to journal articles residing in a bibliographic database.

R/O	Elements (in order of appearance)	Format:
R	Author(s) of Contribution	Author(s) of the contribution to the database; surname is given first followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; if no author can be identified, this element shall be eliminated (the use of "anonymous" is not recommended)
R	Title of Contribution	Title of the contribution to the database; titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language); if details of publication are supplied by the database for the contribution, such as the source of a journal article, this information should follow the title; the guidelines presented in Chapter I. Journal Articles and Chapter II. Books should be used for the format of this publication information
R	Connective Phrase	The word "In:" is used to connect the author and title of the contribution with information on the database containing it
R	Title	Name of the database; titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; names of databases that have been trademarked or copyrighted are reproduced as they appear on the opening screen or the title page of the documentation of the database, as "MEDLINE"; otherwise, capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Type of Medium	The word "database" is placed in brackets after the title, followed by the medium, as "[database on disk]", "[database on magnetic tape]", "[database online]", "[database on CDROM]"
R	Author(s)	Individual(s) responsible for designing/compiling the database; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing

		in non-roman alphabets are romanized; organizations may also be authors, as "National Library of Medicine (US)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Office of Computer and Communications Systems"; note, as in this example, that qualifying information such as country may be used parenthetically to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may follow the name, in brackets, as "[Finnish Medical Society]"; all authors may be used or only the first or the first three followed by "et al." if space is a consideration; if an organization serves as both author and publisher (*see* Publisher element below), the name generally is omitted here as author; if no person or organization with responsibility for the database can be determined, this element shall be omitted (the use of "anonymous" is not recommended); *see also* the Notes element below
R	Edition	Statement relating to an edition of a database that contains differences from other editions; such words as "edition", "issue", "version", "release", "level", "update" are used, as "Version 5.1" or "Level 3.4"; more traditional words as "Revised Edition" or "Third Update" may also appear, and may be abbreviated, as "Rev. ed." and "3rd update"; arabic numbers are used; if both an edition and a version appear, list the edition first
R	Place of Publication	City where published; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/ countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); if more than one location appears, the more prominent is used or else the first appearing; if no place is found on the opening screen(s) or in an accompanying manual but it can be reasonably inferred (e.g., Philadelphia (PA) as the place of publication of a product of the Institute for Scientific Information), the place name is given in brackets, as "[Philadelphia (PA)]"; if no place can be determined, the words "place unknown"are given in brackets
R	Publisher	The firm or organization responsible for issuing the database; names appearing in non-roman alphabets are romanized or names may be translated, as "Mexican Academy of Surgery"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "University of North Carolina, Carolina Population Center"; common words as "University" may be abbreviated, as "Univ."; if no publisher can be identified, the words "publisher unknown" are placed in brackets

R	Date of Publication	The year of publication, followed by the month, if given, as "1988 Jan"; English names are used for months; names of months may be abbreviated to the first 3 letters; dates should be taken from the opening screen(s) of the database or the database documentation; the date range of the database at the time of citation should be given, as "1966 Jan - 1990 Dec"; if the date range is not found on the opening screen(s) of the database or in the database documentation, the dates of the earliest and latest citations in a bibliographic database or the dates of the earliest and latest data in a non-bibliographic database may be used, enclosed in brackets, as "[1966 Jan - 1990 Dec]"; if no date can be determined, the words "date unknown" are placed in brackets
O	Date of Update/Revision	Databases are frequently updated on a regular basis or may be revised between editions or versions; the date of the last update (or of the particular update being cited) should be given, as "[updated 1990 Jan]" or "[rev. 1990 Mar 1]"; if the date of any updates or revisions are unknown (many are transparent to the user), the use of the "Date of Citation" element below is recommended
O	Date of Citation	Error correction or other changes to online databases may occur between scheduled or advertised updates/revisions or the dates of updates/revisions may not be known; it is therefore recommended that the date the data was actually seen should be given, with brackets surrounding it, as "[cited 1990 Dec 3]"
R	Numeration of Contribution	The record number or other unique number assigned to the contribution; this number may be preceded by the words used by the database to describe it, as NLM's "Unique Identifier" or Dialog's "Accession No."; if this designation is not readily apparent, the words "Item No." may be used
O	Pagination	The location of the contribution within the host may be given, as "screen 2 of 10 screens" or "lines 100-50"; where this is not feasible, such as in large retrieval systems, the total number of screens or lines may be given instead, in brackets, as "[2 screens]" or "[54 lines]"
O	Series	The series name is given in its original language, surrounded by parentheses; names appearing in non-roman alphabets are romanized; the name is followed by the volume and/or number, if present, given in arabic numbers; capitalize only the first word and proper nouns (or other conventions of the particular language)
O	Accompanying Material	Information about any items accompanying the database, such as manuals or audiocassettes; these are preceded by the words "Accompanied by:", as "Accompanied by: 2 user's manuals; 1 instructional audiocassette"

O	Availability	If the database is not commercially available or may be made available or purchased from others than the publisher, information on the location of the source may be provided, as "Available from: DIALOG Information Services, Inc., Palo Alto, CA"
O	Language	Language of the contribution may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)
O	Notes	Information concerning system requirements may be placed here (there is no specific wording prescribed - wording as supplied with the database documentation may be used); system requirements include the specific make and model of computer on which the database is designed to run, the amount of memory required, the name of the operating system and its version, the software requirements, and the kind and characteristics of any required or recommended peripherals; to reduce ambiguity, it is suggested that the words "System Requirements:" precede this information, as "System Requirements: IBM PC or compatible; 128K RAM; DOS 2.0 or higher; color monitor; graphics adapter"; if computer programmers or others associated with production of the database appear in acknowledgements or other areas than the opening screens or title page of the documentation, they may be listed here after the word "Credits:"; other types of information useful to the reader could include the database size, in terms of numbers of records or bytes

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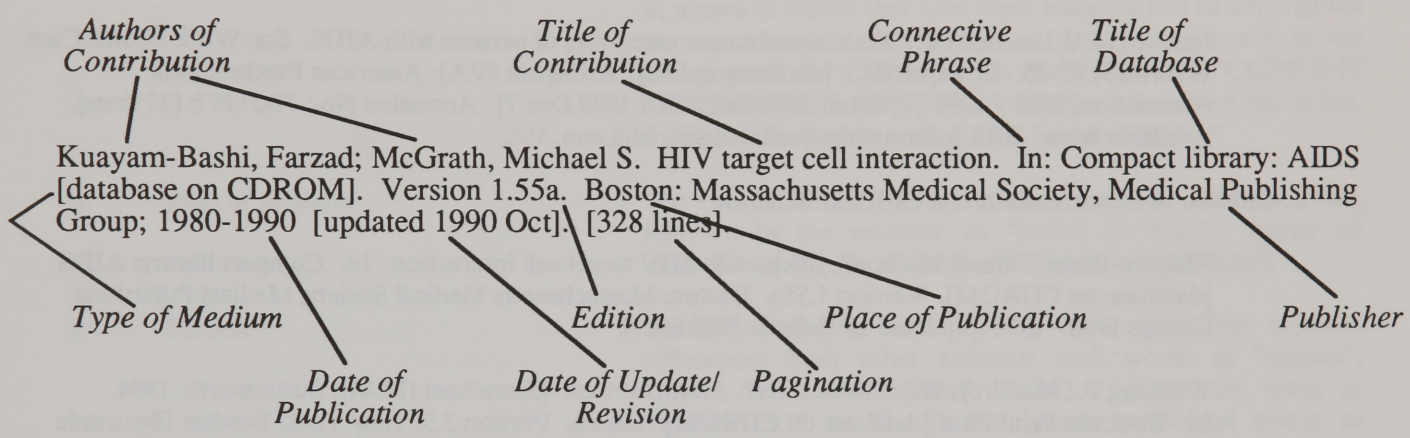
Application of this format, including recommended punctuation, is illustrated on the following pages.

SAMPLE CITATION FOR A CONTRIBUTION TO A DATABASE:



EXAMPLES FOR CONTRIBUTIONS TO DATABASES:

1. Citation to a contribution to an online database -

Food and Drug Administration (US), Center for Devices and Radiological Health, Division of Cardiovascular Devices. Guidelines: preparation & contents of application for ventricular assist devices and total artificial hearts. In: DIOGENES [database online]. Rockville (MD): FOI Services; 1986 - 1990 [updated 1990 Oct 29; cited 1990 Nov 6]. Accession No.: 01630789; [30 screens]. Available from: DIALOG Information Services, Palo Alto, CA. Guidelines originally published December 4, 1987.

Guarner J, Unger ER. Association of Epstein-Barr virus in epithelioid angiomatosis of AIDS patients. Am J Surg Pathol 1990 Oct;14(10):956-60. In: MEDLINE [database online]. Bethesda (MD): National Library of Medicine; 1989 - 1990 [updated 1990 Oct 27; cited 1990 Nov 28]. Unique Identifier: 90386310; [2 screens].

Jimenez MA, Jimenez DR. Training volunteer caregivers of persons with AIDS. Soc Work Health Care 1990;14(3):73-85. In: PsycINFO [database online]. Arlington (VA): American Psychological Association; 1967 - 1990 [updated 1990 Dec; cited 1990 Dec 7]. Accession No.: 77-31957; [31 lines]. Available from: BRS Information Technologies, McLean, VA.

2. Citation to a contribution to a CDROM database -

Khayam-Bashi, Farzad; McGrath, Michael S. HIV target cell interaction. In: Compact library: AIDS [database on CDROM]. Version 1.55a. Boston: Massachusetts Medical Society, Medical Publishing Group; 1980 - 1990 [updated 1990 Oct]. [328 lines].

Williams, R.; Maddrey, W., editors. Liver. Hardcover ed. [Stoneham (MA)]: Butterworth; 1984. In: Books In Print Plus [database on CDROM]. 5th ed. Version 3.5. New York: Bowker Electronic Publishing; 1986 - 1990 [updated 1990 Dec]. [6 lines].

XII. ELECTRONIC INFORMATION FORMATS

C. Serials

1. Serial Titles

R/O	Elements (in order of appearance)	Format:
R	Title	Name of the serial; titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; names of serials that have been trademarked or copyrighted are reproduced as they appear on the opening screen or the title page of the documentation of the serial, as "CURRENT CONTENTS ON DISKETTE"; all titles are written out in full, without abbreviation, as "Medical Science Weekly"
R	Type of Medium	The word "serial" is placed in brackets after the title, followed by the medium, as "[serial on disk]", "[serial on magnetic tape]", "[serial online]", "[serial on CDROM]"
R	Edition	Statement relating to an edition of a serial that contains differences from other editions; such words as "edition", "issue", "version", "release", "level", "update" are used, as "Version 5.1" or "Level 3.4"; more traditional words as "Revised Edition" or "Third Update" may also appear, and may be abbreviated, as "Rev. ed." and "3rd update"; arabic numbers are used; if both an edition and a version appear, list the edition first
R	Place of Publication	City where published; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/ countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); if more than one location appears, the more prominent is used or else the first appearing; if no place is found on the opening screen(s) or in an accompanying manual but it can be reasonably inferred (e.g., Philadelphia (PA) as the place of publication of a product of the Institute for Scientific Information), the place name is given in brackets, as "[Philadelphia (PA)]"; if no place can be determined, the words "place unknown" are given in brackets
R	Publisher	The firm or organization responsible for issuing the database; names appearing in non-roman alphabets are romanized or names may be translated, as "Mexican Academy of Surgery"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "University of North Carolina, Carolina Population

		Center"; common words as "University" may be abbreviated, as "Univ."; if no publisher can be identified, the words "publisher unknown" are placed in brackets
R	Date of Publication	The beginning and ending dates during which the serial was published in electronic format, including the volume and issue number if present, as "Vol. 10, 1980 - Vol. 20, 1990" or "Vol. 51, No. 1, Jan 1985 - Vol. 56, No. 12, Dec 1990"; if the serial is still being published, the beginning date is followed by a dash, as "Vol. 60, 1989 - "; English names are used for months; names of months may be abbreviated to the first 3 letters
O	Frequency of Publication	If a serial is still being published, the frequency with which it is issued in electronic format may be given here, as "Monthly"
O	Physical Description	Information about the number and type of physical pieces of the serial as it is issued, as "2 computer disks: 5 1/4 in." or "1 magnetic tape reel: 1/2 in."; additional qualifiers may be added as available, as if the program is encoded to produce sound and/or to display 2 or more colors; an example is "2 computer disks: sound, color, 5 1/4 in."
O	Accompanying Material	Information about any items accompanying the serial, such as manuals or audiocassettes; these are preceded by the words "Accompanied by:", as "Accompanied by: 2 user's manuals; 1 instructional audiocassette"
O	Availability	If the serial is not commercially available or may be made available or purchased from others than the publisher, information on the location of the source may be provided, as "Available from: DIALOG Information Services, Inc., Palo Alto, CA"
O	Language	Language of the screen displays, documentation, etc., of the database may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)
O	Notes	Information concerning system requirements may be placed here (there is no specific wording prescribed - wording as supplied with the database documentation may be used); system requirements include the specific make and model of computer on which the database is designed to run, the amount of memory required, the name of the operating system and its version, the software requirements, and the kind and characteristics of any required or recommended peripherals; to reduce ambiguity, it is suggested that the words "System Requirements:" precede this information, as "System Requirements: IBM PC or compatible; 128K RAM; DOS 2.0 or higher; color monitor; graphics adapter"; other types of information useful to the reader could include the

name of the producer of the serial if it differs from the publisher and the name of any print counterpart

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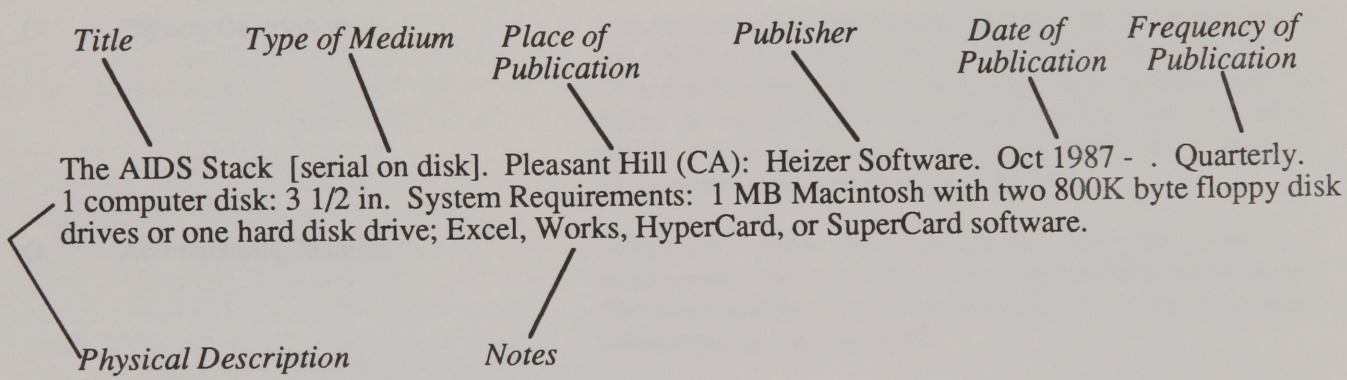
Application of this format, including recommended punctuation, is illustrated on the following pages.

SAMPLE CITATION FOR A SERIAL TITLE IN ELECTRONIC FORMAT:



EXAMPLES OF SERIAL TITLES:

1. Serial on CDROM -

Cancer on Disc [serial on CDROM]. Philadelphia: J.B. Lippincott. Vol. 61, 1988 - . Annual. 1 computer disk: color, 5 1/4 in.; 1 compact disc. Available from: CMC ReSearch, Inc., Portland, OR. System Requirements: IBM PC or compatible; hard disk with 1 MB free; 640K memory; MS-DOS 3.1 or higher; VGA card and monitor; Microsoft CD-ROM Extensions; CD-ROM drive. Contains the full text of the journal Cancer, published by J.B. Lippincott for the American Cancer Society.

2. Serial on disk -

Medical Science Weekly [serial on disk]. MSW2 ed. Amsterdam: Elseview Science Publishers. 1990 - . Weekly. 2 computer disks: 3 1/2 in. System Requirements: Apple Macintosh Plus, SE, II, or IIx; floppy drive.

CURRENT CONTENTS ON DISKETTE/Clinical Medicine [serial on disk]. Philadelphia (PA): Institute for Scientific Information. 1990 - . Weekly. 1 computer disk: 3 1/2 in. or 5 1/4 in. System Requirements: IBM PC or compatible; floppy drive; hard disk; 512K memory (640K recommended); MS-DOS 2.1 or higher. Corresponds to the printed serial Current Contents/Clinical Medicine.

CYBERLOG: the quarterly of applied medical software [serial on disk]. Release 1.1. Eden Prairie (MN): Cardinal Health Systems, Inc. Vol. 1, No. 1, Spring 1985 - . Quarterly. 2 computer disks: color, 5 1/4 in. Accompanied by: user's guide. System Requirements: IBM PC; 192K; DOS 2.0 or higher; color graphics adapter; composite or RGB monitor.

The AIDS Stack [serial on disk]. Pleasant Hill (CA): Heizer Software. Oct 1987 - . Quarterly. 1 computer disk: 3 1/2 in. System Requirements: 1 MB Macintosh with two 800K byte floppy disk drives or one hard disk drive; Excel, Works, HyperCard, or SuperCard software.

3. Serial online -

Obstetrics and Gynecology [serial online]. New York: Elsevier. Vol. 71, No. 1, Jan 1988 - . Available from: BRS Information Technologies, McLean, VA.

Public-Access Computer Systems Review [serial online]. Houston (TX): University of Houston, University Libraries. Vol. 1, 1988 - . 3 times per year. Available from: Public-Access Computer System Forum PACS-L via INTERNET, National Science Foundation, Washington, DC; Charles Bailey, Jr., University of Houston, system operator.

XII. ELECTRONIC INFORMATION FORMATS

C. Serials

2. Serial Articles

R/O	Elements (in order of appearance)	Format:
R	Author(s)	Author(s) of the article; surname is given first, followed by up to 2 initials (the first name may be given in full); names appearing in non-roman alphabets are romanized; up thru 10 authors are given, with "et al." following the 10th name; occasionally an organization will perform the role of author, as "American Medical Association"; names of organizations appearing in non-roman alphabets are romanized; a translation may be given following the name, in brackets, as "[Finnish Medical Society]"; if no person or organization with responsibility for the serial can be determined, this element shall be omitted (the use of "anonymous" is not recommended)
O	Author Affiliation	Department and name of institution, followed by city and state/country, are given in parentheses, as "(Department of Psychology, University of Pittsburgh, Pittsburgh, PA)"; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Leningrad State University"; English names are used for locations, as "Moscow" for "Moskva"; common words such as "Department" and "University" may be abbreviated, as "Dept." and "Univ."; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); affiliation of all authors or only the first may be given
R	Article Title	Article titles are given in their original language; those appearing in non-roman alphabets are romanized if from the Cyrillic or Greek and translated if from Oriental characters; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
O	Article Type	If the article is identified as an editorial, letter, news, interview, or abstract, this identification follows the title in brackets, as "[editorial]"
R	Serial Title	Name of the serial; titles are given in their original language; those appearing non-roman alphabets are romanized; names of serials that have been trademarked or copyrighted are reproduced as they appear on the opening screen or the title page of the documentation of the serial, as "CURRENT

		CONTENTS ON DISKETTE"; all other titles may be written out in full, capitalizing all significant words, or abbreviated according to ISO 4 and ANSI Z39.5 standards (*see* Appendix A)
R	Type of Medium	The word "serial" is placed in brackets after the title, followed by the medium, as "[serial on disk]", "[serial on magnetic tape]", "[serial online]", "[serial on CDROM]"
R	Edition	Statement relating to an edition of a serial that contains differences from other editions; such words as "edition", "issue", "version", "release", "level", "update" are used, as "Version 5.1" or "Level 3.4"; more traditional words as "Revised Edition" or "Third Update" may also appear, and may be abbreviated, as "Rev. ed." and "3rd update"; arabic numbers are used; if both an edition and a version appear, list the edition first
R	Date of Publication	The year, month, and day of publication of the article are given; a single year is writen in full, as "1984"; if a publication covers multiple years, the second of the two years is shortened to the last 2 digits, as "1984-85"; months are abbreviated by the first 3 letters, as "Jan"; seasons are not abbreviated, as "Summer"; English names are used for months and seasons; multiple months or seasons are separated by a dash, as "Jan-Feb" or "Fall-Winter"; days appear after the month, as "Jan 2"; multiple days may appear, as "Apr 11-15" or "Jan 31-Feb 4"; it is not NLM practice, but the month and day may be omitted if the serial uses continuous pagination throughout
O	Date of Update/Revision/Issuance	Electronic serials are often updated, re-issued, or re-released on a more or less regular basis; for example, the CD-ROM, computer disk, or magnetic tape containing the serial may be re-released periodically with the latest volume/issue/year added until the disk or tape is full, and the system host of online serials may periodically rebuild files for program upgrades and the like; because each of these re-releases has the potential to change the serial as it is viewed, it is recommended that the date of issuance or update should be given in brackets following the date of publication, as "[updated 1990 Nov 3]" or "[issued 1989 Jan 5]"
O	Date of Citation	Error correction or other changes to electronic serials online may occur at any time and many are transparent to the user; it is therefore recommended that the date the online serial was actually seen should be given in brackets, as "[cited 1990 Dec 3]"
R	Volume Number	Arabic numbers only are used; e.g., convert "LX" or "Sixtieth" to "60"
R	Supplement/Part/Special Number to Volume	Indicated by "Suppl", "Pt", or "Spec No"; if a number or letter is present, it is included, as "Pt A"; arabic numbers only are used, as "Suppl 1"

R	Issue Number	Arabic numbers only are used; e.g., convert "IV" or "Fourth" "4"; it is not National Library of Medicine practice, but an issue number may be omitted if the serial uses continuous pagination throughout a volume
R	Supplement/Part/Special Number to Issue	Indicated by "Suppl", "Pt", or "Spec No"; if a number or letter is present, it is included, as "Suppl A"; arabic numbers only are used, as "Pt 2"
R	Pagination	Location of the article within the host serial; since many electronic serials lack the traditional page numbers, this location may be expressed in terms of screens or lines, as "screens 3-4 of 100 screens" or "lines 100-50"; where these screen numbers or line numbers are not displayed by the system or where actually counting the screens or lines would not be feasible because of the size of the system, the total number of screens, lines, disks, etc., on which the article appears may be given, surrounded by brackets, as "[5 screens]", "[106 lines]", "[2 disks]"; for articles which are presented in an interactive mode rather than in a linear format, making the total size of the article difficult to determine, the location may be expressed in terms of the order in which it appears on a menu screen, as "[item 3]"; when page numbers are present, the inclusive pages on which the article appears should be given; numbers are not repeated, e.g., pages 123-124 become "123-4"; if the page number is preceded or followed by a letter (often "S" for Supplement" or "A" for "Appendix"), the letter is included, as S10-2 or 124A-126A (note that repeating numbers are retained when the letter follows the page number); roman numerals used as page numbers are retained, as "XXVI-XXVII"; up to 3 groupings of discontinuous pages numbers are given, as "23-5, 27-8, 30"; if more than three occur, only the first 3 are given and the word "passim" follows
O	Physical Description	Information about the number and type of physical pieces of the serial as it is issued, as "2 computer disks: 5 1/4 in." or "1 magnetic tape reel: 1/2 in."; additional qualifiers may be added as available, as if the program is encoded to produce sound and/or to display 2 or more colors; an example is "2 computer disks: sound, color, 5 1/4 in."
O	Accompanying Material	Information about any items accompanying the serial, such as manuals or audiocassettes; these are preceded by the words "Accompanied by:", as "Accompanied by: 2 user's manuals; 1 instructional audiocassette"
O	Availability	If the serial is not commercially available or may be made available or purchased from others than the publisher, information on the location of the source may be provided, as "Available from: DIALOG Information Services, Inc., Palo Alto, CA"

O	Language	Language of the screen displays, documentation, etc., of the electronic serial may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)
O	Notes	Information concerning system requirements may be placed here (there is no specific wording prescribed - wording as supplied with the serial's documentation may be used); system requirements include the specific make and model of computer on which the serial is designed to run, the amount of memory required, the name of the operating system and its version, the software requirements, and the kind and characteristics of any required or recommended peripherals; to reduce ambiguity, it is suggested that the words "System Requirements:" precede this information, as "System Requirements: IBM PC or compatible; 128K RAM; DOS 2.0 or higher; color monitor; graphics adapter"; other types of information useful to the reader could include the name of the producer of the serial if it differs from the publisher and the name of any print counterpart

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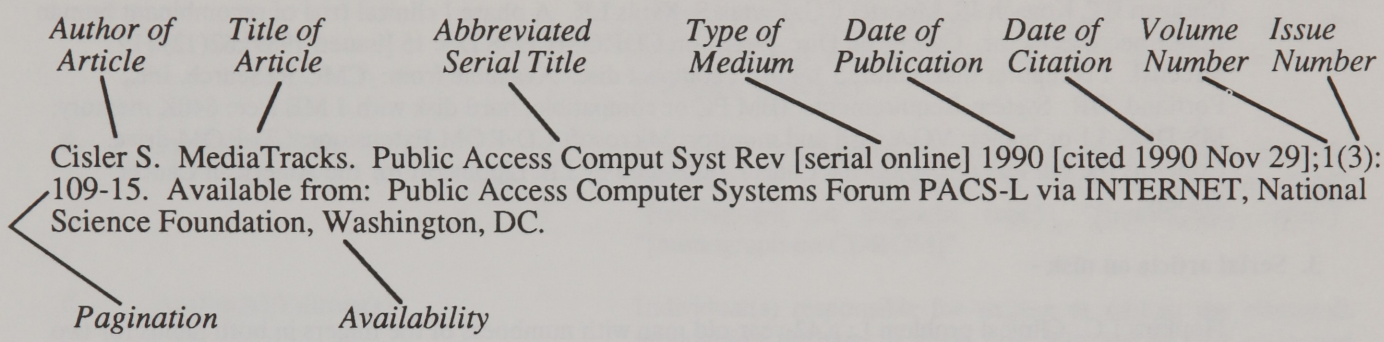
Application of this format, including recommended punctuation, is illustrated on the following pages.

SAMPLE CITATION FOR A SERIAL ARTICLE IN ELECTRONIC FORMAT:



EXAMPLES OF SERIAL ARTICLES:

1. Serial article online -

Friedman SA (Department of Gynecology and Obstetrics, The Johns Hopkins Hospital, Baltimore, MD). Preeclampsia: a review of the role of prostaglandins. Obstet Gynecol [serial online] 1988 Jan [updated 1990 Nov 26; cited 1990 Dec 15];71(1):22-37. Available from: BRS Information Technologies, McLean, VA.

Cisler, Steve. MediaTracks. Public Access Comput Syst Rev [serial online] 1990 [cited 1990 Nov 29];1(3):109-15. Available from: Public Access Computer Systems Forum PACS-L via INTERNET, National Science Foundation, Washington, D.C.

2. Serial article on CDROM -

Creagan ET, Kovach JS, Moertel CG, Frytak S, Kvols LK. A phase I clinical trial of recombinant human tumor necrosis factor. Cancer on Disc [serial on CDROM] 1988 Dec 15 [issued 1989];62(12):[19 screens]. 1 computer disk: color, 5 1/4 in.; 1 compact disc. Available from: CMC ReSearch, Inc., Portland, OR. System Requirements: IBM PC or compatible; hard disk with 1 MB free; 640K memory; MS-DOS 3.1 or higher; VGA card and monitor; Microsoft CD-ROM Extensions; CD-ROM drive. Contains the full text of the journal Cancer, published by J.B. Lippincott for the American Cancer Society.

3. Serial article on disk -

Hopkins LC. Clinical problem L: a 42-year-old man with numbness of the fingers in both hands for two months. ADVANCED CLINICAL PROBLEMS on DISK [serial on disk] 1990;(6):[item 2]. 1 computer disk: color, 5 1/4 in. Accompanied by: user's guide. System Requirements: IBM-PC, PC/XT, PC/AT or full compatible; 256K memory; 1 floppy disk drive; DOS version 2.0 or higher.

Mahowald, Maren L.; Ytterberg, Steven R.; Krug, Hollis E.; Kalunian, Kenneth C. Perspectives in rational management: inflammatory arthritis. CYBERLOG [serial on disk] 1988;2(4):[2 disks]. 2 computer disks: color, 5 1/4 in. System Requirements: IBM PC; 192 K; DOS 2.0 or higher; color graphics adapter; composite or RGB monitor.

XII. ELECTRONIC INFORMATION FORMATS

D. Monographs and Parts of Monographs

R/O	Elements (in order of appearance)	Format:
R	Title	Titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; names of electronic monographs that have been trademarked or copyrighted are reproduced as they appear on the opening screen or title page of the documentation, as "PHYSICIANS' DESK REFERENCE on CDROM"; otherwise, capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Type of Medium	The word "monograph" is placed in brackets after the title, followed by the medium, as "[monograph on disk]", "[monograph on magnetic tape]", "[monograph online]", "[monograph on CDROM]"
R	Author(s)/Editors(s)	Individual(s) responsible for writing or editing the electronic monograph; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; if editors are present, the last named editor is followed by a comma and the word "editor(s)" or "ed(s).": organizations may also be authors, as "National Library of Medicine (US)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Public Services Division"; note, as in this example, that qualifying information such as country may be used parenthetically to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may follow the name, in brackets, as "[Finnish Medical Society]"; all authors/editors may be used or only the first or the first three followed by "et al." if space is a consideration; if an organization serves as both author and publisher (*see* the Publisher element below), the name generally is omitted here as author; if no person or organization with responsibility for the monograph can be determined, this element shall be omitted (the use of "anonymous" is not recommended); *see also* the Notes element below
R	Edition	Statement relating to an edition of an electronic monograph that contains differences from other editions; such words as "edition", "issue", "version", "release", "level", "update" are used, as "Version 5.1" or "Level 3.4"; more traditional words as "Revised Edition" or "Third Update" may also appear, and

		may be abbreviated, as "Rev. ed." and "3rd update"; arabic numbers are used; if both an edition and a version appear, list the edition first
R	Place of Publication	City where published; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/ countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); if more than one location appears, the more prominent is used or else the first appearing; if no place is found on the opening screens or in accompanying documentation but it can be reasonably inferred (e.g., Chicago as the place of publication of a product of the American Medical Association), the place name is given in brackets, as "[Chicago]"; if no place can be determined, the words "place unknown" are given in brackets
R	Publisher	The firm or organization responsible for issuing the electronic monograph; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Mexican Academy of Surgery"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "Harvard University, Graduate School of Public Health"; common words as "University" may be abbreviated, as "Univ."; if no publisher can be identified, the words "publisher unknown" are placed in brackets
R	Date of Publication	The year of publication, followed by the month, if given, as "1988 Jan"; English names are used for months; names of months may be abbreviated to the first 3 letters; if no date is found on the opening screens or in accompanying documentation but it can be determined from some other source, brackets are placed around it, as "[1988 Jan]"; if no date can be determined, the words "date unknown" are placed in brackets
O	Date of Update/Revision	Electronic monographs are frequently updated on a regular basis or may be revised between editions or versions; the date of the last update (or of the particular update being cited) should be given, surrounded by brackets, as "[updated 1990 Jan]" or "[rev. 1990 Mar 1]"; if the date of any updates or revisions are unknown (many are transparent to the user), the use of the "Date of Citation" element below is recommended
O	Date of Citation	Error correction or other changes to electronic monographs online may occur between scheduled or advertised updates/ revisions or the dates of updates/revisions may not be known; it is therefore recommended that the date the online monograph was actually seen should be given, as "[cited 1990 Dec 3]"
R	Title of Part	If a part of an electronic monograph is being referenced, such as a chapter or section, it is identified as such with any accompanying number (given in arabic) or letter, as "Chapter

		1" or "Section B"; if the section or chapter has a distinct title, it is given following the numeration, as "Chapter 1, Immunologic aspects"; titles appearing in non-roman alphabets are romanized; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Numeration of Part	A record number or other unique number may be assigned to the part; this number may be preceded by the words used by the program to describe it, as Dialog's "accession no."; if this designation is not readily apparent, the words "item no." may be used
O	Pagination of Part	The location of the part within the host monograph may be given, as "screen 2 of 10 screens" or "lines 100-50"; where this is not feasible, such as in large retrieval systems, the total number of screens or lines may be given instead, in brackets, as "[2 screens]" or "[54 lines]"
O	Physical Description	Information about the number and type of physical pieces, as "3 computer disks: 5 1/4 in." or "1 magnetic tape reel: 1/2 in."; additional qualifiers may be added as available, as if the program is encoded to produce sound and/or to display 2 or more colors; an example is "5 computer disks: sound, color, 5 1/4 in."
O	Series	The series name is given in its original language, surrounded by brackets; names appearing in non-roman alphabets are romanized; the name is followed by the volume and/or number, if present, given in arabic numbers; capitalize only the first word and proper nouns (or other conventions of the particular language)
O	Accompanying Material	Information about any items accompanying the electronic monograph, such as manuals or audiocassettes; these are preceded by the words "Accompanied by:", as "Accompanied by: 2 user's manuals; 1 instructional audiocassette"
O	Availability	If the electronic monograph is not commercially available or may be made available or purchased from others than the publisher, information on the location of the source may be provided, as "Available from: BRS Information Technologies, McLean, VA"
O	Language	Language of the screen displays, documentation, etc., of the electronic monograph may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)
O	Notes	Information concerning system requirements may be placed here (there is no specific wording prescribed - wording as supplied with any accompanying documentation may be used); system requirements include the specific make and model of computer on which the electronic monograph is designed to run, the amount of memory required, the name of the

operating system and its version, the software requirements, and the kind and characteristics of any required or recommended peripherals; to reduce ambiguity, it is suggested that the words "System Requirements:" precede this information, as "System Requirements: IBM PC or compatible; 128K RAM; DOS 2.0 or higher; color monitor; graphics adapter"; if computer programmers or others associated with production of the program appear in acknowledgements or other areas than the opening screens or title page of the documentation, they may be listed here after the word "Credits:"; other information of interest to the reader may be placed here, such as the name of any corresponding print version

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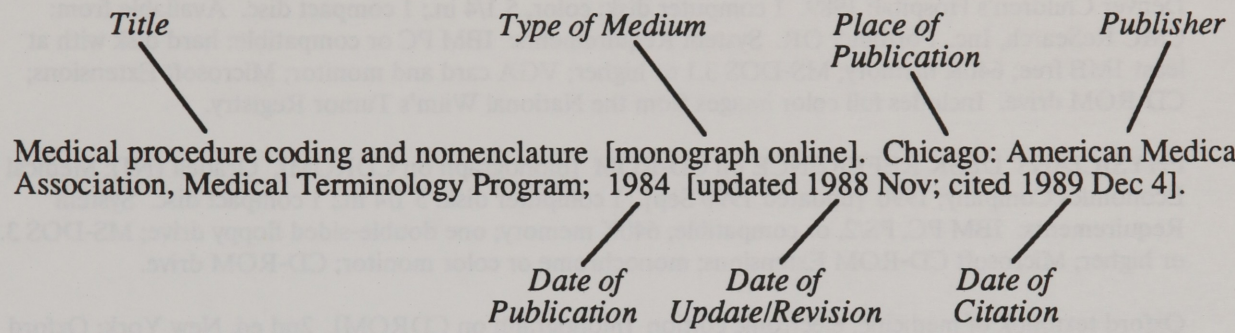
Application of this format, including recommended punctuation, is illustrated on the following pages.

SAMPLE CITATION FOR A MONOGRAPH IN ELECTRONIC FORMAT:



EXAMPLES OF ELECTRONIC MONOGRAPHS:

1. Monograph online -

Medical procedure coding and nomenclature [monograph online]. Chicago: American Medical Association, Medical Terminology Program; 1984 [updated 1988 Nov; cited 1989 Dec 14]. Derived from the AMA publication Physician's Current Procedural Terminology.

MARTINDALE ONLINE [monograph online]. London: Pharmaceutical Society of Great Britain; 1989 [updated 1989 Dec; cited 1990 Jan 10]. Available from: Dialog Information Services, Palo Alto, CA. Related to the publication Martindale, The Extra Pharmacopoeia.

2. Monograph on CDROM -

Wilm's and other renal tumors of children [monograph on CDROM]. Beckwith, J.B. Denver (CO): Denver Children's Hospital; 1989. 1 computer disk: color, 5 1/4 in.; 1 compact disc. Available from: CMC ReSearch, Inc., Portland, OR. System Requirements: IBM PC or compatible; hard disk with at least 1MB free; 640K memory; MS-DOS 3.1 or higher; VGA card and monitor; Microsoft Extensions; CD-ROM drive. Includes full color images from the National Wilm's Tumor Registry.

PHYSICIANS' DESK REFERENCE on CD-ROM [monograph on CDROM]. Oradell (NJ): Medical Economics Company; 1990 [updated 1990 Sep]. 1 computer disk: 5 1/4 in.; 1 compact disc. System Requirements: IBM PC, PS/2, or compatible; 640K memory; one double-sided floppy drive; MS-DOS 3.1 or higher; Microsoft CD-ROM Extensions; monochrome or color monitor; CD-ROM drive.

Oxford textbook of medicine: electronic edition [monograph on CDROM]. 2nd ed. New York: Oxford University Press; 1987 [updated 1990]. 1 computer disk: color, 3 1/2 in.; 1 compact disc. Accompanied by: 1 user manual. System Requirements: IBM PC, PS/2 or compatible; hard disk recommended; 512K memory; MS-DOS 3.0 or higher; CGA or EGA card recommended; monochrome monitor (color monitor recommended); Microsoft CD-ROM Extensions; CD-ROM drive.

3. Monograph on disk -

BIOSIS register of bacterial nomenclature [monograph on disk]. Philadelphia (PA): BIOSIS; 1990 Jul. 4 computer disks: color, 5 1/4 in. System Requirements: IBM PC or compatible; 5 1/4 in. floppy drive; hard disk.

Drug and alcohol abuse treatment/prevention centers [monograph on disk]. Phoenix (AZ): Oryx Press; 1989 [updated 1990 Nov]. 1 computer disk: black and white, 3 1/2 in. System Requirements: IBM PC or compatible; floppy drive; hard disk with 1.4 MB free; 360K memory.

4. Monograph on magnetic tape -

AIDS testing, treatment, and counseling facilities [monograph on magnetic tape]. Phoenix (AZ): Oryx Press; 1988 [updated 1990 Oct]. 1 magnetic tape: 9 track, 1600 bpi, ASCII. Corresponds to the AIDS Information Sourcebook.

5. Part of an electronic monograph -

THE MERCK INDEX ONLINE [monograph online]. 10th ed. Rahway (NJ): Merck & Company, Inc.; 1984 [updated 1989 Jan; cited 1990 Dec 7]. Acyclovir; monograph no. 140; [44 lines]. Available from: BRS Information Technologies, McLean, VA.

Wilm's and other renal tumors of children [monograph on CDROM]. Beckwith, J.B. Denver (CO): Denver Children's Hospital; 1989. Section 1, Part E, Renal tumor staging; [1 screen]. 1 computer disk: color, 5 1/4 in.; 1 compact disc. Available from: CMC ReSearch, Inc., Portland, OR. System Requirements: IBM PC or compatible; hard disk with at least 1MB free; 640K memory; MS-DOS 3.1 or higher; VGA card and monitor; Microsoft Extensions; CD-ROM drive.

Scientific American MEDICINE CONSULT [monograph on CDROM]. Rubenstein, Edward, editor. Version 2.5a. New York: Scientific American, Inc.; 1990 [updated 1990 Sep]. Section 3, Exercise for pheripheral vascular disease; lines 56-112. 1 computer disk: color, 5 1/4 in.; 1 compact disc. System Requirements: IBM PC, PS/2, or compatible; hard disk with 100KB free; 640K memory with 530K free (560K free required for use with VGA card); VGA card and monitor required to view graphics; Microsoft CD-ROM Extensions; CD-ROM drive.

XII. ELECTRONIC INFORMATION FORMATS

E. Bulletin Boards

1. Entire Bulletin Boards

R/O	Elements (in order of appearance)	Format:
R	Title	Name of the bulletin board; titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; names of bulletin boards that have been trademarked or copyrighted are reproduced as they appear on the opening screen(s), as "GRATEFUL MED BBS"; otherwise, capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Type of Medium	The words "electronic bulletin board" are placed in brackets after the title
R	Author(s)	Individual(s) responsible for designing/operating the bulletin board; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; organizations may also be authors, as "National Library of Medicine (US)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Office of Computer and Communications Systems"; note, as in this example, that qualifying information such as country may be used parenthetically to reduce ambiguity; names appearing in non-roman alphabets are romanized; the last named author is followed by a comma and the words "system operator"; if the name of the system operator does not appear on the opening screen(s) but can be determined from some other source, the name is placed in brackets, as "[Smith, James E.], system operator"; if an individual or organization serves as both author and publisher (*see* Publisher element below), the name generally is omitted here as author; if no individual or organization with responsibility can be determined, this element shall be omitted (the use of "anonymous" is not recommended); *see also* the Notes element below
R	Place of Publication	City from which the bulletin board is issued; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); if no place is found on the opening screen(s) but it can be reasonably inferred (e.g., Bethesda (MD) as the

		place of a product of the National Library of Medicine), or it can be determined from some other source, the place name is given in brackets, as "[Bethesda (MD)]"; if no place can be determined, the words "place unknown" are given in brackets
R	Publisher	The firm/organization, or individual responsible for issuing the bulletin board; names of individuals are given in natural word order, as "James Smith"; names of organizations/individuals appearing in non-roman alphabets are romanized or names of organizations may be translated, as "Mexican Academy of Surgery"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "George Washington University, School of Medicine and Health Sciences"; common words as "University" may be abbreviated, as "Univ."; if the name of the individual or organization does not appear on the opening screen(s) of the bulletin board, but can be determined from some other source, the name is placed in brackets, as "[John A. Jones]" or "[University of Pittsburgh]"; names appearing in non-roman alphabets are romanized; if no publisher can be identified, the words "publisher unknown" are placed in brackets
O	Date of Publication	The year in which the bulletin board began, followed by the month, if known, followed by a dash, as "1990 Feb - "; English names are used for months; names of months may be abbreviated to the first 3 letters; if the date is unknown, this element is omitted
O	Availability	The name and location of the communications system or the direct dial telephone number through which the bulletin board may be accessed; these are preceded by the words "Available from:", as "Available from: CompuServ Information Service, Columbus, OH" or "Available from: 202-707-9656"
O	Language	Language of the screen displays of the bulletin board may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)
O	Notes	Information concerning any system requirements may be placed here (there is no specific wording prescribed - wording as supplied by the bulletin board may be used); other useful information could include any restrictions on the use of the bulletin board or the telephone number of the system operator

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Application of this format, including recommended punctuation, is illustrated on the following pages.

SAMPLE CITATION FOR AN ENTIRE BULLETIN BOARD:

Title *Type of Medium* *Place of Publication* *Publisher*

GRATEFUL MED BBS [electronic bulletin board]. [Bethesda (MD)]: National Library of Medicine; 1989 - . Available from: 800-525-5756.

Date of Publication *Availability*

EXAMPLES OF ELECTRONIC BULLETIN BOARDS:

1. Bulletin board sponsored by a government agency -

GRATEFUL MED BBS [electronic bulletin board]. [Bethesda (MD)]: National Library of Medicine; 1989 - . Available from: 800-525-5756.

ALIX: AUTOMATED LIBRARY INFORMATION EXCHANGE [electronic bulletin board]. Delfino, Eric, system operator. [Washington]: Federal Library and Information Center Network; 1990 - . Available from: 202-707-9656. System operator number is 202-707-6454.

PCBull [electronic bulletin board]. [Zoll, Daniel], system operator. [Bethesda (MD)]: National Institutes of Health, Division of Computer Research and Technology, Personal Computing Branch. Available to staff of the National Institutes of Health.

2. Bulletin board sponsored by a private organization -

Medical Ethics [electronic bulletin board]. McLean (VA): BRS Colleague. Available from: Sprint International, Reston, VA.

Public Access Computer Systems Forum PACS-L [electronic bulletin board]. Bailey, Charles W., Jr., system operator. Houston (TX): University of Houston. Available from: INTERNET, National Science Foundation, Washington, DC. System operator number is 713-749-4241.

NAPWA Link [electronic bulletin board]. [Washington]: National Association of People with AIDS. Available from: 800-673-8504.

CAIN [electronic bulletin board]. Toth, Russ, system operator. Los Angeles (CA): Computerized AIDS Information Network. Available from: Delphi Consumer Database Network via SPRINTNET, Reston, VA. System operator number is 213-464-7400, ext. 450.

3. Bulletin board sponsored by an individual -

AIDS Info BBS [electronic bulletin board]. [San Francisco (CA): Ron Gardner]. Available from: 415-626-1246.

XII. ELECTRONIC INFORMATION FORMATS

E. Bulletin Boards

2. Contributions to Bulletin Boards

See section F. Electronic Mail for mail messages on bulletin boards.

R/O	Elements (in order of appearance)	Format:
R	Author(s)/Editors(s) of Contribution	Individual(s) responsible for writing or editing the contribution to the electronic bulletin board; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; if editors are present, the last named editor is followed by a comma and the word "editor(s)" or "ed(s)."; organizations may also be authors, as "National Library of Medicine (US)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Public Services Division"; note, as in this example, that qualifying information such as country may be used parenthetically to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may be given following the name, in brackets, as "[Finnish Medical Society]"; all authors/editors may be used or only the first or the first three followed by "et al." if space is a consideration; if no person or organization with responsibility for the contribution can be determined, this element shall be omitted (the use of "anonymous" is not recommended)
R	Title of Contribution	Titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language; if no distinct title appears, the title may be constructed from the first few words of the contribution
R	Connective Phrase	The word "In:" is used to connect the author and title of the contribution with information about the the host bulletin board
R	Title	Name of the bulletin board; titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; names of bulletin boards that have been trademarked or copyrighted are reproduced as they appear on the opening screen(s), as "GRATEFUL MED BBS";

		otherwise, capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Type of Medium	The words "electronic bulletin board" are placed in brackets after the title
R	Author(s)	Individual(s) responsible for designing/operating the bulletin board; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; organizations may also be authors, as "National Library of Medicine (US)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Office of Computer and Communications Systems"; note, as in this example, that qualifying information such as country may be used parenthetically to reduce ambiguity; names appearing in non-roman alphabets are romanized; the last named author is followed by a comma and the words "system operator"; if the name of the system operator does not appear on the opening screen(s) but can be determined from some other source, the name is placed in brackets, as "[Smith, James E.], system operator"; if an individual or organization serves as both author and publisher (*see* Publisher element below), the name generally is omitted here as author; if no individual or organization with responsibility can be determined, this element shall be omitted (the use of "anonymous" is not recommended); *see also* the Notes element below
R	Place of Publication	City from which the bulletin board is issued; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); if no place is found on the opening screen(s) but it can be reasonably inferred (e.g., Bethesda (MD) as the place of a product of the National Library of Medicine), or it can be determined from some other source, the place name is given in brackets, as "[Bethesda (MD)]"; if no place can be determined, the words "place unknown" are given in brackets
R	Publisher	The firm/organization, or individual responsible for issuing the bulletin board; names of individuals are given in natural word order, as "James Smith"; names of organizations/individuals appearing in non-roman alphabets are romanized or names of organizations may be translated, as "Mexican Academy of Surgery"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "George Washington University, School of Medicine and Health Sciences"; common words as "University" may be abbreviated, as "Univ."; if the name of the individual or organization does not appear on the opening screen(s) of the bulletin board, but can be determined from some other source, the name is placed in brackets, as "[John A.

		Jones]" or "[University of Pittsburgh]"; names appearing in non-roman alphabets are romanized; if no publisher can be identified, the words "publisher unknown" are placed in brackets
R	Date of Publication	The date on which the contribution was added to the bulletin board, followed by the month and day, if known, as "1990 Feb 12"; English names are used for months; names of months may be abbreviated to the first 3 letters; if the date is unknown, the words "date unknown" are placed in brackets
R	Date of Citation	The contents of bulletin boards are extremely volatile; therefore the date and time of day on which the information was seen should be given, with brackets surrounding it, as "[cited 1990 Nov 1, 9:10 am]"; English names are used for months; names of months may be abbreviated to the first 3 letters
O	Numeration of Contribution	The section of the bulletin board in which the contribution appears may be given, followed by the number (in arabic numbers) or letter, as "Main Bulletin 10" or "Conference Bulletin A"
O	Pagination of Contribution	The location of the contribution within the host bulletin board may be given, as "screen 2 of 10 screens" or "lines 100-50"; where this is not feasible, as in large systems, the total number of screens or lines may be given instead, in brackets, as "[2 screens]" or "[54 lines]"
O	Availability	The name and location of the communications system or the direct dial telephone number through which the bulletin board may be accessed; these are preceded by the words "Available from:", as "Available from: CompuServ Information Service, Columbus, OH" or "Available from: 202-707-9656"
O	Language	Language of the screen displays of the bulletin board may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)
O	Notes	Information concerning any system requirements may be placed here (there is no specific wording prescribed - wording as supplied by the bulletin board may be used); other useful information could include any restrictions on the use of the bulletin board or the telephone number of the system operator

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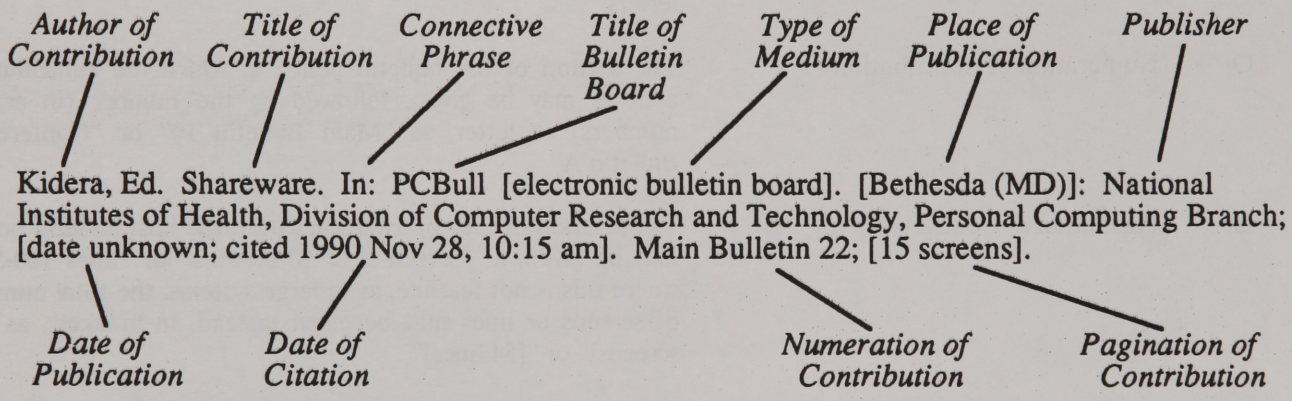
Application of this format, including recommended punctuation, is illustrated on the following pages.

SAMPLE CITATION FOR A CONTRIBUTION TO A BULLETIN BOARD:



EXAMPLES OF CONTRIBUTIONS TO ELECTRONIC BULLETIN BOARDS:

1. Contribution to US government sponsored bulletin board -

Newhouse, Eric. The risk list. In: ALIX: AUTOMATED LIBRARY INFORMATION EXCHANGE [electronic bulletin board]. Delfino, Eric, system operator. [Washington]: Federal Library and Information Center Network; [date unknown; cited 1990 Nov 29, 3:30 pm]. Shareware Conference 1; [5 screens]. Available from: 202-707-9656. System operator number is 202-707-6454.

Kidera, Ed. Sharewhere. In: PCBull [electronic bulletin board]. [Zoll, Daniel], system operator. [Bethesda (MD)]: National Institutes of Health, Division of Computer Research and Technology, Personal Computing Branch; [date unknown; cited 1990 Nov 28, 10:15 am]. Main Bulletin 22; [15 screens]. Reprinted from the Capital PC User Group Monitor, April 1989.

2. Contribution to privately sponsored bulletin board -

Duesberg, Peter H.; Ellison, Brian J. Is the AIDS virus a science fiction? In: AIDS Info BBS [electronic bulletin board]. [San Francisco (CA): Ron Gardner]; 1990 Dec 7 [cited 1990 Dec 31, 4:35 pm]. Policy forum article 1990 item no. 1; [1011 lines]. Available from: 415-626-1246. Reprinted from the journal Policy Review, Summer 1990.

[*see* Chapter XIII. C. Serials for an example of a serial on a bulletin board]

XII. ELECTRONIC INFORMATION FORMATS

F. Electronic Mail

Note that some publishers will not accept such personal communications in a reference list. *See also* Chapter XIV. C. Personal Communications.

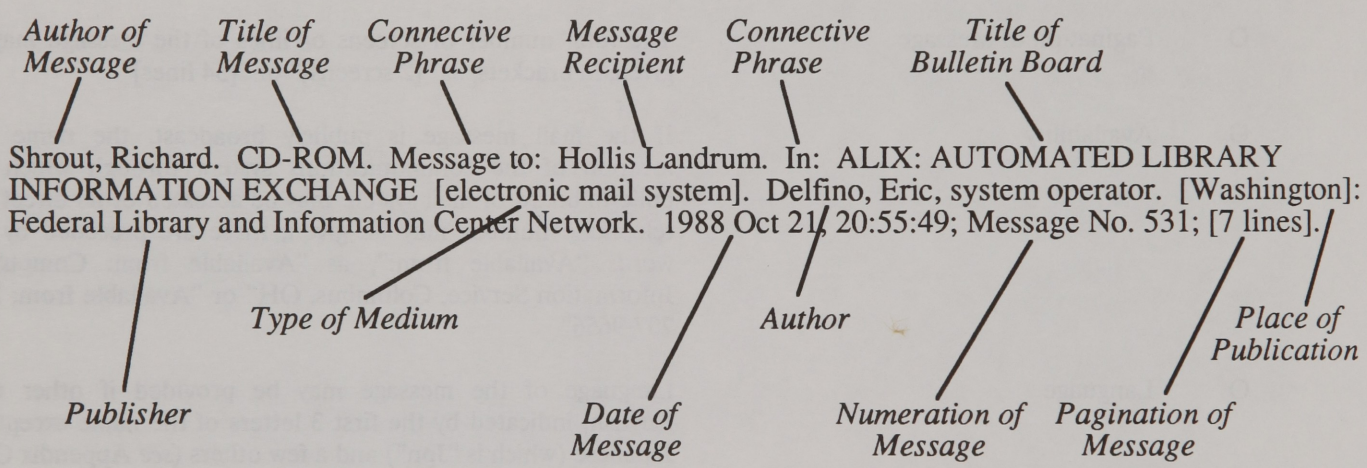
R/O	Elements (in order of appearance)	Format:
R	Author of Message	Name of the individual initiating the mail message to the electronic bulletin board or mail system; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized
O	Author Affiliation	Department and name of the author's institution, followed by the city and state/country, may be given in parentheses, as "(Department of Psychology, University of Pittsburgh, Pittsburgh, PA)"; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Leningrad State University"; English names are used for locations, as "Rome" for "Roma"; common words such as "Department" and "University" may be abbreviated, as "Dept." and "Univ."; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A)
R	Title of Message	The subject of the message; titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Connective Phrase	The words "Message to:" are used to connect the author and title of the message with the recipient of the message
R	Message Recipient	Name of the individual or organization receiving the message; names are given in natural word order, as "John C. Smith" or "MEDLARS Management Section, National Library of Medicine"; names appearing in non-roman alphabets are romanized
R	Connective Phrase	The word "In:" is used connect information about the message with details of the host system
R	Title	Name of the bulletin board or mail system; titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; names of systems that have been

		trademarked or copyrighted are reproduced as they appear on the opening screen(s), as "SprintMail"; otherwise, capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Type of Medium	The words "electronic mail system" are placed in brackets after the title
R	Author(s)	Individual(s) responsible for designing/operating the mail system; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; organizations may also be authors, as "National Library of Medicine (US)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Office of Computer and Communications Systems"; note, as in this example, that qualifying information such as country may be used parenthetically to reduce ambiguity; names appearing in non-roman alphabets are romanized; the last named author is followed by a comma and the words "system operator"; if the name of the system operator does not appear on the opening screen(s) but can be determined from some other source, the name is placed in brackets, as "[Smith, James E.], system operator"; if an individual or organization serves as both author and publisher (*see* Publisher element below), the name generally is omitted here as author; if no individual or organization with responsibility can be determined, this element shall be omitted (the use of "anonymous" is not recommended); *see also* the Notes element below
R	Place of Publication	City from which the bulletin board or mail system is issued; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); if no place is found on the opening screen(s) but it can be reasonably inferred (e.g., Bethesda (MD) as the place of a product of the National Library of Medicine), or it can be determined from some other source, the place name is given in brackets, as "[Bethesda (MD)]"; if no place can be determined, the words "place unknown" are given in brackets
R	Publisher	The firm/organization, or individual responsible for issuing the bulletin board; names of individuals are given in natural word order, as "James Smith"; names of organizations/individuals appearing in non-roman alphabets are romanized or names of organizations may be translated, as "Mexican Academy of Surgery"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "George Washington University, School of Medicine and Health Sciences"; common words as "University" may be abbreviated, as "Univ."; if the name of the

		individual or organization does not appear on the opening screen(s) of the bulletin board, but can be determined from some other source, the name is placed in brackets, as "[John A. Jones]" or "[University of Pittsburgh]"; names appearing in non-roman alphabets are romanized; if no publisher can be identified, the words "publisher unknown" are placed in brackets
R	Date of Publication	The date on which the message was sent to the bulletin board or mail system, including the year, month, day, and time, as "1990 Feb 12, 3:05 pm" or "1990 Feb 12, 13:05"; English names are used for months; names of months may be abbreviated to the first 3 letters
O	Numeration of Message	Unique message number assigned by the system, as "Message No.: DGJA-1234-6766"
O	Pagination of Message	The total number of screens or lines of the message may be given, in brackets, as "[2 screens]" or "[54 lines]"
O	Availability	If the mail message is publicly broadcast, the name and location of the communications system through which the bulletin board or mail system may be accessed or its direct dial telephone number may be given; these are preceded by the words "Available from:", as "Available from: CompuServ Information Service, Columbus, OH" or "Available from: 202-707-9656"
O	Language	Language of the message may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)

Application of this format, including recommended punctuation, is illustrated on the following pages.

SAMPLE CITATION FOR AN ELECTRONIC MAIL MESSAGE:



EXAMPLES OF ELECTRONIC MAIL MESSAGES:

1. Message from a bulletin board system -

Woodsmall, Rose. Charging for searches. Message to: John Faughan. In: GRATEFUL MED BBS [electronic mail system]. [Bethesda (MD)]: National Library of Medicine. 1990 Nov 2, 10:05 am; Message No.: 11356; [6 lines]. Available from: 800-525-5756.

Shrout, Richard. CD-ROM. Message to: Hollis Landrum. In: ALIX: AUTOMATED LIBRARY INFORMATION EXCHANGE [electronic mail system]. Delfino, Eric, system operator. [Washington]: Federal Library and Information Center Network. 1988 Oct 21, 20:55:49; Message No.: 531; [7 lines]. Available from: 202-707-9656.

2. Message from a mail system -

Jones, William R. Culture technique. Message to: James Larson. In: SprintMail [electronic mail system]. [Reston (VA)]: Sprint International. 1990 Nov 15, 7:50 pm; Message No.: DGJA-1234-6766; [32 lines].

Classic Material

XIII. CLASSIC MATERIAL

A. Books of the Bible and other Religious Works

Religious works differ in format from the books presented in Chapter II in two major ways. First, as religious works, they are holy writings and thus an author is never cited. Second, they have long established systems of citation that permit great abbreviation. They may also be cited, however, as parts of books in a manner similar to that given in Chapter II. B. Both forms of citation have been given below. Examples have been provided for the Bible, the Talmud, and the Koran. *See also* Chapter II. A. for more details of the format to be used when citing the complete religious work.

R/O	Elements (in order of appearance)	Format:
ABBREVIATED CITATION FORMAT:		
R	Title of the Work	The name of the particular religious work being cited, given in abbreviated format, as "The Bible", "The Talmud", "The Koran"
R	Title of the Part	Name of the book of the Bible, tractate of the Talmud, or surah (chapter) of the Koran (the last is often omitted); these names may be abbreviated, as "Heb." for "Hebrews" or "Men." for "Menahot"; numbers associated with names are given in arabic, as "2 Kings"
R	Chapter and Verse(s)	For the Bible and the Koran, the number of the chapter is given, followed by the verse(s), as "Hebrews 13:8" or "Al-Baqarah 2:14-20"; for the Koran, the number of the chapter may be given without its specific name (*see* examples); all numbers are given in arabic
R	Pagination	For the Talmud, the name of the tractate is followed by the page number on which it appears, as "Menahot 110a"; page numbers are not used for the Bible or the Koran
CITATION AS PART OF A BOOK:		
R	Title	The title of the specific book being cited may be given; titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; the first and all significant words in titles referring to the particular religious works are usually capitalized, as "The Holy Bible" or "The Holy Qur'an"
R	Edition	An edition may be found numbered, as "First Edition" etc.; these are converted to arabic numbers, as "1st ed.","2nd ed.", "3rd ed.", "4th" ed.", etc.; words may also be used to express

		edition, as "New revised edition" or "American edition"; these are usually abbreviated, as "New rev. ed." and "American ed."; names of versions often appear, as "Authorized King James Version" or "Revised Standard Version"; these follow the edition statement
O	Secondary Author(s)	The names of editors, translators, or other individuals or organizations responsible for adapting or modifying the work; names appearing in non-roman alphabets are romanized; the name, given surname first, is followed by the specific role played, as "Smith, John, editor" or "Jones, Daniel T., translator"; if both editors and translators are found, they are given in the order listed in the work
R	Place of Publication	The city where published; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/ countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); if more than one location appears, the more prominent or else the first appearing is used; if no place is found in the work but can be reasonably inferred (e.g., Philadelphia as the place of publication of a work produced by the Jewish Publication Society), the place name is given in brackets, as "[Philadelphia]"; if no place can be determined, the words "place unknown" are given in brackets
R	Publisher	The firm or organization responsible for issuing the publication; names appearing in non-roman alphabets are romanized or names may be translated, as "German Bible Society"; the name may be given in a shortened form, as "Knopf" for "Alfred A. Knopf, Inc."; common words such as "Publisher" and "University" may be abbreviated, as "Pub." and "Univ."; if no publisher can be identified, the words "publisher unknown" are placed in brackets
R	Date of Publication	The year of publication; if no date can be determined, the words "date unknown" are placed in brackets
R	Title of the Part	Name of the book of the Bible, tractate of the Talmud, or surah (chapter) of the Koran (the last is often omitted); these names may be abbreviated, as "Heb." for "Hebrews" or "Men." for "Menahot"; numbers associated with names are given in arabic, as "2 Kings"
R	Chapter and Verse(s)	For the Bible and the Koran, the number of the chapter is given, followed by the verse(s), as "Hebrews 13:8" or "Al-Baqarah 2:14-20"; for the Koran, the number of the chapter may be given without its specific name (*see* examples); all numbers are given in arabic
R	Pagination	For the Talmud, the name of the tractate is followed by the page number on which it appears, as "Menahot 110a"; page numbers are not used for the Bible or the Koran

O	Series	The series name is given in its original language, surrounded by parentheses; names appearing in non-roman alphabets are romanized; the name is followed by the volume and/or number, if present, given in arabic numbers; capitalize only the first word and proper nouns (or other conventions of the particular language), as "(Anchor Bible; 37)"
O	Language	Language of publication may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendic C)
O	Notes	Supplemental information that would be useful to the reader may be placed here, such as the original title of a work which is being referenced in its translated version

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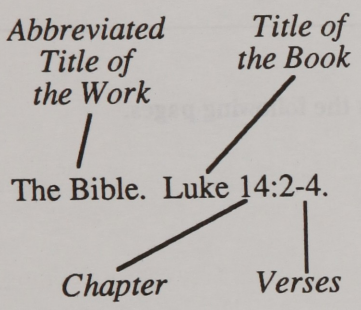
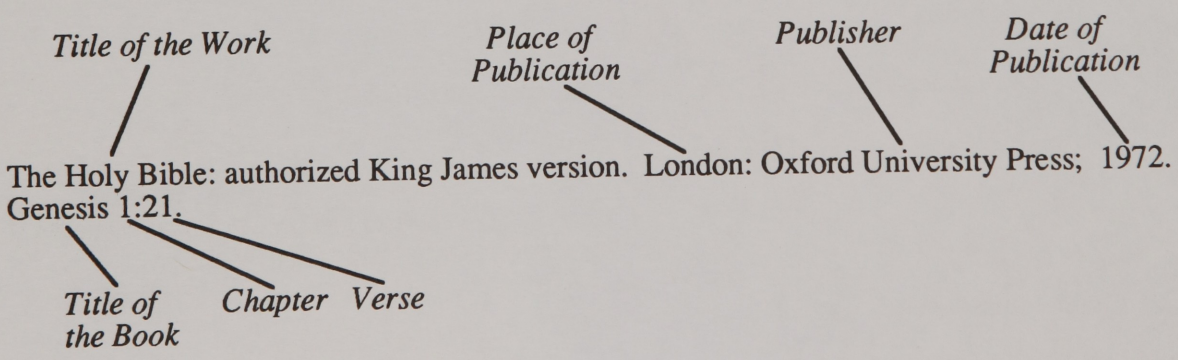
Application of this format, including recommended punctuation, is illustrated on the following pages.

SAMPLE CITATION FOR A BOOK OF THE BIBLE:

- ABBREVIATED FORMAT



- CITATION AS PART OF A BOOK



EXAMPLES OF BOOKS OF THE BIBLE AND OTHER RELIGIOUS WORKS:

1. The Bible

- **Abbreviated format for books of the Bible** (the name of the book followed by the chapter and verse)

The Bible. Luke 14:2-4.

The Bible. 2 Chronicles 16:12. or The Bible. 2 Chr. 16:12.

The Bible. 1 Corinthians 12:1-11. or The Bible. 1 Cor. 12:1-11.

- **Full citation format as a part of a book**

The Holy Bible: authorized King James version. London: Oxford University Press; 1972. Genesis 1:21.

- **Citation to the complete religious work**

The Holy Bible: Douay-Rheims version. Challoner revision. Gibbons, James, editor; Challoner, Richard, translator. Rockford (IL): TAN Books; 1971. 1407 p. Reprint of 1899 edition.

The Epistles of James, Peter, and Jude. Reicke, Bo, translator. Garden City (NY): Doubleday; 1964. 221 p. (Anchor Bible; 37).

2. The Talmud

- **Abbreviated format for tractates of the Talmud** (name of the tractate followed by the page number)

The Talmud. Menahot 110a. or The Talmud. Men. 110a.

The Talmud. Sanhedrin 106b. or The Talmud. Sanh. 106b.

- **Full citation format as a part of a book**

The Talmud. Steinsaltz ed. Berman, Israel V., translator and editor. Vol. 1, Tractate Bava Metzia. New York: Random House; 1989. Bava Metzia 201a. (Eng, Heb).

- **Citation to the complete religious work**

The Talmud. Brooklyn (NY): Bennett Publishing Company; 1991. 64 vols. (Heb, Eng).

Talmud of the land of Israel: a preliminary translation and explanation. Neusner, Jacob, editor and translator. Vol. 28, Baba Qamma. Chicago: University of Chicago Press; 1984.

3. The Koran

- **Abbreviated format for surahs (chapters) of the Koran** (name and/or number of the chapter followed by the verse(s))

The Koran. Al-Baqarah 2:14-20. or The Koran. Surah 2:14-20. or The Koran 2:14-20.

The Koran. An-Nasr 110:1-3. or The Koran. Surah 110:1-3. or The Koran 110:1-3.

- Full citation format as a part of a book

Al-Qur' an. Rev. definitive ed. Ali, Ahmad, translator. Princeton (NJ): Princeton University Press; 1988. An-Nisa 4:15-18.

- Citation to the complete religious work

The Holy Qur'an with English translation and commentary. Tilfore (England): Islam International Publications; 1988. 5 vols. (Ara, Eng).

The Holy Koran. Razwy, Sayed A., editor; Ali, A.Y., translator. Flushing (NY): Tahrike Tarsile Quran; 1986. 424 p.

XIII. CLASSIC MATERIAL

B. Well-Known Reference Works

Certain reference works are so well known that the facts of publication (place of publication, publisher, and date) may be omitted. Examples of such works are encyclopedias and dictionaries. Note, however, that many publishers will not permit such abbreviated citation formats in a reference list. Alternatively, these may be cited as standard monographs (*see* Chapter II. Books).

R/O	Elements (in order of appearance)	Format:
R	Title	Title of the reference work; titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; the first word and all significant words are usually capitalized
R	Edition	An edition may be found numbered, as "First Edition" etc.; these are converted to arabic numbers, as "1st ed.", "2nd ed.", "3rd ed.", "4th ed.", etc.; words may also be used to express edition, as "New revised edition" or "American edition"; these are usually abbreviated, as "New rev. ed." and "American ed."
R	Volume	If the item being referenced is one volume of a multivolume set, the volume number is given, as "Vol. 2"; only arabic numbers are used
R	Title of Part	If a particular part of a reference work is being cited, the title of the part is given last; titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)

Application of this format, including recommended punctuation, is illustrated on the following pages.

SAMPLE CITATION FOR A WELL-KNOWN REFERENCE WORK:

- CITATION TO A WORK AS A WHOLE

Title of the Work *Edition*

Physicians' Desk Reference. 45th ed.

- CITATION TO AN ENTRY IN A WORK

Title of the Work *Edition* *Title of the Part*

The Merck Manual of Diagnosis and Therapy. 15th ed. Blood transfusion.

EXAMPLES OF WELL-KNOWN REFERENCE WORKS:

1. A dictionary reference

- citation to a dictionary as a whole

Dorland's Illustrated Medical Dictionary. 27th ed.

- citation to an entry in a dictionary

Stedman's Medical Dictionary. 25th ed. Gastrophilidae.

2. An encyclopedia reference

- citation to an encyclopedia as a whole

The Kirk-Othmer Encyclopedia of Chemical Technology. 3rd ed.

- citation to an entry in an encyclopedia

The Encyclopaedia Brittanica. 15th. ed. Vol. 9. Pauli exclusion principle.

3. A handbook reference

- citation to a handbook as a whole

Physicians' Desk Reference. 45th ed.

- citation to a part of a handbook

The Merck Manual of Diagnosis and Therapy. 15th ed. Blood transfusion.

XIII. CLASSIC MATERIAL

C. Plays, Poems, and Other Classic Works

Reference to well-known plays, poems, essays, etc., which carry identifying sections, stanzas, or line numbers may omit the facts of publication (place of publication, publisher, and date of publication). Examples of such works are Shakespeare's plays. Note, however, that many publishers will not permit such abbreviated forms of citation in a reference list. Alternatively, these may be cited as standard monographs (*see* Chapter II. Books).

R/O	Elements (in order of appearance)	Format:
R	Author	A single name is generally used, as "Milton" or "Shakespeare"
R	Title	Titles appear in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; the first and all significant words are usually capitalized, as "The Twelfth Night"
R	Work Unit	Particular part of the work being cited, as "book 1, section 2" or "act 5, scene 1, lines 13-16"

Application of this format, including punctuation, is illustrated below.

EXAMPLES OF PLAYS, POEMS, AND OTHER CLASSIC WORKS:

1. A Shakespeare play -

Shakespeare. The Winter's Tale. Act 5, scene 1, lines 13-16.

2. A poem -

Kipling. Recessional. Stanza 3, lines 3-4.

Unpublished Material

XIV. UNPUBLISHED MATERIAL

A. Forthcoming Items

Journal articles or monographs that have been accepted for publication but have not yet been published. "Forthcoming" has replaced the former "in press" because of the new electronic formats. Note that some publishers will not accept references to unpublished items in a reference list.

1. Journal Articles

R/O	Elements (in order of appearance)	Format:
R	Author(s)	Surname is given first, followed by up to 2 initials (the first name may be given in full); names appearing in non-roman alphabets are romanized; up thru 10 authors are given, with "et al." following the 10th name; occasionally an organization will perform the role of author, as "American Medical Association"; names of organizations appearing in non-roman alphabets are romanized; a translation may follow, in brackets, as "[Finnish Medical Society]"
O	Author Affiliation	Department and name of institution, followed by city and state/country, are given surrounded by parentheses, as "(Department of Psychology, University of Pittsburgh, Pittsburgh, PA)"; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Leningrad State University"; English names are used for locations, as "Moscow" for "Moskva"; common words such as "Department" and "University" may be abbreviated, as "Dept." and "Univ."; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); affiliation of all authors or only the first may be given
O	Article Type	If the article will be identified as an editorial, letter, news, interview, or abstract, this identification follows the title in brackets, as "[editorial]"
R	Article Title	Article titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Journal Title	Journal titles are given in their original language; those appearing in non-roman alphabets are romanized; capitalize all significant words in titles; titles may be abbreviated according to the *List of Journals Indexed in Index Medicus*; if the title does not appear in *LJI*, words in titles and selection of words to

		abbreviate are taken according to ISO 4 and ANSI Z39.5 standards (*see* Appendix A)
R	Type of Medium	If the journal will be published in a microform or in audiovisual or electronic formats, the specific type is indicated in brackets, as "[microfiche]", "[videocassette]", or "[serial on CDROM]" (*see* Chapter I. A. Journal Articles, Chapter XI. C. Journal Articles in Audiovisual Formats, and Chapter XII. C. 2. Serial Articles)
O	Language	Provided if the article will be published in a language other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)
R	Forthcoming Designation	The word "Forthcoming" appears at the end of the reference

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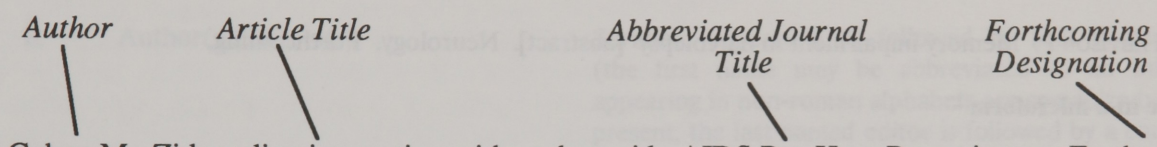
Application of this format, including recommended punctuation, is illustrated on the following pages.

SAMPLE CITATION FOR A FORTHCOMING JOURNAL ARTICLE:



Cohen M. Zidovudine interaction with probenecid. AIDS Res Hum Retroviruses. Forthcoming.

EXAMPLES OF FORTHCOMING JOURNAL ARTICLES:

1. **Standard citation -**

   Lillywhite HB, Donald JA. Pulmonary blood flow regulation in an aquatic snake. Science. Forthcoming.

2. **Article with organization as author -**

   Maryland Medical Association. Annual report for 1990. Md Med J. Forthcoming.

3. **Author with author address -**

   Cohen M (Laboratory of Viral Diseases, National Institute of Allergy and Infectious Diseases, Bethesda, MD). Zidovudine interaction with probenecid. AIDS Res Hum Retroviruses. Forthcoming.

4. **Article type indicated -**

   Harrison P. Memory impairment in narcolepsy [abstract]. Neurology. Forthcoming.

5. **Article in a microform -**

   Carlson AB, Lewis FA. Evaluation of new blepharoplasty technique. Aesthetic Reconstr Plastic Surg [microfiche]. Forthcoming.

XIV. UNPUBLISHED MATERIAL

A. Forthcoming Items

2. Monographs

The facts of publication are given up to, but not including, the anticipated date of the monograph. The format below describes a citation to a typical book. For more detail regarding specific types of monographic formats, *see also* other chapters such as Chapter II. Books, Chapter III. A. Conference Proceedings, Chapter XI. Audiovisuals, and Chapter XII. Electronic Information Formats.

R/O	Elements (in order of appearance)	Format:
R	Author(s)/Editors(s)	Surname appears first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; if editors are present, the last named editor is followed by a comma and the word "editor(s)" or "ed(s)."; organizations may also serve as authors, as "National Library of Medicine (US)"; if a division or other part of the organization also appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Public Services Division"; note, as in this example, that qualifying information such as country or city may be used parenthetically to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may follow, in brackets, as "[Finnish Medical Society]"; all authors/editors may be used or only the first or first 3 followed by "et al." if space is a consideration
R	Title	Titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Type of Medium	If the book will be published in a microform or in audiovisual or electronic formats, the specific type is indicated following the title, in brackets, as "[microfiche]", "[audiocassette]", or "[monograph on disk]"
R	Edition	An edition may be found numbered, as "First Edition" etc.; these are converted to arabic numbers, as "1st ed.","2nd ed.", "3rd ed.", "4th ed.", etc.; words may also be used to express edition, as "New revised edition" or "American edition"; these are usually abbreviated, as "New rev. ed." and "American ed."

R	Numeration of Part	If one volume of a multivolume set is to be published, the volume number is given, as "Vol. 2"; only arabic numbers are used
R	Title of Part	If the volume will have a title, it follows the volume number, as "Vol. 2, Immunology"; titles appearing in non-roman alphabets are romanized; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Place of Publication	The city where the book will be published; followed by the state or country if needed for clarification, as "Rochester (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A)
R	Publisher	The firm or organization that will be responsible for issuing the publication; names appearing in non-roman alphabets are romanized or names may be translated, as "Japanese Society of Gastroenterology"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "University of Pennsylvania, Institute of Health Economics"; the name may be given in a shortened form, as "Wiley" for "John Wiley & Sons"; common words such as "Company" and "University" may be abbreviated, as "Co." and "Univ."; if the organization is both author and publisher, the name used here may be abbreviated, e.g., if the "University of Pennsylvania" is given as author, it may be abbreviated to "The University" as publisher
O	Language	Provided if the book will be published in a language other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)
R	Forthcoming Designation	The word "Forthcoming" appears at the end of the reference

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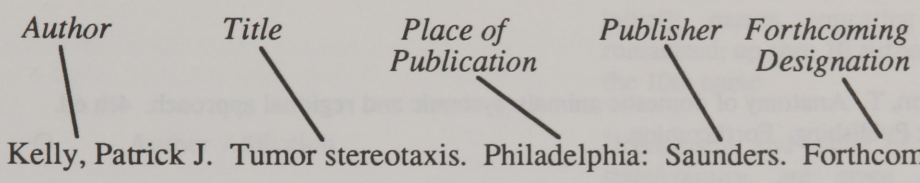
Application of this format, including recommended punctuation, is illustrated on the following pages.

SAMPLE CITATION FOR A FORTHCOMING MONOGRAPH:



EXAMPLES OF FORTHCOMING MONOGRAPHS:

1. Standard citation -

Kelly, Patrick J. Tumor stereotaxis. Philadelphia: Saunders. Forthcoming.

Skinner, David B. Atlas of esophageal surgery. New York: Churchill. Forthcoming.

Zucker, Karl A., editor. Surgical laparoscopy. St. Louis (MO): Quality Medical Publishing. Forthcoming.

2. Monograph with organization as author -

Committee on Psychiatry and Law, Group for the Advancement of Psychiatry. The mental health professional and the legal system. New York: Brunner/Mazel. Forthcoming.

3. Monograph with edition -

Pasquini, C.; Spurgeon, T. Anatomy of domestic animals: systemic and regional approach. 4th ed. La Porte (CO): Sudz Publishing. Forthcoming.

4. One volume of a monograph -

Exner, John E. The Rorschach: a comprehensive system. 2nd ed. Vol. 2, Interpretation. New York: Wiley. Forthcoming.

5. Conference proceedings -

Pierpaoli, Walter; Fabris, Nicola, editors. Physiological senescence and its postponement: theoretical approaches and rational interventions. 2nd Stromboli Conference on Aging and Cancer; 1990 May 28-Jun 1; Stromboli, Sicily. New York: New York Academy of Sciences. Forthcoming.

XIV. UNPUBLISHED MATERIAL

B. Papers Presented at Meetings

These include both papers that were presented at meetings but never published and also papers for which any subsequent publication is unknown.

R/O	Elements (in order of appearance)	Format:
R	Author(s)	Author(s) of the paper; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; up thru 10 authors are given, with "et al." following the 10th name
O	Author Affiliation	Department and name of institution, followed by city and state/country, are given surrounded by parentheses, as "(Department of Physiology, Yale University, New Haven, CT)"; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Leningrad State University"; common words such as "Department" and "University" may be abbreviated, as "Dept." and "Univ."; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); affiliation of all authors or only the first may be given
R	Title of the Paper	Titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets around it; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Connective Phrase	The words "Paper presented at:" are used to connect the author and title of the paper with information about the meeting at which it was presented
R	Title of Conference	Many conferences, especially those regularly held, have individual titles in addition to the name of the conference; titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Name of Conference	The name of the conference is given with its number, if present, e.g., "3rd Symposium on Human Nutrition"; titles are given in their original language; those appearing in non-roman alphabets are romanized; all numbers are converted to arabic,

		e.g., convert "Third" to "3rd"; a translation may follow the original, with brackets surrounding it; capitalize all significant words (or other conventions of the particular language)
R	Date of Conference	Inclusive dates on which the conference was held, as "1988 Jan 24-26" and "1987 Jan 31-Feb 2"; English names are used for months; names of months may be abbreviated to the first 3 letters
R	Place of Conference	City and state/country in which the conference was held; English names are used for locations, as "Rome" for "Roma"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); as an option, if the conference was held at an institution it would be useful to note, the name may be added before the city, as "University of Arizona, Tempe, AZ"
O	Language	Language in which the paper was presented may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)
O	Notes	Supplementary information that would be useful to the reader may be placed here, such as sponsorship of the meeting

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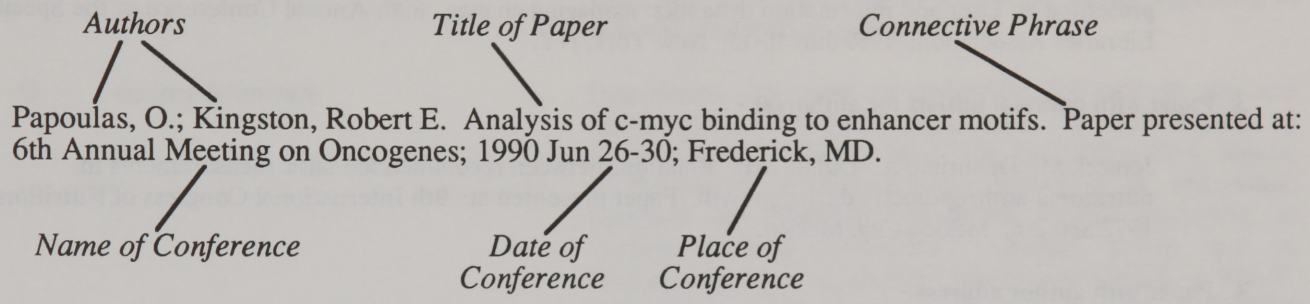
Application of this format, including recommended punctuation, is illustrated on the following pages.

SAMPLE CITATION TO A PAPER PRESENTED AT A MEETING:



EXAMPLES OF PAPERS PRESENTED AT MEETINGS:

1. Paper presented at a meeting with no separate title-

McWhirter, John R.; Wang, Jen Y. Fusion of the N-terminal 63 amino acids of bcr protein to the c-abl tyrosine kinase activates its autokinase activity and relocalizes it to the cytoskeleton. Paper presented at: 6th Annual Meeting on Oncogenes; 1990 Jun 26-30; Frederick, MD.

Naborov, Ivor V. Effects of geographical latitude on the dynamics of medical data. Paper presented at: International Conference on the Role of the Polar Regions in Global Change; 1990 Jun 11-15; Fairbanks, AK.

2. Paper presented at a meeting with a separate title -

Danziger, Pamela N. Managing expectations: a challenge when implementing new technologies. Paper presented at: User and information dynamics: managing change. 80th Annual Conference of the Special Libraries Association; 1989 Jun 10-15; New York, NY.

3. Paper with optional initials for author(s) -

Jenicek M, Demirjian A, Dubuc MB. Relations between recommended basic measurements in nutritional anthropometry during growth. Paper presented at: 9th International Congress of Nutrition; 1972 Sep 2-6; Mexico City, Mexico.

4. Paper with author address -

Reilly, Michael A. (Center for Neurochemistry, Nathan S. Kline Institute, New York, NY); Debler, Edgar A.; Lajtha, Anna. Maternal ingestion of aspartame does not affect amine neurotransmitter systems in weanling rat brain. Paper presented at: 8th International Meeting of the International Society for Developmental Neuroscience; 1990 Jun 16-22; Bal Harbour, FL.

5. Paper presented in a language other than English -

Putti, Carlo; Mancuso, Antonio; Pasquinelli, Vincenzo; Serra, Luigi; Vecchi, Victorio; Babini, Luciano. Resultats de la radio-chimiotherapie dans la lymphome non-Hodgkin de l'enfance [Results of radio-chemotherapy in non-Hodgkins lymphoma of infancy]. Paper presented at: 5th European Congress of Radiology; 1983 Sep 5-10; Bordeaux, France. (Fre).

6. Paper with supplementary note -

Papoulas, O.; Kingston, Robert E. Analysis of c-myc binding to enhancer motifs. Paper presented at: 6th Annual Meeting on Oncogenes; 1990 Jun 26-30; Frederick, MD. Sponsored by the Foundation for Advanced Cancer Studies.

Uhr, Jonathan. Development of immunotoxins for the treatment of cancer and AIDS. Paper presented at: ASBMB/AAI Joint Meeting; 1990 Jun 3-7; New Orleans, LA. Sponsored by the American Society for Biochemistry and Molecular Biology and the American Association of Immunologists.

XIV. UNPUBLISHED MATERIAL

C. Personal Communications

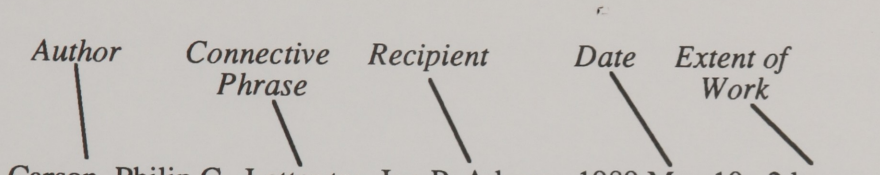
Such communications may be best handled in the text or as footnotes. Note also that many publishers will not accept such unpublished material in a reference list. *See also* Chapter XII. F. Electronic Mail.

R/O	Elements (in order of appearance)	Format:
R	Author	Surname of the individual initiating the communication is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized
O	Author Affiliation	Department and name of institution, followed by city and state/country, are given surrounded by parentheses, as "(Department of Physiology, Yale University, New Haven, CT)"; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Leningrad State University"; common words such as "Department" and "University" may be abbreviated, as "Dept." and "Univ."; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - *see* Appendix A); affiliation of all authors or only the first may be given
R	Connective Phrase	The words "Letter to:", "Conversation with:", "Telephone conversation with:", etc., follow the author
R	Recipient	The name of the individual or organization receiving the communication, given in natural order, as "John C. Smith" or "J.C. Smith", "Reference Section, National Library of Medicine"; names appearing in non-roman alphabets are romanized; a translation may be given following names of organizations, in brackets, as "[Finnish Medical Society]"
R	Date	The year of the communication, followed by the month and day, as "1988 Jan 15"; English names are used for months; names of months may be abbreviated to the first 3 letters
O	Extent of Work	Total number of sheets of paper of written communication, as "1 leaf" or "2 leaves"
O	Language	Language of the written communication may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)

O	Location	If the written communication is part of an archive or collection not residing with the author citing it, the location may be given, as "Located at: Manuscript Collection, National Library of Medicine, Bethesda, MD."

Application of this format, including punctuation, is illustrated on the following pages.

SAMPLE CITATION TO A PERSONAL COMMUNICATION:



EXAMPLES OF PERSONAL COMMUNICATIONS:

1. A letter, with author address -

Carson, Philip C. (Department of Anatomy, Johns Hopkins University, Baltimore, MD). Letter to: Jon P. Adams. 1989 May 10. 2 leaves.

2. A personal conversation -

Smith, Alan E. Conversation with: James A. Jones. 1990 Dec 7.

3. A telephone conversation -

Cain, John. Telephone conversation with: Linda C. Castile. 1990 Sep 10.

APPENDIX A

List of Sources Consulted:

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APPENDIX B

Commonly Abbreviated English Words:

Part 1. In Journal Titles*

Note that journal titles consisting of a single word are never abbreviated.
Words that are not abbreviated are indicated by "n.a."

Abstracts = Abstr
Academy = Acad
Administration = Adm
Advancement = Adv
Advances = Adv
Affairs = Aff
Alabama = Ala
Alaska = Alsk
Allergy = n.a.
Ambulatory = Ambul
American = Am
Analytical = Anal
Anatomy = Anat
Animal = Anim
Annals = Ann
Annual = Annu
Antibiotic(s) = Antibiot
Applied = Appl
Archives = Arch
Arizona = Ariz
Arkansas = Ark
Arthritis = n.a.
Artificial = Artif
Association = Assoc
Australia(n) = Aust

Bacteriology = Bacteriol
Behavior(al) = Behav
Biochemical = Biochem
Bioengineering = Bioeng
Biological = Biol
Biology = Biol
Biomedical = Biomed
Biophysics = Biophys
Biotechnology = Biotechnol
British = Br
Bulletin = Bull

California = Calif
Canada = Can
Canadian = Can
Cancer = n.a.
Cardiology = Cardiol
Cardiovascular = Cardiovasc
Care = n.a.
Center = Cent
Chemistry = Chem
Chemotherapy = Chemother
Children = Child
Chronicle(s) = Chron
Circulation = Circ
Clinical = Clin
Clinics = Clin
College = Coll
Colorado = Colo
Communication = Commun
Community = n.a.
Comparative = Comp
Computing = Comput
Conference = Conf
Connecticut = Conn
Continuing = Contin
Contamination = Contam
Control = n.a.
Council = Counc
Counseling = Couns
Critical = Crit
Current = Curr

Decision(s) = Decis
Delaware = Del
Delivery = Deliv
Demographic(s) = Demogr
Demography = Demogr
Dermatology = Dermatol
Development(s) = Dev
Developmental = Dev
Diagnostic = Diagn
Dialysis = Dial
Dietetic = Diet
Dietitian(s) = Dietit
Digest = Dig
Digestive = Dig
Direction(s) = Dir
Disease(s) = Dis
Disorder(s) = Disord

East = n.a.
Eastern = East
Economics = Econ
Education = Educ
Educational = Educ
Egyptian = Egypt
Embryology = Embryol
Emergency = Emerg
Endocrinology = Endocrinol
Endodontic = Endod
Engineering = Eng
Entomology = Entomol
Environment(al) = Environ
Epidemiology = Epidemiol
European = Eur
Ethics = n.a.
Evaluation = Eval
Evolution = Evol
Experimental = Exp

Faculty = Fac
Family = Fam
Federal = Fed
Federation = Fed
Fertility = Fertil
Florida = Fla
Foundation = Found
French = Fr
Frontiers = Front
Fundamental = Fundam

Gastroenterology = Gastroenterol
Gazette = Gaz
General = Gen
Genetics = Genet
Georgia = Ga
Geriatrics = Geriatr
German = Ger
Gerontology = Gerontol
Gynecology = Gynecol

Hawaii = n.a.
Health = n.a.
Heart = n.a.

Hematology = Hematol
Heredity = Hered
History = Hist
Hormone = Horm
Hospice = Hosp
Hospital = Hosp
Human = Hum
Hygiene = Hyg
Hypertension = Hypertens

Idaho = Ida
Illinois = Ill
Immunity = Immun
Immunology = Immunol
Index = n.a.
Indiana = n.a.
Industrial = Ind
Infection = Infect
Infectious = Infect
Information = Inf
Inorganic = Inorg
Institute = Inst
Internal = Intern
International = Int
Investigation = Invest
Iowa = n.a.
Israel = Isr

Japanese = Jpn
Journal = J

Kansas = Kans
Kentucky = Ky
Kinetics = Kinet

Laboratory = Lab
Laryngology = Laryngol
Legal = Leg
Legislation = Legis
Letters = Lett
Library = Libr
Literature = Lit
Louisiana = La

Magnetic = Magn
Maine = n.a.
Management = Manage
Maryland = Md
Massachusetts = Mass
Materials = Mater
Maternal = Matern
Medical = Med
Medicine = Med
Meeting = Meet
Mental = Ment
Metabolic = Metab
Methods = n.a.
Michigan = Mich
Microbiology = Microbiol
Microscopy = Microsc
Military = Mil
Minnesota = Minn
Mississippi = Miss
Missouri = Mo
Modern = Mod
Molecular = Mol
Monitoring = Monit
Monograph = Monogr
Montana = Mont
Morphology = Morphol
Movement = Mov

Nation(s) = n.a.
National = Natl
Nebraska = Nebr
Nephrology = Nephrol
Neurobiology = Neurobiol
Neurologic = Neurol
Neurology = Neurol
Neuropathology = Neuropathol
Neuroscience = Neurosci
Neurosurgery = Neurosurg
Neurosurgical = Neurosurg
Nevada = Nev
New = n.a.
New England = N Engl
New Hampshire = N H
New Jersey = N J
New Mexico = N M
New York = N Y
News = n.a.
Newsletter = Newsl
North = n.a.
North Carolina = N C
North Dakota = N D
Northern = North
Nuclear = Nucl
Nucleic = n.a.
Nurse = n.a.
Nursing = Nurs
Nutrition = Nutr

Obstetric = Obstet
Occasional = Occas
Occupation = Occup
Office = Off
Official = Off
Ohio = n.a.
Oklahoma = Okla
Oncology = Oncol
Operational = Oper
Operative = Oper
Ophthalmology = Ophthalmol
Optometry = Optom
Oregon = Or
Organic = Org
Organization = Organ
Orthodontic = Orthod
Orthopedic = Orthop
Outlook = n.a.

Pacific = Pac
Papers = Pap
Parasitology = Parasitol
Pathology = Pathol
Patient = n.a.
Pediatric = Pediatr
Pennsylvania = Pa
Perinatal = Perinat
Perinatology = Perinatol
Periodontology = Periodontol
Perspectives = Perspect
Pharmaceutical = Pharm
Pharmacy = Pharm
Pharmacology = Pharmacol
Physician = n.a.
Physics = Phys
Physiology = Physiol
Planned = Plan
Planning = Plan
Plastic = Plast
Policy = n.a.
Pollutant = Pollut
Pollution = Pollut
Population = Popul
Postgraduate = Postgrad
Practice = Pract
Pregnancy = n.a.
Prevention = Prev
Preventive = Prev
Previews = n.a.
Problems = Probl
Proceedings = Proc
Profession(al) = Prof
Programs = n.a.
Progress = Prog
Promotion = Promot
Protein = n.a.
Psychiatric = Psychiatr

Psychiatry = n.a.
Psychologist = Psychol
Psychology = Psychol
Public = n.a.
Publication = Publ
Puerto Rico = P R

Quality = Qual
Quarterly = Q

Radiation = Radiat
Radiology = Radiol
Radiotherapy = Radiother
Record(s) = Rec
Register = Regist
Rehabilitation = Rehabil
Report(s) = Rep
Reproduction = Reprod
Reproductive = Reprod
Research = Res
Resonance = Reson
Respiratory = Respir
Retardation = Retard
Review(s) = Rev
Rheumatic = Rheum
Rheumatism = Rheum
Rheumatology = Rheumatol
Rhode Island = R I
Royal = R

Safety = Saf
Scandinavian = Scand
School = Sch
Science(s) = Sci
Seminar(s) = Semin
Series = Ser
Service(s) = Serv
Social = Soc
Society = Soc
Sociology = Sociol
South = n.a.
South Carolina = S C
South Dakota = S D
Southern = South
Special = Spec
Standard(s) = Stand
Statistical = Stat
Statistics = Stat
Studies = Stud
Study = n.a.
Supplement = Suppl
Surgery = Surg
Surgical = Surg
Survey = Surv
Symposium = Symp
System(s) = Syst

Technical = Tech
Technique(s) = Tech
Technology = Technol
Tennessee = Tenn
Terminology = Terminol
Texas = Tex
Theoretical = Theor
Therapeutic = Ther
Therapy = Ther
Thoracic = Thorac
Thrombosis = Thromb
Tissue = n.a.
Topics = Top
Toxicity = Toxic
Toxicology = Toxicol
Training = Train
Transactions = Trans
Transplant = Transpl
Transplantation = Transplant
Treatment = Treat
Trends = n.a.
Tropical = Trop
Tubercuolsis = Tuberc
Tumor = n.a.

Ultrasonic(s) = Ultrason
Ultrasound = n.a.
Ultrastructure = Ultrastruct
University = Univ
Urological = Urol
Urology = Urol
Utah = n.a.

Vascular = Vasc
Vermont = Vt
Veterinary = Vet
View(s) = n.a.
Viewpoint = Viewp
Virginia = Va
Virology = Virol
Vision = Vis
Visual = Vis

Washington = Wash
West = n.a.
West Virginia = W V
Western = West
Wisconsin = Wis
Workshop = n.a.
World = n.a.
Worldwide = Worldw
Wyoming = Wyo

Yearbook = Yearb
Yearly = Yrly

Zoology = Zool

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* **Source:** International Organization for Standardization. List of serial title word abbreviations. Geneva: The Organization; 1985. ISO 4:1984.

APPENDIX B

Commonly Abbreviated English Words:

Part 2. In Bibliographic Description*

abridged = abr.
abstract = abstr.
academy = acad.
adaptation = adapt.
American = Amer.
and others = et al.
annotation = annot.
annual = annu.
association = assoc.
augmented = augm.
authorized = authoriz.

biannual = biannu.
bibliography = bibliogr.
bimonthly = bimonth.
biography = biogr.
brochure = broch.
bulletin = bull.

catalog = cat.
centimeter = cm.
chapter = chap.
commission = commiss.
company = co.
compiler = comp.
conference = conf.
column = col.
corporation = corp.

department = dept.
diagram = diagr.
dictionary = dict.
director = dir.
directory = dir.
dissertation = diss.
distribution = dist.
division = div.
Doctor = Dr.
document = doc.

edition = ed.
editor = ed.
encyclopedia = encycl.
English = Engl.
enlarged = enl.
European = Europ.
executive = exec.
explanation = expl.
extract = extr.

facsimile = facs.
faculty = fac.
figure = fig.
foundation = found.
frontispiece = front.

gazette = gaz.
government = gov.

handbook = handb.

illustration = ill.
illustrator = ill.
impression = impr.
inch = in.
inclusive = incl.
incomplete = incompl.

index = ind.
information = inform.
institute = inst.
international = intern.
introduction = introd.
invariable = invar.

laboratory = lab.
library = libr.
literature = lit.

manual = man.
manuscript = ms.
meeting = meet.
microfiche = mfiche.
microfilm = mf.
millimeter = mm.
miscellaneous = misc.
modified = mod.
monograph = monogr.
monthly = month.

national = nat.
new series = n.s.
newspaper = newsp.
notice = not.
number = no.

observation = observ.
original = orig.

page = p.
pamphlet = pamph.
paperback = pbk.
part = pt.
periodical = period.
photography = phot.
picture = pict.
portrait = portr.
posthumous = posth.
preface = pref.
preliminary = prelim.
preparation = prep
preprint = prepr.
printed = print.
proceedings = proc.
professor = prof.
program = progr.
pseudonym = pseud.
publication = publ.
publisher = publ.

quarterly = quart.

reference = ref.
reprint = repr.
reproduction = reprod.
responsible = resp.
revised = rev.

scientific = sci.
section = sect.
separate = sep.
series = ser.
session = sess.
society = soc.
special = spec.
successor = success.
summary = summ.
supplement = suppl.
symposium = symp.

table = tab.

transaction = trans.
translation = transl.
translator = transl.
transliteration = translit.

university = univ.

volume = vol.

year = y.
yearbook = yb.

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* **Source:** International Standards Organization. Abbreviations of typical words in bibliographic references. Geneva: The Organization; 1975. ISO 832: 1975.

Appendix C

APPENDIX C

Languages Which Are Not Abbreviated by the First Three Letters of the Name:

BAQ = Basque

CAI = Central American Indian

ENM = Middle English

GRC = Ancient Greek

JPN = Japanese

LAV = Latvian

MLA = Malagasy

NAI = North American Indian

ROH = Rhaeto-Romance

RUM = Romanian

SCC = Serbo-Croatian (Cyrillic)

SCR = Serbo-Croatian (Roman)

SNH = Singhalese

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