Citing Medicine provides assistance to authors in compiling lists of references for their publications, to editors in revising such lists, to publishers in setting reference standards for their authors and editors, and to librarians and others in formatting bibliographic citations.
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About this Book

How to cite this publication:


How to use this publication

Citing Medicine gives information on constructing citations at three levels:

1. **Diagrammed Citation** - Many people need to format a non-complex citation and want to know how to format a citation, without learning why it should be structured that way. The picture of the sample citation and the broad guidelines (what we're calling the Introduction) will be enough for many people in this group.

2. **General Rules and Examples** - A smaller number of people will need to view the General Rules and Examples sections to get more information. They either will have a specific problem to solve or their work requires them to build a general knowledge of citation that they can later apply to specific cases. For this group we lay out why citations are structured the way they are and show them what types of citations exist (Examples) and what special, difficult cases they may encounter (Specific Rules).

3. **Specific Rules** - A yet smaller number of people will need to enter the Specific Rules section to solve a specific problem, such as handling non-English citations.

The Library intends Citing Medicine to be an evolving publication. Join the CITINGMED LISTSERV at http://list.nih.gov/archives/citingmed.html to learn of additions and changes. Your comments and suggestions are welcome. Please submit them to us via the National Library of Medicine's Contact Form.

History

This publication updates and supersedes two existing publications:

National Library of Medicine Recommended Formats for Bibliographic Citation (1991).

National Library of Medicine Recommended Formats for Bibliographic Citation.Internet Supplement (2001).

Why a new edition?

1. NLM changed some of the rules for citations in MEDLINE/PubMed. For example, we changed the number of authors taken to all and added a period at the end of the journal title abbreviation.

3. The volume and types of publications on the Internet have vastly increased. For example, instructions on citing wikis and blogs are now included.

4. We wished to incorporate the feedback received from users over the years. Users wanted:
   - More information about each type of publication, e.g., on the various possible titles for conferences
   - More information on each part of a citation, e.g., author surnames followed by III or Jr
   - More examples
   - HTML format

**Terms and Conditions**

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Introduction

Citing Medicine provides assistance to authors in compiling lists of references for their publications, to editors in revising such lists, to publishers in setting reference standards for their authors and editors, and to librarians and others in formatting bibliographic citations.

If you wish to cite this publication, please use the following format:


Background

Citing Medicine updates and supersedes two previous National Library of Medicine publications:


As in the previous edition, 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 complex biomedical material. NLM is an active member of the National Information Standards Organization (NISO) and its various published standards have been adopted for the Library’s MEDLINE/PubMed database. This publication thus also serves to document the Library’s rules for the structure of journal citations.

Instructions for citing a variety of print publications, audiovisual material such as videocassettes, CD-ROMs and DVDs, items found on the Internet, and unpublished material such as papers presented at meetings are found in Citing Medicine. Be aware, however, that individual publishers may not accept references to all the types of items presented here. Papers that have been accepted for publication but not yet published, papers or abstracts of papers that were never published, and written personal communication such as letters or e-mails in particular may not be approved. Consult the instructions to authors for the particular publisher.

Source Material

Three major sources are utilized in compiling Citing Medicine: the MEDLARS Indexing Manual of the National Library of Medicine (NLM); pertinent NISO standards, primarily ANSI/NISO Z39.29-2005 Bibliographic References (http://www.niso.org/); and relevant
standards from the International Organization for Standardization (ISO), primarily ISO 690 Documentation - Bibliographic References (http://www.iso.org/).

In applying the rules presented by these three sources, the MEDLARS Indexing Manual is given preference. The NLM format as shown in this publication follows NISO in principle, but certain deviations are made, primarily in the interest of saving labor in producing MEDLINE/PubMed. Those familiar with the Manual are aware that its scope is limited to journal articles. However, if a precedent was established by the Manual, as for example with pagination and dates, this precedent is carried over into other types of bibliographic material. If no NLM precedent is available, then the NISO and ISO standards are followed.

Users should note that bibliography is not the same as cataloging. The references found in this publication will therefore not agree with the records found in the Library’s LocatorPlus and NLM Catalog databases.

Structure

Citing Medicine is divided into 26 chapters, each one representing a separate bibliographic format. Formats range from print publications such as books and journals to blogs and wikis on the Internet. Both published and unpublished material is included. Two new chapters have been added since the previous edition: Manuscripts (Chapter 14) and Prints and Photographs (Chapter 17).

Each chapter has three distinct sections: Sample Citation and Introduction, Citation Rules, and Examples of Citations. The sample citation is a diagram with labels for all of the parts of a citation and includes punctuation; the introduction provides information on the primary factors in citing the particular format. We believe that this section will satisfy the needs of many users who need only cursory information.

Section two, Citation Rules, gives step-by-step instructions for constructing a citation. Each part of a citation is presented in the order in which it would appear in a reference. For each part, General Rules provide basic information (for example, authors should be listed surname first) and Specific Rules cover special situations, such as handling organizations as author. Each part is also labeled either a required or optional component of a reference. Required parts are those necessary to uniquely identify an item; optional parts provide additional information to assist in locating an item and/or deciding if it is worthwhile to obtain an item. For example, pagination is optional for books, but the length of a book usually can provide an indication of the coverage of the subject.

Finally, the third section, Examples of Citations, includes sample citations that illustrate the rules given in section two. These examples are obtained primarily from the NLM collection and a variety of online databases. Because of the large volume of references needed, it is not possible to verify all information with the original, as an author would for a list of references. All the URLs (Uniform Resource Locators) used for Internet references were valid at the date of citation shown, but their current validity cannot be assured.
All the references in the Examples section represent actual publications. However, some license is taken in the examples for the Specific Rules. In an effort to illustrate unusual situations that might occur for which no actual examples can be found, citation fragments are created.

*Citing Medicine* also contains six appendixes. Appendixes A through D consist of summary information from relevant ISO and other standards to assist the user. Appendix E contains official US and Canadian abbreviations for the names of states, provinces, and territories. Links from the Specific Rules to these appendixes are made throughout the publication. Appendix F contains exceptions to NISO standards and *Citing Medicine* for nine citation elements found in Chapter 1A Journal Articles and Chapter 23A Journal Articles on the Internet.

**Application**

Although this publication permits a number of variations in format, the user should be consistent in applying them throughout a reference list. For example, if the full journal title is used instead of the title abbreviation in one reference, it should be used in all journal article references.

The user may also wish to consider the purpose for which the references are being created. For example, *Citing Medicine* permits the publisher name to be given in an abbreviated format 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 references will be used in a database in which the publisher name is searchable, the name should be given in full in both places.

When citing any type of format, one rule is primary: an author should never place in a reference list a document that he or she has not seen. The medical literature is full of references that have been cited from other references, serving only to perpetuate erroneous information. If a document is important enough to be cited in a reference list, it is equally important to examine the original for citation information.

Internet publication has created the new complication of citing the version seen. Many publishers are producing documents such as books and journals in multiple versions - in print, CD-ROM or DVD, and the Internet. These versions may appear identical in content, but because errors or other changes may have been introduced in the conversion from one format to another, they may in fact differ in significant ways. Also, once a document is in electronic format, changes and additions can easily be made that further distance the content from the more fixed print version. Always cite the specific version seen. In particular, do not cite a document as if it were a print one when the electronic version was used.

**Reference Lists Versus In-Text References**

References are presented in two ways in medical publications. At the end of a journal article, book, or book chapter, all of the references that contributed to the work are
presented in a list called references, end references, literature cited, or bibliography. Within the text of a publication, individual references are presented in an abbreviated format that refers back to the list. These abbreviated references within the text are called "in-text references."

Three major systems of in-text references are used by medical publishers: citation-sequence, citation-name, and name-year. See *Scientific Style and Format* (7th ed. Reston (VA): Council of Science Editors; 2006) for a detailed discussion of all three systems.

In the citation-sequence system, numbers are used to refer to the reference list. References are numbered in the list in the order they first appear in the text. For example, if a reference by Zelinski is the first one referred to in the text, then the Zelinski reference is number one in the list.

In the citation-name system, numbers are also used in the text to refer to the reference list. However, the references in the list are numbered in alphabetical order by author. Thus a reference authored by Adam would be number 1, by Baker number 2, etc. These numbers are used in the text regardless of the order in which they appear.

Finally, in the name-year system, in-text references consist of the surname of the author and the year of publication, usually enclosed in parentheses, such as (Smith 2006). The list of references is ordered first by author, then by year.

Both the citation-sequence and citation-name systems format parts of references in the same order that they are found in *Citing Medicine*. In the name-year system the date of publication is taken out of order and placed after the author or after the title if there is no author. To accommodate those users who prefer using the name-year system, instructions are provided in each chapter in the Special Rules under "Options for date of publication."

The Library intends *Citing Medicine* to be an evolving publication. Join the publication's e-mail list at [http://list.nih.gov/archives/citingmed.html](http://list.nih.gov/archives/citingmed.html) to learn of additions and changes. Your comments and suggestions are welcome. Please submit them to us via the National Library of Medicine's Contact Form.

### Acknowledgments

The author wishes to acknowledge the many individuals who worked so tirelessly to bring this entire huge publication project to fruition:

Dan Wendling - for his electronic publishing expertise.

Lori Klein - for leading the editorial review process.

Marcia Zorn - for her review and suggestions for chapter readability.

Terry Ahmed, Mary Conway, Lori Klein, Carolyn Willard, and Marcia Zorn - for their line-by-line proofread of the chapters.
Terry Ahmed, Cynthia Burke, Mary Conway, Bill Feidt (National Agricultural Library (retired)), Ron Gordner, Jenny Heiland, Lori Klein, Andrew Plumer, Barbara Slavinski (NLM Guest Researcher), Carolyn Willard, and Marcia Zorn - for their resourcefulness in locating many of the examples provided.

Brooke Dine and Simon Vann - for their HTML/XML expertise.

Peggy Morrison (Hendrix College, Conway, Arkansas) - for consultation with citation problems.

Joyce Backus - for oversight of the project.
2015 Foreword

NLM conceived this 2nd edition after the 2005 revision of ANSI/NISO Z39.29 Bibliographic References published by the National Information Standards Organization. Some of the changes in that revision addressed the then new and evolving content appearing on the Internet. Since that time, there have been numerous changes in publishing. Researchers often use electronic rather than print materials thanks to ready access, and determining the type of Web resource one is referencing has become difficult as differences between Web sites, online books, online databases, etc. are disappearing and all are searchable.

As we are making changes and adding more examples to Citing Medicine, we are also waiting to see if there will be changes in ANSI/NISO Z39.29. In 2010 the ANSI/NISO standard was renewed, as revisions to a sister international standard (ISO/FDIS 690 Information and documentation – Guidelines for bibliographic references and citations to information resources) was being voted on. Now ANSI/NISO Z39.29 is again due for review. The standard is in need of updating, and perhaps simplification. Some examples:

For materials on the Internet the medium designator [Internet] is required following the title, and the URL is required. In 2015, almost everyone recognizes a string starting with http: or https: or doi: as a URL or address for something on the Internet. Do we still need to require Internet in brackets as a medium designator?

Citations are slightly different between books on the Internet, databases on the Internet, and different in print and electronically depending on if a smaller section is a contribution to or just a part of the whole. As the Internet evolves, a lot of content today is created directly for the Internet, not reformatted from print materials. Materials that started out as books on the Internet have sometimes become more database-like than book-like, searched to find the relevant information rather than read as whole books or chapters. Does it still make sense to follow publisher information for a Web site or book or single database on the Internet with a semicolon, but to end the publisher information for serial databases and retrieval systems with a period?

Today Internet resources may not readily provide information on who is responsible for the content, and where that person or organization may be. For example, a site may provide an organization name, but have no indication of where that organization is geographically. Authors can spend hours searching for this information to include it in brackets, or choose the allowable [publisher unknown], [place unknown], etc. However, is it helpful to indicate the information not known?

Perhaps it is time to rethink the necessary information to identify a cited work today, and to better standardize citations across different media and publication types. Authorship, titles, and dates (content created or published, revised, and cited if on the Internet) are still crucial – but what else is essential? In addition, is it possible to apply the same order
and punctuation to all references? Print materials are still used and need consideration; however, electronic resources prevail and citing these materials needs to be simplified.

NLM hopes for a future simplification of the national standard for bibliographic references.

/Joyce E.B. Backus /

Joyce Backus

Associate Director for Library Operations

National Library of Medicine
Foreword

The Internet has fundamentally changed the publishing model that authors, editors and publishers have followed for centuries. Information that took months or years to publish, edit and distribute in print is now produced and available to the public worldwide on an accelerated schedule. Despite changes brought by technology, the need to accurately cite the source of information for scholarly publication remains. And, while the need to cite remains, the challenges of collecting and reporting accurate, lasting citation information have increased tremendously. Electronic publishing creates new issues of impermanence that paper did not present.

With this publication, *Citing Medicine*, the National Library of Medicine strives to provide those charged with capturing an accurate scholarly citation with a guide to do so in this new era of electronic information, both permanent and ephemeral. We hope you find it useful in your pursuit of scholarship and the published word. We welcome your suggestions for improving *Citing Medicine* in the future.

/Sheldon Kotzin/

Sheldon Kotzin
Associate Director for Library Operations
National Library of Medicine
Citing Published Print Documents
Chapter 1. Journals

Journals are a particular type of periodical. These same rules and examples can be used for magazines and other types of periodicals.

A. Journal Articles

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

B. Parts of Journal Articles

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

C. Entire Journal Titles

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

See also:

Chapter 11A Forthcoming ("in press") Journal Articles
Chapter 16 Journals in Audiovisual Formats
Chapter 19 Journals on CD-ROM, DVD, Disk
Chapter 23 Journals on the Internet

A. Sample Citation and Introduction to Citing Journal Articles

The general format for a reference to a journal article, including punctuation:

```
```

Examples of Citations to Journal Articles
By tradition, the rules for formatting references to journal articles permit greater abbreviation compared to books:

- Journal references omit information on place of publication and publisher, whereas book references carry these details.
- The words "volume" and "number" (or their abbreviations) are usually omitted when citing journal articles, but are included when citing books.
- Journal titles are abbreviated; book titles are not.

This brevity in citing journal articles stems from the need to conserve space in printed bibliographies and the early databases.

Following are some important points concerning citing journal articles:

- Cite the journal name that was used at the time of publication. For example, the British Medical Journal officially changed title to BMJ in 1988. Cite articles from 1987 and earlier as Br Med J, not BMJ.
- Cite the version you saw. For example, do not cite the print version if you have used the Internet one.
- Do not include a header, such as "news", "case report", or "clinical study", as part of the article title, unless the table of contents for the journal issue indicates that it is.
- Use caution when employing typography, such as bold type and italics, to indicate parts of a journal article citation. Too many variations in type styles may actually make the reference harder to read.

The source for journal title, volume, issue, and date information is, in order of preference: (1) the title page of the issue, (2) the issue cover, and (3) the masthead. Running headers or footers may not carry the official title of a journal and date and issue information may be missing from these locations.

Continue to Citation Rules with Examples for Journal Articles.

Continue to Examples of Citations to Journal Articles.

**Citation Rules with Examples for Journal Articles**

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Author Affiliation (O) | Article Title (R) | Article Type (O) | Journal Title (R) | Edition (R) | Type of Medium (R) | Date of Publication (R) | Supplement/Part/Special Number to a Date (R) | Volume Number (R) | Supplement/Part/Special Number to a Volume (R) | Issue Number (R) | Supplement/Part/Special Number to an Issue (R) | Location (Pagination) (R) | Physical Description (O) | Language (R) | Notes (O)
Author for Journal Articles (required)

General Rules for Author

• List names in the order they appear in the text
• Enter surname (family or last name) first for each author
• Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
• Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
• Give all authors, regardless of the number
• Separate author names from each other by a comma and a space
• End author information with a period

See exceptions for Author in Appendix F: Notes for Citing MEDLINE® /PubMed®.

Specific Rules for Author

• Surnames with hyphens and other punctuation in them
• Other surname rules
• Given names containing punctuation, a prefix, a preposition, or particle
• Degrees, titles, and honors before or after a personal name
• Designations of rank within a family, such as Jr and III
• Names appearing in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
• Organizations as author
• No author can be found
• Options for author names

Box 1. Surnames with hyphens and other punctuation in them.

• Keep hyphens within surnames
  
  Estelle Palmer-Canton becomes Palmer-Canton E
  
  Ahmed El-Assmy becomes El-Assmy A

• Keep particles, such as O’, D’, and L’
  
  Alan D. O’Brien becomes O’Brien AD
  
  Jacques O. L’Esperance becomes L’Esperance JO

• Omit all other punctuation in surnames

Box 1 continues on next page...
Box 2. Other surname rules.

- Keep prefixes in surnames
  
  Lama Al Bassit  becomes  Al Bassit L
  
  Jiddeke M. van de Kamp  becomes  van de Kamp JM
  
  Gerard de Pouvourville  becomes  de Pouvourville G

- Keep compound surnames even if no hyphen appears
  
  Sergio Lopez Moreno  becomes  Lopez Moreno S
  
  Jaime Mier y Teran  becomes  Mier y Teran J
  
  Virginie Halley des Fontaines  becomes  Halley des Fontaines V

  [If you cannot determine from the article whether a surname is a compound one or a combination of a middle name and a surname, look to the table of contents of the issue or an annual or other index for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  - Treat letters marked with a diacritic or accent as if they are not marked
    
    Å  treated as  A
    
    Ø  treated as  O
    
    Ç  treated as  C
    
    Ł  treated as  L
    
    à  treated as  a
    
    ġ  treated as  g
    
    ň  treated as  n
    
    ü  treated as  u
Box 2 continued from previous page.

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe

Box 3. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names
  - Jean-Louis Lagrot becomes Lagrot JL

- Use only the first letter of given names and middle names when they contain a prefix, a preposition, or other particle
  - D’Arcy Hart becomes Hart D
  - W. St. John Patterson becomes Patterson WS
  - De la Broquerie Fortier becomes Fortier D
  - Craig McC. Brooks becomes Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.
  - Ch. Wunderly becomes Wunderly C
  - C. Fr. Erdman becomes Erdman CF

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter when the original initial is represented by more than one letter
  - Iu. A. Iakontov becomes Iakontov IuA
  - G. Th. Tsakalos becomes Tsakalos GTh

Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors that follow a personal name, such as M.D.
  - James A. Reed, M.D., F.R.C.S. becomes Reed JA
  - Katherine Schmidt, Ph.D. becomes Schmidt K

Box 4 continues on next page...
Box 4 continued from previous page.

Robert V. Lang, Major, US Army  becomes  Lang RV

- Omit rank and honors that precede a name, such as Colonel or Sir
  
  Sir Frances Hildebrand  becomes  Hildebrand F
  
  Dr. Kristine Eberhard  becomes  Eberhard K
  
  Captain R. C. Williams  becomes  Williams RC

Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation

- Convert roman numerals to arabic ordinals

Examples:

  Vincent T. DeVita, Jr.  becomes  DeVita VT Jr
  James G. Jones II  becomes  Jones JG 2nd
  John A. Adams III  becomes  Adams JA 3rd
  Henry B. Cooper IV  becomes  Cooper HB 4th

Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the ALA-LC Romanization Tables.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese

- Capitalize only the first letter of romanized names when the original initial is represented by more than one letter

  Iu. A. Iakontov  becomes  Iakontov IuA
  G. Th. Tsakalos  becomes  Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

Box 6 continues on next page...
Box 6 continued from previous page.

- Treat letters marked with a diacritic or accent as if they are not marked
  - å treated as A
  - ø treated as O
  - ç treated as C
  - ł treated as L
  - à treated as a
  - ĝ treated as g
  - ň treated as n
  - ü treated as u
- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe

Box 7. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may be an author.

- Omit "The" preceding an organizational name
  - The American Cancer Society becomes American Cancer Society
- If a division or other part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas
  - American Medical Association, Committee on Ethics.
  - International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.
  - American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.
- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)
Box 7 continued from previous page.

- Separate two or more different organizations by a semicolon
  
  National Academy of Sciences (US).
  Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).
  
- If both individuals and an organization(s) appear on the title page of an article as authors, give both, in the order they appear in the article, and separate them by a semicolon
  
  Sugarman J, Getz K, Speckman JL, Byrne MM, Gerson J, Emanuel EJ; Consortium to Evaluate Clinical Research Ethics.
  
  
  Margulies EH; NISC Comparative Sequencing Program; Maduro VV, Thomas PJ, Tomkins JP, Amemiya CT, Luo M, Green ED.
  
- For names of organizations in languages other than English:
  - Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. When possible follow a non-English name with a translation, placed in square brackets.
    
    Istituto di Fisiologia Clinica del CNR.
    Universitätsmedizin Berlin.
    Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].
    
  - Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables. When possible follow a non-English name with a translation. Place all translations in square brackets.
    
    Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].
Box 7 continued from previous page.

[Chinese Medical Society].

Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

[Chinese Medical Society].

Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with a diacritic or accent as if they are not marked
  
  Å  treated as  A  
  Ø  treated as  O  
  Ç  treated as  C  
  Ł  treated as  L  
  à  treated as  a  
  ĝ  treated as  g  
  ň  treated as  n  
  ü  treated as  u  

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  
  æ  treated as  ae  
  œ  treated as  oe  

Box 8. No author can be found.

- If no person or organization can be found as the author but editors or translators are present, begin the reference with the names of the editors or translators. Follow the same rules used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.

  Morrison CP, Court FG, editors.
  Walser E, translator.

Box 8 continues on next page...
Box 8 continued from previous page.

- If no person or organization can be identified as the author and no editors or translators are given, begin the reference with the title of the article. Do not use anonymous.


Box 9. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon.

  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A. Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors or first six authors. Follow the last named author by a comma and "et al." or "and others."

  Adler DG, Baron TH, Davila RE, Egan J, Hirota WK, Leighton JA, and others.

- If both individuals and an organization or organizations appear on the title page of an article as authors, the individuals may be given as the author and the organization listed at the end of the reference as a note


Examples for Author

1. Standard journal article
2. Journal article with many authors
3. Journal article with optional limit to the number of authors
4. Journal article with organization as author
5. Journal article with organization as author, with subsidiary part of the organization included
6. Journal article with multiple organizations as author
7. Journal article with multiple organizations as author, with subsidiary part of the organization included
8. Journal article with governmental body as author
9. Journal article with both a personal author and an organization as author
10. Journal article with a personal author and more than one organization as author
11. Journal article with a personal author and note on the organization, as recommended by NISO
12. Journal article authors with designations of rank within a family
13. Journal article authors with compound last names (give as found in the article)
14. Journal article author names with particles, prepositions, prefixes (give as found in the article)
15. Journal article authors with romanized names
16. Journal article with no author provided

**Author Affiliation for Journal Articles (optional)**

**General Rules for Author Affiliation**

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the affiliation
- Place the affiliation in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the closing parenthesis, unless it is the affiliation of the last author, then use a period

See exceptions for Author Affiliation in Appendix F: Notes for Citing MEDLINE® / PubMed®

**Specific Rules for Author Affiliation**

- Abbreviations in affiliations
- E-mail address included
- Organizational names not in English
- Names for cities and countries not in English
Box 10. Abbreviations in affiliations.

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

  Examples:
  
  Acad. for Academy
  Assoc. for Association
  Co. for Company
  Coll. for College
  Corp. for Corporation
  Dept. for Department
  Div. for Division
  Inst. for Institute or Institution
  Soc. for Society
  Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference, abbreviate the same word in all references.

Box 11. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears in the publication

- Do not end an e-mail address with a period

- Place the e-mail address within the closing parenthesis for the author affiliation

  Example:
Box 11 continued from previous page.

Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

Box 12. Organizational names not in English.

- Give the affiliation of all authors or only the first author
- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or two-letter ISO country code (see Appendix D) if non-US
- For non-English organizational names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.), provide the name in the original language
  
  Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatría, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

  Pinet LM (Departamento de Servicios de Salud de Emergencia, Escuela de Posgrado, Universidad de Maryland, Condado de Baltimore, USA. lpinetl@umbc.edu).

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.
  
  Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucuresti), Burcos T, Ungureanu CD, Zodieru-Popa I.

  Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese)
  
  Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

Box 12 continues on next page...
Box 12 continued from previous page.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with a diacritic or accent as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ã treated as g
    - ñ treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - ë treated as oe

- Use the English form of names for cities and countries when possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

- Place the affiliation in parentheses

Box 13. Names for cities and countries not in English.

- Use the English form for names of cities and countries when possible. However, the name as found on the publication may always be used.

  Moskva becomes Moscow

  Wien becomes Vienna

  Italia becomes Italy

  Espana becomes Spain
Examples for Author Affiliation

17. Journal article with author affiliation included (give the affiliation of only the first author or all authors)

Article Title for Journal Articles (required)

General Rules for Article Title

- Enter the title of an article as it appears in the publication
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless some other form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Translate non-English titles into English; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it or an Article Type follows it

See exceptions for Article Title in Appendix F: Notes for Citing MEDLINE® /PubMed®

Specific Rules for Article Title

- Article titles not in English
- Article titles in more than one language
- Translated article titles ending in punctuation other than a period
- Article titles containing a Greek letter, chemical formula, or other special character
- Article titles with headers
- No article title can be found

Box 14. Article titles not in English.

- Translate article titles not in English
- Place all translated titles in square brackets
- Indicate the language after the location (pagination), followed by a period

Examples:


Box 14 continues on next page...
Box 14 continued from previous page.


- When possible, place the original language title or romanized title before the translation
  - Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization
  - Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
    - Treat letters marked with diacritics or accents as if they are not marked
      - Å treated as A
      - Ø treated as O
      - Ç treated as C
      - Ł treated as L
      - à treated as a
      - ġ treated as g
      - ň treated as n
      - ü treated as u
    - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
      - æ treated as ae
      - œ treated as oe
  - In PubMed, use the TT field in the MEDLINE display to locate the original language or romanized title for most article titles except those in character-based languages (Chinese, Japanese)

Box 14 continues on next page...
Box 14 continued from previous page.

Example:


Box 15. Article titles in more than one language.

- If an article is written in English and another language(s):
  - Give the English language version of the article title
  - List all languages of publication, separated by commas, after the location (pagination)
  - Capitalize the language names
  - End the list of languages with a period

Example:


- If an article is written in more than one language and none of them is English:
  - Translate into English the version of the title that appears first
  - Place the translation in square brackets
  - List all languages of publication, separated by commas, after the location (pagination)
  - Capitalize the language names
  - End the list of languages with a period

Example:


- As an option, when an article title is presented in two or more equal languages, as often occurs in Canadian publications:

Box 15 continues on next page...
Box 15 continued from previous page.

- Give all titles in the order in which they are presented in the text
- Separate them with an equals sign
- List all languages of publication, separated by commas, after the location (pagination)
- Capitalize the language names
- End the list of languages with a period

Example:


Box 16. Translated article titles ending in punctuation other than a period.

- Most article titles end in a period. When a translation of an article title is provided, place it in square brackets, with a closing period outside the right bracket.


  or


- If a translated article title ends in another form of punctuation, keep that punctuation. Place the title in square brackets, with a closing period outside the right bracket.


  or

Box 17. Article titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of an article title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized.


- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.


\[ \text{may become} \]


- If a title contains superscripts or subscripts than cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses.


\[ \text{may become} \]


Box 18. Article titles with headers.

- Journal articles sometimes contain a header (such as news, case report, or clinical study) at the top of the page to indicate a section of the issue. Do not include a...
Box 18 continued from previous page.

header as part of the article title unless the table of contents for the journal issue indicates that it is.

Box 19. No article title can be found.

- Occasionally an article does not appear to have any title; the article simply begins with the text. In this circumstance, create a title from the first few words of the text and place it in square brackets. Use enough words to make the constructed title meaningful.

Examples for Article Title

18. Journal article in a language other than English

19. Journal article in a language other than English with optional original language title included

20. Journal article published in two equal languages

21. Journal article published in multiple languages

22. Journal article title beginning with a lower case letter

23. Journal article title with special characters

Article Type for Journal Articles (optional)

General Rules for Article Type

- An article type alerts the user that the reference is to an abstract of an article or a letter to the editor, not a full article. Content designator is another phrase for this.
- Place [abstract] or [letter] after the article title
- Other article types are also available though used less often, such as book review, editorial, or interview
- Follow the bracketed article type with a period placed outside the closing bracket

See exceptions for Article Type in Appendix F: Notes for Citing MEDLINE® /PubMed®

Specific Rules for Article Type

- Article titles ending in punctuation other than a period
- Article titles not in English
Box 20. Articles titles ending in punctuation other than a period.

- Most journal article titles end in a period. Place [letter] or [abstract] inside the period.
  


- If an article title ends in another form of punctuation, keep that punctuation and follow [letter] or [abstract] with a period
  

  Challoner A. Horizon: Does the MMR jab cause autism? Has the fat lady sung then? [letter]. BMJ. 2005 Jul 9;331(7508):111.


Box 21. Article titles not in English.

- Most journal article titles end in a period. When a translation of a journal article title is used as the title, place it in square brackets. Place (letter) or (abstract) within the square brackets.


- If a translated article title ends in another form of punctuation, keep that punctuation. Place (letter) or (abstract) within the square brackets and end title information with a period.


Box 21 continued from previous page.

- When the original language or romanized title and a translation are provided, place [letter] or [abstract] after the translation. End title information with a period placed outside the closing bracket.


Examples for Article Type

24. Journal article with type of article indicated

Journal Title for Journal Articles (required)

General Rules for Journal Title

- Enter a journal title in the original language
- Cite the journal name that was used at the time of publication. For example, the British Medical Journal officially changed title to BMJ in 1988. Cite articles from 1987 and earlier as Br Med J, not BMJ.
- Abbreviate significant words in a journal title (see Abbreviation rules for journal titles) and omit other words, such as articles, conjunctions, and prepositions
- Capitalize all remaining title words, including abbreviations
- End the journal title with a period unless an Edition or a Type of Medium is included, then use a space

See exceptions for Journal Title (Journal Title Abbreviation) in Appendix F: Notes for Citing MEDLINE®/PubMed®

Box 22. Abbreviation rules for journal titles.

- Abbreviate and capitalize significant words in a journal title and omit other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and, L'.

  The Journal of Biocommunication becomes J Biocommun.

  La Pediatria Medica e Chirurgica becomes Pediatr Med Chir.

  L'Orthodontie Francaise becomes Orthod Fr.

Box 22 continues on next page...
A list of the abbreviations for common English words used in journal titles is in Appendix A. Other sources for title-word abbreviations are:

- the List of Journals Indexed for MEDLINE
- the PubMed Journals database
- Appendix B for non-NLM sources

- Do not abbreviate journal titles that consist of a single word or titles written in a character-based language such as Chinese or Japanese

  Virology. remains Virology.

  Kansenshogaku Zasshi. remains Kansenshogaku Zasshi.

- Do not include journal subtitles as part of the abbreviated title

  JAMA: the Journal of the American Medical Association becomes JAMA.


- Omit any punctuation in a title


  Drug-Nutrient Interactions becomes Drug Nutr Interact.

  Women's Health becomes Womens Health.


- Some bibliographies and online databases show a place of publication after journal titles, such as Clin Toxicol (Phila). This practice is used to show that two or more journal titles with the same name reside in a library collection or database; the name of the city where the journal is published distinguishes the titles. The city is usually shown in abbreviated format following the same rules used for words in journal titles, as Phila for Philadelphia in the example above. If you use a bibliography or database such as PubMed to verify your reference and a place name is included, you may keep it if you wish.

- See also Construction of National Library of Medicine Title Abbreviations

### Specific Rules for Journal Title

- Abbreviation rules for journal titles
- Single word journal titles
- Non-English journal titles
- Journal titles appearing in more than one language
• Journals appearing in different editions
• Options for journal titles

**Box 23. Single word journal titles.**

- Do not abbreviate journal titles consisting of a single word, regardless of language.
  
  Urology. *remains* Urology.
  
  Harefuah. *remains* Harefuah.

**Box 24. Non-English journal titles.**

- For non-English journal titles written in the roman alphabet (French, German, Spanish, Italian, etc.):
  
  ◦ Provide the title in the original language
  
  ◦ Abbreviate it according to the Abbreviation rules for journal titles
  
  ◦ Capitalize all remaining words, including abbreviations
  
  ◦ Indicate the language of the article after the location (pagination)

  *Example:*
  

- For a journal title in Cyrillic, Greek, Arabic, Hebrew, or Korean:
  
  ◦ Romanize (write in the roman alphabet) the title. A good authority for romanization is the *ALA-LC Romanization Tables*.
  
  ◦ Abbreviate it according to the Abbreviation rules for journal titles
  
  ◦ Capitalize all remaining title words, including abbreviations
  
  ◦ Indicate the language of the article after the location (pagination)

  *Examples:*
  


*Box 24 continues on next page...*
Box 24 continued from previous page.

- For a journal title in a character-based language (Chinese, Japanese):
  - Romanize (write in the roman alphabet) the title. A good authority for romanization is the ALA-LC Romanization Tables.
  - Do not abbreviate any of the words or omit any words
  - Use the capitalization system of the particular language
  - Indicate the language of the article after the location (pagination)

  *Example:*
  It is not NLM practice, but you may translate journal titles in character-based languages. If you do, abbreviate the title according to the Abbreviation rules for journal titles and indicate the language of the article after the location (pagination).

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ĝ treated as g
    - ñ treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe
Box 25. Journal titles appearing in more than one language.
- Use the title in the first language found, in order of preference: on the title page of the issue, on the issue cover, on the masthead

Box 26. Journals appearing in different editions.
- If a journal is published in more than one edition, include the edition information after the title
- Abbreviate and capitalize all significant words in the edition information and omit the other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and L’.
- Use the same rules for abbreviating the words in an edition statement as for the words in journal titles (see Abbreviation rules for journal titles)
- Do not follow abbreviated words with a period
- Omit any punctuation found
- Separate the edition from the title itself by a space and place it in parentheses
- End edition information with a period placed outside the closing parenthesis
- See the Abbreviation rules for editions for more information

Box 27. Options for journal titles.
The following forms are not NLM practice for citing journal titles, but are acceptable options:
- Periods may be placed after each abbreviated word in the title
- The title may be written out in full
  - Journal of Continuing Education in Nursing.
Box 28. Abbreviation rules for editions.

An edition is considered a part of the title in journals.

- Use the same rules for abbreviating the words in an edition statement as for the words in journal titles.

- Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and L’. See Appendix A for a list of commonly abbreviated English words in journal titles. Other sources for title word abbreviations are:
  - List of Journals Indexed for MEDLINE
  - PubMed Journals database
  - Appendix B for non-NLM sources

- Omit any punctuation found.

- Separate the edition from the title itself by a space and place it in parentheses.

- Do not follow abbreviated words with a period, but end all the title information with a period placed outside the closing parenthesis.

Examples:


Examples for Journal Title

25. Journal title consisting of a single word

26. Journal title in a character-based language

27. Journal title with an edition

28. Journal title with city of publication added after the title for clarification

Edition for Journal Articles (required)

General Rules for Edition

- Indicate the edition/version being cited after the title if a journal is published in more than one edition or version.
• Abbreviate each significant word (see Abbreviation rules for editions below) and omit other words, such as articles, conjunctions, and prepositions
• Capitalize all words
• Place the edition statement in parentheses, such as (Br Ed)
• End the edition statement with a period unless the Type of Medium is included

See exceptions for Edition in Appendix F: Notes for Citing MEDLINE® /PubMed®

Specific Rules for Edition
• Abbreviation rules for editions
• Non-English words for editions

Box 29. Non-English words for editions.
• For non-English edition statements written in the roman alphabet (French, German, Spanish, Italian, etc.):
  ○ Give edition information in the original language
  ○ Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: de, der, y, les, and L’.
    ▪ Sources for word abbreviations are:
      ▪ List of Journals Indexed for MEDLINE
      ▪ PubMed Journals database
      ▪ Appendix B for non-NLM sources
  ○ Do not follow abbreviated words with a period
  ○ Omit any punctuation found
  ○ Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
    ▪ Treat letters marked with a diacritic or accent as if they are not marked
      
      Å  treated as  A

      Ø  treated as  O

      Ç  treated as  C

      Ł  treated as  L

      à  treated as  a

      ġ  treated as  g

Box 29 continues on next page...
Box 29 continued from previous page.

- ñ treated as n
- ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe

- Separate the edition from the title by a space and place it in parentheses
- Do not follow abbreviated words with a period, but end all the journal title information with a period placed outside the closing parenthesis

Examples:

- Angiology. Edicion Espanola. becomes Angiology (Ed Esp).

- For an edition statement in Cyrillic, Greek, Arabic, Hebrew, or Korean:
  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the ALA-LC Romanization Tables.
  - Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: de, la, por, der, and L'.
  - Sources for word abbreviations are:
    - List of Journals Indexed for MEDLINE
    - PubMed Journals database
    - Appendix B for non-NLM sources
  - Do not follow abbreviated words with a period
  - Omit any punctuation found
  - Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
Box 29 continued from previous page.

Example: č or ç becomes c

○ Separate the edition from the title proper by a space and place it in parentheses

○ End all journal title information with a period placed outside the closing parenthesis

Example:

Pharmakeutikon Deltion. Epistemonike Ekdosis. becomes Pharm Delt
(Epistem Ekd).

• For an edition statement written in a character-based language such as Chinese or Japanese:

○ Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the ALA-LC Romanization Tables.

○ Do not abbreviate any of the words or omit any words

○ Use the capitalization system of the particular language

○ Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

Examples:

ô becomes o

û becomes u

○ Separate the edition from the title proper by a space and place it in parentheses

○ End all the title information with a period placed outside the closing parenthesis

Example:


It is not NLM practice, but you may translate character-based journal titles and their editions. If you do, abbreviate them according to the Abbreviation rules for journal titles.
Below is a brief list of Non-English words for editions with their abbreviations, if any. (n.a. = not abbreviated):

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Edition</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danish</td>
<td>oplag</td>
<td>n.a.</td>
</tr>
<tr>
<td></td>
<td>udgave</td>
<td></td>
</tr>
<tr>
<td>Dutch</td>
<td>uitgave</td>
<td>uitg.</td>
</tr>
<tr>
<td></td>
<td>editie</td>
<td>ed.</td>
</tr>
<tr>
<td>Finnish</td>
<td>julkaisu</td>
<td>julk.</td>
</tr>
<tr>
<td>French</td>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>German</td>
<td>Ausgabe</td>
<td>Ausg.</td>
</tr>
<tr>
<td></td>
<td>Auflage</td>
<td>Aufl.</td>
</tr>
<tr>
<td>Greek</td>
<td>ekdosis</td>
<td>ekd.</td>
</tr>
<tr>
<td>Italian</td>
<td>edizione</td>
<td>ed.</td>
</tr>
<tr>
<td>Norwegian</td>
<td>publikasjon</td>
<td>publ.</td>
</tr>
<tr>
<td></td>
<td>utgave</td>
<td>utg.</td>
</tr>
<tr>
<td>Portuguese</td>
<td>edicao</td>
<td>ed.</td>
</tr>
<tr>
<td>Russian</td>
<td>izdanie</td>
<td>izd.</td>
</tr>
<tr>
<td></td>
<td>publikacija</td>
<td>publ.</td>
</tr>
<tr>
<td>Spanish</td>
<td>edicion</td>
<td>ed.</td>
</tr>
<tr>
<td></td>
<td>publicacion</td>
<td>publ.</td>
</tr>
<tr>
<td>Swedish</td>
<td>upplaga</td>
<td>n.a.</td>
</tr>
</tbody>
</table>

Examples for Edition

27. Journal title with an edition

Type of Medium for Journal Articles (required)

General Rules for Type of Medium

- Indicate the type of medium (microfiche, ultrafiche, microfilm, microcard, etc.) following the journal title (and edition, if present) when a journal is published in a microform
- Place the name of the medium in square brackets and end with a period placed outside the closing bracket, such as [microfiche].
• Add information about the medium according to the instructions under Physical Description
• See Chapter 16A for journal articles in audiovisual formats, Chapter 19A for articles on CD-ROM, DVD, or disk, and Chapter 23A for articles on the Internet

See exceptions for Type of Medium in Appendix F: Notes for Citing MEDLINE® / PubMed®

Specific Rules for Type of Medium
• Both an edition and a type of medium

Box 30. Both an edition and a type of medium.
• If a journal has both an edition and a type of medium, follow the title with the edition, then the type of medium
• Place a period outside the closing bracket for the medium

Example:
Hosp Pract (Off Ed) [microfilm].

Examples for Type of Medium
72. Journal article in a microform

Date of Publication for Journal Articles (required)

General Rules for Date of Publication
• Include the year, month, and day of publication in that order. For example: 2004 May 5
• Convert roman numerals to arabic numbers, such as MM to 2000
• Use English names for months and abbreviate them using the first three letters, such as Jan
• End date information with a semicolon unless there is no volume or issue (see No volume or issue follows the date below), then end with a colon

Box 34. No volume or issue follows the date.
• If no volume or issue can be found in a journal, follow the year (and month or season if present) with a colon and the location (pagination).
  2004 Jan:377-82.
Specific Rules for Date of Publication

- Multiple years, months, or days of publication
- Non-English names for months
- Seasons instead of months
- No volume or issue follows the date
- Options for dates

Box 31. Multiple years, months, or days of publication.

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.
  
  2002-2003
  1997-1998
  1999-2000

- If months and days of the month are given, place them after the year. Use English names for months and abbreviate them using the first three letters.
  
  1999 Oct-2000 Mar
  2002 Dec 7-2003 Jan 9

- Separate multiple months of publication and multiple days of the month by a hyphen
  
  2005 Jan-Feb
  1999 Dec-2000 Jan
  2005 Feb 1-7
  2004 Jan 25-31

- Separate multiple seasons by a hyphen, as Fall-Winter. Do not abbreviate names of seasons.

Box 32. Non-English names for months.

- Translate names of months into English
- Abbreviate them to the first three letters
- Capitalize them

For example:
Box 32 continued from previous page.

mayo = May
luty = Feb
brezen = Mar

Box 33. Seasons instead of months.

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them
  
  *For example:*

  balvan = Summer
  outomno = Fall
  hiver = Winter
  pomlad = Spring

- Separate multiple seasons by a hyphen, such as Fall-Winter

Box 35. Options for dates.

It is not NLM practice, but the following are acceptable options:

- The month and day of the month or the season may be omitted if the journal is continuously paginated throughout the volume. However, the month and day of the month or the season must be included when citing a journal that has no volume or issue number.


  if also omitting the issue:


- The date of publication may follow the author names (or article title if there is no author) in the list of references when the name-year system of in-text references is used

  Box 35 continues on next page...
Box 35 continued from previous page.

- Use the year of publication only
- Enter the year after the last named author (or article title if there is no author)
- Follow the year with a period
- Place the volume number immediately following the journal title

**NLM citation:**


**Name-year system of citation:**


**Examples for Date of Publication**

29. Journal article with year having a special number
30. Journal article with year having a supplement
31. Journal article with year with supplement having a further division
32. Journal article with year having a named supplement
33. Journal article with year having a part
34. Journal article with season included in date
35. Journal article with multiple years of publication
36. Journal article with multiple months of publication
37. Journal article with multiple days of publication

**Supplement/Part/Special Number to a Date for Journal Articles (required)**

**General Rules for Supplement/Part/Special Number to a Date**

- Place a supplement, part, special number, or other division to a year after the date
- Abbreviate these: Suppl, Pt, Spec No
- Include numbers and letters accompanying them. For example: Pt 1 or Suppl A.
- Use arabic numbers only. For example: convert Suppl II to Suppl 2.
- End the supplement, part, special number with a colon unless further divisions exist (see Further divisions to supplements, parts, etc. below)

**Box 38. Further divisions to supplements, parts, etc.**

A supplement, part, or special number to a date will occasionally have another subdivision.

- Abbreviate the names for such subdivisions:
  
  Supplement = Suppl
  Part = Pt
  Special Number = Spec No

- Place them after the initial supplement, part, or special number. For example:

<table>
<thead>
<tr>
<th>- date with supplement</th>
<th>- with a part</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005;Suppl:</td>
<td>2005;Suppl Pt 1:</td>
</tr>
<tr>
<td>2005;Suppl 2:</td>
<td>2005;Suppl 2 Pt A:</td>
</tr>
<tr>
<td>2005 Jan;Suppl:</td>
<td>2005 Jan;Suppl Pt 2:</td>
</tr>
<tr>
<td>- date with part</td>
<td>- with a supplement</td>
</tr>
<tr>
<td>- date with special number</td>
<td>- with a part</td>
</tr>
<tr>
<td>2003;Spec No:</td>
<td>2003;Spec No Pt 2:</td>
</tr>
</tbody>
</table>

**Specific Rules for Supplement/Part/Special Number to a Date**

- Non-English names for supplements, parts, etc., to a date
- Named supplements
- Further divisions to supplements, parts, etc.

**Box 36. Non-English names for supplements, parts, etc., to a date.**

- Translate names for supplements, parts, and special numbers into English. To help identify these, see the following examples:

<table>
<thead>
<tr>
<th>Language</th>
<th>Suppl</th>
<th>Spec No</th>
<th>Pt</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>supplement</td>
<td>nombre speciale</td>
<td>partie</td>
</tr>
<tr>
<td></td>
<td>annexe</td>
<td></td>
<td>part</td>
</tr>
</tbody>
</table>
Box 36 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Suppl</th>
<th>Spec No</th>
<th>Pt</th>
</tr>
</thead>
<tbody>
<tr>
<td>German</td>
<td>Beiblatt</td>
<td>spezielle Zahl</td>
<td>Teil</td>
</tr>
<tr>
<td></td>
<td>Beilage</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Erganzung</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Zusatz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>supplemento</td>
<td>numero speciale</td>
<td>parte</td>
</tr>
<tr>
<td>Russian</td>
<td>prilozenie</td>
<td>specialnaja</td>
<td>cast’</td>
</tr>
<tr>
<td></td>
<td>dopolnenie</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>adjunto</td>
<td>numero especial</td>
<td>parte</td>
</tr>
<tr>
<td></td>
<td>suplemento</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>anejo</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Capitalize and abbreviate them, but do not end the abbreviated words with a period
  
  Supplement = Suppl  
  Part = Pt  
  Special Number = Spec No

Box 37. Named supplements.

Infrequently, supplements are given a name rather than the usual letter or number.

-Abbreviate significant words and omit other words such as articles, conjunctions, and prepositions

  Abstract Supplement becomes Abstr Suppl  
  Supplement: Dementia becomes Suppl Dementia  
  Supplement: AIDS in Children becomes Suppl AIDS Child

- Use the word abbreviations lists found in Appendix A and Appendix B

Examples for Supplement/Part/Special Number to a Date

29. Journal article with year having a special number
30. Journal article with year having a supplement
31. Journal article with year with supplement having a further division
32. Journal article with year having a named supplement
33. Journal article with year having a part

**Volume Number for Journal Articles (required)**

**General Rules for Volume Number**

- Omit "volume", "vol.", and similar wording preceding the number
- Use arabic numbers only convert LX or Sixtieth to 60.
- Separate multiple volumes by a hyphen, such as 5-6 or 42-43
- Do not follow volume number(s) with any punctuation unless there is no issue number or other subdivision to the volume, then follow with a colon

**Specific Rules for Volume Number**

- No volume number present
- Non-English names for volume

**Box 39. No volume number present.**

A volume number usually follows the date of publication. Occasionally a journal is published in a series of issues without volumes or is published with a supplement, part, or special number to a date of publication rather than to a volume or issue.

- If there are issues only, no volume numbers, follow the date of publication with a semicolon and the issue number, placed in parentheses


- If a journal publishes a supplement, part, or special number to a date of publication rather than to a volume or issue, follow the date of publication with a semicolon, the abbreviation for supplement, part, or special number, and any accompanying letter or number found. End supplement, part, or special number information with a colon.

  - *date with a supplement*

  2004;Suppl:

  2004;Suppl 2:

  2004;Suppl A:

  2004 Winter;Suppl:
Box 39 continued from previous page.

- date with a part
  2005;(Pt 3):
  2005 Sep;(Pt 2):
- date with a special number
  2003;Spec No:
  2003;Spec No 2:
  2003 Jun;Spec No:

- If there are no volume numbers, issue numbers, supplements, parts, or special
  numbers, follow the date information with a colon and the page numbers of the
  article

Box 40. Non-English names for volume.

- To help locate volumes, see the following list for the words and abbreviations used
  for volume in a variety of languages:
    aarg. aargang année anno año årg. årgang band bd. bind
    évf. évfolyam g. god godina godišté jaarg. jaargang
    jahrg. jahrgang köt. kötet r. ročník rocznik rok sv. svazek
    svezak t. tom tom. tome tomo tomo tomus vol. volumen zv. zväzok zvez
    ek

- Omit these names when creating a citation; use the number only

Examples for Volume Number

38. Journal article volume with supplement
39. Journal article volume with supplement with further division
40. Journal article volume with supplement with part
41. Journal article volume with named supplement
42. Journal article volume with part
43. Journal article volume with part with supplement
44. Journal article volume with special number
45. Journal article with multiple volume numbers
46. Journal article with volume without issue
47. Journal article with volume in a new series
57. Journal article with an issue without a volume
58. Journal article with no volume or issue

Supplement/Part/Special Number to a Volume for Journal Articles (required)

General Rules for Supplement/Part/Special Number to a Volume

- Place a supplement, part, special number, or other division to a volume after the volume number
- Abbreviate these: Suppl, Pt, Spec No
- Include numbers and letters accompanying them. For example: Pt 1 or Suppl A.
- Use arabic numbers only. For example: convert Suppl II to Suppl 2.
- Place parts in parentheses, such as 34(Pt 1); other divisions have no punctuation around them, such as 34 Suppl
- End the supplement, part, special number with a colon unless further divisions exist (see Further subdivisions to supplements, parts, etc., to a volume below) or an issue number is present

Box 42. Further subdivisions to supplements, parts, etc., to a volume.

A supplement, part, or special number to a volume will occasionally have another subdivision.

- Abbreviate the names for such subdivisions:
  
  Supplement = Suppl
  Part = Pt
  Special Number = Spec No

- Place them after the initial supplement, part, or special number. For example:

  - volume with supplement
  - with a part

Box 42 continues on next page...
Box 42 continued from previous page.

<table>
<thead>
<tr>
<th>Year</th>
<th>Volume</th>
<th>Supplement/Part</th>
<th>Language</th>
<th>Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005</td>
<td>Suppl 1</td>
<td>2005 Suppl 1 Pt A</td>
<td>French</td>
<td>supplement</td>
</tr>
<tr>
<td>2005</td>
<td>Suppl A</td>
<td>2005 Suppl A Pt 2</td>
<td>French</td>
<td>annexe</td>
</tr>
<tr>
<td>2005 Mar</td>
<td>87 Suppl 1</td>
<td>2005 Mar;87 Suppl 1 Pt 1</td>
<td>French</td>
<td>- volume with part</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- with a supplement</td>
<td></td>
</tr>
<tr>
<td>2004</td>
<td>66(Pt 2)</td>
<td>2004;66(Pt 2 Suppl)</td>
<td>German</td>
<td>Beiblatt</td>
</tr>
<tr>
<td>2004</td>
<td>Dec;124(Pt A)</td>
<td>2004 Dec;124(Pt A Suppl)</td>
<td>German</td>
<td>- volume with special number</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- with a part</td>
<td></td>
</tr>
<tr>
<td>2003</td>
<td>Spec No</td>
<td>2003;6 Spec No Pt 2</td>
<td>Italian</td>
<td>supplemento</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>numero speciale</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>parte</td>
</tr>
</tbody>
</table>

Specific Rules for Supplement/Part/Special Number to a Volume

- Further subdivisions to supplements, parts, etc., to a volume
- Non-English names for supplement, part, etc.
- Named supplements

Box 43. Non-English names for supplement, part, etc.

- Translate names for supplements, parts, and special numbers into English. To help identify these, see the following examples:

<table>
<thead>
<tr>
<th>Language</th>
<th>Suppl</th>
<th>Spec No</th>
<th>Pt</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>supplement</td>
<td>nombre speciale</td>
<td>partie</td>
</tr>
<tr>
<td></td>
<td>annexe</td>
<td></td>
<td>part</td>
</tr>
<tr>
<td>German</td>
<td>Beiblatt</td>
<td>spezielle Zahl</td>
<td>Teil</td>
</tr>
<tr>
<td></td>
<td>Beilage</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Erganzung</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Zusatz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>supplemento</td>
<td>numero speciale</td>
<td>parte</td>
</tr>
<tr>
<td>Russian</td>
<td>prilozenie</td>
<td>specialnaja</td>
<td>cast’</td>
</tr>
<tr>
<td></td>
<td>dopolnenie</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>adjunto</td>
<td>numero especial</td>
<td>parte</td>
</tr>
<tr>
<td></td>
<td>suplemento</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>anejo</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Capitalize and abbreviate them:
  
  Supplement = Suppl

Box 43 continues on next page...
Box 43 continued from previous page.

Part = Pt
Special Number = Spec No

Box 44. Named supplements.

Infrequently, supplements are given a name rather than the usual letter or number.

- Abbreviate significant words and omit other words such as articles, conjunctions, and prepositions
  - Abstract Supplement becomes Abstr Suppl
  - Supplement: Dementia becomes Suppl Dementia
  - Supplement: AIDS in Children becomes Suppl AIDS Child
- Use the word abbreviations lists found in Appendix A and Appendix B

Examples for Supplement/Part/Special Number to a Volume

38. Journal article volume with supplement
39. Journal article volume with supplement with further division
40. Journal article volume with supplement with part
41. Journal article volume with named supplement
42. Journal article volume with part
43. Journal article volume with part with supplement
44. Journal article volume with special number

Issue Number for Journal Articles (required)

General Rules for Issue Number

- Omit "number", "no.", and other wording preceding the number
- Use arabic numbers only. For example: convert IV or Fourth to 4
- Separate multiple issues by a hyphen, such 2-3
- Place issue information in parentheses
- End issue information with a colon unless further divisions, such as a supplement or part, exist (see Further subdivisions to supplements, parts, etc., to an issue below)
**Box 49. Further subdivisions to supplements, parts, etc., to an issue.**

A supplement, part, or special number to an issue will occasionally have a further subdivision.

- Abbreviate the names for subdivisions:
  - Supplement = Suppl
  - Part = Pt
  - Special Number = Spec No

- Place them after the initial supplement, part, or special number. For example:

<table>
<thead>
<tr>
<th>- issue with supplement</th>
<th>with a part</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005 Mar;87(3 Suppl):</td>
<td>2005 Mar;87(3 Suppl Pt B):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>- issue with part</th>
<th>with a supplement</th>
</tr>
</thead>
<tbody>
<tr>
<td>2004 Dec;124(Pt A):</td>
<td>2004 Dec;124(Pt A Suppl)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>- issue with special number</th>
<th>with a part</th>
</tr>
</thead>
<tbody>
<tr>
<td>2003;6(2 Spec No):</td>
<td>2003;6(2 Spec No Pt 2):</td>
</tr>
</tbody>
</table>

**Specific Rules for Issue Number**

- Non-English names for issue
- No volume number present
- No issue number present
- Options for issues

**Box 45. Non-English names for issue.**

- To help locate issues in languages other than English, see the following list of words and abbreviations used for issue (usually variations on the word number) in a variety of languages:
  - čís. číslo fasc. fascicle fascicule fasciculus heft knižka
  - no. nommernr. numer número nummer sveska sz. szám
  - vypusk zesz. zeszyt zоşит

- Omit these names when creating a citation; use the number only
Box 46. No volume number present.

- If there are issues only, no volume numbers, follow the date of publication with a semicolon and the issue number, placed in parentheses
  

Box 47. No issue number present.

- If no issue number is found, follow the volume number with a colon and the location (pagination)
  

- If no issue or volume is found, follow date information with a colon and the location (pagination)
  

Box 48. Options for issues.

It is not NLM practice, but an issue number may be omitted if the journal is continuously paginated throughout the volume. However, note that many libraries such as the NLM require issue numbers for retrieval from their collections and for interlibrary loan.


Examples for Issue Number

46. Journal article with volume without issue
48. Journal article issue with name instead of number
49. Journal article issue with supplement
50. Journal article issue with supplement with further division
51. Journal article issue with supplement with part
52. Journal article issue with named supplement
53. Journal article issue with part
54. Journal article issue with part with supplement
55. Journal article issue with special number
56. Journal article with multiple issue numbers
57. Journal article with an issue without a volume
58. Journal article with no volume or issue

**Supplement/Part/Special Number to an Issue for Journal Articles (required)**

**General Rules for Supplement/Part/Special Number to an Issue**

- Place a supplement, part, special number, or other division to an issue after the issue number and inside the parentheses
- Abbreviate these: Suppl, Pt, Spec No
- Include numbers and letters accompanying them. For example: Pt 1 or Suppl A.
- Use arabic numbers only. For example: convert Suppl II to Suppl 2.
- End issue information with a colon unless further divisions exist (see Further subdivisions to supplements, parts, etc., to an issue below)

**Specific Rules for Supplement/Part/Special Number to an Issue**

- Further subdivisions to supplements, parts, etc., to an issue
- Non-English names for supplements, parts, etc.
- Named supplements

**Box 50. Non-English names for supplements, parts, etc.**

- Translate names for supplements, parts, and special numbers into English. To help identify these, see the following examples:

<table>
<thead>
<tr>
<th>Language</th>
<th>Suppl</th>
<th>Spec No</th>
<th>Pt</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>supplement</td>
<td>nombre speciale</td>
<td>partie</td>
</tr>
<tr>
<td></td>
<td>annexe</td>
<td></td>
<td>part</td>
</tr>
<tr>
<td>German</td>
<td>Beiblatt</td>
<td>spezielle Zahl</td>
<td>Teil</td>
</tr>
<tr>
<td></td>
<td>Beilage</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Erganzung</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Zusatz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>supplemento</td>
<td>numero speciale</td>
<td>parte</td>
</tr>
<tr>
<td>Russian</td>
<td>prilozenie</td>
<td>specialnaja</td>
<td>cast’</td>
</tr>
<tr>
<td></td>
<td>dopolnenie</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Box 50 continues on next page...*
Box 50 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Suppl</th>
<th>Spec No</th>
<th>Pt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish</td>
<td>adjunto</td>
<td>numero especial</td>
<td>parte</td>
</tr>
<tr>
<td></td>
<td>suplemento</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>anejo</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Capitalize and abbreviate them:
  
  Supplement = Suppl
  Part = Pt
  Special Number = Spec No

Box 51. Named supplements.

Infrequently, supplements are given a name rather than the usual letter or number.

- Abbreviate significant words and omit other words such as articles, conjunctions, and prepositions

  Abstract Supplement becomes Abstr Suppl
  Supplement: Dementia becomes Suppl Dementia
  Supplement: AIDS in Children becomes Suppl AIDS Child

- Use the word abbreviations lists found in Appendix A and Appendix B

Example:


Examples for Supplement/Part/Special Number to an Issue

49. Journal article issue with supplement
50. Journal article issue with supplement with further division
51. Journal article issue with supplement with part
52. Journal article issue with named supplement
53. Journal article issue with part
54. Journal article issue with part with supplement
55. Journal article issue with special number
Location (Pagination) for Journal Articles (required)

General Rules for Location (Pagination)

- Give the inclusive page numbers on which the article appears
- Do not repeat page numbers unless they are followed by a letter. For example: 123-125 becomes 123-5, but 124A-126A is correct.
- Include a letter (often S for Supplement or A for Appendix) when it precedes the page number. For example: S10-8.
- End pagination information with a period

Specific Rules for Location (Pagination)

- Roman numerals used as page numbers
- Discontinuous page numbers
- Text such as a discussion, quiz, or author reply to a letter follows the article
- No numbers appear on the pages of the article

Box 52. Roman numerals used as page numbers.

- Unlike the practice with volume and issue numbers, keep roman numerals expressing location (pagination)
- Use upper or lower case, whichever appears in the publication

Examples:


Box 53. Discontinuous page numbers.

- If the pagination is discontinuous, as often occurs when an article is interrupted by advertisements, separate the groupings of page numbers by a comma and a space
  :345-6, 348-9, 352.
  :15, 17, 19-21.
- Give up to three groupings of page numbers and use "passim" in place of the fourth and later occurrences
Box 54. Text such as a discussion, quiz, or author reply to a letter follows the article.

- Begin with the location (pagination) of the article
- Follow it by a semicolon and a space
- Add the name of the additional material and its location (pagination)
- End with a period

:145-54; discussion 155-6.
:23-35; quiz 36-42.
:458-9; author reply 460.

Box 55. No numbers appear on the pages of the article.

Occasionally, a journal article will have no page numbers.

- If only the particular item to be cited has no page numbers, identify the location in relation to numbered pages. For example: preceding p. 1 or following p. 503. Place such phrases in square brackets.

  Kolloch RE. [In practice nothing has changed in the indication for therapeutic use of calcium antagonists]. Fortschr Med. 1997;115(33):[preceding p. 55]. German.

  [New nifedipine preparation makes single daily dose possible]. Fortschr Med. 1997;115(33):[following p. 54]. German.

- If the entire publication has no page numbers, give the total number of pages of the item you wish to cite, placed in square brackets, such as [5 p].

  Glenwright HD, Martin MV. Infection control in dentistry. A practitioner’s guide. Br Dent J. 1993;175(1 Suppl):[8 p].

Examples for Location (Pagination)

59. Journal article with page numbers including a letter

60. Journal article with roman numerals for page numbers (upper or lower case as found)

61. Journal article with discontinuous pagination

62. Article on an insert, pages tipped in the issue

63. Journal article with indication that additional text follows it
64. Journal article with no page number provided

Physical Description for Journal Articles (optional)

General Rules for Physical Description

- Give information on the location of an article and its physical characteristics when the journal appears in a microform (microfilm, microfiche, etc.). For example: microfiche 2 of 3 microfiche: color, 2 x 4 in.

See exceptions for Physical Description in Appendix F: Notes for Citing MEDLINE® / PubMed®

Specific Rules for Physical Description

- Language for describing physical characteristics

Box 56. Language for describing physical characteristics.

- If a journal volume or issue is published on microfiche or microcards, follow the pagination with information on the location of the article within the fiche or cards. For example, if the volume or issue consists of 5 microfiche and the particular article being cited is on the third fiche, cite it as “microfiche 3 of 5 microfiche.” Enter a colon and a space, then enter information on the physical characteristics, such as color and size. Separate types of information by commas.

Typical words used include:

  - color
  - black & white
  - positive
  - negative
  - 4 x 6 in. (standard microfiche size)
  - 3 x 5 in. (standard microcard size)

Examples of complete physical description statements:

  - microfiche 1 of 3 microfiche: color, positive, 4 x 6 in.
  - microcard 4 of 5 microcards: black & white, 3 x 5 in.

- If a journal volume or issue is published on microfilm, follow the pagination with information on the film and its physical characteristics, such as color and size. Because microfilm reels carry a large amount of text, a volume is usually contained within one reel.
Typical words used include:

- color
- black & white
- positive
- negative
- 35 mm.
- 16 mm.

Examples of complete physical description statements:

1 reel: color, positive, 35 mm.
2 reels: black & white, negative, 16 mm.

Examples for Physical Description

72. Journal article in a microform

Language for Journal Articles (required)

General Rules for Language

- Give the language of publication if other than English
- Capitalize the language name
- Follow the language name with a period

See exceptions for Language in Appendix F: Notes for Citing MEDLINE* /PubMed*

Specific Rules for Language

- Articles appearing in more than one language

Box 57. Articles appearing in more than one language.

- If an article is written in English and another language(s):
  - Give the English language version of the article title
  - List all languages of publication, separated by commas, after the location (pagination)
  - Capitalize the language names
End the list of languages with a period

*Example:*


- If an article is written in more than one language and none of them is English:
  - Translate into English the version of the title that appears first
  - Place the translation in square brackets
  - Indicate all languages of publication, separated by commas, after the location (pagination)
  - Capitalize the language names
  - End the list of languages with a period

*Example:*


- Precede the translation with the first original language or romanized title when possible


- As an option, when an article title is written in two or more equal languages as often occurs in Canadian publications:
  - Give all titles in the order in which they are presented in the text
  - Separate them with an equals sign surrounded by a space
  - List all the languages, separated by commas, after the location (pagination)
  - Capitalize the language names
  - End the list of languages with a period

*Example:*

Box 57 continues on next page...
Box 57 continued from previous page.


Examples for Language

18. Journal article in a language other than English
19. Journal article in a language other than English with optional original language title included
20. Journal article published in two equal languages
21. Journal article published in multiple languages

Notes for Journal Articles (optional)

General Rules for Notes

• Notes is a collective term for further information given after the citation itself
• Complete sentences are not required
• Be brief

Specific Rules for Notes

• Errata
• Retractions
• Electronic publication before print
• Article accompanied by a videocassette, CD-ROM, DVD, etc.
• Other types of material to include in notes

Box 58. Errata.

Errata (error notices) range from simple indications of a misspelling to serious errors in drug dosages or mathematical calculations. NLM uses two ways to show errata in a citation:

1. a note indicating that the article being cited had a subsequent erratum notice published
2. a note indicating that the article being cited contains an erratum notice

NLM policy is that errata are acknowledged only if they are printed in a citable form; that is, an erratum notice must appear on a numbered page in the journal that originally published the article. Error notices that are inserted unbound into a journal issue or tipped in are not considered part of the permanent bibliographic record.

Box 58 continues on next page...
Box 58 continued from previous page.

- To indicate that an article being cited had a subsequent erratum notice published, begin by citing the article. Enter the phrase "Erratum in: " followed by the journal title abbreviation, date of publication, volume, issue, and location (pagination). Use the same punctuation and format as you would for the article itself.


  Separate multiple notice statements with a semicolon and a space:


- To indicate that the article being cited contains an erratum notice, begin by citing the article. Enter the phrase "Erratum for: " followed by the journal title abbreviation, date of publication, volume, issue, and location (pagination). Use the same punctuation and format as you would for the article itself.


- See also the NLM Fact Sheet on Errata, Retraction, Duplicate Publication, Comment, Update and Patient Summary Policy for MEDLINE®

Box 59. Retractions.

NLM uses two ways to show retractions in a citation:

1. a note that the article being cited has been retracted by the author(s) or publisher
2. a note that the article being cited contains a notice of retraction by the author(s) or publisher

- To indicate that an article had a subsequent retraction notice published, begin by citing the article. Enter the phrase "Retraction in: " followed by the names of the authors, the journal title abbreviation, date of publication, volume, issue, and location (pagination). Use the same punctuation and format as you would for the article itself.

Box 59 continues on next page...
Box 59 continued from previous page.


- To indicate that an article contains a notice of retraction, begin by citing the article. Enter the phrase "Retraction of: " followed by the names of the authors, the journal title abbreviation, date of publication, volume, issue, and location (pagination). Use the same punctuation and format as you would for the article itself.


- See also the NLM Fact Sheet on Errata, Retraction, Duplicate Publication, Comment, Update and Patient Summary Policy for MEDLINE®

Box 60. Electronic publication before print.

- To indicate that a journal article was available over the Internet before it was available in print, follow the location (pagination) for the article with the word "Epub" and the date of Internet publication in the format year month day. Provide months in English and abbreviate them to the first three letters, such as Jan for January.


Box 61. Article accompanied by a videocassette, CD-ROM, DVD, etc.

If a journal article has supplemental material accompanying it in the form of a videocassette, CD-ROM, DVD, or other medium, begin by citing the article. Add the phrase "Accompanied by: " followed by a description of the medium.


Box 61 continues on next page...

**Box 62. Other types of material to include in notes.**

The notes element may be used to provide any further information. For example:

- If a reference to the article may be found in PubMed


- If the article contains a review of the literature and this is not indicated in the title


- If article is a book review or interview, or has other content for which additional information is helpful


- When citing an abstract, the number of the abstract


- If the journal being cited is not a common one, the name of a library or other archive where it may be found, including any finding number

Box 62 continued from previous page.

- If the journal article contains a handout or informative material used to explain a procedure or a condition or the contents of a specific article are written in non-technical language for the patient or consumer, indicate this
  

Examples for Notes

65. Journal article that is a retraction notice

66. Journal article retracted

67. Journal article that is an erratum notice

68. Journal article having an erratum

69. Journal article with indication article published electronically before print

70. Journal article with an indication it may be found in PubMed

71. Journal article with DOI provided

72. Journal article in a microform

73. Journal article accompanied by a videocassette, CD-ROM, or other visual medium

74. CD-ROM published as a supplement to an issue of a journal

75. Other types of notes for journal articles

Examples of Citations to Journal Articles

1. Standard journal article


2. Journal article with many authors


3. Journal article with optional limit to the number of authors

to 3 authors


or


to 6 authors


or


4. Journal article with organization as author


5. Journal article with organization as author, with subsidiary part of the organization included

6. Journal article with multiple organizations as author

7. Journal article with multiple organizations as author, with subsidiary part of the organization included

8. Journal article with governmental body as author
Centers for Disease Control and Prevention (US); Agency for Toxic Substances and Disease Registry (US). Policy on the inclusion of women and racial and ethnic minorities in externally awarded research; notice. Fed Regist. 1995 Sep 15;60(179):47947-51.

9. Journal article with both a personal author and an organization as author


10. Journal article with a personal author and more than one organization as author


11. Journal article with a personal author and note on the organization, as recommended by NISO


12. Journal article authors with designations of rank within a family


13. Journal article authors with compound last names (give as found in the article)


14. Journal article author names with particles, prepostitions, prefixes (give as found in the article)


Abou Shabana K, el-Shiek M, el-Nazer M, Samir N. Women’s perceptions and practices regarding their rights to reproductive health. East Mediterr Health J. 2003 May;9(3):296-308.


15. Journal article authors with romanized names


16. Journal article with no author provided


17. Journal article with author affiliation included (give the affiliation of only the first author or all authors)

Patterson F (Department of Psychology, City University, London EC1V 0HB, f.patterson@city.ac.uk), Ferguson E, Norfolk T, Lane P. A new selection system to recruit general practice registrars: preliminary findings from a validation study. BMJ. 2005 Mar 26;330(7493):711-4.

Mahmutyazicioglu K (Department of Radiology, Zonguldak Karaelmas University School of Medicine, Kozlu Zonguldak, Turkey), Ogawa T (Department of Radiology, Tottori


18. Journal article in a language other than English

in a roman alphabet


in a non-roman alphabet


19. Journal article in a language other than English with optional original language title included


20. Journal article published in two equal languages


21. **Journal article published in multiple languages**


22. **Journal article title beginning with a lower case letter**


23. **Journal article title with special characters**

*Greek letters may be written out if special fonts are not available*


*may become*


*may become*


*Superscripts/subscripts may be enclosed in parentheses as regular type if special fonts are not available*


*may become*

24. Journal article with type of article indicated


25. Journal title consisting of a single word

26. Journal title in a character-based language


27. Journal title with an edition


28. Journal title with city of publication added after the title for clarification
29. **Journal article with year having a special number**


30. **Journal article with year having a supplement**


31. **Journal article with year with supplement having a further division**


32. **Journal article with year having a named supplement**


33. **Journal article with year having a part**


34. **Journal article with season included in date**


35. **Journal article with multiple years of publication**


36. Journal article with multiple months of publication


37. Journal article with multiple days of publication


38. Journal article volume with supplement


39. Journal article volume with supplement with further division


40. Journal article volume with supplement with part


41. Journal article volume with named supplement


42. Journal article volume with part


43. Journal article volume with part with supplement


44. Journal article volume with special number


45. Journal article with multiple volume numbers

46. Journal article with volume without issue

47. Journal article with volume in a new series

48. Journal article issue with name instead of number

49. Journal article issue with supplement


50. Journal article issue with supplement with further division


51. Journal article issue with supplement with part
52. Journal article issue with named supplement

53. Journal article issue with part


54. Journal article issue with part with supplement


55. Journal article issue with special number


56. Journal article with multiple issue numbers


57. Journal article with an issue without a volume


58. Journal article with no volume or issue

AACN national study reports important critical pathways findings. AACN News. 1995 Jul;5.


59. Journal article with page numbers including a letter

letter preceding the page numbers


letter following the page numbers


60. Journal article with roman numerals for page numbers (upper or lower case as found)


61. Journal article with discontinuous pagination


62. Article on an insert, pages tipped in the issue


63. Journal article with indication that additional text follows it

discussion
Hoffmann J, Lenhard A. Psychology has to deal with efferences too. J Mot Behav. 2004 Dec;36(4):384-5, 402-7; discussion 408-17.

quiz


letter with reply by author


64. Journal article with no page number provided


[New nifedipine preparation makes single daily dose possible]. Fortschr Med. 1997 Nov 30;115(33):[following p. 54]. German.


65. Journal article that is a retraction notice


66. Journal article retracted


67. Journal article that is an erratum notice


68. Journal article having an erratum


69. Journal article with indication article published electronically before print

70. Journal article with an indication it may be found in PubMed

71. Journal article with DOI provided

72. Journal article in a microform

73. Journal article accompanied by a videocassette, CD-ROM, or other visual medium


74. CD-ROM published as a supplement to an issue of a journal


75. Other types of notes for journal articles


B. Sample Citation and Introduction to Citing Parts of Journal Articles

The general format for a reference to a part of a journal article, including punctuation:

```
Authors Journal Title Article Title Name and Number of Part


Title of Part Location of Part Date of Publication Volume Issue Location
```

Examples of Citations to Parts of Journal Articles

Rather than citing an entire journal article, a part of an article such as a table may be cited. In general, most modern articles have standardized to three types of parts: figures, tables, and appendixes. However, other names may be found for parts, including section, chart, graph, box, and photograph. Use the name provided in the article.

Because a reference should start with the individual or organization responsible for the journal article start with the article information, then follow it with the information about the part.

Journal articles frequently contain charts, figures, and other illustrative material that has been reproduced with permission from other sources. Do not cite these as parts using the instructions presented here. Consult the original publication and cite the particular item from there.

Note that PubMed cites only entire articles; you will not see a citation to a part in MEDLINE/PubMed.

Continue to Citation Rules with Examples for Parts of Journal Articles

Continue to Examples of Citations to Parts of Journal Articles
Citation Rules with Examples for Parts of Journal Articles

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Journal Article (R) | Name and Number/Letter (R) | Title (R) | Location (Pagination) (R)

Journal Article (required)

General Rules for Journal Article

• Cite the article according to Chapter 1A Journal Articles

Name and Number/Letter of Part for Parts of Journal Articles (required)

General Rules for Name and Number/Letter of Part

• Enter the name of the part, such as Table, Figure, or Appendix, as it appears in the article
• Translate non-English names into English
• Do not abbreviate names. For example, convert Fig. to Figure.
• Follow the name with any accompanying number or letter, such as Table 2, Figure 3.1, or Appendix A
• Use arabic numbers only. For example: convert VI or Six to 6.
• End name and number/letter information with a comma and a space

Specific Rules for Name and Number/Letter of Part

• Non-English names for parts
• No letter or number follows the name
• No name appears

Box 63. Non-English names for parts.

• Translate into English names for parts, such as a table, figure, graph, or appendix
• Follow the name of the part with any accompanying letter or number
• Follow the name and number or letter with a comma and the translated title of the part
• Place all part information in square brackets
• End with a semicolon and the location (pagination)

Examples:

Box 63 continues on next page...


Whenever possible, place the name in the original language or a romanized form before the translation


To help identify parts in other languages, see the following examples:

<table>
<thead>
<tr>
<th>Language</th>
<th>Table</th>
<th>Figure</th>
<th>Appendix</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>Tableau</td>
<td>Figure</td>
<td>Appendice</td>
<td>Section</td>
</tr>
<tr>
<td>German</td>
<td>Tabelle</td>
<td>Abbildung</td>
<td>Anhang</td>
<td>Sektion</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Figur</td>
<td>Appendix</td>
<td>Abteilung</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Zusatz</td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>Tabella</td>
<td>Figura</td>
<td>Appendice</td>
<td>Parte</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sezione</td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td>Tablitsa</td>
<td>Risunok</td>
<td>Prilozenie</td>
<td>Sektija</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Otdel</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Otdelenie</td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>Tabla</td>
<td>Figura</td>
<td>Apendice</td>
<td>Seccion</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Parte</td>
<td></td>
</tr>
</tbody>
</table>

Box 64. No letter or number follows the name.

Occasionally, an author will label an illustration as simply "Table", "Figure", "Appendix", or other name without following the name with any letter or number.
Box 64 continued from previous page.

In this case, give whatever name has been used for the illustration and follow it with a comma and the title.

Mackey KM, Sparling JW. Experiences of older women with cancer receiving hospice care: significance for physical therapy. Phys Ther. 2000 May;80(5):459-68. Table, Informant demographics and characteristics; p. 461.

Box 65. No name appears.

- If the part being cited is clearly a table, figure, or appendix but it is not labeled as such, place the name in square brackets

  [Figure], Protein binding and drug disposition; p. 212.

  [Table], Radiographic and functional outcome of ESWL related perirenal hematomas; p. 1674.

- If the part being cited is not a table, figure, or appendix and has no other identifying name such as "section", begin with the title of the part


Examples for Name and Number/Letter of Part

1. Standard numbered/lettered table in a journal article
2. Unnumbered/unlettered table in a journal article
3. Unnamed table in a journal article
4. Unnumbered/unlettered and untitled table in a journal article
5. Standard numbered/lettered figure in a journal article
6. Unnumbered/unlettered figure in a journal article
7. Unnamed figure in a journal article
8. Unnumbered/unlettered and untitled figure in a journal article
9. Standard numbered/lettered appendix in a journal article
10. Unnumbered/unlettered appendix in a journal article
11. Unnumbered/unlettered and untitled appendix in a journal article
12. Numbered section in a journal article
13. Unnumbered/unlettered section in a journal article
14. Miscellaneous numbered parts in journal articles
15. Parts of journal articles not in English
16. Parts of journal articles not in English with original or romanized language included
17. Parts of journals in two equal languages

Title of Part for Parts of Journal Articles (required)

General Rules for Title of Part

• Enter the title of the part as it appears in the article
• Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
• Translate non-English titles into English and place the translation in square brackets
• End title information with a semicolon and a space

Specific Rules for Title of Part

• Titles of parts not in English
• Titles containing a Greek letter, chemical formula, or other special character
• No title appears

Box 66. Titles of parts not in English.

• Translate titles of parts not in English
  ◦ Give the title after the name for the part (table, figure, etc.) and any accompanying letter or number
  ◦ Place name and title information in square brackets
  ◦ Follow the closing bracket with a semicolon

  Example:


Box 66 continues on next page...
Box 66 continued from previous page.

- When possible, place the name and title in the original language or in a romanized form before the translation


---

**Box 67. Titles containing a Greek letter, chemical formula, or other special character.**

- Capitalize the first word of the title of a part unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

  Figure 10, n-alkenes on capillary columns with stationary phases of C87 hydrocarbon; p. 374.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, \( \Omega \) becomes omega.

  Figure 3, Influence of seed extract of *Syzygium Cumini* (Jamun) on mice exposed to different doses of \( \gamma \)-radiation; p. 566.

  *may become*

  Figure 3, Influence of seed extract of *Syzygium Cumini* (Jamun) on mice exposed to different doses of gamma-radiation; p. 566.

- If a title contains superscripts or subscripts than cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

  Table 4, Glycoprotein mediated transport of NH\(_3\) into red blood cells; p. 149.

  *may become*

  Table 4, Glycoprotein mediated transport of NH(3) into red blood cells; p. 149.

---

**Box 68. No title appears.**

Occasionally a part does not have a formal title, only a legend (explanatory text) for the table, figure, appendix, or other part. When this occurs:

*Box 68 continues on next page...*
Box 68 continued from previous page.

- Create a title from the first few words of the text. Use enough words to make the constructed title meaningful.
- Place the created title in square brackets

Examples:


Examples for Title of Part

1. Standard numbered/lettered table in a journal article
4. Unnumbered/unlettered and untitled table in a journal article
5. Standard numbered/lettered figure in a journal article
8. Unnumbered/unlettered and untitled figure in a journal article
9. Standard numbered/lettered appendix in a journal article
11. Unnumbered/unlettered and untitled appendix in a journal article
12. Numbered section in a journal article
13. Unnumbered/unlettered section in a journal article
14. Miscellaneous numbered parts in journal articles
15. Parts of journal articles not in English
16. Parts of journal articles not in English with original or romanized language included
17. Parts of journals in two equal languages

Location (Pagination) of Part for Parts of Journal Articles (required)

General Rules for Location (Pagination)

- Begin location with "p." followed by a space
- Enter the page number or numbers for the part, such as p. 438 and p. 663-4
• Do not repeat page numbers unless they are followed by a letter. For example: 126-127 becomes p. 126-7, but p. 126A-127A is correct.
• Include a letter (often S for Supplement or A for Appendix) when it precedes the page number, such as p. S10-8
• End page information with a period

Specific Rules for Location (Pagination)

• Roman numerals used as page numbers
• No page numbers appear on the pages of the part

Box 69. Roman numerals used as page numbers.
• Unlike the practice with volume and issue numbers, keep roman numerals when they are used as page numbers
• Give them in upper or lower case, whichever appears in the publication
  Appendix 2, Common aquatic invertebrates; p. XXI-XXII.
  Table 8, Classification of lung adenocarcinoma; p. xv.

Box 70. No page numbers appear on the pages of the part.
Occasionally, a table, figure, appendix, or other part will appear on a page that is not numbered.
• If only the particular part to be cited has no page numbers, identify the location in relation to numbered pages. For example: preceding p. 17 or following p. 503. Surround such phrases with square brackets.
  Figure 5, Modelling the risk of in-hospital death following lung resection; [preceding p. 55].
  Appendix, Patient questionnaire; [following p. 17].
• If the entire article has no page numbers or the part cannot be easily located in relation to numbered pages, give the total number of pages of the part you wish to cite, placed in square brackets, such as [5 p.].
  Table, Checklist of symptoms; [1 p.].

Examples for Location (Pagination)
1. Standard numbered/lettered table in a journal article
5. Standard numbered/lettered figure in a journal article
9. Standard numbered/lettered appendix in a journal article
12. Numbered section in a journal article
14. Miscellaneous numbered parts in journal articles
15. Parts of journal articles not in English
16. Parts of journal articles not in English with original or romanized language included
17. Parts of journals in two equal languages

Examples of Citations to Parts of Journal Articles

1. Standard numbered/lettered table in a journal article
Diaz-Cruz ES, Shapiro CL, Brueggemeier RW. Cyclooxygenase inhibitors suppress aromatase expression and activity in breast cancer cells. J Clin Endocrinol Metab. 2005 May;90(5):2563-70. Table 2, Aromatase activity and expression in cell lines; p. 2565.

2. Unnumbered/unlettered table in a journal article
Mackey KM, Sparling JW. Experiences of older women with cancer receiving hospice care: significance for physical therapy. Phys Ther. 2000 May;80(5):459-68. Table, Informant demographics and characteristics; p. 461.

3. Unnamed table in a journal article

4. Unnumbered/unlettered and untitled table in a journal article

5. Standard numbered/lettered figure in a journal article
Mitchell GF, Pfeffer MA. Evaluation and management of patients with uncontrolled systolic hypertension: is another new paradigm really needed? Am Heart J. 2005 May;149(5):776-84. Figure 3, Regional pressure wave forms in the normal arterial system; p. 780.

Picardi E, Regina TM, Brennicke A, Quagliariello C. REDIdb: the RNA editing database. Nucleic Acids Res. 2007 Jan;35(Database issue):D173-7. Figure 1A, Flow diagram of the various steps used during database construction; p. D175.

6. Unnumbered/unlettered figure in a journal article


7. Unnamed figure in a journal article


8. Unnumbered/unlettered and untitled figure in a journal article


9. Standard numbered/lettered appendix in a journal article


10. Unnumbered/unlettered appendix in a journal article


11. Unnumbered/unlettered and untitled appendix in a journal article


12. Numbered section in a journal article

13. Unnumbered/unlettered section in a journal article

14. Miscellaneous numbered parts in journal articles


15. Parts of journal articles not in English


16. Parts of journal articles not in English with original or romanized language included


17. Parts of journals in two equal languages


C. Sample Citation and Introduction to Citing Entire Journal Titles

The general format for a reference to an entire journal title, including punctuation:

- for a title continuing to be published:
Examples of Citations to Entire Journal Titles

If a journal is still being published, as shown in the first example, follow volume and date information with a hyphen and three spaces. If a journal has ceased publication, as in example two, separate beginning and ending volume and date information with a hyphen surrounded by a space.

Journals frequently change titles and publishers over time. When citing a journal, always provide information on the latest title and publisher unless you are citing an earlier version. If you wish to cite all volumes for a journal that has changed title, provide a separate citation for each title. For example:


It is not correct to cite it as:

It is also important to cite the version you saw. Many journal titles with both print and Internet versions do not carry the same exact content. If you viewed a journal title on the Internet, do not cite it as if it were a print one. See Chapter 23B for citing Internet journal titles.

Authoritative information on a journal, in order of preference, may be found on: (1) the title page, (2) cover, and (3) the masthead of journal issues. Running headers or footers may not carry the official title of a journal.

Note that the rules for creating references to journal titles are not the same as the rules for cataloging them. Therefore records found in the NLM LocatorPlus and the NLM Catalog databases will not always agree with the instructions presented here.

Continue to Citation Rules with Examples for Entire Journal Titles

Continue to Examples of Citations to Entire Journal Titles

**Citation Rules with Examples for Entire Journal Titles**

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Title (R) | Edition (R) | Type of Medium (R) | Editor (O) | Place of Publication (R) | Publisher (R) | Volume Number (R) | Issue Number (R) | Date of Publication (R) | Physical Description (O) | Language (R) | Notes (O)

**Title for Entire Journal Titles (required)**

**General Rules for Title**

- Enter a journal title in the original language
- Do not abbreviate any words or omit any words
- Use whatever capitalization and punctuation are found within the title
- Follow the title with a colon and any subtitle that appears
- Follow a non-English title with a translation when possible; place the translation in square brackets
- End the journal title with a period unless an Edition statement or a Type of Medium is included, then use a space

**Specific Rules for Title**

- Journal titles not in English
- Journals appearing in more than one language
Journals appearing in different editions

**Box 71. Journal titles not in English.**

- For non-English journal titles in the roman alphabet (French, German, Spanish, Italian, etc.), provide the name in the original language


- For a journal title in a non-roman alphabet:
  - Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean or in a character-based language (Chinese, Japanese). A good authority for romanization is the *ALA-LC Romanization Tables*.


  - It is not NLM practice, but you may translate journal titles in character-based languages


- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a
    ġ treated as g
Box 71 continued from previous page.

- ñ treated as n
- ü treated as u
- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - õ treated as oe
- Provide an English translation after the original language or romanized title when possible; place translations in square brackets
  

Box 72. Journals appearing in more than one language.

- For a journal appearing in two or more equal languages, as often occurs with Canadian journals:
  - Begin with the title in the first language found, in order of preference: on the title page of the issue, on the issue cover, or on the masthead
  - Give all titles in the order they are provided in the text
  - Place an equals sign with a space before and after between each title
  - List all the languages, separated by commas, after the date of publication (and Physical Description, if provided)
  - End the list of languages with a period
    Example:
    
    Canadian Family Physician = Medecin de Famille Canadien.

- For a journal title appearing in multiple languages:
  - Give the title in the first language found, in order of preference: on the title page of the issue, on the issue cover, or on the masthead
  - List all languages of publication, separated by commas, after the date of publication (and Physical Description, if provided)

Box 72 continues on next page...
Box 72 continued from previous page.

- End the list of languages with a period

  Examples:


Box 73. Journals appearing in different editions.

If a journal is published in more than one edition:

- Capitalize all significant words in edition information
- Separate the edition from the title itself by a space and place it in parentheses
- End all title information with a period

  Examples:

  American Homeopathy (Consumer Edition).

Examples for Title

1. Standard journal title that is still being published
2. Standard journal title that has ceased publication
3. Journal title with subtitle
4. Journal title with edition
5. Journal title published in parts
6. Journal title not in English
7. Journal title not in English, with optional translation
8. Journal title published in two equal languages
9. Journal title published in multiple languages
Edition for Entire Journal Titles (required)

General Rules for Edition

- Indicate the edition/version being cited after the title if a journal is published in more than one edition or version
- Do not abbreviate or omit any words
- Use whatever capitalization and punctuation are found in the edition statement
- Place the edition statement in parentheses, such as (British Edition)
- End the edition statement with a period placed outside the closing parenthesis unless the Type of Medium is included, then use a space

Specific Rules for Edition

- Non-English words for edition

**Box 74. Non-English words for edition.**

- For non-English edition statements in the roman alphabet (French, German, Spanish, Italian, etc.):
  - Give the name in the original language
  - Separate the edition from the title itself by a space and place it in parentheses
  - End title and edition information with a period

  *Examples:*


- For an edition statement in Cyrillic, Greek, Arabic, Hebrew, or Korean, or in a character-based language such as Chinese and Japanese:
  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables.*
  - Separate the edition from the title itself by a space and place it in parentheses
  - End the title and edition information with a period

  *Examples:*

  Box 74 continues on next page...
It is not NLM practice, but you may translate journal titles and their editions in a character-based language


- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

<table>
<thead>
<tr>
<th>Letter</th>
<th>Treated As</th>
</tr>
</thead>
<tbody>
<tr>
<td>Å</td>
<td>A</td>
</tr>
<tr>
<td>Ø</td>
<td>O</td>
</tr>
<tr>
<td>Ç</td>
<td>C</td>
</tr>
<tr>
<td>Ł</td>
<td>L</td>
</tr>
<tr>
<td>à</td>
<td>a</td>
</tr>
<tr>
<td>ã</td>
<td>g</td>
</tr>
<tr>
<td>ñ</td>
<td>n</td>
</tr>
<tr>
<td>ü</td>
<td>u</td>
</tr>
</tbody>
</table>

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

<table>
<thead>
<tr>
<th>Letter</th>
<th>Treated As</th>
</tr>
</thead>
<tbody>
<tr>
<td>æ</td>
<td>ae</td>
</tr>
<tr>
<td>œ</td>
<td>oe</td>
</tr>
</tbody>
</table>

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Edition</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danish</td>
<td>oplag</td>
<td>n.a.</td>
</tr>
<tr>
<td></td>
<td>udgave</td>
<td></td>
</tr>
</tbody>
</table>
Language | Word for Edition | Abbreviation
---|---|---
Dutch | uitgave | uitg.  
  | editie | ed.  
Finnish | julkaisu | julk.  
French | edition | ed.  
German | Ausgabe | Ausg.  
  | Auflage | Aufl.  
Greek | ekdosis | ekd.  
Italian | edizione | ed.  
Norwegian | publikasjon | publ.  
  | utgave | utg.  
Portuguese | edicao | ed.  
Russian | izdanie | izd.  
  | publikacija | publ.  
Spanish | edicion | ed.  
  | publicacion | publ.  
Swedish | upplaga | n.a.

**Examples for Edition**

4. Journal title with edition

**Type of Medium for Entire Journal Titles (required)**

**General Rules for Type of Medium**

- Indicate the specific type of medium (microfiche, ultratrace, microfilm, microcard, etc.) following the title (and Edition, if present) if a journal is published in a microform.
- Place the name of the medium in square brackets and end with a period placed outside the closing bracket, such as [microfiche].
- See Chapter 16B for journal titles in audiovisual formats, Chapter 19B for titles on CD-ROM, DVD, or disk, and Chapter 23B for titles on the Internet.

**Examples for Type of Medium**

39. Journal title in a microform
Editor for Entire Journal Titles (optional)

General Rules for Editor

- Give the name of the current (or last) editor
- Enter the editor’s name in natural order, such as John A. Jones
- Follow the name with a comma and the word "editor"
- End editor information with a period

Specific Rules for Editor

- Editor names not in English

Box 75. Editor Names not in English.

- Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication
- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese. Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the ALA-LC Romanization Tables.
- Capitalize only the first letter of romanized names when the original initial is represented by more than one letter
  
  Iu. A. Iakontov
  
  G. Th. Tsakalos
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    
    Å treated as A
    
    Ø treated as O
    
    Ç treated as C
    
    Ł treated as L
    
    à treated as a
Box 75 continued from previous page.

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe

- To assist in identifying editors, below is a brief list of non-English words for editor:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
</tr>
<tr>
<td></td>
<td>editeur</td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
</tr>
<tr>
<td></td>
<td>editore</td>
</tr>
<tr>
<td>Russian</td>
<td>redaktor</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
</tr>
<tr>
<td></td>
<td>editor</td>
</tr>
</tbody>
</table>

Examples for Editor

10. Journal title with editor included

Place of Publication for Entire Journal Titles (required)

General Rules for Place of Publication

- Place is defined as the city where the journal was published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known
cities or when cities in different locations have the same name, such as Cambridge (MA) and Cambridge (England)
- End place information with a colon

Specific Rules for Place of Publication

- Non-US cities
- Multiple places of publication
- No place of publication can be found

Box 76. Non-US cities.

- Use the anglicized form for the name of a city, such as Rome for Roma and Moscow for Moskva, when possible
- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E)
  
  Montreal (QC):
  Ottawa (ON):
- If the city is not well known or could be confused with another city of the same name, follow the city with the name of the country, either written out or as the two-letter ISO country code (see Appendix D). Use the anglicized form of the name, such as Spain for Espana. Place the country name or code in parentheses.
  
  London:
  Rome:
  Paris:
  Madrid:
  \textit{but}
  Malaga (Spain): \textit{or} Malaga (ES):
  Basel (Switzerland): \textit{or} Basel (CH):
  Oxford (England): \textit{or} Oxford (GB):
- As an option, use the country name after all cities not in the US or Canada

Box 77. Multiple places of publication.

- If a journal changed publishers over the years or if the publisher changed its location, give the place of publication of the current (or last) publisher

\textit{Box 77 continues on next page...}
Box 77 continued from previous page.

- If more than one place of publication is found for the publisher, use the first one or the one set in the largest type or in bold type. Do not give multiple places of publication.
- An alternative is to use the place of publication and publisher likely to be most familiar to the audience of the reference list. For example, use the place of an American publisher for a US audience and a London publisher for a British one.

Box 78. No place of publication can be found.

- If no place can be found but one can be reasonably inferred, such as Chicago as the place of publication for a journal of the American Medical Association, put the place name in square brackets


- If no place of publication can be found or inferred, use [place unknown]


Examples for Place of Publication

11. Journal title with well-known place of publication
12. Journal title with lesser-known place of publication
13. Journal title with place of publication inferred
14. Journal title with unknown place of publication
19. Journal title with unknown place of publication and publisher

Publisher for Entire Journal Titles (required)

General Rules for Publisher

- Record the name of the publisher as it appears in the journal, using whatever capitalization and punctuation are found there
- Abbreviate well-known publisher names if desired but with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- When a division or other subsidiary part of a publisher is given, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a period
Specific Rules for Publisher

- Abbreviated words in publisher names
- Non-English publishers
- Government agencies and other national and international bodies as publisher
- Multiple publishers
- Joint publication
- No publisher can be found

Box 79. Abbreviated words in publisher names.

- Abbreviate commonly used words in publisher names, if desired

    *Examples:*
    - Acad. for Academy
    - Assoc. for Association
    - Co. for Company
    - Coll. for College
    - Corp. for Corporation
    - Dept. for Department
    - Div. for Division
    - Inst. for Institute or Institution
    - Ltd. for Limited
    - Soc. for Society
    - Univ. for University

    See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

- Follow all abbreviated words with a period

Box 80. Non-English publishers.

- Give publisher names in the roman alphabet (French, Spanish, Italian, etc.) in their original language

    Rome: Societa Editrice Universo.

Box 80 continues on next page...
Box 80 continued from previous page.

Lisbon: Imprensa Medica.

- Romanize names in Cyrillic, Greek, Arabic, Hebrew, Korean, and character-based languages (Chinese, Japanese)

  Sofia (Bulgaria): Sofia Medizina i Fizkultura.

- If the name of a division or other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

  Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  - Treat letters marked with diacritics or accents as if they are not marked
    
    | Letter | Treated as |
    |--------|------------|
    | Å      | A          |
    | Ø      | O          |
    | Ç      | C          |
    | Ł      | L          |
    | à      | a          |
    | ĝ      | g          |
    | Ň      | n          |
    | ü      | u          |
  
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    
    | Letter | Treated as |
    |--------|------------|
    | æ      | ae         |
    | œ      | oe         |

- Follow a non-English name with a translation, if desired. Place all translated publisher names in square brackets.

  Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press].

Box 80 continues on next page...
As an option, you may translate all publisher names not appearing in English. Place all translated names in square brackets unless the translation is given in the publication.

Aarhus (Denmark): [Aarhus University Press].

Box 81. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

  National Cancer Institute (US).
  National Society on Alcoholism and Drug Dependence (NZ).
  Royal Society of Medicine Press Ltd. (GB).
  Royal College of Physicians (AU), Paediatrics & Child Health Division.

- Do not confuse the publisher with the distributor of documents for the publisher. The most common distributors of US government publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency making the publication available as the publisher and include distributor information as a note. Begin with the phrase "Available from" followed by a colon and a space. Add the name of the distributor, the city and state, and the accession or order number.


Box 82. Multiple publishers.

- If a journal changed publishers over the years, give the name of the current (or last) publisher

- If more than one publisher is found in a journal, use the first one given or the one set in the largest type or set in bold

- An alternative is to use the publisher likely to be most familiar to the audience of the reference list, such as an American publisher for a US audience and a London publisher for a British one

Box 82 continues on next page...
Box 82 continued from previous page.

- Do not list multiple publishers. For journals with joint or co-publishers, use the name provided first as the publisher. Include the name of the other publisher(s) as a note, if desired.
- End publisher information with a period

*Example:*


Box 83. Joint publication.

- For those journals with joint or co-publishers, use the name provided first as publisher, in order of precedence: on the title page of the issue, on the issue cover, and on the masthead
- Include the name of the other publisher(s) as a note, if desired

*Example:*


- Do not list multiple publishers
- End publisher information with a period

Box 84. No publisher can be found.

- If no publisher can be determined, use [publisher unknown]

*Example:*


**Examples for Publisher**

15. Journal title with well-known publisher

16. Journal title with government agency or national or international organization as publisher

17. Journal title publisher with subsidiary part

18. Journal title with unknown publisher
19. Journal title with unknown place of publication and publisher

**Volume Number for Entire Journal Titles (required)**

**General Rules for Volume Number**

- Precede the number with "Vol.", regardless of the particular word for volume used by the journal
- Use arabic numbers only. For example: convert LX or Sixtieth to 60.
- Separate multiple volumes by a hyphen. For example: 5-6 or 42-43.
- Follow volume number(s) with a comma

**Specific Rules for Volume Number**

- Non-English names for volume
- No volume number can be found

**Box 85. Non-English names for volume.**

- Use only the English word for volume and abbreviate it to "Vol."
- To help locate volumes, see the following list for the words and abbreviations used for volume in a variety of languages:
  
  aarg.   aargang   année   anno   año   årg.   årgang   band   bd.   bind  
  évf.   évfolyam   g.   god   godina   godiště   jaarg.   jaargang  
  jahrg.   jahrgang   köt.   kötet   r.   ročník   rocznik   rok   sv.   svazek  
  svezak   t.   tom   tomos   tomo   tomus   vol.   volumen   zv.   zväzok   zvez ek

**Box 86. No volume number can be found.**

- If no volume number can be found, follow the publisher with the issue number
  

- If no volume number or issue number is found, follow the publisher with the beginning year of publication. Precede the year with the name and day of the month or season, if provided.
  
Examples for Volume Number

20. Journal title with volume and issue number
21. Journal title with volume, but no issue number
22. Journal title with issue number, but no volume
23. Journal title without volume or issue number
24. Journal title published in more than one series

Issue Number for Entire Journal Titles (required)

General Rules for Issue Number

- Precede the issue number with "No.", regardless of the particular word for issue used by the journal
- Use arabic numbers only. For example: convert IV or Fourth to 4.
- Separate multiple issues by a hyphen, such as 2-3
- Follow issue information with a comma

Specific Rules for Issue Number

- Non-English names for issue
- No volume number can be found
- No issue number can be found
- Options for issues

Box 87. Non-English names for issue.

- Use only "number", the English word for issue, and abbreviate it to "No."
- To help locate issues in languages other than English, see the following list of words and abbreviations used for issue (usually variations on the word number) in a variety of languages:
  
  čís.  číslo  fasc.  fascicle  fascicule  fasciculus  heft  knižka
  
  no.  nommernr.  numer  número  nummer  sveska  sz.  szám
  
  vypusk  zesz.  zeszyt  zošit

Box 88. No volume number can be found.

- If no volume number is present, follow the publisher with the issue number


Box 88 continues on next page...
Box 88 continued from previous page.

- If no volume number or issue number is present, follow the publisher with the beginning year of publication. Precede the year with the name and day of the month or season, if provided.


Box 89. No issue number can be found.

- If no issue number is present but a volume number can be found, follow the publisher with the volume number and beginning date


- If no volume number or issue number is present, follow the publisher with the beginning year of publication. Precede the year with the name and day of the month or season, if provided.


Box 90. Options for issues.

It is not NLM policy, but the following is an acceptable option:

- If a journal began publishing with volume one, number one, you may omit the issue number

  Cancer Molecular Biology: CMB. Cairo: Ain Shams Faculty of Medicine, Oncology Diagnostic Unit. Vol. 1, No. 1, Jan-Feb 1994 - .

  or

  Cancer Molecular Biology: CMB. Cairo: Ain Shams Faculty of Medicine, Oncology Diagnostic Unit. Vol. 1, Jan-Feb 1994 - .

Examples for Issue Number

20. Journal title with volume and issue number

21. Journal title with volume, but no issue number

22. Journal title with issue number, but no volume
23. Journal title without volume or issue number

Date of Publication for Entire Journal Titles (required)

General Rules for Date of Publication

- Include the month and year the journal began to be published, in that order, such as May 2004
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Use English names for months and abbreviate them to the first three letters, such as Jan
- End beginning date information with a hyphen, three spaces, and a period if the journal is still being published
- End beginning date information with a space, a hyphen and a space if the journal ceased publication. Enter closing volume and issue information followed by a comma (see above) and the closing date. End closing date information with a period.

Specific Rules for Date of Publication

- Multiple years, months, or days of publication
- Non-English names for months
- Seasons instead of months
- Options for dates

Box 91. Multiple years, months, or days of publication.

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.
  
  2002-2003
  1997-1998
  1999-2000

Example:


- If months and days of the month are given, place them before the year. Use English names for months and abbreviate them using the first three letters.

  Oct 1999
  Mar 1, 2002
  Jan 1, 2005-Feb 31, 2005

Box 91 continues on next page...
Box 91 continued from previous page.

Example:


- Separate multiple months of publication and multiple days of the month by a hyphen
  
  Mar-Apr 2005
  
  Dec 1999-Jan 2000
  
  Feb 1-7, 2005
  
  Jan 25-31, 2001

Examples:

Cancer Molecular Biology: CMB. Cairo: Ain Shams Faculty of Medicine, Oncology Diagnostic Unit. Vol. 1, No. 1, Jan-Feb 1994 - .


- Separate multiple seasons by a hyphen, as Spring-Summer. Capitalize names of seasons; do not abbreviate them.

Examples:


Box 92. Non-English names for months.

- Translate names of months into English

- Abbreviate them using the first three letters

- Capitalize them

Examples:

mayo = May
luty = Feb
brezen = Mar
Box 93. Seasons instead of months.

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them

Examples:

balvan = Summer
outomno = Fall
hiver = Winter
pomlad = Spring

- Separate multiple seasons by a hyphen, such as Fall-Winter


Box 94. Options for dates.

It is not NLM policy, but the following are acceptable options:

- If both volume and issue numbers are present, you may omit the name of the months or seasons.


or


or


Examples for Date of Publication

25. Journal title with multiple month(s) in date

26. Journal title with days of the month included in date
27. Journal title with season in date
28. Journal title with multiple seasons in date
29. Journal title with multiple years in beginning or ending dates of publication

Physical Description for Entire Journal Titles (optional)

General Rules for Physical Description

- Enter the medium on which the journal title is issued, in plural form, if a journal is published in a microform
- Follow the medium by a colon and a space, such as Microfiche:
- Give information on the physical characteristics of the medium, such as color and size

Specific Rules for Physical Description

- Language for describing physical characteristics

Box 95. Language for describing physical characteristics.

If a journal is published on microfiche, microfilm, or microcards:

- Begin with the name of the type of microform, in plural form, followed by a colon and a space
  
  Microfiche:
  Microfilm:
  Microcards:

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches and mm. for millimeters. Separate types of information by commas.

  Typical words used include:
  
  color
  black & white
  positive
  negative
  4 x 6 in. (standard microfiche size)
  3 x 5 in. (standard microcard size)

Box 95 continues on next page...
35 mm. (a standard microfilm size)

16 mm. (a standard microfilm size)

*Examples of complete physical description statements:*

- Microfiche: color, positive, 4 x 6 in.
- Microcards: black & white, 3 x 5 in.
- Microfilm: black & white, negative, 35 mm.

**Examples for Physical Description**

39. Journal title in a microform

**Language for Entire Journal Titles (required)**

**General Rules for Language**

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

**Specific Rules for Language**

- Journals appearing in more than one language

**Box 96. Journals appearing in more than one language.**

- If a journal is published in multiple languages:
  
  - Give the title in the first language found, in order of precedence: on the title page of the issue, on the issue cover, or on the masthead
  
  - List all languages of publication after the date(s) of publication (and Physical Description if provided)
  
  - Separate the languages by commas
  
  - End the list of languages with a period

  *Example:*


*Box 96 continues on next page...*
Box 96 continued from previous page.

- If a journal is published in two or more equal languages, as often occurs with Canadian journals:
  - Begin with the title in the language appearing first, in order of precedence: on the title page of the issue, on the issue cover, or on the masthead
  - Give all titles in the order they are provided in the text
  - Place an equals sign with a space on either side between each title
  - List all languages of publication after the date(s) of publication (and Physical Description if provided)
  - Separated the languages by commas
  - End the list of languages with a period

Example:

Canadian Family Physician = Medecin de Famille Canadien.

Examples for Language

6. Journal title not in English
7. Journal title not in English, with optional translation
8. Journal title published in two equal languages
9. Journal title published in multiple languages

Notes for Entire Journal Titles (optional)

General Rules for Notes

- Notes is a collective term for further useful information about the journal
- If the journal was previously published under another title, provide the name preceded by "Continues: ", such as Continues: Immunochemistry.
- If the journal continues to be published under another title, provide the name preceded by "Continued by: ", such as Continued by: Molecular Immunology.

Specific Rules for Notes

- Other types of material to include in notes
Box 97. Other types of material to include in notes.

- The name under which a journal was previously published. Begin with Continues:
  
  Continues: Immunochemistry.

- The name under which a journal continues to be published. Begin with Continued by:
  
  Continued by: Molecular Immunology.

- If a print journal is also available as an Internet version, the address where it may be found
  
  American Journal of Physiology. Lung Cellular and Molecular Physiology.
  Also available on the Internet: http://ajplung.physiology.org/.

- The sponsorship of the journal if the sponsor is not also the publisher
  
  Sponsored by the British Society for the Study of Infection.

- Frequency of publication of the journal
  

- The International Standard Serial Number (ISSN) of the journal
  

- If the journal is an unusual one, the name of a library or other archive where it may be found. Begin with the phrase "Located at" followed by a colon and a space
  
  Abhandlungen zur Geschichte der Medizin und der Naturwissenschaften.
  Husum (Germany): Matthieson Verlag. Vol. 1, 1934 - . German. Located at: National Library of Medicine, Bethesda, MD; W1 AB797.

- If the journal is usually accompanied by a CD-ROM, videocassette, or other additional medium, provide this information preceded by the words "Accompanied by:"
  
  Accompanied by: CD-ROMs.

Box 97 continues on next page...

- Any other information that would be useful


Examples for Notes

30. Journal title previously published under another name
31. Journal title continuing to be published under another name
32. Journal title both previously published and continuing to be published under another name
33. Journal title with note on Internet availability
34. Journal title with sponsorship note
35. Journal title with frequency of publication note
36. Journal title with ISSN note
37. Journal title with note on a library where it may be located
38. Journal title with distributor note
39. Journal title in a microform
40. Journal title accompanied by a CD-ROM, videocassette, etc.
41. Journal title with examples of other notes

Examples of Citations to Entire Journal Titles

1. Standard journal title that is still being published


2. Standard journal title that has ceased publication


3. Journal title with subtitle


4. Journal title with edition


5. Journal title published in parts


6. Journal title not in English


7. Journal title not in English, with optional translation


8. Journal title published in two equal languages


9. Journal title published in multiple languages


10. Journal title with editor included


11. Journal title with well-known place of publication


12. Journal title with lesser-known place of publication

13. Journal title with place of publication inferred

14. Journal title with unknown place of publication

15. Journal title with well-known publisher


16. Journal title with government agency or national or international organization as publisher


17. Journal title publisher with subsidiary part
Cancer Molecular Biology: CMB. Cairo: Ain Shams Faculty of Medicine, Oncology Diagnostic Unit. Vol. 1, No. 1, Jan-Feb 1994 - .


18. Journal title with unknown publisher

19. Journal title with unknown place of publication and publisher
20. Journal title with volume and issue number

21. Journal title with volume, but no issue number

22. Journal title with issue number, but no volume

23. Journal title without volume or issue number

24. Journal title published in more than one series

25. Journal title with multiple month(s) in date

26. Journal title with days of the month included in date
27. **Journal title with season in date**


28. **Journal title with multiple seasons in date**


29. **Journal title with multiple years in beginning or ending dates of publication**


30. **Journal title previously published under another name**


31. **Journal title continuing to be published under another name**

32. Journal title both previously published and continuing to be published under another name


33. Journal title with note on Internet availability


34. Journal title with sponsorship note


35. Journal title with frequency of publication note


36. Journal title with ISSN note


37. Journal title with note on a library where it may be located

38. **Journal title with distributor note**


39. **Journal title in a microform**


40. **Journal title accompanied by a CD-ROM, videocassette, etc**


41. **Journal title with examples of other notes**


Chapter 2. Books

Created: October 10, 2007; Updated: August 11, 2015.

A. Entire Books

• Sample Citation and Introduction
• Citation Rules with Examples
• Examples

B. Individual Volumes of Books

(1) Individual Volumes With a Separate Title but Without Separate Authors/Editors

• Sample Citation and Introduction
• Citation Rules with Examples
• Examples

(2) Individual Volumes With a Separate Title and Separate Authors/Editors

• Sample Citation and Introduction
• Citation Rules with Examples
• Examples

C. Parts of Books

• Sample Citation and Introduction
• Citation Rules with Examples
• Examples

D. Contributions to Books

• Sample Citation and Introduction
• Citation Rules with Examples
• Examples

See also:

Chapter 11B Forthcoming Books
Chapter 15 Books and Other Individual Titles in Audiovisual Formats
Chapter 18 Books and Other Individual Titles on CD-ROM, DVD, or Disk
Chapter 22 Books and Other Individual Titles on the Internet

A. Sample Citation and Introduction to Citing Entire Books

The general format for a reference to a book, including punctuation:
Examples of Citations to Entire Books

A book is a publication that is complete in one volume or a limited number of volumes; books are therefore often called monographs. Textbooks, technical reports, conference proceedings, master’s theses and dissertations, bibliographies, and patents are all examples of monographs. This chapter focuses on the standard book and textbook. Because technical reports and other specific types of monographs have additional special features, they are treated in their own chapters.

References to books in print or in microform (microfilm, microfiche) are included in this chapter. For references to books in audiovisual format, see Chapter 15; in electronic form, see Chapter 18 and Chapter 22.

The chief source for information about a book is its title page. The back of the title page, called the verso or copyright page, and the cover of the book are additional sources of authoritative information not found on the title page.

Note that the rules for creating references to books are not the same as the rules for cataloging books. Therefore records found in the NLM LocatorPlus and the NLM Catalog databases will not always agree with the instructions presented here.

Continue to Citation Rules with Examples for Entire Books.

Citation Rules with Examples for Entire Books

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author/Editor (R) | Author Affiliation (O) | Title (R) | Content Type (O) | Type of Medium (R) | Edition (R) | Editor and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Pagination (O) | Physical Description (O) | Series (O) | Language (R) | Notes (O)
Author/Editor for Entire Books (required)

General Rules for Author/Editor

- List names in the order they appear in the text
- Enter surname (family or last name) first for each author/editor
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all authors/editors, regardless of the number
- Separate author/editor names from each other by a comma and a space
- If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors; see Editor and Other Secondary Authors below if there are authors and editors
- End author/editor information with a period

Specific Rules for Author/Editor

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Non-English words for editor
- Organizations as author/editor
- No author can be found
- Options for author names

Box 1. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames
  
  Estelle Palmer-Canton  becomes  Palmer-Canton E
  
  Ahmed El-Assmy  becomes  El-Assmy A

- Keep particles, such as O', D', and L'
  
  Alan D. O'Brien  becomes  O'Brien AD
  
  James O. L'Esperance  becomes  L'Esperance JO
  
  U. S'adeh  becomes  S'adeh U

Box 1 continues on next page...
Box 1 continued from previous page.

- Omit all other punctuation in surnames
  
  Charles A. St. James  becomes  St James CA

Box 2. Other surname rules.

- Keep prefixes in surnames
  
  Lama Al Bassit  becomes  Al Bassit L
  Jiddeke M. van de Kamp  becomes  van de Kamp JM
  Gerard de Pouvourville  becomes  de Pouvourville G

- Keep compound surnames even if no hyphen appears
  
  Sergio Lopez Moreno  becomes  Lopez Moreno S
  Jaime Mier y Teran  becomes  Mier y Teran J
  Virginie Halley des Fontaines  becomes  Halley des Fontaines V

  [If you cannot determine from the title page whether a surname is compound or a combination of a middle name and a surname, look at the back of the title page (the copyright page) or elsewhere in the text for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  - Treat letters marked with diacritics or accents as if they are not marked
    
    Â  treated as  A
    Ø  treated as  O
    Ç  treated as  C
    Ł  treated as  L
    à  treated as  a
    ġ  treated as  g
    ſ  treated as  n

Box 2 continues on next page...
Box 2 continued from previous page.

- ü treated as u
- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe

Box 3. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names
  - Jean-Louis Lagrot becomes Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle
  - D'Arcy Hart becomes Hart D
  - W. St. John Patterson becomes Patterson WS
  - De la Broquerie Fortier becomes Fortier D
  - Craig McC. Brooks becomes Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.
  - Ch. Wunderly becomes Wunderly C
  - C. Fr. Erdman becomes Erdman CF

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter
  - Iu. A. Iakontov becomes Iakontov IuA
  - G. Th. Tsakalos becomes Tsakalos GTh

Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name
  - James A. Reed, M.D., F.R.C.S. becomes Reed JA
Kristine Schmidt, Ph.D.  becomes  Schmidt K  
Robert V. Lang, Major, US Army  becomes  Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name
  
Sir Frances Hildebrand  becomes  Hildebrand F  
Dr. Jane Eberhard  becomes  Eberhard J  
Captain R.C. Williams  becomes  Williams RC

**Box 5. Designations of rank in a family, such as Jr and III.**

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals

**Examples:**

Vincent T. DeVita, Jr.  becomes  DeVita VT Jr  
James G. Jones II  becomes  Jones JG 2nd  
John A. Adams III  becomes  Adams JA 3rd  
Henry B. Cooper IV  becomes  Cooper HB 4th

**Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).**

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

Iu. A. Iakontov  becomes  Iakontov IuA  
G. Th. Tsakalos  becomes  Tsakalos GTh
Box 6 continued from previous page.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ĝ treated as g
    - ñ treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe

Box 7. Non-English words for editor.

- Translate the word found for editor into English. However, the wording found on the publication may always be used.
- To assist in identifying editors, below is a brief list of non-English words for editor:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
</tr>
<tr>
<td></td>
<td>editeur</td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
</tr>
<tr>
<td></td>
<td>editore</td>
</tr>
</tbody>
</table>
Box 7 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Russian</td>
<td>redaktor</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
</tr>
<tr>
<td></td>
<td>editor</td>
</tr>
</tbody>
</table>

Box 8. Organizations as author/editor.

An organization such as a university, society, association, corporation, or government body may serve as an author or editor.

- Omit "The" preceding an organizational name
  
  The American Cancer Society  becomes  American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

  American Medical Association, Committee on Ethics.

  International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

  American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

  National Academy of Sciences (US).

  Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

  Canadian Association of Orthodontists; Canadian Dental Association.

  American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization or organizations appear on the title page of a book as authors, use the names of the individuals as the author. Give the organization at the end of the reference as a note, if desired.

Box 8 continues on next page...
For names of organizations not in English:

- Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Follow a non-English name with a translation when possible. Place all translations in square brackets.

  Istituto di Fisiologia Clinica del CNR.

  Universitatsmedizin Berlin.

  Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

- Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables. Follow a non-English name with a translation when possible. Place all translations in square brackets.

  Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

  or

  [Russian Respiratory Society].

- Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

  [Chinese Medical Society].

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

  Å  treated as  A

  Ø  treated as  O

  Ç  treated as  C
Box 8 continued from previous page.

- L treated as L
- à treated as a
- š treated as g
- ň treated as n
- ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe

Box 9. No author can be found.

- If no person or organization can be found as the author but editors or translators are present, begin the reference with the names of the editors or translators. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.

  Morrison CP, Court FG, editors.
  Walser E, translator.

- If no person or organization can be identified as the author and no editors or translators are given, begin the reference with the title of the book. Do not use anonymous.


Box 10. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options.

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.

  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.
  Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

Box 10 continues on next page...
Box 10 continued from previous page.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."

  Adler DG, Baron TH, Davila RE, and others.

Examples for Author/Editor

1. Standard book with initials for authors
2. Book authors with optional full first names given
3. Book with many authors (list all)
4. Book with optional limit to the first three authors
5. Book with author/editor name having designations of rank in a family
6. Book authors/editors with particles, prefixes, or prepositions in their names
7. Book authors/editors with compound last names having a hyphen
8. Book authors/editors with compound last names without a hyphen
9. Book with editors or translators when there is no author
10. Book with author(s) and editor(s)/translator(s)/illustrator(s)
11. Book with organization as author/editor
12. Book with organization as author and subsidiary department/division named
13. Book with organization as author which is also the publisher
14. Book with organization as author and an editor(s)
15. Book with organization as author/editor including a translation
16. Book with multiple organizations as authors
17. Book with no authors or editors

Author Affiliation for Entire Books (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
• Use commas to separate parts of the address
• Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
• Separate the affiliation from its author by a space
• Follow the affiliation with a comma placed outside the closing parenthesis, unless the affiliation is for the last author, then use a period

Specific Rules for Author Affiliation

• Abbreviations in affiliations
• E-mail address included
• Organizational names for affiliations not in English
• Names for cities and countries not in English

Box 11. Abbreviations in affiliations.

• Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

   Examples:
   
   Acad. for Academy
   Assoc. for Association
   Co. for Company
   Coll. for College
   Corp. for Corporation
   Dept. for Department
   Div. for Division
   Inst. for Institute or Institution
   Soc. for Society
   Univ. for University

   See Appendix C for more abbreviations of commonly used English words.

• Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

• Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

• Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.
Box 12. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space
- Insert the e-mail address as it appears in the publication
- Do not end an e-mail address with a period
- Place the e-mail address within the closing parenthesis for the author affiliation

Example:

Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

Box 13. Organizational names for affiliations not in English.

- Give the affiliation of all authors or only the first author
- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.
- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

    Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Immunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

    Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

    Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I.

Box 13 continues on next page...
Translate organizational names in character-based languages (Chinese, Japanese)

Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

○ Treat letters marked with diacritics or accents as if they are not marked

\[
\begin{align*}
\text{"Å"} & \text{ treated as } \text{A} \\
\text{"Ø"} & \text{ treated as } \text{O} \\
\text{"Ç"} & \text{ treated as } \text{C} \\
\text{"Ł"} & \text{ treated as } \text{L} \\
\text{"à"} & \text{ treated as } \text{a} \\
\text{"ĝ"} & \text{ treated as } \text{g} \\
\text{"ñ"} & \text{ treated as } \text{n} \\
\text{"ü"} & \text{ treated as } \text{u}
\end{align*}
\]

○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

\[
\begin{align*}
\text{"æ"} & \text{ treated as } \text{ae} \\
\text{"œ"} & \text{ treated as } \text{oe}
\end{align*}
\]

• Use the English form of names for cities and countries when possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 14. Names for cities and countries not in English.

• Use the English form for names of cities and countries if possible. However, the name as found on the publication may always be used.

Box 14 continues on next page...
Box 14 continued from previous page.

Moskva becomes Moscow
Wien becomes Vienna
Italia becomes Italy
Espana becomes Spain

Examples for Author Affiliation

18. Book with author affiliation included

Title for Entire Books (required)

General Rules for Title

- Enter the title of a book as it appears in the original document, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it or a Content Type or Type of Medium follows it (see below), then end with a space

Specific Rules for Title

- Titles containing a Greek letter, chemical formula, or another special character
- Titles not in English
- Titles in more than one language
- Titles ending in punctuation other than a period
- No title can be found

Box 15. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a book title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

Box 15 continues on next page...
Box 15 continued from previous page.


• If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.


may become


may become


• If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses.


may become


Box 16. Titles not in English.

• Provide the title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)
Box 16 continued from previous page.


- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.


- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.


  or


- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Â treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a
    ģ treated as g
    ň treated as n
    ü treated as u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ treated as ae

Box 16 continues on next page...
Box 16 continued from previous page.

œ treated as œ

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization


- Provide an English translation after the original language or romanized title when possible; place translations in square brackets


Box 17. Titles in more than one language.

- If a book title is written in several languages:
  - Give the title in the first language found on the title page
  - List all languages of publication after the pagination (or Physical Description, if provided)
  - Separate the languages by commas
  - End the list of languages with a period

Example:

- If a book is published with equal text in two or more languages, as often occurs in Canadian publications:
  - Give all titles in the order they are given on the title page
  - Place an equals sign with a space on either side between each title
  - List all languages, separated by commas, after the pagination (or Physical Description, if provided)
  - End the list of languages with a period

  Example:


**Box 18. Titles ending in punctuation other than a period.**

- Most titles end in a period. When a translation of a book title is provided, place it in square brackets after the original language or romanized title. End with the period outside the closing bracket.


- If a translated title ends in another form of punctuation, keep that punctuation. Place it in the square brackets and end title information with a period.


**Box 19. No title can be found.**

Occasionally a publication does not appear to have any title; the book or other short document simply begins with the text. In this circumstance:

*Box 19 continues on next page...*
Box 19 continued from previous page.

- Construct a title from the first few words of the text
- Use enough words to make the constructed title meaningful
- Place the constructed title in square brackets

Examples for Title

19. Book title in a language other than English
20. Book published with equal text in two languages
21. Book with text in multiple languages
22. Book title with special characters

Content Type for Entire Books (optional)

General Rules for Content Type

- A content type alerts the user that the reference is not to a standard book but to a dissertation, master’s thesis, or bibliography
- Place [dissertation], [master’s thesis], or [bibliography] after the book title
- Follow the bracketed content type with a period unless the book is in a non-print medium (see Type of Medium below)
- See Chapter 5 Dissertations and Theses and Chapter 6 Bibliographies for more detail

Specific Rules for Content Type

- Titles ending in punctuation other than a period
- Titles not in English

Box 20. Titles ending in punctuation other than a period.

- Most book titles end in a period. Place [dissertation], [master’s thesis], or [bibliography] inside the period.


- If a title ends in another form of punctuation, keep that punctuation and follow [dissertation], [master’s thesis], or [bibliography] with a period

Box 21. Titles not in English.

- If a translation of a title is provided, place it in square brackets following the original language or romanized title


- If a book is a dissertation, master's thesis, or bibliography, place [dissertation], [master's thesis], or [bibliography] after the square brackets for the translation

  Cisse A. Connaissances et comportements sexuels des jeunes de 15-29 ans sur les M.T.S. et le SIDA a Bamako [Sexual knowledge and behavior of young people 15-29 years of age concerning sexually transmitted diseases (STDs) and AIDS in Bamako] [master's thesis]. [Quebec (QC)]: Laval University; 1993. 69 p. French.

Examples for Content Type

23. Book with content type added

Type of Medium for Entire Books (required)

General Rules for Type of Medium

- Indicate the type of medium (microfiche, ultrafiche, microfilm, microcard, etc.) following the title (and Content Type, if present) when a book is published in a microform
- Place the name of the medium in square brackets and end with a period outside the closing bracket, such as [microfiche].
- Add information about the medium according to the instructions under Physical Description below
- See Chapter 15 for books in audiovisual formats, Chapter 18 for books on CD-ROM, DVD, or disk, and Chapter 22 for Internet books

Specific Rules for Type of Medium

- Both a content type and a type of medium
- Titles ending in punctuation other than a period
- Titles not in English
**Box 22. Both a content type and a type of medium.**

- If a dissertation, master's thesis, or bibliography is in a microform, give the specific type of microform after the content type preceded by "on".


**Box 23. Titles ending in punctuation other than a period.**

- Most titles of books end in a period. Place [microfiche], [microfilm], or [microcard] inside the period.


- If a title ends in another form of punctuation, keep that punctuation and follow [microfiche], [microfilm], or [microcard] with a period

**Box 24. Titles not in English.**

- If a translation of a title is provided, place the translation in square brackets after the original language or romanized title


- If a book title is in a microform (microfiche, microfile, microcard, etc.), place the specific name of the microform in square brackets following the translation

  Jousset TA. Etude et traitement de la meningite tuberculeuse [Study and treatment of meningeal tuberculosis] [microfilm]. Paris: Masson; 1933. 152 p. 1 reel: black & white, negative, 35 mm.
Examples for Type of Medium

24. Book in a microform with type of medium given

Edition for Entire Books (required)

General Rules for Edition

- Indicate the edition/version being cited after the title (and Content Type or Type of Medium if present) when a book is published in more than one edition or version
- Abbreviate common words (see Abbreviation rules for editions below)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period

Box 25. Abbreviation rules for editions.

- Abbreviate common words found in edition statements, if desired:

<table>
<thead>
<tr>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>abbreviated</td>
<td>abbr.</td>
</tr>
<tr>
<td>abridged</td>
<td>abr.</td>
</tr>
<tr>
<td>American</td>
<td>Am.</td>
</tr>
<tr>
<td>augmented</td>
<td>augm.</td>
</tr>
<tr>
<td>authorized</td>
<td>authoriz.</td>
</tr>
<tr>
<td>English</td>
<td>Engl.</td>
</tr>
<tr>
<td>enlarged</td>
<td>enl.</td>
</tr>
<tr>
<td>expanded</td>
<td>expand.</td>
</tr>
<tr>
<td>illustrated</td>
<td>ill.</td>
</tr>
<tr>
<td>modified</td>
<td>mod.</td>
</tr>
<tr>
<td>original</td>
<td>orig.</td>
</tr>
<tr>
<td>reprint(ed)</td>
<td>repr.</td>
</tr>
<tr>
<td>revised</td>
<td>rev.</td>
</tr>
<tr>
<td>special</td>
<td>spec.</td>
</tr>
<tr>
<td>translation</td>
<td>transl.</td>
</tr>
<tr>
<td>translated</td>
<td></td>
</tr>
</tbody>
</table>

Box 25 continues on next page...
Box 25 continued from previous page.

For additional abbreviations, see ISO 832:1994 - *Rules for the abbreviation of bibliographic terms*.

- Follow abbreviated words with a period and end all edition information with a period
  
  3rd rev. ed.
  
  1st Engl. ed.

**Specific Rules for Edition**

- Abbreviation rules for editions
- Non-English words for editions
- First editions

**Box 26. Non-English words for editions.**

- For non-English edition statements in the roman alphabet (French, German, Spanish, Italian, etc.):
  
  - Provide the name in the original language
  - Abbreviate common words used in edition statements if the language is a familiar one
  - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words
    
  - Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
    
    - Treat letters marked with diacritics or accents as if they are not marked
      
      Ā *treated as* A
      
      Ø *treated as* O
      
      Ç *treated as* C
      
      Ł *treated as* L

Box 26 continues on next page...
Box 26 continued from previous page.

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  
  æ  treated as  ae
  
  œ  treated as  oe

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- Separate the edition from the title proper by a space

- Retain the punctuation used in the edition statement

- Follow abbreviated words by a period and end edition information with a period

  Examples:

  Ed. 1a.
  
  5. ed. interamente riv. e aggiornata.
  
  2. ed. veneta.
  
  Nuova ed.
  
  Seconda ed.
  
  4a ed. rev. e ampliada.
  
  2° ed. ampliada y actualizada.
  
  2., Aufl.

- For an edition statement in Cyrillic, Greek, Arabic, Hebrew, or Korean:

  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the ALA-LC Romanization Tables.
Abbreviate common words used in edition statements if the language is a familiar one.

Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words.

Ignore diacritics, accents, and special characters in words. Treat letters marked with diacritics or accents as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

*Examples:* ĉ or ç becomes c

Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

Separate the edition from the title proper by a space.

Retain the punctuation used in the edition statement.

Follow abbreviated words by a period and end all edition information with a period.

*Examples:*

Izd. 3., perer. i dop.

2. dopunjeno izd.

2. ekd. epeux.

3. ekd.

For an edition statement written in a character-based language such as Chinese and Japanese:

Transliterate or translate the words for edition.

Do not abbreviate any of the words or omit any words.

Use the capitalization system of the particular language.

Ignore diacritics, accents, and special characters in words. Treat letters marked with diacritics or accents as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
Box 26 continued from previous page.

**Examples:**

ō becomes o

ū becomes u

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- Separate the edition from the title by a space

- Retain the punctuation used in the edition statement

- End all edition information with a period

**Examples:**

Shohan.

Dai 1-han.

Dai 3-pan.

Di 3 ban.

Cai se ban, Xianggang di 1 ban.

Che 6-p’ an.

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Edition</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danish</td>
<td>oplag</td>
<td>n.a.</td>
</tr>
<tr>
<td></td>
<td>udgave</td>
<td></td>
</tr>
<tr>
<td>Dutch</td>
<td>uitgave</td>
<td>uitg.</td>
</tr>
<tr>
<td></td>
<td>editie</td>
<td>ed.</td>
</tr>
<tr>
<td>Finnish</td>
<td>julkaisu</td>
<td>julk.</td>
</tr>
<tr>
<td>French</td>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>German</td>
<td>Ausgabe</td>
<td>Ausg.</td>
</tr>
<tr>
<td></td>
<td>Auflage</td>
<td>Aufl.</td>
</tr>
<tr>
<td>Greek</td>
<td>ekdosis</td>
<td>ekd.</td>
</tr>
<tr>
<td>Italian</td>
<td>edizione</td>
<td>ed.</td>
</tr>
</tbody>
</table>
Box 26 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Edition</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Norwegian</td>
<td>publikasjon</td>
<td>publ.</td>
</tr>
<tr>
<td></td>
<td>utgave</td>
<td>utg.</td>
</tr>
<tr>
<td>Portuguese</td>
<td>edicao</td>
<td>ed.</td>
</tr>
<tr>
<td>Russian</td>
<td>izdanie</td>
<td>izd.</td>
</tr>
<tr>
<td></td>
<td>publikacija</td>
<td>publ.</td>
</tr>
<tr>
<td>Spanish</td>
<td>edicion</td>
<td>ed.</td>
</tr>
<tr>
<td></td>
<td>publicacion</td>
<td>publ.</td>
</tr>
<tr>
<td>Swedish</td>
<td>upplaga</td>
<td>n.a.</td>
</tr>
</tbody>
</table>

Box 27. First editions.

- If a book does not carry any statement of edition, assume it is the first or only edition
- Use 1st ed. only when you know that subsequent editions have been published and you are citing the earlier one

Examples for Edition

25. Book with an edition

26. Book with an edition in a language other than English

Editor and other Secondary Authors for Entire Books (optional)

General Rules for Editor and other Secondary Authors

- A secondary author modifies the work of the author. Examples include editors, translators, and illustrators.
- Place the names of secondary authors after the title, following any Content Type, Type of Medium, or Edition statement
- Use the same rules for the format of names presented in Author/Editor above
- Follow the last named editor with a comma and the word editor or editors; the last named illustrator with a comma and the word illustrator or illustrators, etc.
- End secondary author information with a period
- If there is no author, move secondary authors such as editors and translators to the author position in the reference

Specific Rules for Editor and other Secondary Authors

- More than one type of secondary author
- Secondary author performing more than one role
• Non-English names for secondary authors
• Organization as editor

**Box 28. More than one type of secondary author.**

A book may have several types of secondary author.

• List all of them in the order they are given in the publication
• Separate each type of secondary author with the accompanying role by a semicolon
• End secondary author information with a period

*Examples:*

Smith BC, editor; Carson HT, illustrator.

Graber AF, Longstreet RG, translators; Johnson CT, Marks C, Huston MA, illustrators.

**Box 29. Secondary author performing more than one role.**

If the same secondary author performs more than one role:

• List all the roles in the order they are given in the publication
• Separate the roles by "and"
• End secondary author information with a period

*Example:*

Jones AB, editor and translator.

**Box 30. Non-English names for secondary authors.**

• Translate the word found for editor, translator, illustrator, or other secondary author into English if possible. However, the wording found on the publication may always be used.

• If not translated, ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  ◦ Treat letters marked with diacritics or accents as if they are not marked

Ä  *treated as*  A

*Box 30 continues on next page...*
Box 30 continued from previous page.

- Ø treated as O
- Ç treated as C
- Ł treated as Ł
- à treated as a
- ţ treated as g
- ň treated as n
- ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe

- To assist in identifying secondary authors, below is a brief list of non-English words for them:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
<th>Word for Translator</th>
<th>Word for Illustrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
<td>traducteur</td>
<td>illustrateur</td>
</tr>
<tr>
<td></td>
<td>editeur</td>
<td></td>
<td></td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
<td>ubersetzer</td>
<td>illustrator</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
<td>dolmetscher</td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
<td>traduttore</td>
<td>disegnatore</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>editore</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td>redaktor</td>
<td>perevodchik</td>
<td>konstruktor</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
<td>traductor</td>
<td>ilustrador</td>
</tr>
<tr>
<td></td>
<td>editor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Box 31. Organization as editor.

On rare occasions an organization will be listed as the editor.

- Follow the instructions for entering Organizations as author/editor

Box 31 continues on next page...
Box 31 continued from previous page.

- Place a comma, space, and the word editor after the organization name

  Example:

  Swiss Pharmaceutical Society, editor. Index nominum: international drug
directory. 18th ed. Stuttgart (Germany): Medpharm Scientific Publications;

Examples for Editor and other Secondary Authors

9. Book with editors or translators when there is no author

10. Book with author(s) and editor(s)/translator(s)/illustrator(s)

11. Book with organization as author/editor

Place of Publication for Entire Books (required)

General Rules for Place of Publication

- Place is defined as the city where the book was published
- Follow US and Canadian cities with the two-letter abbreviation for the state or
province (see Appendix E) to avoid confusion when citing lesser known cities or
when cities in different locations have the same name, such as Palm Springs (CA)
and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or
as the two-letter ISO country code (see Appendix D), when citing lesser known
cities or when cities in different locations have the same name, such as Cambridge
(MA) and Cambridge (England)
- Use the anglicized form for a non-US city, such as Vienna for Wien
- End place information with a colon

Specific Rules for Place of Publication

- Non-US cities
- Joint publication
- Multiple places of publication
- No place of publication can be found

Box 32. Non-US cities.

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for
Moskva, when possible. However, the name as found on the publication may always
be used.

Box 32 continues on next page...
Box 32 continued from previous page.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ĝ treated as g
    - ň treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe
- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:
  - Montreal (QC):
  - Ottawa (ON):
  - Vancouver (BC):
- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.
  - London:
  - Rome:
  - Paris:

Box 32 continues on next page...
### Box 32 continued from previous page.

- Madrid:
  - *but*
  - Malaga (Spain): or Malaga (ES):
  - Basel (Switzerland): or Basel (CH):
  - Oxford (England): or Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

---

### Box 33. Joint publication.

Two or more organizations may co-publish a book.

- Use the city of the first organization found on the title page (or on the back of the title page if no place information appears on the title page), as the place of publication

- Place the name of the other organization(s) as a note at the end of the citation, if desired


- Do not give multiple places as place of publication or include multiple publishers

---

### Box 34. Multiple places of publication.

- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.

- An alternative is to use the place of publication and publisher likely to be most familiar to the audience of the reference list. For example, use the place of an American publisher for a US audience and a London publisher for a British one.

---

### Box 35. No place of publication can be found.

- If no place of publication can be found on the title page or its verso (back), but one can be found elsewhere in the publication or can be reasonably inferred (e.g.,

  *Box 35 continues on next page...*
Box 35 continued from previous page.

Chicago as the place for a publication of the American Medical Association), place the city in square brackets, such as "[Chicago]".


- If no place of publication can be found or inferred, use [place unknown]


Examples for Place of Publication

27. Book with well-known place of publication
28. Book place of publication with geographic qualifier added for clarity
29. Book with place of publication inferred
30. Book with unknown place of publication
36. Book with unknown place of publication and publisher
42. Book with unknown place, publisher, and date of publication

Publisher for Entire Books (required)

General Rules for Publisher

- A publisher is defined as the individual or organization issuing the book
- Record the name of the publisher as it appears in the publication, using whatever capitalization and punctuation is found there
- Abbreviate well-known publisher names if desired but with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- When a division or other subsidiary part of a publisher is given, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a semicolon

Specific Rules for Publisher

- Abbreviated words in publisher names
- Non-English names for publishers
- Government agencies and other national and international bodies as publisher
- Joint publication
- Multiple publishers
- No publisher can be found
Box 36. Abbreviated words in publisher names.

- Abbreviate commonly used words in publisher names, if desired

  Examples:
  
  Acad. for Academy
  Assoc. for Association
  Co. for Company
  Coll. for College
  Corp. for Corporation
  Dept. for Department
  Div. for Division
  Inst. for Institute or Institution
  Ltd. for Limited
  Soc. for Society
  Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

- Follow all abbreviated words with a period

Box 37. Non-English names for publishers.

- Give publisher names in the roman alphabet (French, Spanish, Italian, etc.) in their original language

  Rome: Societa Editrice Universo;
  Lisbon: Imprensa Medica;

- Romanize names in Cyrillic, Greek, Arabic, Hebrew, Korean

  Sofia (Bulgaria): Sofia Medizina i Fizkultura;

Box 37 continues on next page...
Box 37 continued from previous page.

- Romanize names or translate names in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.

  Tokyo: Medikaru Rebyusha;

  Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute];

  Taiyuan (China): Shanxi ke xue ji she chu ban she;

  [Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized]

- If the name of a division or another part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

  Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero;

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  Treat letters marked with diacritics or accents as if they are not marked

  Å  treated as  A

  Ø  treated as  O

  Ç  treated as  C

  Ł  treated as  L

  à  treated as  a

  ĝ  treated as  g

  ñ  treated as  n

  ü  treated as  u

  Treat two or more letters printed as a unit (ligated letters) as if they are two letters

  æ  treated as  ae
Box 37 continued from previous page.

œ treated as œ

- If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.

  Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press];

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.

  Aarhus (Denmark): [Aarhus University Press];

Box 38. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

  National Cancer Institute (US)
  National Society on Alcoholism and Drug Dependence (NZ)
  Royal Society of Medicine Press Ltd. (GB)
  Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor of documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency that issued the publication as the publisher and include distributor information as a note. Begin with the phrase "Available from" followed by a colon and a space. Add the name of the distributor, the city and state, and the accession or order number.


Box 39. Joint publication.

Two or more organizations may co-publish a book.
Box 39 continued from previous page.

- Use the first organization appearing as publisher on the title page or the verso (back) of the title page
- Place the name of the other organization(s) as a note at the end of the citation, if desired

*Example:*


- Do not give more than one name as publisher

Box 40. Multiple publishers.

- If more than one publisher is found in a document, use the first one given or the one set in the largest type or bold type
- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.
- Do not list multiple publishers. For those publications with joint or co-publishers, use the name given first as the publisher and include the name of the other(s) as a note if desired. For example, use “Jointly published by the Canadian Pharmacists Association”.
- End publisher information with a semicolon

*Example:*


Box 41. No publisher can be found.

- If no publisher can be determined, use the words “publisher unknown” placed in square brackets

Examples for Publisher

31. Book publisher with subsidiary department/division named
32. Book with government agency as publisher
33. Book with joint publishers
34. Book with non-English publisher name including translation
35. Book with unknown publisher
36. Book with unknown place of publication and publisher
42. Book with unknown place, publisher, and date of publication

Date of Publication for Entire Books (required)

General Rules for Date of Publication

- Always give the year of publication
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month of publication, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End date information with a period

Specific Rules for Date of Publication

- Multiple years of publication
- Non-English names for months
- Seasons instead of months
- Date of publication and date of copyright
- No date of publication, but a date of copyright
- No date of publication or copyright can be found
- Options for date of publication

Box 42. Multiple years of publication.

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.
  
  2002-2003
  1997-1998
  1999-2000

Box 42 continues on next page...
**Box 42 continued from previous page.**

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.
  
  1999 Oct-2000 Mar
  2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen
  
  2005 Jan-Feb
  1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

**Box 43. Non-English names for months.**

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them

  *Examples:*
  
  mayo = May
  luty = Feb
  brezen = Mar

**Box 44. Seasons instead of months.**

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them

  *For example:*
  
  balvan = Summer
  outomno = Fall
  hiver = Winter
  pomlad = Spring
Box 45. Date of publication and date of copyright.

Some publications have both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the date of publication unless three or more years separate the two dates
- In this situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, "2002, c1997".

This convention alerts a user that the information in the publication is older than the date of publication implies.

Example:


Box 46. No date of publication, but a date of copyright.

- A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005.

Examples:


Box 47. No date of publication or copyright can be found.

- If neither a date of publication nor a date of copyright can be found, but a date can be estimated because of material in the book itself or on accompanying material, insert a question mark after the estimated date and place date information in square brackets

Pathak L, editor. Echocardiography non invasive diagnosis. Bombay: Cardiological Society of India; [1980?].

- If neither a date of publication nor a date of copyright can be found nor can the date be estimated, use [date unknown]

Box 47 continues on next page...
Box 47 continued from previous page.


Box 48. Options for date of publication.

It is not NLM policy, but the following is an acceptable option:

The date of publication may follow the author names (or title if there are no authors) in the list of references when the name-year system of in-text references is used.

- Use only the year of publication
- If there is no year of publication, use the year of copyright
- Place the year after the last named author (or after the title if there is no author), followed by a period
- End publisher information with a period

**NLM citation:**

**Name-year system of citation:**

Examples for Date of Publication

37. Book with multiple dates of publication
38. Book with date of copyright instead of date of publication
39. Book with date of publication and date of copyright
40. Book with estimated date of publication
41. Book with unknown date of publication
42. Book with unknown place, publisher, and date of publication
Pagination for Entire Books (optional)

General Rules for Pagination

- Provide the total number of pages on which the text of the book appears
- Do not count pages for such items as introductory material, appendixes, and indexes unless they are included in the pagination of the text
- Follow the page total with a space and the letter p
- For books published in more than one physical volume, cite the total number of volumes instead of the number of pages, such as 4 vol.
- End pagination information with a period

Specific Rules for Pagination

- Roman numerals used as page numbers
- No numbers appear on the pages of the book

Box 49. Roman numerals used as page numbers.

If all of the pages (not just the introductory pages) of a book have roman numerals instead of the usual arabic numbers:

- Convert the roman numeral on the last page of the text to an arabic number
- Follow the number by "p."
- Place the number and "p." in square brackets, such as [12 p.]
- End page information with a period

Example: [20 p.]

Box 50. No numbers appear on the pages of the book.

Occasionally, a book will have no numbers on its pages. If the entire publication has no page numbers:

- Count the total number of pages of the text
- Express the total as leaves, not pages
- End with a period

Examples:


Box 50 continues on next page...

Examples for Pagination

43. Book with standard pagination
44. Book published in more than one volume
45. Book with no numbers on the pages

Physical Description for Entire Books (optional)

General Rules for Physical Description

- Give information on the physical characteristics if a book is published in a microform (microfilm, microfiche, etc.), such as 3 microfiche: black & white, 2 x 4 in. Such information helps the reader select the appropriate equipment with which to view the microform.

Specific Rules for Physical Description

- Language for describing physical characteristics

Box 51. Language for describing physical characteristics.

If a book is published on microfiche, microfilm, or microcards:

- Begin with information on the number and type of physical pieces, followed by a colon and a space
  5 microfiche:
  3 reels: [of microfilm]
  2 microcards:

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches and mm. for millimeters. Separate types of information by commas.

  Typical words used include:
  color
  black & white

Box 51 continues on next page...
Box 51 continued from previous page.

positive
negative
4 x 6 in. (standard microfiche size)
3 x 5 in. (standard microcard size)
35 mm. (a standard microfilm size)
16 mm. (a standard microfilm size)

Examples of complete physical description statements:
3 microfiche: color, positive, 4 x 6 in.
5 microcards: black & white, 3 x 5 in.
1 reel: black & white, negative, 35 mm.

Examples for Physical Description

24. Book in a microform with type of medium given

Series for Entire Books (optional)

General Rules for Series

• Begin with the name of the series
• Capitalize only the first word and proper nouns
• Follow the name with any numbers provided. For example, vol. 3 for a volume or no. 12 for an issue number.
• Separate the title and the number by a semicolon and a space
• Place series information in parentheses
• End series information with a period placed outside the closing parenthesis

Specific Rules for Series

• Series editor’s name provided
• Multiple series
• Non-English names for volume

Box 52. Series editor’s name provided.

As an option, the name of the overall series editor may be included with the series information.

• Begin with the name of the series editor or editors:
  • Give surname first

Box 52 continues on next page...
Box 52 continued from previous page.

- Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
- Separate multiple names with a comma
- End name information with a comma
- See the information under Author/Editor for further name rules

- Place the word editor or editors after the name information, followed by a period
- Enter the name of the series, capitalizing only the first word and proper nouns
- Follow the name with any numbers given, such as a volume or number. For example, vol. 3 for a volume or no. 12 for an issue number.
- Separate the name and the numbers by a semicolon and a space
- Place series information in parentheses
- End series information with a period, placed outside the closing parenthesis

Example:


Box 53. Multiple series.

If a book is a part of more than one series, include information on all series if desired.

- Place each series in parentheses
- Separate the series by a semicolon and a space
- End series information with a period, placed outside the closing parenthesis of the last series

Example:


Box 54. Non-English names for volumes.

- Use the word for volume of the particular language. Give the abbreviated form if known, followed by a period.
Box 54 continued from previous page.

- Convert words and roman numerals used for volume numbers into arabic numbers, so that the word for two or II becomes 2
- See the following list of words and their abbreviations, if any, used for volume in a variety of languages:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Volume</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>volume</td>
<td>vol.</td>
</tr>
<tr>
<td></td>
<td>tome</td>
<td>t.</td>
</tr>
<tr>
<td></td>
<td>annee</td>
<td></td>
</tr>
<tr>
<td>German</td>
<td>Band</td>
<td>bd.</td>
</tr>
<tr>
<td></td>
<td>Jahrgang</td>
<td>jahrg.</td>
</tr>
<tr>
<td>Italian</td>
<td>volume</td>
<td>vol.</td>
</tr>
<tr>
<td></td>
<td>tomo</td>
<td>t.</td>
</tr>
<tr>
<td></td>
<td>annata</td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td>tom</td>
<td></td>
</tr>
<tr>
<td></td>
<td>godovoj komplert</td>
<td>god.</td>
</tr>
<tr>
<td>Spanish</td>
<td>volumen</td>
<td>vol.</td>
</tr>
<tr>
<td></td>
<td>tomo</td>
<td>t.</td>
</tr>
<tr>
<td></td>
<td>ano</td>
<td></td>
</tr>
</tbody>
</table>

Examples for Series

- 46. Book in a series with a number given
- 47. Book in a series without a number
- 48. Book in a series with editor(s)
- 49. Book in multiple series
- 50. Book published also as a journal issue

Language for Entire Books (required)

General Rules for Language

- Give the language of publication if not English
- Capitalize the language name
• Follow the language name with a period

**Specific Rules for Language**

• Books appearing in more than one language

**Box 55. Books appearing in more than one language.**

• If a book is written in several languages:
  ○ Give the title in the first language found on the title page
  ○ List all languages after the pagination, or physical description if present
  ○ Capitalize the language names
  ○ Separate the language names by commas
  ○ End the list of languages with a period

*Example:*


• If a book is written with equal text in two or more languages, as often occurs in Canadian publications:
  ○ Give all titles in the order in which they are presented on the title page
  ○ Separate them with an equals sign with a space on either side
  ○ List the languages after the pagination
  ○ Capitalize the language names
  ○ Separate the language names by commas
  ○ End the list of languages with a period

*Example:*


• If none of the titles is English, follow with a translation when possible. Place the translation in square brackets.

*Box 55 continues on next page...*
Example:


Examples for Language

15. Book with organization as author/editor including a translation
19. Book title in a language other than English
20. Book published with equal text in two languages
21. Book with text in multiple languages

Notes for Entire Books (optional)

General Rules for Notes

- Notes is a collective term for further information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Book accompanied by a videocassette, CD-ROM, DVD, etc.
- Book with an ISBN
- Other types of material to include in notes

Box 56. Book accompanied by a videocassette, CD-ROM, DVD, etc.

- If a book has supplemental material accompanying it in the form of a videocassette, CD-ROM, DVD, or another medium, begin by citing the book. Add the phrase "Accompanied by: " followed by the number and type of the medium.

Box 57. Book with an ISBN.

- If the book has been assigned an International Standard Book Number, provide the number if desired. Begin with "ISBN: ".


Box 58. Other types of material to include in notes.

The notes element may be used to provide any further information. Begin by citing the book, then add the note. Some examples of notes are:

- If the book is available from a distributor rather than the publisher, give the name of the distributor, its location, and any accession or finding number. Begin with the phrase "Available from" followed by a colon and a space.


- If the book is translated or otherwise adapted from another book, give the name of the original

  Holz FG. Age-related macular degeneration. 2nd ed. New York: Springer; c2004. 234 p. Translated from the German title Altersabhängig Makuladegeneration.

- If the book was sponsored by or prepared for a particular organization, give the name


- If the book is not a common one, give the name of a library or other archive where it may be found. Begin with the phrase "Located at" followed by a colon and a space.


- If the book contains material of particular interest to the audience that may not be apparent from the title, describe it


Box 58 continues on next page...
Box 58 continued from previous page.

- If the author's manuscript is available electronically


Examples for Notes

51. Book accompanied by a CD-ROM or other medium


53. Book available from a distributor

54. Book with information on a library where it may be found

55. Book with other note included

Examples of Citations to Entire Books

1. Standard book with initials for authors


2. Book authors with optional full first names given


3. Book with many authors (list all)


4. Book with optional limit to the first three authors


5. Book with author/editor name having designations of rank in a family


6. Book authors/editors with particles, prefixes, or prepositions in their names


7. Book authors/editors with compound last names having a hyphen


8. Book authors/editors with compound last names without a hyphen


9. Book with editors or translators when there is no author


10. Book with author(s) and editor(s)/translator(s)/illustrator(s)


11. Book with organization as author/editor


with place added for clarity


12. Book with organization as author and subsidiary department/division named


13. Book with organization as author which is also the publisher


as an option, the full publisher name may be given


14. Book with organization as author and an editor(s)


15. Book with organization as author/editor including a translation


16. Book with multiple organizations as authors

17. Book with no authors or editors

18. Book with author affiliation included

Oermann MH (College of Nursing, Wayne State University, Detroit, MI), Gaberson KB (Department of Nursing Education, Shepherd University, Shepherdstown, WV). Evaluation and testing in nursing education. 2nd ed. New York: Springer; c2006. 403 p.

19. Book title in a language other than English


with translation

Han'guk yagop 100-yon [100-year pharmaceutical industry history]. Seoul (Korea): Yakop Sinmun; 2004. 2 vol. Korean.


20. Book published with equal text in two languages


21. Book with text in multiple languages


with translation included


22. Book title with special characters

Greek letters may be written out if special fonts are not available


or


*or*


*Superscripts/subscripts may be enclosed within parentheses if fonts are not available*


*or*


23. **Book with content type added**


24. **Book in a microform with type of medium given**


Lombardo NE, Ooi WL, Gornstein ES. *Dance/movement therapy with frail older adults: a controlled experiment to demonstrate effect on mood, social interaction, and physical functioning of nursing home residents and adult day health clients [microfiche].* Boston: Hebrew Rehabilitation Center for Aged, Research and Training Institute; 1996. 2 microfiche: blue & white, negative, 4 x 6 in.

Monnier H. *Etude medicale de quelques guerisons survenues a Lourdes [microfilm].* Paris: Frison-Roche; c1997. 1 reel: black & white, negative, 35 mm; French.

25. **Book with an edition**


26. Book with an edition in a language other than English


Maldonado Ballon R. Sexualidad y reproduccion humana: vision medica; enciclopedia. 5a ed. La Paz (Bolivia): [publisher unknown]; 1988. 4 vol. Spanish.


27. Book with well-known place of publication


28. Book place of publication with geographic qualifier added for clarity

Hall N. The role of the social welfare sector in Africa: strengthening the capacities of vulnerable children and families in the context of HIV/AIDS. Berne (Switzerland): International Federation of Social Workers; 2000. 10 p.

29. Book with place of publication inferred


30. Book with unknown place of publication


31. Book publisher with subsidiary department/division named


32. Book with government agency as publisher

33. Book with joint publishers
34. Book with non-English publisher name including translation

35. Book with unknown publisher
Maldonado Ballon R. Sexualidad y reproduccion humana: vision medica; enciclopedia. 5a ed. La Paz (Bolivia): [publisher unknown]; 1988. 4 vol. Spanish.

36. Book with unknown place of publication and publisher

37. Book with multiple dates of publication

38. Book with date of copyright instead of date of publication
39. Book with date of publication and date of copyright


40. Book with estimated date of publication

Pathak L, editor. Echocardiography non invasive diagnosis. Bombay: Cardiological Society of India; [1980?].


41. Book with unknown date of publication


42. Book with unknown place, publisher, and date of publication

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

43. Book with standard pagination


44. Book published in more than one volume


45. Book with no numbers on the pages


46. Book in a series with a number given


47. Book in a series without a number


48. Book in a series with editor(s)


49. Book in multiple series


50. Book published also as a journal issue


51. Book accompanied by a CD-ROM or other medium


53. Book available from a distributor


54. Book with information on a library where it may be found


55. Book with other note included


B(1). Sample Citation and Introduction to Citing Individual Volumes With a Separate Title but Without Separate Authors/Editors

The general format for a reference to a volume of a book with a separate title but without separate authors/editors, including pagination:
Examples of Citations to Individual Volumes With a Separate Title but Without Separate Authors/Editors

Many medical texts are published in more than one volume because the number of pages is too large to be contained in one physical volume. If a book is published in multiple volumes, and if each volume has a separate title, the volumes may be cited individually:

- Use the title page and the verso (back) of the title page of the individual volume as the source for authoritative information.
- Place volume information immediately following the overall title for the book and any edition information or secondary author.
- Give the pagination for the individual volume following the date of publication.

Continue to Citation Rules with Examples for Individual Volumes With a Separate Title but Without Separate Authors/Editors.

Continue to Examples of Citations to Individual Volumes With a Separate Title but Without Separate Authors/Editors.

**Citation Rules with Examples for One Volume of a Book Without Separate Authors/Editors**

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Book (R) | Volume and Number (R) | Title (R) | Location (Pagination) (O)

**Book (required)**

**General Rules for Book**

- Cite the overall book according to Chapter 2A Entire Books, but omit the Pagination
**Volume and Number of Volume (required)**

**General Rules for Volume and Number of Volume**

- Place volume and number information after the title of the book and any Content Type, Type of Medium, Edition statement, or Secondary Author.
- Enter "Vol." and a space.
- Follow the abbreviation for volume with the number of the volume.
- Use arabic numbers only. For example: convert VI or VI to 6.
- End volume information with a comma and a space.

**Specific Rules for Volume and Number of Volume**

- Non-English names for volumes.
- Numbers labeled other than volume.

---

**Box 59. Non-English names for volumes.**

- Use the word for volume of the particular language. Give the abbreviated form if known, followed by a period.
  
  T. 5
  
  Bd. 3

- Convert words and roman numerals used for volume numbers into arabic numbers, so that the word for two or II becomes 2.

- See the following list of words and their abbreviations, if any, used for volume in a variety of languages:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Volume</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>Volume</td>
<td>Vol.</td>
</tr>
<tr>
<td></td>
<td>Tome</td>
<td>T.</td>
</tr>
<tr>
<td></td>
<td>Annee</td>
<td></td>
</tr>
<tr>
<td>German</td>
<td>Band</td>
<td>Bd.</td>
</tr>
<tr>
<td></td>
<td>Jahrgang</td>
<td>Jahrg.</td>
</tr>
<tr>
<td>Italian</td>
<td>Volume</td>
<td>Vol.</td>
</tr>
<tr>
<td></td>
<td>Tomo</td>
<td>T.</td>
</tr>
<tr>
<td></td>
<td>Annata</td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td>Tom</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Godovoj komplert</td>
<td>God.</td>
</tr>
</tbody>
</table>

*Box 59 continues on next page...*
Box 59 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Volume</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish</td>
<td>Volumen</td>
<td>Vol.</td>
</tr>
<tr>
<td></td>
<td>Tomo</td>
<td>T.</td>
</tr>
<tr>
<td></td>
<td>Ano</td>
<td></td>
</tr>
</tbody>
</table>

Box 60. Numbers labeled other than volume.

Most books in multivolume sets are identified by volume numbers, such as vol. 4. Occasionally, however, other names are used, such as section, part, and number. When other names are used:

- Abbreviate them and end the abbreviated words with a period
  - Section = Sect.
  - Part = Pt.
  - Number = No.

- For languages other than English, use the word provided by the particular language. Give the abbreviated form if known, followed by a period.

- See the following list of words used for section, part, and number in a variety of languages:

<table>
<thead>
<tr>
<th>Language</th>
<th>Section</th>
<th>Part</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>Section</td>
<td>Partie</td>
<td>Cahier</td>
</tr>
<tr>
<td></td>
<td>Part</td>
<td></td>
<td>Numero</td>
</tr>
<tr>
<td>German</td>
<td>Sektion</td>
<td>Teil</td>
<td>Heft</td>
</tr>
<tr>
<td></td>
<td>Abteilung</td>
<td></td>
<td>Nummer</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lieferung</td>
</tr>
<tr>
<td>Italian</td>
<td>Sezione</td>
<td>Parte</td>
<td>Numero</td>
</tr>
<tr>
<td></td>
<td>Parte</td>
<td></td>
<td>Fascicolo</td>
</tr>
<tr>
<td>Russian</td>
<td>Sekcija</td>
<td>Cast'</td>
<td>Nomer</td>
</tr>
<tr>
<td></td>
<td>Otdel</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Otdelenie</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>Seccion</td>
<td>Parte</td>
<td>Numero</td>
</tr>
<tr>
<td></td>
<td>Parte</td>
<td></td>
<td>Fascicolo</td>
</tr>
</tbody>
</table>
Box 60 continued from previous page.

- Convert words used for numbers and roman numerals into arabic numbers, such that the word for two or II becomes 2

  Example:


Examples for Volume and Number of Volume

1. Standard volume of a book without separate authors/editors

2. Volumes of books without separate authors/editors following an edition statement

3. Volumes of books without separate authors/editors following an edition statement and secondary authors

4. Volumes of books without separate authors/editors following a content type

5. Volumes of books without separate authors/editors with numbers labeled other than volume

6. Volumes of non-English books without separate authors/editors

Title of Volume (required)

General Rules for Title of Volume

- Enter the title of the volume as it appears in the book
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- End title information with a period

Specific Rules for Title of Volume

- Non-English titles for volumes
- Titles containing a Greek letter, chemical formula, or another special character

Box 61. Non-English titles for volumes.

- Provide the name in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Box 61 continues on next page...
Box 61 continued from previous page.

T. 10, Splenomegalie.

Bd. 3, Massenmigration in Europa.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

  Tom 5, Demograficheskie vzaimosvyazi obrazovaniya.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

  2-kwon, 21-segi yakop ui chwapyo wa pijon.

  or

  [Vol. 2, Pharmaceutical perspective and vision in the 21st century].

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization.

  Bd. 3, Diagnostik hormonell aktiver Nebennierenraumforderungen.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  - Treat letters marked with a diacritic or accent as if they are not marked
    
    Å treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a
    ô treated as g
    ň treated as n
    ü treated as u
  
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

Box 61 continues on next page...
Box 61 continued from previous page.

æ treated as ae
œ treated as oe

- Provide an English translation placed in square brackets after the original language or romanized title, when possible.

Vol. 1, Principios de anatomia osea y dental [Vol. 1, Principles of bone and dental anatomy].

Box 62. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of the title of a volume unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized.

Vol. 10, n-alkenes.

Vol. 3, de Crecchio syndrome.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.


may become


- If a title contains superscripts or subscripts than cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses.

Vol. 4, Transport of NH₃.

may become

Vol. 4, Transport of NH₃.

Examples for Title of Volume

1. Standard volume of a book without separate authors/editors

2. Volumes of books without separate authors/editors following an edition statement

3. Volumes of books without separate authors/editors following an edition statement and secondary authors
4. Volumes of books without separate authors/editors following a content type

5. Volumes of books without separate authors/editors with numbers labeled other than volume

6. Volumes of non-English books without separate authors/editors

**Location (Pagination) of Volume (optional)**

**General Rules for Pagination of Volume**

- Place pagination after the date of publication
- Provide the total number of pages on which the text of the volume appears
- Do not count pages for such items as introductory material, appendixes, and indexes unless they are included in the pagination of the text
- Follow the number by a space and "p." Examples: 438 p. and 1025 p.

**Specific Rules for Pagination of Volume**

- Roman numerals for page numbers
- Volumes continuously paginated

---

**Box 63. Roman numerals for page numbers.**

- If all of the pages (not just the introductory pages) of a volume have roman numerals instead of the usual arabic numbers:
  - Convert the roman numeral on the last page of the text to an arabic number
  - Follow the number by "p."
  - Place the number and "p." in square brackets, such as [52 p.]
  - End page information with a period

  *Example:* [75 p.].

- If the volumes of a book are continuously paginated, e.g., the pagination is continued from one volume to another:
  - Provide the beginning and ending pages of the volume
  - Give numbers in upper or lower case, whichever appears in the volume
  - Precede the page numbers with "p." and separate them by a hyphen
  - End page information with a period

  *Examples:*

  p. CCV-CCCXXIII.

*Box 63 continues on next page...*
Box 64. Volumes continuously paginated.

Many books published in multiple volumes with separate titles are paginated anew with each volume. Some books, however, continue the pagination from one volume to another.

- When citing a volume in a book with pagination continued from one volume to another, give the beginning and ending pages of the volume
- Precede the page numbers with "p." and separate them by a hyphen
- Do not repeat page numbers. For example: p. 1018-1904 becomes p. 1018-904.

Example:


Examples for Pagination of Volume

1. Standard volume of a book without separate authors/editors

7. Volumes of books without separate authors/editors continuously paginated

Examples of Citations to Volumes of Books with a Separate Title for the Volume but Without Separate Authors/Editors

1. Standard volume of a book without separate authors/editors


2. Volumes of books without separate authors/editors following an edition statement


3. Volumes of books without separate authors/editors following an edition statement and secondary authors


4. Volumes of books without separate authors/editors following a content type


5. Volumes of books without separate authors/editors with numbers labeled other than volume


6. Volumes of non-English books without separate authors/editors


with translation


7. Volumes of books without separate authors/editors continuously paginated


B(2). Sample Citation and Introduction to Citing Individual Volumes With a Separate Title and Separate Authors/Editors

The general format for a reference to a volume with a separate title and separate authors/editors:

<table>
<thead>
<tr>
<th>Editors of Volume</th>
<th>Place of Publication of Volume</th>
<th>Publisher of Volume</th>
<th>Title of Volume</th>
<th>Date of Publication of Volume</th>
</tr>
</thead>
</table>

Examples of Citations to Individual Volumes With a Separate Title and Separate Authors/Editors

If each volume of a book in a multivolume set has its own author(s) or its own editor(s) distinct from the authors/editors of the set of volumes, the individual volume may be cited. Begin the reference with the authors or editors and title of the individual volume; cite the overall set of volumes as a series.

For example, each volume in the following publication has its own editors, who are not the editors of the publication as a whole:


To cite one volume only of this multivolume set:


Multivolume sets are bound alike with an essentially identical appearance and have one publisher. The volumes in them are considered primarily as a part of the set and often, but not always, have the same date of publication or are published over a short span of years. This is in contrast to large open series such as Methods in Enzymology and Annals of the New York Academy of Sciences which have published hundreds of volumes over decades.
Such large series may be cited as journals (see Chapter 1), as NLM does in PubMed, but individual volumes may also be cited as part of the series.

Each volume in a multivolume set may have two title pages, one for the set and one for the individual volume. Use these title pages or their verso (back) for authoritative information to use in a citation. See also Chapter 2A for further details on the components of books.

Continue to Citation Rules with Examples for Individual Volumes With a Separate Title and Separate Authors/Editors.

Continue to Examples of Citations to Individual Volumes With a Separate Title and Separate Authors/Editors.

Citation Rules with Examples for Individual Volumes With a Separate Title and Separate Authors/Editors

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author/Editor (R) | Author Affiliation (O) | Title (R) | Type of Medium (R) | Edition (R) | Editor and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Pagination (O) | Physical Description (O) | Series (O) | Language (R) | Notes (O)

Author/Editor for the Volume (required)

General Rules for Author/Editor

- List names in the order they appear in the text
- Enter surname (family or last name) first for each author/editor
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all authors/editors, regardless of the number
- Separate author/editor names from each other by a comma and a space
- If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors; see Editor and Other Secondary Authors below if there are authors and editors
- End author/editor information with a period

Specific Rules for Author/Editor

- Surnames with hyphens and other punctuation in them
- Other surname rules
• Given names containing punctuation, a prefix, a preposition, or particle
• Degrees, titles, and honors before or after a personal name
• Designations of rank in a family, such as Jr and III
• Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
• Non-English words for editor
• Organizations as author/editor
• No author can be found
• Options for author names

Box 65. Surnames with hyphens and other punctuation in them.

• Keep hyphens in surnames
  
  Estelle Palmer-Canton  becomes Palmer-Canton E
  
  Ahmed El-Assmy  becomes El-Assmy A

• Keep particles, such as O', D', and L'
  
  Alan D. O'Brien  becomes O'Brien AD
  
  James O. L'Esperance  becomes L'Esperance JO
  
  U. S'adeh  becomes S'adeh U

• Omit all other punctuation in surnames
  
  Charles A. St. James  becomes St James CA

Box 66. Other surname rules.

• Keep prefixes in surnames
  
  Lama Al Bassit  becomes Al Bassit L
  
  Jiddeke M. van de Kamp  becomes van de Kamp JM
  
  Gerard de Pouvourville  becomes de Pouvourville G

• Keep compound surnames even if no hyphen appears
  
  Sergio Lopez Moreno  becomes Lopez Moreno S
  
  Jaime Mier y Teran  becomes Mier y Teran J
  
  Virginie Halley des Fontaines  becomes Halley des Fontaines V

Box 66 continues on next page...
[If you cannot determine from the title page whether a surname is compound or a combination of a middle name and a surname, look at the back of the title page (the copyright page) or elsewhere in the text for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ǧ treated as g
    - ñ treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - Ò treated as oe

**Box 67. Given names containing punctuation, a prefix, a preposition, or particle.**

- Disregard hyphens joining given (first or middle) names
  - Jean-Louis Lagrot becomes Lagrot JL
- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle
  - D’Arcy Hart becomes Hart D
  - W. St. John Patterson becomes Patterson WS

Box 67 continues on next page...
De la Broquerie Fortier becomes Fortier D
Craig McC. Brooks becomes Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

  Ch. Wunderly becomes Wunderly C
  C. Fr. Erdman becomes Erdman CF

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

  Iu. A. Iakontov becomes Iakontov IuA
  G. Th. Tsakalos becomes Tsakalos GTh

Box 68. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name

  James A. Reed, M.D., F.R.C.S. becomes Reed JA
  Kristine Schmidt, Ph.D. becomes Schmidt K
  Robert V. Lang, Major, US Army becomes Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name

  Sir Frances Hildebrand becomes Hildebrand F
  Dr. Jane Eberhard becomes Eberhard J
  Captain R.C. Williams becomes Williams RC

Box 69. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation

- Convert roman numerals to arabic ordinals

  Examples:

  Vincent T. DeVita, Jr. becomes DeVita VT Jr

Box 69 continues on next page...
Box 69 continued from previous page.

James G. Jones II  becomes  Jones JG 2nd
John A. Adams III  becomes  Adams JA 3rd
Henry B. Cooper IV  becomes  Cooper HB 4th

Box 70. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the ALA-LC Romanization Tables.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter
  
  Iu. A. Iakontov  becomes  Iakontov IuA
  G. Th. Tsakalos  becomes  Tsakalos GTh
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    
    Å  treated as  A
    Ø  treated as  O
    Ç  treated as  C
    Ł  treated as  L
    à  treated as  a
    ğ  treated as  g
    ň  treated as  n
    ü  treated as  u
  
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

Box 70 continues on next page...
Box 70 continued from previous page.

æ treated as ae

œ treated as oe

Box 71. Non-English words for editor.

- Translate the word found for editor into English. However, the wording found on the publication may always be used.
- To assist in identifying editors, below is a brief list of non-English words for editor:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
</tr>
<tr>
<td></td>
<td>editeur</td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
</tr>
<tr>
<td></td>
<td>editore</td>
</tr>
<tr>
<td>Russian</td>
<td>redaktor</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
</tr>
<tr>
<td></td>
<td>editor</td>
</tr>
</tbody>
</table>

Box 72. Organizations as author/editor.

An organization such as a university, society, association, corporation, or governmental body may serve as an author or editor.

- Omit "The" preceding an organizational name

  The American Cancer Society becomes American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

  American Medical Association, Committee on Ethics.

  International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

Box 72 continues on next page...
• When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

National Academy of Sciences (US).
Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

• Separate two or more different organizations by a semicolon

Canadian Association of Orthodontists; Canadian Dental Association.
American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

• If both individuals and an organization or organizations appear on the title page of a book as authors, use the names of the individuals as the author. Give the organization at the end of the reference as a note, if desired.

Prepared for the International Union of Pure and Applied Chemistry.

• For names of organizations not in English:
  ◦ Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

Istituto di Fisiologia Clinica del CNR.
Universitatsmedizin Berlin.
Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].
  ◦ Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

or
Box 72 continued from previous page.

[Russian Respiratory Society].

- Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.
  
  [Chinese Medical Society].

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  - Treat letters marked with diacritics or accents as if they are not marked
    
    A  treated as  A
    Ø  treated as  O
    Ç  treated as  C
    Ł  treated as  L
    à  treated as  a
    â  treated as  g
    ñ  treated as  n
    ü  treated as  u
  
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    
    æ  treated as  ae
    œ  treated as  oe

Box 73. No author can be found.

- If no person or organization can be found as the author but editors or translators are present, begin the reference with the names of the editors or translators. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.
  
  Morrison CP, Court FG, editors.
  
  Walser E, translator.
Box 73 continued from previous page.

- If no person or organization can be identified as the author and no editors or translators are given, begin the reference with the title of the book. Do not use anonymous.

Box 74. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options.

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.
  
  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.
  
  Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."
  
  
  Adler DG, Baron TH, Davila RE, and others.

Examples for Author/Editor

1. Standard volume with a separate title and separate authors/editors for each volume

2. Volume with optional full first names for editors

3. Volume editor/series editor with designation of family rank

4. Volume with author(s), not editor(s)

Author Affiliation for the Volume (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
• Follow the affiliation with a comma placed outside the closing parenthesis, unless the affiliation is for the last author, then use a period

**Specific Rules for Author Affiliation**

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

**Box 75. Abbreviations in affiliations.**

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

  *Examples:*
  
  Acad. for Academy
  Assoc. for Association
  Co. for Company
  Coll. for College
  Corp. for Corporation
  Dept. for Department
  Div. for Division
  Inst. for Institute or Institution
  Soc. for Society
  Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.
Box 76. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space
- Insert the e-mail address as it appears in the publication
- Do not end an e-mail address with a period
- Place the e-mail address within the closing parenthesis for the author affiliation

Example:

Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

Box 77. Organizational names for affiliations not in English.

- Give the affiliation of all authors or only the first author
- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.
- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I.

Box 77 continues on next page...
Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese)
  Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ã treated as g
    - ñ treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 78. Names for cities and countries not in English.

- Use the English form for names of cities and countries if possible. However, the name as found on the publication may always be used.
Box 78 continued from previous page.

Moskva becomes Moscow
Wien becomes Vienna
Italia becomes Italy
Espana becomes Spain

Examples for Author Affiliation

5. Volume with author/editor affiliation

Title for the Volume (required)

General Rules for Title

- Enter the title of a volume as it appears in the original document, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it

Specific Rules for Title

- Titles containing a Greek letter, chemical formula, or another special character
- Titles not in English
- Titles in more than one language
- Titles ending in punctuation other than a period
- No title can be found

Box 79. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a book title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

Box 79 continues on next page...
1,3-dichloro-5,5-dimethylhydantoin: health-based reassessment of administrative occupational exposure limits.

tvon Willebrand factor and the mechanisms of platelet function.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, $\Omega$ becomes omega.

  $\gamma$-linolenic acid: recent advances in biotechnology and clinical applications.

  may become

  Gamma-linolenic acid: recent advances in biotechnology and clinical applications.

  Enantioselective synthesis of $\beta$-amino acids.

  may become

  Enantioselective synthesis of beta-amino acids.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

  TiO$_2$ nanoparticles.

  may become

  TiO(2) nanoparticles.

**Box 80. Titles not in English.**

- Provide the title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Base molecular de la expresion del mensaje genetico.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

  Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh zabolevanii: klinicheskie ocherki.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.
Anarakushi to keiho.

or

[Euthanasia and criminal law].

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ğ treated as g
    - ñ treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe
- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization
  - Pflegekompendium: Wirkstoffe, Materialien, Techniken.
- Provide an English translation after the original language title when possible; place translations in square brackets
  - Base molecular de la expresion del mensaje genetico [Molecular basis of gene expression].
  - Pflegekompendium: Wirkstoffe, Materialien, Techniken [Care compendium: principles, materials, techniques].
Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh
zabolevanii: klinicheskie ocherki [Diagnosis and complex treatment of basic
gastrointestinal diseases: clinical studies].

Anrakushi to keiho [Euthanasia and criminal law].

**Box 81. Titles in more than one language.**

- If a book title is written in several languages:
  - Give the title in the first language found on the title page
  - List all languages of publication after the pagination (or Physical Description, if provided)
  - Separate the languages by commas
  - End the list of languages with a period
- If a book is published with equal text in two or more languages, as often occurs in
  Canadian publications:
  - Give all titles in the order they are given in the text
  - Place an equals sign with a space on either side between each title
  - List all languages, separated by commas, after the pagination (or Physical
    Description, if provided)
  - End the list of languages with a period

**Box 82. Titles ending in punctuation other than a period.**

- Most titles end in a period. When a translation of a book title is provided, place it in
  square brackets after the original language or romanized title. End with the period
  outside the closing bracket.

  Base molecular de la expresion del mensaje genetico [Molecular basis of gene
  expression].

- If a translated title ends in another form of punctuation, keep that punctuation.
  Place it in the square brackets and end title information with a period.

  La eutanasia: es buena muerte? [Euthanasia: is it a good death?].

**Box 83. No title can be found.**

Occasionally a publication does not appear to have any title; the book or other short
document simply begins with the text. In this circumstance:

*Box 83 continues on next page...*
Box 83 continued from previous page.

- Construct a title from the first few words of the text
- Use enough words to make the constructed title meaningful
- Place the constructed title in square brackets

Example:

Alizai S, Zia A. [Chanesar Goth and Landhi]. Islamabad (Pakistan): [publisher unknown]; [1993?]. 53 p. (Gender differentials in access to health care for Pakistani children; vol. 3).

Examples for Title

6. Volume title with special characters
7. Volume not in English
8. Volume published in multiple languages
9. Volume published with equal text in two or more languages

Type of Medium for the Volume (required)

General Rules for Type of Medium

- Indicate the type of medium (microfiche, ultratrace, microfilm, microcard, etc.) following the title (and Content Type, if present) when a book is published in a microform
- Place the name of the medium in square brackets and end with a period outside the closing bracket, such as [microfiche].
- Add information about the medium according to the instructions under Physical Description below
- See Chapter 15 for books in audiovisual formats, Chapter 18 for books on CD-ROM, DVD, or disk, and Chapter 22 for Internet books

Specific Rules for Type of Medium

- Titles ending in punctuation other than a period
- Titles not in English

Box 84. Titles ending in punctuation other than a period.

- Most titles of volumes end in a period. Place [microfiche], [microfilm], or [microcard] inside the period.
  
  Oral pathology [microfiche].

Box 84 continues on next page...
Box 84 continued from previous page.

- If a title ends in another form of punctuation, keep that punctuation and follow [microfiche], [microfilm], or [microcard] with a period

 What shall I eat? [microfilm].

Box 85. Titles not in English.

- If a translation of a title is provided, place the translation in square brackets after the original language or romanized title

    Abdomen: higado, bazo, vias biliares, pancreas y peritoneo [Abdomen: liver, spleen, bile ducts, pancreas and peritoneum].

- If a book title is in a microform (microfiche, microfile, microcard, etc.), place the specific name of the microform in square brackets following the translation

    Etude et traitement de la meningite tuberculeuse [Study and treatment of meningeal tuberculosis] [microfilm].

Edition for the Volume (required)

General Rules for Edition

- Indicate the edition/version being cited after the title when a volume is published in more than one edition or version
- Abbreviate common words (see Abbreviation rules for editions below)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period

Box 86. Abbreviation rules for editions.

- Abbreviate common words found in edition statements, if desired:

<table>
<thead>
<tr>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>abbreviated</td>
<td>abbr.</td>
</tr>
<tr>
<td>abridged</td>
<td>abr.</td>
</tr>
<tr>
<td>American</td>
<td>Am.</td>
</tr>
</tbody>
</table>
Box 86 continued from previous page.

<table>
<thead>
<tr>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>augmented</td>
<td>augm.</td>
</tr>
<tr>
<td>authorized</td>
<td>authoriz.</td>
</tr>
<tr>
<td>English</td>
<td>Engl.</td>
</tr>
<tr>
<td>enlarged</td>
<td>enl.</td>
</tr>
<tr>
<td>expanded</td>
<td>expand.</td>
</tr>
<tr>
<td>illustrated</td>
<td>ill.</td>
</tr>
<tr>
<td>modified</td>
<td>mod.</td>
</tr>
<tr>
<td>original</td>
<td>orig.</td>
</tr>
<tr>
<td>reprint(ed)</td>
<td>repr.</td>
</tr>
<tr>
<td>revised</td>
<td>rev.</td>
</tr>
<tr>
<td>special</td>
<td>spec.</td>
</tr>
<tr>
<td>translation</td>
<td>transl.</td>
</tr>
<tr>
<td>translated</td>
<td></td>
</tr>
</tbody>
</table>

For additional abbreviations, see ISO 832:1994 - *Rules for the abbreviation of bibliographic terms*.

- Follow abbreviated words with a period and end all edition information with a period
  - 3rd rev. ed.
  - 1st Engl. ed.

Specific Rules for Edition

- Abbreviation rules for editions
- Non-English words for editions
- First editions

Box 87. Non-English words for editions.

- For non-English edition statements in the roman alphabet (French, German, Spanish, Italian, etc.):
  - Provide the name in the original language
  - Abbreviate common words used in edition statements if the language is a familiar one

Box 87 continues on next page...
Box 87 continued from previous page.

- Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words.
- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ġ treated as g
    - ŋ treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe
- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
- Separate the edition from the title proper by a space.
- Retain the punctuation used in the edition statement.
- Follow abbreviated words by a period and end edition information with a period.

Examples:

Ed. 1a.

5. ed. interamente riv. e aggiornata.
Box 87 continued from previous page.

2. ed. veneta.
Nuova ed.
Seconda ed.
4a ed. rev. e ampliada.
2° ed. ampliada y actualizada.
2., Aufl.

- For an edition statement in Cyrillic, Greek, Arabic, Hebrew, Korean:
  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the ALA-LC Romanization Tables.
  - Abbreviate common words used in edition statements if the language is a familiar one
  - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words
  - Ignore diacritics, accents, and special characters in words. Treat letters marked with diacritics or accents as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
    
    Examples: ĉ or ç becomes c
  - Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
  - Separate the edition from the title proper by a space
  - Retain the punctuation used in the edition statement
  - Follow abbreviated words by a period and end all edition information with a period

Examples:

Izd. 3., perer. i dop.
2. dopunjeno izd.
2. ekd. epeux.
3. ekd.

- For an edition statement written in a character-based language such as Chinese and Japanese:
  - Transliterate or translate the words for edition
  - Do not abbreviate any of the words or omit any words
  - Use the capitalization system of the particular language
  - Ignore diacritics, accents, and special characters in words. Treat letters marked with diacritics or accents as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Examples:
    - ō becomes o
    - ū becomes u
  - Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
  - Separate the edition from the title by a space
  - Retain the punctuation used in the edition statement
  - End all edition information with a period
  - Examples:
    - Shohan.
    - Dai 1-han.
    - Dai 3-pan.
    - Di 3 ban.
    - Cai se ban, Xianggang di 1 ban.
    - Che 6-p’an.

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):
### Box 87 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Edition</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danish</td>
<td>oplag</td>
<td>n.a.</td>
</tr>
<tr>
<td></td>
<td>udgave</td>
<td></td>
</tr>
<tr>
<td>Dutch</td>
<td>uitgave</td>
<td>uitg.</td>
</tr>
<tr>
<td></td>
<td>editie</td>
<td>ed.</td>
</tr>
<tr>
<td>Finnish</td>
<td>julkaisu</td>
<td>julk.</td>
</tr>
<tr>
<td>French</td>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>German</td>
<td>Ausgabe</td>
<td>Ausg.</td>
</tr>
<tr>
<td></td>
<td>Auflage</td>
<td>Aufl.</td>
</tr>
<tr>
<td>Greek</td>
<td>ekdosis</td>
<td>ekd.</td>
</tr>
<tr>
<td>Italian</td>
<td>edizione</td>
<td>ed.</td>
</tr>
<tr>
<td>Norwegian</td>
<td>publikasjon</td>
<td>publ.</td>
</tr>
<tr>
<td></td>
<td>utgave</td>
<td>utg.</td>
</tr>
<tr>
<td>Portuguese</td>
<td>edicao</td>
<td>ed.</td>
</tr>
<tr>
<td>Russian</td>
<td>izdanie</td>
<td>izd.</td>
</tr>
<tr>
<td></td>
<td>publikacija</td>
<td>publ.</td>
</tr>
<tr>
<td>Spanish</td>
<td>edicion</td>
<td>ed.</td>
</tr>
<tr>
<td></td>
<td>publicacion</td>
<td>publ.</td>
</tr>
<tr>
<td>Swedish</td>
<td>upplaga</td>
<td>n.a.</td>
</tr>
</tbody>
</table>

### Box 88. First editions.

- If a book does not carry any statement of edition, assume it is the first or only edition
- Use 1st ed. only when you know that subsequent editions have been published and you are citing the earlier one

### Examples for Edition

10. Volume with edition

### Editor and other Secondary Authors for the Volume (optional)

#### General Rules for Editor and other Secondary Authors

- A secondary author modifies the work of the author. Examples include editors, translators, and illustrators.
• Place the names of secondary authors after the title, following any Type of Medium or Edition statement
• Use the same rules for the format of names presented in Author/Editor above
• Follow the last named editor with a comma and the word editor or editors; the last named illustrator with a comma and the word illustrator or illustrators, etc.
• End secondary author information with a period
• If there is no author, move secondary authors such as editors and translators to the author position in the reference

**Specific Rules for Editor and other Secondary Authors**

• More than one type of secondary author
• Secondary author performing more than one role
• Non-English names for secondary authors
• Organization as editor

**Box 89. More than one type of secondary author.**
A book may have several types of secondary author.

• List all of them in the order they are given in the publication
• Separate each type of secondary author with the accompanying role by a semicolon
• End secondary author information with a period

*Examples:*

Graber AF, Longstreet RG, translators; Johnson CT, Marks C, Huston MA, illustrators.

**Box 90. Secondary author performing more than one role.**
If the same secondary author performs more than one role:

• List all the roles in the order they are given in the publication
• Separate the roles by "and"
• End secondary author information with a period

*Example:*

Jones AB, editor and translator.
**Box 91. Non-English names for secondary authors.**

- Translate the word found for editor, translator, illustrator, or other secondary author into English if possible. However, the wording found on the publication may always be used.

- If not translated, ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ĝ treated as g
    - ň treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe

- To assist in identifying secondary authors, below is a brief list of non-English words for them:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
<th>Word for Translator</th>
<th>Word for Illustrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
<td>traducteur</td>
<td>illustrateur</td>
</tr>
<tr>
<td></td>
<td>editeur</td>
<td></td>
<td></td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
<td>übersetzer</td>
<td>illustrator</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
<td>dolmetscher</td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
<td>traduttore</td>
<td>disegnatore</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>editore</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Box 91 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
<th>Word for Translator</th>
<th>Word for Illustrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Russian</td>
<td>redaktor</td>
<td>perevodchik</td>
<td>konstruktor</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
<td>traductor</td>
<td>ilustrador</td>
</tr>
<tr>
<td></td>
<td>editor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Box 92. Organization as editor.

On rare occasions an organization will be listed as the editor.

- Follow the instructions for entering Organizations as author/editor
- Place a comma, space, and the word editor after the organization name

*Example:*

Swiss Pharmaceutical Society, editor.

### Examples for Editor and other Secondary Authors

11. Volume with secondary author(s)

### Place of Publication for the Volume (required)

#### General Rules for Place of Publication

- Place is defined as the city where the volume was published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as Cambridge (MA) and Cambridge (England)
- Use the anglicized form for a non-US city, such as Vienna for Wien
- End place information with a colon

#### Specific Rules for Place of Publication

- Non-US cities
- Joint publication
- Multiple places of publication
- No place of publication can be found
Box 93. Non-US cities.

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, when possible. However, the name as found on the publication may always be used.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  - Treat letters marked with diacritics or accents as if they are not marked
    
    | Letter | Treated as |
    |--------|------------|
    | Å       | A          |
    | Ø       | O          |
    | Ç       | C          |
    | Ł       | L          |
    | à       | a          |
    | Ĕ       | g          |
    | Ė       | n          |
    | ü       | u          |
  
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    
    | Letter | Treated as |
    |--------|------------|
    | æ      | ae         |
    | œ      | oe         |

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:
  
  Montreal (QC):
  Ottawa (ON):
  Vancouver (BC):

- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.
  
  London:
Box 93 continued from previous page.

Rome:

Paris:

Madrid:

but

Malaga (Spain): or Malaga (ES):

Basel (Switzerland): or Basel (CH):

Oxford (England): or Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

Box 94. Joint publication.

Two or more organizations may co-publish a book.

- Use the city of the first organization found on the title page (or on the back of the title page if no place information appears on the title page), as the place of publication

- Place the name of the other organization(s) as a note at the end of the citation, if desired

    Co-published by the Canadian Medical Association.

- Do not give multiple places as place of publication or include multiple publishers

Box 95. Multiple places of publication.

- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.

- An alternative is to use the place of publication and publisher likely to be most familiar to the audience of the reference list. For example, use the place of an American publisher for a US audience and a London publisher for a British one.

Box 96. No place of publication can be found.

- If no place of publication can be found on the title page or its verso (back), but one can be found elsewhere in the publication or can be reasonably inferred (e.g.,

Box 96 continues on next page...
Box 96 continued from previous page.

Chicago as the place for a publication of the American Medical Association, place the city in square brackets, such as "[Chicago]".

- If no place of publication can be found or inferred, use [place unknown]

[place unknown]: Hoobler; 1991.

Examples for Place of Publication

12. Volume with well-known place of publication

13. Volume with geographic qualifier added to place of publication for clarity

Publisher for the Volume (required)

General Rules for Publisher

- A publisher is defined as the individual or organization issuing the volume
- Record the name of the publisher as it appears in the publication, using whatever capitalization and punctuation is found there
- Abbreviate well-known publisher names if desired but with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- When a division or other subsidiary part of a publisher is given, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a semicolon

Specific Rules for Publisher

- Abbreviated words in publisher names
- Non-English names for publishers
- Government agencies and other national and international bodies as publisher
- Joint publication
- Multiple publishers
- No publisher can be found

Box 97. Abbreviated words in publisher names.

- Abbreviate commonly used words in publisher names, if desired

Examples:

Acad. for Academy
Assoc. for Association

Box 97 continues on next page...
Box 97 continued from previous page.

Co. for Company
Coll. for College
Corp. for Corporation
Dept. for Department
Div. for Division
Inst. for Institute or Institution
Ltd. for Limited
Soc. for Society
Univ. for University

See Appendix C for more abbreviations of commonly used English words.

• Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

• Follow all abbreviated words with a period

Box 98. Non-English names for publishers.

• Give publisher names in the roman alphabet (French, Spanish, Italian, etc.) in their original language
  Rome: Societa Editrice Universo;
  Lisbon: Imprensa Medica;

• Romanize names in Cyrillic, Greek, Arabic, Hebrew, Korean
  Sofia (Bulgaria): Sofia Medizina i Fizkultura;

• Romanize names or translate names in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.
  Tokyo: Medikaru Rebyusha;
  Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute];
  Taiyuan (China): Shanxi ke xue ji she chu ban she;

Box 98 continues on next page...
Box 98 continued from previous page.

[Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized]

- If the name of a division or another part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

  Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero;

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ġ treated as g
    - ň treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe

- If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.

  Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press];

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.

  Aarhus (Denmark): [Aarhus University Press];
Box 99. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

  National Cancer Institute (US)
  National Society on Alcoholism and Drug Dependence (NZ)
  Royal Society of Medicine Press Ltd. (GB)
  Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor of documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency that issued the publication as the publisher and include distributor information as a note. Begin with the phrase "Available from" followed by a colon and a space. Add the name of the distributor, the city and state, and the accession or order number.


Box 100. Joint publication.

Two or more organizations may co-publish a book.

- Use the first organization appearing as publisher on the title page or the verso (back) of the title page.

- Place the name of the other organization(s) as a note at the end of the citation, if desired

  Co-published by the Canadian Medical Association.

- Do not give more than one name as publisher
Box 101. Multiple publishers.

- If more than one publisher is found in a document, use the first one given or the one set in the largest type or bold type.
- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.
- Do not list multiple publishers. For those publications with joint or co-publishers, use the name given first as the publisher and include the name of the other(s) as a note if desired. For example, use "Jointly published by the Canadian Pharmacists Association".
- End publisher information with a semicolon.

Box 102. No publisher can be found.

- If no publisher can be determined, use the words "publisher unknown" placed in square brackets.

Alizai S, Zia A. [Chanesar Goth and Landhi]. Islamabad (Pakistan): [publisher unknown]; [1993?]. 53 p. (Gender differentials in access to health care for Pakistani children; vol. 3).

Examples for Publisher

14. Volume with government agency as publisher

15. Volume with unknown publisher

Date of Publication for the Volume (required)

General Rules for Date of Publication

- Always give the year of publication
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month of publication, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End date information with a period

Specific Rules for Date of Publication

- Multiple years of publication
- Non-English names for months
- Seasons instead of months
- Date of publication and date of copyright
- No date of publication, but a date of copyright
• No date of publication or copyright can be found
• Options for date of publication

**Box 103. Multiple years of publication.**

• For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.
  
  2002-2003
  1997-1998
  1999-2000

• If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.
  
  1999 Oct-2000 Mar
  2002 Dec-2003 Jan

• Separate multiple months of publication by a hyphen
  
  2005 Jan-Feb
  1999 Dec-2000 Jan

• Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

**Box 104. Non-English names for months.**

• Translate names of months into English
• Abbreviate them using the first three letters
• Capitalize them

  *Examples:*
  
  mayo = May
  luty = Feb
  brezen = Mar

**Box 105. Seasons instead of months.**

• Translate names of seasons into English

  *Box 105 continues on next page...*
Box 105 continued from previous page.

- Capitalize them
- Do not abbreviate them
  
  For example:
  
  balvan = Summer
  outomno = Fall
  hiver = Winter
  pomlad = Spring

Box 106. Date of publication and date of copyright.

Some publications have both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the date of publication unless three or more years separate the two dates
- In this situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, "2002, c1997".

This convention alerts a user that the information in the publication is older than the date of publication implies.

Box 107. No date of publication, but a date of copyright.

- A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005.

Examples:


Box 108. No date of publication or copyright can be found.

- If neither a date of publication nor a date of copyright can be found, but a date can be estimated because of material in the volume itself or on accompanying material, insert a question mark after the estimated date and place date information in square brackets
  
  Bombay: Cardiological Society of India; [1980?].

- If neither a date of publication nor a date of copyright can be found nor can the date be estimated, use [date unknown]

  Bologna (Italy): Malipiero S.p.A. Editore; [date unknown].

Box 109. Options for date of publication.

It is not NLM policy, but the following is an acceptable option:

The date of publication may follow the author names (or editor if there are no authors) in the list of references when the name-year system of in-text references is used.

- Use only the year of publication
- If there is no year of publication, use the year of copyright
- Place the year after the last named author (or after the editor if there is no author), followed by a period
- End publisher information with a period

**NLM citation:**


**Name-year system of citation:**


Examples for Date of Publication

16. Volume with date of publication

17. Volume with date of copyright instead of date of publication

18. Volume with estimated date of publication

Pagination for the Volume (optional)

General Rules for Pagination

- Provide the total number of pages on which the text of the volume appears
- Do not count pages for such items as introductory material, appendixes, and indexes unless they are included in the pagination of the text
- Follow the page total with a space and the letter p
- For volumes published in more than one physical book, cite the total number of volumes instead of the number of pages, such as 4 vol.
- End pagination information with a period

Specific Rules for Pagination

- Volume in a set continuously paginated
- Roman numerals used as page numbers
- No numbers appear on the pages of the volume

Box 110. Volume in a set continuously paginated.

Many books published in multiple volumes with separate authors/editors and titles are paginated anew with each volume. Some books, however, continue the pagination from one volume to another.

- When citing a volume in a multivolume set with pagination continued from one volume to another, give the beginning and ending pages of the volume
- Precede the page numbers with "p." and separate them by a hyphen
- Do not repeat page numbers. For example: p. 1018-1904 becomes p. 1018-904.

Examples:


Box 111. Roman numerals used as page numbers.

- If all of the pages (not just the introductory pages) of a volume have roman numerals instead of the usual arabic numbers:
  - Convert the roman numeral on the last page of the text to an arabic number
  - Follow the number by "p."
  - Place the number and "p." in square brackets, such as [52 p.]
  - End page information with a period
    Example: [75 p.]
- If the volumes of a book are continuously paginated, e.g., the pagination is continued from one volume to another:
  - Provide the beginning and ending pages of the volume
  - Give numbers in upper or lower case, whichever appears in the volume
  - Precede the page numbers with "p." and separate them by a hyphen
  - End page information with a period
    Examples:
    p. CCV-CCCXXIII.
    p. ccv-cccxxvii

Box 112. No numbers appear on the pages of the volume.

Occasionally, a volume will have no numbers on its pages. If the entire publication has no page numbers:

- Count the total number of pages of the text
- Express the total as leaves, not pages
- End with a period
  Example: 37 leaves.

Examples for Pagination

1. Standard volume with a separate title and separate authors/editors for each volume
19. Volume in more than one physical volume
20. Volume with standard pagination
21. Volume in a set continuously paginated

**Physical Description for the Volume (optional)**

**General Rules for Physical Description**

- Give information on the physical characteristics if a volume is published in a microform (microfilm, microfiche, etc.), such as 3 microfiche: black & white, 2 x 4 in. Such information helps the reader select the appropriate equipment with which to view the microform.

**Specific Rules for Physical Description**

- Language for describing physical characteristics

---

**Box 113. Language for describing physical characteristics.**

If a volume is published on microfiche, microfilm, or microcards:

- Begin with information on the number and type of physical pieces, followed by a colon and a space
  
  5 microfiche:
  
  3 reels: [of microfilm]
  
  2 microcards:

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches and mm. for millimeters. Separate types of information by commas.

*Typical words used include:*

  - color
  - black & white
  - positive
  - negative
  - 4 x 6 in. (standard microfiche size)
  - 3 x 5 in. (standard microcard size)
  - 35 mm. (a standard microfilm size)
  - 16 mm. (a standard microfilm size)

*Examples of complete physical description statements:*

---

*Box 113 continues on next page...*
3 microfiche: color, positive, 4 x 6 in.
5 microcards: black & white, 3 x 5 in.
1 reel: black & white, negative, 35 mm.

Series for the Volume (optional)

General Rules for Series

- Begin with the name of the series
- Capitalize only the first word and proper nouns
- Follow the name with any numbers provided. For example, vol. 3 for a volume or no. 12 for an issue number.
- Separate the title and the number by a semicolon and a space
- Place series information in parentheses
- End series information with a period placed outside the closing parenthesis

Specific Rules for Series

- Series editor’s name provided
- Non-English names for volume
- Numbers labeled other than volume

Box 114. Series editor’s name provided.

As an option, the name of the overall series editor may be included with the series information.

- Begin with the name of the series editor or editors:
  - Give surname first
  - Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
  - Separate multiple names with a comma
  - End name information with a comma
  - See the information under Author/Editor for further name rules
- Place the word editor or editors after the name information, followed by a period
- Enter the name of the series, capitalizing only the first word and proper nouns
- Follow the name with any numbers given, such as a volume or issue number; for example, vol. 3 and no. 12. Convert words and roman numerals used for volume numbers into arabic numbers, so that the word for two or II becomes 2.

Box 114 continues on next page...
Box 114 continued from previous page.

- Separate the name and the numbers by a semicolon and a space
- Place series information in parentheses
- End series information with a period, placed outside the closing parenthesis

Example:


Box 115. Non-English names for volume.

- Use the word for volume of the particular language. Give the abbreviated form if known, followed by a period.
  
  t. 5
  
  bd. 3

- See the following list of words and their abbreviations, if any, used for volume in a variety of languages:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Volume</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>volume</td>
<td>vol.</td>
</tr>
<tr>
<td></td>
<td>tome</td>
<td>t.</td>
</tr>
<tr>
<td></td>
<td>annee</td>
<td></td>
</tr>
<tr>
<td>German</td>
<td>Band</td>
<td>bd.</td>
</tr>
<tr>
<td></td>
<td>Jahrgang</td>
<td>jahrg.</td>
</tr>
<tr>
<td>Italian</td>
<td>volume</td>
<td>vol.</td>
</tr>
<tr>
<td></td>
<td>tomo</td>
<td>t.</td>
</tr>
<tr>
<td></td>
<td>annata</td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td>tom</td>
<td>t.</td>
</tr>
<tr>
<td></td>
<td>godovoj komplert</td>
<td>god.</td>
</tr>
<tr>
<td>Spanish</td>
<td>volumen</td>
<td>vol.</td>
</tr>
<tr>
<td></td>
<td>tomo</td>
<td>t.</td>
</tr>
<tr>
<td></td>
<td>ano</td>
<td></td>
</tr>
</tbody>
</table>

Box 115 continues on next page...
Box 115 continued from previous page.

- Convert words and roman numerals used for volume numbers into arabic numbers, so that the word for two or II becomes 2

*Examples:*


Box 116. Numbers labeled other than volume.

Most books in multivolume sets are identified by volume numbers, such as vol. 4. Occasionally, however, other names are used, such as section, part, and number. When other names are used:

- Abbreviate them and end the abbreviated words with a period
  
  Section = sect.
  
  Part = pt.
  
  Number = no.

- For languages other than English, use the word provided by the particular language. Give the abbreviated form if known, followed by a period.

- See the following list of words used for section, part, and number in a variety of languages:

```
<table>
<thead>
<tr>
<th>Language</th>
<th>Section</th>
<th>Part</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>section</td>
<td>partie</td>
<td>cahier</td>
</tr>
<tr>
<td></td>
<td></td>
<td>part</td>
<td>numero</td>
</tr>
<tr>
<td>German</td>
<td>Sektion</td>
<td>Teil</td>
<td>Heft</td>
</tr>
<tr>
<td></td>
<td>Abteilung</td>
<td></td>
<td>Nummer</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lieferung</td>
</tr>
<tr>
<td>Italian</td>
<td>sezione</td>
<td>parte</td>
<td>numero</td>
</tr>
</tbody>
</table>
```

Box 116 continues on next page...
Box 116 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Section</th>
<th>Part</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>parte</td>
<td>fascicolo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td>sekcija</td>
<td>cast'</td>
<td>nomer</td>
</tr>
<tr>
<td>otdel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>otdelenie</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>seccion</td>
<td>parte</td>
<td>numero</td>
</tr>
<tr>
<td>parte</td>
<td>fasciculo</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Convert words used for numbers and roman numerals into arabic numbers, such that the word for two or II becomes 2

*Examples:*


**Examples for Series**

1. Standard volume with a separate title and separate authors/editors for each volume

22. Volume in a series with multiple editors

23. Volume with optional full names for series editors

24. Volume without an editor for the series

25. Volume with series title having a subtitle

26. Volume with series title published with equal text in two or more languages

27. Volume with other name for series number than volume

28. Volume without a series number

**Language for the Volume (required)**

**General Rules for Language**

- Give the language of publication if not English
- Capitalize the language name
• Follow the language name with a period

**Specific Rules for Language**

• Volumes appearing in more than one language

**Box 117. Volumes appearing in more than one language.**

• If a volume is written with equal text in two or more languages, as often occurs in Canadian publications:
  ○ Give all titles in the order in which they are presented on the title page
  ○ Separate them with an equals sign with a space on either side
  ○ List the languages after the pagination
  ○ Capitalize the language names
  ○ Separate the language names by commas
  ○ End the list of languages with a period

  *Example:*


• If a volume is written in several languages:
  ○ Give the title in the first language found on the title page
  ○ List all languages after the pagination
  ○ Capitalize the language names
  ○ Separate the language names by commas
  ○ End the list of languages with a period

Box 117 continued from previous page.


- If none of the titles is English, follow with a translation whenever possible. Place the translation in square brackets.


Examples for Language

7. Volume not in English

8. Volume published in multiple languages

9. Volume published with equal text in two or more languages

26. Volume with series title published with equal text in two or more languages

Notes for the Volume (optional)

General Rules for Notes

- Notes is a collective term for further information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Volume accompanied by a videocassette, CD-ROM, DVD, etc.
- Volume with an ISBN
- Other types of material to include in notes

Box 118. Volume accompanied by a videocassette, CD-ROM, DVD, etc.

- If the volume has supplemental material accompanying it in the form of a videocassette, CD-ROM, DVD, or another medium, describe it. Begin with the phrase "Accompanied by" followed by a colon and a space. Add the the number and type of medium.
### Box 118 continued from previous page.


### Box 119. Volume with an ISBN.

- If the volume has been assigned an International Standard Book Number, provide the number if desired. Begin with "ISBN:"


### Box 120. Other types of material to include in notes.

The notes element may be used to provide any further information. Begin by citing the volume, then add the note. Some examples of notes are:

- If the volume is available from a distributor rather than the publisher, give the name of the distributor, its location, and any accession or finding number. Begin with the phrase "Available from" followed by a colon and a space.


- If the volume is not a common one, give the name of a library or other archive where it may be found, including the location and any finding number. Begin with the phrase "Located at" followed by a colon and a space.


### Examples for Notes

29. Volume with accompaniment

30. Volume with an ISBN

31. Other types of notes
Examples of Citations to Volumes With a Separate Title and Separate Author/Editors

1. Standard volume with a separate title and separate authors/editors for each volume


2. Volume with optional full first names for editors


3. Volume editor/series editor with designation of family rank


4. Volume with author(s), not editor(s)


5. Volume with author/editor affiliation

Books

6. Volume title with special characters


7. Volume not in English


with translation


8. Volume published in multiple languages


with translation

9. Volume published with equal text in two or more languages


10. Volume with edition


11. Volume with secondary author(s)


12. Volume with well-known place of publication


13. Volume with geographic qualifier added to place of publication for clarity


14. Volume with government agency as publisher


15. Volume with unknown publisher


16. Volume with date of publication


17. Volume with date of copyright instead of date of publication


18. Volume with estimated date of publication

Alizai S, Zia A. [Chanesar Goth and Landhi]. Islamabad (Pakistan): [publisher unknown]; [1993?]. 53 p. (Gender differentials in access to health care for Pakistani children; vol. 3).

19. Volume in more than one physical volume


20. Volume with standard pagination


21. Volume in a set continuously paginated


22. Volume in a series with multiple editors


23. **Volume with optional full names for series editors**


24. **Volume without an editor for the series**


25. **Volume with series title having a subtitle**


26. **Volume with series title published with equal text in two or more languages**


27. **Volume with other name for series number than volume**


28. **Volume without a series number**


29. Volume with accompaniment


30. Volume with an ISBN


31. Other types of notes


C. Sample Citation and Introduction to Citing Parts of Books

The general format for a reference to a part of a book, including pagination:
Examples of Citations to Parts of Books

Rather than citing a book as a whole, separately identified portions of a book may be cited. Chapters, sections, tables, charts, graphs, photographs, appendixes, and the like are considered parts of books when they are written or compiled by the authors of the book. They are contributions when the book has an overall editor or editors and the individual chapters or other components in the book are written by various authors, usually called contributors.

In general, most modern texts have standardized to three types of parts: figures, tables, and appendixes. However, other names may be found for parts, including section, chart, graph, box, and photograph.

Because a reference should start with the individual or organization with responsibility for the intellectual content of the publication:

- Begin a reference to a part of a book with the book itself, then follow it with information about the part.
- Begin a reference to a contribution with information about the contribution, followed by the word "In:" and information about the book itself. See Chapter 2D Contributions to Books for details.
- For instructions on citing one volume of a book published in multiple volumes, see Chapter 2B Individual Volumes of Books (Chapter 2B(1) Individual Volumes With a Separate Title but Without Separate Authors/Editors or Chapter 2B(2) Individual Volumes With a Separate Title and Separate Authors/Editors).

Medical texts frequently contain charts, figures, and other illustrative material that have been reproduced with permission from other sources. Do not cite these as parts using the instructions presented here. Consult the original publication and cite the particular item from there.

Continue to Citation Rules with Examples for Parts of Books.

Continue to Examples of Citations to Parts of Books.

**Citation Rules with Examples for Parts of Books**

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Book (R) | Name and Number/Letter (R) | Title (R) | Location (Pagination) (R) | Language (R)

**Book (required)**

- Cite the book according to Chapter 2A Entire Books but omit the Pagination
Name and Number/Letter of the Part of a Book (required)

General Rules for Name and Number/Letter

- Enter the name of the part as it appears in the book
- Capitalize the name, such as Chapter, Table, Figure, or Appendix
- Do not abbreviate names. For example, convert Fig. to Figure.
- Follow the name with any accompanying number or letter, such as Chapter 12, Table 2, Figure 3.1, or Appendix A
- Use arabic numbers only. For example: convert VI or Six to 6.
- End name and number/letter information with a comma and a space

Specific Rules for Name and Number/Letter

- Non-English names for parts
- No letter or number follows the name
- No name appears

Box 121. Non-English names for parts.

- Provide the name in the original language for non-English names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)
  
  Tabelle 5.3,
  
  Figura 10a,

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.
  
  Risunok 6,
  
  Parartema 4,

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.
  
  Ichiran-hiyo 3, or [Table 3, ]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with a diacritic or accent as if they are not marked
    
    Å treated as A

Box 121 continues on next page...
Box 121 continued from previous page.

Ø treated as O
Ç treated as C
Ł treated as L
à treated as a
ģ treated as g
ñ treated as n
ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  æ treated as ae
  œ treated as oe

- Convert words and roman numerals used for part numbers into arabic numbers, so that the word for two or II becomes 2

- Provide an English translation in square brackets after the original language or romanized title when possible

- To help identify parts in other languages, see the following examples:

<table>
<thead>
<tr>
<th>Language</th>
<th>Chapter</th>
<th>Table</th>
<th>Figure</th>
<th>Chart</th>
<th>Appendix</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>Chapitre</td>
<td>Tableau</td>
<td>Figure</td>
<td>Graphique</td>
<td>Appendice</td>
<td>Section</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>German</td>
<td>Kapitel</td>
<td>Tabelle</td>
<td>Abbildung</td>
<td>Schaubild</td>
<td>Anhang</td>
<td>Sektion</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>Capitolo</td>
<td>Tabella</td>
<td>Figura</td>
<td>Diagramma</td>
<td>Appendice</td>
<td>Parte</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td>Glava</td>
<td>Tablitsa</td>
<td>Risunok</td>
<td>Grafik</td>
<td>Prilozenie</td>
<td>Sekcija</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Box 121 continues on next page...
Box 121 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Chapter</th>
<th>Table</th>
<th>Figure</th>
<th>Chart</th>
<th>Appendix</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish</td>
<td>Capitul</td>
<td>Tabla</td>
<td>Figura</td>
<td>Grafico</td>
<td>Apendice</td>
<td>Seccion</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Parte</td>
</tr>
</tbody>
</table>

Box 122. No letter or number follows the name.

- Occasionally, an author will label a part as simply "Table", "Figure", "Appendix", or another name without following the name with any letter or number. In this case, give whatever name is used for the part and follow it with a comma and the title.

  Appendix, Timetable of human prenatal development 1 to 6 weeks; p. 516-7.

Box 123. No name appears.

- If the part being cited is clearly a table, figure, or appendix or similar part but it is not labeled as such, place the name in square brackets and follow it with any identifying number or letter

  [Figure], Protein binding and drug disposition; p. 212.

  [Photograph] 8, Oliver Wendell Holmes, Professor of Anatomy and Physiology from 1838 to 1841; p. 31.

- If the part being cited is not a table, figure, or appendix and has no other identifying name such as "section", begin with the title of the part

  Data and calculations required for a life table; p. 146.

  Sialography; p. 1029-30.

Examples for Name and Number/Letter

1. Standard chapter in a book

2. Chapter in a book with optional full first names of authors

3. Standard figure in a book with number

4. Figure in a book with a letter

5. Figure in a book without a number or letter

6. Figure in a book without a number with name implied

8. Standard table in a book with a number
9. Table in a book with a letter
10. Table in a book without a number or letter
11. Table in a book without a number or letter with name implied
12. Standard appendix in a book with a number
13. Appendix in a book with a letter
14. Appendix in a book without a number or letter
15. Appendix in a book with name implied
17. Other named parts in a book with numbers
18. Other named parts in a book with letters
19. Other parts in a book with numbers with name implied
20. Other parts in a book without numbers or letters with name implied
21.  
22. Dictionary entry, unsigned
23. Encyclopedia article, unsigned
27. Parts of non-English books

Title of the Part of a Book (required)

General Rules for Title

- Enter the title of the part as it appears in the book
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle unless some other form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation when possible; place the translation in square brackets
- End title information with a semicolon and a space

Specific Rules for Title

- Titles for parts not in English
- Titles for parts in more than one language
- Titles for parts containing a Greek letter, chemical formula, or another special character
- No title appears
Box 124. Titles for parts not in English.

- Provide the name in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Tabla 10, Etiologia de la esplenomegalia secundaria a procesos infecciosos; p. 109. Spanish.

  Chapitre 4, Le virage de la jouissance; p. 91-102. French.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

  Risunok 2, Tendentsii smertnosti i prodolzhitel'nosti zhizni naseleniya Ukrainy v poslevoennyi period; p. 53. Russian.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place the translation in square brackets.


- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ◦ Treat letters marked with diacritics or accents as if they are not marked

    Å  treated as  A
    Ø  treated as  O
    Ç  treated as  C
    Ł  treated as  Ł
    à  treated as  a
    ţ  treated as  g
    ñ  treated as  n
    ü  treated as  u

  ◦ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ  treated as  ae
    œ  treated as  oe
Box 124 continued from previous page.

- Provide an English translation in square brackets after the original language or romanized title when possible

  Tableau 5, Principaux marqueurs biologiques de l'etat nutritionnel [Table 5, Principal biological markers of nutritional state]; p. 33. French.


Box 125. Titles for parts in more than one language.

If a chapter, figure, or another part is presented with equal text in two or more languages, as often occurs in Canadian publications:

- Give all titles in the order in which they are found in the text
- Place an equals sign with a space on either side between the titles
- List all languages, separated by commas, after the location (pagination)
- End the list with a period

Example:

Lines R. Action on HIV/AIDS in prisons: too little, too late; a report card = La lutte au VIH/sida dans nos prisons: trop peu, trop tard; un rapport d'étape.
[Montreal (QC)]: Canadian HIV/AIDS Legal Network; c2002. [Table], Percentage of prisoners known to be HIV-positive in women’s institutions = Proportion de détenues connues comme seropositives au VIH dans des établissements fédéraux pour femmes; p. 4. English, French.

Box 126. Titles for parts containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of the title of a part unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

  Figure 10, n-alkenes on capillary columns with stationary phases of C87 hydrocarbon, Apiezon L, CW-20M; p. 374.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, $\Omega$ becomes omega.

Box 126 continues on next page...
Box 126 continued from previous page.

Figure 3, Influence of seed extract of *Syzygium Cumini* (Jamun) on mice exposed to different doses of γ-radiation; p. 566.

*may become*

Figure 3, Influence of seed extract of *Syzygium Cumini* (Jamun) on mice exposed to different doses of gamma-radiation; p. 566.

- If a title contains superscripts or subscripts than cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

Table 4, Glycoprotein mediated transport of NH$_3$ into red blood cells; p. 149.

*may become*

Table 4, Glycoprotein mediated transport of NH(3) into red blood cells; p. 149.

---

**Box 127. No title appears.**

Occasionally a part does not have a formal title, only a legend (explanatory text) for the table, figure, appendix, or other part. When this occurs:

- Create a title from the first few words of the text. Use enough words to make the constructed title meaningful.
  
- Place the created title in square brackets
  
  Table, [Waist-hip ratio ranges and the sample sizes for women aged 40 to 59]; p. 72.


**Examples for Title**

1. Standard chapter in a book

3. Standard figure in a book with number

7. Figure in a book with a constructed title

8. Standard table in a book with a number

12. Standard appendix in a book with a number

16. Appendix in a book with a constructed title

21.
22. Dictionary entry, unsigned
23. Encyclopedia article, unsigned
24. Part in a book with Greek letters or other special symbols in the title
25. Part in a book with superscripts or subscripts in the title
27. Parts of non-English books

Location (Pagination) of the Part of a Book (required)

General Rules for Location (Pagination)

- Begin location with "p." followed by a space
- Enter the page number or numbers on which the part appears. Examples: p. 438 and p. 663-4
- Do not repeat page numbers unless they are followed by a letter. For example: 126-127 becomes p. 126-7, but p. 126A-127A is correct.
- Include a letter (often S for Supplement or A for Appendix) when it precedes the page number. For example: p. S10-8.
- End location information with a period

Specific Rules for Location (Pagination)

- Roman numerals for page numbers
- Part paginated separately
- No page numbers appear on the part

Box 128. Roman numerals for page numbers.

- Keep roman numerals when they are used as page numbers for parts
- Give roman numerals in upper or lower case, whichever appears in the publication
  Appendix 2, Common aquatic invertebrates; p. XXI-XXII.
  Table 8, Classification of lung adenocarcinoma; p. xv.
- If the pagination for a part begins anew with page I or i, give the total number of pages of the part in square brackets
  Appendix, Questionnaire; [5 p.].
Box 129. **Part paginated separately.**

- A part such as an appendix or a group of tables may be given its own pagination and begin anew with page one. When this occurs, give the total number of pages of the part you wish to cite, placed in square brackets, such as [5 p.].

  Appendix 3C, Description of model output tables and graphs; [7 p.].

Box 130. **No page numbers appear on the part.**

Occasionally, a table, figure, appendix, or another part will appear on a page that is not numbered.

- If only the part to be cited has no page numbers, identify the location in relation to numbered pages. For example: preceding p. 17 or following p. 503. Place such phrases in square brackets.

  Figure 5, Modeling the risk of in-hospital death following lung resection; [preceding p. 55].

  Appendix, Patient questionnaire; [following p. 174].

- If the entire book has no page numbers or the part cannot be easily located in relation to numbered pages, give the total number of pages of the part you wish to cite, placed in square brackets, such as [5 p.].

  Table, Checklist of symptoms; [1 p.].

**Examples for Location (Pagination)**

1. Standard chapter in a book
3. Standard figure in a book with number
8. Standard table in a book with a number
12. Standard appendix in a book with a number
26. Part in a book with unusual pagination or no pagination

**Language of the Part of a Book (required)**

**General Rules for Language**

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period
Specific Rules for Language

- Titles for parts in more than one language

Examples for Language

27. Parts of non-English books

Examples of Citations to Parts of Books

1. Standard chapter in a book


2. Chapter in a book with optional full first names of authors


3. Standard figure in a book with number

Lashley FR. Clinical genetics in nursing practice. 3rd ed. New York: Springer Publishing Company; c2005. Figure 2.5, Meiosis with two autosomal chromosome pairs; p. 27-8.

Thibodeau GA, Patton KT. Anatomy & physiology. 5th ed. St. Louis (MO): Mosby; c2003. Figure 6-13, Onycholysis; p. 179.


Lancaster FW, Joncich MJ. The measure and evaluation of library services. Washington: Information Resources Press; c1977. Figure 9, Questionnaire used in U.K. catalog use study; p. 47-50.

4. Figure in a book with a letter

Wood AF, Smith MJ. Online communication: linking technology, identity, and culture. Mahwah (NJ): Lawrence Erlbaum Associates; c2001. Figure A.1, Linear versus hypertext; p. 204.

5. Figure in a book without a number or letter

Eroschenko VP. Di Fiore’s atlas of histology with functional correlations. 10th ed. Philadelphia: Lippincott Williams & Wilkins; c2005. Overview figure, Comparison (transverse sections) of a muscular artery, large vein, and the three types of capillaries; p. 152.

6. Figure in a book without a number with name implied


7. Figure in a book with a constructed title


8. Standard table in a book with a number


Burant CF. Medical management of type 2 diabetes. 5th ed. Alexandria (VA): American Diabetes Association; c2004. Table 3.12, Sample regimens for achieving glycemic control; p. 68.


9. Table in a book with a letter

Nielsen-Bohlman L, Panzer AM, Kindig DA, editors. Health literacy: a prescription to end confusion. Washington: National Academies Press; c2004. Table B-7, Percentage of adult population groups with literacy skills at NALS levels 1 or 2; p. 294.
10. Table in a book without a number or letter

11. Table in a book without a number or letter with name implied

Mosley AD, Romaine DS. The encyclopedia of Parkinson’s disease. New York: Facts on File; c2004. [Table], Hoehn and Yahr stage scale for Parkinson’s disease; p. 158.

12. Standard appendix in a book with a number

13. Appendix in a book with a letter

14. Appendix in a book without a number or letter


15. Appendix in a book with name implied
University of Cape Town, Medical School, Department of Pharmacology. South African medicines formulary. 4th ed. Pinelands (South Africa): Medical Association of South Africa; c1997. [Appendix], Adverse drug event and product quality problem report form; [following p. 510.]

16. Appendix in a book with a constructed title

Woelfel JB, Scheid RC. Dental anatomy: its relevance to dentistry. 6th ed. Philadelphia: Lippincott Williams & Wilkins; c2002. Appendix, [Drawings of permanent and primary teeth which are labeled (with letters) to highlight features of each tooth]; Appendix page 1-10.

17. Other named parts in a book with numbers


18. Other named parts in a book with letters


19. Other parts in a book with numbers with name implied


20. Other parts in a book without numbers or letters with name implied


21. Unnamed parts in a book without numbers or letters


22. Dictionary entry, unsigned

23. Encyclopedia article, unsigned

24. Part in a book with Greek letters or other special symbols in the title

or

25. Part in a book with superscripts or subscripts in the title

or
Kahl G. The dictionary of gene technology: genomics, transcriptomics, proteomics. 3rd ed. Weinheim (Germany): Wiley-VCH Verlag GmbH & Co. KGaA; c2004. Melting temperature (*T*(m), *t*(m), *t*(1/2m); melting point); p. 639.

26. Part in a book with unusual pagination or no pagination

University of Cape Town, Medical School, Department of Pharmacology. South African medicines formulary. 4th ed. Pinelands (South Africa): Medical Association of South Africa; c1997. [Appendix], Adverse drug event and product quality problem report form; [following p. 510].

Tappan FM, Benjamin PJ. Tappan’s handbook of healing massage techniques: classic, holistic, and emerging methods. 4th ed. Upper Saddle River (NJ): Pearson/Prentice Hall; c2005. [Figure], Energy channels of traditional Asian medicine; [inside back cover and facing page].

Woelfel JB, Scheid RC. Dental anatomy: its relevance to dentistry. 6th ed. Philadelphia: Lippincott Williams & Wilkins; c2002. Appendix, [Drawings of permanent and primary teeth which are labeled (with letters) to highlight features of each tooth]; Appendix page 1-10.

27. Parts of non-English books


with translation

D. Sample Citation and Introduction to Citing Contributions to Books

The general format for a reference to a contribution to a book, including punctuation:

![Diagram showing the general format for a reference to a contribution to a book]

Examples of Citations to Contributions to Books

Contributions are found when a book has an overall editor or editors and the individual chapters or other components of the book are written by various authors, usually called contributors. One or all of the editors may also be contributing authors. Because a reference should start with the individual or organization responsible for the intellectual content of the publication, begin a reference to a contribution with the author and title of the contribution, followed by the word "In:" and information about the entire book.

Medical texts frequently contain charts, figures, and other illustrative material that have been reproduced with permission from other sources. Do not cite these as contributions using the instructions presented here. Consult the original publication and cite the chart or other item from there.

Continue to Citation Rules with Examples for Contributions to Books.

Continue to Examples of Citations to Contributions to Books.

Citation Rules with Examples for Contributions to Books

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author/Editor (R) | Author Affiliation (O) | Title (R) | Connective Phrase (R) | Book Information (R) | Location (Pagination) (R) | Part (R)
Author/Editor of a Contribution to a Book (required)

General Rules for Author/Editor

- List names in the order they appear in the text
- Enter surname (family or last name) first for each author
- Capitalize names and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
- Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
- Give all authors/editors, regardless of the number
- Separate author/editor names from each other by a comma and a space
- If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors
- End author/editor information with a period

Specific Rules for Author/Editor

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Non-English words for editions
- Organizations as author
- Options for author names

Box 131. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames
  
  Estelle Palmer-Canton becomes Palmer-Canton E

  Ahmed El-Assmy becomes El-Assmy A

- Keep particles, such as O', D', and L'
  
  Alan D. O'Brien becomes O'Brien AD

  James O. L'Esperance becomes L'Esperance JO

  U. S'adeh becomes S'adeh U

- Omit all other punctuation in surnames

Box 131 continues on next page...
Box 132. Other surname rules.

- Keep prefixes in surnames
  
  Lama Al Bassit becomes Al Bassit L
  Jiddeke M. van de Kamp becomes van de Kamp JM
  Gerard de Pouvourville becomes de Pouvourville G

- Keep compound surnames even if no hyphen appears
  
  Sergio Lopez Moreno becomes Lopez Moreno S
  Jaime Mier y Teran becomes Mier y Teran J
  Virginie Halley des Fontaines becomes Halley des Fontaines V

[If you cannot determine from the title page whether a surname is compound or is a combination of a middle name and a surname, look at the table of contents, the back of the title page (the copyright page), or elsewhere in the text for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. To simplify rules for English-language publications, this rule ignores some conventions used in non-English languages

  - Treat letters marked with diacritics or accents as if they are not marked
    
    Å treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a
    ģ treated as g
    ñ treated as n
    ü treated as u

Box 132 continues on next page...
Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ treated as ae
œ treated as oe

Box 133. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names
  Jean-Louis Lagrot becomes Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle
  D’Arcy Hart becomes Hart D
  W. St. John Patterson becomes Patterson WS
  De la Broquerie Fortier becomes Fortier D
  Craig McC. Brooks becomes Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.
  Ch. Wunderly becomes Wunderly C
  C. Fr. Erdman becomes Erdman CF

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter
  Iu. A. Iakontov becomes Iakontov IuA
  G. Th. Tsakalos becomes Tsakalos GTh

Box 134. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name
  James A. Reed, M.D., F.R.C.S. becomes Reed JA
  Kristine Schmidt, Ph.D. becomes Schmidt K
Box 134 continued from previous page.

Robert V. Lang, Major, US Army becomes Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name
  
  Sir Frances Hildebrand becomes Hildebrand F
  
  Dr. Jane Eberhard becomes Eberhard J
  
  Captain R.C. Williams becomes Williams RC

Box 135. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation
  
  Convert roman numerals to arabic ordinals

Examples:

- Vincent T. DeVita, Jr. becomes DeVita VT Jr
- James G. Jones II becomes Jones JG 2nd
- John A. Adams III becomes Adams JA 3rd
- Henry B. Cooper IV becomes Cooper HB 4th

Box 136. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the ALA-LC Romanization Tables.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese
  
  - Capitalize only the first letter of romanized names if the original initial is represented by more than one letter
    
    Iu. A. Iakontov becomes Iakontov IuA
    
    G. Th. Tsakalos becomes Tsakalos GTh
  
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

Box 136 continues on next page...
• Treat letters marked with diacritics or accents as if they are not marked
  - Å treated as A
  - Ø treated as O
  - Ç treated as C
  - Ł treated as L
  - à treated as a
  - ã treated as g
  - ź treated as n
  - ü treated as u

• Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe

**Box 137. Non-English words for editor.**

- Translate the word found for editor into English. However, the wording found on the publication may always be used.
- To assist in identifying editors, below is a brief list of non-English words for editor:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
</tr>
<tr>
<td></td>
<td>editeur</td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
</tr>
<tr>
<td></td>
<td>editore</td>
</tr>
<tr>
<td>Russian</td>
<td>redaktor</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
</tr>
<tr>
<td></td>
<td>editor</td>
</tr>
</tbody>
</table>
Box 138. **Organizations as author.**

An organization such as a university, society, association, corporation, or government body may be an author.

- Omit "The" preceding an organizational name
  
  The American Cancer Society *becomes* American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas
  
  American Medical Association, Committee on Ethics.
  
  International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.
  
  American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the two-letter ISO country code (see Appendix D) in parentheses after the name
  
  National Academy of Sciences (US).
  
  Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon
  
  Canadian Association of Orthodontists; Canadian Dental Association.
  
  American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization or organizations appear on the title page of a contribution as authors, use the names of the individuals as the author. Give the organization at the end of the reference as a note, if desired.
  
  Prepared for the International Union of Pure and Applied Chemistry.

- For names of organizations in languages other than English:
  
  - Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.
    
    Istituto di Fisiologia Clinica del CNR.
Universitatsmedizin Berlin.

Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

- Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables. Follow a non-English name with a translation when possible. Place all translations in square brackets.

  Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

  or

  [Russian Respiratory Society].

- Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

  [Chinese Medical Society].

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ĝ treated as g
    - ň treated as n
    - ü treated as u
  
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

Box 138 continues on next page...
Box 139. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.
  
  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A. Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."
  

  Adler DG, Baron TH, Davila RE, and others.

Examples for Author/Editor

1. Standard reference to a contributed chapter

2. Contributed chapter with optional full first names for authors and editors

3. Contributed chapter authors with a family designation following their names

4. Contributed chapter author names with a particle, prefix, or preposition

5. Contributed chapter authors with compound last names

6. Contributed section with editor(s)

7. Signed encyclopedia article

Author Affiliation for a Contribution to a Book (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author

- Begin with the department and name of the institution, followed by city and state/Canadian province/country

- Use commas to separate parts of the affiliation
• Place the affiliation in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
• Separate the affiliation from its author by a space
• Follow the affiliation with a comma placed outside the closing parenthesis, unless it is the affiliation of the last author, then use a period

Specific Rules for Author Affiliation

• Abbreviations in affiliations
• E-mail address included
• Organizational names for affiliations not in English
• Names for cities and countries not in English

Box 140. Abbreviations in affiliations.

• Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

  Examples:

  Acad. for Academy
  Assoc. for Association
  Co. for Company
  Coll. for College
  Corp. for Corporation
  Dept. for Department
  Div. for Division
  Inst. for Institute or Institution
  Soc. for Society
  Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

• Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

• Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

• Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.
**Box 141. E-mail address included.**

- Follow the US state, Canadian province, or country of the author with a period and a space
- Insert the e-mail address as it appears in the publication
- Do not end an e-mail address with a period
- Place the e-mail address within the closing parenthesis for the author affiliation

*Example:*

Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

**Box 142. Organizational names for affiliations not in English.**

- Give the affiliations of all authors or only the first author
- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.
- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

*Example:*

Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

- Romanize (write in the roman alphabet) or translate organizational names if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables.*

*Example:*

Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I. Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences,

*Box 142 continues on next page...*
Box 142 continued from previous page.

St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese)
  Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    \[
    \begin{array}{ll}
    \text{Å} & \text{treated as} \quad A \\
    \text{Ø} & \text{treated as} \quad O \\
    \text{Ç} & \text{treated as} \quad C \\
    \text{Ł} & \text{treated as} \quad L \\
    \text{à} & \text{treated as} \quad a \\
    \text{ģ} & \text{treated as} \quad g \\
    \text{ñ} & \text{treated as} \quad n \\
    \text{ü} & \text{treated as} \quad u
    \end{array}
    \]
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    \[
    \begin{array}{ll}
    \text{æ} & \text{treated as} \quad ae \\
    \text{œ} & \text{treated as} \quad oe
    \end{array}
    \]

- Use the English form of names for cities and countries whenever possible. For example, use Vienna for Wien and use Spain for Espana. However, the name as found on the publication is always correct.

Box 143. Names for cities and countries not in English.

- Use the English form for names of cities and countries when possible. However, the name as found on the publication may always be used.

Box 143 continues on next page...
Examples for Author Affiliation

8. Contributed chapter with author address included

Title of a Contribution to a Book (required)

General Rules for Title

- Enter the title of the chapter or other contribution as it appears in the original document, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle unless some other form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it

Specific Rules for Title

- Titles not in English
- Titles in more than one language
- Titles containing a Greek letter, chemical formula, or another special character

Box 144. Titles not in English.

- Provide the title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Base molecular de la expresion del mensaje genetico.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

Box 144 continues on next page...
Box 144 continued from previous page.

Tsimmerman IaS. Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh zabolovani: klinicheskie ocherki.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

  Katsunori K. Anrakushi to keiho.

  or

  Katsunori K. [Euthanasia and criminal law].

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked
    
    Å treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a
    ţ treated as g
    ſ treated as n
    ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    
    æ treated as ae
    œ treated as oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

- Provide an English translation after the original language or romanized title when possible; place translations in square brackets

Box 144 continues on next page...
Base molecular de la expresion del mensaje genetico [Molecular basis of gene expression].

Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh zabolevanii: klinicheskie ocherki [Diagnosis and complex treatment of basic gastrointestinal diseases: clinical studies].

Anrakushi to keiho [Euthanasia and criminal law].

**Box 145. Titles in more than one language.**

If a chapter or other contribution is presented with equal text in two or more languages, as often occurs in Canadian publications:

- Give all titles in the order in which they are found on the title page
- Place an equals sign with a space on either side between the titles
- List all the languages, separated by commas, after the pagination
- End the list with a period

*Example:*

Le genome: avancees scientifiques et therapeutiques et consequences sociales = The genome: scientific and therapeutic developments and social consequences.

**Box 146. Titles containing a Greek letter, chemical formula, or another special character.**

- Capitalize first word of the title of a chapter or other contribution unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

  1,3-dichloro-5,5-dimethylhydantoin: health-based reassessment of administrative occupational exposure limits.

  von Willebrand disease.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the available type fonts, substitute the name for the symbol. For example, $\Omega$ becomes omega.

  $\gamma$-linolenic acid and its clinical applications.

*Box 146 continues on next page...*
Box 146 continued from previous page.

may become

Gamma-linolenic acid and its clinical applications.

Enantioselective synthesis of $\beta$-amino acids.

may become

Enantioselective synthesis of beta-amino acids.

• If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

$\text{TiO}_2$ nanoparticles.

may become

$\text{TiO}(2)$ nanoparticles.

Examples for Title

9. Contributed chapter with a title beginning with a lower-case letter or containing a special symbol or character

10. Contributed chapter with a non-English title

Connective Phrase for a Contribution to a Book (required)

General Rules for Connective Phrase

• Place a space and the word "In" after the title of the contribution
• Follow "In" with a colon and a space

Examples for Connective Phrase

1. Standard reference to a contributed chapter

Book Information (required)

General Rules for Book Information

• Cite the book in which the contribution appears according to Chapter 2A Entire Books but omit the Pagination

Examples for Book Information

12. Contributed chapter in a book with translators or illustrators

14. Contributed chapter in a book with subordinate division to the publisher
15. Contributed chapter in a book that is part of a series
16. Contributed chapter in one volume of a multivolume book

Location (Pagination) for a Contribution to a Book (required)

General Rules for Location (Pagination)

- Begin location with "p." followed by a space
- Enter the page number or numbers on which the contribution appears. Examples: p. 438 and p. 663-4
- Do not repeat page numbers unless they are followed by a letter. For example: 126-127 becomes p. 126-7, but p. 126A-127A is correct.
- Include a letter (often S for Supplement or A for Appendix) when it precedes the page number. For example: p. S10-8.
- End page information with a period

Specific Rules for Location (Pagination)

- Roman numerals for page numbers
- No page numbers appear on the pages of the contribution
- Optional chapter number

Box 147. Roman numerals for page numbers.

- Keep roman numerals when they are used as page numbers
- Give roman numerals in upper or lower case, whichever appears in the publication

  Examples:
  p. ix-xxi.
  p. XIV-XVIII.

Box 148. No page numbers appear on the pages of the contribution.

Occasionally, a chapter or other contribution will appear on a page that is not numbered.

- If only the particular contribution to be cited has no page numbers, identify the location in relation to numbered pages. For example: preceding p. 17 or following p. 503. Place such phrases in square brackets.

  [preceding p. 55].
  [following p. 84].

Box 148 continues on next page...
Box 148 continued from previous page.

- If the entire book has no page numbers, give the total number of pages of the contribution, placed in square brackets, such as [5 p.].

Box 149. Optional chapter number.

- As an option, give the chapter number in place of the usual page numbers used for location.


Examples for Location (Pagination)

1. Standard reference to a contributed chapter

11. Contributed chapter with an optional chapter number instead of pagination

Part of a Contribution to a Book (required)

General Rules for a Part of a Contribution

- Cite a part of a contribution, such as a table or figure, according to Chapter 2A

Entire Books

Examples for a Part of a Contribution

17. Part of a contributed chapter

18. Part of a contributed chapter in one volume of a multivolume book

Examples of Citations to Contributions to Books

1. Standard reference to a contributed chapter


2. Contributed chapter with optional full first names for authors and editors


3. Contributed chapter authors with a family designation following their names


4. Contributed chapter author names with a particle, prefix, or preposition


5. Contributed chapter authors with compound last names


6. Contributed section with editor(s)


7. Signed encyclopedia article


8. Contributed chapter with author address included

for all authors


for only the first author

9. Contributed chapter with a title beginning with a lower-case letter or containing a special symbol or character


or


10. Contributed chapter with a non-English title


with translation


11. Contributed chapter with an optional chapter number instead of pagination


12. Contributed chapter in a book with translators or illustrators


14. Contributed chapter in a book with subordinate division to the publisher


15. Contributed chapter in a book that is part of a series


16. Contributed chapter in one volume of a multivolume book


17. Part of a contributed chapter


18. Part of a contributed chapter in one volume of a multivolume book

Chapter 3. Conference Publications

A. Conference Proceedings

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

B. Conference Papers

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

C. Parts of Conference Papers

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

See also:

Chapter 12 Papers and Poster Sessions Presented at Meetings

A. Sample Citation and Introduction to Citing Conference Proceedings

The general format for a reference to a conference proceedings, including punctuation:

- with a title for the book of proceedings as well as a conference title:

<table>
<thead>
<tr>
<th>Editors</th>
<th>Conference Title</th>
<th>Book Title</th>
</tr>
</thead>
</table>

- with only a conference title:
Examples of Citations to Conference Proceedings

Conference proceedings are a collection of the papers presented at a conference, symposium, congress, or other meeting. They share many characteristics with books; the major difference in citing them lies in their titles and in the provision of information about the dates and places of the conferences.

Conference proceedings always have a conference title. They often have two titles: the title of the book of proceedings (often the name of the specific conference) and the title of the conference. Many organizations hold annual numbered meetings, each of which has a specific topic or theme. For example, "Addressing patient needs: access, parity and humane care," is the name (book title) of the 160th Annual Meeting of the American Psychiatric Association (conference title). When both titles are present, give the book title first.

Confusion arises if people preparing references to conference proceedings believe that the date and location of the conference take the place of the date and place of publication. Proceedings are frequently published a year or more after the conference was held, and there is often no correlation between the location of the publisher and the location of the conference. Sponsors of the conference are also often not the publisher.

Citations to conference proceedings involve placing information about the conference in a prescribed format and order, with prescribed punctuation, regardless of the order and punctuation given in the text. For example, if the title page reads:

- Society for Laboratory Animal Welfare
- Forty-third Annual Meeting
- San Francisco
- June 3-5, 2005

The format and order for the citation should be:

43rd Annual Meeting of the Society for Laboratory Animal Welfare; 2005 Jun 3-5; San Francisco.
In addition, because conference proceedings are a collection of papers, they have editors, not authors. Editors are usually considered secondary authors and placed after the title, but since no authors are present in proceedings, place their editors in the author position at the beginning of the reference.

The chief source for information about a proceedings is its title page. The back of the title page, called the verso or copyright page, and the cover of the book of proceedings are additional sources of authoritative information not found on the title page.

Conference papers are cited in the same way as contributions to books. See Chapter 3B Conference Papers for details. For information on citing papers presented at conferences but never published, see Chapter 12 Papers and Poster Sessions Presented at Meetings. For a proceedings appearing on the Internet, see Chapter 18 Books and Other Individual Titles on CD-ROM, DVD, or Disk and Chapter 22 Books and Other Individual Titles on the Internet.

Continue to Citation Rules with Examples for Conference Proceedings.

Continue to Examples of Citations to Conference Proceedings.

**Citation Rules with Examples for Conference Proceedings**

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Editor (R) | Editor Affiliation (O) | Book Title (R) | Type of Medium (R) | Conference Number (R) | Conference Title (R) | Date of Conference (O) | Place of Conference (O) | Type of Medium (if no title) (R) | Edition (R) | Other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Pagination (O) | Physical Description (O) | Series (O) | Language (R) | Notes (O)

**Editor for Conference Proceedings (required)**

**General Rules for Editor**

- List names in the order they appear in the text
- Enter surname (family or last name) first for each editor
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the editor approved the form used. For example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all editors, regardless of the number
- Separate editor names from each other by a comma and a space
- Follow the last named editor with a comma and the word editor or editors
- End editor information with a period
Specific Rules for Editor

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Non-English words for editors
- No editor can be found
- Options for editor names

Box 1. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames
  
  Estelle Palmer-Canton  becomes  Palmer-Canton E

  Ahmed El-Assmy  becomes  El-Assmy A

- Keep particles, such as O', D', and L'
  
  Alan D. O'Brien  becomes  O'Brien AD

  James O. L'Esperance  becomes  L'Esperance JO

  U. S'adeh  becomes  S'adeh U

- Omit all other punctuation in surnames
  
  Charles A. St. James  becomes  St James CA

Box 2. Other surname rules.

- Keep prefixes in surnames
  
  Lama Al Bassit  becomes  Al Bassit L

  Jiddeke M. van de Kamp  becomes  van de Kamp JM

  Gerard de Pouvourville  becomes  de Pouvourville G

- Keep compound surnames even if no hyphen appears
  
  Sergio Lopez Moreno  becomes  Lopez Moreno S

  Jaime Mier y Teran  becomes  Mier y Teran J

Box 2 continues on next page...
Virginie Halley des Fontaines  becomes  Halley des Fontaines V

[If you cannot determine from the title page whether a surname is compound or a combination of a middle name and a surname, look at the back of the title page (the copyright page) or elsewhere in the text for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with a diacritic or accent as if they are not marked
    - À  treated as  A
    - Ø  treated as  O
    - Ç  treated as  C
    - Ł  treated as  L
    - à  treated as  a
    - ġ  treated as  g
    - Ń  treated as  n
    - ü  treated as  u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ  treated as  ae
    - œ  treated as  oe

Box 3. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names
  - Jean-Louis Lagrot  becomes  Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle
  - D’Arcy Hart  becomes  Hart D
Box 3 continued from previous page.

W. St. John Patterson  becomes  Patterson WS
De la Broquerie Fortier  becomes  Fortier D
Craig McC. Brooks  becomes  Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.
  
  Ch. Wunderly  becomes  Wunderly C
  C. Fr. Erdman  becomes  Erdman CF

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter
  
  Iu. A. Iakontov  becomes  Iakontov IuA
  G. Th. Tsakalos  becomes  Tsakalos GTh

Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name
  
  James A. Reed, M.D., F.R.C.S.  becomes  Reed JA
  Kristine Schmidt, Ph.D.  becomes  Schmidt K
  Robert V. Lang, Major, US Army  becomes  Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name
  
  Sir Frances Hildebrand  becomes  Hildebrand F
  Dr. Jane Eberhard  becomes  Eberhard J
  Captain R.C. Williams  becomes  Williams RC

Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation
  
  Vincent T. DeVita, Jr.  becomes  DeVita VT Jr

Box 5 continues on next page...
Box 5 continued from previous page.

James G. Jones II  becomes  Jones JG 2nd
John A. Adams III  becomes  Adams JA 3rd
Henry B. Cooper IV  becomes  Cooper HB 4th

Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the ALA-LC Romanization Tables.

- Romanize names if they are in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter
  
  Iu. A. Iakontov  becomes  Iakontov IuA
  
  G. Th. Tsakalos  becomes  Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  - Treat letters marked with a diacritic or accent as if they are not marked
    
    - Å treated as  A
    - Ø treated as  O
    - Ç treated as  C
    - Ł treated as  L
    - à treated as  a
    - ţ treated as  g
    - ň treated as  n
    - ü treated as  u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    
    - æ treated as  ae
    - œ treated as  oe
Box 7. Non-English words for editor.

- Translate the word found for editor into English. However, the wording found on the publication may always be used.
- To assist in identifying editors, below is a brief list of non-English words for editor

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
</tr>
<tr>
<td></td>
<td>editeur</td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
</tr>
<tr>
<td></td>
<td>editore</td>
</tr>
<tr>
<td>Russian</td>
<td>redaktor</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
</tr>
<tr>
<td></td>
<td>editor</td>
</tr>
</tbody>
</table>

Box 8. No editor can be found.

- If no person or organization can be identified as the editor but translators are present, begin the reference with the names of the translators. Follow the same rules as used for editor names, but end the list of names with a comma and the word translator or translators.

  Walser E, translator.
  
  Alvarez H, Tello E, translators.

- If no person or organization can be identified as the editor and there are no translators, begin the reference with the title of the book or title of the conference if there is no separate book title. Do not use anonymous.

  Practical points in dentistry: the alternatives. International Dental Congress of the Mekong River Region; 2004 Jun 7-10; Century Park Hotel, Bangkok, Thailand. Bangkok: Mahidol University, Faculty of Dentistry; [2004]. 82 p.

Box 9. Options for editor names.

The following formats are not NLM practice for citing editors, but are acceptable options.

- Full first names of editors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon.
  
  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A., editors.

  Mann, Frederick D.; Swartz, Mary N.; Little, R.T., editors.

- If space is a consideration, the number of editors may be limited to a specific number, such as the first three editors. Follow the last named editor by a comma and "et al." or "and others."


  Adler DG, Baron TH, Davila RE, and others, editors.

Example Entries for Editor

1. Standard proceedings with a book title in addition to the conference title
2. Standard proceedings without a book title in addition to the conference title
3. Proceedings with all editors names given
4. Proceedings with editors limited to the optional first three
5. Proceedings with optional full first names for editors
6. Proceedings with address added for editors
7. Proceedings with no editor named

Editor Affiliation for Conference Proceedings (optional)

General Rules for Editor Affiliation

- Enter the affiliation of all editors or only the first editor
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the affiliation in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its editor by a space
- Follow the affiliation with a comma which falls outside the closing parenthesis
Specific Rules for Editor Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

Box 10. Abbreviations in affiliations.

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

  Examples:

  Acad. for Academy
  Assoc. for Association
  Co. for Company
  Coll. for College
  Corp. for Corporation
  Dept. for Department
  Div. for Division
  Inst. for Institute or Institution
  Soc. for Society
  Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 11. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space
Box 11 continued from previous page.

- Insert the e-mail address as it appears in the publication
- Place the e-mail address within the closing parenthesis for the author affiliation
- Do not end an e-mail address with a period

*Example:*

Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), editor.

---

**Box 12. Organizational names for affiliations not in English.**

- Give the affiliation of all editors or only the first editor

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the address in parentheses.


- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain), editors.

  Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G, editors.

- Romanize (write in the roman alphabet) or translate organizational names if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables.*

  Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, editors.

  Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersbourg, Russia), Golubkov VI, editors.

*Box 12 continues on next page...*
Box 12 continued from previous page.

- Translate organizational names in character-based languages (Chinese, Japanese)
  
  Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, editors.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  ◦ Treat letters marked with diacritics or accents as if they are not marked
    
    Å treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a
    ģ treated as g
    ň treated as n
    ü treated as u
  
  ◦ Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    
    æ treated as ae
    œ treated as oe

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 13. Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name as found on the publication may always be used.
  
  Moskva becomes Moscow
  Wien becomes Vienna
  Italia becomes Italy

Box 13 continues on next page...
Box 13 continued from previous page.

   Espana becomes Spain

Example Entries for Editor Affiliation

6. Proceedings with address added for editors

Book Title for Conference Proceedings (required)

General Rules for Book Title

- Enter the title of a book as it appears in the original document, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless some other form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it or a Type of Medium follows it (see below)

Specific Rules for Book Title

- Book titles not in English
- Book titles in more than one language
- Book titles containing a Greek letter, chemical formula, or another special character
- No book title can be found

Box 14. Book titles not in English.

- Provide the name in the original language for non-English titles found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)
  

- Romanize (write in the roman alphabet) titles if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.
Box 14 continued from previous page.


- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.


or


- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    
    Å treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a
    ţ treated as g
    ņ treated as n
    ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    ae treated as ae
    œ treated as oe

Box 14 continues on next page...
Box 14 continued from previous page.

• Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms, unless the convention of a particular language requires other capitalization


• Provide an English translation after the original language one if possible; place translations in square brackets


Box 15. Book titles in more than one language.

• If a title is written in several languages, give the title in the first language found on the title page and indicate all languages of publication after the pagination. Separate the languages by commas. End the list with a period.


• If a title is presented in two or more equal languages, as often occurs in Canadian publications, give all titles in the order in which they are given in the text, with an equals sign between them. Indicate the particular languages, separated by commas, after the pagination. End the list with a period.

  Bidart A, editor. 4th Congres International de Pneumologie Pediatrique: Livre des Communications = 4th International Congress on Pediatric Pulmonology:
Box 15 continued from previous page.


Box 16. Book titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a book title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized
  
  2,2-dichloro-1,1,1-trifluoroethane.
  
  von Willebrand disease and genetic testing.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.
  
  γ-linolenic acid: recent advances in biotechnology and clinical applications.
  
  or

  Gamma-linolenic acid: recent advances in biotechnology and clinical applications.

  Synthesis of β-amino acids.
  
  or

  Synthesis of beta-amino acids

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

  TiO$_2$ nanoparticles.
  
  or

  TiO(2) nanoparticles.

Box 17. No book title can be found.

- If a conference proceedings has no title for the book, follow the editor(s) with the number and title of the conference

  Box 17 continues on next page...
Example Entries for Book Title

8. Titles containing a Greek letter, chemical formula, or another special character

9. Proceedings in a language other than English

10. Proceedings in two or more equal languages

11. Proceedings in multiple languages

Type of Medium for Conference Proceedings (required)

General Rules for Type of Medium

- Indicate the specific type of medium (microfiche, ultradisc, microfilm, microcard, etc.) following the title when a proceedings is published in a microform
- Place the name of the medium in square brackets and end with a period, such as [microfiche].
- Add information about the medium according to the instructions under Physical Description below
- See Chapter 15 for proceedings in audiovisual formats and Chapter 18 and Chapter 22 for proceedings in electronic formats

Specific Rules for Type of Medium

- Book titles ending in punctuation other than a period
- Book titles not in English

Box 18. Book titles ending in punctuation other than a period.

- Most titles of proceedings end in a period. Place [microfiche], [microfilm], or [microcard] inside the period.
  

- If a title ends in another form of punctuation, keep that punctuation and follow [microfiche], [microfilm], or [microcard] with a period

Box 18 continues on next page...
Box 18 continued from previous page.


- If a translation of a title is provided, place it in square brackets


- If a proceedings is in a microform (microfiche, microfile, microcard, etc.), place the specific name of the microform in square brackets following the translation


Example Entries for Type of Medium

13. Proceedings in a microform

Conference Number for Conference Proceedings (required)

General Rules for Conference Number

- Express conference numbers in arabic ordinals. For example: Second becomes 2nd and III becomes 3rd.
- Enter a space following the number

Specific Rules for Conference Number

- Numbers not in English

Box 20. Numbers not in English.

- Translate all meeting numbers used into arabic ordinals

  Examples:
Box 20 continued from previous page.

4e becomes 4th
2° becomes 2nd
3. becomes 3rd

Example Entries for Conference Number

9. Proceedings in a language other than English
10. Proceedings in two or more equal languages
11. Proceedings in multiple languages

Conference Title for Conference Proceedings (required)

General Rules for Conference Title

- Enter the title of the conference as it appears in the original document, in the original language
- Capitalize all significant words in the title (i.e., do not capitalize of, the, and, etc.)
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End the conference title with a semicolon unless no Date and Place of the Conference (see below) are provided, then end with a period

Specific Rules for Conference Title

- Conference titles not in English
- Conference titles in more than one language
- Conference titles containing a Greek letter, chemical formula, or another special character

Box 21. Conference titles not in English.

- Provide the title in the original language for non-English titles found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

• Romanize (write in the roman alphabet) titles if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables.*


• Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.


or


• Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

○ Treat letters marked with a diacritic or accent as if they are not marked

    Å treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a
    ã treated as g
    ñ treated as n
    ü treated as u

○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ treated as ae
Box 21 continued from previous page.

œ treated as œ

- Provide an English translation after the original language title if possible; place translations in square brackets


Box 22. Conference titles in more than one language.

- If a conference publication is written in several languages, give the title in the first language found on the title page and indicate all languages of publication after the pagination. Separate the languages by commas and end the list with a period.


- If a conference title is presented in two or more equal languages, as often occurs in Canadian publications, give all titles in the order in which they are given in the text, with an equals sign between them. Indicate the particular languages, separated by commas, after the pagination. End the list with a period.

Box 23. Conference titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized
  
  2,2-dichloro-1,1,1-trifluoroethane.
  
  von Willebrand disease and genetic testing.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.
  
  Synthesis of β-amino acids.
  
  or
  
  Synthesis of beta-amino acids

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses
  
  TiO$_2$ nanoparticles.
  
  or
  
  TiO(2) nanoparticles.

Example Entries for Conference Title

1. Standard proceedings with a book title in addition to the conference title
2. Standard proceedings without a book title in addition to the conference title
9. Proceedings in a language other than English
10. Proceedings in two or more equal languages
11. Proceedings in multiple languages

Date of Conference for Conference Proceedings (optional)

General Rules for Date of Conference

- Use inclusive dates on which the conference was held
- The format for conference date information is year, month, beginning day, hyphen, ending day. For example: 2005 Mar 20-24.
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Use English names for months and abbreviate them using the first three letters, such as Jan
• End date information with a semicolon unless no Place of the Conference (see below) is provided, then end with a period

Specific Rules for Date of Conference

• Dates cross months
• Dates cross years
• Non-English names for months
• Seasons instead of months
• No date for the conference can be found

Box 24. Dates cross months.

• Standard format for conference date information is year, month, beginning day, hyphen, ending day

  2005 Jan 12-14
  2004 Feb 8-11

• When a conference crosses months, use the hyphen to separate the first day from the closing month

  2003 Apr 30-May 2
  2006 Jan 31-Feb 3

Box 25. Dates cross years.

• Standard format for conference date information is year, month, beginning day, hyphen, ending day

  2005 Jan 12-14
  2004 Feb 8-11

• When a conference crosses years, enter the year, month, and day of the beginning date, a hyphen, then the year, month, and day of the ending date

  2004 Dec 30-2005 Jan 2

• If no months are included with the years, separate the two years by a hyphen. Do not shorten the second of the two years to the last two digits.

  2005-2006
  1999-2000
Box 26. Non-English names for months.

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them
  
  For example:
  
  mayo = May
  luty = Feb
  brezen = Mar

Box 27. Seasons instead of months.

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them
  
  For example:
  
  balvan = Summer
  outomno = Fall
  hiver = Winter
  pomlad = Spring

Box 28. No date for the conference can be found.

- If no date can be found on which the conference was held, but a location for the conference is given, omit date information and follow the conference title with a semicolon and the place of the conference
- If neither a date nor a location can be found for the conference, end the conference title with a period


Example Entries for Date of Conference

14. Proceedings with a conference date crossing months or years
15. Proceedings with an unknown conference date and location

**Place of Conference for Conference Proceedings (optional)**

**General Rules for Place of Conference**

- Include the city in which the conference was held
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs, CA and Palm Springs, FL
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as London, ON and London, England
- Use the anglicized form for a non-US city, such as Munich for Munchen
- End place information with a period

**Specific Rules for Place of Conference**

- Optional inclusion of institution where conference was held
- Non-US cities
- No place for the conference can be found

---

**Box 29. Optional inclusion of institution where conference was held.**

- If useful to the reader, the name of the institution or other location where the conference was held may be included before the city
  - M.D. Anderson Cancer Center, Houston, TX
  - National Institutes of Health, Bethesda, MD

---

**Box 30. Non-US cities.**

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva. However, the name as found on the publication may always be used.
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with a diacritic or accent as if they are not marked
  
  \[ \text{Å} \text{ treated as } \text{A} \]

*Box 30 continues on next page...*
Box 30 continued from previous page.

Ø treated as O
Ç treated as C
Ł treated as L
à treated as a
ô treated as g
ñ treated as n
ü treated as u

• Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  æ treated as ae
  œ treated as oe

• Follow Canadian cities with a comma and the two-letter abbreviation for the name of the province (see Appendix E)
  Montreal, QC
  Ottawa, ON
  Vancouver, BC

• If the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Separate the country name or code from the city by a comma.
  London
  Rome
  Paris
  Madrid

  but
  Malaga, Spain or Malaga, ES
  Basel, Switzerland or Basel, CH
  Oxford, England or Oxford, GB

Box 30 continues on next page...
Box 30 continued from previous page.

- As an option, use the country name or country code after all cities not in the US or Canada

Box 31. No place for the conference can be found.

- If no place where the conference was held can be found, end the date information with a period instead of a semicolon


- If neither the place where the conference was held nor a date for the conference can be found, end the conference title with a period


Example Entries for Place of Conference

12. Name of institution where conference held included

15. Proceedings with an unknown conference date and location

16. Proceedings with an unknown conference location

Type of Medium (if no title) for Conference Proceedings (required)

General Rules for Type of Medium (if no title)

- If the proceedings has no book title, place the type of medium (microfiche, ultrafiche, microfilm, microcard, etc.) following the place of the conference when a proceedings is published in a microform

- Place the name of the medium in square brackets and end it with a period, such as [microfiche]

- Add information about the medium according to the instructions under Physical Description below

- See Chapter 15 for proceedings in audiovisual formats and Chapter 18 and Chapter 22 for proceedings in electronic formats

Example Entries for Type of Medium (if no title)

13. Proceedings in a microform
Edition for Conference Proceedings (required)

General Rules for Edition

- Indicate the edition/version being cited when a proceedings is published in more than one edition or version
- Abbreviate common words (see Abbreviation rules for editions below)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period

Box 32. Abbreviation rules for editions.

- Abbreviate common words found in edition statements, if desired:

<table>
<thead>
<tr>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>abbreviated</td>
<td>abbr.</td>
</tr>
<tr>
<td>abridged</td>
<td>abr.</td>
</tr>
<tr>
<td>American</td>
<td>Am.</td>
</tr>
<tr>
<td>augmented</td>
<td>augm.</td>
</tr>
<tr>
<td>authorized</td>
<td>authoriz.</td>
</tr>
<tr>
<td>English</td>
<td>Engl.</td>
</tr>
<tr>
<td>enlarged</td>
<td>enl.</td>
</tr>
<tr>
<td>expanded</td>
<td>expand.</td>
</tr>
<tr>
<td>illustrated</td>
<td>ill.</td>
</tr>
<tr>
<td>modified</td>
<td>mod.</td>
</tr>
<tr>
<td>original</td>
<td>orig.</td>
</tr>
<tr>
<td>reprint(ed)</td>
<td>repr.</td>
</tr>
<tr>
<td>revised</td>
<td>rev.</td>
</tr>
<tr>
<td>special</td>
<td>spec.</td>
</tr>
<tr>
<td>translation</td>
<td>transl.</td>
</tr>
<tr>
<td>translated</td>
<td></td>
</tr>
</tbody>
</table>

For additional abbreviations, see ISO 832:1994 - Rules for the abbreviation of bibliographic terms.
Specific Rules for Edition

- Abbreviation rules for editions
- Non-English words for editions
- First editions

Box 33. Non-English words for editions.

- For non-English edition statements written in the roman alphabet (French, German, Spanish, Italian, etc.):
  - Provide the name in the original language
  - Abbreviate common words used in edition statements if the language is a familiar one
  - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words
  - Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
    - Treat letters marked with a diacritic or accent as if they are not marked:
      - Å treated as A
      - Ø treated as O
      - Ç treated as C
      - Ł treated as L
      - à treated as a
      - ġ treated as g
      - ņ treated as n

Box 33 continues on next page...
Box 33 continued from previous page.

```
ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters:
  æ treated as ae
  œ treated as oe

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- Separate the edition from the title proper by a space

- Retain the punctuation used in the edition statement

- Follow abbreviated words by a period and end edition information with a period

Examples:

Ed. 1a.

5. ed. interamente riv. e aggiornata.

2. ed. veneta.

Nuova ed.

Seconda ed.

4a ed. rev. e ampliada.

2° ed. ampliada y actualizada.
```

- For an edition statement written in Cyrillic, Greek, Arabic, Hebrew, or Korean:

  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the ALA-LC Romanization Tables.

  - Abbreviate common words used in edition statements if the language is a familiar one

  - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

Box 33 continues on next page...
Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

Examples: \( \ddot{c} \) or \( \breve{c} \) becomes \( c \)

Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

Separate the edition from the title proper by a space

Retain the punctuation used in the edition statement

Follow abbreviated words by a period and end all edition information with a period

Examples:

Izd. 3., perer. i dop.

2. dopunjeno izd.

2. ekd. epeux.

3. ekd.

For an edition statement written in a character-based language such as Chinese and Japanese:

Transliterate or translate the words for edition

Do not abbreviate any of the words or omit any words

Use the capitalization system of the particular language

Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

Examples:

\( \ddot{o} \) becomes \( o \)

\( \breve{u} \) becomes \( u \)
Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

Separate the edition from the title by a space

Retain the punctuation used in the edition statement.

End all edition information with a period

*Examples:*

Shohan.

Dai 1-han.

Dai 3-pan.

Di 3 ban.

Cai se ban, Xianggang di 1 ban.

Che 6-p’an.

To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Edition</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danish</td>
<td>oplag</td>
<td>n.a.</td>
</tr>
<tr>
<td></td>
<td>udgave</td>
<td></td>
</tr>
<tr>
<td>Dutch</td>
<td>uitgave</td>
<td>uitg.</td>
</tr>
<tr>
<td></td>
<td>editie</td>
<td>ed.</td>
</tr>
<tr>
<td>Finnish</td>
<td>julkaisu</td>
<td>julk.</td>
</tr>
<tr>
<td>French</td>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>German</td>
<td>Ausgabe</td>
<td>Ausg.</td>
</tr>
<tr>
<td></td>
<td>Auflage</td>
<td>Aufl.</td>
</tr>
<tr>
<td>Greek</td>
<td>ekdosis</td>
<td>ekd.</td>
</tr>
<tr>
<td>Italian</td>
<td>edizione</td>
<td>ed.</td>
</tr>
<tr>
<td>Norwegian</td>
<td>publikasjon</td>
<td>publ.</td>
</tr>
<tr>
<td></td>
<td>utgave</td>
<td>utg.</td>
</tr>
<tr>
<td>Portuguese</td>
<td>edicao</td>
<td>ed.</td>
</tr>
</tbody>
</table>
Box 33 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Edition</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Russian</td>
<td>izdanie</td>
<td>izd.</td>
</tr>
<tr>
<td></td>
<td>publikacija</td>
<td>publ.</td>
</tr>
<tr>
<td>Spanish</td>
<td>edicion</td>
<td>ed.</td>
</tr>
<tr>
<td></td>
<td>publicacion</td>
<td>publ.</td>
</tr>
<tr>
<td>Swedish</td>
<td>upplaga</td>
<td>n.a.</td>
</tr>
</tbody>
</table>

Box 34. First editions.

- If a proceedings does not carry any statement of edition, assume it is the first or only edition
- Use 1st ed. only when you know that subsequent editions have been published and you wish to cite the earlier one

Example Entries for Edition

17. Proceedings with an edition

Other Secondary Authors for Conference Proceedings (optional)

General Rules for Other Secondary Authors

- A secondary author for a proceedings modifies the work of the editor. Examples include translators and illustrators.
- Use the same rules for the format of names presented in Editor above
- Follow the last named secondary author with a comma and the role played. For example: the word illustrator or illustrators, translator or translators.
- End secondary author information with a period
- If there is no editor, move any translators to the editor position in the reference

Specific Rules for Other Secondary Authors

- More than one type of secondary author
- Secondary author performing more than one role
- Non-English names for secondary authors

Box 35. More than one type of secondary author.

A conference proceedings may have several types of secondary authors.

- List all of them in the order they are given in the publication

Box 35 continues on next page...
Box 35 continued from previous page.

- Separate each type of secondary author with the accompanying role by a semicolon
- End secondary author information with a period

*Examples:*

Smith BC, translator; Carson HT, illustrator.

Graber AF, Longstreet RG, translators; Johnson CT, Marks C, Huston MA, illustrators.

- Place secondary author information following the place of the conference


Box 36. **Secondary author performing more than one role.**

A secondary author may perform more than one role.

- List all of the roles in the order they are given in the publication
- Separate the roles by "and"
- End secondary author information with a period

*Example:*

Jones AB, translator and illustrator.

Box 37. **Non-English names for secondary authors.**

- Translate the word for translator, illustrator, or other secondary author into English if possible. However, the wording found on the publication may always be used.

- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with a diacritic or accent as if they are not marked
    - Å treated as A
    - Ø treated as O

*Box 37 continues on next page...*
Box 37 continued from previous page.

Ç treated as C
Ł treated as L
à treated as a
ã treated as a
ń treated as n
ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  æ treated as ae
  œ treated as oe

- To assist in identifying secondary author roles, below is a brief list of non-English words for them

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Translator</th>
<th>Word for Illustrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>traducteur</td>
<td>illustreur</td>
</tr>
<tr>
<td>German</td>
<td>ubersetzer</td>
<td>erlauterer</td>
</tr>
<tr>
<td></td>
<td>dolmetscher</td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>traduttore</td>
<td>disegnatore</td>
</tr>
<tr>
<td>Russian</td>
<td>perevodchik</td>
<td>konstruktor</td>
</tr>
<tr>
<td>Spanish</td>
<td>traductor</td>
<td>ilustrador</td>
</tr>
</tbody>
</table>

Example Entries for Other Secondary Authors
18. Proceedings with translators

Place of Publication for Conference Proceedings (required)

General Rules for Place of Publication

- Place is defined as the city where the book of proceedings was published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known
cities or when cities in different locations have the same name, such as London (ON) and London (England)

- Use the anglicized form for a non-US city, such as Vienna for Wein
- End place information with a colon

**Specific Rules for Place of Publication**

- Non-US cities
- Joint publication
- Multiple places of publication
- No place of publication can be found

**Box 38. Non-US cities.**

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva. However, the name as found on the publication may always be used.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with a diacritic or accent as if they are not marked
    - Å  treated as  A
    - Ø  treated as  O
    - Ç  treated as  C
    - Ł  treated as  L
    - à  treated as  a
    - ġ  treated as  g
    - ñ  treated as  n
    - ü  treated as  u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ  treated as  ae
    - œ  treated as  oe

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses
  - Montreal (QC):

*Box 38 continues on next page...*
Box 38 continued from previous page.

Ottawa (ON):

Vancouver (BC):

- If the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.

  London:

  Rome:

  Paris:

  Madrid:

  but

  Malaga (Spain): or Malaga (ES):

  Basel (Switzerland): or Basel (CH)

  Oxford (England): or Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

Box 39. Joint publication.

- Two organizations may co-publish a book of proceedings. Use the city of the first organization found on the title page (or on the back of the title page if no publisher information appears on the title page), as the place of publication.

- Place the name of the second organization as a note at the end of the citation


  Jointly published by the National Committee for Quality Health Care.

- Do not give multiple places as the place of publication or include multiple publishers
Box 40. Multiple places of publication.

- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.
- As an option, if one place is a US city and the other(s) are not, use the US city.

Box 41. No place of publication can be found.

- If no place of publication can be found on the title page or the verso (back) of the title page, but one can be found elsewhere in the publication or can be reasonably inferred (e.g., Chicago as the place for a publication of the American Medical Association), place the city in square brackets, such as "[Chicago]


- If no place of publication can be found, use [place unknown]

2nd Annual Meeting of the Indian Leptospirosis Society (ILS); 2001 May 12-13; Cochin, India. [place unknown]: Indian Leptospirosis Society; 2001. 70 p.

Example Entries for Place of Publication

19. Proceedings with well-known place of publication
20. Proceedings with qualifier added to place
21. Proceedings with place of publication inferred
22. Proceedings with unknown place of publication
27. Proceedings with unknown place of publication and publisher
31. Proceedings with place, publisher, and date unknown

Publisher for Conference Proceedings (required)

General Rules for Publisher

- Record the name of the publisher as it appears in the publication, using whatever capitalization and punctuation is found there
- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- When a division or other subsidiary part of a publisher appears in the publication, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a semicolon
Specific Rules for Publisher

- Abbreviated words in publisher names
- Non-English names for publishers
- Government agencies and other national and international bodies as publisher
- Joint publication
- Multiple publishers
- No publisher can be found

Box 42. Abbreviated words in publisher names.

- Abbreviate commonly used words in publisher names, if desired

  Examples:
  
  Acad. for Academy
  Assoc. for Association
  Co. for Company
  Coll. for College
  Corp. for Corporation
  Dept. for Department
  Div. for Division
  Inst. for Institute or Institution
  Ltd. for Limited
  Soc. for Society
  Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

- Follow all abbreviated words with a period

Box 43. Non-English names for publishers.

- Give publisher names appearing in the roman alphabet (French, Spanish, Italian, etc.) in their original language

  Rome: Societa Editrice Universo;

Box 43 continues on next page...
Box 43 continued from previous page.

- Romanize names given in Cyrillic, Greek, Arabic, Hebrew, Korean
  Sofia (Bulgaria): Sofia Medizina i Fizkultura;

- Romanize names or translate names presented in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.
  Tokyo: Medikaru Rebyusha;
  Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute];
  Taiyuan (China): Shanxi ke xue ji she chu ban she;
  [Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with a diacritic or accent as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ģ treated as g
    - ř treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe

Box 43 continues on next page...
Box 43 continued from previous page.

- Follow a non-English name with a translation, if desired. Place all translated publisher names in square brackets.
  
  Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press];

- If the name of a division of other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest
  
  Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero;

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation has been given in the publication.
  
  Aarhus (Denmark): [Aarhus University Press];

Box 44. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)
  
  National Cancer Institute (US)

  National Society on Alcoholism and Drug Dependence (NZ)

  Royal Society of Medicine Press Ltd. (GB)

  Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor, which disseminates documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency that issued the publication as the publisher and include distributor information as a note.

Box 45. Joint publication.

- Two organizations may co-publish a proceedings. Use the first organization appearing on the title page or the verso (back) of the title page as the publisher.

- Place the name of the second organization as a note at the end of the citation, if desired


- Do not give more than one name as publisher

Box 46. Multiple publishers.

- If more than one publisher is found in a document, use the first one given or the one set in the largest type or bold type

- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.

- Do not list multiple publishers. For those publications with joint or co-publishers, use the name given first as the publisher and include the name of the second as a note if desired. For example, use “Jointly published by the Canadian Pharmacists Association”.


- End publisher information with a semicolon

Box 47. No publisher can be found.

- If no publisher can be found, use [publisher unknown]


Example Entries for Publisher

23. Publisher with subordinate division included
24. Governmental or national agency as publisher
25. Joint publication
26. Proceedings with unknown publisher
27. Proceedings with unknown place of publication and publisher
31. Proceedings with place, publisher, and date unknown

Date of Publication for Conference Proceedings (required)

General Rules for Date of Publication

- Always give the year of publication
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month of publication, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End date information with a period

Specific Rules for Date of Publication

- Multiple years of publication
- Non-English names for months
- Seasons instead of months
- Date of publication and date of copyright
- No date of publication, but a date of copyright
- No date of publication or copyright can be found
- Options for date of publication

Box 48. Multiple years of publication.

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.
  
  2002-2003
  1997-1998
  1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.
  
  1999 Oct-2000 Mar
  2002 Dec-2003 Jan

Box 48 continues on next page...
Box 48 continued from previous page.

- Separate multiple months of publication by a hyphen
  
  2005 Jan-Feb
  
  1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Box 49. Non-English names for months.

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them

  *For example:*
  
  mayo = May
  
  luty = Feb
  
  brezen = Mar

Box 50. Seasons instead of months.

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them

  *For example:*
  
  balvan = Summer
  
  outomno = Fall
  
  hiver = Winter
  
  pomlad = Spring

Box 51. Date of publication and date of copyright.

Some publications have both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.
Use only the date of publication unless three or more years separates the two dates.
In this situation, use both dates, beginning with the year of publication.
Precede the date of copyright by the letter "c".
Separate the dates by a comma and a space. For example, "2002, c1997".

This convention alerts a user that the information in the publication is older than the date of publication implies.

**Box 52. No date of publication, but a date of copyright.**

A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005.


**Box 53. No date of publication or copyright can be found.**

If neither a date of publication nor a date of copyright can be found, but a date can be estimated because of material contained in the book itself or on accompanying material, place a question mark after the estimated date and place date information in square brackets.


If neither a date of publication nor a date of copyright can be found nor can the date be estimated, use [date unknown].


**Box 53a. Options for date of publication.**

It is not NLM policy, but the following is an acceptable option:

*Box 53a continues on next page...*
The date of publication may follow the editor names (or title if there is no editor) in the list of references when the name-year system of in-text references is used.

- Use the year of publication only
- Place the year after the last named editor (or after the title if there is no editor), followed by a period
- End publisher information with a period

**NLM citation:**


**Name-year system of citation:**


---

**Example Entries for Date of Publication**

28. Proceedings with no date of publication but a date of copyright

29. Proceedings with date of publication estimated

30. Proceedings with date of publication unknown

31. Proceedings with place, publisher, and date unknown

**Pagination for Conference Proceedings (optional)**

**General Rules for Pagination**

- Give the total number of pages on which the text of the book appears
- Do not count pages for items such as introductory material, appendixes, and indexes unless they are included in the pagination of the text
- Follow the page total with a space and the letter p
• For books published in more than one physical volume, cite the total number of volumes instead of the number of pages, such as 4 vol.
• End pagination information with a period

Specific Rules for Pagination

• Roman numerals used as page numbers
• No numbers appear on the pages of the proceedings

Box 54. Roman numerals used as page numbers.
If all of the pages (not just the introductory pages) of a proceedings have roman numerals instead of the usual arabic numbers:

• Convert the roman numeral on the last page of the text to an arabic number
• Follow the number by "p."
• Place the number and "p." in square brackets, such as [12 p.]
• End page information with a period

*Example:* [20 p.].

Box 55. No numbers appear on the pages of the proceedings.
Occasionally, a book will have no numbers on its pages. If the entire publication has no page numbers:

• Count the total number of pages of the text
• Express the total as leaves, not pages
• End with a period

*Example:*


Example Entries for Pagination

32. Proceedings published in multiple volumes

33. Proceedings with no printed page numbers
Physical Description for Conference Proceedings (optional)

General Rules for Physical Description

- Give information on the physical characteristics if a book of proceedings is published in a microform (microfilm, microfiche, etc.), such as 3 microfiche: black & white, 2 x 4 in.

Specific Rules for Physical Description

- Language for describing physical characteristics

**Box 56. Language for describing physical characteristics.**

If a proceedings is published on microfiche, microfilm, or microcards:

- Begin with information on the number and type of physical pieces, followed by a colon and a space
  
  5 microfiche:
  
  3 reels: [of microfilm]
  
  2 microcards:

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches. Separate types of information by commas.

  **Typical words used include:**

  - color
  - black & white
  - positive
  - negative
  - 4 x 6 in. (standard microfiche size)
  - 3 x 5 in. (standard microcard size)
  - 35 mm. (a standard microfilm size)
  - 16 mm. (a standard microfilm size)

  **Examples of complete physical description statements:**

  3 microfiche: color, positive, 4 x 6 in.

*Box 56 continues on next page...*
Box 56 continued from previous page.

5 microcards: black & white, 3 x 5 in.
1 reel: black & white, negative, 35 mm.

Example Entries for Physical Description

13. Proceedings in a microform

Series for Conference Proceedings (optional)

General Rules for Series

- Begin with the name of the series
- Capitalize only the first word and proper nouns
- Follow the name with any numbers provided. For example, vol. 3 for a volume or no. 12 for an issue number.
- Separate the title and the number by a semicolon and a space
- Place series information in parentheses
- End series information with a period placed outside the closing parenthesis

Specific Rules for Series

- Series editor's name provided
- Proceedings published as part of more than one series

Box 57. Series editor's name provided.

As an option, the name of the overall series editor may be included with the series information.

- Begin with the name of the series editor or editors:
  - Give surname first
  - Convert given (first) names and middle names to initials, for a maximum of two initials after each surname
  - Separate multiple names with a comma
  - End name information with a comma
  - See the information under Editor for more name rules

- Place the word editor or editors after the name information, followed by a period
- Enter the name of the series, capitalizing only the first word and proper nouns
- Follow the name with any numbers given, such as vol. 3 for a volume or no. 12 for an issue number

Box 57 continues on next page...
Box 57 continued from previous page.

- Separate the name and the numeration by a semicolon and a space
- Place series information in parentheses
- End series information with a period placed outside the closing parenthesis

Example:

(Shaner JC, editor. Medicinal plant symposium series; no. 315).

Box 58. Proceedings published as part of more than one series.

If a proceedings is a part of more than one series, include information on all series if desired.

- Place each series in parentheses
- Separate the series by a semicolon and a space
- End series information with a period, which falls outside the closing parenthesis of the last series

Example:


Example Entries for Series

34. Proceedings also published as part of a journal
35. Proceedings published as part of a series
36. Proceedings published as part of more than one series

Language for Conference Proceedings (required)

General Rules for Language

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Proceedings appearing in more than one language
Box 59. Proceedings appearing in more than one language.

- If a proceedings is written in several languages, give the title in the first language found on the title page and indicate all languages of publication after the pagination. Separate the languages by commas.


- If a proceedings is in two or more equal languages, as often occurs in Canadian publications, give all titles in the order in which they are presented in the text, with an equals sign between them. Indicate the particular languages, separated by a comma, after the pagination.


- If none of the languages is English, follow the titles with a translation whenever possible. Place the translation in square brackets.


Example Entries for Language

10. Proceedings in two or more equal languages

11. Proceedings in multiple languages

12. Name of institution where conference held included

Notes for Conference Proceedings (optional)

General Rules for Notes

- Notes is a collective term for any type of useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Proceedings accompanied by a videocassette, CD-ROM, DVD, etc.
• Other types of material to include in notes

**Box 60. Proceedings accompanied by a videocassette, CD-ROM, DVD, etc.**

- If a proceedings has supplemental material accompanying it in the form of a videocassette, CD-ROM, DVD, or another medium, begin by citing the proceedings. Add the phrase "Accompanied by: " followed by the number and type of the medium.


**Box 60a. Other types of material to include in notes.**

The notes element may be used to provide any information that the compiler of the reference feels is useful to the reader. Begin by citing the proceedings, then add the note. Some examples of notes are:

• If the proceedings was sponsored by a particular organization, give the name


• If the proceedings is a government publication available from an archive such as NTIS or GPO, give information about the archive, including publication or accession numbers. Begin with the phrase "Available from" followed by a colon and a space


• If the proceedings is an unusual one, give the name of a library or other archive where it may be found along with an accession or call number. Begin with the phrase "Located at" followed by a colon and a space

  Box 60a continues on next page...
Box 60a continued from previous page.


- If the proceedings is translated, give information about the original


- If any acronyms or initialisms appear in the proceedings, explain them


Example Entries for Notes

37. Proceedings with availability or location statement

38. Proceedings accompanied by a CD-ROM

39. Proceedings with supplementary notes

Examples of Citations to Conference Proceedings

1. Standard proceedings with a book title in addition to the conference title


2. Standard proceedings without a book title in addition to the conference title


3. Proceedings with all editors names given


4. Proceedings with editors limited to the optional first three


or


5. Proceedings with optional full first names for editors


6. Proceedings with address added for editors


7. Proceedings with no editor named

Practical points in dentistry: the alternatives. International Dental Congress of the Mekong River Region; 2004 Jun 7-10; Century Park Hotel, Bangkok, Thailand. Bangkok: Mahidol University, Faculty of Dentistry; [2004].


8. Titles containing a Greek letter, chemical formula, or another special character


*if font not available*


9. Proceedings in a language other than English


*with translation*

10. Proceedings in two or more equal languages


11. Proceedings in multiple languages


12. Name of institution where conference held included


13. Proceedings in a microform

when a book title is present


when there is no book title


14. Proceedings with a conference date crossing months or years


15. Proceedings with an unknown conference date and location


16. Proceedings with an unknown conference location


17. Proceedings with an edition


18. Proceedings with translators

19. Proceedings with well-known place of publication


20. Proceedings with qualifier added to place


21. Proceedings with place of publication inferred
22. Proceedings with unknown place of publication

2nd Annual Meeting of the Indian Leptospirosis Society (ILS); 2001 May 12-13; Cochin, India. [place unknown]: Indian Leptospirosis Society; 2001. 70 p.

23. Publisher with subordinate division included


24. Governmental or national agency as publisher


McGorry PD, Nordentoft M, Simonsen E, editors. Early psychosis: a bridge to the future. 3rd International Conference on Early Psychosis; 2002 Sep; Copenhagen, Denmark. London: Royal College of Psychiatrists (GB); c2005. 124 p.

25. Joint publication


26. Proceedings with unknown publisher


27. Proceedings with unknown place of publication and publisher


28. Proceedings with no date of publication but a date of copyright


29. Proceedings with date of publication estimated


30. Proceedings with date of publication unknown


31. Proceedings with place, publisher, and date unknown

Australian Society for the Advancement of Anaesthesia and Sedation in Dentistry. Seminar on Pain Control; 1973 Jul 12-13; University of New South Wales, Australia. [place, publisher, date unknown]. 78 p.

32. Proceedings published in multiple volumes


33. Proceedings with no printed page numbers


34. Proceedings also published as part of a journal

35. Proceedings published as part of a series

36. Proceedings published as part of more than one series

37. Proceedings with availability or location statement


38. Proceedings accompanied by a CD-ROM


39. Proceedings with supplementary notes

120). Symposium co-sponsored by US Food and Drug Administration, AABB, National Heart, Lung, and Blood Institute, US Department of Defense, and the International Association of Biologicals.


B. Sample Citation and Introduction to Citing Conference Papers

The general format for a reference to a conference paper, including punctuation:

- with a title for the book of proceedings as well as a conference title:

```
Authors of Paper Connective Phrase Editors of Proceedings Title of Paper Conference Title
```

- with only a conference title:
Examples of Citations to Conference Papers

Conference papers appear in the proceedings of a conference, congress, symposium, or other meeting. See Chapter 3A for information on citing proceedings. In medicine and science, papers are usually presented to report the results of research or other studies or to review the work on a particular subject or in a particular field. In the published proceedings, a paper may be given in its entirety or as an abstract or summary of what was presented.

Cite conference papers the same way as contributions to books. The authors and title of the paper begin a reference, followed by the connecting phrase "In:" and information about the conference. For information on citing papers:

- Presented at conferences but never published, see Chapter 12 Papers and Poster Sessions Presented at Meetings.
- Found on the Internet, see Chapter 22 Books and Other Individual Titles on the Internet.

Continue to Citation Rules with Examples for Conference Papers.

Continue to Examples of Citations to Conference Papers.

Citation Rules with Examples for Conference Papers

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.  

Author (R) | Author Affiliation (O) | Title (R) | Article Type (O) | Connective Phrase (R) | Conference Proceedings (R) | Location (Pagination) (R) | Language (R) | Notes (O)

Author for Conference Papers (required)

General Rules for Author

- List names in the order they appear in the text
- Enter surname (family or last name) first for each author
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn KH or van der Horn KH; De Wolf F or de Wolf F or DeWolf F.
- Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
- Give all authors, regardless of the number
- Separate author names from each other by a comma and a space
- End author information with a period

**Specific Rules for Author**

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, and Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Options for author names

**Box 61. Surnames with hyphens and other punctuation in them.**

- Keep hyphens in surnames
  
  Estelle Palmer-Canton  *becomes*  Palmer-Canton E
  
  Ahmed El-Assmy  *becomes*  El-Assmy A
  
- Keep particles, such as O’, D’, and L’
  
  Alan D. O’Brien  *becomes*  O’Brien AD
  
  James O. L’Esperance  *becomes*  L’Esperance JO
  
  U. S’adeh  *becomes*  S’adeh U
  
- Omit all other punctuation in surnames
  
  Charles A. St. James  *becomes*  St James CA

**Box 62. Other surname rules.**

- Keep prefixes in surnames
  
  Lama Al Bassit  *becomes*  Al Bassit L

*Box 62 continues on next page...*
Box 62 continued from previous page.

Jiddeke M. van de Kamp  becomes  van de Kamp JM
Gerard de Pouvourville  becomes  de Pouvourville G

- Keep compound surnames even if no hyphen appears
  Sergio Lopez Moreno  becomes  Lopez Moreno S
  Jaime Mier y Teran  becomes  Mier y Teran J
  Virginie Halley des Fontaines  becomes  Halley des Fontaines V

[If you cannot determine from the title page whether a surname is compound or a combination of a middle name and a surname, look at the back of the title page (the copyright page) or elsewhere in the text for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    Å  treated as  A
    Ø  treated as  O
    Ç  treated as  C
    Ł  treated as  L
    à  treated as  a
    ŏ  treated as  g
    ň  treated as  n
    ü  treated as  u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    æ  treated as  ae
    œ  treated as  oe
Box 63. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names
  
  Jean-Louis Lagrot becomes Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle
  
  D’Arcy Hart becomes Hart D
  
  W. St. John Patterson becomes Patterson WS
  
  De la Broquerie Fortier becomes Fortier D
  
  Craig McC. Brooks becomes Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.
  
  Ch. Wunderly becomes Wunderly C
  
  C. Fr. Erdman becomes Erdman CF

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter
  
  Iu. A. Iakontov becomes Iakontov IuA
  
  G. Th. Tsakalos becomes Tsakalos GTh

Box 64. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name
  
  James A. Reed, M.D., F.R.C.S. becomes Reed JA
  
  Kristine Schmidt, Ph.D. becomes Schmidt K
  
  Robert V. Lang, Major, US Army becomes Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name
  
  Sir Frances Hildebrand becomes Hildebrand F
  
  Dr. Jane Eberhard becomes Eberhard J
  
  Captain R.C. Williams becomes Williams RC
Box 65. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals

  Examples:
  
  Vincent T. DeVita, Jr.  becomes  DeVita VT Jr
  James G. Jones II  becomes  Jones JG 2nd
  John A. Adams III  becomes  Adams JA 3rd
  Henry B. Cooper IV  becomes  Cooper HB 4th

Box 66. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the ALA-LC Romanization Tables.

- Romanize names if they are in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter
  
  Iu. A. Iakontov  becomes  Iakontov IuA
  G. Th. Tsakalos  becomes  Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    
    Å  treated as  A
    Ø  treated as  O
    Ç  treated as  C
    Ł  treated as  L
    à  treated as  a
Box 66 continued from previous page.

- ţ treated as g
- ň treated as n
- ũ treated as u
- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe

Box 67. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options.

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon.
  
  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.
  
  Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."
  
  
  Adler DG, Baron TH, Davila RE, and others.

Example Entries for Author

1. Paper from a proceedings with a book title
2. Paper from a proceedings without a book title
3. Paper with optional full first names of authors and editors
4. Paper with surnames containing a prefix or particle
5. Paper with compound surnames for authors
6. Paper with organization included as an author
Author Affiliation for Conference Papers (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the affiliation
- Place the affiliation in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the closing parenthesis, unless it is the affiliation of the last author, then use a period

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

Box 68. Abbreviations in affiliations.

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

Examples:

Acad. for Academy
Assoc. for Association
Co. for Company
Coll. for College
Corp. for Corporation
Dept. for Department
Div. for Division
Inst. for Institute or Institution
Soc. for Society
Univ. for University

See Appendix C for more abbreviations of commonly used English words.

Box 68 continues on next page...
Box 68 continued from previous page.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 69. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears in the publication

- Place the e-mail address within the closing parenthesis for the author affiliation

- Do not end an e-mail address with a period

  Example:

  Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

Box 70. Organizational names for affiliations not in English.

- Give the affiliation of all authors or only the first author

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the address in parentheses.


Box 70 continues on next page...
• Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain), editors.

Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G, editors.

• Romanize (write in the roman alphabet) or translate organizational names if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, editors.

Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, editors.

• Translate organizational names in character-based languages (Chinese, Japanese)

Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, editors.

• Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  o Treat letters marked with diacritics or accents as if they are not marked

    Å treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a
    ţ treated as g
    ň treated as n
    ü treated as u
Box 70 continued from previous page.

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  
  `æ` treated as `ae`
  
  `œ` treated as `oe`

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 71. Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name as found on the publication may always be used.
  
  Moskva becomes Moscow

  Wien becomes Vienna

  Italia becomes Italy

  Espana becomes Spain

Example Entries for Author Affiliation

7. Paper with author affiliation given

Title for Conference Papers (required)

General Rules for Title

- Enter the title of a paper as it appears in the original document
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it or an Article Type follows it (see below)

Specific Rules for Title

- Titles of papers not in English
- Titles of papers in more than one language
• Titles of papers containing a Greek letter, chemical formula, or other special character
• Titles with headers

Box 72. Titles of papers not in English.

• Provide the name in the original language for non-English titles found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)


• Romanize (write in the roman alphabet) titles if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables,


• Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.


• Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ◦ Treat letters marked with diacritics or accents as if they are not marked

    Ä treated as A
    Ø treated as O

Box 72 continues on next page...
Box 72 continued from previous page.

Ç treated as C
Ł treated as L
à treated as a
ģ treated as g
ń treated as n
ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  æ treated as ae
  œ treated as oe

- Give an English translation after the original language title if possible; place translations in square brackets


Box 73. Titles of papers in more than one language.

- If a paper is presented in two or more equal languages, as often occurs in Canadian publications, give all titles in the order in which they are given in the text, with an equals sign between them. Indicate the particular languages, separated by commas, after the pagination.

Box 73 continues on next page...
Box 73 continued from previous page.


Box 74. Titles of papers containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of the title of a paper unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized


- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.


  or


- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

  Box 74 continues on next page...
Box 74 continued from previous page.


or


Box 75. Titles with headers.

- Conference papers sometimes contain a header at the top of the page that indicates the section name, subject division, or other portion of the conference under which the paper was presented. Do not include a header as part of the title of the paper.

Example Entries for Title

1. Paper from a proceedings with a book title

2. Paper from a proceedings without a book title

8. Paper with title containing a chemical formula or special character

9. Paper from a proceedings in a language other than English

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

11. Paper from a proceedings in two equal languages

Article Type for Conference Papers (optional)

General Rules for Article Type

- An article type alerts the user that the reference is to an abstract of a paper, not to the full paper
- Place [abstract] after the title of the paper
- Follow the bracketed article type with a period

Citing Medicine
Specific Rules for Article Type

- Titles of papers ending in punctuation other than a period
- Titles of papers not in English

Box 76. Titles of papers ending in punctuation other than a period.

- Most titles of papers end in a period. Place [abstract] inside the period.
  Berger H, Klemm M. Clinical signs of gastric ulcers and its relation to incidence [abstract]. In:

- If a title ends in another form of punctuation, such as a question mark or an exclamation point, keep that punctuation and follow [abstract] with a period
  Bhat YM, McGrath KM, Bielefeldt K. Bravo pH monitoring: should we exclude the first 6 hours? [abstract]. In:

Box 77. Titles of papers not in English.

- Most titles end in a period. When a translation of a title is used, place the translation in square brackets. Place (abstract) within the square brackets.
  Rivera M, Lizarraga JP, Pantoja F, Pantoja R. [Study of nasal permeability in patients with operated unilateral clefts (abstract)]. In:

- If a translated title ends in another form of punctuation, such as a question mark or an exclamation point, keep that punctuation. Place (abstract) within the square brackets and end title information with a period.
  Rotenberg DK. [Eat less, exercise more! (abstract)]. In:
  Reimer M. [LP for peripheral facial paralysis? (abstract)]. In:

- When the original language and a translation are provided, place [abstract] after the translation and end title information with a period
  Rivera M, Lizarraga JP, Pantoja F, Pantoja R. Etude de la permeabilite nasale dans les fentes unilaterales opererees [Study of nasal permeability in patients with operated unilateral clefts] [abstract]. In:

Example Entries for Article Type

12. Abstract of a paper
Connective Phrase for Conference Papers (required)

General Rule for Connective Phrase

- Use the word "In" followed by a colon and a space to connect information about the paper with information on the conference proceedings

Conference Proceedings for Conference Papers (required)

- Follow the instructions in Chapter 3A to enter proceedings citation information

Location (Pagination) for Conference Papers (required)

General Rules for Location (Pagination)

- Give the inclusive page numbers on which the paper appears
- Do not repeat page numbers unless they are followed by a letter. For example: 123-125 becomes 123-5, but 124A-126A is correct.
- Include a letter (often S for Supplement or A for Appendix) when it precedes the page number. For example: S10-8.
- End pagination information with a period

Specific Rules for Location (Pagination)

- Roman numerals used as page numbers
- Discontinuous page numbers
- Text, such as a discussion, follows the paper
- No numbers appear on the pages of the paper

Box 78. Roman numerals used as page numbers.

- Contrary to the practice with volume and issue numbers, keep roman numerals when they are used as page numbers
- Give roman numerals in upper or lower case, whichever appears in the publication
  
  p. XXI-XXII.
  
  p. ix-xv.

Box 79. Discontinuous page numbers.

- If the pagination is discontinuous, as occurs when a paper is interrupted by advertisements or other conference material, separate the groupings of page numbers by a comma and a space
  
  p. 345-6, 348-9.

Box 79 continues on next page...
Box 79 continued from previous page.

p. 15, 17, 19-21.

- Give up to three groupings of page numbers and use "passim" in place of the fourth and later occurrences
  

Box 80. Text, such as a discussion, follows the paper.

- Begin with the pagination of the paper. Follow it by a semicolon and a space, then the name of the additional material and its pagination.
  

Box 81. No numbers appear on the pages of the paper.

- If a paper has no page numbers, give the total number of pages of the paper, placed in square brackets, such as [5 p.]

Example Entries for Location (Pagination)

1. Paper from a proceedings with a book title
2. Paper from a proceedings without a book title
13. Paper with letters included in page numbers

Language for Conference Papers (required)

General Rules for Language

- Give the language of publication of the paper if not English
- Follow the language name with a period

Example Entries for Language

9. Paper from a proceedings in a language other than English
10. Paper from a proceedings in a language other than English, with translation
11. Paper from a proceedings in two equal languages

Notes for Conference Papers (optional)

General Rules for Notes

- Notes is a collective term for any useful information given after the citation itself
Complete sentences are not required
Be brief

Specific Rules for Notes

- Paper accompanied by a videocassette, CD-ROM, DVD, etc.
- Other types of material to include in notes

Box 82. Paper accompanied by a videocassette, CD-ROM, DVD, etc.

- A videocassette, CD-ROM, DVD, or other medium may be published with a paper to display the visual material that accompanied the presentation. If a paper has such supplemental material accompanying it, begin by citing the paper and the proceedings in which it is found. Add the phrase "Accompanied by: " followed by the number and type of medium.


Box 83. Other types of material to include in notes.

- When citing an abstract of a paper, give the number of the abstract if available at the end of the citation


- When citing a paper that was also printed as a part of a journal, treat the journal information as a series


Example Entries for Notes

14. Paper accompanied by a CD-ROM, DVD, videocassette, or other medium
15. Paper also printed as a part of a journal

Examples of Citations to Conference Papers

1. Paper from a proceedings with a book title


2. Paper from a proceedings without a book title


3. Paper with optional full first names of authors and editors

4. Paper with surnames containing a prefix or particle


5. Paper with compound surnames for authors


6. Paper with organization included as an author

7. Paper with author affiliation given


8. Paper with title containing a chemical formula or special character


or


9. Paper from a proceedings in a language other than English


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


11. Paper from a proceedings in two equal languages


12. Abstract of a paper


13. Paper with letters included in page numbers


14. Paper accompanied by a CD-ROM, DVD, videocassette, or other medium


15. Paper also printed as a part of a journal


C. Sample Citation and Introduction to Citing Parts of Conference Papers

The general format for a reference to a part of a conference paper, including punctuation:

- with a title for the book of proceedings as well as a conference title:

<table>
<thead>
<tr>
<th>Connective</th>
<th>Authors of Paper</th>
<th>Editors of Proceedings</th>
<th>Book Title</th>
<th>Conference Title</th>
<th>Date of Publication</th>
</tr>
</thead>
</table>

- with only a conference title:

<table>
<thead>
<tr>
<th>Authors of Paper</th>
<th>Title of Paper</th>
<th>Date of Conference</th>
<th>Place of Conference</th>
<th>Connective Phrase</th>
</tr>
</thead>
</table>

Examples of Citations to Parts of Conference Papers

Rather than citing a conference paper as a whole, separately identified portions of a paper may be cited. Tables, figures, charts, graphs, photographs, appendixes, and the like are considered parts of a paper when they are written or compiled by the authors of the paper.

Because a reference should start with the individual or organization with responsibility for the intellectual content of the publication, begin a reference to a part of a paper with the paper itself, then follow it with the information about the part. See Chapter 2C Parts of Books for further details.
Medical texts frequently contain charts, figures, and other illustrative material that has been reproduced with permission from other sources. Do not cite these as parts using the instructions presented here. Consult the original publication and cite the particular item from there.

Continue to Citation Rules with Examples for Parts of Conference Papers.

Continue to Examples of Citations to Parts of Conference Papers.

**Citation Rules with Examples for Parts of Conference Papers**

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Conference Paper (R) | Name and Number/Letter (R) | Title (R) | Location (Pagination) (R)

**Conference Paper (required)**

- Cite the conference paper according to Chapter 3B

**Name and Number/Letter of the Part of the Conference Paper (required)**

**General Rules for Name and Number/Letter of the Part**

- Enter the name of the part, such as Table, Figure, or Appendix
- Do not abbreviate names. For example, convert Fig. to Figure.
- Follow the name with any accompanying number or letter, such as Table 2, Figure 3.1, or Appendix A
- Use arabic numbers only. For example: convert VI or Six to 6.
- End name and number/letter information with a comma and a space

**Specific Rules for Name and Number/Letter of the Part**

- Non-English names for parts
- No letter or number follows the name
- No name appears

**Box 84. Non-English names for parts.**

- Provide the name in the original language for non-English names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  - Tabelle 5.3
  - Figura 10a

*Box 84 continues on next page...*
Box 84 continued from previous page.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

  Risunok 6  
  Parartema 4

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

  Ichiran-hiyo 3 or [Table 3,]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ◦ Treat letters marked with a diacritic or accent as if they are not marked

    \[\begin{align*}
    \text{Å} & \text{ treated as } \text{ A} \\
    \text{Ø} & \text{ treated as } \text{ O} \\
    \text{Ç} & \text{ treated as } \text{ C} \\
    \text{Ł} & \text{ treated as } \text{ L} \\
    \text{à} & \text{ treated as } \text{ a} \\
    \text{ê} & \text{ treated as } \text{ e} \\
    \text{â} & \text{ treated as } \text{ e} \\
    \text{ï} & \text{ treated as } \text{ i} \\
    \text{û} & \text{ treated as } \text{ u}
    \end{align*}\]

  ◦ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    \[\begin{align*}
    \text{æ} & \text{ treated as } \text{ ae} \\
    \text{œ} & \text{ treated as } \text{ oe}
    \end{align*}\]

- Provide an English translation, if possible, after the original language title, placed in square brackets


- To help identify parts in other languages, see the following examples:
### Box 84 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Table</th>
<th>Figure</th>
<th>Appendix</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>Tableau</td>
<td>Figure</td>
<td>Appendice</td>
<td>Section</td>
</tr>
<tr>
<td>German</td>
<td>Tabelle</td>
<td>Abbildung</td>
<td>Anhang</td>
<td>Sektion</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Figur</td>
<td>Appendix</td>
<td>Abteilung</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Zusatz</td>
</tr>
<tr>
<td>Italian</td>
<td>Tabella</td>
<td>Figura</td>
<td>Appendice</td>
<td>Parte</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sezione</td>
</tr>
<tr>
<td>Russian</td>
<td>Tablitsa</td>
<td>Risunok</td>
<td>Prilozenie</td>
<td>Sekcija</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Otdel</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Otdelenie</td>
</tr>
<tr>
<td>Spanish</td>
<td>Tabla</td>
<td>Figura</td>
<td>Apendice</td>
<td>Seccion</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Parte</td>
</tr>
</tbody>
</table>

### Box 85. No letter or number follows the name.

- Occasionally, an author will label a part as simply "Table", "Figure", "Appendix", or another name without following the name with any letter or number. In this case, give whatever name is used for the part and follow it with a comma and the title.

  Appendix, Timetable of human prenatal development 1 to 6 weeks; p. 516-7.

### Box 86. No name appears.

- If the part being cited is clearly a table, figure, appendix or similar part but it is not labeled as such, place the name within square brackets and follow it with any identifying number or letter

  [Figure], Protein binding and drug disposition; p. 212.

  [Photograph] 8, Oliver Wendell Holmes, Professor of Anatomy and Physiology from 1838 to 1841; p. 31.

- If the part being cited is not a table, figure, or appendix and has no other identifying name such as "section", begin with the title of the part

  Data and calculations required for a life table; p. 146.

  Sialography; p. 1029-30.
Example Entries for Name and Number/Letter of the Part

1. A table as part of a paper
2. A figure as part of a paper
3. An appendix as part of a paper
4. Other parts of a paper
5. Part of a paper in a language other than English

Title of the Part of the Conference Paper (required)

General Rules for Title of the Part

- Enter the title of the part as it appears in the book
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- End title information with a semicolon and a space

Specific Rules for Title of the Part

- Titles for parts not in English
- Titles of parts containing a Greek letter, chemical formula, or other special character
- No title appears

Box 87. Titles for parts not in English.

- Provide the name in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Tabla 10, Etiologia de la esplenomegalia secundaria a procesos infecciosos; p. 109. Spanish.

  Chapitre 4, Le virage de la jouissance; p. 91-102. French.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

  Risunok 2, Tendentsii smertnosti i prodolzhitel'nosti zhizni naseleniya Ukrainy v poslevoennyi period; p. 53. Russian.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place the translation in square brackets.

Box 87 continued from previous page.

[Figure 9, Annual progression of swine influenza in Seoul]; p. 44. Korean.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat a letter marked with diacritics or accents as if it were not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ĝ treated as g
    - ñ treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe

- Provide an English translation, if possible, after the original language title. Place the translation in square brackets.

  Tableau 5, Principaux marqueurs biologiques de l'état nutritionnel [Table 5, Principal biological markers of nutritional state]; p. 33. French.


Box 88. Titles of parts containing a Greek letter, chemical formula, or other special character.

- Capitalize the first word of the title of a part unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized
Box 88 continued from previous page.

Figure 10, n-alkenes on capillary columns with stationary phases of C87 hydrocarbon, Apiezon L, CW-20M; p. 374.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

Figure 3, Influence of seed extract of Syzygium Cumini (Jamun) on mice exposed to different doses of γ-radiation; p. 566.

may become

Figure 3, Influence of seed extract of Syzygium Cumini (Jamun) on mice exposed to different doses of gamma-radiation; p. 566.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

Table 4, Glycoprotein mediated transport of NH$_3$ into red blood cells; p. 149.

may become

Table 4, Glycoprotein mediated transport of NH(3) into red blood cells; p. 149.

Box 89. No title appears.

Occasionally a part does not have a formal title, only a legend (explanatory text) for the table, figure, appendix, or other part. When this occurs:

- Create a title from the first few words of the text. Use enough words to make the constructed title meaningful.

- Place the created title within square brackets

Table, [Waist-hip ratio ranges and the sample sizes for women aged 40 to 59]; p. 72.


Example Entries for Title of the Part

5. Part of a paper in a language other than English

6. Part of a paper with title containing a Greek letter or other special character
7. Part of a paper with a constructed title

**Location (Pagination) of the Part of the Conference Paper (required)**

**General Rules for Location (Pagination)**

- Begin location with "p." followed by a space
- Enter the page number or numbers on which the part appears. Examples: p. 438 and p. 663-4.
- Do not repeat page numbers unless they are followed by a letter. For example: 126-127 becomes p. 126-7, but p. 126A-127A is correct.
- Include a letter (often S for Supplement or A for Appendix) when it precedes the page number. For example: p. S10-8.
- End page information with a period

**Specific Rules for Location (Pagination)**

- Roman numerals for page numbers
- Part paginated separately
- No page numbers appear on the pages of the part

---

**Box 90. Roman numerals for page numbers.**

- Contrary to the practice with volume and issue numbers, keep roman numerals when they are used as page numbers
- Give roman numerals in upper or lower case, whichever appears in the publication
  
  Appendix 2, Common aquatic invertebrates; p. XXI-XXII.
  
  Table 8, Classification of lung adenocarcinoma; p. xv.

---

**Box 91. Part paginated separately.**

- A part such as an appendix or a group of tables may be given its own pagination and begin anew with page one. When this occurs, give the total number of pages of the part you wish to cite, placed in square brackets, such as [5 p.].
  
  Appendix 3C, Description of model output tables and graphs; [7 p.].

---

**Box 92. No page numbers appear on the pages of the part.**

Occasionally, a table, figure, appendix, or another part will appear on a page that is not numbered.

*Box 92 continues on next page...*
Box 92 continued from previous page.

- If only the part to be cited has no page numbers, identify the location in relation to numbered pages. For example: preceding p. 17 or following p. 503. Place such phrases in square brackets.

  Figure 5, Modeling the risk of in-hospital death following lung resection; [preceding p. 55].

  Appendix, Patient questionnaire; [following p. 174].

- If the entire book has no page numbers or the part cannot be easily located in relation to numbered pages, give the total number of pages of the part you wish to cite, placed in square brackets, such as [5 p.]

  Table, Checklist of symptoms; [1 p.].

Example Entries for Location (Pagination)

  8. Part of a paper with a letter included in the location (pagination)

  9. Part of a paper with no page number provided

Examples of Citations to Parts of Conference Papers

1. A table as part of a paper


2. A figure as part of a paper

Bellingham (WA): SPIE; 2004. Figure 6, The four-channel PPG monitoring scheme; p. 137.


Pollitt CC. Equine laminitis: a revised pathophysiology. In: 6th Congress on Equine Medicine and Surgery; 1999 Dec 12-14; Geneva, Switzerland. Chene-Bourg (Switzerland): Medecine et Hygiene; [1999]. Figure 1, Sagital section of a horse's foot with severe chronic laminitis; p. 156-7.

3. An appendix as part of a paper


4. Other parts of a paper


5. Part of a paper in a language other than English


with translation


6. Part of a paper with title containing a Greek letter or other special character


or


or

Marihuana and Medicine; 1998 Mar 20-21; New York University School of Medicine, New York. Totowa (NJ): Humana Press; c1999. Figure 2, Drawing of a man: before, during, and after Delta(9)-THC intoxication; p. 654.

7. Part of a paper with a constructed title


8. Part of a paper with a letter included in the location (pagination)


9. Part of a paper with no page number provided


Chapter 4. Scientific and Technical Reports

Created: October 10, 2007; Updated: August 11, 2015.

A. Entire Reports

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

B. Parts of Reports

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

A. Sample Citation and Introduction to Citing Entire Reports

The general format for a reference to a report, including punctuation:

- written and published by the sponsoring organization:

```
Authors  Title  Place of Publication  Publisher
```

- written by the performing organization and published by the sponsoring organization:

```
Author  Title  Author Affiliation (Performing Organization)  Edition
```

Written and published by the performing organization:

Examples of Citations to Entire Reports

A technical report, also called a scientific report, is defined by NISO Z39.29 as "A separately issued record of research results, research in progress, or other technical studies". Governmental agencies, usually at the federal or state level, issue most technical reports, but reports also originate from universities and other types of research institutions. Technical reports share many characteristics with the books described in Chapter 2 and its subsections. The major differences in citing them are in their authorship, the provision of sponsorship information, and the inclusion of any report, contract, and grant numbers.

In citing a technical report, it is important to identify both the sponsoring organization (i.e., the organization that funded the research), and the performing organization (i.e., the organization that conducted the research), and to determine which of them actually published the report. In some cases, the same organization both sponsors and performs the research. For example, the National Cancer Institute has intramural scientists and may publish their work in report format. Often, however, the sponsoring organization provides funds to another organization that actually performs the research. These funds are disbursed through grants and contracts. When this occurs, either the sponsoring organization or the performing organization may publish the report. Thus, there are three possible scenarios for publication of a technical report. It may be:

- Written and published by the sponsoring organization.
- Written by the performing organization and published by the sponsoring organization.
- Written and published by the performing organization.

Some technical reports will have the same type of edition statement found in books, such as "2nd ed." However, most technical reports use such wording as "Annual Report," "Final Report" and "Interim Report" to express edition. The time period covered by the report is also often included in the edition statement. For example, Final report 15 Mar 2004-31 Jan 2005.
A citation to a technical report must always include any report numbers provided in the publication, and contract and grant numbers should also be included. Begin with the report number, if present, then follow with any contract or grant number. Precede all of these numbers with the appropriate phrase identifying them, such as "Report No.: ".

US government technical reports are usually distributed by the National Technical Information Service (NTIS) or the US Government Printing Office (GPO) rather than the agency issuing the report. Adding distributor information to a citation, including any accession number provided, can aid the user in obtaining a copy of the report. Note that NTIS and GPO are distributors, not publishers. See the information under Notes below for further information on including distributor information.

The chief source for information about a report is its title page. The back of the title page, called the verso or copyright page, and the cover of the report are additional sources of authoritative information not found on the title page. Many reports also carry a "Report Documentation Page" (Standard Form 298), inserted either after the verso or at the back of the document. See NISO Z39.18 Scientific and Technical Reports and NISO Z39.23 Standard Technical Report Number Format and Creation for further details (both available from NISO).

See also Chapter 18 and Chapter 22 for information on citing technical reports published in CD-ROM or on the Internet.

Continue to Citation Rules with Examples for Entire Reports.

Continue to Examples of Citations to Entire Reports.

**Citation Rules with Examples for Entire Reports**

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author/Editor (R) | Author Affiliation (O) | Title (R) | Type of Medium (R) | Edition (R) | Editor and Other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Pagination (O) | Physical Description (O) | Series (O) | Report Number (R) | Contract Number or Grant Number (O) | Language (R) | Notes (O)

**Author/Editor for Reports (required)**

**General Rules for Author/Editor**

- List names in the order they appear in the text
- Enter surname (family or last name) first for each author/editor
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn KH or van der Horn KH; De Wolf F or de Wolf F or DeWolf F.
• Convert given (first) names and middle names to initials for a maximum of two initials following each surname
• Give all authors/editors, regardless of the number
• Separate author/editor names from each other by a comma and a space
• If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors; see Editor and Other Secondary Authors below if there are authors and editors
• End author/editor information with a period

Specific Rules for Author/Editor

• Surnames with hyphens and other punctuation in them
• Other surname rules
• Given names containing punctuation, a prefix, a preposition, or particle
• Degrees, titles, and honors before or after a personal name
• Designations of rank in a family, such as Jr and III
• Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
• Non-English words for editor
• Organizations as author
• No author can be found
• Options for author names

Box 1. Surnames with hyphens and other punctuation in them.

• Keep hyphens in surnames
  
  Estelle Palmer-Canton  becomes  Palmer-Canton E

  Ahmed El-Assmy  becomes  El-Assmy A

• Keep particles, such as O', D', and L'
  
  Alan D. O'Brien  becomes  O'Brien AD

  James O. L'Esperance  becomes  L'Esperance JO

  U. S'adeh  becomes  S'adeh U

• Omit all other punctuation in surnames
  
  Charles A. St. James  becomes  St James CA

Box 2. Other surname rules.

• Keep prefixes in surnames

Box 2 continues on next page...
Box 2 continued from previous page.

Lama Al Bassit  becomes  Al Bassit L
Jiddeke M. van de Kamp  becomes  van de Kamp JM
Gerard de Pouvoirville  becomes  de Pouvoirville G

- Keep compound surnames even if no hyphen appears
  Sergio Lopez Moreno  becomes  Lopez Moreno S
  Jaime Mier y Teran  becomes  Mier y Teran J
  Virginie Halley des Fontaines  becomes  Halley des Fontaines V

[If you cannot determine from the title page whether a surname is compound or a combination of a middle name and a surname, look at the back of the title page (the copyright page) or elsewhere in the text for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    Å  treated as  A
    Ø  treated as  O
    Ç  treated as  C
    Ł  treated as  L
    à  treated as  a
    ţ  treated as  g
    ñ  treated as  n
    ü  treated as  u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    æ  treated as  ae
    œ  treated as  oe
Box 3. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names
  
  Jean-Louis Lagrot  becomes  Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle
  
  D’Arcy Hart  becomes  Hart D
  
  W. St. John Patterson  becomes  Patterson WS
  
  De la Broquerie Fortier  becomes  Fortier D
  
  Craig McC. Brooks  becomes  Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.
  
  Ch. Wunderly  becomes  Wunderly C
  
  C. Fr. Erdman  becomes  Erdman CF

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter
  
  Iu. A. Iakontov  becomes  Iakontov IuA
  
  G. Th. Tsakalos  becomes  Tsakalos GTh

Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name
  
  James A. Reed, M.D., F.R.C.S.  becomes  Reed JA
  
  Kristine Schmidt, Ph.D.  becomes  Schmidt K
  
  Robert V. Lang, Major, US Army  becomes  Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name
  
  Sir Frances Hildebrand  becomes  Hildebrand F
  
  Captain R.C. Williams  becomes  Williams RC
  
  Dr. Jane Eberhard  becomes  Eberhard J
**Box 5. Designations of rank in a family, such as Jr and III.**

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals

  *Examples:*
  - Vincent T. DeVita, Jr.  *becomes*  DeVita VT Jr
  - James G. Jones II  *becomes*  Jones JG 2nd
  - John A. Adams III  *becomes*  Adams JA 3rd
  - Henry B. Cooper IV  *becomes*  Cooper HB 4th

**Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).**

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables.*

- Romanize names if they are in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter
  - Iu. A. Iakontov  *becomes*  Iakontov IuA
  - G. Th. Tsakalos  *becomes*  Tsakalos GTh
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å  *treated as*  A
    - Ø  *treated as*  O
    - Ç  *treated as*  C
    - Ł  *treated as*  L
    - à  *treated as*  a

*Box 6 continues on next page...*
Box 6 continued from previous page.

- ţ treated as g
- ň treated as n
- ů treated as u
- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe

Box 7. Non-English words for editor.

- Translate the word found for editor into English. However, the wording found on the publication may always be used.
- To assist in identifying editors, below is a brief list of non-English words for editor:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
</tr>
<tr>
<td></td>
<td>editeur</td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
</tr>
<tr>
<td></td>
<td>editore</td>
</tr>
<tr>
<td>Russian</td>
<td>redaktor</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
</tr>
<tr>
<td></td>
<td>editor</td>
</tr>
</tbody>
</table>

Box 8. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit "The" preceding an organization name

  The American Cancer Society becomes American Cancer Society

Box 8 continues on next page...
Box 8 continued from previous page.

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas.
  
  American Medical Association, Committee on Ethics.
  
  International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.
  
  American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D).
  
  National Academy of Sciences (US).
  
  Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon.
  
  Canadian Association of Orthodontists; Canadian Dental Association.
  
  American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization or organizations appear on the title page of a report as authors, use the names of the individuals as the author. Give the organization name as a note, if desired.

- For names of organizations in languages other than English:
  
  - Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.
    
    Istituto di Fisiologia Clinica del CNR.
    
    Universitätsmedizin Berlin.
    
    Nordisk Anaesthesiologisk Forening [Scandinavian Society of Anaesthesiologists].
  
  - Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Whenever possible follow...
Box 8 continued from previous page.

a non-English name with a translation. Place all translations in square brackets.

Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

or

[Russian Respiratory Society].

 Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

[Chinese Medical Society].

 Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

  Å  treated as  A
  Ø  treated as  O
  Ç  treated as  C
  Ł  treated as  L
  à  treated as  a
  ţ  treated as  g
  ň  treated as  n
  ü  treated as  u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

  æ  treated as  ae
  œ  treated as  oe

Box 9. No author can be found.

- If no person or organization can be found as the author but editors or translators are present, begin the reference with the names of the editors or translators. Follow
Box 9 continued from previous page.

the same rules as used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.

Morrison CP, Court FG, editors.
Walser E, translator.

- If no person or organization can be identified as the author and no editors or translators are given, begin the reference with the title of the report. Do not use anonymous.


Box 10. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be used. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.

  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.
  Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."

  Adler DG, Baron TH, Davila RE, and others.

Examples for Author/Editor

1. Standard report written and published by the sponsoring organization

2. Standard report written by the performing organization and published by the sponsoring organization

3. Standard report written and published by the performing organization

4. Report with optional full given names

5. Report with optional limit to the first three authors (use "et al" or "and others")
6. Report with a designation of family rank in the author name
7. Report with author and translator
8. Report with authors and an editor
9. Report with editors instead of authors
10. Report with editors and translators
11. Report with an organization as the author or editor
12. Report with government agency as the author
13. Report with authors from both the performing and sponsoring organizations
14. Report with no author provided

**Author Affiliation for Reports (optional)**

**General Rules for Author Affiliation**

- Provide the affiliation for reports authored by the performing organization unless the performing organization is also the publisher
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Enter address information after the last named author unless authors represent more than one organization; see Authors from more than one organization below
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the closing parenthesis, unless it is the affiliation of the last author, then use a period

**Box 15. Authors from more than one organization.**

Reports may be collaborative efforts among more than one organization.

- Use a semicolon followed by a space to separate groups of authors from different organizations
- Include the address of each author or group of authors

*Example:*

Thompson LA, Chhikara RS (School of Natural and Applied Sciences, University of Houston, Clear Lake, TX); Conklin J (Lyndon B. Johnson Space Center, Houston, TX).
Specific Rules for Author Affiliation

- E-mail address given
- Abbreviations in affiliations
- Organizational names for affiliations not in English
- Names for cities and countries not in English
- Authors from more than one organization

**Box 11. E-mail address given.**

- Follow the US state, Canadian province, or country of the author with a period and a space
- Insert the e-mail address as it appears in the publication
- Do not end an e-mail address with a period
- Place the e-mail address within the closing parenthesis for the author affiliation

*Example:*

dela Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

**Box 12. Abbreviations in affiliations.**

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

*Examples:*

- Acad. for Academy
- Assoc. for Association
- Co. for Company
- Coll. for College
- Corp. for Corporation
- Dept. for Department
- Div. for Division
- Inst. for Institute or Institution
- Soc. for Society

*Box 12 continues on next page...*
Box 12 continued from previous page.

Univ. for University

See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 13. Organizational names for affiliations not in English.

- Provide the affiliation for reports authored by the performing organization unless the performing organization is also the publisher

- Place the affiliation after the last author unless the authors represent more than one organization (see Authors from more than one organization below)

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Use commas to separate the parts of the address. Place the address in parentheses.

- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France).

  Marubini E, Rebora P, Reina G (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy).

- Romanize (write in the roman alphabet) or translate organizational names if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

  Barbulescu M, Burcos T, Ungureanu CD, Zodieru-Popa I (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania).

  Grudinina NA, Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia).

Box 13 continues on next page...
Box 13 continued from previous page.

- Translate organizational names in character-based languages (Chinese, Japanese)
  
  Susaki K, Bandoh S (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan).

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  ◦ Treat letters marked with diacritics or accents as if they are not marked
    
    Å  treated as  A
    Ø  treated as  O
    Ç  treated as  C
    Ł  treated as  L
    à  treated as  a
    è  treated as  e
    ñ  treated as  n
    ü  treated as  u
  
  ◦ Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    
    æ  treated as  ae
    œ  treated as  oe

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 14. Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name found on the publication may always be used.
  
  Moskva  becomes  Moscow
  Wien  becomes  Vienna
  Italia  becomes  Italy

Box 14 continues on next page...
Box 14 continued from previous page.

Espana becomes Spain

Examples for Author Affiliation

2. Standard report written by the performing organization and published by the sponsoring organization

13. Report with authors from both the performing and sponsoring organizations

Title for Reports (required)

General Rules for Report Title

- Enter the title of a report as it appears in the original document, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless some other form of punctuation such as a question mark, period, or an exclamation point is already present
- Translate titles not in English into English, whenever possible; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it or a Type of Medium follows it

Specific Rules for Report Title

- Titles not in English
- Titles in more than one language
- Titles containing a Greek letter, chemical formula, or another special character

Box 16. Titles not in English.

- Provide the name in the original language for non-English titles found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Contreras A, Drabo Y, Shimp L, de Quinteros P, Linares MA.
  L'operationnalisation a l'echelle des pratiques familiales clees en matiere de sante et de nutrition de l'enfant: le role du changement des comportements.

Box 16 continues on next page...
Box 16 continued from previous page.

- Romanize (write in the roman alphabet) titles if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.


- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.


  or


- Provide an English translation after the original language one whenever possible; place translations in square brackets.


Box 16 continues on next page...
Box 16 continued from previous page.

- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ń treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe

Box 17. Titles in more than one language.

- If a report is written in several languages:
  - Give the title in the first language found on the title page
  - List all languages of publication after the pagination and any report, contract, or grant numbers
  - Separate the list of languages with a comma and a space
  - End the list of languages with a period

Example:

German, French, Italian.

Box 17 continues on next page...
Box 17 continued from previous page.

- If a report is presented in two or more equal languages, as often occurs in Canadian publications:
  - Give all titles in the order they are given in the text, with an equals sign between them
  - List all languages after the pagination and any report, contract, or grant numbers
  - Separate the languages by a comma and a space
  - End the list of languages with a period

  Examples:


- If none of the languages is English, follow the titles with a translation whenever possible. Place the translation in square brackets.


Box 18. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a report title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized
  
  alpha-Methyldopa sesquihydrate (feed studies).
  
  1,3-dichloro-5,5-dimethylhydantoin: health-based reassessment of administrative occupational exposure limits.

- If a report title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.
  
  Lindane (γ-hexachlorocyclohexane): health-based recommended occupational exposure limit.
  
  or

  Lindane (gamma-hexachlorocyclohexane): health-based recommended occupational exposure limit.

- If a report title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses
  
  Autoradiographic localization of $^{125}$I-ricin in lungs and trachea of mice following an aerosol inhalation exposure.
  
  or

  Autoradiographic localization of [(125)I]-ricin in lungs and trachea of mice following an aerosol inhalation exposure.

Examples for Report Title

15. Report in a language other than English

16. Report in two or more equal languages

17. Report with a title containing a chemical formula, Greek letter, or other special character

18. Report in a microform
**Type of Medium for Reports (required)**

**General Rules for Type of Medium**

- Indicate the specific type of medium (microfiche, ultrafiche, microfilm, microcard, etc.) following the title when a report is published in a microform.
- Place the name of the medium in square brackets and end with a period, such as [microfiche].
- Add information about the medium according to the instructions under Physical Description below.
- See Chapter 15 for reports in audiovisual formats and Chapter 18 and Chapter 22 for reports in electronic formats.

**Specific Rules for Type of Medium**

- Report titles ending in punctuation other than a period
- Report titles not in English

---

**Box 19. Titles ending in punctuation other than a period.**

- Most report titles end in a period. Place [microfiche], [microfilm], or [microcard] inside the period.


- If a title ends in another form of punctuation, keep that punctuation and follow [microfiche], [microfilm], or [microcard] with a period.

  Is peripheral benzodiazepine receptor (PBR) gene expression involved in breast cancer suppression by dietary soybean protein? [microfiche].

---

**Box 20. Titles not in English.**

- If a translation of a title is provided, give the translation after the original title and place it in square brackets.

  Travaux scientifiques des chercheurs du service de sante des armees [Scientific works of research workers of the army health service].

- If a report is in a microform (microfiche, microfile, microcard, etc.), place the specific name of the microform after the square brackets for the translation.

  Untersuchungen zur Abtrennung von Schwermetallen aus Grubenwaessern mittels Mikroorganismen [Investigation of separation of heavy metals from mine water by microbes] [microfiche].
Examples for Type of Medium

18. Report in a microform

Edition for Reports (required)

General Rules for Edition

- Indicate the edition/version being cited after the title (and type of medium if present) when a report is published in more than one edition or version
- Abbreviate common words (see Abbreviation rules for editions below)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period


- Abbreviate common words found in edition statements:

<table>
<thead>
<tr>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>abbreviated</td>
<td>abbr.</td>
</tr>
<tr>
<td>abridged</td>
<td>abr.</td>
</tr>
<tr>
<td>American</td>
<td>Am.</td>
</tr>
<tr>
<td>augmented</td>
<td>augm.</td>
</tr>
<tr>
<td>authorized</td>
<td>authoriz.</td>
</tr>
<tr>
<td>English</td>
<td>Engl.</td>
</tr>
<tr>
<td>enlarged</td>
<td>enl.</td>
</tr>
<tr>
<td>expanded</td>
<td>expand.</td>
</tr>
<tr>
<td>illustrated</td>
<td>ill.</td>
</tr>
<tr>
<td>modified</td>
<td>mod.</td>
</tr>
<tr>
<td>original</td>
<td>orig.</td>
</tr>
<tr>
<td>reprint(ed)</td>
<td>repr.</td>
</tr>
<tr>
<td>revised</td>
<td>rev.</td>
</tr>
<tr>
<td>special</td>
<td>spec.</td>
</tr>
<tr>
<td>translation</td>
<td>transl.</td>
</tr>
<tr>
<td>translated</td>
<td>transl.</td>
</tr>
</tbody>
</table>

Box 21 continues on next page...
For additional abbreviations, see ISO 832:1994 - *Rules for the abbreviation of bibliographic terms*.

- Follow abbreviated words with a period and end all edition information with a period
  - 3rd rev. ed.
  - 1st Engl. ed.

### Specific Rules for Edition

- Abbreviation rules for editions
- Editions with dates
- Non-English words for editions

#### Box 22. Editions with dates.

Report titles are frequently followed by phrases such as "Annual report", "Interim report", and "Final report". These are considered editions.

- If such phrases are followed by a date or date range, include these dates as part of the edition statement
- Enter the dates in whatever format is found
- Place a period at the end of date information

*Examples:*

- Report for 8 Jan 03-30 Mar 03.

#### Box 23. Non-English words for editions.

- For non-English edition statements written in the roman alphabet (French, German, Spanish, Italian, etc.):
  - Provide the name in the original language

*Box 23 continues on next page...*
Abbreviate common words used in edition statements if the language is a familiar one.

Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words.

Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

Separate the edition from the title proper by a space.

Retain the punctuation used in the edition statement.

End the edition information with a period.

Examples:

Edicion 1a.
5. ed. interamente riv. e aggiornata.
2. ed. veneta.
Nuova ed.
Seconda ed.
4a ed. rev. e ampliada.
2° ed. ampliada y actualizada.

For an edition statement written in Cyrillic, Greek, Arabic, Hebrew, or Korean:

Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the ALA-LC Romanization Tables.

Abbreviate common words used in edition statements if the language is a familiar one.

Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words.

Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

Separate the edition from the title proper by a space.
Box 23 continued from previous page.

- Retain the punctuation used in the edition statement
- Follow abbreviated words with a period and end all edition information with a period

Examples:

- Izd. 3., perer. i dop.
- 2. dopunjeno izd.
- 2. ekd. epeux.
- 3. ekd.

- For an edition statement written in a character-based language such as Chinese and Japanese:

  - Transliterate or translate the words for edition
  - Do not abbreviate any of the words or omit any words
  - Use the capitalization system of the particular language
  - Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
  - Separate the edition from the title by a space
  - Retain the punctuation used in the edition statement
  - End all edition information with a period

Examples:

- Shohan.
- Dai 1-han.
- Dai 3-pan.
- Di 3 ban.
- Cai se ban, Xianggang di 1 ban.
- Che 6-p’an.

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

Box 23 continues on next page...
### Examples for Edition


**Editor and other Secondary Authors for Reports (optional)**

**General Rules for Editor and other Secondary Authors**

- A secondary author modifies the work of the author. Examples include editors, translators, and illustrators.
- Place the names of secondary authors after the title, following any Type of Medium and Edition statement.
- Use the same rules for the format of names presented in Author above.
- Follow the last named editor with a comma and the word editor or editors; the last named illustrator with a comma and the word illustrator or illustrators, etc.
- End secondary author information with a period.
- If there is no author, move secondary authors such as editors and translators to the author position in the reference.

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Edition</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danish</td>
<td>oplag</td>
<td>n.a.</td>
</tr>
<tr>
<td></td>
<td>udgave</td>
<td></td>
</tr>
<tr>
<td>Dutch</td>
<td>uitgave</td>
<td>uitg.</td>
</tr>
<tr>
<td></td>
<td>editie</td>
<td>ed.</td>
</tr>
<tr>
<td>Finnish</td>
<td>julkaisu</td>
<td>julk.</td>
</tr>
<tr>
<td>French</td>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>German</td>
<td>Ausgabe</td>
<td>Ausg.</td>
</tr>
<tr>
<td></td>
<td>Auflage</td>
<td>Aufl.</td>
</tr>
<tr>
<td>Greek</td>
<td>ekdosis</td>
<td>ekd.</td>
</tr>
<tr>
<td>Italian</td>
<td>edizione</td>
<td>ed.</td>
</tr>
<tr>
<td>Norwegian</td>
<td>publikasjon</td>
<td>publ.</td>
</tr>
<tr>
<td></td>
<td>utgave</td>
<td>utg.</td>
</tr>
<tr>
<td>Portuguese</td>
<td>edicao</td>
<td>ed.</td>
</tr>
<tr>
<td>Russian</td>
<td>izdanie</td>
<td>izd.</td>
</tr>
<tr>
<td></td>
<td>publikacija</td>
<td>publ.</td>
</tr>
<tr>
<td>Spanish</td>
<td>edicion</td>
<td>ed.</td>
</tr>
<tr>
<td></td>
<td>publicacion</td>
<td>publ.</td>
</tr>
<tr>
<td>Swedish</td>
<td>upplaga</td>
<td>n.a.</td>
</tr>
</tbody>
</table>
Specific Rules for Editor and other Secondary Authors

- More than one type of secondary author
- Secondary author performing more than one role
- Organization as editor
- Non-English names for secondary authors

Box 24. More than one type of secondary author.
A report may have several types of secondary author.

- List all of them in the order they are given in the publication
- Separate each type of author and the accompanying role by a semicolon
- End secondary author information with a period

Examples:

Smith BC, editor; Carson HT, illustrator.
Graber AF, Longstreet RG, translators; Johnson CT, Marks C, Huston MA, illustrators.

Box 25. Secondary author performing more than one role.
A secondary author may perform more than one role.

- List all of them in the order they are given in the publication
- Separate the roles by "and"
- End secondary author information with a period

Example:

Jones AB, editor and translator.

Box 26. Organization as editor.
On rare occasions an organization is listed as the editor.

- Follow the instructions for entering the organization name found under Organizations as author
- Place a comma, space, and the word editor after the organization name

Box 27. Non-English names for secondary authors.

- Translate the word found for editor, translator, illustrator, or other secondary author into English if possible to assist the reader. However, the wording found on the publication may always be used.
- To assist in identifying secondary authors, below is a brief list of non-English words for them:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
<th>Word for Translator</th>
<th>Word for Illustrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
<td>traducteur</td>
<td>illustrate</td>
</tr>
<tr>
<td></td>
<td>editeur</td>
<td></td>
<td></td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
<td>ubersetzer</td>
<td>erlauterer</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
<td>dolmetscher</td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
<td>traduttore</td>
<td>disegnatore</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>editore</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td>redaktor</td>
<td>perevodchik</td>
<td>konstruktor</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
<td>traductor</td>
<td>ilustrador</td>
</tr>
<tr>
<td></td>
<td>editor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Examples for Editor and other Secondary Authors

8. Report with authors and an editor

9. Report with editors instead of authors

10. Report with editors and translators

11. Report with an organization as the author or editor

Place of Publication for Reports (required)

General Rules for Place of Publication

- Place is defined as the city where the report was published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known
cities or when cities in different locations have the same name, such as London (ON) and London (England)

- Use the anglicized form for a non-US city, such as Vienna for Wein
- End place information with a colon

**Specific Rules for Place of Publication**

- Non-US cities
- Joint publication
- Multiple places of publication
- No place of publication can be found

**Box 28. Non-US cities.**

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva. However, the name as found on the publication may always be used.

- Follow Canadian cities with the two-letter abbreviation for the name of the province, placed in parentheses:
  
  Montreal (QC):
  
  Ottawa (ON):
  
  Vancouver (BC):

- If the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.
  
  London:
  
  Rome:
  
  Paris:
  
  Madrid:
  
  but
  
  Malaga (Spain): or Malaga (ES):
  
  Basel (Switzerland): or Basel (CH):
  
  Oxford (England): or Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada
Box 29. Joint publication.

- Two organizations may co-publish a report.
- Use the city of the first organization found in the publisher position on the title page (or on the back of the title page if no publisher information appears on the title page) as the place of publication.
- Place the name of the second organization as a note at the end of the citation, if desired.

Example:


- Do not give multiple places as place of publication or include multiple publishers.

Box 30. Multiple places of publication.

- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.
- As an option, if one place is a US city and the other(s) are not, use the US city.

Box 31. No place of publication can be found.

- If no place of publication can be found on the title page or its verso (back), but one can be found elsewhere in the publication or can be reasonably inferred (e.g., Washington as the place for a publication of the Department of Health and Human Services), place the city in square brackets, such as “[Washington]”.

[Deakin West (Australia)]: National Rural Health Alliance (AU); 1998 Feb. 74 p.

- If no place of publication can be found or inferred, use [place unknown].

[place unknown]: Western Health Foundation; 1985.

Examples for Place of Publication

20. Report place of publication with geographic qualifier added for clarity.
21. Report with place of publication inferred

**Publisher for Reports (required)**

**General Rules for Publisher**

- Record the name of the publisher as it appears in the publication, using whatever capitalization and punctuation is found there
- When a division or other subsidiary part of a publisher appears in the publication, enter the publisher name first. For example: Harvard Medical School, Department of Genetics.
- End publisher information with a semicolon

**Specific Rules for Publisher**

- Abbreviated words in publisher names
- Non-English publishers
- Government agencies and other national and international bodies as publisher
- Joint publication
- Multiple publishers
- No publisher can be found

**Box 32. Abbreviated words in publisher names.**

- Commonly used words in names may be abbreviated, if desired

  *Examples:*
  
  Acad. for Academy  
  Assoc. for Association  
  Co. for Company  
  Coll. for College  
  Corp. for Corporation  
  Dept. for Department  
  Div. for Division  
  Inst. for Institute or Institution  
  Ltd. for Limited  
  Soc. for Society  
  Univ. for University

See Appendix C for more abbreviations of commonly used English words.

Box 32 continues on next page...
Box 32 continued from previous page.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.
- Follow all abbreviated words with a period

Box 33. Non-English publishers.

- Give publisher names appearing in the roman alphabet (French, Spanish, Italian, etc.) in their original language
  
  Montreal (QC): Agence d’Evaluation des Technologies et des Modes d’Intervention en Sante;
  
  Rome: Istituto Superiore de Sanita;

- Romanize names given in Cyrillic, Greek, Arabic, Hebrew, Korean
  
  Moscow: Rossiiskaya Akademiya Nauk, Institut Sotsial’no-ekonomicheskikh Problem Narodonaseleniya;

- Romanize names or translate names presented in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.
  
  Tokyo: Tokyo-to Kenko Anzen Kenkyu Senta;
  
  Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute];
  
  Peking (China): Mei tan gong ye bu zhi ye yi xue yan jiu suo;

  [Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized.].

- If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.
  
  Tokyo: Tokyo-to Kenko Anzen Kenkyu Senta [Tokyo Metropolitan Institute of Public Health];

- If the name of a division or other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest
  
  Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero;

Box 33 continues on next page...
Box 33 continued from previous page.

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.

  Tokyo: [Tokyo Metropolitan Institute of Public Health];

Box 34. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)
  
  National Cancer Institute (US)
  National Society on Alcoholism and Drug Dependence (NZ)
  Royal Society of Medicine (GB)
  Royal College of Physicians (AU), Paediatrics & Child Health Division

  but


- Do not confuse the publisher with the distributor, who disseminates documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency that issued the publication as the publisher and include distributor information as a note, preceded by the phrase "Available from: ".


Box 35. Joint publication.

Two organizations may co-publish a report.

Box 35 continues on next page...
Box 35 continued from previous page.

- Use the first organization appearing in the publisher position on the title page or the verso (back) of the title page as the publisher

- Place the name of the second organization as a note at the end of the citation, if desired


- Do not give more than one name as publisher

Box 36. Multiple publishers.

- If more than one publisher is found in a report, use the first one given or the one set in the largest type or bold type

- Do not list multiple publishers. For those publications with joint or co-publishers, use the name given first as the publisher and include the name of the second as a note if desired. For example, use "Jointly published by …" or "Joint publication of …".


- End publisher information with a semicolon

Box 37. No publisher can be found.

- If no publisher can be found, use [publisher unknown]

Rome: [publisher unknown]; 1971.
Examples for Publisher

22. Report with publisher with subsidiary division
23. Report with governmental or national agency as publisher
24. Report with joint publication

Date of Publication for Reports (required)

General Rules for Date of Publication

- Always give the year of publication
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month of publication, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them to the first three letters, such as Jan
- End date information with a period

Specific Rules for Date of Publication

- Multiple years of publication
- Non-English names for months
- Seasons instead of months
- No date of publication, but a date of copyright
- No date of publication can be found
- Options for date of publication

Box 38. Multiple years of publication.

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.
  
  2002-2003
  1997-1998
  1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.
  
  1999 Oct-2000 Mar
  2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen
  
  2005 Jan-Feb

Box 38 continues on next page...
1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

**Box 39. Non-English names for months.**

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them
  
  *For example:*
  
  mayo = May
  
luty = Feb
  
  brezen = Mar

**Box 40. Seasons instead of months.**

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them
  
  *For example:*
  
  balvan = Summer
  
  outomno = Fall
  
  hiver = Winter
  
  pmlad = Spring

**Box 41. No date of publication, but a date of copyright.**

Reports by US government agencies are not copyrighted, but reports issued by the agencies of other countries and those published by performing organizations may be copyrighted. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.
Box 41 continued from previous page.

- If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005

Examples:


Box 42. No date of publication can be found.

- Reports by US government agencies are not copyrighted, but reports issued by the agencies of other countries and those published by performing organizations may be copyrighted.

- If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005

  Plymouth Meeting (PA): ECRI; c2005.


- If neither a date of publication nor a date of copyright can be found, but a date can be estimated because of material contained in the report or in accompanying material, insert a question mark after the estimated date and place date information in square brackets

  Los Angeles (CA): California Student Health Project; [1967?].

Box 43. Options for date of publication.

It is not NLM policy, but the following is an acceptable option:

The date of publication may follow the author names in the list of references when the name-year system of in-text references is used.

- Use the year of publication only

Box 43 continues on next page...
Box 43 continued from previous page.

- Place the year after the last named author, followed by a period
- End publisher information with a period

**NLM citation:**


**Name-year system of citation:**


Examples for Date of Publication

25. Report with year and month of publication

26. Report with no date of publication, but a date of copyright

Pagination for Reports (optional)

**General Rules for Pagination**

- Provide the total number of pages on which the text of the report appears
- Do not count pages for such items as introductory material, appendixes, and indexes unless they are included in the pagination of the text
- Follow the page total with a space and the letter p
- For reports published in more than one physical volume, cite the total number of volumes instead of the number of pages, such as 4 vol.
- End pagination information with a period

**Specific Rules for Pagination**

- Roman numerals for pages
- No numbers appear on the pages of the report

**Box 44. Roman numerals for pages.**

If all of the pages (not just the introductory pages) of a report have roman numerals instead of the usual arabic numbers:

- Convert the roman numeral on the last page of the text to an arabic number

Box 44 continues on next page...
Box 44 continued from previous page.

- Follow the number by "p."
- Place the number and "p." in square brackets, such as [12 p.]
- End page information with a period
  
  Example: [20 p.]

Box 45. No numbers appear on the pages of the report.

Occasionally, a report will have no numbers on its pages. If the entire publication has no page numbers:

- Count the total number of pages of the text
- Express the total as leaves, not pages
- End with a period
  
  Example: 37 leaves.

Examples for Pagination

27. Report with volumes instead of page numbers

28. No page numbers appear on the report

Physical Description for Reports (optional)

General Rules for Physical Description

- Give information on the physical characteristics if a report is published in a microform (microfilm, microfiche, etc.), such as 3 microfiche: black & white, 2 x 4 in. Such information will help the reader select the appropriate equipment with which to view the microform.

Specific Rules for Physical Description

- Language for describing physical characteristics

Box 46. Language for describing physical characteristics.

If a report is published on microfiche, microfilm, or microcards:

- Begin with information on the number and type of physical pieces, followed by a colon and a space

Box 46 continues on next page...
Box 46 continued from previous page.

5 microfiche:
3 reels: [of microfilm]
1 microcard:

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches. Separate types of information by commas.

*Typical words used include:*
  - color
  - black & white
  - positive
  - negative
  - 4 x 6 in. (standard microfiche size)
  - 3 x 5 in. (standard microcard size)
  - 35 mm. (a standard microfilm size)
  - 16 mm. (a standard microfilm size)

*Examples of complete physical description statements:*
  - 3 microfiche: color, positive, 4 x 6 in.
  - 5 microcards: black & white, 3 x 5 in.
  - 1 reel: black & white, negative, 35 mm.

**Examples for Physical Description**

18. Report in a microform

**Series for Reports (optional)**

**General Rules for Series**

- Begin with the name of the series
- Capitalize only the first word and proper nouns
- Follow the name with any numbers provided. For example, vol. 3 for a volume or no. 12 for an issue number.
- Separate the title and the number by a semicolon and a space
- Place series information in parentheses
Specific Rules for Series

- Multiple series

Box 47. Multiple series.

- If a report has more than one series, list them in the order found on the report
- Separate the two series statements with a semicolon and a space
- End series information with a period, placed outside the closing parenthesis of the last series

Example:


Examples for Series

- 29. Report in a series
- 31. Report and other numbers and a series

Report Number for Reports (required)

General Rules for Report Number

- Give the report number as it appears on the publication, using whatever capitalization and punctuation are found there
- Precede the number with the wording Report No.: and a space
- End the number with a period

Specific Rules for Report Number

- Grant or contract number as well as report number

Box 48. Grant or contract number as well as report number.

- If both a report number and a grant or contract number are found, give the report number first


Box 48 continues on next page...
Box 48 continued from previous page.


- If both a contract number and a grant number are provided, give them in the order found on the report
  

  Report No.: CPFH 13515cr982. Grant No.: OTR-G-1702. Contract No.: DPE-0632 00-1029-00.

Examples for Report Number

30. Report with report, contract, and grant numbers

31. Report with numbers and a series

Contract Number or Grant Number for Reports (optional)

General Rules for Contract Number or Grant Number

- Give the contract or grant number as it appears on the publication, using whatever capitalization and punctuation are found there
- Precede the number with the wording Contract No.: or Grant No.: and a space
- End the number with a period

Specific Rules for Contract Number or Grant Number

- Report number as well as grant or contract number
- Both a contract number and a grant number
- Multiple contract or grant numbers

Box 49. Report number as well as grant or contract number.

- If both a report number and a grant or contract number are found, give the report number first
  


Box 50. Both a contract number and a grant number.

- If both a contract and a grant number are provided, give them in the order found on the report

Box 50 continues on next page...
Box 50 continued from previous page.

Grant No.: 044640. Contract No.: N01-oD-42139.

Contract No.: AID/dpe-C-1028. Grant No.: AID/pha-G-1198.

Box 51. Multiple contract or grant numbers.

- If more than one contract or grant number are found, give them both in the order they appear in the report, separated by a semicolon

  Grant No.: NASA NCC10-52; Grant No: NASA NAG10-291.

  Contract No.: DPE-3004-00-A-2018-00; Contract No.: DPE-3004-00-A-6057-00.

Examples for Contract Number or Grant Number

  30. Report with report, contract, and grant numbers

  31. Report with numbers and a series

Language for Reports (required)

General Rules for Language

- Give the language of publication if other than English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Reports appearing in more than one language

Box 52. Reports appearing in more than one language.

- If a report is written in several languages:
  - Give the title in the first language found on the title page
  - List all languages of publication after the pagination and any report, contract, or grant numbers
  - Separate the languages by a comma and a space
  - End the list of languages with a period

Example:  

Box 52 continues on next page...

- If a report is presented in two or more equal languages, as often occurs in Canadian publications:
  - Give all titles in the order they are given in the text, with an equals sign between them
  - List all languages after the pagination and any report, contract, or grant numbers
  - Separate the languages by a comma and a space
  - End the list of languages with a period

  **Examples:**


- If none of the languages is English, follow the titles with a translation whenever possible. Place the translation in square brackets.


140 p. French, Russian.

Examples for Language

15. Report in a language other than English
16. Report in two or more equal languages

Notes for Reports (optional)

General Rules for Notes

• Notes is a collective term for any type of useful information given after the citation itself
• Complete sentences are not required
• Be brief

Specific Rules for Notes

• Reports available from NTIS or GPO
• Reports accompanied by a videocassette, CD-ROM, DVD, etc.
• Other types of material to include in notes

Box 53. Reports available from NTIS or GPO.

Most US government agency publications are distributed not by the agency but by either the US Government Printing Office (GPO) or the National Technical Information Service (NTIS).

• Begin by citing the report, including any report, contract, or grant numbers
• Enter the phrase “Available from:” and follow it with a space
• Give the name of the distributor, followed by the city and state, then a semicolon and a space
• Add the accession number of the report
• End with a period

Examples:

Ewing RE, Flournoy L, Wall J, Wild J, Crooks R (Texas Engineering Experiment Station, College Station, TX). Disaster Relief and Emergency


Box 54. Reports accompanied by a videocassette, CD-ROM, DVD, etc.

- If a report has supplemental material accompanying it in the form of a videocassette, CD-ROM, DVD, or another medium, begin by citing the report. Add the phrase "Accompanied by:" followed by a space and the number and type of the medium.


Box 55. Other types of material to include in notes.

The notes element may be used to provide any information that the compiler of the reference feels is useful to the reader. Begin by citing the report, then add the note. Some examples of notes are:

- If the report was sponsored by or prepared for an organization or organizations other than the publisher, give the name(s)

Gostin LO, Hodge JG Jr (Georgetown University Law Center, Center for Law and the Public's Health, Washington, DC). State public health law assessment
report. [Seattle (WA)]: Washington University, Turning Point National Program Office; 2002 Apr. 51 p. Sponsored by the Turning Point Public Health Statute Modernization National Excellence Collaborative; publication supported by a grant from the Robert Wood Johnson Foundation.

- If the report is translated or otherwise adapted from another publication, give the name of the original


- If the report is not a common one, give the name of a library or other archive where it may be found. Begin with the phrase "Located at" followed by a colon and a space.


- If the report contains material of particular interest to the audience that may not be apparent from the title, describe it

  Rosenbaum S, Kamoie B, Collins C, Zuvekas A. Analysis of CareFirst's performance as a charitable not-for-profit health insurance company in the National Capital Area: report to the DC Appleseed Center for Law and Justice. Washington: George Washington University Medical Center, School of Public Health and Health Services, Center for Health Services and Policy; 2003 Oct. 62 p. This analysis focuses particularly on the District of Columbia and Northern Virginia.
Examples of Citations to Entire Reports

1. Standard report written and published by the sponsoring organization


2. Standard report written by the performing organization and published by the sponsoring organization


3. Standard report written and published by the performing organization


4. Report with optional full given names


Price, Kay; Brown, Lyn Hepburn; Reddin, Edith. Agency nurses and careworkers putting quality use of medicines into action: Quality Use of Medicines Evaluation Program. Final
5. Report with optional limit to the first three authors (use "et al" or "and others")


6. Report with a designation of family rank in the author name


7. Report with author and translator


8. Report with authors and an editor


9. Report with editors instead of authors


Newberry SJ, editor (Southern California/RAND Evidence-based Practice Center, Los Angeles, CA). Effects of omega-3 fatty acids on lipids and glycemic control in type II

10. Report with editors and translators


11. Report with an organization as the author or editor

Task Force on Accreditation of Health Professions Education. Strategies for change and improvement: the report of the Task Force on Accreditation of Health Professions Education. San Francisco: University of California, San Francisco, Center for the Health Professions; 1999 Jun. 86 p.


12. Report with government agency as the author


13. Report with authors from both the performing and sponsoring organizations

Thompson LA, Chhikara RS (School of Natural and Applied Sciences, University of Houston, Clear Lake, TX); Conklin J (Lyndon B. Johnson Space Center, Houston, TX).

14. Report with no author provided


15. Report in a language other than English


with translation


16. Report in two or more equal languages


Euler M. Genitale Verstummelung von Mädchen und Frauen: Situationsbericht aus dem Sudan = Female genital mutilation: a report on the present situation in Sudan =


17. Report with a title containing a chemical formula, Greek letter, or other special character

Greek letters may be written out if special fonts are not available


or


Superscripts/subscripts may be enclosed within parentheses if fonts are not available

Doebler JA. Autoradiographic localization of $^{125}$I-ricin in lungs and trachea of mice following an aerosol inhalation exposure. Aberdeen Proving Ground (MD): Army Medical Research Institute of Chemical Defense (US); 1996. 8 p. Report No.: USAMRICD-TR; 96-03.

or

Doebler JA. Autoradiographic localization of [(125)I]-ricin in lungs and trachea of mice following an aerosol inhalation exposure. Aberdeen Proving Ground (MD): Army Medical Research Institute of Chemical Defense (US); 1996. 8 p. Report No.: USAMRICD-TR; 96-03.

18. Report in a microform


20. Report place of publication with geographic qualifier added for clarity


21. Report with place of publication inferred

Griffith University, Faculty of Nursing and Health (Queensland, Australia). Advanced nursing practice for rural and remote Australia: final report to the National Rural Health Alliance Inc. *[Deakin West (Australia)]*: National Rural Health Alliance (AU); 1998 Feb. 74 p.

22. Report with publisher with subsidiary division


23. Report with governmental or national agency as publisher


24. Report with joint publication


25. Report with year and month of publication


26. Report with no date of publication, but a date of copyright


27. Report with volumes instead of page numbers


28. No page numbers appear on the report


29. Report in a series

Department of Health and Human Services (US), Agency for Healthcare Research and Quality, User Liaison Program; 2000. 35 p. (AHRQ publication; no. 00-0014).


30. Report with report, contract, and grant numbers


Thompson LA, Chhikara RS (School of Natural and Applied Sciences, University of Houston, Clear Lake, TX); Conklin J (Lyndon B. Johnson Space Center, Houston, TX). Cox proportional hazards models for modeling the time to onset of decompression sickness in hypobaric environments. Houston (TX): National Aeronautics and Space Administration (US), Lyndon B. Johnson Space Center; 2003 Mar. 39 p. Report No.: NASA/TP-2003-210791. Grant No.: NASA 9-1083.

31. Report with numbers and a series


32. Reports available from NTIS or GPO


33. Report with sponsorship note


34. Report accompanied by another medium


35. Report with other types of notes

Rosenbaum S, Kamoie B, Collins C, Zuvekas A. Analysis of CareFirst’s performance as a charitable not-for-profit health insurance company in the National Capital Area: report to the DC Appleseed Center for Law and Justice. Washington: George Washington University Medical Center, School of Public Health and Health Services, Center for Health Services and Policy; 2003 Oct. 62 p. This analysis focuses particularly on the District of Columbia and Northern Virginia.

B. Sample Citation and Introduction to Citing Parts of Reports

The general format for a reference to a part of a report, including punctuation:
Examples of Citations to Parts of Reports

Rather than citing a report as a whole, separately identified portions of a report may be cited. Chapters, sections, tables, charts, graphs, photographs, appendixes, and the like are considered parts of reports when they are written or compiled by the authors of the report.

In general, most modern texts have standardized to three types of parts: figures, tables, and appendixes. However, other names may be found for parts, including chapter, section, chart, graph, box, and photograph. Because a reference should start with the individual or organization with responsibility for the intellectual content of the publication, begin a reference to a part of a report with the report itself, then follow it with the information about the part. See Chapter 2C Parts of Books for further details on citing parts.

For instructions on citing one volume of a report published in multiple volumes, see Chapter 2B Individual Volumes of Books (Chapter 2B(1) Individual Volumes With a Separate Title but Without Separate Authors/Editors or Chapter 2B(2) Individual Volumes With a Separate Title and Separate Authors/Editors) and examples 7-8 below.

Reports may contain charts, figures, and other illustrative material that have been reproduced with permission from other sources. Do not cite these as parts using the instructions presented here. Consult the original publication and cite the particular item from there.

Continue to Citation Rules with Examples for Parts of Reports.

Continue to Examples of Citations to Parts of Reports.

Citation Rules with Examples for Parts of Reports

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Report (R) | Name and Number/Letter (R) | Title (R) | Location (Pagination) (R)
Report (required)

- Cite the report according to Chapter 4A Entire Reports

Name and Number/Letter of the Part for a Report (required)

General Rules for Name and Number/Letter

- Enter the name of the part, such as Chapter, Table, Figure, or Appendix
- Do not abbreviate names. For example, convert Fig. to Figure.
- Follow the name with any accompanying number or letter, such as Chapter 12, Table 2, Figure 3.1, or Appendix A
- Use arabic numbers only. For example: convert VI or Six to 6.
- End name and number/letter information with a comma

Specific Rules for Name and Number/Letter

- Non-English names for parts
- No letter or number follows the name
- No name appears

Box 56. Non-English names for parts.

- Provide the name in the original language for non-English names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)
  - Tabelle 5.3
  - Figura 10a
  - Chapitre 2
- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.
  - Risunok 6
  - Parartema 4
- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.
  - Ichiran-hiyo 3 or [Table 3, ]
- Provide an English translation, if possible, after the original language title, placed in square brackets

Box 56 continues on next page...
Box 56 continued from previous page.


- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat a letter marked with diacritics or accents as if it were not marked.
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ğ treated as g
    - ŉ treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they were two letters.
    - æ treated as ae
    - òe treated as oe
- To help identify parts in other languages, see the following examples:

<table>
<thead>
<tr>
<th>Language</th>
<th>Chapter</th>
<th>Table</th>
<th>Figure</th>
<th>Appendix</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>Chapitre</td>
<td>Tableau</td>
<td>Figure</td>
<td>Appendice</td>
<td>Section</td>
</tr>
<tr>
<td>German</td>
<td>Kapitel</td>
<td>Tabelle</td>
<td>Abbildung</td>
<td>Anhang</td>
<td>Sektion</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Figur</td>
<td>Appendix</td>
<td>Abteilung</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Zusatz</td>
</tr>
<tr>
<td>Italian</td>
<td>Capitolo</td>
<td>Tabella</td>
<td>Figura</td>
<td>Appendice</td>
<td>Parte</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sezione</td>
</tr>
<tr>
<td>Russian</td>
<td>Glava</td>
<td>Tablitsa</td>
<td>Risunok</td>
<td>Prilozenie</td>
<td>Sekcija</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Otdel</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Otdelenie</td>
</tr>
</tbody>
</table>

Box 56 continues on next page...
Box 57. No letter or number follows the name.

- Occasionally, an author will label a part as simply "Table", "Figure", "Appendix", or another name without following the name with any letter or number. In this case, give whatever name is used for the part and follow it with a comma and the title.

  Appendix, Timetable of human prenatal development 1 to 6 weeks; p. 516-7.

Box 58. No name appears.

- If the part being cited is clearly a table, figure, or appendix or similar part but it is not labeled as such, place the name within square brackets and follow it with any identifying number or letter

  [Figure], Protein binding and drug disposition; p. 212.

- If the part being cited is not a table, figure, or appendix and has no other identifying name such as "section", begin with the title of the part

  Data and calculations required for a life table; p. 146.

  Sialography; p. 1029-30.

Examples for Name and Number/Letter

1. Chapter in a report
2. Table in a report
3. Figure in a report
4. Appendix to a report
5. Other part of a report, with name and number/letter
6. Other part of a report, without name or number/letter
7. One volume of a report
8. Part of one volume of a report
9. Part of a report in language other than English
Title of the Part for a Report (required)

General Rules for Title

- Enter the title of the part as it appears in the report
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- End title information with a semicolon and a space

Specific Rules for Title

- Non-English titles for parts
- Titles containing a Greek letter, chemical formula, or other special character
- No title appears

Box 59. Non-English titles for parts.

- Provide the name in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)
  
  Tabla 10, Etiologia de la esplenomegalia secundaria a procesos infecciosos; p. 109. Spanish.

  Chapitre 4, Le virage de la jouissance; p. 91-102. French.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.
  
  Risunok 2, Tendentsii smertnosti i prodolzhitel'nosti zhizni naseleniya Ukrainy v poslevoennyi period; p. 53. Russian.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place the translation in square brackets.
  

- Provide an English translation, if possible, after the original language title. Place the translation in square brackets.
  
  Tableau 5, Principaux marqueurs biologiques de l'etat nutritionnel [Table 5, Principal biological markers of nutritional state]; p. 33. French.


Box 59 continues on next page...
Box 59 continued from previous page.

- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat a letter marked with diacritics or accents as if it were not marked.
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ĝ treated as g
    - ñ treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they were two letters.
    - Æ treated as ae
    - Æ treated as oe

Box 60. Titles containing a Greek letter, chemical formula, or other special character.

- Capitalize the first word of the title of a part unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

  Figure 10, n-alkenes on capillary columns with stationary phases of C87 hydrocarbon, Apiezonl L, CW-20M; p. 374.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

  Figure 3, Influence of seed extract of Syzygium Cumini (Jamun) on mice exposed to different doses of γ-radiation; p. 566.

  may become

Box 60 continues on next page...
Box 60 continued from previous page.

Figure 3, Influence of seed extract of Syzygium Cumini (Jamun) on mice exposed to different doses of gamma-radiation; p. 566.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses.

  Table 4, Glycoprotein mediated transport of $\text{NH}_3$ into red blood cells; p. 149. 

  *may become*

  Table 4, Glycoprotein mediated transport of $\text{NH}(3)$ into red blood cells; p. 149.

Box 61. No title appears.

Occasionally a part does not have a formal title, only a legend (explanatory text) for the table, figure, appendix, or other part. When this occurs:

- Create a title from the first few words of the text. Use enough words to make the constructed title meaningful.

- Place the created title within square brackets

  Table, [Waist-hip ratio ranges and the sample sizes for women aged 40 to 59]; p. 72.


Examples for Title

1. Chapter in a report
2. Table in a report
3. Figure in a report
4. Appendix to a report
5. Other part of a report, with name and number/letter
6. Other part of a report, without name or number/letter
7. One volume of a report
8. Part of one volume of a report
9. Part of a report in language other than English
Location (Pagination) of the Part for a Report (required)

General Rules for Location (Pagination)

- Begin location with "p." followed by a space
- Enter the page number or numbers on which the part appears. Examples: p. 438 and p. 663-4.
- Do not repeat page numbers unless they are followed by a letter. For example: 126-127 becomes p. 126-7, but p. 126A-127A is correct.
- Include a letter (often S for Supplement or A for Appendix) when it precedes the page number. For example: p. S10-8.
- End page information with a period

Specific Rules for Location (Pagination)

- Roman numerals for page numbers
- Part paginated separately
- No page numbers appear on the pages of the part

Box 62. Roman numerals for page numbers.

- Contrary to the practice with volume and issue numbers, keep roman numerals when they are used as page numbers
- Give roman numerals in upper or lower case, whichever appears in the publication
  
  Appendix 2, Common aquatic invertebrates; p. XXI-XXII.
  
  Table 8, Classification of lung adenocarcinoma; p. xv.

Box 63. Part paginated separately.

- A part such as an appendix or a group of tables may be given its own pagination and begin anew with page one. When this occurs, give the total number of pages of the part you wish to cite, placed in square brackets, such as [5 p.].
  
  Appendix 3C, Description of model output tables and graphs; [7 p.].

Box 64. No page numbers appear on the pages of the part.

Occasionally, a table, figure, appendix, or another part will appear on a page that is not numbered.

Box 64 continues on next page...
Box 64 continued from previous page.

- If only the part to be cited has no page numbers, identify the location in relation to numbered pages. For example: preceding p. 17 or following p. 503. Place such phrases in square brackets.
  
  Figure 5, Modeling the risk of in-hospital death following lung resection; [preceding p. 55].
  
  Appendix, Patient questionnaire; [following p. 17].

- If the entire report has no page numbers or the part cannot be easily located in relation to numbered pages, give the total number of pages of the part you wish to cite, placed in square brackets, such as [5 p.]
  
  Table, Checklist of symptoms; [1 p.].

Examples for Location (Pagination)

1. Chapter in a report
2. Table in a report
3. Figure in a report
4. Appendix to a report
5. Other part of a report, with name and number/letter
6. Other part of a report, without name or number/letter
7. One volume of a report
8. Part of one volume of a report

Examples of Citations to Parts of Reports

1. Chapter in a report


2. Table in a report

Beckles GL, Thompson-Reid PE, editors. Diabetes & women's health across the life stages: a public health perspective. Atlanta (GA): Centers for Disease Control and Prevention (US), National Center for Chronic Disease Prevention and Health Promotion, Division of Diabetes Translation; 2001. Table 5-1, Prevalence (%) of diagnosed and undiagnosed
diabetes among adults aged 45-64 years, by race/Hispanic origin- United States, 1986-97; p. 108.

Thompson LA, Chhikara RS (School of Natural and Applied Sciences, University of Houston, Clear Lake, TX); Conklin J (Lyndon B. Johnson Space Center, Houston, TX). Cox proportional hazards models for modeling the time to onset of decompression sickness in hypobaric environments. Houston (TX): National Aeronautics and Space Administration (US), Lyndon B. Johnson Space Center; 2003 Mar. Report No.: NASA/TP-2003-210791. Grant No.: NASA 9-1083. Table 1b, Proportion of DCS by P2 and EXER; p. 5.


3. Figure in a report

Grady SJ. A national survey of methyl tert-butyl ether and other volatile organic compounds in drinking-water sources: results of the random survey. East Hartford (CT): Geological Survey (US); 2003. Report No.: USGSWRI024079. Figure 5, Concentrations of naphthalene in all source-water and field quality-control samples analyzed for the Random Survey, plotted sequentially by date and time of analysis; p. 18.

Townsend FF. The Federal response to Hurricane Katrina: lessons learned. Washington: The White House; 2006 Feb. Figure 1.2, Hurricane Katrina compared to hurricanes Ivan, Andrew, and Camille; p. 7.


4. Appendix to a report


5. Other part of a report, with name and number/letter


6. Other part of a report, without name or number/letter


7. One volume of a report


8. Part of one volume of a report


9. Part of a report in language other than English

Chapter 5. Dissertations and Theses

Created: October 10, 2007; Updated: August 11, 2015.

A. Entire Dissertations and Theses

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

B. Parts of Dissertations and Theses

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

A. Sample Citation and Introduction to Citing Entire Dissertations and Theses

The general format for a reference to entire dissertation, including punctuation:

```
Author

Book Type
Place of Publication
Publisher
Date
Total Number of Pages
```

The general format for a reference to entire master's thesis, including punctuation:

```
Author

Date
Total Number of Pages
Book Type
Place of Publication
Publisher
```

Examples of Citations to Entire Dissertations and Theses
Dissertations and theses are rigorous reports of original research written in support of academic degrees above the baccalaureate level. Although some countries use the term "thesis" to refer to material written for a doctorate, the term in this chapter is reserved for work at the master's level, while "dissertation" is used for the doctorate.

Citations to dissertations and theses are similar to the standard book, with the following important points:

- With rare exceptions, dissertations have only one author. Most master’s theses also have a single author, but occasionally will have two.
- The place of publication for a thesis or dissertation is the city where the university or other institution granting the degree is located. Many dissertations, particularly those of US universities, do not state the place of publication. When this occurs, obtain the city name from another source and place it in square brackets.
- The publisher is the university or other institution granting the degree.

The chief source for information about a dissertation or thesis is its title page. The back of the title page, called the verso page, and the cover are additional sources of authoritative information not found on the title page.

Continue to Citation Rules with Examples for Entire Dissertations and Theses.

Continue to Examples of Citations to Entire Dissertations and Theses.

### Citation Rules with Examples for Entire Dissertations and Theses

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

- Author (R)
- Title (R)
- Content Type (O)
- Type of Medium (R)
- Place of Publication (R)
- Publisher (R)
- Date of Publication (R)
- Pagination (O)
- Physical Description (O)
- Language (R)
- Notes (O)

### Author for a Dissertation or Thesis (required)

#### General Rules for Author

- List names in the order they appear in the text
- Enter surname (family or last name) first for each author
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Separate author names from each other by a comma and a space
- End author information with a period
Specific Rules for Author

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors following a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Options for author names

Box 1. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames
  
  Estelle Palmer-Canton  becomes  Palmer-Canton E

  Ahmed El-Assmy  becomes  El-Assmy A

- Keep particles, such as O', D', and L'
  
  Alan D. O'Brien  becomes  O'Brien AD

  James O. L'Esperance  becomes  L'Esperance JO

  U. S’adeh  becomes  S’adeh U

- Omit all other punctuation in surnames
  
  Charles A. St. James  becomes  St James CA

Box 2. Other surname rules.

- Keep prefixes in surnames
  
  Lama Al Bassit  becomes  Al Bassit L

  Jiddeke M. van de Kamp  becomes  van de Kamp JM

  Gerard de Pouvourville  becomes  de Pouvourville G

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

  Â  treated as  A

Box 2 continues on next page...
Box 2 continued from previous page.

Ø  treated as O
Ç  treated as C
Ł  treated as L
à  treated as a
ģ  treated as g
ñ  treated as n
ü  treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  æ  treated as ae
  Œ  treated as oe

- Keep compound surnames even if no hyphen appears
  Sergio Lopez Moreno  becomes  Lopez Moreno S
  Jaime Mier y Teran  becomes  Mier y Teran J
  Virginie Halley des Fontaines  becomes  Halley des Fontaines V

[If you cannot determine from the title page whether a surname is compound or a combination of a middle name and a surname, look elsewhere in the text for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

Box 3. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names
  Jean-Louis Lagrot  becomes  Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle
  D'Arcy Hart  becomes  Hart D
  W. St. John Patterson  becomes  Patterson WS
  De la Broquerie Fortier  becomes  Fortier D

Box 3 continues on next page...
Box 3 continued from previous page.

Craig McC. Brooks  becomes  Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

  Ch. Wunderly  becomes  Wunderly C
  C. Fr. Erdman  becomes  Erdman CF

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

  Iu. A. Iakontov  becomes  Iakontov IuA
  G. Th. Tsakalos  becomes  Tsakalos GTh

Box 4. Degrees, titles, and honors following a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name

  James A. Reed, M.D., F.R.C.S.  becomes  Reed JA
  Kristine Schmidt, M.S.  becomes  Schmidt K

- Omit rank and honors such as Colonel or Sir that precede a name

  Sir Frances Hildebrand  becomes  Hildebrand F
  Captain Rachel C. Williams  becomes  Williams RC

Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation

- Convert roman numerals to arabic ordinals

  Vincent T. DeVita, Jr.  becomes  DeVita VT Jr
  James G. Jones II  becomes  Jones JG 2nd
  John A. Adams III  becomes  Adams JA 3rd
  Henry B. Cooper IV  becomes  Cooper HB 4th
**Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).**

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese

- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter
  
  \[ \text{Iu. A. Iakontov becomes Iakontov IuA} \]
  
  \[ \text{G. Th. Tsakalos becomes Tsakalos GTh} \]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    
    \[ \text{Å treated as A} \]
    \[ \text{Ø treated as O} \]
    \[ \text{Ç treated as C} \]
    \[ \text{Ł treated as L} \]
    \[ \text{à treated as a} \]
    \[ \text{ê treated as g} \]
    \[ \text{ñ treated as n} \]
    \[ \text{ü treated as u} \]
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    
    \[ \text{æ treated as ae} \]
    \[ \text{œ treated as oe} \]
Box 7. Options for author names.

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon.
  
  Clark, John D.
  Takagi, Yasushi; Harada, Jun.
  Mann, Frederick D.; Swartz, Mary N.

Examples for Author

1. Standard dissertation
2. Standard master’s thesis
3. Dissertation or thesis with optional full name(s) for author
4. Dissertation or thesis with more than one author (rare)
5. Dissertation or thesis with authors showing designations of rank within the family

Title for a Dissertation or Thesis (required)

General Rules for Title

- Enter the title of a dissertation or thesis as it appears in the original document and in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it or a Content Type or Type of Medium follows it, then end with a space

Specific Rules for Title

- Titles not in English
- Titles containing a Greek letter, chemical formula, or another special character
Box 8. Titles not in English.

- Provide the title in the original language for non-English language titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)


- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

  al-Bab HD. Hasiyat al-muthah [dissertation]. [Damascus (Syria)]: Damascus University; 1966. 35 p. Arabic.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.


  or


- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  o Treat letters marked with diacritics or accents as if they are not marked

    À treated as  A
    Ø treated as  O
    Ç treated as  C
    Ł treated as  L
    à treated as  a
    ġ treated as  g
    ň treated as  n
Treat two or more letters printed as a unit (ligated letters) as if they are two letters:

- ü treated as u
- æ treated as ae
- œ treated as oe

- Provide an English translation after the original language title if possible; place translations in square brackets.

  Cisse A. Connaissances et comportements sexuels des jeunes de 15-29 ans sur les M.T.S. et le SIDA a Bamako [Sexual knowledge and behavior of young people 15-29 years of age concerning sexually transmitted diseases (STDs) and AIDS in Bamako] [master's thesis]. [Quebec (QC)]: Laval University; 1993. 69 p. French.

  al-Bab HD. Hasiyat al-muthah [Prostatic calculi] [dissertation]. [Damascus (Syria)]: Damascus University; 1966. 35 p. Arabic.

**Box 9. Titles containing a Greek letter, chemical formula, or another special character.**

- Capitalize the first word of a title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized.


- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.


  *or*


- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses.

*Box 9 continues on next page...*

or

Uddemarri S. Aging affects stretch-induced p70(S6k) and 4E-BP1 phosphorylation in fast- and slow-twitch muscle [master's thesis]. [Huntington (WV)]: Marshall University; 2005. 151 p.

Examples for Title

6. Dissertation or thesis with titles ending in punctuation other than a period

7. Dissertation or thesis with titles containing a chemical formula, Greek letter, or other special characters

8. Dissertation or thesis with non-English titles

9. Dissertation or thesis with non-English titles, with translation

Content Type for a Dissertation or Thesis (optional)

General Rules for Content Type

- Place [dissertation] or [master's thesis] after the title to alert the user that the reference is not to a standard book
- Follow the bracketed type with a period unless the dissertation or thesis is in a non-print medium (see Type of Medium below)

Specific Rules for Content Type

- Titles ending in punctuation other than a period
- Non-English titles with translation

Box 10. Titles ending in punctuation other than a period.

- Most titles for dissertations and theses end in a period. Place [dissertation] or [master's thesis] inside the period.


Box 10 continues on next page...
Box 10 continued from previous page.

- If a title ends in another form of punctuation, keep that punctuation and follow [dissertation] or [master's thesis] with a period


Box 11. Non-English titles with translation.

- If a translation of a title is provided, place it in square brackets


Examples for Content Type

6. Dissertation or thesis with titles ending in punctuation other than a period
8. Dissertation or thesis with non-English titles
9. Dissertation or thesis with non-English titles, with translation
10. Dissertation or thesis in a microform

Type of Medium for a Dissertation or Thesis (required)

General Rules for Type of Medium

- Indicate the specific type of medium (microfiche, ultrafiche, microfilm, microcard, etc.) following the title and the content type when a dissertation or thesis is published in a microform
- Place the name of the medium inside the square brackets for the content type, preceded by the word "on". For example: [dissertation on microfiche].
- End with a period following the closing bracket
- Add information about the medium according to the instructions under Physical Description below
- See Chapter 15 for dissertations or theses in audiovisual formats; Chapter 18 and Chapter 22 for those in electronic formats
Specific Rules for Type of Medium

- Titles ending in punctuation other than a period
- Non-English titles with translation

**Box 12. Titles ending in punctuation other than a period.**

- Most titles of dissertations end in a period. Place [master's thesis on microfiche] or [dissertation on microfilm], etc., inside the period.
  

- If a title ends in another form of punctuation, keep that punctuation and follow [master's thesis on microfiche] or [dissertation on microfilm], etc., with a period

  Boyer CL. Do rural Medicare patients have different post-acute service patterns than their non-rural counterparts? [dissertation on microfilm]. [Cleveland (OH)]: Case Western Reserve University; 2004. 131 p. 1 reel: black & white, negative, 35 mm.

**Box 13. Non-English titles with translation.**

- If a translation of a title is provided, place the translation in square brackets

  - Place [dissertation on microfiche], [master's thesis on microcard], and similar phrases after the translated title

  **Example:**


Examples for Type of Medium

10. Dissertation or thesis in a microform

**Place of Publication for a Dissertation or Thesis (required)**

**General Rules for Place of Publication**

- Place is defined as the city where the university or other institution granting the degree is located

- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or
when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as London (ON) and London (England)
- Use the anglicized form for a non-US city, such as Vienna for Wien
- End place information with a colon

Specific Rules for Place of Publication

- Non-US cities
- No place of publication can be found


- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, whenever possible. However, the name as found on the publication may always be used.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ġ treated as g
    - Ń treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe

Box 14 continues on next page...
Box 14 continued from previous page.

- Follow Canadian cities with the two-letter abbreviation for the province, placed in parentheses
  
  Montreal (QC):
  Ottawa (ON):
  Vancouver (BC):

- If the city is not well known or might be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.
  
  London:
  Rome:
  Paris:
  Madrid:
  but
  Malaga (Spain):  or  Malaga (ES):
  Basel (Switzerland):  or  Basel (CH):
  Oxford (England):  or  Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

Box 15. No place of publication can be found.

- Place of publication (the city where the university or other institution granting the degree is located) is frequently omitted from the title page of a dissertation or master’s thesis

- If no place can be found on the publication, use directories of institutions of higher learning to locate one. For example, use Yahoo’s Education Directory and the World of Learning (London: Europa Publications). Surround place names obtained from such other sources with square brackets.

  [Washington]: American University;
  [Marburg (Germany)]: Marburg University;

Box 15 continues on next page...
Box 15 continued from previous page.

- If no place of publication can be found, use [place unknown]

**Examples for Place of Publication**

8. Dissertation or thesis with non-English titles

9. Dissertation or thesis with non-English titles, with translation

11. Dissertation or thesis with place of publication not found on title page

**Publisher for a Dissertation or Thesis (required)**

**General Rules for Publisher**

- The publisher is the university or other institution granting the degree
- Record the name of the institution as it appears in the publication, using whatever capitalization and punctuation is found there
- Abbreviate well-known words in institutional names, such as Univ. for University, if desired
- When a division or other subsidiary part of an institution appears in the publication, enter the main institutional name first. For example: University of Illinois at Chicago, Health Sciences Center.
- End publisher information with a semicolon

**Specific Rules for Publisher**

- Abbreviations in publisher names
- Non-English names of institutions
- Government agencies and other national and international bodies as publisher

**Box 16. Abbreviations in publisher names.**

- Abbreviate commonly used words in names of institutions, if desired

  *Examples:*
  
  Acad. for Academy
  
  Coll. for College
  
  Dept. for Department
  
  Div. for Division
  
  Inst. for Institute or Institution

Box 16 continues on next page...
Box 16 continued from previous page.

Univ. for University

See Appendix C for more abbreviations of commonly used English words.

• Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

• Follow all abbreviated words with a period

Box 17. Non-English names of institutions.

• Give institution names appearing in the roman alphabet (French, Spanish, Italian, etc.) in their original language

  Rome: Universita La Sapienza;

  Navarra (Spain): Universidad de Navarra;

• Romanize names given in Cyrillic, Greek, Arabic, Hebrew, Korean

  Rousse (Bulgaria): Rusenski Universitet;

• Romanize names or translate names presented in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.

  Akita (Japan): Akita Daigaku;

  or

  Akita (Japan): [Akita University];

• Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  • Treat letters marked with diacritics or accents as if they are not marked

    Å  treated as  A

    Ø  treated as  O

    Ç  treated as  C

    Ł  treated as  L

    à  treated as  a

Box 17 continues on next page...
Box 17 continued from previous page.

- g treated as g
- n treated as n
- ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe

- Follow a non-English name with a translation, if desired. Place all translated publisher names in square brackets.
  - Rousse (Bulgaria): Rusenski Universitet [Rousse University];

- If the name of a division of other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest
  - Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero;

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.
  - Akita (Japan): [Akita University];

Box 18. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country’s two-letter ISO country code (see Appendix D) in parentheses after the name
  - Naval Postgraduate School (US)
  - Royal Institute of Public Health (GB)

Examples for Publisher

8. Dissertation or thesis with non-English titles
9. Dissertation or thesis with non-English titles, with translation
12. Dissertation or thesis publisher with subsidiary part included
13. Dissertation or thesis issued by a governmental body

14. Dissertation or thesis issued by other than a university

**Date of Publication for a Dissertation or Thesis (required)**

**General Rules for Date of Publication**

- Always give the year of publication, i.e., the year the degree was granted
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month of publication, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them to the first three letters, such as Jan
- End date information with a period

**Specific Rules for Date of Publication**

- Non-English names for months
- Seasons instead of months
- Options for date of publication

**Box 19. Non-English names for months.**

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them
  
  *For example:*

  - mayo = May
  - luty = Feb
  - brezen = Mar

**Box 20. Seasons instead of months.**

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them
  
  *For example:*

  - balvan = Summer
  - outomno = Fall

*Box 20 continues on next page...*
Box 20 continued from previous page.

hiver = Winter
pomlad = Spring

Box 20a. Options for date of publication.

It is not NLM policy, but the following is an acceptable option:

The date of publication may follow the author names in the list of references when the name-year system of in-text references is used

- Use the year of publication only
- Place the year after the last named author, followed by a period
- End publisher information with a period

NLM citation:


Name-year system of citation:


Examples for Date of Publication

15. Dissertation or thesis date with month included

16. Dissertation or thesis date with season

Pagination for a Dissertation or Thesis (optional)

General Rules for Pagination

- Provide the total number of pages on which the text of the dissertation or thesis appears
- Do not count pages for such items as introductory material, appendixes, and indexes unless they are included in the pagination of the text
- Follow the page total with a space and the letter p
- For dissertations or theses published in more than one physical volume, cite the total number of volumes instead of the number of pages, such as 2 vol
- End pagination information with a period
Specific Rules for Pagination

- No numbers appear on the pages

**Box 21. No numbers appear on the pages.**

Occasionally, a dissertation or thesis will have no numbers on its pages. If the entire publication has no page numbers:

- Count the total number of pages of the text
- Express the total as leaves, not pages
- End with a period

*Example:*

37 leaves.

**Examples for Pagination**

17. Dissertation or thesis submitted in more than one volume

**Physical Description for a Dissertation or Thesis (optional)**

**General Rules for Physical Description**

- Give information on the physical characteristics if a dissertation or thesis is published in a microform (microfilm, microfiche, microcard, etc.), such as 3 microfiche: black & white, 2 x 4 in.

**Specific Rules for Physical Description**

- Language for describing physical characteristics

**Box 22. Language for describing physical characteristics.**

If a dissertation or thesis is published on microfiche, microfilm, or microcards:

- Begin with information on the number and type of physical pieces, followed by a colon and a space

  5 microfiche:

  3 reels: [of microfilm]

  6 microcards:

*Box 22 continues on next page...*
Box 22 continued from previous page.

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches. Separate types of information by commas.

  *Typical words used include:*

  - color
  - black & white
  - positive
  - negative
  - 4 x 6 in. (standard microfiche size)
  - 3 x 5 in. (standard microcard size)
  - 35 mm. (a standard microfilm size)
  - 16 mm. (a standard microfilm size)

  *Examples of complete physical description statements:*

  3 microfiche: color, positive, 4 x 6 in.
  5 microcards: black & white, 3 x 5 in.
  1 reel: black& white, negative, 35 mm.

**Examples for Physical Description**

10. Dissertation or thesis in a microform

**Language for a Dissertation or Thesis (required)**

**General Rules for Language**

- Give the language of publication if other than English
- Capitalize the language name
- Follow the language name with a period

**Examples for Language**

8. Dissertation or thesis with non-English titles

9. Dissertation or thesis with non-English titles, with translation
Notes for a Dissertation or Thesis (optional)

General Rules for Notes

- Notes is a collective term for any type of useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Dissertations or theses accompanied by a videocassette, CD-ROM, DVD, etc.
- Other types of material to include in notes

Box 23. Dissertations or theses accompanied by a videocassette, CD-ROM, DVD, etc.

- If a dissertation or thesis has supplemental material accompanying it in the form of a videocassette, CD-ROM, DVD, or another medium, begin by citing the dissertation or theses. Add the phrase "Accompanied by:" followed by a space and the number and type of medium.

  Lukasik-Sedmak DM. How to develop an interactive MRI brain cross-sectional anatomy CD-ROM and Web-based educational materials to meet the needs of medical imaging specialists working in magnetic resonance imaging [dissertation]. [Milwaukee (WI)]: Cardinal Stritch University; 2002. 113 p. Accompanied by: 1 CD-ROM.


Box 24. Other types of material to include in notes.

The notes element may be used to provide any information the compiler of the reference feels is useful to the reader. Begin by citing the dissertation or thesis, then add the note. Some examples of notes are:

- The specific type of degree


  Verhovsek EL. Examining stages in curriculum change: implementation of Complementary and Alternative Medicine (CAM) [dissertation].

Box 24 continues on next page...
Box 24 continued from previous page.

[Morgantown (WV)]: West Virginia University; 2003. 197 p. Doctor of Education.

- The name of any sponsoring or funding organization


- The name of any publicly available source for the dissertation or thesis, with any accession or other ordering number

  Boyer CL. Do rural Medicare patients have different post-acute service patterns than their non-rural counterparts? [dissertation]. [Cleveland (OH)]: Case Western Reserve University; 2004. 131 p. Available from: UMI, Ann Arbor, MI; AAT 3145345.


- The location of a library or other holding institution where the dissertation/thesis may be found, with any catalog or other accession number


Examples for Notes

18. Dissertation or thesis with availability statement included

19. Dissertation or thesis with location of a library or other holding institution where the dissertation/thesis may be found

20. Dissertation or thesis with note on specific type of degree

21. Dissertation or thesis with sponsorship or support note included

22. Dissertation or thesis accompanied by a CD-ROM, DVD, or other medium

23. Dissertation or thesis with supplemental material on the Internet
Examples of Citations to Entire Dissertations and Theses

1. Standard dissertation


2. Standard master's thesis


3. Dissertation or thesis with optional full name(s) for author


4. Dissertation or thesis with more than one author (rare)


Korir J, Karr-Kidwell PJ. The relationship between self esteem and effective educational leadership: a literary review, recommendations, and interviews [master's thesis]. [Denton (TX)]: Texas Woman’s University; 2000 May. 98 p.

5. Dissertation or thesis with authors showing designations of rank within the family

6. Dissertation or thesis with titles ending in punctuation other than a period

Boyer CL. Do rural Medicare patients have different post-acute service patterns than their non-rural counterparts? [dissertation]. [Cleveland (OH)]: Case Western Reserve University; 2004. 131 p.

7. Dissertation or thesis with titles containing a chemical formula, Greek letter, or other special characters


*Greek letters may be written out if special fonts are not available*


*or*


*Superscripts/subscripts may be enclosed within parentheses if fonts are not available*


*or*

Uddemarri S. Aging affects stretch-induced p70(S6k) and 4E-BP1 phosphorylation in fast- and slow-twitch muscle [master's thesis]. [Huntington (WV)]: Marshall University; 2005. 151 p.

8. Dissertation or thesis with non-English titles


9. Dissertation or thesis with non-English titles, with translation


Cisse A. Connaissances et comportements sexuels des jeunes de 15-29 ans sur les M.T.S. et le SIDA a Bamako [Sexual knowledge and behavior of young people 15-29 years of age concerning sexually transmitted diseases (STDs) and AIDS in Bamako] [master’s thesis]. [Quebec (QC)]: Laval University; 1993. 69 p. French.

10. Dissertation or thesis in a microform


11. Dissertation or thesis with place of publication not found on title page


12. Dissertation or thesis publisher with subsidiary part included


13. **Dissertation or thesis issued by a governmental body**


14. **Dissertation or thesis issued by other than a university**


15. **Dissertation or thesis date with month included**


16. **Dissertation or thesis date with season**

Lemov RM. The laboratory imagination: experiments in human and social engineering. [Berkeley (CA)]: University of California, Berkeley; 2000 Spring. 2 vol.

17. **Dissertation or thesis submitted in more than one volume**

Hanson CA. Embodying erudition: English art, medicine, & antiquarianism in the age of empiricism [dissertation]. [Chicago]: University of Chicago, Department of Art History; 2003. 2 vol.

18. **Dissertation or thesis with availability statement included**

Boyer CL. Do rural Medicare patients have different post-acute service patterns than their non-rural counterparts? [dissertation]. [Cleveland (OH)]: Case Western Reserve University; 2004. 131 p. Available from: UMI, Ann Arbor, MI; AAT 3145345.

19. Dissertation or thesis with location of a library or other holding institution where the dissertation/thesis may be found


20. Dissertation or thesis with note on specific type of degree


21. Dissertation or thesis with sponsorship or support note included


22. Dissertation or thesis accompanied by a CD-ROM, DVD, or other medium

Lukasik-Sedmak DM. How to develop an interactive MRI brain cross-sectional anatomy CD-ROM and Web-based educational materials to meet the needs of medical imaging specialists working in magnetic resonance imaging [dissertation]. [Milwaukee (WI)]: Cardinal Stritch University; 2002. 113 p. Accompanied by: 1 CD-ROM.


23. Dissertation or thesis with supplemental material on the Internet

B. Sample Citation and Introduction to Citing Parts of Dissertations and Theses

The general format for a reference to a part of a dissertation, including punctuation:

```
Author                  Title                                      Book Type          Place of Publication
```

The general format for a reference to a part of a master’s thesis, including punctuation:

```
Author                  Title                                      Place of Publication          Publisher
```

Examples of Citations to Parts of Dissertations and Theses

Rather than citing a dissertation or thesis as a whole, separately identified portions of them may be cited. Chapters, sections, tables, charts, graphs, photographs, appendixes, and the like are considered parts of dissertations/theses when they are written or compiled by the authors of the dissertation or thesis. In general, most modern texts have standardized to three types of parts: figures, tables, and appendixes. However, many other names may be found for parts.

Because a reference should start with the individual or organization with responsibility for the intellectual content of the publication, begin a reference to a part of a dissertation or thesis with the citation to the dissertation or thesis itself, then follow it with the information about the part. See Chapter 2C Parts of Books for further details on citing parts.

Medical texts frequently contain charts, figures, and other illustrative material that has been reproduced with permission from other sources. Do not cite these as parts using the
instructions presented here. Consult the original publication and cite the particular item from there.

Continue to Citation Rules with Examples for Parts of Dissertations and Theses.

Continue to Examples of Citations to Parts of Dissertations and Theses.

Citation Rules with Examples for Parts of Dissertations and Theses

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Dissertation or Thesis (R) | Name and Number/Letter (R) | Title (R) | Location (Pagination) (R)

Dissertation or Thesis (required)

- Cite the dissertation or thesis according to Chapter 5A Entire Dissertations or Theses

Name and Number/Letter of the Part for a Dissertation or Thesis (required)

General Rules for Name and Number/Letter

- Enter the name of the part, such as Chapter, Table, Figure, or Appendix
- Do not abbreviate names. For example, convert Fig. to Figure.
- Follow the name with any accompanying number or letter, such as Chapter 12, Table 2, Figure 3.1, or Appendix A
- Use arabic numbers only. For example: convert VI or Six to 6.
- End name and number/letter information with a comma and a space

Specific Rules for Name and Number/Letter

- Non-English names for parts
- No letter or number follows the name
- No name appears

Box 25. Non-English names for parts.

- Provide the name in the original language for non-English names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)
• Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

Risunok 6
Parartema 4

• Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

Ichiran-hyo 3 or [Table 3, ]

• Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ◦ Treat a letter marked with diacritics or accents as if it were not marked

    Å  treated as  A
    Ø  treated as  O
    Ç  treated as  C
    Ł  treated as  L
    à  treated as  a
    ţ  treated as  g
    ñ  treated as  n
    ü  treated as  u

  ◦ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

    æ  treated as  ae
    œ  treated as  oe

• Provide an English translation, if possible, after the original language title, placed in square brackets

  Box 25 continues on next page...
Box 25 continued from previous page.


- To help identify parts in other languages, see the following examples:

<table>
<thead>
<tr>
<th>Language</th>
<th>Chapter</th>
<th>Table</th>
<th>Figure</th>
<th>Appendix</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>Chapitre</td>
<td>Tableau</td>
<td>Figure</td>
<td>Appendice</td>
<td>Section</td>
</tr>
<tr>
<td>German</td>
<td>Kapitel</td>
<td>Tabelle</td>
<td>Abbildung</td>
<td>Anhang</td>
<td>Sektion</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Figur</td>
<td>Appendix</td>
<td>Abteilung</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Zusatz</td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>Capitolo</td>
<td>Tabella</td>
<td>Figura</td>
<td>Appendice</td>
<td>Parte</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sezione</td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td>Glava</td>
<td>Tablitsa</td>
<td>Risunok</td>
<td>Prilozenie</td>
<td>Sekcija</td>
</tr>
<tr>
<td></td>
<td></td>
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<td>Otdel</td>
<td></td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Otdelenie</td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>Capitulo</td>
<td>Tabla</td>
<td>Figura</td>
<td>Apendice</td>
<td>Seccion</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Parte</td>
<td></td>
</tr>
</tbody>
</table>

Box 26. No letter or number follows the name.

- Occasionally, an author will label a part as simply "Table", "Figure", "Appendix", or another name without following the name with any letter or number. In this case, give whatever name is used for the part and follow it with a comma and the title.

Appendix, Timetable of human prenatal development 1 to 6 weeks; p. 516-7.

Box 27. No name appears.

- If the part being cited is clearly a table, figure, appendix or similar part but it is not labeled as such, place the name within square brackets and follow it with any identifying number or letter

[Figure], Protein binding and drug disposition; p. 212.

[Photograph] 8, Oliver Wendell Holmes, Professor of Anatomy and Physiology from 1838 to 1841; p. 31.

- If the part being cited is not a table, figure, or appendix and has no other identifying name such as "section", begin with the title of the part

Box 27 continues on next page...
Box 27 continued from previous page.

Data and calculations required for a life table; p. 146.
Sialography; p. 1029-30.

Examples for Name and Number/Letter

1. Chapter in a dissertation or thesis
2. Table in a dissertation or thesis
3. Figure in a dissertation or thesis
4. Appendix in a dissertation or thesis
5. Other part of a dissertation or thesis
6. Other part of a dissertation or thesis, without name and number/letter
7. Part of a dissertation or thesis in a language other than English

Title of the Part for a Dissertation or Thesis (required)

General Rules for Title

• Enter the title of the part as it appears in the dissertation or thesis
• Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
• End title information with a semicolon and a space

Specific Rules for Title

• Non-English titles for parts
• Titles containing a Greek letter, chemical formula, or other special character
• No title appears

Box 28. Non-English titles for parts.

• Provide the name in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Tabla 10, Etiología de la esplenomegalia secundaria a procesos infecciosos; p. 109. Spanish.
Chapitre 4, Le virage de la jouissance; p. 91-102. French.

Box 28 continues on next page...
Box 28 continued from previous page.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

  Risunok 2, Tendentsii smertnosti i prodolzhitel'nosti zhizni naseleniya Ukrainy v poslevoennyi period; p. 53. Russian.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place the translation in square brackets.


  [Figure 9, Annual progression of swine influenza in Seoul]; p. 44. Korean.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  ◦ Treat a letter marked with diacritics or accents as if it were not marked

    Å treated as  A
    Ø treated as  O
    Ç treated as  C
    Ł treated as  L
    à treated as  a
    ġ treated as  g
    ı treated as  n
    ü treated as  u

  ◦ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

    æ treated as  ae
    œ treated as  oe

- Provide an English translation, if possible, after the original language title. Place the translation in square brackets.

  Tableau 5, Principaux marqueurs biologiques de l’etat nutritionnel [Table 5, Principal biological markers of nutritional state]; p. 33. French.

Box 28 continues on next page...

**Box 29. Titles containing a Greek letter, chemical formula, or other special character.**

- Capitalize the first word of the title of a part unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized.

  Figure 10, n-alkenes on capillary columns with stationary phases of C87 hydrocarbon, ApiezonL, CW-20M; p. 374.

  Table 3.1, von Willebrand’s disease incidence in Europe; p. 63.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

  Figure 3, Influence of seed extract of Syzygium Cumini (Jamun) on mice exposed to different doses of γ-radiation; p. 566. "may become"

  Figure 3, Influence of seed extract of Syzygium Cumini (Jamun) on mice exposed to different doses of gamma-radiation; p. 566.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses.

  Table 4, Glycoprotein mediated transport of NH₃ into red blood cells; p. 149. "may become"

  Table 4, Glycoprotein mediated transport of NH(3) into red blood cells; p. 149.

**Box 30. No title appears.**

Occasionally a part does not have a formal title, only a legend (explanatory text) for the table, figure, appendix, or other part. When this occurs:

- Create a title from the first few words of the text. Use enough words to make the constructed title meaningful.

- Place the created title within square brackets
Box 30 continued from previous page.

Table, [Waist-hip ratio ranges and the sample sizes for women aged 40 to 59]; p. 72.


Examples for Title

1. Chapter in a dissertation or thesis
2. Table in a dissertation or thesis
3. Figure in a dissertation or thesis
4. Appendix in a dissertation or thesis
5. Other part of a dissertation or thesis
6. Other part of a dissertation or thesis, without name and number/letter
7. Part of a dissertation or thesis in a language other than English

Location (Pagination) of the Part for a Dissertation or Thesis (required)

General Rules for Location (Pagination)

• Begin location with "p." followed by a space
• Enter the page number or numbers on which the part appears. Examples: p. 438 and p. 663-4.
• Do not repeat page numbers unless they are followed by a letter. For example: 126-127 becomes p. 126-7, but p. 126A-127A is correct.
• Include a letter (often S for Supplement or A for Appendix) when it precedes the page number. For example: p. S10-8.
• End page information with a period

Specific Rules for Location ( Pagination)

• Roman numerals for page numbers
• Part paginated separately
• No page numbers appear on the pages of the part

Box 31. Roman numerals for page numbers.

• Contrary to the practice with volume and issue numbers, keep roman numerals when they are used as page numbers
Box 31 continued from previous page.

- Give roman numerals in upper or lower case, whichever appears in the publication
  
  Appendix 2, Common aquatic invertebrates; p. XLI-XLII.
  
  Table 8, Classification of lung adenocarcinoma; p. xv.

Box 32. Part paginated separately.

A part such as an appendix or a group of tables may be given its own pagination and begin anew with page one.

When this occurs, give the total number of pages of the part you wish to cite, placed in square brackets, such as [5 p.]

  Appendix 3C, Description of model output tables and graphs; [7 p.].

Box 33. No page numbers appear on the pages of the part.

Occasionally, a table, figure, appendix, or another part will appear on a page that is not numbered.

- If only the part to be cited has no page numbers, identify the location in relation to numbered pages. For example: preceding p. 17 or following p. 503. Place such phrases in square brackets.

  Figure 5, Modeling the risk of in-hospital death following lung resection; [preceding p. 55].

  Appendix, Patient questionnaire; [following p. 174].

- If the entire book has no page numbers or the part cannot be easily located in relation to numbered pages, give the total number of pages of the part you wish to cite, placed in square brackets, such as [5 p.]

  Table, Checklist of symptoms; [1 p.].

Examples for Location (Pagination)

1. Chapter in a dissertation or thesis
2. Table in a dissertation or thesis
3. Figure in a dissertation or thesis
4. Appendix in a dissertation or thesis
5. Other part of a dissertation or thesis
6. Other part of a dissertation or thesis, without name and number/letter

7. Part of a dissertation or thesis in a language other than English

Examples of Citations to Parts of Dissertations and Theses

1. Chapter in a dissertation or thesis


2. Table in a dissertation or thesis

Cornwell D. A cost benefit of telemedicine: an assessment of aero-medical evacuation patients throughout the Pacific Basin [master's thesis]. [Waco (TX)]: Baylor University, US Army-Baylor University Graduate Program; 1995. Table 4, Total air-evacs vs total potential telemedicine patients; p. 45.

Munoz JA. What is the quality of care in a developing country? Measuring physician practice and health outcomes [dissertation]. Santa Monica (CA): Rand Graduate School; 2002. Table 4.8, Mean objective measures of health for healthcare facility users; p. 4-33.

3. Figure in a dissertation or thesis

Bicks C. Lurking in the gossip's bowl: genealogy, gynecology, and the politics of midwifery in Shakespeare's England [dissertation]. [Stanford (CA)]: Stanford University, Department of English; 1997 Jun. Figure 9, Syringe for emergency in utero baptism; p.194.

Roberts PR. Snakes and ladders: the pursuit of a safety culture in New Zealand public hospitals [master's thesis]. [Wellington (New Zealand)]: Victoria University of Wellington, Institute of Policy Studies and Health Services Research Centre; 2002. Figure 2.1, Schema showing relationship of paradigms to human performance and links to and through culture; p. 13.

Deutsch B. Lifestyle and contaminants in Greenland 1994-1996: evaluation of the AMAP, Human Health Subprogram [master's thesis]. Aarhus (Denmark): University of Aarhus; 1999. Figure 2, Histograms of birth weight and gestational age; p. 20.
4. Appendix in a dissertation or thesis


5. Other part of a dissertation or thesis

Powers JC. Herman Boerhaave and the pedagogical reform of eighteenth-century chemistry [dissertation]. [Bloomington (IN)]: Indiana University, Department of History and Philosophy of Science; 2001 May. Epilogue, Boerhaave’s legacy; p. 296-301.


6. Other part of a dissertation or thesis, without name and number/letter


Mackowski MP. Human factors: aerospace medicine and the origins of manned space flight in the United States [dissertation]. [Tempe (AZ)]: Arizona State University; 2002 May. [Map], Germany 1946: showing Allied zones of occupation; p. 188.

7. Part of a dissertation or thesis in a language other than English

Tamayo Lorenzo PA. Descentralizacion y financiacion de la asistencia sanitaria publica en Espana: un estudio desde la perspectiva de la equidad [dissertation]. Madrid: Universidad Nacional de Educacion a Distancia; 1999. Tabla 5.11, Resumen de los resultados de los
Tamayo Lorenzo PA. Descentralizacion y financiacion de la asistencia sanitaria publica en Espana: un estudio desde la perspectiva de la equidad [Decentralization and financing of public health assistance in Spain: a study from the perspective of equality] [dissertation]. Madrid: Universidad Nacional de Educacion a Distancia; 1999. Tabla 5.11, Resumen de los resultados de los estudios evaluados, en terminos de necesidad para cada comunidad autonoma [Table 5.11, Summary of the results of the evaluated studies, in terms of need for each independent community]; p. 238. Spanish.
Chapter 6. Bibliographies

A. Entire Bibliographies

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

B. Parts of Bibliographies

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

A. Sample Citation and Introduction to Citing Entire Bibliographies

The general format for a reference to an entire bibliography, including punctuation:

- with bibliography in the title:

- without bibliography in the title:

Examples of Citations to Entire Bibliographies
Bibliographies are collections of references to the literature made for a specific purpose, such as to bring together references on a specific subject or by a particular author. Their citation format is identical to that of the standard book (see Chapter 2 for details) with three exceptions:

- Authors are termed "compilers".
- The content type "[bibliography]" is added after the title if the word is not part of the title. This alerts the user that the publication is not a standard book.
- Descriptive information, such as the number of citations included, the sources searched, and the time period covered, may be added as notes to help the user identify the scope of the publication.

The chief source for information about a bibliography is its title page. The back of the title page, called the verso or copyright page, and the cover of the book are also sources of authoritative information.

References to bibliographies in print or in microform (microfilm, microfiche) are included in this chapter. For references to bibliographies in electronic form, see Chapter 18 and Chapter 22.

Continue to Citation Rules with Examples for Entire Bibliographies.

Continue to Examples of Citations to Entire Bibliographies.

**Citation Rules with Examples for Entire Bibliographies**

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author/Editor (R) | Author Affiliation (O) | Title (R) | Content Type (O) | Type of Medium (R) | Edition (R) | Editor and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Pagination (O) | Physical Description (O) | Series (O) | Language (R) | Notes (O)

**Author/Editor for Bibliographies (required)**

**General Rules for Author/Editor**

- Authors of bibliographies are called compilers
- List names in the order they appear in the text
- Enter surname (family or last name) first for each author/editor
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all authors/editors, regardless of the number
• Separate author/editor names from each other by a comma and a space
• Follow the last named compiler with a comma and the word compiler or compilers; see Editor and Other Secondary Authors below if there are authors and editors
• If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors
• End author/editor information with a period

**Specific Rules for Author/Editor**

• Surnames with hyphens and other punctuation in them
• Other surname rules
• Given names containing punctuation, a prefix, a preposition, or particle
• Degrees, titles, and honors before or after a personal name
• Designations of rank in a family, such as Jr and III
• Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
• Non-English words for compiler
• Non-English words for editor
• Organizations as author
• No author can be found
• Options for author names

**Box 1. Surnames with hyphens and other punctuation in them.**

• Keep hyphens in surnames
  
  Estelle Palmer-Canton  *becomes*  Palmer-Canton E
  
  Ahmed El-Assmy  *becomes*  El-Assmy A
  
  • Keep particles, such as O', D', and L'
  
  Alan D. O'Brien  *becomes*  O'Brien AD
  
  James O. L'Esperance  *becomes*  L'Esperance JO
  
  U. S'adeh  *becomes*  S'adeh U
  
  • Omit all other punctuation in surnames
  
  Charles A. St. James  *becomes*  St James CA

**Box 2. Other surname rules.**

• Keep prefixes in surnames
  
  Lama Al Bassit  *becomes*  Al Bassit L

*Box 2 continues on next page...*
Box 2 continued from previous page.

Jiddeke M. van de Kamp  *becomes*  van de Kamp JM

Gerard de Pouvourville  *becomes*  de Pouvourville G

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å  *treated as*  A
    - Ø  *treated as*  O
    - Ç  *treated as*  C
    - Ł  *treated as*  L
    - à  *treated as*  a
    - ġ  *treated as*  g
    - ň  *treated as*  n
    - ü  *treated as*  u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ  *treated as*  ae
    - œ  *treated as*  oe
- [If you cannot determine from the title page whether a surname is compound or a combination of a middle name and a surname, look elsewhere in the text for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

Box 3. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names
  
  Jean-Louis Lagrot  *becomes*  Lagrot JL

- Keep compound surnames even if no hyphen appears
  
  Sergio Lopez Moreno  *becomes*  Lopez Moreno S

Box 3 continues on next page...
Box 3 continued from previous page.

Jaime Mier y Teran  becomes  Mier y Teran J

Virginie Halley des Fontaines  becomes  Halley des Fontaines V

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle
  
  D'Arcy Hart  becomes  Hart D

  W. St. John Patterson  becomes  Patterson WS

  De la Broquerie Fortier  becomes  Fortier D

  Craig McC. Brooks  becomes  Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.
  
  Ch. Wunderly  becomes  Wunderly C

  C. Fr. Erdman  becomes  Erdman CF

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter
  
  Iu. A. Iakontov  becomes  Iakontov IuA

  G. Th. Tsakalos  becomes  Tsakalos GTh

Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name
  
  James A. Reed, M.D., F.R.C.S.  becomes  Reed JA

  Kristine Schmidt, Ph.D.  becomes  Schmidt K

  Robert V. Lang, Major, US Army  becomes  Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name
  
  Sir Frances Hildebrand  becomes  Hildebrand F

  Dr. Jane Eberhard  becomes  Eberhard J

  Captain R.C. Williams  becomes  Williams RC
Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals
  Examples:
  
  Vincent T. DeVita, Jr. becomes DeVita VT Jr
  James G. Jones II becomes Jones JG 2nd
  John A. Adams III becomes Adams JA 3rd
  Henry B. Cooper IV becomes Cooper HB 4th

Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the ALA-LC Romanization Tables.

- Romanize names if they are in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter
  
  Iu. A. Iakontov becomes Iakontov IuA
  G. Th. Tsakalos becomes Tsakalos GTh
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a

Box 6 continues on next page...
Box 6 continued from previous page.

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - \( \text{\ae} \) treated as \( \text{ae} \)
  - \( \text{o\text{\ae}} \) treated as \( \text{oe} \)

Box 7. Non-English words for compiler.

- Translate the word found for compiler into English. However, the wording found on the publication may always be used.
- To assist in identifying compilers, below is a brief list of non-English words for compiler:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Compiler</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>compilateur</td>
</tr>
<tr>
<td>German</td>
<td>zusammensteller</td>
</tr>
<tr>
<td>Italian</td>
<td>compilatore</td>
</tr>
<tr>
<td>Spanish</td>
<td>compilador</td>
</tr>
<tr>
<td>Russian</td>
<td>sostavitel</td>
</tr>
</tbody>
</table>

Box 8. Non-English words for editor.

- Translate the word found for editor into English. However, the wording found on the publication may always be used.
- To assist in identifying editors, below is a brief list of non-English words for editor:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
</tr>
<tr>
<td></td>
<td>editeur</td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
</tr>
</tbody>
</table>

Box 8 continues on next page...
**Box 8 continued from previous page.**

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>curatore</td>
<td></td>
</tr>
<tr>
<td>editore</td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
</tr>
<tr>
<td></td>
<td>editor</td>
</tr>
<tr>
<td>Russian</td>
<td>redaktor</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
</tr>
</tbody>
</table>

**Box 9. Organizations as author.**

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit "The" preceding an organization name

  The American Cancer Society *becomes* American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

  American Medical Association, Committee on Ethics.

  International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

  American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

  National Academy of Sciences (US).

  Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

  Canadian Association of Orthodontists; Canadian Dental Association.

  American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

*Box 9 continues on next page...*
Box 9 continued from previous page.

- If both individuals and an organization or organizations appear on the title page of a bibliography as compilers, use the names of the individuals as the compilers; give the organization at the end of the reference as a note, if desired


- For names of organizations in languages other than English:
  - Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.
    
    Istituto di Fisiologia Clinica del CNR.

    Universitatsmedizin Berlin.

    Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

  - Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.
    
    Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

  - Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.
    
    [Chinese Medical Society].

  - Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
    
    Treat letters marked with diacritics or accents as if they are not marked
Box 9 continued from previous page.

- Å treated as A
- Ø treated as O
- Ç treated as C
- Ł treated as L
- à treated as a
- ţ treated as g
- ņ treated as n
- ü treated as u
- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe

Box 10. No author can be found.

- If no person or organization can be found as the compiler but editors or translators are present, begin the reference with the names of the editors or translators. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.

  Morrison CP, Court FG, editors.
  Walser E, translator.

- If no person or organization can be identified as the compiler and no editors or translators are given, begin the reference with the title of the bibliography. Do not use anonymous.


Box 11. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options:

Box 11 continues on next page...
Box 11 continued from previous page.

- Full first names of compilers may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon.

  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A., compilers.

  Mann, Frederick D.; Swartz, Mary N.; Little, R.T., compilers.

- If space is a consideration, the number of compilers may be limited to a specific number, such as the first three. Follow the last named compiler by a comma and "et al." or "and others."


  Adler DG, Baron TH, Davila RE, and others, compilers.

Examples for Author/Editor

1. Standard citation with bibliography in the title
2. Standard citation without the word bibliography in the title (content type added)
3. Bibliography with optional full first names for compilers
4. Bibliography with compilers and editors
5. Bibliography with organization as compiler
6. Bibliography with editors and other secondary authors, but no compilers
7. Bibliography with no compilers or editors
8. Bibliography with compiler affiliation(s) included

Author Affiliation for Bibliographies (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the affiliation
- Place the affiliation in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Follow the affiliation with a comma placed outside the parentheses, unless it is the affiliation of the last author, then use a period
Specific Rules for Author Affiliation

• E-mail address included
• Abbreviations in affiliations
• Organizational names for affiliations not in English
• Names for cities and countries not in English

Box 12. E-mail address included.

• Follow the US state, Canadian province, or country of the compiler with a period and a space
• Insert the e-mail address as it appears in the publication
• Do not end an e-mail address with a period
• Place the e-mail address within the closing parenthesis for the author affiliation

Example:

Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov), compilers.

Box 13. Abbreviations in affiliations.

• Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

Examples:

Acad. for Academy
Assoc. for Association
Co. for Company
Coll. for College
Corp. for Corporation
Dept. for Department
Div. for Division
Inst. for Institute or Institution
Soc. for Society

Box 13 continues on next page...
Univ. for University

See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

**Box 14. Organizational names for affiliations not in English.**

- Give the address of all compilers or only the first compiler. Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the address in parentheses.

- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatría, Hospital Materno-Infantil Carlos Haya, Malaga, Spain), compilers.

  Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G, compilers.

- Romanize (write in the roman alphabet) or translate organizational names if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

  Barbulescu M (Clinica Chirurgica, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I, compilers.

  Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY, compilers.
Box 14 continued from previous page.

- Translate organizational names in character-based languages (Chinese, Japanese, etc.)
  
  Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, compilers.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    
    \[ \text{Å treated as A} \]
    
    \[ \text{Ø treated as O} \]
    
    \[ \text{Ç treated as C} \]
    
    \[ \text{Ł treated as L} \]
    
    \[ \text{à treated as a} \]
    
    \[ \text{ë treated as g} \]
    
    \[ \text{ń treated as n} \]
    
    \[ \text{ü treated as u} \]
  
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    
    \[ \text{æ treated as ae} \]
    
    \[ \text{œ treated as oe} \]

- Use the English form of names for cities and countries whenever possible. For example, use Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 15. Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name as found on the publication may always be used.
  
  Moskva becomes Moscow
  
  Wien becomes Vienna
Examples for Author Affiliation

8. Bibliography with compiler affiliation(s) included

Title for Bibliographies (required)

General Rules for Title

- Enter the title of a bibliography as it appears in the original document, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless some other form of punctuation such as a question mark, period, or an exclamation point is already present
- Follow non-English titles with a translation whenever possible; surround the translation with square brackets
- End a title with a period unless a question mark or exclamation point already ends it or a Content Type follows it

Specific Rules for Title

- Titles not in English
- Titles in more than one language
- Titles containing a Greek letter, chemical formula, or another special character
- No title can be found

Box 16. Titles not in English.

- Provide the title in the original language for non-English titles found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)
  

- Romanize (write in the roman alphabet) titles if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

- Romanize or translate titles in character-based languages (Chinese, Japanese, etc.). Place translated titles in square brackets.


  or


- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    
        Å  treated as  A
        Ø  treated as  O
        Ç  treated as  C
        Ł  treated as  L
        à  treated as  a
        ĝ  treated as  g
        ñ  treated as  n
        ü  treated as  u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    
        æ  treated as  ae
        œ  treated as  oe

- Provide an English translation after the original language one if possible; place translations in square brackets

Box 16 continues on next page...
Box 16 continued from previous page.


Box 17. Titles in more than one language.

- If a bibliography title is written in several languages, give the title in the first language found on the title page and indicate all languages of publication after the pagination. Separate the languages by commas.

- If a bibliography title is presented in two or more equal languages, as often occurs in Canadian publications, give all titles in the order in which they appear in the text, with an equals sign between them. Indicate the particular languages, separated by commas, after the pagination.
Box 18. **Titles containing a Greek letter, chemical formula, or another special character.**

- The first word of a bibliography title is normally capitalized unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized.
  
  - 1,3-dichloro-5,5-dimethylhydantoin
  - von Willebrand disease

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, $\Omega$ becomes omega.
  
  - $\gamma$-linolenic acid or gamma-linolenic acid
  - Synthesis of $\beta$-amino acids or Synthesis of beta-amino acids

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses.
  
  - TiO$_2$ nanoparticles or TiO(2) nanoparticles

---

Box 19. **No title can be found.**

- Occasionally a publication does not appear to have any title; the bibliography simply begins with the text. In this circumstance, create a title from the first few words of the text and place it in square brackets. Use enough words to make the constructed title meaningful.

---

**Examples for Title**

9. Bibliography with title in a language other than English

10. Bibliography with title in multiple languages

11. Bibliography with titles with parallel text in two languages

---

**Content Type for Bibliographies (optional)**

**General Rules for Content Type**

- A content type alerts the user that the reference is not to a standard book but to a bibliography.
- Place [bibliography] after the book title if the word does not appear in the title.
- Follow the content type with a period unless the book is in a non-print medium (see Type of Medium below).
Specific Rules for Content Type

- Titles ending in punctuation other than a period
- Titles not in English

Box 20. Titles ending in punctuation other than a period.

- Most bibliography titles end in a period. Place [bibliography] inside the period.
  

- If a title ends in another form of punctuation, keep that punctuation and follow [bibliography] with a period
  
  Advancing women’s status: women and men together? [bibliography].

Box 21. Titles not in English.

- If a translation of a title is given, place it in square brackets
  

- When the content type [bibliography] is added after the title, place the content type after the square brackets for the translation
  

Examples for Content Type

2. Standard citation without the word bibliography in the title (content type added)

Type of Medium for Bibliographies (required)

General Rules for Type of Medium

- Indicate the type of medium (microfiche, ultrafiche, microfilm, microcard, etc.) following the title (and content type, if present) when a bibliography is published in a microform

- Place the name of the medium in square brackets and end with a period, such as ";[microfiche]." or ";[bibliography on microfilm]."
• Add information about the medium according to the instructions under Physical Description below
• See Chapter 18 and Chapter 22 for bibliographies in electronic formats

Specific Rules for Type of Medium
• Both a content type and a medium
• Titles ending in punctuation other than a period
• Titles not in English

Box 22. Both a content type and a medium.
• If the word "bibliography" is not in the title, add the content type [bibliography] after the title
• If a bibliography is also in a microform, add the specific type of microform to the content type, preceded by "on", such as [bibliography on microfilm]

Example:
Williams LA, compiler. Family violence and American Indians/Alaska Natives: a report to the Indian Health Service Office of Women's Health [bibliography on microfiche]. [Bethesda (MD)]: Department of Health and Human Services (US), Indian Health Service, Office of Women's Health; 2002 Oct. 96 p. 1 microfiche: black & white, 4 x 6 in.

Box 23. Titles ending in punctuation other than a period.
• Most titles of books end in a period. Place [microfiche], [microfilm], or [microcard] inside the period.

An overview of medical and public health literature addressing literacy issues: an annotated bibliography [microfiche].

• If a title ends in another form of punctuation, keep that punctuation and follow [microfiche], [microfilm], or [microcard] with a period

A bibliography on human rights in South Africa: is Apartheid gone? [microfiche].

Box 24. Titles not in English.
• If a translation of a title is provided, place the translation after the original title and place it in square brackets

Box 24 continues on next page...
Box 24 continued from previous page.

Chusu shinkeikei senten ijo bunkenshu: kore made no shinpo to kongo no kadai [Bibliographies of congenital central nervous system diseases].

- If a bibliography is in a microform (microfiche, microfile, microcard, etc.), place the specific type of microform within square brackets following the translation

Chusu shinkeikei senten ijo bunkenshu: kore made no shinpo to kongo no kadai [Bibliographies of congenital central nervous system diseases] [microfilm].

Examples for Type of Medium

33. Bibliography in a microform

Edition for Bibliographies (required)

General Rules for Edition

- Indicate the edition/version being cited after the title (and Content Type or Type of Medium if present) when a bibliography is published in more than one edition or version
- Abbreviate common words (see Abbreviation rules for editions below)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period

Box 25. Abbreviation rules for editions.

- Abbreviate common words found in edition statements, if desired:

<table>
<thead>
<tr>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>abbreviated</td>
<td>abbr.</td>
</tr>
<tr>
<td>abridged</td>
<td>abr.</td>
</tr>
<tr>
<td>American</td>
<td>Am.</td>
</tr>
<tr>
<td>augmented</td>
<td>augm.</td>
</tr>
<tr>
<td>authorized</td>
<td>authoriz.</td>
</tr>
<tr>
<td>English</td>
<td>Engl.</td>
</tr>
</tbody>
</table>

Box 25 continues on next page...
Box 25 continued from previous page.

<table>
<thead>
<tr>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>enlarged</td>
<td>enl.</td>
</tr>
<tr>
<td>expanded</td>
<td>expand.</td>
</tr>
<tr>
<td>illustrated</td>
<td>ill.</td>
</tr>
<tr>
<td>modified</td>
<td>mod.</td>
</tr>
<tr>
<td>original</td>
<td>orig.</td>
</tr>
<tr>
<td>reprint(ed)</td>
<td>repr.</td>
</tr>
<tr>
<td>revised</td>
<td>rev.</td>
</tr>
<tr>
<td>special</td>
<td>spec.</td>
</tr>
<tr>
<td>translation</td>
<td>transl.</td>
</tr>
<tr>
<td>translated</td>
<td></td>
</tr>
</tbody>
</table>

For additional abbreviations, see ISO 832:1994 - *Rules for the abbreviation of bibliographic terms*.

- Follow abbreviated words with a period and end all edition information with a period
  - 3rd rev. ed.
  - 1st Engl. ed.

Specific Rules for Edition

- Abbreviation rules for editions
- Non-English words for editions
- First editions


- For non-English edition statements written in the roman alphabet (French, German, Spanish, Italian, etc.):
  - Provide the name in the original language
  - Abbreviate common words used in edition statements if the language is a familiar one
  - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

Box 26 continues on next page...
Box 26 continued from previous page.

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- Separate the edition from the title proper by a space

- Retain the punctuation used in the edition statement

- End the edition information with a period

Examples:

Ed. 1a.
5. ed. interamente riv. e aggiornata.
2. ed. veneta.
Nuova ed.
Seconda ed.
4a ed. rev. e ampliada.
2° ed. ampliada y actualizada.

- For an edition statement written in Cyrillic, Greek, Arabic, Hebrew, or Korean:

  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the ALA-LC Romanization Tables.

  - Abbreviate common words used in edition statements if the language is a familiar one

  - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

  - Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

  - Separate the edition from the title proper by a space

  - Retain the punctuation used in the edition statement

  - Follow abbreviated words by a period and end all edition information with a period

Examples:
Box 26 continued from previous page.

Izd. 3., perer. i dop.
2. dopunjeno izd.
2. ekd. epeux.
3. ekd.

- For an edition statement written in a character-based language such as Chinese or Japanese:
  - Transliterate or translate the words for edition
  - Do not abbreviate or omit any words
  - Use the capitalization system of the particular language
  - Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
  - Separate the edition from the title by a space
  - Retain the punctuation used in the edition statement.
  - End all edition information with a period

 Examples:

Shohan.
Dai 1-han.
Dai 3-pan.
Di 3 ban.
Cai se ban, Xianggang di 1 ban.
Che 6-p’an.

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Edition</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danish</td>
<td>oplag</td>
<td>n.a.</td>
</tr>
<tr>
<td></td>
<td>udgave</td>
<td></td>
</tr>
<tr>
<td>Dutch</td>
<td>uitgave</td>
<td>uitg.</td>
</tr>
</tbody>
</table>
Box 26 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Edition</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>editie</td>
<td>ed.</td>
<td></td>
</tr>
<tr>
<td>Finnish</td>
<td>julkaisu</td>
<td>julk.</td>
</tr>
<tr>
<td>French</td>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>German</td>
<td>Ausgabe</td>
<td>Ausg.</td>
</tr>
<tr>
<td></td>
<td>Auflage</td>
<td>Aufl.</td>
</tr>
<tr>
<td>Greek</td>
<td>ekdosis</td>
<td>ekd.</td>
</tr>
<tr>
<td>Italian</td>
<td>edizione</td>
<td>ed.</td>
</tr>
<tr>
<td>Portuguese</td>
<td>edicao</td>
<td>ed.</td>
</tr>
<tr>
<td>Russian</td>
<td>izdanie</td>
<td>izd.</td>
</tr>
<tr>
<td></td>
<td>publikacija</td>
<td>publ.</td>
</tr>
<tr>
<td>Norwegian</td>
<td>publikasjon</td>
<td>publ.</td>
</tr>
<tr>
<td>Spanish</td>
<td>ediccion</td>
<td>ed.</td>
</tr>
<tr>
<td></td>
<td>publicacion</td>
<td>publ.</td>
</tr>
<tr>
<td>Swedish</td>
<td>upplaga</td>
<td>n.a.</td>
</tr>
</tbody>
</table>

Box 27. First editions.

- If a bibliography does not carry any statement of edition, assume it is the first or only edition
- Use 1st ed. only when you know that subsequent editions have been published and you wish to cite the earlier one

Examples for Edition

12. Bibliography with edition

Editor and other Secondary Authors for Bibliographies (optional)

General Rules for Editor and other Secondary Authors

- A secondary author modifies the work of the author. Examples include editors, translators, and illustrators.
- Place the names of secondary authors after the title and any edition statement
- Use the same rules for the format of names presented in Author/Editor above
- Follow the last named editor with a comma and the word editor or editors; the last named illustrator with a comma and the word illustrator or illustrators, etc.
End secondary author information with a period
If there is no author, move secondary authors such as editors and translators to the author position in the reference

Specific Rules for Editor and other Secondary Authors

- More than one type of secondary author
- Secondary author performing more than one role
- Non-English names for secondary authors
- Organization as editor

Box 28. More than one type of secondary author.
A bibliography may have several types of secondary author.

- List all of them in the order they are given in the publication
- Separate each type of author and the accompanying role by a semicolon
- End secondary author information with a period

Examples:

Smith BC, editor; Carson HT, illustrator.

Graber AF, Longstreet RG, translators; Johnson CT, Marks C, Huston MA, illustrators.

Box 29. Secondary author performing more than one role.
If the same secondary author performs more than one role,

- List all of them in the order they are given in the publication
- Separate the roles by "and"
- End secondary author information with a period

Example:

Jones AB, editor and translator.

Box 30. Non-English names for secondary authors.

- Translate the word found for editor, translator, illustrator, or other secondary author into English if possible. However, the wording found on the publication may always be used.
- To assist in identifying secondary authors, below is a brief list of non-English words for them:

Box 30 continues on next page...
Box 30 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
<th>Word for Translator</th>
<th>Word for Illustrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
<td>traducteur</td>
<td>illustrateur</td>
</tr>
<tr>
<td></td>
<td>editeur</td>
<td></td>
<td></td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
<td>ubersetzer</td>
<td>erlauterer</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
<td>dolmetscher</td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
<td>tradutore</td>
<td>disegnatore</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>editore</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
<td>traductor</td>
<td>ilustrador</td>
</tr>
<tr>
<td></td>
<td>editor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td>redaktor</td>
<td>perevodchik</td>
<td>konstruktor</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Box 31. Organization as editor.

On rare occasions an organization will be listed as the editor.

- Follow the instructions for entering the organization name found under Organizations as author
- Place a comma, a space, and the word editor after the organization name
  
  American Chemical Society, Committee on Chemical Safety, editor.

Examples for Editor and other Secondary Authors

4. Bibliography with compilers and editors  
6. Bibliography with editors and other secondary authors, but no compilers  
7. Bibliography with no compilers or editors

Place of Publication for Bibliographies (required)

General Rules for Place of Publication

- Place is defined as the city where the bibliography was published  
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
• Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as London (ON) and London (England)
• Use the anglicized form for a non-US city, such as Vienna for Wein
• End place information with a colon

Specific Rules for Place of Publication

• Non-US cities
• Joint publication
• Multiple places of publication
• No place of publication can be found

Box 32. Non-US cities.

• Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, whenever possible. However, the name as found on the publication may always be used.

• Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  ○ Treat letters marked with diacritics or accents as if they are not marked
    \[
    \begin{align*}
    \text{Å} & \text{ treated as } A \\
    \text{Ø} & \text{ treated as } O \\
    \text{Ç} & \text{ treated as } C \\
    \text{Ł} & \text{ treated as } L \\
    \text{à} & \text{ treated as } a \\
    \text{ğ} & \text{ treated as } g \\
    \text{ń} & \text{ treated as } n \\
    \text{ü} & \text{ treated as } u
    \end{align*}
    \]
  ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    \[
    \begin{align*}
    \text{æ} & \text{ treated as } ae \\
    \text{œ} & \text{ treated as } oe
    \end{align*}
    \]

Box 32 continues on next page...
Box 32 continued from previous page.

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), place in parentheses
  
  Montreal (QC):
  Ottawa (ON):
  Vancouver (BC):

- If the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.
  
  London:
  Rome:
  Paris:
  Madrid:
  
  but

  Malaga (Spain): or Malaga (ES):
  Basel (Switzerland): or Basel (CH):
  Oxford (England): or Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

Box 33. Joint publication.

- Two organizations may co-publish a bibliography. Use the city of the first organization found on the title page (or on the back of the title page if no publisher information appears on the title page), as the place of publication.

- Place the name of the second organization as a note at the end of the citation, if desired
  

- Do not give multiple places as place of publication or include multiple publishers
Box 34. Multiple places of publication.

- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.
- As an option, if one place is a US city and the other(s) are not, use the US city

Box 35. No place of publication can be found.

- If no place of publication can be found on the title page or its verso (back), but one can be found elsewhere in the publication or can be reasonably inferred (e.g., Chicago as the place for a publication of the American Medical Association), place the city in square brackets, such as "][Chicago]"


- If no place of publication can be found or inferred, use [place unknown]


Examples for Place of Publication

13. Bibliography with well-known place of publication

14. Bibliography with geographic qualifier added to place of publication for clarity

15. Bibliography with place of publication inferred

16. Bibliography with no place of publication found

21. Bibliography with no place of publication or publisher found

Publisher for Bibliographies (required)

General Rules for Publisher

- Record the name of the publisher as it appears in the publication, using whatever capitalization and punctuation is found there
-Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- When a division or other subsidiary part of a publisher appears in the publication, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a semicolon
Specific Rules for Publisher

- Abbreviated words in publisher names
- Non-English publishers
- Government agencies and other national and international bodies as publisher
- Joint publication
- Multiple publishers
- No publisher can be found

Box 36. Abbreviated words in publisher names.

- Abbreviate commonly used words in names, if desired

  Examples:
  
  Acad. for Academy
  Assoc. for Association
  Co. for Company
  Coll. for College
  Corp. for Corporation
  Dept. for Department
  Div. for Division
  Inst. for Institute or Institution
  Ltd. for Limited
  Soc. for Society
  Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

- Follow all abbreviated words with a period

Box 37. Non-English publishers.

- Give publisher names appearing in the roman alphabet (French, Spanish, Italian, etc.) in their original language

  Rome: Societa Editrice Universo;

Box 37 continues on next page...
Box 37 continued from previous page.

Lisbon: Imprensa Medica;

- Romanize names given in Cyrillic, Greek, Arabic, Hebrew, Korean
  Sofia (Bulgaria): Sofia Medizina i Fizkultura;

- Romanize names or translate names presented in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.
  Tokyo: Medikaru Rebyusha;
  Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute];
  Taiyuan (China): Shanxi ke xue ji she chu ban she;
  [Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized.].

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    Å  treated as  A
    Ø  treated as  O
    Ç  treated as  C
    Ł  treated as  L
    à  treated as  a
    ĝ  treated as  g
    ñ  treated as  n
    ü  treated as  u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    æ  treated as  ae
    œ  treated as  oe

Box 37 continues on next page...
Box 37 continued from previous page.

- If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.

  Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press];

- If the name of a division of other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest.

  Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero;

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation has been given in the publication.

  Aarhus (Denmark): [Aarhus University Press];

Box 38. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D).

  National Cancer Institute (US)

  National Society on Alcoholism and Drug Dependence (NZ)

  Royal Society of Medicine Press Ltd. (GB)

  Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor who disseminates documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency that issued the publication as the publisher and include distributor information as a note, preceded by the phrase "Available from:"

**Box 39. Joint publication.**

- Two organizations may co-publish a bibliography. Use the first organization appearing on the title page or the verso (back) of the title page as the publisher.
- Place the name of the second organization as a note at the end of the citation, if desired


- Do not give more than one name as publisher

**Box 40. Multiple publishers.**

- If more than one publisher is found in a document, use the first one given or the one set in the largest type or bold type
- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.
- Do not list multiple publishers. For those publications with joint or co-publishers, use the name given first as the publisher and include the name of the second as a note if desired. For example, use "Jointly published by the Canadian Pharmacists Association".
- End publisher information with a semicolon

**Box 41. No publisher can be found.**

- If no publisher can be found, use [publisher unknown]


**Examples for Publisher**

17. Bibliography with publisher with subsidiary department/division named

18. Bibliography with national or governmental agency as publisher, with country qualifier added

19. Bibliography with joint publication

20. Bibliography with no publisher found
21. Bibliography with no place of publication or publisher found

**Date of Publication for Bibliographies (required)**

**General Rules for Date of Publication**

- Always give the year of publication
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month of publication, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them to the first three letters, such as Jan
- End date information with a period

**Specific Rules for Date of Publication**

- Multiple years of publication
- Non-English names for months
- Seasons instead of months
- Date of publication and date of copyright
- No date of publication, but a date of copyright
- No date of publication or copyright can be found
- Options for date of publication

**Box 42. Multiple years of publication.**

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.
  
  2002-2003
  1997-1998
  1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.
  
  1999 Oct-2000 Mar
  2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen
  
  2005 Jan-Feb
  1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.
Box 43. Non-English names for months.

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them

For example:

- mayo = May
- luty = Feb
- brezen = Mar

Box 44. Seasons instead of months.

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them

For example:

- balvan = Summer
- outomno = Fall
- hiver = Winter
- pomlad = Spring

Box 45. Date of publication and date of copyright.

Some publications have both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the date of publication unless three or more years separates the two dates
- In this situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, "2002, c1997".

This convention alerts a user that the information in the publication is older than the date of publication implies.

Example:

**Box 46. No date of publication, but a date of copyright.**

- A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005.


**Box 47. No date of publication or copyright can be found.**

- If neither a date of publication nor a date of copyright can be found, but a date can be estimated because of material contained in the bibliography itself or on accompanying material, insert a question mark after the estimated date and place date information in square brackets


- If neither a date of publication nor a date of copyright can be found nor can the date be estimated, use [date unknown]


**Box 47a. Options for date of publication.**

It is not NLM policy, but the following is an acceptable option:

The date of publication may follow the author names in the list of references when the name-year system of in-text references is used.

- Use the year of publication only
- Place the year after the last named author, followed by a period
- End publisher information with a period

*NLM citation:*

Box 47a continues on next page...
Box 47a continued from previous page.


Name-year system of citation:


Examples for Date of Publication

22. Bibliography with standard date of publication
23. Bibliography with month and year of publication
24. Bibliography with multiple years
25. Bibliography with date of publication estimated
26. Bibliography with no date of publication, but a date of copyright
27. Bibliography with no date of publication or copyright found

Pagination for Bibliographies (optional)

General Rules for Pagination

- Provide the total number of pages on which the text of the bibliography appears
- Do not count pages for such items as introductory material, appendixes, and indexes unless they are included in the pagination of the text
- Follow the page total with a space and the letter p
- For bibliographies published in more than one physical volume, cite the total number of volumes instead of the number of pages, such as 4 vol.
- End pagination information with a period

Specific Rules for Pagination

- Roman numerals used as page numbers
- No numbers appear on the pages of the bibliography

Box 48. Roman numerals used as page numbers.

If all of the pages (not just the introductory pages) of a bibliography have roman numerals instead of the usual arabic numbers:

- Convert the roman numeral on the last page of the text to an arabic number
Box 48 continued from previous page.

- Follow the number by "p."
- Surround the number and "p." by square brackets, such as [12 p.]
- End page information with a period

Example:

[20 p.]

Box 49. No numbers appear on the pages of the bibliography.

 Occasionally, a bibliography will have no numbers on its pages. If the entire publication has no page numbers:

- Count the total number of pages of the text
- Express the total as leaves, not pages
- End with a period

Example:


Examples for Pagination

28. Bibliography with standard pagination

29. Bibliography published in more than one volume

30. No page numbers on the pages of the bibliography

Physical Description for Bibliographies (optional)

General Rules for Physical Description

- Give information on the physical characteristics if a bibliography is published in a microform (microfilm, microfiche, etc.), such as 3 microfiche: black & white, 2 x 4 in. This information will help the reader select the appropriate equipment with which to view the microform.

Specific Rules for Physical Description

- Language for describing physical characteristics
Box 50. Language for describing physical characteristics.

If a bibliography is published on microfiche, microfilm, or microcards:

- Begin with information on the number and type of physical pieces, followed by a colon and a space
  - 5 microfiche:
  - 3 reels: [of microfilm]
  - 1 microcard:

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches. Separate types of information by commas.

  Typical words used include:
  - color
  - black & white
  - positive
  - negative
  - 4 x 6 in. (standard microfiche size)
  - 3 x 5 in. (standard microcard size)
  - 35 mm. (a standard microfilm size)
  - 16 mm. (a standard microfilm size)

  Examples of complete physical description statements:
  - 3 microfiche: color, positive, 4 x 6 in.
  - 5 microcards: black & white, 3 x 5 in.
  - 1 reel: black& white, negative, 35 mm.

Examples for Physical Description

33. Bibliography in a microform

Series for Bibliographies (optional)

General Rules for Series

- Begin with the name of the series
- Capitalize only the first word and proper nouns
• Follow the name with any numbers provided. For example, vol. 3 for a volume or no. 12 for an issue number.
• Separate the title and the number by a semicolon and a space
• Place series information in parentheses
• End series information with a period, placed outside the closing parenthesis

Specific Rules for Series

• Series editor’s name provided

Box 51. Series editor’s name provided.

As an option, the name of the overall series editor may be included with the series information.

• Begin with the name of the series editor or editors:
  ○ Give surname first
  ○ Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
  ○ Separate multiple names with a comma
  ○ End name information with a comma
  ○ See the information under Author/Editor for further name rules

• Place the word editor or editors after the name information, followed by a period

• Enter the name of the series, capitalizing only the first word and proper nouns

• Follow the name with any numbers given, such as a volume or issue number; for example, vol. 3 and no. 12

• Separate the name and the numeration by a semicolon and a space

• Place series information in parentheses

• End series information with a period, placed outside the closing parenthesis

Example:


Examples for Series

31. Bibliography in a series

32. Bibliography in a series with series editor’s name included
Language for Bibliographies (required)

General Rules for Language

• Give the language of publication if other than English
• Capitalize the language name
• Follow the language name with a period

Specific Rules for Language

• Bibliographies appearing in more than one language

Box 52. Bibliographies appearing in more than one language.

• If a bibliography is written in several languages, give the title in the first language found on the title page and indicate all languages of publication after the pagination. Separate the languages by commas.


• If a bibliography is written in two or more equal languages, as often occurs in Canadian publications, give all titles in the order in which they are presented in the text, with an equals sign between them. Indicate the particular languages, separated by a comma, after the pagination.


• If none of the languages is English, follow the titles with a translation whenever possible. Place the translation in square brackets.


Examples for Language

9. Bibliography with title in a language other than English
10. Bibliography with title in multiple languages

11. Bibliography with titles with parallel text in two languages

**Notes for Bibliographies (optional)**

**General Rules for Notes**

- Notes is a collective term for any type of useful information given after the citation itself
- Complete sentences are not required
- Be brief

**Specific Rules for Notes**

- Information on number of citations, time period covered, etc.
- Bibliography accompanied by a videocassette, CD-ROM, DVD, etc.
- Other types of material to include in notes

**Box 53. Information on number of citations, time period covered, etc.**

- If the number of citations or time period covered is not included in the title or subtitle, it is useful to the reader to include such information in notes


**Box 54. Bibliography accompanied by a videocassette, CD-ROM, DVD, etc.**

- If a bibliography has supplemental material accompanying it in the form of a videocassette, CD-ROM, DVD, or another medium, begin by citing the book. Add the phrase "Accompanied by:" followed by a space and the number and type of medium.


  Sacks JM, Bilaniuk MT, Gendron JM, editors. Bibliography of psychodrama: inception to date. New York: Psychodrama Center of New York; c1995. 129 p. Accompanied by: 2 disks: 3 1/2 in. One disk is for an IBM Personal Computer, the other is for a Macintosh.
Box 55. Other types of material to include in notes.

- If the bibliography was government sponsored or funded, give the name of the sponsoring agency


- If the bibliography is available from a clearinghouse or other organization not the publisher, give the name and any acquisition number. Begin with the phrase "Available from" followed by a colon and a space.


- If the bibliography has acronyms or other words that need an explanation, provide it


- If the bibliography may be found in a library or other archive, give the name and any location number. Begin with the phrase "Located at" followed by a colon and a space.


Examples for Notes

34. Bibliography with note on number of citations, date range

35. Bibliography that is government sponsored

36. Bibliography with availability statement
37. Bibliography accompanied by a CD-ROM, disk, or other medium
38. Bibliography with other supplemental notes

Examples of Citations to Entire Bibliographies

1. Standard citation with bibliography in the title


2. Standard citation without the word bibliography in the title (content type added)


3. Bibliography with optional full first names for compilers


4. Bibliography with compilers and editors


5. Bibliography with organization as compiler

6. Bibliography with editors and other secondary authors, but no compilers


7. Bibliography with no compilers or editors


8. Bibliography with compiler affiliation(s) included


9. Bibliography with title in a language other than English


with translation

10. Bibliography with title in multiple languages


11. Bibliography with titles with parallel text in two languages


12. Bibliography with edition


13. Bibliography with well-known place of publication


14. Bibliography with geographic qualifier added to place of publication for clarity


15. Bibliography with place of publication inferred


16. Bibliography with no place of publication found


17. Bibliography with publisher with subsidiary department/division named


18. Bibliography with national or governmental agency as publisher, with country qualifier added


19. Bibliography with joint publication


20. Bibliography with no publisher found


21. Bibliography with no place of publication or publisher found


22. Bibliography with standard date of publication


23. Bibliography with month and year of publication


24. Bibliography with multiple years


25. Bibliography with date of publication estimated

26. Bibliography with no date of publication, but a date of copyright

27. Bibliography with no date of publication or copyright found

28. Bibliography with standard pagination

29. Bibliography published in more than one volume

30. No page numbers on the pages of the bibliography

31. Bibliography in a series


32. Bibliography in a series with series editor's name included
33. Bibliography in a microform

Williams LA, compiler. Family violence and American Indians/Alaska Natives: a report to the Indian Health Service Office of Women's Health [bibliography on microfiche]. [Bethesda (MD)]: Department of Health and Human Services (US), Indian Health Service, Office of Women's Health; 2002 Oct. 96 p. 1 microfiche: black & white, 4 x 6 in.

34. Bibliography with note on number of citations, date range

35. Bibliography that is government sponsored

36. Bibliography with availability statement


37. Bibliography accompanied by a CD-ROM, disk, or other medium

Sacks JM, Bilaniuk MT, Gendron JM, editors. Bibliography of psychodrama: inception to date. New York: Psychodrama Center of New York; c1995. 129 p. Accompanied by: 2 disks: 3 1/2 in. One disk is for an IBM Personal Computer, the other is for a Macintosh.
38. Bibliography with other supplemental notes


B. Sample Citation and Introduction to Citing Parts of Bibliographies

The general format for a reference to a part of a bibliography, including punctuation:

```
Author

Title

Place of Publication

Publisher

Date

Name of Part

Number of Part

Title of Part

Location of Part
```

Examples of Citations to Parts of Bibliographies

Rather than citing a bibliography as a whole, separately identified portions of a bibliography may be cited. Chapters, sections, appendixes, and the like are considered parts of bibliographies when they are written or compiled by the authors of the bibliography.

Because a reference should start with the individual or organization with responsibility for the intellectual content of the publication, begin a reference to a part of a bibliography with the bibliography itself, then follow it with the information about the part. See Chapter 2C Parts of Books for further details on citing parts.

For instructions on citing one volume of a bibliography published in multiple volumes, see Chapter 2B Individual Volumes of Books (Chapter 2B(1) Individual Volumes With a Separate Title but Without Separate Authors/Editors or Chapter 2B(2) Individual Volumes With a Separate Title and Separate Authors/Editors) and example 7 below.

Continue to Citation Rules with Examples for Parts of Bibliographies.

Continue to Examples of Citations to Parts of Bibliographies.
**Citation Rules with Examples for Parts of Bibliographies**

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Bibliography (R) | Name and Number/Letter of the Part (R) | Title of the Part (R) | Location (Pagination) of the Part (R)

**Bibliography (required)**

Cite the bibliography according to Chapter 6A Entire Bibliographies

**Name and Number/Letter of the Part for a Bibliography (required)**

**General Rules for Name and Number/Letter**

- Enter the name of the part, such as Chapter or Appendix
- Do not abbreviate names. For example, convert Chap. to Chapter.
- Follow the name with any accompanying number or letter, such as Chapter 12 or Appendix A
- Use arabic numbers only. For example: convert VI or Six to 6.
- End name and number/letter information with a comma and a space

**Specific Rules for Name and Number/Letter**

- Non-English names for parts
- No letter or number follows the name
- No name appears

**Box 56. Non-English names for parts.**

- Provide the name in the original language for non-English names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)
  - Capitulo 10
  - Annexe 5
  - Figura 10a
- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.
  - Risunok 6
  - Parartema 4

*Box 56 continues on next page...*
Romanize or translate names in character-based languages (Chinese, Japanese, etc.). Surround translated titles with square brackets.

Ichiran-hiyo 3 or [Table 3, ]

Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked
  
  Å treated as A
  Ø treated as O
  Ç treated as C
  Ł treated as L
  à treated as a
  Ū treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  æ treated as ae
  œ treated as oe

- Provide an English translation, if possible, after the original language title, placed in square brackets


- To help identify parts in other languages, see the following examples:

<table>
<thead>
<tr>
<th>Language</th>
<th>Chapter</th>
<th>Table</th>
<th>Figure</th>
<th>Appendix</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>Chapitre</td>
<td>Tableau</td>
<td>Figure</td>
<td>Appendice</td>
<td>Section</td>
</tr>
<tr>
<td>German</td>
<td>Kapitel</td>
<td>Tabelle</td>
<td>Abbildung</td>
<td>Anhang</td>
<td>Sektion</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Figur</td>
<td>Appendix</td>
<td>Abteilung</td>
</tr>
</tbody>
</table>

Box 56 continues on next page...
Box 56 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Chapter</th>
<th>Table</th>
<th>Figure</th>
<th>Appendix</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Italian</td>
<td>Capitolo</td>
<td>Tabella</td>
<td>Figura</td>
<td>Appendice</td>
<td>Parte</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sezione</td>
</tr>
<tr>
<td>Russian</td>
<td>Glava</td>
<td>Tablitsa</td>
<td>Risunok</td>
<td>Prilozenie</td>
<td>Sekcija</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Otdel</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Otdelenie</td>
</tr>
<tr>
<td>Spanish</td>
<td>Capitulo</td>
<td>Tabla</td>
<td>Figura</td>
<td>Apendice</td>
<td>Seccion</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Parte</td>
</tr>
</tbody>
</table>

Box 57. **No letter or number follows the name.**

- Occasionally, an author will label a part as simply "Table", "Figure", "Appendix", or another name without following the name with any letter or number. In this case, give whatever name is used for the part and follow it with a comma and the title.

  Appendix, Organization and program Internet resources; p. 516-7.

Box 58. **No name appears.**

- If the part being cited is clearly a table, figure, appendix, or similar part but it is not labeled as such, place the name within square brackets and follow it with any identifying number or letter

  [Appendix], Sources consulted; p. 151-3.

- If the part being cited is not a table, figure, or appendix and has no other identifying name such as "section", begin with the title of the part

  Fires and burns; p. 72-5.

  Sialography; p. 1029-30.

**Examples for Name and Number/Letter**

1. A chapter of a bibliography
2. A subject section of a bibliography with number/letter
3. A subject section of a bibliography without number/letter
4. An appendix of a bibliography
5. Other parts of a bibliography
6. Part of a bibliography in a language other than English
7. One volume of a bibliography

**Title of the Part for a Bibliography (required)**

**General Rules for Title**
- Enter the title of the part as it appears in the bibliography
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- End title information with a semicolon and a space

**Specific Rules for Title**
- Titles for parts not in English
- Titles of parts containing a Greek letter, chemical formula, or other special character
- No title appears

**Box 59. Titles for parts not in English.**
- Provide the name in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Capitulo 10, Publicaciones sobre medicina homeopatica; p. 185-8. Spanish.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

  Risunok 2, Tendentsii smertnosti i prodolzhitel’nosti zhizni naseleniya Ukrainy v poslevoennyi period; p. 53. Russian.

- Romanize or translate titles in character-based languages (Chinese, Japanese, etc.). Place the translation in square brackets.


- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked

      Å  treated as  A

*Box 59 continues on next page...*
Box 59 continued from previous page.

Ø treated as O
Ç treated as C
Ł treated as L
à treated as a
ê treated as g
ń treated as n
ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  æ treated as ae
  œ treated as oe

- Provide an English translation, if possible, after the original language title. Place the translation in square brackets.

Box 60. Titles of parts containing a Greek letter, chemical formula, or other special character.

- Capitalize the first word of the title of a part unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized
  Part 10, n-alkenes; p. 374-90.
  Chapter 3, von Willebrand factor; p. 45-51.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.
  Section 3, Seed extract of Syzygium Cumini (Jamun) exposed to different doses of γ-radiation; p. 566-9.
  may become
Box 60 continued from previous page.

Section 3, Seed extract of *Syzygium Cumini* (Jamun) exposed to different doses of gamma-radiation; p. 566.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

  Chapter 4, Transport of $\text{NH}_3$ into red blood cells; p. 149-51.

  may become

  Chapter 4, Transport of $\text{NH}(3)$ into red blood cells; p. 149-51.

Box 61. No title appears.

Occasionally a part does not have a formal title, only a legend (explanatory text) for the table, figure, appendix, or other part. When this occurs:

- Create a title from the first few words of the text. Use enough words to make the constructed title meaningful.

- Place the created title within square brackets

  Table, [Ratios of types of literature found]; p. 72.


Examples for Title

1. A chapter of a bibliography
2. A subject section of a bibliography with number/letter
3. A subject section of a bibliography without number/letter
4. An appendix of a bibliography
5. Other parts of a bibliography
6. Part of a bibliography in a language other than English
7. One volume of a bibliography

Location (Pagination) of the Part for a Bibliography (required)

General Rules for Location (Pagination)

- Begin location with "p." followed by a space
- Enter the page number or numbers on which the part appears. Examples: p. 438 and p. 663-4.
- Do not repeat page numbers unless they are followed by a letter. For example: 126-127 becomes p. 126-7, but p. 126A-127A is correct.
- Include a letter (often S for Supplement or A for Appendix) when it precedes the page number. For example: p. S10-8.
- End page information with a period

**Specific Rules for Location (Pagination)**

- Roman numerals for page numbers
- Part paginated separately
- No page numbers appear on the pages of the part

**Box 62. Roman numerals for page numbers.**

- Contrary to the practice with volume and issue numbers, keep roman numerals when they are used as page numbers
- Give roman numerals in upper or lower case, whichever appears in the publication
  
  Appendix 2, Directory of organizations; p. XXI-XXII.
  
  Table 8, Classification of lung adenocarcinoma; p. xv.

**Box 63. Part paginated separately.**

- A part such as an appendix or a group of tables may be given its own pagination and begin anew with page one. When this occurs, give the total number of pages of the part you wish to cite, placed in square brackets, such as [5 p.].
  
  Appendix 3C, Search strategies used; [7 p.].

**Box 64. No page numbers appear on the pages of the part.**

Occasionally, a table, figure, appendix, or another part will appear on a page that is not numbered.

- If only the part to be cited has no page numbers, identify the location in relation to numbered pages. For example: preceding p. 17 or following p. 503. Place such phrases in square brackets.
  
  Figure 5, Modeling the rise of in-hospital death; [preceding p. 55].
  
  Appendix, Patient questionnaire; [following p. 17].

*Box 64 continues on next page...*
Box 64 continued from previous page.

- If the entire bibliography has no page numbers or the part cannot be easily located in relation to numbered pages, give the total number of pages of the part you wish to cite, placed in square brackets, such as [5 p.]

Table, Checklist of sources; [1 p.]

Examples for Location (Pagination)

1. A chapter of a bibliography
2. A subject section of a bibliography with number/letter
3. A subject section of a bibliography without number/letter
4. An appendix of a bibliography
5. Other parts of a bibliography
6. Part of a bibliography in a language other than English
7. One volume of a bibliography

Examples of Citations to Parts of Bibliographies

1. A chapter of a bibliography

2. A subject section of a bibliography with number/letter

3. A subject section of a bibliography without number/letter

4. An appendix of a bibliography
   Horowitz LM, Schreiber MD, Hare I, Walker VR, Talley AL, editors. Psychological factors in emergency medical services for children: abstracts of the psychological, behavioral, and


4. An appendix of a bibliography


5. Other parts of a bibliography

Brogdon J, Olsen WC, editors. The contemporary and historical literature of food science and human nutrition [bibliography]. Ithaca (NY): Cornell University Press; c1995. Table 4.6, Characteristics of core monographs; p. 140.


6. Part of a bibliography in a language other than English


with translation


7. One volume of a bibliography


Chapter 7. Patents

Sample Citation and Introduction to Citing Patents

The general format for a reference to a patent, including punctuation:

<table>
<thead>
<tr>
<th>Inventors</th>
<th>Assignee</th>
<th>Title</th>
</tr>
</thead>
</table>

Examples of Citations to Patents

A patent is "A title of legal protection of an invention, issued, upon application and subject to meeting legal criteria, by a government office" (NISO Z39.29). Patents are a special type of legal document requiring specific information. Thus citations to patents are very different from the standard book.

- Patents have two types of "authors", the inventor(s) of the device, process, or other entity being patented, and the "assignee", the organization or individual(s) holding legal title to the patent. Note that assignee is used to refer to both a single patent holder or multiple holders.
- The name of the country granting the patent and the patent number are used instead of place of publication and publisher. Use the adjectival form of the English name for the country, e.g., "French" for France and "German" for Germany. Note, however, that US patents use United States and UK patents United Kingdom, not American and British.

In addition to patents being granted by individual countries, they may be issued by a regional office working for a number of countries, such as the European Patent Office, the Eurasian Patent Organization, and the African Regional Intellectual Property Organization. Under such regional systems, an applicant requests protection for the invention in one or more countries, and each country decides whether to offer patent protection within its borders. Patent numbers beginning with EP, for example, were issued by the European Patent Office. Finally, international patents may be issued through the
World Intellectual Property Organization (WIPO). "World patent" is used for the country, and patent numbers begin with WO.

Either a final patent or a patent application may be cited. For the latter, include the word application as part of the patent document type. See the rules for Patent Applications below and example #26.

Continue to Citation Rules with Examples for Patents.

Continue to Examples of Citations to Patents.

**Citation Rules with Examples for Patents**

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (Inventor) (R) | Author (Assignee) (R) | Author Affiliation (O) | Title (R) | Type of Medium (R) | Patent Country (R) | Patent Document Type (R) | Country Code (R) | Patent Number (R) | Date Issued (R) | Pagination (O) | Physical Description (O) | International Classification Code (O) | Country Classification Code (O) | Application Number and Filing Date (O) | Language (R) | Notes (O) | Patent Applications

**Author (Inventor) for Patents (required)**

**General Rules for Author (inventor)**

- Begin with names of the inventors
- List names in the order they appear in the text
- Enter surname (family or last name) first for each inventor
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all inventors, regardless of the number
- Separate inventor names from each other by a comma and a space
- Follow the last named inventor with a comma and the word inventor or inventors
- End inventor information with a semicolon and a space

**Specific Rules for Author (inventor)**

- Surnames provided in all capital letters
- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Designations of rank in a family, such as Jr and III
• Degrees, titles, and honors before or after a personal name
• Non-English names for inventor
• Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
• Organizations as inventor
• Options for inventor names

**Box 1. Surnames provided in all capital letters.**

- When the surname is provided in all capital letters, lowercase all letters except the first letter of the surname (or surnames if a compound name) and any prefix, preposition, or particle
  
  O'CONNER  *becomes*  O'Conner  
  ROBLES GARCIA  *becomes*  Robles Garcia  
  LE HENANFF  *becomes*  Le Henanff  
  HALLEY DES FONTAINES  *becomes*  Halley des Fontaines

**Box 2. Surnames with hyphens and other punctuation in them.**

- Keep hyphens in surnames
  
  Estelle Palmer-Canton  *becomes*  Palmer-Canton E  
  Ahmed El-Assmy  *becomes*  El-Assmy A  

- Keep particles, such as O', D', and L'
  
  Alan D. O'Brien  *becomes*  O'Brien AD  
  James O. L'Esperance  *becomes*  L'Esperance JO  
  U. S'adeh  *becomes*  S'adeh U  

- Omit all other punctuation in surnames
  
  Charles A. St. James  *becomes*  St James CA

**Box 3. Other surname rules.**

- Keep prefixes in surnames
  
  Lama Al Bassit  *becomes*  Al Bassit L  
  Jiddeke M. van de Kamp  *becomes*  van de Kamp JM

*Box 3 continues on next page...*
Gerard de Pouvourville  becomes  de Pouvourville G

- Keep compound surnames even if no hyphen appears
  
  Sergio Lopez Moreno  becomes  Lopez Moreno S
  
  Jaime Mier y Teran  becomes  Mier y Teran J

  Virginie Halley des Fontaines  becomes  Halley des Fontaines V

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked
    
    Å  treated as  A
    
    Ø  treated as  O
    
    Ç  treated as  C
    
    Ł  treated as  L
    
    à  treated as  a
    
    ģ  treated as  g
    
    ñ  treated as  n
    
    ü  treated as  u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    
    æ  treated as  ae
    
    œ  treated as  oe

---

**Box 4. Given names containing punctuation, a prefix, a preposition, or particle.**

- Disregard hyphens joining given (first or middle) names

  Jean-Louis Lagrot  becomes  Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle

  D’Arcy Hart  becomes  Hart D

*Box 4 continues on next page...*
Box 4 continued from previous page.

W. St. John Patterson  becomes  Patterson WS
De la Broquerie Fortier  becomes  Fortier D
Craig McC. Brooks  becomes  Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

  Ch. Wunderly  becomes  Wunderly C
  C. Fr. Erdman  becomes  Erdman CF

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

  Iu. A. Iakontov  becomes  Iakontov IuA
  G. Th. Tsakalos  becomes  Tsakalos GTh

Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation

- Convert roman numerals to arabic ordinals

  Examples:

  Vincent T. DeVita, Jr.  becomes  DeVita VT Jr
  James G. Jones II  becomes  Jones JG 2nd
  John A. Adams III  becomes  Adams JA 3rd
  Henry B. Cooper IV  becomes  Cooper HB 4th

Box 6. Degrees, titles, and honors before or after a personal name.

- Omit rank and honors such as Dr. or Sir that precede a name

  Prof. Dr. Eberhard Stennert  becomes  Stennert E
  Sir Frances Hildebrand  becomes  Hildebrand F

- Omit degrees, titles, and honors such as M.D. following a personal name
James A. Reed, M.D., F.R.C.S.  becomes  Reed JA
Kristine Schmidt, Ph.D.  becomes  Schmidt K

Box 7. Non-English names for inventor.

- Translate the word found for inventor into English. However, the wording found on the publication may always be used.
- To assist in identifying inventors, below is a brief list of non-English words for inventor:

<table>
<thead>
<tr>
<th>Language</th>
<th>Name for Inventor</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>inquieteur</td>
</tr>
<tr>
<td>German</td>
<td>Verfasser</td>
</tr>
<tr>
<td>Italian</td>
<td>inventore</td>
</tr>
<tr>
<td>Russian</td>
<td>izobretatel</td>
</tr>
<tr>
<td>Spanish</td>
<td>inventor</td>
</tr>
</tbody>
</table>

Box 8. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

- Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the ALA-LC Romanization Tables.
- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese.
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter
  - Iu. A. Iakontov  becomes  Iakontov IuA
  - G. Th. Tsakalos  becomes  Tsakalos GTh
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked

Box 8 continues on next page...
Box 8 continued from previous page.

Å treated as A
Ø treated as O
Ç treated as C
Ł treated as L
à treated as a
ǵ treated as g
ń treated as n
ü treated as u

○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters
æ treated as ae
œ treated as oe

Box 9. Organizations as inventor.

An organization such as a university, society, association, corporation, or governmental body may serve as an inventor, although this is more unusual today.

• Give the name of the organization as it appears on the title page of the patent, using whatever abbreviations and punctuation are found

• Do not omit any words or abbreviate any words that are not already abbreviated

Examples:

Ethicon Inc
Boston Scientific Limited
Matsushita Electric Industrial Co., Ltd.
The Dow Chemical Company

• Separate two or more organizations by a semicolon

Medical Design Labs, Inc.; Cardiac Pacemakers, Ltd., inventors.

• For names of organizations in languages other than English:

Box 9 continues on next page...
Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

- Istituto di Fisiologia Clinica del CNR
- Universitätsmedizin Berlin
- Consejo Superior de Investigaciones Científicas [Spanish National Research Council]

Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

- Tjumenskaja Gosudarstvennaja Meditsinskaja Akademija [Tyumen State Medical Academy]
  or
  [Tyumen State Medical Academy]

Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

- [Korean Research Institute of Bioscience and Biotechnology]

Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked
  - Å treated as A
  - Ø treated as O
  - Ç treated as C
  - Ł treated as L
  - à treated as a
Box 9 continued from previous page.

\[\begin{align*}
\&\text{\`g\ treated as g} \\
\&\text{\`n\ treated as n} \\
\&\text{\`u\ treated as u}
\end{align*}\]

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  \[\begin{align*}
  \&\text{\`ae\ treated as ae} \\
  \&\text{\`oe\ treated as oe}
\end{align*}\]

Box 10. Options for inventor names.

The following format is not NLM practice for citing names of inventors, but is an acceptable option:

- Full first names of inventors may be given. Separate the surname from the given name or initials by a comma and a space; follow initials with a period; separate successive names by a semicolon and a space.
  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A., inventors;
  Mann, Frederick D.; Swartz, Mary N.; Little, R.T., inventors;

Examples for Author (inventor)

1. Standard US patent
2. US patent with optional full names for inventor(s)
3. Patent in which an inventor is also an assignee
4. Patent in which an organization is the inventor

Author (Assignee) for Patents (required)

General Rules for Author (assignee)

- List names of the assignee (also called proprietors or applicants in some countries) in the order they appear in the text
- Give the name of an organization as it appears on the title page of the patent, using whatever abbreviations and punctuation are found
- Enter surname (family or last name) first for each person as assignee
• Capitalize surnames and enter spaces within surnames as they appear in the
document cited on the assumption that the author approved the form used. For
example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
• Convert given (first) names and middle names to initials for a maximum of two
initials following each surname
• Give all assignee, regardless of the number
• Separate assignee names from each other by a comma and a space
• Follow the last named assignee with a comma and the word assignee (assignee is
used for both singular and plural)
• End assignee information with a period

Specific Rules for Author (assignee)

• Names provided in all capital letters
• Surnames with hyphens and other punctuation in them
• Other surname rules
• Given names containing punctuation, a prefix, a preposition, or particle
• Designations of rank in a family, such as Jr and III
• Degrees, titles, and honors before or after a personal name
• Non-English names for assignee
• Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or
character-based languages (Chinese, Japanese)
• Organizations as assignee
• Both individuals and organizations as assignee
• Options for assignee names

Box 11. Names provided in all capital letters.

• When the surname of an individual is provided in all capital letters, lowercase all
letters except the first letter of the surname (or surnames if a compound name) and
any prefix, preposition, or particle

  O’CONNER  becomes  O’Conner

  ROBLES GARCIA  becomes  Robles Garcia

  LE HENANFF  becomes  Le Henanff

  HALLEY DES FONTAINES  becomes  Halley des Fontaines

• When the name of an organization is provided in all capital letters, capitalize proper
nouns, proper adjectives, acronyms, initialisms, and other significant words in an
organization name and lowercase articles, conjunctions, and prepositions, such as
of, the, at, in

  THE BOARD OF TRUSTEES OF THE UNIVERSITY OF
  MICHIGAN  becomes  The Board of Trustees of the University of Michigan
Box 12. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames
  
  Estelle Palmer-Canton  becomes  Palmer-Canton E
  
  Ahmed El-Assmy  becomes  El-Assmy A

- Keep particles, such as O', D', and L'
  
  Alan D. O'Brien  becomes  O'Brien AD
  
  James O. L'Esperance  becomes  L'Esperance JO
  
  U. S'adeh  becomes  S'adeh U

- Omit all other punctuation in surnames
  
  Charles A. St. James  becomes  St James CA

Box 13. Other surname rules.

- Keep prefixes in surnames
  
  Lama Al Bassit  becomes  Al Bassit L
  
  Jiddeke M. van de Kamp  becomes  van de Kamp JM
  
  Gerard de Pouvourville  becomes  de Pouvourville G

- Keep compound surnames even if no hyphen appears
  
  Sergio Lopez Moreno  becomes  Lopez Moreno S
  
  Jaime Mier y Teran  becomes  Mier y Teran J
  
  Virginie Halley des Fontaines  becomes  Halley des Fontaines V

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  - Treat letters marked with diacritics or accents as if they are not marked
    
    Å  treated as  A
    
    Ø  treated as  O
    
    Ç  treated as  C

Box 13 continues on next page...
Box 13 continued from previous page.

L treated as Ł
à treated as â
ĝ treated as ĝ
ń treated as Ą
ű treated as ū

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  æ treated as æ
  œ treated as œ

Box 14. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names
  Jean-Louis Lagrot becomes Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle
  D’Arcy Hart becomes Hart D
  W. St. John Patterson becomes Patterson WS
  De la Broquerie Fortier becomes Fortier D
  Craig McC. Brooks becomes Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.
  Ch. Wunderly becomes Wunderly C
  C. Fr. Erdman becomes Erdman CF

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter
  Iu. A. Iakontov becomes Iakontov IuA
  G. Th. Tsakalos becomes Tsakalos GTh
Box 15. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation.
- Convert roman numerals to arabic ordinals.

Examples:
- Vincent T. DeVita, Jr. becomes DeVita VT Jr
- James G. Jones II becomes Jones JG 2nd
- John A. Adams III becomes Adams JA 3rd
- Henry B. Cooper IV becomes Cooper HB 4th

Box 16. Degrees, titles, and honors before or after a personal name.

- Omit rank and honors such as Dr. or Sir that precede a name.
  - Prof. Dr. Eberhard Stennert becomes Stennert E
  - Sir Frances Hildebrand becomes Hildebrand F
- Omit degrees, titles, and honors such as M.D. following a personal name.
  - James A. Reed, M.D., F.R.C.S. becomes Reed JA
  - Kristine Schmidt, Ph.D. becomes Schmidt K

Box 17. Non-English names for assignee.

- Translate the word found for assignee into English. However, the wording found on the publication may always be used.
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked.
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as Ł

Box 17 continues on next page...
Box 17 continued from previous page.

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe

- To assist in identifying the assignee, below is a brief list of non-English words for assignee:

<table>
<thead>
<tr>
<th>Language</th>
<th>Name for Assignee</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>demandeur</td>
</tr>
<tr>
<td></td>
<td>titulaire</td>
</tr>
<tr>
<td>German</td>
<td>Anmelder</td>
</tr>
<tr>
<td>Italian</td>
<td>richiedente</td>
</tr>
<tr>
<td>Russian</td>
<td>zayavitel</td>
</tr>
<tr>
<td>Spanish</td>
<td>solicitante</td>
</tr>
</tbody>
</table>

Box 18. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

- Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese

- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter
  - Iu. A. Iakontov becomes Iakontov IuA
  - G. Th. Tsakalos becomes Tsakalos GTh

Box 18 continues on next page...
Box 18 continued from previous page.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ĝ treated as g
    - ñ treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe

Box 19. Organizations as assignee.

An organization such as a university, society, association, corporation, or governmental body often serves as an assignee.

- Give the name of the organization as it appears on the title page of the patent, using whatever abbreviations and punctuation are found
- Do not omit any words or abbreviate any words that are not already abbreviated
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A

Box 19 continues on next page...
Box 19 continued from previous page.

Ø treated as O
Ç treated as C
Ł treated as L
à treated as a
ŷ treated as g
ń treated as n
ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  æ treated as ae
  œ treated as oe

Examples:

The Dow Chemical Company
Boston Scientific Limited
Boehringer Ingelheim Pharma GmBH & Co. KG
Matsushita Electric Industrial Co., Ltd.
The Board of Trustees of the University of Illinois
The United States of America as represented by the Department of Health and Human Services

Box 20. Both individuals and organizations as assignee.

- Give the names in the order in which they appear on the patent title page.

Examples:

Mazurik SM, Sokolov A, inventors; Mazurik SM, Sokolov A, Poltavsky Meditsinsky Stomatologichesky Institut, assignee.

Box 21. Options for assignee names.

The following format is not NLM practice for citing names of assignee, but is an acceptable option:

- Full first names of the assignee may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon.

  Takagi, Yasushi; Harada, Jun, assignee.
  Mann, Frederick D.; Swartz, Mary N.; Little, R.T., assignee.

Examples for Author (assignee)

1. Standard US patent
3. Patent in which an inventor is also an assignee
5. Patent with more than one assignee
6. Patent with the US government as the assignee
7. Patent with affiliation of inventor(s) and assignee included

Author Affiliation for Patents (optional)

General Rules for Author Affiliation

- Enter the affiliation of all inventors and assignee or only the first one
- Begin with the name of the city, if given
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E)
- Follow cities in other countries with the name of the country, either as the two-letter ISO country code (see Appendix D) or written out in full
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Pittsburgh, PA), (Berlin, DE), and (France)
- End affiliation information with a comma placed outside the closing parenthesis

Specific Rules for Author Affiliation

- Names for cities and countries not in English

Box 22. Names for cities and countries not in English.

Patents are required to list the country of the inventors, usually in the form of the two-letter ISO country code (see Appendix D). Many also include the city.

Box 22 continues on next page...
Box 22 continued from previous page.

- Begin with the name of the city, if found. Use the English form for names whenever possible. However, the name as found on the publication may always be used.
  
  Moskva becomes Moscow

  Wien becomes Vienna

- Follow the city name with a comma, a space, and either the ISO country code (see Appendix D) or the country name written out, such as Bern, CH or Bern, Switzerland

- Place the city and country names in parentheses

  (Bern, CH) or (Bern, Switzerland)

Examples:


Nilsson H (DK), Lange BH (DK), Post C (DK), Nielsen TG (DK), inventors; Gastrotech Pharma AS (DK), Nilsson H (DK), Lange BH (DK), Post C (DK), Nielsen TG (DK), assignee.

Examples for Author Affiliation

7. Patent with affiliation of inventor(s) and assignee included

Title for Patents (required)

General Rules for Title

- Enter the title of a patent as it appears in the original document, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a period

Specific Rules for Title

- Titles not in English
- Titles containing a Greek letter, chemical formula, or another special character
Box 23. Titles not in English.

- Provide the title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)


- Romanize (write in the roman alphabet) titles if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.


- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets


- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    \[\begin{align*}
    \text{Ä} & \quad \text{treated as} \quad \text{A} \\
    \text{Ø} & \quad \text{treated as} \quad \text{O} \\
    \text{Ç} & \quad \text{treated as} \quad \text{C} \\
    \text{Ł} & \quad \text{treated as} \quad \text{L} \\
    \text{à} & \quad \text{treated as} \quad \text{a} \\
    \text{ģ} & \quad \text{treated as} \quad \text{g} \\
    \text{ń} & \quad \text{treated as} \quad \text{n} \\
    \text{ü} & \quad \text{treated as} \quad \text{u}
    \end{align*}\]
Box 23 continued from previous page.

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  
  \(\text{æ} \) treated as \(\text{ae}\)
  
  \(\text{œ} \) treated as \(\text{oe}\)

- Provide an English translation after the original language one if possible. Place translations in square brackets.


Box 24. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a patent title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized.


- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, \(\Omega\) becomes omega.


Box 24 continues on next page...

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses


- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses


**Examples for Title**

8. Non-US patent written in the roman alphabet

9. Non-US patent written in Cyrillic, Greek, Arabic, Hebrew, or Korean


11. Non-US patent, with translation

12. Patent title containing a Greek letter, chemical formula, or another special character

13. Patent title containing a superscript or subscript

14. Patent in a microform

**Type of Medium for Patents (required)**

**General Rules for Type of Medium**

- Indicate the type of medium (microfiche, ultralife, microfilm, microcard, etc.) following the title when a patent is published in a microform

- Place the name of the medium in square brackets and end with a period, such as "[microfiche]."

- Add information about the medium according to the instructions under Physical Description below
Specific Rules for Type of Medium

- Titles not in English

**Box 25. Titles not in English.**

- If a translation of a title is provided, place the translation after the original title and place it in square brackets
  

- If a patent is in a microform (microfiche, microfile, microcard, etc.), place the specific name of the microform within square brackets following the translation
  

Examples for Type of Medium

14. Patent in a microform

**Patent Country (required)**

**General Rules for Patent Country**

- Name the country issuing the patent
- Use the adjectival form of the name, such as French and Russian, but use United States and United Kingdom
- End place information with a space

**Specific Rules for Patent Country**

- Regional office rather than an individual country

**Box 26. Regional office rather than an individual country.**

Regional offices are designated by the World Intellectual Property Organization (WIPO). The chart below is abstracted from the Handbook on Industrial Property Information and Documentation at WIPO Web site.

- Use the patent designation in the last column when citing a patent from a regional office.

*Box 26 continues on next page...*
Box 26 continued from previous page.

<table>
<thead>
<tr>
<th>Office</th>
<th>Abbreviation</th>
<th>Patent Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>African Regional Intellectual Property Organization</td>
<td>ARIP0</td>
<td>African Regional Intellectual Property patent</td>
</tr>
<tr>
<td>Benelux Designs Office</td>
<td>BBDM</td>
<td>Benelux patent</td>
</tr>
<tr>
<td>Eurasian Patent Organization</td>
<td>EAPO</td>
<td>Eurasian patent</td>
</tr>
<tr>
<td>European Patent Organisation</td>
<td>EPO</td>
<td>European patent</td>
</tr>
<tr>
<td>World Intellectual Property Organization</td>
<td>WIPO</td>
<td>World patent</td>
</tr>
</tbody>
</table>

Example:


Examples for Patent Country

1. Standard US patent
15. Patent issued by a regional office
16. Patent issued by WIPO

Patent Document Type (required)

General Rules for Patent Document Type

- Use whatever specific document type is found on the publication
- For US patents, simply use the word patent
- End type information with a space

Specific Rules for Patent Document Type

- Document types for non-US patents


Countries other than the US often indicate a specific type of patent document. For example, in Germany the word Offenlegungsschrift indicates a patent application, Auslegeschrift an examined patent, and Patentschrift a final issued patent.
Simply the word patent may be used for a final issued patent from all countries. However, if the language is unfamiliar or the status of the patent document is unclear, use the wording found on the document.

**Examples:**


**Examples for Patent Document Type**

17. Non-US patent with specific type of document given

**Country Code for Patents (required)**

**General Rules for Country Code**

- Use the two-letter ISO code for the country (see Appendix D)
- Follow the code with a space

**Specific Rules for Country Code**

- Regional office rather than an individual country

**Box 28. Regional office rather than an individual country.**

Regional offices are designated by the World Intellectual Property Organization (WIPO). The chart below is abstracted from the Handbook on Industrial Property Information and Documentation at WIPO Web site.

- Use the patent code in the last column when citing a patent from a regional office.

<table>
<thead>
<tr>
<th>Office</th>
<th>Abbreviation</th>
<th>Patent Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>African Intellectual Property Organization</td>
<td>OAPI</td>
<td>OA</td>
</tr>
<tr>
<td>African Regional Intellectual Property Organization</td>
<td>ARIPO</td>
<td>AP</td>
</tr>
<tr>
<td>Benelux Designs/Trademark Office</td>
<td>BBDM</td>
<td>BX</td>
</tr>
</tbody>
</table>
Box 28 continued from previous page.

<table>
<thead>
<tr>
<th>Office</th>
<th>Abbreviation</th>
<th>Patent Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eurasian Patent Organization</td>
<td>EAPO</td>
<td>EA</td>
</tr>
<tr>
<td>European Patent Organisation</td>
<td>EPO</td>
<td>EP</td>
</tr>
<tr>
<td>Patent Office of the Cooperation Council for the Arab States of the Gulf</td>
<td>GCC</td>
<td>GC</td>
</tr>
<tr>
<td>World Intellectual Property Organization</td>
<td>WIPO</td>
<td>WO</td>
</tr>
</tbody>
</table>

Example:


Examples for Country Code

1. Standard US patent

15. Patent issued by a regional office

16. Patent issued by WIPO

23. Regional or world patent listing countries that recognize it using ISO country codes

25. Optional brief patent citation format

Patent Number (required)

General Rules for Patent Number

- Record the patent number as it appears on the publication, using whatever spacing and punctuation are found
- End the patent number with a period

Specific Rules for Patent Number

- Letters following patent numbers
- Optional brief patent citation format

Box 29. Letters following patent numbers.

- A letter or a letter and a number combination at the end of a patent number often indicate the kind of patent document. For example, the letter A usually indicates a
Box 29 continued from previous page.

patent application. Always include any letter accompanying a patent document number.

Examples:

DD 295717 A5
EP 0 673 422 B1

Box 30. Optional brief patent citation format.

The following format is not NLM practice for citing patents, but is an acceptable option:

- Begin with the two-letter ISO code (see Appendix D) for the country
- Follow the code with a space, the word patent, and a space
- Record the patent number as it appears on the publication, using whatever spacing and punctuation are found
- Follow the number with a period and a space
- Enter the date of publication in the format year month day
- End the citation with a period

Examples:


Examples for Patent Number

1. Standard US patent
15. Patent issued by a regional office
16. Patent issued by WIPO
23. Regional or world patent listing countries that recognize it using ISO country codes
25. Optional brief patent citation format

Date Issued for Patents (required)

General Rules for Date Issued

- Begin with the year of publication
Follow the year with the month and day of publication, such as 2004 May 10.
Use English names for months and abbreviate them to the first three letters, such as Jan.
End date information with a period.

Specific Rules for Date Issued

Non-US forms for dates

Box 31. Non-US forms for dates.

Dates in US patents appear in the format month day, year. For example: August 23, 2005.

Dates in other countries may appear in patents in a variety of formats:
- 2004/12/02
- 30.07.2004
- 2004-10-02
- 14 June 2004
- 15/06/2005

Enter the year first, then the month and the day, regardless of the format found:
- August 23, 2005 becomes 2005 Aug 23
- 2004/12/02 becomes 2004 Dec 2
- 30.07.2004 becomes 2004 Jul 30
- 2004-10-02 becomes 2004 Oct 2
- 14 June 2004 becomes 2004 Jun 14
- 15/06/2005 becomes 2005 Jun 15

Translate names of months into English and abbreviate them using the first three letters:
- mayo = May
- luty = Feb
- brezen = Mar

Example:
- 22 Marz 2002 becomes 2002 Mar 22
Examples for Date Issued
1. Standard US patent
25. Optional brief patent citation format

Pagination for Patents (optional)

General Rules for Pagination
- Provide the total number of pages on which the text of the patent appears
- Follow the page total with a space and the letter p
- End pagination information with a period

Specific Rules for Pagination
- No numbers appear on the pages of the patent

Box 32. No numbers appear on the pages of the patent.
Occasionally, a patent will have no numbers on its pages.
- Count the total number of pages of the text
- Express the total as leaves, not pages
- End with a period
  Example:
  8 leaves.

Examples for Pagination
18. Patent with optional number of pages included

Physical Description for Patents (optional)

General Rules for Physical Description
- Give information on the physical characteristics if a patent is published in a microform (microfilm, microfiche, etc.), such as 3 microfiche: black & white, 2 x 4 in. Such information will help the reader select the appropriate equipment with which to view the microform.

Specific Rules for Physical Description
- Language for describing physical characteristics
**Box 33. Language for describing physical characteristics.**

If a patent is published on microfiche, microfilm, or microcards:

- Begin with the number and type of physical pieces, followed by a colon and a space
  
  5 microfiche:
  
  2 reels: [of microfilm]

  3 microcards:

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches and mm. for millimeters. Separate types of information by commas.

  *Typical words used include:*

  - color
  - black & white
  - positive
  - negative
  
  - 4 x 6 in. (standard microfiche size)
  - 3 x 5 in. (standard microcard size)
  - 35 mm. (a standard microfilm size)
  - 16 mm. (a standard microfilm size)

  *Examples of complete physical description statements:*

  - 3 microfiche: color, positive, 4 x 6 in.
  - 5 microcards: black & white, 3 x 5 in.
  - 1 reel: black & white, negative, 35 mm.

---

**Examples for Physical Description**

14. Patent in a microform

**International Classification Code for Patents (optional)**

**General Rules for International Classification Code**

- Abbreviate International Classification Code to "Int. Cl." and follow it with a space
- Enter the International Classification Code number or numbers in the order found on the patent
• Separate multiple classification numbers by a semicolon and a space
• End the list with a period

Examples for International Classification Code

19. Patent with International Classification Code included

Country Classification Code for Patents (optional)

General Rules for Country Classification Code

• Begin with the two-letter ISO code (see Appendix D) for the country issuing the patent, followed by a space
• Follow the country code with the abbreviation "Cl." and a space, such as "US Cl."
• Enter the classification number or numbers assigned to the patent by the country in the order found on the patent
• Separate multiple classification numbers by a semicolon and a space
• End the list with a period

Examples for Country Classification Code

20. Patent with classification codes of the country granting it

Application Number and Filing Date for Published Patents (optional)

General Rules for Application Number and Filing Date

• Abbreviate application number to Appl. No. and end it with a colon and a space
• Enter the application number followed by a semicolon and a space
• Give the filing date in the format year month day, as 2006 May 3
• End the date with a period
• To cite a patent application for unpublished patents, see Patent Applications below

Examples for Application Number and Filing Date

21. Patent application number and date for published patents

Language for Patents (required)

General Rules for Language

• Give the language of publication if other than English
• Capitalize the language name
• Follow the language name with a period

Examples for Language

8. Non-US patent written in the roman alphabet
9. Non-US patent written in Cyrillic, Greek, Arabic, Hebrew, or Korean

11. Non-US patent, with translation

Notes for Patents (optional)

General Rules for Notes

- Notes is a collective term for any type of useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Related and cited patents
- Countries that recognize a regional or world patent
- Other types of material to include in notes

Box 34. Related and cited patents.

List the patent numbers included in the patent as related and/or as cited.

- For related patent numbers
  - Begin with the phrase "Related US patents" followed by a colon and a space, substituting the appropriate ISO country code (see Appendix D) for non-US patents
  - Enter the patent numbers in the order given in the patent
  - Separate numbers by a semicolon and a space
  - End the list with a period
  - Repeat the steps above for the numbers of additional countries

- For cited patent numbers:
  - Begin with the phrase "Cited US patents" followed by a colon and a space, substituting the appropriate ISO country code (see Appendix D) for non-US patents
  - Enter the patent numbers in the order given in the patent
  - Separate numbers by a semicolon and a space
  - End the list with a period
  - Repeat the steps above for the numbers of additional countries

Example:

Co MS (Cupertino, CA), Scheinberg DA (New York, NY), Queen CL (Los Altos, CA), inventors; Protein Design Labs, Inc. (Fremont, CA); Memorial Sloan Kettering Cancer Center (New York, NY), assignee. Increasing antibody
Box 34 continued from previous page.


Box 35. Countries that recognize a regional or world patent.

List the countries that recognize a regional or world patent.

- Begin with the phrase "Recognized by" followed by a colon and a space
- Use the two-letter ISO country code (see Appendix D) for each country
- Place the country codes in alphabetical order
- Separate codes by a comma and a space
- End the list with a period

Examples:


Box 36. Other types of material to include in notes.

- Give any other information that may be useful to the reader, such as any grant numbers or other sponsorship information of the work that led to the patent.
Box 36 continued from previous page.


Examples for Notes

22. Patent with lists of related and/or cited patents

23. Regional or world patent listing countries that recognize it using ISO country codes

24. Other notes for patents

Patent Applications

General Rules for Patent Applications

- Cite the patent application using the rules above
- Insert the word application between the word patent and the country code, such as UK patent application GB 2 146 419 A
- Be sure to include any letters that follow or precede the number
- Follow the patent application number with a period and a space
- Give the application date in the format year month day, as 2006 May 3
- End the date with a period

Specific Rules for Patent Applications

- Non-US names for applications
- Non-US forms for dates

Box 37. Non-US names for applications.

Countries other than the US often use a specific type of patent document rather than the word application. For example, in Germany the word Offenlegungsschrift indicates a patent application.

Simply the word application may be used for all countries to designate that a final patent has not been issued. However, if the language is unfamiliar or the status of the patent document is unclear, use the wording found on the document.

Examples:

Hensel W, Lehner R, Schwenk H, inventors; Siltronic AG, assignee. Nichtpolierte Halbleiterscheibe und Verfahren zur Herstellung einer nichtpolierten

Box 37 continues on next page...
**Box 37 continued from previous page.**


---

**Box 38. Non-US forms for dates.**

- Dates in US patents appear in the format month day, year. For example, August 23, 2005.

- Dates in other countries may appear in patents in a variety of formats
  
  2004/12/02  
  30.07.2004  
  2004-10-02  
  14 June 2004  
  15/06/2005  

- Enter the year first, then the month and the day, regardless of the format found
  
  2004/12/02  \textit{becomes}  2004 Dec 2  
  30.07.2004  \textit{becomes}  2004 Jul 30  
  2004-10-02  \textit{becomes}  2004 Oct 2  
  14 June 2004  \textit{becomes}  2004 Jun 14  
  15/06/2005  \textit{becomes}  2005 Jun 15  

- Translate names of months into English and abbreviate them using the first three letters
  
  \texttt{mayo} = May  
  \texttt{luty} = Feb  
  \texttt{brezen} = Mar  

  \textit{Example:}
  
  22 Marz 2002  \textit{becomes}  2002 Mar 22

---

**Examples for Patent Applications**

26. Patent applications before issuance of the patent
Examples of Citations to Patents

1. Standard US patent

2. US patent with optional full names for inventor(s)

3. Patent in which an inventor is also an assignee

4. Patent in which an organization is the inventor
   The Dow Chemical Company, inventor; The Dow Chemical Company, assignee; Method of producing amines from alcohols, aldehydes, ketones and mixtures thereof. Canadian patent CA 1126248. 1982 Jun 22.

5. Patent with more than one assignee
   Co MS, Scheinberg DA, Queen CL, inventors; Protein Design Labs, Inc.; Memorial Sloan Kettering Cancer Center, assignee. Increasing antibody affinity by altering glycosylation of immunoglobulin variable region. United States patent US 6,933,368. 2005 Aug 23.

6. Patent with the US government as the assignee
7. Patent with affiliation of inventor(s) and assignee included


Co MS (Cupertino, CA), Scheinberg DA (New York, NY), Queen CL (Los Altos, CA), inventors; Protein Design Labs, Inc. (Fremont, CA); Memorial Sloan Kettering Cancer Center (New York, NY), assignee. Increasing antibody affinity by altering glycosylation of immunoglobulin variable region. United States patent US 6,933,368. 2005 Aug 23.

8. Non-US patent written in the roman alphabet


McMullen JN, inventor; Universite de Montreal, assignee. Controlled release tablet. Canadian patent CA 1314216.1993 Mar 9.


9. Non-US patent written in Cyrillic, Greek, Arabic, or Hebrew


11. Non-US patent, with translation


12. Patent title containing a Greek letter, chemical formula, or another special character


or


or


13. Patent title containing a superscript or subscript


or


14. Patent in a microform

15. Patent issued by a regional office


16. Patent issued by WIPO


17. Non-US patent with specific type of document given


18. Patent with optional number of pages included


19. Patent with International Classification Code included


20. Patent with classification codes of the country granting it


Wang RF (Bethesda, MD), Rosenberg S (Potomac, MD), inventors; The United States of America as represented by the Department of Health and Human Services (Washington, DC), assignee. Cancer peptides of NY-ESO-1/CAG-3. United States patent US 7,084,239. 2006 Aug 1. Int. Cl. A61K 38/00; C07K 7/04; C07K 7/06; C07K 7/08; A61K 38/04; C07H 21/04; C07K 16/00; C12P 21/06. US Cl. 530/300; 424/184.1; 424/185.1; 530/326; 530/327; 530/328.

21. Patent application number and date for published patents


22. Patent with lists of related and/or cited patents


Wang RF (Bethesda, MD), Rosenberg S (Potomac, MD), inventors; The United States of America as represented by the Department of Health and Human Services (Washington, DC), assignee. Cancer peptides of NY-ESO-1/CAG-3. United States patent US 7,084,239. 2006 Aug 1. Int. Cl. A61K 38/00; C07K 7/04; C07K 7/06; C07K 7/08; A61K 38/04; C07H 21/04; C07K 16/00; C12P 21/06. US Cl. 530/300; 424/184.1; 424/185.1; 530/326; 530/327; 530/328. Appl. No.: 09/529,206; 1998 Sep 1. Cited US patents: 5,539,084; 5,785,973; 5,840,839. Cited WO patents: 94/03205; 97/29195; 98/14464; 98/32855.
23. Regional or world patent listing countries that recognize it using ISO country codes


24. Other notes for patents


25. Optional brief patent citation format


26. Patent applications before issuance of the patent

Sitte E, Kleber H, inventors; C Reichart Optische Werke AG, assignee. Apparatus for cooling a biological or medical specimen. UK patent application GB 2 146 419 A. 1984 Sep 4.


Chapter 8. Newspaper Articles

Sample Citation and Introduction to Citing Newspaper Articles

The general format for a reference to a newspaper article, including punctuation:

```
Author
```

Examples of Citations to Newspaper Articles

References to articles in newspapers are very similar to those for journal articles (see Chapter 1A Journal Articles). There are 5 major differences:

- Names of newspapers are never abbreviated (e.g., "The Washington Post" not "Wash Post"), although a leading "The" may be dropped if desired.
- The location where a newspaper is published is added to the title if the newspaper title does not indicate it, either within or after the title, as appropriate.
- Section information, if present, replaces volume and issue information.
- Only the beginning page number of an article is included.
- Column location is added.

When a newspaper article has an author or authors, it is said to be "signed." Newspaper articles may be signed either at the beginning of the article or at its conclusion. If the article is signed, begin the reference with the surname (family name or last name) of the author; if the article is unsigned, begin the reference with the title of the article; the use of "anonymous" is not permitted.

The specific edition of a newspaper is a required component of a citation. The same article may or may not appear in different editions, and the text of an article often varies among editions.

Cite an Internet newspaper article as you would a print newspaper article, but with these major exceptions:
• Use the word "Internet" in square brackets as the Type of Medium after the newspaper title
• Include any update or revision date if there is one and a date of citation in square brackets following the date of publication
• When a location (pagination) for the article is not provided, as often occurs, calculate the length of the article using the best means possible, e.g., in terms of print pages, screens, or paragraphs
• Provide the URL or other electronic address of the article

The source for title and other newspaper information is, in order of preference: (1) the title page or home page of the newspaper and (2) the masthead.

Continue to Citation Rules with Examples for Newspaper Articles.

Continue to Examples of Citations to Newspaper Articles.

Citation Rules with Examples for Newspaper Articles

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Article Title (R) | Newspaper Title (R) | Edition (R) | Type of Medium (R) | Date of Publication (R) | Section Letter, Number, or Name (R) | Location (Pagination) (R) | Column Number (R) | Physical Description (O) | Language (R) | Notes (O)

Author for Newspaper Articles (required)

General Rules for Author

• List names in the order they appear in the text
• Enter surname (family or last name) first for each author
• Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
• Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
• Give all authors, regardless of the number
• Separate author names from each other by a comma and a space
• End author information with a period

Specific Rules for Author

• Surnames with hyphens and other punctuation in them
• Other surname rules
• Given names containing punctuation, a prefix, a preposition, or particle
• Degrees, titles, and honors before or after a personal name
• Designations of rank in a family, such as Jr and III
• Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
• Organization as author
• No author can be found
• Options for author names

**Box 1. Surnames with hyphens and other punctuation in them.**

- Keep hyphens within surnames
  
  Estelle Palmer-Canton  *becomes*  Palmer-Canton E
  
  Ahmed El-Assmy  *becomes*  El-Assmy A

- Keep particles, such as O', D', and L'
  
  Alan D. O'Brien  *becomes*  O'Brien AD
  
  Jacques O. L'Esperance  *becomes*  L'Esperance JO
  
  U. S'adeh  *becomes*  S'adeh U

- Omit all other punctuation within surnames
  
  Charles A. St. James  *becomes*  St James CA

**Box 2. Other surname rules.**

- Keep prefixes in surnames
  
  Lama Al Bassit  *becomes*  Al Bassit L
  
  Jiddeke M. van de Kamp  *becomes*  van de Kamp JM
  
  Gerard de Pouvourville  *becomes*  de Pouvourville G

- Keep compound surnames even if no hyphen appears
  
  Sergio Lopez Moreno  *becomes*  Lopez Moreno S
  
  Jaime Mier y Teran  *becomes*  Mier y Teran J
  
  Virginie Halley des Fontaines  *becomes*  Halley des Fontaines V

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
Box 2 continued from previous page.

- Treat a letter marked with diacritics or accents as if it were not marked
  - Å treated as A
  - Ø treated as O
  - Ç treated as C
  - Ł treated as L
  - à treated as a
  - ĝ treated as g
  - ň treated as n
  - ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters
  - æ treated as ae
  - oe treated as oe

Box 3. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names
  
  Jean-Louis Lagrot becomes Lagrot JL

- Use only the first letter of given names and middle names when they contain a prefix, a preposition, or other particle
  
  D'Arcy Hart becomes Hart D
  
  W. St. John Patterson becomes Patterson WS
  
  De la Broquerie Fortier becomes Fortier D
  
  Craig McC. Brooks becomes Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.
  
  Ch. Wunderly becomes Wunderly C
  
  C. Fr. Erdman becomes Erdman CF

Box 3 continues on next page...
Box 3 continued from previous page.

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter when the original initial is represented by more than one letter
  
  Iu. A. Iakontov becomes Iakontov IuA
  G. Th. Tsakalos becomes Tsakalos GTh

Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name
  
  James A. Reed, M.D., F.R.C.S. becomes Reed JA
  Kristine Schmidt, Ph.D. becomes Schmidt K
  Robert V. Lang, Major, US Army becomes Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name
  
  Sir Frances Hildebrand becomes Hildebrand F
  Dr. Katherine Eberhard becomes Eberhard K
  Captain R. C. Williams becomes Williams RC

Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation

- Convert roman numerals to arabic ordinals

  Examples:
  
  Vincent T. DeVita, Jr. becomes DeVita VT Jr
  James G. Jones II becomes Jones JG 2nd
  John A. Adams III becomes Adams JA 3rd
  Henry B. Cooper IV becomes Cooper HB 4th
Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the ALA-LC Romanization Tables.

- Romanize names when they are in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese.

- Capitalize only the first letter of romanized names when the original initial is represented by more than one letter.

  - Iu. A. Iakontov becomes Iakontov IuA
  - G. Th. Tsakalos becomes Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat a letter marked with diacritics or accents as if it were not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as Ł
    - à treated as a
    - ţ treated as g
    - ñ treated as n
    - ü treated as u

  - Treat two or more letters printed as a unit (ligated letters) as if they were two letters
    - æ treated as ae
    - œ treated as oe
Box 7. Organization as author.

- Newspapers will sometimes carry an article from another newspaper or a wire service. The text of such articles customarily begins with the name of the source. Place a source name at the beginning of the reference as an organizational author.


Box 8. No author can be found.

- If no person can be identified as the author, begin the reference with the title of the article. Do not use anonymous.

Box 9. Options for author names.

The following format is not NLM practice for citing authors, but is an acceptable option:

- Full first names of authors may be given
- Separate the surname from the given name or initials by a comma and a space
- Follow initials with a period
- Separate successive names by a semicolon and a space
- End author information with a period

Examples:

  Moore, William A.; Lambert, Paul.

  Connant, A.G.

Examples for Author

1. Standard signed newspaper article
2. Standard unsigned newspaper article
3. Standard newspaper article with optional volume and issue numbers
4. Newspaper article with author surname showing designations of rank within a family
5. Newspaper article with compound author surname
6. Newspaper article with author surnames having particles or prefixes (give as found in the article)

7. Newspaper article with an organization as author

Article Title for Newspaper Articles (required)

General Rules for Article Title

- Enter the title of an article as it appears in the original document
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless some other form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it

Specific Rules for Article Title

- Article titles containing a Greek letter, chemical formula, or other special character
- Article titles with headers
- Article titles not in English
- Translated article titles ending in punctuation other than a period

Box 10. Article titles containing a Greek letter, chemical formula, or other special character.

- Capitalize the first word of an article title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

  von Willebrand disease study results from Canada.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

  Hazards of γ-radiation may become Hazards of gamma-radiation

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript within parentheses

  Red blood cells and NH₃ may become Red blood cells and NH(3)
Box 11. Article titles with headers.

- Newspaper articles sometimes contain a header, such as Science News or Health Report, at the top of the page, or at the beginning, or a group of articles to indicate a subject grouping. Do not include a header as part of the article title.

Box 12. Article titles not in English.

- Provide the title in the original language for non-English titles found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)
  
  La "gripe del pollo" vuela can las aves silvestres.

- Romanize (write in the roman alphabet) titles if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

  Shuḳ b[it[u]ḥe ha-bere' ut ha-per[₇]t[iyim be-Yisrael.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

  21-seiki no i no enshōgaku.

  or

  [Gastritis in the 21st century].

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat a letter marked with diacritics or accents as if it were not marked

    Å  treated as  A
    Ö  treated as  O
    Ç  treated as  C
    Ł  treated as  L
    â  treated as  a
    ğ  treated as  g
    Ń  treated as  n
Box 12 continued from previous page.

- ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they were two letters
    - æ treated as ae
    - œ treated as oe
- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization
  - Neue Nifedipin-Zubeitung ermöglicht tagliche Einmalgabe [New nifedipine preparation makes single daily dose possible].
- Provide an English translation after the original language title whenever possible; place translations in square brackets

Box 13. Translated article titles ending in punctuation other than a period.

- Most articles end in a period. When a translation of an article title is provided, place it in square brackets. Put the closing period outside the closing brackets.
  - La "gripe del pollo" vuela can las aves silvestres ["Bird flu" flies with the wild birds].
- If a translated article title ends in another form of punctuation, keep that punctuation. Place it within the square brackets and end title information with a period.
  - Aed mindre, motioner mere! [Eat less, exercise more!].

Examples for Article Title

8. Newspaper article with subtitle
9. Newspaper article in a language other than English
10. Newspaper article in a language other than English with optional translated title
Newspaper Title (required)

General Rules for Newspaper Title

- Enter a newspaper title in the original language
- Do not omit or abbreviate any words in a newspaper title, with the exception of a leading "The" which may be dropped if desired
- Add the location where published if it is not included in the title: Bergen County (NJ) Record and Daily Nation (Nairobi). See Location added below.
- End the newspaper title with a period unless an Edition or a Type of Medium is included

Box 14. Location added.

- For most newspapers, the location is the city where it is published. If a newspaper title does not indicate the location, add the location either within or after the title, as appropriate.
  
  (Minneapolis) Star-Tribune
  The (Baltimore) Sun
  Daily Nation (Nairobi)
  El Dia (Mexico City)
  Les Echos (Paris)

- If the city or other location is not well known, follow US and Canadian cities and locations with the 2-letter abbreviation for the state or province (see Appendix E); follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D).
  
  The Record (Stockton, CA)
  Bergen County (NJ) Record
  East Valley (AZ) Tribune
  
  Le Journal du Jura (Bienne, Switzerland) or Le Journal du Jura (Bienne,CH)

- An exception to the rule regarding addition of location information occurs when the newspaper is a national or international one without a particular geographic base, such as the Christian Science Monitor or Le Monde

Specific Rules for Newspaper Title

- Location added
- Newspaper titles not in English
- Options for newspaper titles
Box 15. Newspaper titles not in English.

- Provide the name in the original language for non-English newspaper titles found in the roman alphabet (French, German, Spanish, Italian, etc.)
  
  Junge Welt (Berlin).
  
  Journal de Montreal.

- For a newspaper title in a non-roman alphabet:
  
  ○ Romanize (write in the roman alphabet) the title if it is in Cyrillic, Greek, Arabic, Hebrew, or Korean
  
  Izvestiia (Moscow)
  
  ○ Romanize or translate a title in a character-based language (Chinese, Japanese)
  
  Guangming Ribao (Beijing)
  
  China Times (Taiwan)

  ○ A good authority for romanization is the ALA-LC Romanization Tables

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat a letter marked with diacritics or accents as if it were not marked
  
  Á  treated as  A
  Ø  treated as  O
  Ç  treated as  C
  Ł  treated as  L
  à  treated as  a
  ġ  treated as  g
  ň  treated as  n
  ü  treated as  u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they were two letters
  
  æ  treated as  ae
Box 16. Options for newspaper titles.

- It is not NLM or NISO practice, but a newspaper title may be abbreviated using the same rules as those employed for journal titles. See Chapter 1A for further discussion.
  
  The Washington Post  becomes  Wash Post
  The New York Times  becomes  N Y Times

- Note that the edition rules for newspapers still apply
  
  N Y Times (Final Ed.).

Examples for Newspaper Title

11. Newspaper title with city of publication added for clarification
12. Newspaper title with an edition
13. Newspaper title with both a city added and an edition
14. National newspaper without geographic location

Edition for Newspaper Articles (required)

General Rules for Edition

- Indicate the edition being cited after the title when a newspaper is published in more than one edition
- Capitalize each significant word and place other words, such as articles, conjunctions, and prepositions in lower case
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- Abbreviate common words such as edition (see Abbreviation rules for editions)
- Place the edition statement in parentheses, such as (Final Ed.)
- End the edition statement with a period after the closing parenthesis unless the Type of Medium is included

Box 17. Abbreviation rules for editions.

Editions in newspaper titles are not abbreviated the same way they are in journal titles.

Box 17 continues on next page...
Box 17 continued from previous page.

- Abbreviate only the word used for edition, which may become “Ed.”
- Separate the edition from the newspaper title by a space and place it in parentheses
- Follow "Ed" with a period and end all the title information with a period

**Examples:**


### Specific Rules for Edition

- Abbreviation rules for editions
- Non-English words for editions
- Both a location and an edition included

---

**Box 18. Non-English words for editions.**

- For non-English edition statements written in the roman alphabet (French, German, Spanish, Italian, etc.):
  - Provide the name in the original language
  - Abbreviate only the word for edition in the particular language and end the abbreviation with a period. See the table below for a list of words for edition in a variety of languages and their abbreviations.
  - Separate the edition from the newspaper title by a space and place it in parentheses

  **Example:**

  Behorden Spiegel (Bonn Ausg.).

- For an edition statement written in Cyrillic, Greek, Arabic, Hebrew, or Korean:
  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables.*

---

*Box 18 continues on next page...*
Box 18 continued from previous page.

- Abbreviate only the word for edition in the particular language and end the abbreviation with a period. See the table below for a list of words for edition in a variety of languages and their abbreviations.

- Separate the edition from the newspaper title by a space and place it in parentheses
  
  Example:

  Komsomolskaya Pravda (Moldove Izd.).

- For an edition statement written in a character-based language such as Chinese and Japanese:

  - Romanize (write in the roman alphabet) or translate the words for edition. A good authority for romanization is the ALA-LC Romanization Tables.

  - Separate the edition from the newspaper title by a space and place it in parentheses

  Example:

  Yomiuri Shimbun (Chokan). or Yomiuri Shimbun (Morning Ed.).

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

<table>
<thead>
<tr>
<th>Language</th>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danish</td>
<td>oplag</td>
<td>n.a.</td>
</tr>
<tr>
<td>Dutch</td>
<td>uitgave</td>
<td>Uitg</td>
</tr>
<tr>
<td></td>
<td>editie</td>
<td>Ed</td>
</tr>
<tr>
<td>Finnish</td>
<td>julkaisu</td>
<td>Julk</td>
</tr>
<tr>
<td>French</td>
<td>edition</td>
<td>Ed</td>
</tr>
<tr>
<td>German</td>
<td>Ausgabe</td>
<td>Ausg</td>
</tr>
<tr>
<td>Greek</td>
<td>ekdosis</td>
<td>Ekd</td>
</tr>
<tr>
<td>Italian</td>
<td>edizione</td>
<td>Ed</td>
</tr>
<tr>
<td>Norwegian</td>
<td>publikasjon</td>
<td>Publ</td>
</tr>
<tr>
<td>Portuguese</td>
<td>edicao</td>
<td>Ed</td>
</tr>
<tr>
<td>Russian</td>
<td>izdanie</td>
<td>Izd</td>
</tr>
<tr>
<td>Spanish</td>
<td>edicion</td>
<td>Ed</td>
</tr>
<tr>
<td>Swedish</td>
<td>upplaga</td>
<td>n.a.</td>
</tr>
</tbody>
</table>

- Place the edition information within parentheses following the newspaper title and any indication of location
- Use a space to separate the edition from the title and location

Examples:
The (Baltimore) Sun (Weekend Ed.).
(Minneapolis) Star-Tribune (Metro Ed.).

Examples for Edition

12. Newspaper title with an edition

Type of Medium for Newspaper Articles (required)

General Rules for Type of Medium

- Indicate the specific type of medium (Internet, microfiche, ultrafiche, microfilm, microcard, etc.) following the title (and edition, if present) when a newspaper article is read on the Internet or appears in a microform
- Place the name of the medium in square brackets and end with a period. For example: [microfiche].
- Add information about the medium according to the instructions under Physical Description below. If the medium is Internet, there is no physical description.

Examples for Type of Medium

20. Newspaper article in a microform
23. Newspaper article on the Internet

Date of Publication for Newspaper Articles (required)

General Rules for Date of Publication

- Include the year, month, and day of publication in that order. For example: 2004 May 5.
- Convert roman numerals to arabic numbers, such as MM to 2000
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End date information with a semicolon unless no section letter, number, or name is found (see No section letter, number, or name is found below). Exception is if using
a volume and issue in place of a section (see Optional volume and issue numbers used instead of section information below).

**Box 21. No section letter, number, or name is found.**

- End date information with a colon if no letter, number, or name for the section is found


**Box 24. Optional volume and issue numbers used instead of section information.**

- Long tradition omits volume and issue numbers from references to newspapers. The date combined with the section name, number, or letter substitutes for volume information.

- As an option, however, volume and issue numbers may be included the same way they are for journal articles. See Chapter 1A for details of formats.

- Note that section letters are incorporated into the page number when volumes and issues are used. In this case where you have volume and issue you end the date information with a semicolon rather than a colon.

  *Example:*

  Weiss R. Study shows problems in cloning people: researchers find replicating primates will be harder than other mammals. Washington Post (Home Ed.). 2003 Apr 1;126(127):A12 (col. 1).

**Specific Rules for Date of Publication**

- Non-English names for months
- No section letter, number, or name is found
- Options for date of publication

**Box 20. Non-English names for months.**

- Translate names of months into English
- Abbreviate them to the first three letters
- Capitalize them

  *Examples:*

  mayo = May

  *Box 20 continues on next page...*
Box 21a. Options for date of publication.

It is not NLM policy, but the following is an acceptable option:

The date of publication may follow the author names in the list of references when the name-year system of in-text references is used.

- Use the full date of publication
- Place the year after the last named author, followed by a period
- Keep other parts of the citation in their standard order

**NLM citation:**


**Name-year system of citation:**


Examples for Date of Publication

3. Standard newspaper article with optional volume and issue numbers

9. Newspaper article in a language other than English

10. Newspaper article in a language other than English with optional translated title

18. Newspaper with no section letter, number, or name

Section Letter, Number, or Name for Newspaper Articles (required)

General Rules for Section Letter, Number, or Name

- Abbreviate Section to Sect.
- Follow Sect. with the letter, number, or name of the section
- Convert roman numerals used for section numbers into arabic numerals, such that II becomes 2
- End section information with a colon
Specific Rules for Section Letter, Number, or Name

• Section with a name instead of a letter or number
• No section letter, number, or name is found
• Optional volume and issue numbers used instead of section information

Box 22. Section with a name instead of a letter or number.

• Sections may be named, as "Metro Section", "Weekend Section", or "Holiday Extra"
• Use these names in a reference only when the section lacks a number or letter
• Do not abbreviate names of sections other than the word Section to Sect. to avoid confusion

Examples:


Box 23. No section letter, number, or name is found.

• End date information with a colon and the location (pagination) if no letter, number, or name for the section is found


Examples for Section Letter, Number, or Name

3. Standard newspaper article with optional volume and issue numbers
15. Newspaper section with letter
16. Newspaper section with number
17. Newspaper section with name
18. Newspaper with no section letter, number, or name

Location (Pagination) for Newspaper Articles (required)

General Rules for Location (Pagination)

• Pagination in a newspaper article differs from pagination in all other types of publications in that only the first page of the article is used
• Give the beginning page number on which the article appears
• Include a letter when it precedes the page number only when using the options provided in Letters before page numbers
• End pagination information with a space

**Box 25. Letters before page numbers.**

• If a newspaper section is lettered, omit the letter before the beginning page number. For example, an article in Section C on page C13 is cited as "Sect. C:13".


• As an option, a section letter may be included in the page number, omitting mention of the section


• An exception also occurs when optional volume and issue numbers are used. When using these numbers, include the section letter in the page number.


**Specific Rules for Location (Pagination)**

• Letters before page numbers
• Roman numerals used as page numbers

**Box 26. Roman numerals used as page numbers.**

• Keep Roman numerals expressing location (pagination). Use upper or lower case, whichever appears in the publication.

**Examples for Location (Pagination)**

1. Standard signed newspaper article
2. Standard unsigned newspaper article
19. Newspaper article with optional inclusion of letter with page number (omitting section)
Column Number for Newspaper Articles (required)

General Rules for Column Number

• Give the number of the column on which the article begins
• Precede the number with "col."
• Place column information in parentheses, as (col. 3)
• End column information with a period outside the closing parenthesis

Examples for Column Number

1. Standard signed newspaper article
2. Standard unsigned newspaper article

Physical Description for Newspaper Articles (optional)

General Rules for Physical Description

• Give information on the location of an article and its physical characteristics when the newspaper appears in a microform (microfilm, microfiche, etc.). For example: microfiche 2 of 3 microfiche: color, 2 x 4 in.

Specific Rules for Physical Description

• Language for describing physical characteristics

Box 27. Language for describing physical characteristics.

• If a newspaper is found on microfiche or microcards, follow the column number with information on the location of the article within the fiche or cards. For example, if the year or issue consists of 15 microfiche and the particular article being cited is on the third fiche, cite it as "microfiche 3 of 15 microfiche." Enter a colon and a space, then enter information on the physical characteristics, such as color and size. Separate types of information by commas.

Typical words used include:

color
black & white
positive
negative
4 x 6 in. (standard microfiche size)
3 x 5 in. (standard microcard size)

Box 27 continues on next page...
Box 27 continued from previous page.

Examples of complete physical description statements:

- microfiche 1 of 3 microfiches: color, positive, 4 x 6 in.
- microcard 4 of 5 microcards: black & white, 3 x 5 in.

- If a newspaper is published on microfilm, follow the pagination with information on the film and its physical characteristics, such as color and size. Because microfilm reels carry a large volume of text, one or more years is usually contained within one reel.

Typical words used include:

- color
- black & white
- positive
- negative
- 35 mm.
- 16 mm.

Examples of complete physical description statements:

- 1 reel: color, positive, 35 mm.
- 1 reel: black & white, negative, 16 mm.

Examples for Physical Description

20. Newspaper article in a microform

Language for Newspaper Articles (required)

General Rules for Language

- Give the language of publication if other than English
- Capitalize the language name
- Follow the language name with a period

Examples for Language

9. Newspaper article in a language other than English

10. Newspaper article in a language other than English with optional translated title
Notes for Newspaper Articles (optional)

General Rules for Notes

- Notes is a collective term for any type of useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Dateline
- Other types of material to include in notes

Box 28. Dateline.

A dateline informs the reader of the place and date where a news item was created if these differ from the date and place of the newspaper as a whole.

- Enter the name of the city followed by a comma, a space, and the month and day
- Abbreviate months to the first 3 letters of the English name
- End the dateline with a period

Example:


Box 29. Other types of material to include in notes.

The notes element may be used to provide any information that the compiler of the reference feels is useful to the reader. Begin by citing the newspaper article, then add the note. Some examples of notes are:

- To indicate that an article being cited had a subsequent notice of erratum or retraction published, enter the phrase "Erratum in:" or "Retraction in:" followed by information on the article containing the erratum or retraction. Include the newspaper title, the date of publication, section, location (pagination), and column number. Use the same punctuation and format as you would for the article itself.

- To indicate that the article being cited is one of a series, describe the series

  Vedantam S. When staying cool seems better than being bad. Washington Post (Final Ed.). 2006 Aug 7;Sect. A:2 (col. 3). Part of a weekly series of stories about the sociology and psychology behind news events.
Examples for Notes

21. Newspaper article with a dateline

22. Newspaper article with other type of note

Examples of Citations to Newspaper Articles

1. Standard signed newspaper article


*with optional full name*


2. Standard unsigned newspaper article


Woman in L.A. tests positive for plague. Richmond Times-Dispatch. 2006 Apr 20;Sect. A:7 (col. 6).

3. Standard newspaper article with optional volume and issue numbers


4. Newspaper article with author surname showing designations of rank within a family

Maugh TH 2nd. Cancer deaths decline for 1st time since 1930: the drop in U.S. is slight but marks a milestone, as advances catch up with demographics. Los Angeles Times. 2006 Feb 9;Sect. A:6 (col. 1).

5. **Newspaper article with compound author surname**


6. **Newspaper article with author surnames having particles or prefixes (give as found in the article)**

O’Brian B. For one minority, a bias that's just so not right. Washington Post (Maryland Ed.). 2006 Aug 13;Sect. D:1 (col. 1).


7. **Newspaper article with an organization as author**


8. **Newspaper article with subtitle**

Vergano D, Lefort M. Stem cell implants in apes' brains bring warning: panel issues research guidelines and cites the 'moral' dimension. USA Today. 2005 Jul 18;Sect. D:4 (col. 2).

9. **Newspaper article in a language other than English**

Se retractan cientificos sudcoreanos; admiten mentiras sobre la clonacion. La Jornada (Mexico City). 2006 Jan 5;Sect. A:3 (col. 1). Spanish.

10. Newspaper article in a language other than English with optional translated title

Se retiran científicos sudcoreanos; admiten mentiras sobre la clonación [South Korean scientists retract themselves; they admit lies on cloning]. La Jornada (Mexico City). 2006 Jan 5;Sect. A:3 (col. 1). Spanish.


11. Newspaper title with city of publication added for clarification

Njera C. Warning over diabetes monitors: touch glucose meters have failed to make the grade, says US regulator. Daily Nation (Nairobi). 2006 Jan 5;Sect. 2:23 (col. 1).


Tanner L. Junior's chubby cheeks are cute, but they might never go away: study says overweight toddlers likely to keep on those pounds. The Record (Stockton, AZ). 2006 Sep 5;Sect. A:1 (col. 2).

12. Newspaper title with an edition


Web site offers checkup on media health coverage. St. Louis Post Dispatch (3rd Ed.). 2006 Apr 17;Sect. A:3 (col. 5).

13. Newspaper title with both a city added and an edition

UnitedHealth-PacifiCare deal hailed, deplored. The (Baltimore) Sun (Weekend Ed.). 2005 Jul 8;Sect. E:1 (col.1).


14. National newspaper without geographic location


15. Newspaper section with letter

Tanner L. Rare drug mix-up can paralyze or kill: cancer therapy alert issued. USA Today. 2005 Jul 18;Sect. D:7 (col. 5).
16. **Newspaper section with number**


17. **Newspaper section with name**


18. **Newspaper with no section letter, number, or name**


19. **Newspaper article with optional inclusion of letter with page number (omitting section)**


20. **Newspaper article in a microform**

A year later, efforts are on to avoid another botched transplant. New York Times (Late City Ed.) [microfilm]. 2004 Feb 22; Sect. L:26 (col. 1). 1 reel: black & white, negative, 35 mm.

21. **Newspaper article with a dateline**


22. **Newspaper article with other type of note**

Vedantam S. When staying cool seems better than being bad. Washington Post (Final Ed.). 2006 Aug 7; Sect. A:2 (col. 3). Part of a weekly series of stories about the sociology and psychology behind news events.
23. Newspaper article on the Internet


Chapter 9. Maps

Sample Citation and Introduction to Citing Maps

The general format for a reference to a map, including punctuation:

Examples of Citations to Maps

References to maps are very similar to books, with five major exceptions:

- Authors of maps are termed "cartographers".
- If the area covered by the map is not included in the title, it is added after the title in square brackets.
- The word map or the specific type of map is given after the title (and area if needed) in square brackets.
- Numbers of sheets, not pages, are given.
- Description of the map is usually provided, including its scale or projection, its physical size, and whether it is in color or black and white.

Maps in this section refer to those published as independent sheets. For citing maps appearing in books and atlases, see Chapter 2C Parts of Books.

Citation Rules with Examples for Maps

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.
Author (cartographer) (R) | Author Affiliation (O) | Title (R) | Map Type (R) | Type of Medium (R) | Edition (R) | Editor and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Pagination (O) | Physical Description (O) | Series (O) | Language (R) | Notes (O)

Author (cartographer) for Maps (required)

General Rules for Author

• List names in the order they appear in the text
• Enter surname (family or last name) first for each author
• Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
• Convert given (first) names and middle names to initials for a maximum of two initials following each surname. For example: Smith AB.
• Give all authors, regardless of the number
• Separate author names from each other by a comma and a space
• End author information with a period
• See Editor and Other Secondary Authors below if there are authors and editors

Specific Rules for Author

• Surnames with hyphens and other punctuation in them
• Other surname rules
• Given names containing punctuation, a prefix, a preposition, or particle
• Degrees, titles, and honors before or after a personal name
• Designations of rank in a family, such as Jr and III
• Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
• Organizations as author
• No author can be found
• Options for author names

Box 1. Surnames with hyphens and other punctuation in them.

• Keep hyphens in surnames

  Estelle Palmer-Canton becomes Palmer-Canton E

  Ahmed El-Assmy becomes El-Assmy A

• Keep particles, such as O', D', and L'

  Alan D. O'Brien becomes O'Brien AD

  Box 1 continues on next page...
Box 1 continued from previous page.

James O. L’Esperance becomes L’Esperance JO
U. S’adeh becomes S’adeh U

- Omit all other punctuation in surnames
  Charles A. St. becomes St James CA

Box 2. Other surname rules.

- Keep prefixes in surnames
  Lama Al Bassit becomes Al Bassit L
  Jiddeke M. van de becomes van de Kamp JM
  Gerard de Pouvourville becomes de Pouvourville G

- Keep compound surnames even if no hyphen appears
  Sergio Lopez Moreno becomes Lopez Moreno S
  Jaime Mier y Teran becomes Mier y Teran J
  Virginie Halley des Fontaines becomes Halley des Fontaines V

  [If you cannot determine from the map whether a surname is compound or a combination of a middle name and a surname, look to any booklet or other material accompanying the map for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat a letter marked with diacritics or accents as if it were not marked
    Æ treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    ã treated as a
    ǵ treated as g

Box 2 continues on next page...
Box 2 continued from previous page.

ñ treated as n
ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters
  æ treated as ae
  ë treated as oe

Box 3. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names
  Jean-Louis Lagrot becomes Lagrot JL

- Use only the first letter of given names and middle names when they contain a prefix, a preposition, or other particle
  D'Arcy Hart becomes Hart D
  W. St. John Patterson becomes Patterson WS
  De la Broquerie Fortier becomes Fortier D
  Craig McC. Brooks becomes Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.
  Ch. Wunderly becomes Wunderly C
  C. Fr. Erdman becomes Erdman CF

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter when the original initial is represented by more than one letter
  Iu. A. Iakontov becomes Iakontov IuA
  G. Th. Tsakalos becomes Tsakalos GTh

Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors that follow a personal name, such as M.D.

Box 4 continues on next page...
**Box 4 continued from previous page.**

- James A. Reed, M.D., F.R.C.S. becomes Reed JA
- Kristine Schmidt, Ph.D. becomes Schmidt K
- Robert V. Lang, Major, US Army becomes Lang RV
- Omit rank and honors that precede a name, such as Colonel or Sir
  - Sir Frances Hildebrand becomes Hildebrand F
  - Dr. Jane Eberhard becomes Eberhard J
  - Captain R.C. Williams becomes Williams RC

**Box 5. Designations of rank in a family, such as Jr and III.**

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals
  - Examples:
    - Vincent T. DeVita, Jr. becomes DeVita VT Jr
    - James G. Jones II becomes Jones JG 2nd
    - John A. Adams III becomes Adams JA 3rd
    - Henry B. Cooper IV becomes Cooper HB 4th

**Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).**

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names when the original initial is represented by more than one letter
  - Iu. A. Iakontov becomes Iakontov IuA
  - G. Th. Tsakalos becomes Tsakalos GTh

*Box 6 continues on next page...*
Box 6 continued from previous page.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat a letter marked with diacritics or accents as if it were not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ţ treated as g
    - ų treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they were two letters
    - æ treated as ae
    - œ treated as oe

Box 7. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit "The" preceding an organizational name
  
  The American Cancer Society becomes American Cancer Society

- If a division or other part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas
  
  University of Zimbabwe, Department of Geography
  
  United Nations, Afghanistan Information Management Service

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

Box 7 continues on next page...
National Geographic Society (US)

Royal Geographical Society (GB)

Department of Agriculture (US), Animal and Plant Health Inspection Service

- Separate two or more different organizations by a semicolon

Photo Mosaic Aero Service Corporation; Geological Survey (US); Atomic Energy Commission (US)

American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee

- If both individuals and an organization or organizations appear on a map as cartographers, use the names of the individuals as the author; give the organization(s) at the end of the reference as a note, if desired


- For names of organizations in languages other than English:
  - Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

    Istituto di Fisiologia Clinica del CNR

    Universitatsmedizin Berlin

    Geografiska Sallskapet i Finland [Geographical Society of Finland]

  - Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

    Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society]
Box 7 continued from previous page.

- Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.
  
  [Japanese Society for Geographical Sciences]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
- Treat a letter marked with diacritics or accents as if it were not marked
  
  Å treated as A
  Ø treated as O
  Č treated as C
  Ł treated as L
  à treated as a
  ţ treated as g
  ň treated as n
  ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters
  
  æ treated as ae
  œ treated as oe

Box 8. No author can be found.

- If no person or organization can be found as the cartographer but editors or translators are present, begin the reference with the names of the editors or translators. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.

  Morrison CP, Court FG, editors.
  Walser E, translator.

Box 8 continues on next page...
Box 8 continued from previous page.

- If no person or organization can be identified as the cartographer and no editors or translators are given, begin the reference with the title of the map. Do not use anonymous.


Box 9. Options for author names.

The following format is not NLM practice for citing authors, but is an acceptable option:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.

> Meyers, Keith R.; Lee, Barry; Lee, Michael F., cartographers. Respiratory cancer death rates, 1950-1979 [Louisiana] [map]. Baton Rouge (LA): Louisiana State University, Department of Geography and Anthropology; 1984. 2 maps on 1 sheet: 1:2,500,000; 17 x 20 cm.; black & white.

Examples for Author

1. Standard citation to a map

2. Map with designation of family rank for the author (cartographer)

3. Map with an organization as author (cartographer)

4. Map with no author (cartographer) provided

Author Affiliation for Maps (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the affiliation in parentheses. For example: (Department of Earth and Biological Sciences, Loma Linda University, Loma Linda, CA).
- Follow the affiliation with a comma placed outside the closing parenthesis, unless it is the affiliation of the last author, then use a period
Specific Rules for Author Affiliation

- Abbreviations in affiliations
- Organizational names for affiliations not in English
- Names for cities and countries not in English
- E-mail address included

**Box 10. Abbreviations in affiliations.**

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

  *Examples:*
  
  Acad. for Academy
  Assoc. for Association
  Co. for Company
  Coll. for College
  Corp. for Corporation
  Dept. for Department
  Div. for Division
  Inst. for Institute or Institution
  Soc. for Society
  Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

**Box 11. Organizational names for affiliations not in English.**

Give the affiliation of all cartographers or only the first cartographer.

*Box 11 continues on next page...*
• Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or two-letter ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

• Provide the name in the original language for non-English organizational names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain), cartographers.

• Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

  Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucuresti), Burcos T, Ungureanu CD, Zodieru-Popa I, cartographers.

  Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, cartographers.

• Translate organizational names in character-based languages (Chinese, Japanese)

  Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, cartographers.

• Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  • Treat a letter marked with diacritics or accents as if it were not marked

    Å  treated as  A

    Ø  treated as  O

    Ç  treated as  C

    Ł  treated as  L

    à  treated as  a
Box 11 continued from previous page.

- Treated as

- Treated as

- Treated as

- Treated two or more letters printed as a unit (ligated letters) as if they were two letters

- Treated as

- Treated as

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 12. Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name as found on the publication may always be used.

- becomes Moscow

- becomes Vienna

- becomes Italy

- becomes Spain

Box 13. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears on the map

- Do not end an e-mail address with a period

- Place the e-mail address within the closing parenthesis for the author affiliation

Example:

Leitner M (Department of Geography and Anthropology, Louisiana State University, Baton Rouge, LA. leitner@lsu.edu), cartographer.
Examples for Author Affiliation

5. Map showing author (cartographer) affiliation

Title for Maps (required)

General Rules for Title

- Enter the title of a map as it appears in the original document, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless some other form of punctuation such as a question mark, period, or an exclamation point is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a space

Specific Rules for Title

- Area of map not indicated in the title
- Titles not in English
- Titles in more than one language
- Titles containing a Greek letter, chemical formula, or another special character
- No title can be found

Box 14. Area of map not indicated in the title.

- If the title of the map does not tell the user the geographic area covered by the map, place the name for the area after the title, placed in square brackets.

Examples:

- Respiratory cancer death rates, 1950-1979 [Louisiana] [map].
- Adolescent fertility rates, ages 15 to 19, 1994 [World] [map].
- District population per health facility [Kabul] [map].
- Pink bollworm quarantine [Southwestern United States] [map].

Box 15. Titles not in English.

- Provide the title in the original language for non-English titles found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Box 15 continues on next page...
Box 15 continued from previous page.

Plano de los transportes publicos del area de salud 1 sur-este de Madrid [map]. Madrid: Comunidad de Madrid, Consejeria de Sanidad, Dirección General Planificacion Sanitaria; 2000. 2 maps on 1 sheet: 38 x 65 cm.; color. Spanish.

- Romanize (write in the roman alphabet) titles if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.


- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

Beijing Shi ji ben yi liao bao xian ding dian yi liao jì gou ding dian ling shou yao dian zhi nan tu [map]. Beijing: Zhongguo di tu chu ban she; 2003. 2 maps on 1 sheet: 52 x 76 cm. and 38 x 38 cm.; color. Chinese.

or

[Local medical facilities and retail pharmacies in Beijing covered by basic medical insurance] [map]. Beijing: Zhongguo di tu chu ban she; 2003. 2 maps on 1 sheet: 52 x 76 cm. and 38 x 38 cm.; color. Chinese.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat a letter marked with diacritics or accents as if it were not marked
    
    Å treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a
    ğ treated as g
    ň treated as n
    ü treated as u

Box 15 continues on next page...
Box 15 continued from previous page.

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters
  
  æ treated as ae

  ò treated as oe

- Provide an English translation after the original language title whenever possible; place translations in square brackets

  Plano de los transportes publicos del area de salud 1 sur-este de Madrid
  [Public transportation plan of the first southeastern health area of Madrid] [map]. Madrid: Comunidad de Madrid, Consejeria de Sanidad, Direcccion General Planificacion Sanitaria; 2000. 2 maps on 1 sheet: 38 x 65 cm.; color. Spanish.

  Beijing Shi ji ben yi liao bao xian ding dian yi liao ji gou ding dian ling shou yao dian zhi nan tu [Local medical facilities and retail pharmacies in Beijing covered by basic medical insurance] [map]. Beijing: [China Map Publishers]; 2003. 2 maps on 1 sheet: 52 x 76 cm. and 38 x 38 cm.; color. Chinese.


Box 16. Titles in more than one language.

- If a map title is written in several languages, give the title in the first language found on the map and indicate all languages of publication after the pagination. Separate the languages by commas and end the list with a period.


- If a map title is presented in two or more equal languages, as often occurs in Canadian publications, give all titles in the order in which they are given in the text, and place an equals sign between them. Indicate the particular languages, separated by commas, after the pagination. End the list with a period.

Box 17. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a map title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

  1,3-dichloro-5,5-dimethylhydantoin occupational exposure levels in the Netherlands [map].
  von Willebrand distribution [World] [map].

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

  Trends in $\gamma$-linolenic acid production in the United States [map].
  or

  Trends in gamma-linolenic acid production in the United States [map].

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

  $\text{TiO}_2$ in waste water in Japan [map].
  or

  $\text{TiO}(2)$ in waste water in Japan [map].

Box 18. No title can be found.

- If a map has no formal title, construct a title using the name of the area covered by the map as the title

- Place the area name in square brackets

  Example:

  [World] [demographic map]. Washington: Bureau of the Census (US), Center for International Research; 1994. 8 maps on 4 sheets: 1:90,000,000; 20 x 39 cm.; color.

Examples for Title

6. Map with subtitle

7. Map with a title not in English
8. Map with a title not in English with optional translation
9. Map in two equal languages
10. Map in multiple languages
11. Map with location added after title
12. Map with constructed title

Map Type (required)

General Rules for Map Type

- A map type alerts the user that the reference is not to a standard book but to a map
- Place the specific type of map, such as demographic map or topographical map, after the map title, in square brackets
- If the specific type is unknown, simply use the word map
- Follow the bracketed map type with a period unless the map is in a non-print medium (see Type of Medium)

Specific Rules for Map Type

- Specific type of map included

Box 19. Specific type of map included.

- As an option, include the specific type of map cited, if known. Place the type in square brackets following the title.

Examples:


Percent of population, 2000. One or more races including Asian [United States] [demographic map]. Washington: Census Bureau (US), Population Division; 2001. 1 sheet: 1:20,000,000; 14 x 24 cm.; color.


- If the specific type is unknown, simply use the word map within the brackets
Examples for Map Type

13. Map with specific type indicated

Type of Medium for Maps (required)

General Rules for Type of Medium

- Indicate the specific type of medium (microfiche, ultrafiche, microfilm, microcard, etc.) when a map is published in a microform
- Insert the name of the medium within the square brackets for the map type, preceded by the word on. For example: [map on microfiche].
- Add information about the medium according to the instructions in Physical Description below
- See Chapter 18 and Chapter 22 for maps in electronic formats

Examples for Type of Medium

29. Map in a microform

Edition for Maps (required)

General Rules for Edition

- Indicate the edition/version being cited when a map is published in more than one edition or version
-Abbreviate common words if desired (see Abbreviation rules for editions)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period

Box 20. Abbreviation rules for editions.

- Abbreviate common words found in edition statements, if desired:

<table>
<thead>
<tr>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>abbreviated</td>
<td>abbr.</td>
</tr>
<tr>
<td>abridged</td>
<td>abr.</td>
</tr>
<tr>
<td>American</td>
<td>Am.</td>
</tr>
<tr>
<td>augmented</td>
<td>augm.</td>
</tr>
</tbody>
</table>

Box 20 continues on next page...
Box 20 continued from previous page.

<table>
<thead>
<tr>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>authorized</td>
<td>authoriz.</td>
</tr>
<tr>
<td>English</td>
<td>Engl.</td>
</tr>
<tr>
<td>enlarged</td>
<td>enl.</td>
</tr>
<tr>
<td>expanded</td>
<td>expand.</td>
</tr>
<tr>
<td>illustrated</td>
<td>ill.</td>
</tr>
<tr>
<td>modified</td>
<td>mod.</td>
</tr>
<tr>
<td>original</td>
<td>orig.</td>
</tr>
<tr>
<td>reprint(ed)</td>
<td>repr.</td>
</tr>
<tr>
<td>revised</td>
<td>rev.</td>
</tr>
<tr>
<td>special</td>
<td>spec.</td>
</tr>
<tr>
<td>translation</td>
<td>transl.</td>
</tr>
<tr>
<td>translated</td>
<td></td>
</tr>
</tbody>
</table>

For additional abbreviations, see ISO 832:1994 - *Rules for the abbreviation of bibliographic terms*.

- Follow abbreviated words with a period and end all edition information with a period
  
  3rd rev. ed.
  
  1st Engl. ed.

Specific Rules for Edition

- Abbreviation rules for editions
- Non-English words for editions
- First editions

Box 21. Non-English words for editions.

- For non-English edition statements written in the roman alphabet (French, German, Spanish, Italian, etc.):
  
  - Provide the name in the original language
  
  - Abbreviate common words used in edition statements if the language is a familiar one

Box 21 continues on next page...
Box 21 continued from previous page.

- Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with a diacritic or accent as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ã treated as g
    - ñ treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- Separate the edition from the title proper by a space

- Retain the punctuation used in the edition statement

- Follow abbreviated words by a period and end the edition information with a period

Examples:

Ed. 1a.

5. ed. interamente riv. e aggiornata.
Box 21 continued from previous page.

2. ed. veneta.

Nuova ed.

Seconda ed.

4a ed. rev. e ampliada.

2° ed. ampliada y actualizada.

- For an edition statement written in Cyrillic, Greek, Arabic, Hebrew, or Korean:
  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables*.
  - Abbreviate common words used in edition statements if the language is a familiar one.
  - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words.
  - Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
    
    Example: č or ç becomes c
  - Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
  - Separate the edition from the title proper by a space.
  - Retain the punctuation used in the edition statement.
  - Follow abbreviated words by a period and end all edition information with a period.

*Examples:*

1. Izd. 3., perer. i dop.
2. dopunjeno izd.
3. ekd. epeux.
4. ekd.
Box 21 continued from previous page.

- For an edition statement written in a character-based language such as Chinese and Japanese:
  - Transliterate or translate the words for edition
  - Do not abbreviate any of the words or omit any words
  - Use the capitalization system of the particular language
  - Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  *Examples:*
  - ŏ becomes o
  - ŭ becomes u

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- Separate the edition from the title by a space

- Retain the punctuation used in the edition statement.

- End all edition information with a period

  *Examples:*
  - Shohan.
  - Dai 1-han.
  - Dai 3-pan.
  - Di 3 ban.
  - Cai se ban, Xianggang di 1 ban.
  - Che 6-p’an.

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):
Box 21 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Edition</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danish</td>
<td>oplag</td>
<td>n.a.</td>
</tr>
<tr>
<td></td>
<td>udgave</td>
<td></td>
</tr>
<tr>
<td>Dutch</td>
<td>uitgave</td>
<td>uitg.</td>
</tr>
<tr>
<td></td>
<td>editie</td>
<td>ed.</td>
</tr>
<tr>
<td>Finnish</td>
<td>julkaisu</td>
<td>julk.</td>
</tr>
<tr>
<td>French</td>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>German</td>
<td>Ausgabe</td>
<td>Ausg.</td>
</tr>
<tr>
<td></td>
<td>Auflage</td>
<td>Aufl.</td>
</tr>
<tr>
<td>Greek</td>
<td>ekdosis</td>
<td>ekd.</td>
</tr>
<tr>
<td>Italian</td>
<td>edizione</td>
<td>ed.</td>
</tr>
<tr>
<td>Norwegian</td>
<td>publikasjon</td>
<td>publ.</td>
</tr>
<tr>
<td></td>
<td>utgave</td>
<td>utg.</td>
</tr>
<tr>
<td>Portuguese</td>
<td>edicao</td>
<td>ed.</td>
</tr>
<tr>
<td>Russian</td>
<td>izdanie</td>
<td>izd.</td>
</tr>
<tr>
<td></td>
<td>publikacija</td>
<td>publ.</td>
</tr>
<tr>
<td>Spanish</td>
<td>edicion</td>
<td>ed.</td>
</tr>
<tr>
<td></td>
<td>publicacion</td>
<td>publ.</td>
</tr>
<tr>
<td>Swedish</td>
<td>upplaga</td>
<td>n.a.</td>
</tr>
</tbody>
</table>

Box 22. First editions.

- If a map does not carry any statement of edition, assume it is the first or only edition
- Use 1st ed. only when you know that subsequent editions have been published and you wish to cite the earlier one

Examples for Edition


Editor and other Secondary Authors for Maps (optional)

General Rules for Editor and other Secondary Authors

- A secondary author modifies the work of the author. Examples include editors and translators.
- Place the names of secondary authors after the map type and any edition statement
• Use the same rules for the format of names presented in Author (cartographer) above
• Follow the last named editor with a comma and the word editor or editors; the last named translator with a comma and the word translator or translators, etc.
• End secondary author information with a period
• If there is no author, move secondary authors such as editors and translators to the author position in the reference

Specific Rules for Editor and other Secondary Authors

• More than one type of secondary author
• Secondary author performing more than one role
• Non-English names for secondary authors
• Organization as editor

Box 23. More than one type of secondary author.

A map may occasionally have several types of secondary author

• List all of them in the order they are given in the publication
• Separate each type of author and the accompanying role by a semicolon
• End secondary author information with a period

Examples:

Smith BC, editor; Carson HT, translator.

Graber AF, Longstreet RG, translators; Johnson CT, editor.

Box 24. Secondary author performing more than one role.

If the same secondary author performs more than one role:

• List all of them in the order they are given in the publication
• Separate the roles by "and"
• End secondary author information with a period

Example:

Jones AB, editor and translator.
**Box 25. Non-English names for secondary authors.**

- Translate the word found for editor, translator, or other secondary author into English if possible to assist the reader. However, the wording found on the publication may always be used.

- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked:
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ĝ treated as g
    - ñ treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters:
    - æ treated as ae
    - œ treated as oe

- To assist in identifying secondary authors, below is a brief list of non-English words for them:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
<th>Word for Translator</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
<td>traducteur</td>
</tr>
<tr>
<td></td>
<td>editeur</td>
<td></td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
<td>übersetzer</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
<td>dolmetscher</td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
<td>traduttor</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
<td></td>
</tr>
<tr>
<td></td>
<td>editore</td>
<td></td>
</tr>
</tbody>
</table>

*Box 25 continues on next page...*
Box 25 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
<th>Word for Translator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Russian</td>
<td>redaktor</td>
<td>perevodchik</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
<td>traductor</td>
</tr>
<tr>
<td></td>
<td>editor</td>
<td></td>
</tr>
</tbody>
</table>

Box 26. Organization as editor.

On rare occasions an organization will be listed as the editor.

- Follow the instructions for entering the organizational name found under Organizations as author
- Place a comma and the word editor after the organizational name

Example:

Advisory Committee on Existing Chemicals of Environmental Relevance, editor.

Examples for Editor and other Secondary Authors

15. Map with editor(s)

Place of Publication for Maps (required)

General Rules for Place of Publication

- Place is defined as the city where the map was published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as London (ON) and London (England)
- Use the anglicized form for a non-US city, such as Vienna for Wein
- End place information with a colon and a space

Specific Rules for Place of Publication

- Non-US cities
- Joint publication
• Multiple places of publication
• No place of publication can be found

**Box 27. Non-US cities.**

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, whenever possible. However, the name as found on the publication may always be used.

- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ĝ treated as g
    - ų treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:
  - Montreal (QC):
  - Ottawa (ON):
  - Vancouver (BC):

- If the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-
letter ISO country code (see Appendix D). Place the country name or code in parentheses.

London:
Rome:
Paris:
Madrid:

but

Malaga (Spain): or Malaga (ES):
Basel (Switzerland): or Basel (CH):
Oxford (England): or Oxford (GB):

• As an option, use the country name or country code after all cities not in the US or Canada

Box 28. Joint publication.

• Two organizations may co-publish a map. Use the city of the first organization found on the map as the place of publication.

• Place the name of the second organization as a note at the end of the citation, if desired

1985 national shellfish register of classified estuarine waters: regional maps of shellfish growing waters [map]. Washington: National Oceanic and Atmospheric Administration (US); 1985. 4 sheets: 1:2,500,000; 76 x 76 cm.; color. Co-published by the US Food and Drug Administration.

• Do not give multiple places as place of publication or include multiple publishers

Box 29. Multiple places of publication.

• If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.

• As an option, if one place is a US city and the other(s) are not, use the US city
Box 30. No place of publication can be found.

- If no place of publication can be found on the map, but one can be found in a booklet or other publication accompanying the map or can be reasonably inferred (e.g., New York as the place for a publication of the American Geographical Society), place the city in square brackets, such as [New York]

  Percentage of persons not covered by health insurance compared with the national average, by state: 1992 [United States] [map]. [Washington]: Census Bureau (US): [1993?]. 1 sheet: 22 x 28 cm.; color.

- If no place of publication can be found, use [place unknown]

  Dent BD, cartographer. Arkansas population distribution, with shaded relief features of the physical landscape [map]. [place unknown]: B.D. Dent; c1984. 1 sheet: 1:1,000,000; 50 x 57 cm.; color.

Examples for Place of Publication

16. Map with geographic qualifier added to place of publication
17. Map with place of publication inferred
18. Map with unknown place of publication

Publisher for Maps (required)

General Rules for Publisher

- Record the name of the publisher as it appears in the map, using whatever capitalization and punctuation is found there
- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- When a division or other subsidiary part of a publisher appears in the publication, enter the publisher name first. For example: Louisiana State University, Department of Geography and Anthropology.
- End publisher information with a semicolon and a space

Specific Rules for Publisher

- Abbreviated words in publisher names
- Non-English names for publishers
- Government agencies and other national and international bodies as publisher
- Joint publication
- Multiple publishers
- No publisher can be found
Box 31. Abbreviated words in publisher names.

- Abbreviate commonly used words in publisher names, if desired

  *Examples:*
  
  Acad. for Academy  
  Assoc. for Association  
  Co. for Company  
  Coll. for College  
  Corp. for Corporation  
  Dept. for Department  
  Div. for Division  
  Inst. for Institute or Institution  
  Ltd. for Limited  
  Soc. for Society  
  Univ. for University  

  See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

- Follow all abbreviated words with a period

Box 32. Non-English names for publishers.

- Give publisher names appearing in the roman alphabet (French, Spanish, Italian, etc.) in their original language


- Romanize names given in Cyrillic, Greek, Arabic, Hebrew, Korean


- Romanize names or translate names presented in and character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.
Box 32 continued from previous page.

Beijing: Zhongguo di tu chu ban she; 2003.

[Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized.]

or


• Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ◦ Treat letters marked with diacritics or accents as if they are not marked

```
Ä  treated as  A
Ø  treated as  O
Ç  treated as  C
Ł  treated as  L
à  treated as  a
ģ  treated as  g
ń  treated as  n
ü  treated as  u
```

  ◦ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

```
æ  treated as  ae
œ  treated as  oe
```

• If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.

  Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press];

• If the name of a division of other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

  Valencia (Spain): Universidade de Valencia, Instituto de Ciencia y Documentacion Lopez Pinero;

Box 32 continues on next page...
Box 32 continued from previous page.

- As an option, translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation has been given in the publication.

  Aarhus (Denmark): [Aarhus University Press];

Box 33. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

  National Cancer Institute (US)
  National Society on Alcoholism and Drug Dependence (NZ)
  Royal Geographical Society (GB)
  Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor who disseminates documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency that issued the map as the publisher and include distributor information as a note, preceded by "Available from:"


Box 34. Joint publication.

- Two organizations may co-publish a map. Use the first organization appearing on the map as the publisher.

- Place the name of the second organization as a note at the end of the citation, if desired

- Do not give more than one name as publisher

Box 34 continues on next page...
Box 34 continued from previous page.

Example:

1985 national shellfish register of classified estuarine waters: regional maps of shellfish growing waters [map]. Washington: National Oceanic and Atmospheric Administration (US); 1985. 4 sheets: 1:2,500,000; 76 x 76 cm.; color. Co-published by the US Food and Drug Administration.

Box 35. Multiple publishers.

- If more than one publisher is found on a map, use the first one given or the one set in the largest type or bold type
- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.
- Do not list multiple publishers. For those maps with joint or co-publishers, use the name given first as the publisher and include the name of the second as a note if desired. For example, use "Jointly published by the Royal Geographical Society".
- End publisher information with a semicolon

Example:

1985 national shellfish register of classified estuarine waters: regional maps of shellfish growing waters [map]. Washington: National Oceanic and Atmospheric Administration (US); 1985. 4 sheets: 1:2,500,000; 76 x 76 cm.; color. Co-published by the US Food and Drug Administration.

Box 36. No publisher can be found.

- If no publisher can be found, use [publisher unknown].


Examples for Publisher

19. Map with subsidiary division of the publisher
20. Map published by governmental or other national/international organization
21. Map with joint or co-publisher
22. Map with unknown publisher

**Date of Publication for Maps (required)**

**General Rules for Date of Publication**

- Always give the year of publication
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month of publication, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them to the first three letters, such as Jan
- End date information with a period

**Specific Rules for Date of Publication**

- Multiple years of publication
- Non-English names for months
- Date of publication and date of copyright
- No date of publication, but a date of copyright
- No date of publication or copyright can be found
- Options for date of publication

**Box 37. Multiple years of publication.**

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.
  
  2002-2003  
  1997-1998  
  1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.
  
  1999 Oct-2000 Mar  
  2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen
  
  2005 Jan-Feb  
  1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.
**Box 38. Non-English names for months.**

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them

*Examples:*

- mayo = May
- luty = Feb
- brezen = Mar

**Box 39. Date of publication and date of copyright.**

Some maps have both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the date of publication unless three or more years separates the two dates
- In this situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, "2002, c1997".

This convention alerts a user that the information in the publication is older than the date of publication implies.

**Box 40. No date of publication, but a date of copyright.**

- A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005.

Cincinnati and vicinity [map]. Lake Monroe (FL): Universal Map; c2002. 1 sheet: 2 1/4 inch = 1 mile; 123 x 183 cm.; color.

**Box 41. No date of publication or copyright can be found.**

- If neither a date of publication nor a date of copyright can be found, but a date can be estimated because of material contained in the map itself or on accompanying material, place a question mark after the estimated date and place date information in square brackets

*Box 41 continues on next page...*
Box 41 continued from previous page.

Percentage of persons not covered by health insurance compared with the national average, by state: 1992 [United States] [map]. [Washington]: Census Bureau (US): [1993?]. 1 sheet: 22 x 28 cm.; color.

- If neither a date of publication nor a date of copyright can be found nor can the date be estimated, use [date unknown]

  Aces Products, cartographer. Navajo Nation, U.S.A., P.H.S., Indian Health Service [map]. Window Rock (AZ): Indian Health Service (US), Navajo Area; [date unknown]. 1 sheet: 1:1,600,000; 26 x 31 cm.; color.

Box 41a. Options for date of publication.

It is not NLM policy, but the following is an acceptable option:

The date of information may follow the author names in the list of references when the name-year system of in-text references is used

- Use the year of publication only
- Place the year after the last named author, followed by a period
- End publisher information with a period

**NLM citation:**


**Name-year system of citation:**


Examples for Date of Publication

23. Map with month included in date of publication
24. Map with date of copyright instead of publication
25. Map with date of publication estimated
26. Map with unknown date of publication
Pagination for Maps (optional)

General Rules for Pagination

- Provide the total number of sheets on which the map appears
- Follow the sheet total with a space and the word sheet or sheets
- End pagination information with a colon and a space, unless no Physical Description is provided, then use a period

Specific Rules for Pagination

- More than one map on a sheet or more than one sheet per map

Box 42. More than one map on a sheet or more than one sheet per map.

- If more than one map appears on a sheet, include this information with the pagination. Place the number of maps before the number of sheets.
  
  2 maps on 1 sheet: 1:2,500,000; 17 x 20 cm.; black & white.
  
  10 maps on 1 sheet: 23 x 17 cm. and 10 x 7 cm.; color.
  
  8 maps on 4 sheets: 1:90,000,000; 20 x 39 cm.; color.

- If a map appears on more than one sheet, include this information with the pagination

  2 sheets: 1:4,500,000; sheets 92 x 62 cm.; color.
  
  8 maps on 4 sheets: 1:90,000,000; 20 x 39 cm.; color.

Examples for Pagination

27. Map pagination and physical description

Physical Description for Maps (optional)

General Rules for Physical Description

- Begin with the scale of the map, followed by a semicolon and a space. For example: 1:250,000;
- Enter the size of the map in centimeters, followed by a semicolon and a space. For example: 80 x 44 cm.;
- Indicate if the map is in color or black & white
- End the map description with a period
- Give information on the physical characteristics if a map is published in a microform (microfilm, microfiche, etc.). For example: 1 microfiche: black & white, negative, 2 x 4 in.
Specific Rules for Physical Description

- Language for describing map characteristics
- Language for describing microform characteristics

Box 43. Language for describing map characteristics.

- Describe map characteristics using the features listed below
  - Give each feature as it is found on the map
  - Abbreviate measures used if desired
    - centimeters = cm.
    - inches = in.
    - miles = mi.
    - kilometers = km.
  - Separate one feature from another by a semicolon and a space
  - End the last of the features with a period
- Scale
  Examples:
  - 1:45,000
  - 1:2,125,000
  - 2 1/4 in. = 1 mi.
  - 1 cm. = 80 km.
- Size in centimeters
  Examples:
  - 33 x 44 cm.
  - 123 x 183 cm.
  - If more than one map is found on a sheet and they differ in size, include all sizes:
    - 2 maps on 1 sheet: 52 x 76 cm. and 38 x 38 cm.; color
- Color or black & white
  Examples:
Box 43 continued from previous page.

1 sheet: 1:1,600,000; 26 x 31 cm.; color.

2 maps on 1 sheet: 1:2,500,000; 17 x 20 cm.; black & white.

- Projection is also sometimes found on a map
  - Use whatever wording is found on the map
  - Abbreviate projection to proj. if desired
  - Place projection information following the scale (or following the number of sheets if no scale is provided)

Examples:

1 sheet: 1:24,000; Lambert conformal conic proj.; 68 x 56 cm.; color.

1 sheet: 1:54,109,440; Winkel tripel proj.; 46 x 74 cm.; color.

8 maps on 1 sheet: 1:15,600,000; Azimuthal equidistant proj.; 26 x 20 cm. and 60 x 50 cm.; color.

Box 44. Language for describing microform characteristics.

If a map is published on microfiche, microfilm, or microcards:

- Begin with information on the number and type of physical pieces, followed by a colon and a space
  - 2 microfiche:
  - 3 microcards:
  - 1 reel: [of microfilm]

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches and mm. for millimeters. Separate types of information by commas.

Typical words used include:

color
black & white
positive
negative

Box 44 continues on next page...
Box 44 continued from previous page.

4 x 6 in. (standard microfiche size)
3 x 5 in. (standard microcard size)
35 mm. (a standard microfilm size)
16 mm. (a standard microfilm size)

Examples of complete physical description statements:

3 microfiche: color, positive, 4 x 6 in.
5 microcards: black & white, 3 x 5 in.
1 reel: black & white, negative, 35 mm.

• Place any microform description after the map characteristics

Examples for Physical Description

27. Map pagination and physical description
28. Map physical description showing projection
29. Map in a microform

Series for Maps (optional)

General Rules for Series

• Begin with the name of the series
• Capitalize only the first word and proper nouns
• Follow the name with any numbers provided. For example, vol. 3 for a volume or no. 12 for an issue number.
• Separate the title and the number by a semicolon and a space
• Place series information in parentheses
• End series information with a period, placed outside the closing parenthesis

Examples for Series

30. Map in a series

Language for Maps (required)

General Rules for Language

• Give the language of publication if other than English
• Capitalize the language name
• Follow the language name with a period
Specific Rules for Language

- Maps appearing in more than one language

Box 45. Maps appearing in more than one language.

- If the text of a map is written in several languages, give the title in the first language found on the map and indicate all languages of publication after the pagination. Separate the languages by commas.


- If a map appears in two or more equal languages, as often occurs in Canadian publications, give all titles in the order in which they are presented on the map, with an equals sign between them. Indicate the particular languages, separated by a comma, after the pagination and description.


- If none of the languages is English, follow the title with a translation whenever possible. Place the translation in square brackets.

  Brugger EM, cartographer. Asien [Asia] [map]. Frankfurt (Germany): Kartographischer Verlag Reinhard Ryborsch; 1992. 1 sheet: 1 cm. = 80 km.; 97 x 135 cm.; color. German, English, French.

Examples for Language

7. Map with a title not in English

8. Map with a title not in English with optional translation

9. Map in two equal languages

10. Map in multiple languages

Notes for Maps (optional)

General Rules for Notes

- Notes is a collective term for any type of useful information given after the citation itself
- Complete sentences are not required
- Be brief
Specific Rules for Notes

- Map accompanied by written or other material
- Other types of material to include in notes

Box 46. Map accompanied by written or other material.

- If a booklet or other supplemental material accompanies a map, begin by citing the map
- Add the phrase "Accompanied by:" followed by a space and the number and type of material

Examples:

Accompanied by: 1 booklet.

Accompanied by: World's most populous cities, lesson plan, 16 p.

Box 47. Other types of material to include in notes.

- If a map contains material of particular interest to the audience that may not be apparent from the title, describe it

Veterans Health Services and Research Administration [United States] [map]. Rev. ed. Washington: Department of Veterans Affairs (US); 1991. 1 sheet: 28 x 43 cm.; color. Shows VA regional offices, medical centers, and outpatient clinics.

AIDS and HIV in Latin America and the Caribbean [map]. Washington: Central Intelligence Agency (US); 1993. 2 maps on 1 sheet: 40 x 75 cm.; color. Information taken from reports to World Health Organization, Pan American Health Organization, USAID, and from official estimates in various countries.


- If the map is a US government publication and may be obtained from the US Government Printing Office or the National Technical Information Service, provide the name and location of the service and the acquisition number. Begin with the phrase "Available from" followed by a colon and a space


Box 47 continues on next page...
Examples for Notes

31. Map with note

Examples of Citations to Maps

1. Standard citation to a map

Buchholz D, cartographer. Street map, San Diego, southern area [map]. Oceanside (CA): Global Graphics; 2000. 1 sheet: 1:45,000; 89 x 68.5 cm.; color.


2. Map with designation of family rank for the author (cartographer)

Giese GL, Mason RR Jr, cartographers. Low-flow characteristics of streams in North Carolina [map]. Raleigh (NC): Geological Survey (US); 1991. 2 sheets: 1:2,125,000; 73 x 106 cm.; color.

3. Map with an organization as author (cartographer)

Aces Products, cartographer. Navajo Nation, U.S.A., P.H.S., Indian Health Service [Southwestern United States] [map]. Window Rock (AZ): Indian Health Service (US), Navajo Area; [date unknown]. 1 sheet: 1:1,600,000; 26 x 31 cm.; color.

4. Map with no author (cartographer) provided

Sample PSUs for the health interview survey (HIS), 1980 redesign [United States] [map]. Washington: Bureau of the Census (US), Geography Division; 1986. 1 sheet: 1:5,000,000; 66 x 97 cm.; color.


5. Map showing author (cartographer) affiliation


6. Map with subtitle


7. Map with a title not in English

Plano de los transportes publicos del area de salud 1 sur-este de Madrid [map]. Madrid: Comunidad de Madrid, Consejeria de Sanidad, Direccion General Planificacion Sanitaria; 2000. 2 maps on 1 sheet: 38 x 65 cm.; color. Spanish.

Beijing Shi ji ben yi liao bao xian ding dian yi liao ji gou ding dian ling shou yao dian zhi nan tu [map]. Beijing: Zhongguo di tu chu ban she; 2003. 2 maps on 1 sheet: 52 x 76 cm. and 38 x 38 cm.; color. Chinese.


8. Map with a title not in English with optional translation

Plano de los transportes publicos del area de salud 1 sur-este de Madrid [Public transportation plan of the first southeastern health area of Madrid] [map]. Madrid: Comunidad de Madrid, Consejeria de Sanidad, Direccion General Planificacion Sanitaria; 2000. 2 maps on 1 sheet: 38 x 65 cm.; color. Spanish.

Beijing Shi ji ben yi liao bao xian ding dian yi liao ji gou ding dian ling shou yao dian zhi nan tu [Local medical facilities and retail pharmacies in Beijing covered by basic medical insurance] [map]. Beijing: Zhongguo di tu chu ban she; 2003. 2 maps on 1 sheet: 52 x 76 cm. and 38 x 38 cm.; color. Chinese.

9. Map in two equal languages


10. Map in multiple languages


11. Map with location added after title


Distribution of helminthiases [World] [map]. New York: American Geographical Society; c1952. 15 maps on 1 sheet: 38 x 67 cm.; color.

12. Map with constructed title

[World] [demographic map]. Washington: Bureau of the Census (US), Center for International Research; 1994. 8 maps on 4 sheets: 1:90,000,000; 20 x 39 cm.; color.

13. Map with specific type indicated


One or more races including Asian [United States] [demographic map]. Washington: Census Bureau (US), Population Division; 2001. 1 sheet: 1:20,000,000; 14 x 24 cm.; color.


Richmond Virginia: includes downtown enlargement, indexed streets, place names, shopping centers, schools, airports, hospitals, places of worship, parks & recreation, and much more [map]. 2nd ed. Alexandria (VA): ADC of Alexandria; c1994. 1 sheet: 1:36,000; 66 x 97 cm.; color.


15. Map with editor(s)


16. Map with geographic qualifier added to place of publication

Hagstrom map of Ulster County, New York: fully street-indexed, U.S., state, interstate highways, Catskill Park, golf courses and country clubs, schools, hospitals, points of interest, zip codes, rr routes [map]. Maspeth (NY): Hagstrom Map Co.; c1997. 1 sheet: 1:42,000; 143 x 133 cm.; color.

17. Map with place of publication inferred

Percentage of persons not covered by health insurance compared with the national average, by state: 1992 [United States] [map]. [Washington]: Census Bureau (US): [1993?]. 1 sheet: 22 x 28 cm.; color.

18. Map with unknown place of publication

Dent BD, cartographer. Arkansas population distribution, with shaded relief features of the physical landscape [map]. [place unknown]: B.D. Dent; c1984. 1 sheet: 1:1,000,000; 50 x 57 cm.; color.

19. Map with subsidiary division of the publisher

Ghana, maternal malnutrition by region: percent mothers with children under 3 years who are malnourished [map]. Legon (Ghana): University of Ghana, Centre for Social Policy Studies; 1998. 1 sheet: 59 x 41 cm.; color.

20. Map published by governmental or other national/international organization

U.S. Navy and Marine Corps guide to Native American groups [United States] [map]. Washington: Navy Department (US), Office of the Assistant Secretary; 1996. 2 sheets: 1:4,500,000; 92 x 62 cm.; color.


21. Map with joint or co-publisher

1985 national shellfish register of classified estuarine waters: regional maps of shellfish growing waters [United States] [map]. Washington: National Oceanic and Atmospheric Administration (US); 1985. 4 sheets: 1:2,500,000; 76 x 76 cm.; color. Co-published by the US Food and Drug Administration.

22. Map with unknown publisher


23. Map with month included in date of publication


24. Map with date of copyright instead of publication

Cincinnati and vicinity [map]. Lake Monroe (FL): Universal Map; c2002. 1 sheet: 2 1/4 in. = 1 mi.; 123 x 183 cm.; color.

25. Map with date of publication estimated

Percentage of persons not covered by health insurance compared with the national average, by state: 1992 [United States] [map]. [Washington]: Census Bureau (US): [1993?]. 1 sheet: 22 x 28 cm.; color.

26. Map with unknown date of publication

Aces Products, cartographer. Navajo Nation, U.S.A., P.H.S., Indian Health Service [Southwestern United States] [map]. Window Rock (AZ): Indian Health Service (US), Navajo Area; [date unknown], 1 sheet: 1:1,600,000; 26 x 31 cm.; color.
27. Map pagination and physical description

Mathes MV, Waldron MC, cartographers. Distribution of fluoride in ground water of West Virginia [map]. Charleston (WV): Geological Survey (US); 1993. 1 sheet; 1:2,125,000; 32 x 36 cm.; black & white.

Veterans Health Services and Research Administration [United States] [map]. Rev. ed. Washington: Department of Veterans Affairs (US); 1991. 1 sheet; 28 x 43 cm.; color.

U.S. Navy and Marine Corps guide to Native American groups [United States] [map]. Washington: Navy Department (US), Office of the Assistant Secretary; 1996. 2 sheets; 1:4,500,000; 92 x 62 cm.; color.


28. Map physical description showing projection

Maiden quadrangle, North Carolina, 1993 [topographic map]. Reston (VA): Geological Survey (US); 1996. 1 sheet; 1:24,000; Lambert conformal conic proj.; 68 x 56 cm.; color.

Natural hazards of North America [map]. Washington: National Geographic Society (US); c1998. 8 maps on 1 sheet; 1:15,600,000; Azimuthal equidistant proj.; 26 x 20 cm. and 60 x 50 cm.; color.

Millenium in maps. Population [World] [map]. Washington: National Geographic Society (US); 1998. 1 sheet; 1:54,109,440; Winkel tripel proj.; 46 x 74 cm.; color.

29. Map in a microform


30. Map in a series

Loiselle MC, Horn MA, Medalie L, cartographers. Estimated withdrawals and use of freshwater in Maine, 1990 [map]. Reston (VA): Geological Survey (US); 1995. 10 maps on 1 sheet; 23 x 17 cm. and 10 x 7 cm.; color. (Water-resources investigations report; 93-4098).

31. Map with note

Cincinnati and vicinity [map]. Lake Monroe (FL): Universal Map; c2002. 1 sheet; 2 1/4 in. = 1 mi.; 123 x 183 cm.; color. Accompanied by: 1 booklet.

Veterans Health Services and Research Administration [United States] [map]. Rev. ed. Washington: Department of Veterans Affairs (US); 1991. 1 sheet: 28 x 43 cm.; color. Shows VA regional offices, medical centers, and outpatient clinics.

AIDS and HIV in Latin America and the Caribbean [map]. Washington: Central Intelligence Agency (US); 1993. 2 maps on 1 sheet: 40 x 75 cm.; color. Information taken from reports to World Health Organization, Pan American Health Organization, USAID, and from official estimates in various countries.


Chapter 10. Legal Documents

The legal profession employs a unique system of citation unlike that generally used in medicine and the sciences. This legal style is described in detail in *The Bluebook: a Uniform System of Citation* (18th ed. Cambridge (MA): Harvard Law Review Association; 2005). Because this legal standard is well established and its citation format accurately identifies legal documents for retrieval from law and general libraries, no attempt has been made to force references to legal materials such as public laws and hearings into a traditional format. Instead, examples of the common types of legal citations are provided here and the reader should consult *The Bluebook* for details.

The examples below pertain to US federal statutes and legislative documents. They represent the standards followed in the United States and may not be applicable to legal documents in other countries. Documents produced by US states vary in format; see *The Bluebook*.

**Unenacted Bill**

- **originated in the House**


- **originated in the Senate**


**Public Law**


**United States Code**


**Code of Federal Regulations**


**Federal Register**

An item from the Federal Register is cited the same way as a standard journal article. Abbreviate the title to Fed Regist. and see Chapter 1A for journal article citation information.


**Congressional Hearing**

- **House**


- **Senate**


**Congressional Report**

- **House report**


- **Senate report**


Citing Unpublished Material
Chapter 11. Forthcoming ("in press")

Created: October 10, 2007; Updated: August 11, 2015.

A. Forthcoming Journal Articles

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

B. Forthcoming Books

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

See also:

Chapter 1 Journals

Chapter 2 Books

A. Sample Citation and Introduction to Citing Forthcoming Journal Articles

The general format for a reference to a forthcoming journal article, including punctuation:

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Examples of Citations to Forthcoming Journal Articles

Forthcoming material consists of journal articles or books accepted for publication but not yet published. "Forthcoming" has replaced the former "in press" because changes in the publishing industry make the latter term obsolete.

Do not include as forthcoming those articles that have been submitted for publication but have not yet been accepted for publication. Note that some publishers will not accept references to any form of unpublished items in a reference list.

You may add the affiliation of the first author or additional authors of the article to the citation to facilitate retrieval in the event there is some delay or change in final
publication. For journal articles you may also include the exact volume and issue number if known.

For more examples of the components of citations, see Chapter 1A Journal Articles.

Continue to Citation Rules with Examples for Forthcoming Journal Articles.

Continue to Examples of Citations to Forthcoming Journal Articles.

Citation Rules with Examples for Forthcoming Journal Articles

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Author Affiliation (O) | Article Title (R) | Article Type (O) | Journal Title (R) | Edition (R) | Type of Medium (R) | Volume Number (O) | Issue Number (O) | Language (R) | Notes (R)

Author for Forthcoming Articles (required)

General Rules for Author

• List names in the order they will appear in the final document
• Enter surname (family or last name) first for each author/editor
• Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
• Convert given (first) names and middle names to initials for a maximum of two initials following each surname
• Give all authors, regardless of the number
• Separate author names from each other by a comma and a space
• End author/editor information with a period

Specific Rules for Author

• Surnames with hyphens and other punctuation in them
• Other surname rules
• Given names containing punctuation, a prefix, a preposition, or particle
• Degrees, titles, and honors before or after a personal name
• Designations of rank in a family, such as Jr and III
• Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
• Organizations as author
• No author included
• Options for author names
Box 1. Surnames with hyphens and other punctuation in them.

- Keep hyphens within surnames
  
  Estelle Palmer-Canton becomes Palmer-Canton E
  
  Ahmed El-Assmy becomes El-Assmy A

- Keep particles, such as O', D', and L'
  
  Alan D. O’Brien becomes O’Brien AD
  
  Jacques O. L’Esperance becomes L’Esperance JO
  
  U. S’adeh becomes S’adeh U

- Omit all other punctuation within surnames
  
  Charles A. St. James becomes St James CA

Box 2. Other surname rules.

- Keep prefixes in surnames
  
  Lama Al Bassit becomes Al Bassit L
  
  Jiddeke M. van de Kamp becomes van de Kamp JM
  
  Gerard de Pouvourville becomes de Pouvourville G

- Keep compound surnames even if no hyphen appears
  
  Sergio Lopez Moreno becomes Lopez Moreno S
  
  Jaime Mier y Teran becomes Mier y Teran J
  
  Virginie Halley des Fontaines becomes Halley des Fontaines V

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  - Treat a letter marked with diacritics or accents as if it were not marked
    
    Å treated as A
    
    Ø treated as O
    
    Ç treated as C

Box 2 continues on next page...
Box 2 continued from previous page.

- L treated as L
- à treated as a
- ã treated as g
- ñ treated as n
- ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters
  - æ treated as ae
  - œ treated as oe

Box 3. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names
  - Jean-Louis Lagrot becomes Lagrot JL

- Use only the first letter of given names and middle names when they contain a prefix, a preposition, or other particle
  - D'Arcy Hart becomes Hart D
  - W. St. John Patterson becomes Patterson WS
  - De la Broquerie Fortier becomes Fortier D
  - Craig McC. Brooks becomes Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.
  - Ch. Wunderly becomes Wunderly C
  - C. Fr. Erdman becomes Erdman CF

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter when the original initial is represented by more than one letter
  - Iu. A. Iakontov becomes Iakontov IuA
  - G. Th. Tsakalos becomes Tsakalos GTh
Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors that follow a personal name, such as M.D
  - James A. Reed, M.D., F.R.C.S.  becomes  Reed JA
  - Katherine Schmidt, Ph.D.  becomes  Schmidt K
  - Robert V. Lang, Major, US Army  becomes  Lang RV

- Omit rank and honors that precede a name, such as Colonel or Sir
  - Sir Frances Hildebrand  becomes  Hildebrand F
  - Dr. Kristine Eberhard  becomes  Eberhard K
  - Captain R.C. Williams  becomes  Williams RC

Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation

- Convert roman numerals to arabic ordinals

  Examples:
  - Vincent T. DeVita, Jr.  becomes  DeVita VT Jr
  - James G. Jones II  becomes  Jones JG 2nd
  - John A. Adams III  becomes  Adams JA 3rd
  - Henry B. Cooper IV  becomes  Cooper HB 4th

Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the ALA-LC Romanization Tables.

- Romanize names when they are in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese

- Capitalize only the first letter of romanized names when the original initial is represented by more than one letter

  - Iu. A. Iakontov  becomes  Iakontov IuA
  - G. Th. Tsakalos  becomes  Tsakalos GTh

Box 6 continues on next page...
Box 6 continued from previous page.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat a letter marked with diacritics or accents as if it were not marked
    - Å treated as A
    - Ø treated as O
    - Ć treated as C
    - Ł treated as L
    - à treated as a
    - ģ treated as g
    - ź treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they were two letters
    - æ treated as ae
    - œ treated as oe

Box 7. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit “The” preceding an organizational name
  
  The American Cancer Society becomes American Cancer Society

- If a division or other part of an organization will be included in the publication, give the parts of the name in descending hierarchical order, separated by commas
  
  American Medical Association, Committee on Ethics.

  International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

  American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.
Box 7 continued from previous page.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country within parentheses after the name, using the two-letter ISO country code (see Appendix D)
  
  National Academy of Sciences (US).
  Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon
  
  Canadian Association of Orthodontists; Canadian Dental Association.
  American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization(s) will appear on the title page of an article as authors, give both, in the order they will appear in the article; separate them by a semicolon
  
  Sugarman J, Getz K, Speckman JL, Byrne MM, Gerson J, Emanuel EJ; Consortium to Evaluate Clinical Research Ethics.
  Margulies EH; NISC Comparative Sequencing Program; Maduro VV, Thomas PJ, Tomkins JP, Amemiya CT, Luo M, Green ED.

- For names of organizations in languages other than English:
  
  - Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they will appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.
    
    Istituto di Fisiologia Clinica del CNR.
    Universitatsmedizin Berlin.
    Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].
  
  - Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables. Whenever possible follow
a non-English name with a translation. Place all translations in square brackets.

Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

[Russian Respiratory Society].

- Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

[Chinese Medical Society].

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat a letter marked with diacritics or accents as if it were not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ĝ treated as g
    - ň treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they were two letters
    - æ treated as ae
    - œ treated as oe

Box 8. No author included.

- If no person or organization will be given as the author but editors or translators will be given, begin the reference with the names of the editors or translators. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.
Box 8 continued from previous page.

Morrison CP, Court FG, editors.

Walser E, translator.

- If no person or organization will be identified as the author and no editors or translators will be given, begin the reference with the title of the article. Do not use anonymous.


Box 9. Options for author names.

The following formats are not NLM practice for citing authors, but they are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon.

  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A. Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- The number of authors may be limited to a specific number, such as the first three authors or first six authors, if space is a consideration. Follow the last named author with a comma and "et al." or "and others."


  Adler DG, Baron TH, Davila RE, Egan J, Hirota WK, Leighton JA, and others.

- If both individuals and an organization or organizations will appear on the title page of the article as authors, the individuals may be given as the author and the organization listed at the end of the reference as a note


Examples for Author

1. Standard citation for a forthcoming article

2. Forthcoming article with optional full first names
3. Forthcoming article with author names showing designation of rank in a family
4. Forthcoming article with authors having compound surnames
5. Forthcoming article with prefixes or particles in author surnames
6. Forthcoming article with no author or editor

**Author Affiliation for Forthcoming Articles (optional)**

**General Rules for Author Affiliation**
- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the affiliation
- Place the affiliation in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the parentheses, unless it is the affiliation of the last author, then use a period

**Specific Rules for Author Affiliation**
- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

**Box 10. Abbreviations in affiliations.**
- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

  **Examples:**
  - Acad. for Academy
  - Assoc. for Association
  - Co. for Company
  - Coll. for College
  - Corp. for Corporation
  - Dept. for Department

*Box 10 continues on next page...*
Box 10 continued from previous page.

Div. for Division
Inst. for Institute or Institution
Soc. for Society
Univ. for University

See Appendix C for more abbreviations of commonly used English words.

• Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

• Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

• Be consistent. If you abbreviate a word in one reference, abbreviate the same word in all references.

Box 11. E-mail address included.

• Follow the US state, Canadian province, or country of the author with a period and a space

• Insert the e-mail address as it appears in the publication

• Place the e-mail address within the closing parenthesis for the author affiliation

• Do not end an e-mail address with a period

Example:

Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

Box 12. Organizational names for affiliations not in English.

• Give the affiliation of all authors or only the first author

• Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or two-letter ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses

Box 12 continues on next page...
For non-English organizational names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.), provide the name in the original language

Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodefiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

Pinet LM (Departamento de Servicios de Salud de Emergencia, Escuela de Posgrado, Universidad de Maryland, Condado de Baltimore, USA. lpinetl@umbc.edu).

Romanize (write in the roman alphabet) or translate organizational names if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

Barbulescu M (Clinica Chirurgica, Spitalul Clinic Coltea, Bucuresti), Burcos T, Ungureanu CD, Zodieru-Popa I.

Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

Translate organizational names in character-based languages (Chinese, Japanese)

Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat a letter marked with diacritics or accents as if it were not marked
  - À treated as A
  - Ø treated as O
  - Ç treated as C
  - Ł treated as L
  - à treated as a
Box 12 continued from previous page.

- ģ treated as g
- űn treated as n
- ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they were two letters
    - æ treated as ae
    - œ treated as oe

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name that will be carried on the publication may always be used.
- Place the affiliation in parentheses

Box 13. Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name that will be carried on the publication may always be used.
  - Moskva becomes Moscow
  - Wien becomes Vienna
  - Italia becomes Italy
  - Espana becomes Spain

Examples for Author Affiliation

7. Forthcoming article with author affiliation

Article Title for Forthcoming Articles (required)

General Rules for Article Title

- Enter the title of an article or book as it will appear in the final document, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless some other form of punctuation such as a question mark, period, or an exclamation point is already present
• Follow non-English titles with a translation, whenever possible; place the translation in square brackets
• End a title with a period unless a question mark or exclamation point already ends it or a Type of Medium follows it (see below)

**Specific Rules for Article Title**

• Article titles not in English
• Article titles in more than one language
• Translated article titles ending in punctuation other than a period
• Article titles containing a Greek letter, chemical formula, or another special character

**Box 14. Article titles not in English.**

• Translate article titles not in English. Place all translated titles in square brackets. Indicate the language after the journal title.


• Whenever possible, place the original language title or romanized title before the translation

  ◦ Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization


  ◦ Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    ■ Treat a letter marked with diacritics or accents as if it were not marked

    \[ \check{A} \] treated as A
    \[ \check{O} \] treated as O
    \[ \check{C} \] treated as C
    \[ \check{L} \] treated as L

  *Box 14 continues on next page...*
Box 14 continued from previous page.

- \( \hat{a} \) treated as \( a \)
- \( \hat{g} \) treated as \( g \)
- \( \ddot{n} \) treated as \( n \)
- \( \ddot{u} \) treated as \( u \)

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters
  - \( \textae \) treated as \( ae \)
  - \( \textoe \) treated as \( oe \)

Example:


Box 15. Article titles in more than one language.

- If an article title will be provided in English as well as other languages, give the English language version of the article title and indicate all languages of publication after the journal title, separated by commas


- If an article title will be provided in more than one language and none of them is English, translate the title into English and place the translation within square brackets. Indicate all languages of publication after the journal title, separated by commas.


  - As an option, precede the translated title with the original language title

  Teubner E, Marinello CP. Die Berechnung der prospektiven Zahnposition anhand einer Modellanalyse--das Staub Cranial-System
Box 15 continued from previous page.


- If an article title is presented in two equal languages, as often occurs in Canadian publications, give both titles in the order in which they will be given in the text, with an equals sign between them. Indicate the particular languages, separated by commas, after the journal title.


Box 16. Translated article titles ending in punctuation other than a period.

- Most article titles end in a period. When a translation of an article title is provided, place it in square brackets. Place the closing period outside the brackets.


  or


- If a translated article title ends in another form of punctuation, keep that punctuation. Place it within the square brackets and end title information with a period.


  or

**Box 17. Article titles containing a Greek letter, chemical formula, or another special character.**

- Capitalize the first word of an article title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized


- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.


  or


- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript within parentheses


  or

  Suzuki T, Hide I, Matsubara A, Hama C, Harada K, Miyano K, Andra M, Matsubayashi H, Sakai N, Kohsaka S, Inoue K, Nakata Y. Microglial alpha7 nicotinic acetylcholine receptors drive a phospholipase C/IP(3) pathway and

*Box 17 continues on next page...*

Examples for Article Title

8. Forthcoming article title beginning with a lower case letter

9. Forthcoming article title containing Greek letters, superscripts, or subscripts

10. Forthcoming article with a title not in English

11. Forthcoming article that is a letter to the editor

Article Type for Forthcoming Articles (optional)

General Rules for Article Type

• An article type alerts the user that the reference is to an abstract or a letter to the editor, not a full article
• Place [abstract] or [letter] after the article title
• Follow the bracketed article type with a period

Specific Rules for Article Type

• Article titles ending in punctuation other than a period
• Article titles not in English

Box 25. Articles titles ending in punctuation other than a period.

• Most journal article titles end in a period. Place [letter] or [abstract] inside the period.


• If an article title ends in another form of punctuation, keep that punctuation and follow [letter] or [abstract] with a period.


Examples for Article Type

11. Forthcoming article that is a letter to the editor
Journal Title for Forthcoming Articles (required)

General Rules for Journal Title

- Enter a journal title in the original language
- Abbreviate significant words in a journal title (see Abbreviation rules for journal titles below) and omit other words, such as articles, conjunctions, and prepositions
- Capitalize all remaining title words, including abbreviations
- End the journal title with a period unless an Edition statement or a Type of Medium is included (see below)

Box 18. Abbreviation rules for journal titles.

- Abbreviate and capitalize significant words in a journal title and omit other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and, L'.

  The Journal of Biocommunication becomes J Biocommun.
  La Pediatria Medica e Chirurgica becomes Pediatr Med Chir.
  L'Orthodontie Francaise becomes Orthod Fr.

  - A list of the abbreviations for common English words used in journal titles is in Appendix A. Other sources for title-word abbreviations are:
    - List of Journals Indexed for MEDLINE
    - PubMed Journals database
    - Appendix B for non-NLM sources

- Do not abbreviate journal titles that consist of a single word or titles written in a character-based language such as Chinese and Japanese

  Virology remains Virology.
  Kansenshogaku Zasshi remains Kansenshogaku Zasshi.

- Do not include journal subtitles as part of the abbreviated title

  JAMA: the Journal of the American Medical Association becomes JAMA.

- Omit any punctuation found within a title

  Drug-Nutrient Interactions becomes Drug Nutr Interact.
  Women's Health becomes Womens Health.

Box 18 continues on next page...

- Some bibliographies and online databases show a place of publication after a journal title, such as Clin Toxicol (Phila). This practice is used to show that two or more journal titles with the same name reside in a library collection or database; the name of the city where the journal is published distinguishes the various titles. The city is usually shown in abbreviated format following the same rules as for words in journal titles, as Phila for Philadelphia in the example above. If you use a bibliography or database such as PubMed to help construct your reference and a place name is included, you may keep it if you wish.

- See also Construction of National Library of Medicine Title Abbreviations

Specific Rules for Journal Title

- Abbreviation rules for journal titles
- Non-English journal titles
- Single word journal titles
- Journals appearing in different editions
- Options for journal titles

Box 19. Non-English journal titles.

- For non-English journal titles appearing in the roman alphabet (French, German, Spanish, Italian, etc.), provide the name in the original language. Abbreviate it according to the Abbreviation rules for journal titles and capitalize all remaining words, including abbreviations. Indicate the language of the article after the journal title.
  

- For a journal title in a non-roman alphabet:
  
  ☺ Romanize (write in the roman alphabet) the title if it is in Cyrillic, Greek, Arabic, Hebrew, or Korean. Abbreviate it according to the Abbreviation rules for journal titles and capitalize all remaining words, including abbreviations. Indicate the language of the article after the journal title.
  
  
Box 19 continued from previous page.

- Romanize titles in a character-based language (Chinese, Japanese). Do not abbreviate any of the words or omit any words; use the capitalization system of the particular language. Indicate the language of the article after the journal title.


- It is not NLM practice, but you may translate journal titles in character-based languages. If you do, abbreviate the title according to the Abbreviation rules for journal titles and indicate the language of the article after the journal title.


- A good authority for romanization is the ALA-LC Romanization Tables.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat a letter marked with diacritics or accents as if it were not marked

    Ä treated as A

    Ø treated as O

    Ç treated as C

    Ł treated as L

    à treated as a

    ģ treated as g

    ň treated as n

    ü treated as u

  - Treat two or more letters printed as a unit (ligated letters) as if they were two letters

    æ treated as ae

    œ treated as oe
Box 20. Single word journal titles.

- Do not abbreviate journal titles consisting of a single word, regardless of language.
  
  Urology. remains Urology.
  
  Harefuah. remains Harefuah.

Box 21. Journals appearing in different editions.

- If a journal is published in more than one edition, include the edition information after the title itself.

- Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and, L’.

- Separate the edition from the title itself by a space and place it in parentheses.

- Do not follow abbreviated words by a period, but end all title information with a period.


- See the Abbreviation rules for editions for further information.

Box 22. Options for journal titles.

The following forms are not NLM practice for citing journal titles, but are acceptable options:

- Periods may be placed after each abbreviated word in the title.


- The title may be written out in full.

  Journal of Continuing Education in Nursing.

Examples for Journal Title

13. Forthcoming article in a journal title with a place of publication added
14. Forthcoming article in an Internet journal

Edition for Forthcoming Articles (required)

General Rules for Edition

- Indicate the edition/version being cited after the title if a journal is published in
  more than one edition or version
- Abbreviate each significant word (see Abbreviation rules for editions below) and
  omit other words, such as articles, conjunctions, and prepositions
- Capitalize all remaining title words, including abbreviations
- Place the edition statement in parentheses, such as (Br Ed)
- End the edition statement with a period placed outside the parenthesis unless the
  Type of Medium is included (see below)

Box 23. Abbreviation rules for editions.

- Use the same rules for abbreviating the words in an edition statement as for the
  words in journal titles because an edition is considered a part of the title in journal
  citations
- Abbreviate and capitalize all significant words and omit the other words, such as
  articles, conjunctions, and prepositions. For example: of, the, at, in, and, L’. See
  Appendix A for a list of commonly abbreviated English words in journal titles.
  Other sources for title word abbreviations are:
  - List of Journals Indexed for MEDLINE
  - PubMed Journals database
  - Appendix B for non-NLM sources.
- Separate the edition from the title itself by a space and place it in parentheses
- Do not follow abbreviated words with a period, but end all title information with a
  period

Examples:

  (Consum Ed).
- American Homeopathy. Professional Edition. becomes Am Homeopath
  (Prof Ed).
Specific Rules for Edition

- Abbreviation rules for editions
- Non-English words for editions

Box 24. Non-English words for editions.

- For non-English edition statements written in the roman alphabet (French, German, Spanish, Italian, etc.):
  - Provide the name in the original language
  - Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: de, der, y, les, and, L’.
  - Sources for word abbreviations are:
    - List of Journals Indexed for MEDLINE
    - PubMed Journals database
    - Appendix B for non-NLM sources
  - Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
    - Treat letters marked with a diacritic or accent as if they are not marked
      - Å treated as A
      - Ø treated as O
      - Ç treated as C
      - Ł treated as L
      - à treated as a
      - ğ treated as g
      - ň treated as n
      - ü treated as u
    - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
      - æ treated as ae
      - œ treated as oe
  - Separate the edition from the title itself by a space and place it in parentheses

Box 24 continues on next page...
Box 24 continued from previous page.

- Do not follow abbreviated words with a period, but end all the journal title information with a period

  *Examples:*

  Tierarztliche Praxis. Ausgabe Klientiere Heimtiere  *becomes*  Tierarztl Prax (Ausg Klient Heimtiere).


- For an edition statement written in Cyrillic, Greek, Arabic, Hebrew, or Korean

  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables*.

  - Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: de, la, por, der, and L'.

  - Sources for word abbreviations are:

    - *List of Journals Indexed for MEDLINE*
    - *PubMed Journals database*
    - Appendix B for non-NLM sources

  - Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  *Example:* ĉ or ç  *becomes*  c

  - Separate the edition from the title proper by a space and place it in parentheses

  - Do not follow abbreviated words with a period, but end all journal title information with a period

  *Example:*


- For an edition statement written in a character-based language such as Chinese and Japanese.
Box 24 continued from previous page.

- Transliterate the words for edition
- Do not abbreviate any of the words or omit any words
- Use the capitalization system of the particular language
- Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

*Examples:*

ô becomes o

ù becomes u

- Separate the edition from the title proper by a space and place it in parentheses
- End all the title information with a period

*Example:*


- It is not NLM practice, but you may translate such journal titles and their editions. If you do, abbreviate them according to the Abbreviation rules for journal titles.


- Below is a brief list of Non-English words for editions with their abbreviations, if any. (n.a. = not abbreviated)

<table>
<thead>
<tr>
<th>Language</th>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danish</td>
<td>oplag</td>
<td>n.a.</td>
</tr>
<tr>
<td>Dutch</td>
<td>uitgave</td>
<td>Uitg</td>
</tr>
<tr>
<td></td>
<td>editie</td>
<td>Ed</td>
</tr>
<tr>
<td>Finnish</td>
<td>julkaisu</td>
<td>Julk</td>
</tr>
<tr>
<td>French</td>
<td>edition</td>
<td>Ed</td>
</tr>
<tr>
<td>German</td>
<td>Ausgabe</td>
<td>Ausg</td>
</tr>
<tr>
<td>Greek</td>
<td>ekdosis</td>
<td>Ekd</td>
</tr>
</tbody>
</table>

Box 24 continues on next page...
Examples for Edition

12. Forthcoming article in a journal title with an edition

Type of Medium for Forthcoming Articles (required)

General Rules for Type of Medium

- Indicate the specific type of medium (videocassette, DVD, CD-ROM, Internet, etc.) following the title when a journal will be published in a non-print format
- Place the name of the medium in square brackets and end with a period, such as [videocassette]. or [Internet].
- See Chapter 16 for articles in audiovisual formats and Chapter 19 for electronic formats for more information

Specific Rules for Type of Medium

- Both an edition and a type of medium

Box 27. Both an edition and a type of medium.

- If a journal has both an edition and a type of medium, follow the title with the edition, then the type of medium.
  
  Nucl Acids Res (Electron Ed) [CD-ROM].

Examples for Type of Medium

14. Forthcoming article in an Internet journal

Volume Number for Forthcoming Articles (optional)

General Rules for Volume Number

- Omit "volume", "vol.", and similar wording preceding the number
- Use arabic numbers only. For example: convert LX or Sixtieth to 60.
• Separate multiple volumes by a hyphen, such as 5-6 or 42-43
• Do not follow a volume number with any punctuation unless there is no issue number. In that case, follow with a period.

Specific Rules for Volume Number

• Supplements, parts, special numbers to a volume
• Non-English names for volume
• No volume number present

Box 28. Supplements, parts, special numbers to a volume.

A volume will sometimes be published with a further subdivision instead of an issue. These are usually called a supplement, part, or special number.

• Abbreviate the names for such subdivisions
  
  Supplement = Suppl
  
  Part = Pt
  
  Special Number = Spec No

• Place them after the volume number and end with a period. For example:

<table>
<thead>
<tr>
<th>- issue with supplement</th>
<th>- with a part</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 Suppl.</td>
<td>15 Suppl 1 Pt A.</td>
</tr>
<tr>
<td>45 Suppl A.</td>
<td>45 Suppl A Pt 2.</td>
</tr>
<tr>
<td>87 Suppl 1.</td>
<td>87 Suppl 1 Pt 1.</td>
</tr>
<tr>
<td>- issue with part</td>
<td>- with a supplement</td>
</tr>
<tr>
<td>66(Pt 2).</td>
<td>66(Pt 2 Suppl).</td>
</tr>
<tr>
<td>24(Pt A).</td>
<td>124(Pt A Suppl).</td>
</tr>
<tr>
<td>- issue with special number</td>
<td>- with a part</td>
</tr>
<tr>
<td>6 Spec No.</td>
<td>6 Spec No Pt 2.</td>
</tr>
</tbody>
</table>

• Translate names for supplements, parts, and special numbers into English. See the following examples:

<table>
<thead>
<tr>
<th>Language</th>
<th>Suppl</th>
<th>Spec No</th>
<th>Pt</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>supplement</td>
<td>nombre speciale</td>
<td>partie</td>
</tr>
<tr>
<td></td>
<td>annexe</td>
<td></td>
<td>part</td>
</tr>
<tr>
<td>German</td>
<td>Beiblatt</td>
<td>spezielle Zahl</td>
<td>Teil</td>
</tr>
<tr>
<td></td>
<td>Beilage</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Box 28 continues on next page...
Box 28 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Suppl</th>
<th>Spec No</th>
<th>Pt</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Erganzung</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>supplemento</td>
<td>numero speciale</td>
<td>parte</td>
</tr>
<tr>
<td>Russian</td>
<td>prilozenie</td>
<td>specialnaja</td>
<td>cast'</td>
</tr>
<tr>
<td></td>
<td>dopolnenie</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>adjunto</td>
<td>numero especial</td>
<td>parte</td>
</tr>
<tr>
<td></td>
<td>suplemento</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>anejo</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- If the supplement will be given a name rather than the usual letter or number, abbreviate significant words and omit other words such as articles, conjunctions, and prepositions
  
  Abstract Supplement becomes Abstr Suppl
  
  Supplement: Dementia becomes Suppl Dementia
  
  Supplement: AIDS in Children becomes Suppl AIDS Child

- Use the word abbreviations lists found in Appendix A and Appendix B

  Example: 24 Abstr Suppl.

Box 29. Non-English names for volume.

- See the following list for the words and abbreviations used for volume in a variety of languages:
  
  aarg.  aargang  année  anno  año  årg.  årgang  band  bd.  bind
  
  évf.  évfolyam  g.  god  god.  godina  godišté  jaarg.  jaargang
  
  jahrg.  jahrgang  köt.  kötet  r.  ročník  rocznik  rok  sv.  svazek
  
  svezak  t.  tom  tom.  tome  tomo  tomos  vol.  volumen  zv.  zväzok  zvez
  
- Omit these names when creating a citation; use the number only
Box 30. No volume number present.

Occasionally a journal will publish a series of issues without volumes or will publish a supplement, part, or special number to a date of publication rather than to a volume or issue.

- If there are issues only, no volume numbers, follow the journal title with a space and the issue number, placed in parentheses. End with a period.
  

- If no issue or volume is found, but a supplement, part, or special number to a date of publication is present, follow the journal title with a space and information on the supplement, part, or special number. End with a period.
  

Examples for Volume Number

15. Forthcoming article with volume and issue predicted

Issue Number for Forthcoming Articles (optional)

General Rules for Issue Number

- Omit "number", "no.", and other wording preceding the number
- Use arabic numbers only. For example: convert IV or Fourth to 4.
- Separate multiple issues by a hyphen, such 2-3
- Place issue information in parentheses
- End issue information with a period

Specific Rules for Issue Number

- Supplements, parts, special numbers to an issue
- Non-English names for issue
- No volume number present
- No issue number present

Box 31. Supplements, parts, special numbers to an issue.

An issue will sometimes be published with a further subdivision, usually called a supplement, part, or special number.

- Abbreviate the names for subdivisions
  
  Supplement = Suppl

Box 31 continues on next page...
Box 31 continued from previous page.

Part = Pt

Special Number = Spec No

- Place them after the issue number and inside the parentheses. End with a period. For example:

<table>
<thead>
<tr>
<th>- issue with supplement</th>
<th>-with a part</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1 Suppl).</td>
<td>(1 Suppl Pt A).</td>
</tr>
<tr>
<td>(12 Suppl A).</td>
<td>(12 Suppl A Pt 2).</td>
</tr>
<tr>
<td>(3 Suppl Pt B).</td>
<td></td>
</tr>
</tbody>
</table>

- issue with part -with a supplement

| (1 Pt 2).               | (Pt 2 Suppl). |
| (Pt A).                 | (Pt A Suppl). |

- issue with special number -with a part

| (2 Spec No).            | (2 Spec No Pt 2). |

- Translate names for supplements, parts, and special numbers into English. See the following examples:

<table>
<thead>
<tr>
<th>Language</th>
<th>Suppl</th>
<th>Spec No</th>
<th>Pt</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>supplement</td>
<td>nombre speciale</td>
<td>partie</td>
</tr>
<tr>
<td></td>
<td>annexe</td>
<td></td>
<td>part</td>
</tr>
<tr>
<td>German</td>
<td>Beiblatt</td>
<td>spezielle Zahl</td>
<td>Teil</td>
</tr>
<tr>
<td></td>
<td>Beilage</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Erganzung</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>supplemento</td>
<td>numero speciale</td>
<td>parte</td>
</tr>
<tr>
<td></td>
<td>prilozienie</td>
<td>specialnaja</td>
<td>cast'</td>
</tr>
<tr>
<td></td>
<td>dopolnenie</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>adjunto</td>
<td>numero especial</td>
<td>parte</td>
</tr>
<tr>
<td></td>
<td>suplemento</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>anejo</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- If the supplement will be given a name rather than the usual letter or number, abbreviate significant words and omit other words such as articles, conjunctions, and prepositions. Place them after the issue number and inside the parentheses.

Abstract Supplement becomes Abstr Suppl
Box 31 continued from previous page.

Supplement: Dementia becomes Suppl Dementia
Supplement: AIDS in Children becomes Suppl AIDS Child
Use the word abbreviations lists found in Appendix A and Appendix B
Example: (5 Suppl Dementia).

Box 32. Non-English names for issue.

- See the following list of words and abbreviations used for issue (usually variations on the word number) in a variety of languages:
  - čís. číslo fasc. fascicle fascicule fasciculus heft knižka
  - no. nömmernr. numer número nummer sveska sz. szám
  - vypusk zesz. zeszyt zošit
- Omit these names when creating a citation; use the number only

Box 33. No volume number present.

- If there are issues only, no volume numbers, follow the journal title with a space and the issue number, placed in parentheses. End with a period.

Box 34. No issue number present.

- If no issue number, follow the volume number with a period

Examples for Issue Number

15. Forthcoming article with volume and issue predicted

Language for Forthcoming Articles (required)

General Rules for Language

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period
Specific Rules for Language

- Articles appearing in more than one language

Box 35. Articles appearing in more than one language.

- If an article is written in English as well as other languages, give the English language version of the article title and indicate all languages of publication after the journal title and any volume or issue number


- If an article is written in more than one language and none of them is English, translate into English the version of the title that will appear first and place the translation in square brackets. Indicate all languages of publication after the journal title and any volume or issue number


- As an option, when an article title is written in two equal languages as often occurs in Canadian publications, give both titles in the order in which they are presented in the text, with an equals sign between them. Indicate the particular languages, separated by a comma, after the journal title and any volume or issue number.


Examples for Language

10. Forthcoming article with a title not in English

Notes for Forthcoming Articles (required)

General Rules for Notes

- Begin with the word Forthcoming
- Enter the year of intended publication, if known
- End with a period

Specific Rules for Notes

- Other types of material to include in notes
- Options for date
Box 36. Other types of material to include in notes.

The notes element may be used to provide any information that the compiler of the reference feels is useful to the user. For example:

- If the article contains a review of the literature and this is not indicated in the title


- If the study on which the article is based was funded or otherwise supported by a particular organization


- If the article will contain a handout or informative material used to explain a procedure or a condition or the contents of a specific article are written in non-technical language for the patient or consumer


- If the author’s manuscript is available electronically


Box 36a. Options for date.

It is not NLM policy, but the following is an acceptable option:

The forthcoming date of publication may follow the author names (or title if there are no authors) in the list of references when the name-year system of in-text references is used.

- Use Forthcoming and the year of publication only

- Place the Forthcoming year after the last named author (or after the title if there is no author), followed by a period

*Box 36a continues on next page...*
Box 36a continued from previous page.

**NLM citation:**


**Name-year system of citation:**


**Examples for Notes**

16. Forthcoming article with specific date predicted

17. Forthcoming article with no date predicted

18. Forthcoming article with other types of note

**Examples of Citations to Forthcoming Journal Articles**

1. **Standard citation for a forthcoming article**


2. **Forthcoming article with optional full first names**


3. **Forthcoming article with author names showing designation of rank in a family**


4. Forthcoming article with authors having compound surnames


5. Forthcoming article with prefixes or particles in author surnames


6. Forthcoming article with no author or editor


7. Forthcoming article with author affiliation


8. Forthcoming article title beginning with a lower case letter


9. Forthcoming article title containing Greek letters, superscripts, or subscripts


10. Forthcoming article with a title not in English


11. Forthcoming article that is a letter to the editor


12. Forthcoming article in a journal title with an edition

13. Forthcoming article in a journal title with a place of publication added

14. Forthcoming article in an Internet journal

15. Forthcoming article with volume and issue predicted

16. Forthcoming article with specific date predicted

17. Forthcoming article with no date predicted

18. Forthcoming article with other types of note

Kraemer HC, Frank E, Kupfer DJ. Moderators of treatment outcomes: clinical, research, and policy importance. JAMA. Forthcoming 2006. Supported by grants from the National Institute on Aging and the National Institute of Mental Health.


B. Sample Citation and Introduction to Citing Forthcoming Books

The general format for a reference to a forthcoming book, including punctuation:

```
Authors Title Place of Publication
```

Examples of Citations to Forthcoming Books

Forthcoming material consists of journal articles or books accepted for publication but not yet published. "Forthcoming" has replaced the former "in press" because changes in the publishing industry make the latter term obsolete.

Do not include as forthcoming those books that have been submitted for publication but have not yet been accepted for publication. Note that some publishers will not accept references to any form of unpublished items in a reference list.

You may add the affiliation of the first author or additional authors of a book to the citation to facilitate retrieval in the event there is some delay or change in final publication.

For additional examples of the components of citations, see Chapter 2 Books.

Continue to Citation Rules with Examples for Forthcoming Books.

Continue to Examples of Citations to Forthcoming Books.
Citation Rules with Examples for Forthcoming Books

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author/Editor (R) | Author Affiliation (O) | Title (R) | Type of Medium (R) | Edition (R) | Editor and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Language (R) | Notes (R)

Author/Editor for Forthcoming Books (required)

General Rules for Author/Editor

- List names in the order they will appear in the final book
- Enter surname (family or last name) first for each author/editor
- Capitalize surnames and enter spaces in surnames as they will appear in the book on the assumption that the author approved the form used. For example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all authors/editors, regardless of the number
- Separate author/editor names from each other by a comma and a space
- If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors; see Editor and Other Secondary Authors below if there are authors and editors
- End author/editor information with a period

Specific Rules for Author/Editor

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Non-English words for editor
- Organizations as author
- No author included
- Options for author names
Box 37. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames
  
  Estelle Palmer-Canton becomes Palmer-Canton E
  
  Ahmed El-Assmy becomes El-Assmy A

- Keep particles, such as O', D', and L'
  
  Alan D. O'Brien becomes O'Brien AD
  
  James O. L'Esperance becomes L'Esperance JO
  
  U. S'adeh becomes S'adeh U

- Omit all other punctuation in surnames
  
  Charles A. St. James becomes St James CA

Box 38. Other surname rules.

- Keep prefixes in surnames
  
  Lama Al Bassit becomes Al Bassit L
  
  Jiddeke M. van de Kamp becomes van de Kamp JM
  
  Gerard de Pouvourville becomes de Pouvourville G

- Keep compound surnames even if no hyphen appears
  
  Sergio Lopez Moreno becomes Lopez Moreno S
  
  Jaime Mier y Teran becomes Mier y Teran J
  
  Virginie Halley des Fontaines becomes Halley des Fontaines V

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked
    
    Å treated as A
    
    Ø treated as O
    
    Ç treated as C

  Box 38 continues on next page...
Box 38 continued from previous page.

- L treated as L
- à treated as a
- ġ treated as g
- ų treated as n
- ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe

Box 39. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names
  - Jean-Louis Lagrot becomes Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle
  - D’Arcy Hart becomes Hart D
  - W. St. John Patterson becomes Patterson WS
  - De la Broquerie Fortier becomes Fortier D
  - Craig McC. Brooks becomes Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.
  - Ch. Wunderly becomes Wunderly C
  - C. Fr. Erdman becomes Erdman CF

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter
  - Iu. A. Iakontov becomes Iakontov IuA
  - G. Th. Tsakalos becomes Tsakalos GTh
**Box 40. Degrees, titles, and honors before or after a personal name.**

- Omit degrees, titles, and honors such as M.D. following a personal name
  
  James A. Reed, M.D., F.R.C.S. becomes Reed JA
  
  Kristine Schmidt, Ph.D. becomes Schmidt K
  
  Robert V. Lang, Major, US Army becomes Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name
  
  Sir Frances Hildebrand becomes Hildebrand F
  
  Dr. Jane Eberhard becomes Eberhard J
  
  Captain R.C. Williams becomes Williams RC

**Box 41. Designations of rank in a family, such as Jr and III.**

- Place family designations of rank after the initials, without punctuation

- Convert roman numerals to arabic ordinals

  *Examples:*

  Vincent T. DeVita, Jr. becomes DeVita VT Jr
  
  James G. Jones II becomes Jones JG 2nd
  
  John A. Adams III becomes Adams JA 3rd
  
  Henry B. Cooper IV becomes Cooper HB 4th

**Box 42. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).**

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the **ALA-LC Romanization Tables**.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese

- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

  Iu. A. Iakontov becomes Iakontov IuA
  
  G. Th. Tsakalos becomes Tsakalos GTh

*Box 42 continues on next page*...
Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked:
  - Å treated as A
  - Ø treated as O
  - Ç treated as C
  - Ł treated as L
  - à treated as a
  - ġ treated as g
  - ň treated as n
  - ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters:
  - æ treated as ae
  - œ treated as oe

Box 43. Non-English words for editor.

- Translate the word found for editor into English to assist the reader. However, the wording found on the publication may always be used.
- Below is a brief list of non-English words for editor:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
</tr>
<tr>
<td></td>
<td>editeur</td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
</tr>
<tr>
<td></td>
<td>editore</td>
</tr>
</tbody>
</table>
Box 43 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Russian</td>
<td>redaktor</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
</tr>
<tr>
<td></td>
<td>editor</td>
</tr>
</tbody>
</table>

Box 44. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit "The" preceding an organizational name
  
  The American Cancer Society becomes American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas
  
  American Medical Association, Committee on Ethics.
  
  International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.
  
  American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)
  
  National Academy of Sciences (US).
  
  Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations with a semicolon
  
  Canadian Association of Orthodontists; Canadian Dental Association.
  
  American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization or organizations will appear on the title page of a book as authors, use the names of the individuals as the author and give the organization or organizations at the end of the reference as a note

Box 44 continues on next page...
Box 44 continued from previous page.

Prepared for the International Union of Pure and Applied Chemistry.

- For names of organizations in languages other than English:
  - Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.
    
    Istituto di Fisiologia Clinica del CNR.

    Universitätsmedizin Berlin.

    Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

  - Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

    Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

    or

    [Russian Respiratory Society].

  - Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

    [Chinese Medical Society].

  - Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    - Treat a letter marked with diacritics or accents as if it were not marked
      
      Â treated as A
      Ø treated as O
      Ç treated as C
      Ł treated as L

Box 44 continues on next page...
Box 44 continued from previous page.

- à treated as a
- ĝ treated as g
- ň treated as n
- ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters
  - æ treated as ae
  - œ treated as oe

Box 45. No author included.

- If no person or organization will be given as the author but editors or translators will be given, begin the reference with the names of the editors or translators. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.

  Morrison CP, Court FG, editors.

  Walser E, translator.

- If no person or organization will be identified as the author and no editors or translators will be given, begin the reference with the title of the book. Do not use anonymous.


Box 46. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon.

  Takagi, Y asushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.

  Mann, Frederick D.; Swartz, Mary N.; Little, R.T.
Box 46 continued from previous page.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."

  Adler DG, Baron TH, Davila RE, and others.

Examples for Author/Editor

1. Standard citation for a forthcoming book
2. Forthcoming book with optional full first names
3. Forthcoming book with designations of family rank in author/editor names
4. Forthcoming book with compound author/editor names
5. Forthcoming book with prefixes or particles in author/editor names
6. Forthcoming book with editor(s) instead of an author
7. Forthcoming book with an organization as the author
8. Forthcoming book with no author

Author Affiliation for Forthcoming Books (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the parentheses, unless it is the affiliation of the last author, then use a period

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English
Box 47. Abbreviations in affiliations.

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

  *Examples:*
  
  Acad. for Academy
  Assoc. for Association
  Co. for Company
  Coll. for College
  Corp. for Corporation
  Dept. for Department
  Div. for Division
  Inst. for Institute or Institution
  Soc. for Society
  Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 48. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears in the publication

- Place the e-mail address within the closing parenthesis for the author affiliation

- Do not end an e-mail address with a period

  *Example:*

  Box 48 continues on next page...
Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

Box 49. Organizational names for affiliations not in English.

- Give the affiliation of all authors or only the first author

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

- Provide the name in the original language for non-English organization names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

  Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

  Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I.

  Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese)

  Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

Box 49 continues on next page...
Box 49 continued from previous page.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat a letter marked with diacritics or accents as if it were not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ĝ treated as g
    - ň treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they were two letters
    - æ treated as ae
    - œ treated as oe

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name that will be carried on the publication may always be used.

Box 50. Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name that will be carried on the publication may always be used.
  - Moskva becomes Moscow
  - Wien becomes Vienna
  - Italia becomes Italy
  - Espana becomes Spain

Examples for Author Affiliation

9. Forthcoming book with author affiliation
Title for Forthcoming Books (required)

General Rules for Title

- Enter the title of an article or book as it will appear in the final document, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless some other form of punctuation such as a question mark, period, or an exclamation point is already present
- Follow non-English titles with a translation, whenever possible; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it or a Type of Medium follows it

Specific Rules for Title

- Titles not in English
- Titles in more than one language
- Titles containing a Greek letter, chemical formula, or another special character

Box 51. Titles not in English.

- Provide the title in the original language for non-English titles found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)
  

  • Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.


  • Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.


  or
Box 51 continued from previous page.


- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat a letter marked with diacritics or accents as if it were not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ģ treated as g
    - ñ treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they were two letters
    - æ treated as ae
    - œ treated as oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization


- Provide an English translation after the original language title if possible; place translations in square brackets

Box 51 continued from previous page.


Box 52. Titles in more than one language.

- If a book title is written in several languages, give the title in the first language that will appear on the title page and indicate all languages of publication after the publisher name. Separate the languages by commas and end the list with a period.


- If a book title will be presented in two or more equal languages, as often occurs in Canadian publications, give all titles in the order in which they will appear in the text, with an equals sign between them. Indicate the languages, separated by commas, after the publisher name. End the list with a period.


- If none of the languages is English, follow the title with a translation whenever possible. Place the translation in square brackets.


Box 53. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a book title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized.

  1,3-dichloro-5,5-dimethylhydantoin.

  von Willebrand factor.
Box 53 continued from previous page.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, $\Omega$ becomes omega.

  Enantioselective synthesis of $\beta$-amino acids.

  *may become*

  Enantioselective synthesis of beta-amino acids.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

  $\text{TiO}_2$ nanoparticles.

  *may become*

  TiO(2) nanoparticles.

Examples for Title

1. Standard citation for a forthcoming book
10. Forthcoming book with a subtitle
11. Forthcoming book in a language other than English
12. Forthcoming book to be published in multiple languages

Type of Medium for Forthcoming Books (required)

General Rules for Type of Medium

- Indicate the type of medium (videocassette, DVD, Internet, etc.) following the title when a book will be published in a non-print format
- Place the name of the medium in square brackets and end with a period, such as [videocassette], or [Internet].
- See Chapter 15 for books in audiovisual formats and Chapter 18 for books in electronic formats for more information

Specific Rules for Type of Medium

- Titles not in English
- Titles ending in punctuation other than a period
Box 54. Titles not in English.

- If a translation of a title is provided, place the translation after the original title and place it in square brackets


- If a book will be published in a non-print medium (videocassette, CD-ROM, DVD, Internet, etc.), place the name of the medium in square brackets following the translation

  Etude et traitement de la meningite tuberculeuse [Study and treatment of meningeal tuberculosis] [CD-ROM].

Box 55. Titles ending in punctuation other than a period.

- Most titles of books end in a period. Place the name of the medium (videocassette, CD-ROM, DVD, Internet, etc.) in square brackets inside the period

  Women and medicine [CD-ROM].

- If a title ends in another form of punctuation, keep that punctuation and follow the name of the medium with a period

  AIDS is over, right? [Internet].

Examples for Type of Medium

  13. Forthcoming book in a non-print medium

Edition for Forthcoming Books (required)

General Rules for Edition

- Indicate the edition/version being cited after the title if a book will be published with a statement of edition
- Abbreviate common words (see Abbreviation rules for editions)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period

Specific Rules for Edition

- Abbreviation rules for editions
• Non-English words for editions
• First editions

**Box 56. Abbreviation rules for editions.**

• Abbreviate common words found in edition statements, if desired:

<table>
<thead>
<tr>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>abbreviated</td>
<td>abbr.</td>
</tr>
<tr>
<td>abridged</td>
<td>abr.</td>
</tr>
<tr>
<td>American</td>
<td>Am.</td>
</tr>
<tr>
<td>augmented</td>
<td>augm.</td>
</tr>
<tr>
<td>authorized</td>
<td>authoriz.</td>
</tr>
<tr>
<td>English</td>
<td>Engl.</td>
</tr>
<tr>
<td>enlarged</td>
<td>enl.</td>
</tr>
<tr>
<td>expanded</td>
<td>expand.</td>
</tr>
<tr>
<td>illustrated</td>
<td>ill.</td>
</tr>
<tr>
<td>modified</td>
<td>mod.</td>
</tr>
<tr>
<td>original</td>
<td>orig.</td>
</tr>
<tr>
<td>reprint(ed)</td>
<td>repr.</td>
</tr>
<tr>
<td>revised</td>
<td>rev.</td>
</tr>
<tr>
<td>special</td>
<td>spec.</td>
</tr>
<tr>
<td>translation</td>
<td>transl.</td>
</tr>
<tr>
<td>translated</td>
<td></td>
</tr>
</tbody>
</table>

• Follow abbreviated words with a period and end all edition information with a period

  3rd rev. ed.
  1st Engl. ed.

**Box 57. Non-English words for editions.**

• For non-English edition statements written in the roman alphabet (French, German, Spanish, Italian, etc.):
  - Provide the name in the original language

*Box 57 continues on next page...*
Abbreviate common words used in edition statements if the language is a familiar one.

Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words.

Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked:
  - Å treated as A
  - Ø treated as Ø
  - Ç treated as Ç
  - Ł treated as Ł
  - à treated as a
  - Œ treated as g
  - ñ treated as n
  - ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters:
  - æ treated as æ
  - œ treated as œ

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- Separate the edition from the title proper by a space.

- Retain the punctuation used in the edition statement.

- Follow abbreviated words by a period.

- End edition information with a period.

Examples:

Box 57 continues on previous page...
As previously stated...

---

For an edition statement written in Cyrillic, Greek, Arabic, Hebrew, or Korean:

- Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the ALA-LC Romanization Tables.
- Abbreviate common words used in edition statements if the language is a familiar one
- Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words
- Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications. 
  *Example*: ĉ or ç becomes c
- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
- Separate the edition from the title proper by a space
- Retain the punctuation used in the edition statement
- Follow abbreviated words by a period
- End all edition information with a period

*Examples:*

- Izd. 3., perer. i dop.
- 2. dopunjeno izd.
2. ekd. epeux.
3. ekd.

- For an edition statement written in a character-based language such as Chinese and Japanese:
  - Transliterate or translate the words for edition
  - Do not abbreviate any of the words or omit any words
  - Use the capitalization system of the particular language
  - Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  **Examples:**

  ḏ  becomes  ḍ  

  ŭ  becomes  u

  - Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

  - Separate the edition from the title by a space

  - Retain the punctuation used in the edition statement.

  - End all edition information with a period

  **Examples:**

  Shohan.

  Dai 1-han.

  Dai 3-pan.

  Di 3 ban.

  Cai se ban, Xianggang di 1 ban.

  Che 6-p’an.

- Below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):
Box 57 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Edition</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danish</td>
<td>oplag</td>
<td>n.a.</td>
</tr>
<tr>
<td></td>
<td>udgave</td>
<td></td>
</tr>
<tr>
<td>Dutch</td>
<td>uitgave</td>
<td>uitg.</td>
</tr>
<tr>
<td></td>
<td>editie</td>
<td>ed.</td>
</tr>
<tr>
<td>Finnish</td>
<td>julkaisu</td>
<td>julk.</td>
</tr>
<tr>
<td>French</td>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>German</td>
<td>Ausgabe</td>
<td>Ausg.</td>
</tr>
<tr>
<td></td>
<td>Auflage</td>
<td>Aufl.</td>
</tr>
<tr>
<td>Greek</td>
<td>ekdosis</td>
<td>ekd.</td>
</tr>
<tr>
<td>Italian</td>
<td>edizione</td>
<td>ed.</td>
</tr>
<tr>
<td>Norwegian</td>
<td>publikasjon</td>
<td>publ.</td>
</tr>
<tr>
<td></td>
<td>utgave</td>
<td>utg.</td>
</tr>
<tr>
<td>Portuguese</td>
<td>edicao</td>
<td>ed.</td>
</tr>
<tr>
<td>Russian</td>
<td>izdanie</td>
<td>izd.</td>
</tr>
<tr>
<td></td>
<td>publikacija</td>
<td>publ.</td>
</tr>
<tr>
<td>Spanish</td>
<td>edicion</td>
<td>ed.</td>
</tr>
<tr>
<td></td>
<td>publicacion</td>
<td>publ.</td>
</tr>
<tr>
<td>Swedish</td>
<td>upplaga</td>
<td>n.a.</td>
</tr>
</tbody>
</table>

Box 58. First editions.

- Do not include any statement of edition if the book to be published will be the first edition

Examples for Edition


Editor and other Secondary Authors for Forthcoming Books (optional)

General Rules for Editor and other Secondary Authors

- A secondary author modifies the work of the author. Examples include editors, translators, and illustrators.
- Place the names of secondary authors after the title, following any type of medium or edition statement
- Use the same rules for the format of names presented in Author/Editor above
• Follow the last named editor with a comma and the word editor or editors; the last named illustrator with a comma and the word illustrator or illustrators, etc.
• End secondary author information with a period
• If there is no author, move secondary authors such as editors and translators to the author position in the reference

Specific Rules for Editor and other Secondary Authors

• More than one type of secondary author
• Secondary author performing more than one role
• Non-English names for secondary authors
• Organization as editor

Box 59. More than one type of secondary author.

A book may have several types of secondary author.

• List all of them in the order they will be given in the book
• Separate each type of secondary author with the accompanying role by a semicolon
• End secondary author information with a period

Examples:

Smith BC, editor; Carson HT, illustrator.

Graber AF, Longstreet RG, translators; Johnson CT, Marks C, Huston MA, illustrators.

Box 60. Secondary author performing more than one role.

If the same secondary author performs more than one role:

• List all of them in the order they will be given in the book
• Separate the roles by "and"
• End secondary author information with a period

Example:

Jones AB, editor and translator.

Box 61. Non-English names for secondary authors.

• Translate the word for editor, translator, illustrator, or other secondary author into English if possible. However, the wording that will be found on the publication may always be used.

Box 61 continues on next page...
Box 61 continued from previous page.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ĝ treated as g
    - ſ treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe

- Below is a brief list of non-English words for secondary authors:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
<th>Word for Translator</th>
<th>Word for Illustrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
<td>traducteur</td>
<td>illustrateur</td>
</tr>
<tr>
<td></td>
<td>editeur</td>
<td></td>
<td></td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
<td>ubersetzer</td>
<td>erlauterer</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
<td>dolmetscher</td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
<td>tradutore</td>
<td>disegnatore</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>editore</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td>redaktor</td>
<td>perevodchik</td>
<td>konstruktor</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
<td>traductor</td>
<td>ilustrador</td>
</tr>
<tr>
<td></td>
<td>editor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Box 62. Organization as editor.

On rare occasions an organization will be listed as the editor.

- Follow the instructions for entering the organizational name found under Organizations as author
- Place a comma, space, and the word editor after the organizational name
- End with a period

Advisory Committee on Existing Chemicals of Environmental Relevance, editor.

Examples for Editor and other Secondary Authors

15. Forthcoming book with secondary authors

Place of Publication for Forthcoming Books (required)

General Rules for Place of Publication

- Place is defined as the city where the book will be published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as London (ON) and London (England)
- Use the anglicized form for a non-US city, such as Vienna for Wien
- End place information with a colon

Specific Rules for Place of Publication

- Non-US cities
- Joint publication
- Multiple places of publication

Box 63. Non-US cities.

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, whenever possible. However, the name as found on the publication may always be used.
Box 63 continued from previous page.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - Œ treated as g
    - ŋ treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe
- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:
  - Montreal (QC):
  - Ottawa (ON):
  - Vancouver (BC):
- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.
  - London:
  - Rome:
  - Paris:

Box 63 continues on next page...
Box 63 continued from previous page.

Madrid:

*but*

Malaga (Spain): or Malaga (ES):

Basel (Switzerland): or Basel (CH):

Oxford (England): or Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

**Box 64. Joint publication.**

Two organizations may co-publish a book.

- Use the city of the first organization that will be found on the title page as the place of publication
- Place the name of the second organization as a note at the end of the citation, if desired
  
  Co-published by the Canadian Medical Association.
- Do not give multiple places as place of publication or include multiple publishers

**Box 65. Multiple places of publication.**

- If more than one place of publication will appear in the book, use the one that will appear first on the title page or the one that will be set in the largest type or in bold type. Do not give multiple places.
- As an option, if one place is a US city and the other(s) are not, use the US city

**Examples for Place of Publication**

16. Forthcoming book with geographic qualifier added to place of publication

**Publisher for Forthcoming Books (required)**

**General Rules for Publisher**

- Record the name of the publisher as it will appear in the publication, using whatever capitalization and punctuation will be found there
- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
• When a division or other subsidiary part of a publisher will appear in the publication, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
• End publisher information with a period

Specific Rules for Publisher

• Abbreviated words in publisher names
• Non-English names for publishers
• Government agencies and other national and international bodies as publisher
• Joint publication
• Multiple publishers

Box 66. Abbreviated words in publisher names.

• Abbreviate commonly used words in publisher names, if desired

  Examples:
  
  Acad. for Academy
  Assoc. for Association
  Co. for Company
  Coll. for College
  Corp. for Corporation
  Dept. for Department
  Div. for Division
  Inst. for Institute or Institution
  Ltd. for Limited
  Soc. for Society
  Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

• Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

• Follow all abbreviated words with a period
Box 67. Non-English names for publishers.

- Give publisher names appearing in the roman alphabet (French, Spanish, Italian, etc.) in their original language
  
  Rome: Societa Editrice Universo.
  
  Lisbon: Imprensa Medica.

- Romanize names given in Cyrillic, Greek, Arabic, Hebrew, Korean
  
  Sofia (Bulgaria): Sofia Medizina i Fizkultura.

- Romanize names or translate names presented in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation will be given in the publication.
  
  Tokyo: Medikaru Rebyusha.
  
  Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute].
  
  Taiyuan (China): Shanxi ke xue ji she chu ban she.
  
  [Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  - Treat letters marked with diacritics or accents as if they are not marked
    
    Å treated as A
    
    Ø treated as O
    
    Ç treated as C
    
    Ł treated as L
    
    à treated as a
    
    ĝ treated as g
    
    ň treated as n
    
    ü treated as u

Box 67 continues on next page...
Treat two or more letters printed as a unit (ligated letters) as if they are two letters:

\[ \text{æ treated as } ae \]
\[ \text{œ treated as } oe \]

- If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.
  
  Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press].

- If the name of a division of other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest.
  
  Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero.

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation will be given in the publication.

  Aarhus (Denmark): [Aarhus University Press].

---

**Box 68. Government agencies and other national and international bodies as publisher.**

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D).

  National Cancer Institute (US)

  National Society on Alcoholism and Drug Dependence (NZ)

  Royal Society of Medicine Press Ltd. (GB)

  Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor, which disseminates documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency that will issue the book as the publisher and include distributor information as a note, if desired, preceded by "Available from: ".

Forthcoming ("in press")
Box 69. Joint publication.

Two organizations may co-publish a book.

- Use the city of the first organization that will be found on the title page as the place of publication.
- Place the name of the second organization as a note at the end of the citation, if desired.
  
  Co-published by the Canadian Medical Association.
- Do not give multiple places as place of publication or include multiple publishers.

Box 70. Multiple publishers.

- If the name of more than one publisher will be found in a book, use the first one that will appear on the title page as the publisher.
- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.
- Do not list multiple publishers. For those publications with joint or co-publishers, use the name that will appear first on the title page as the publisher and include the name of the second as a note if desired. For example, use "Jointly published by the Canadian Pharmacists Association".
- End publisher information with a period.

Examples for Publisher

17. Forthcoming book with publisher with subsidiary department/division named

Language for Forthcoming Books (required)

General Rules for Language

- Give the language of publication if other than English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Books appearing in more than one language
Box 71. Books appearing in more than one language.

- If a book is written in several languages, give the title in the first language that will appear on the title page and indicate all languages of publication after the publisher. Separate the languages by commas.
  


- If a book is written in two or more equal languages, as often occurs in Canadian publications, give all titles in the order in which they will appear on the title page, with an equals sign between them. Indicate the languages, separated by commas, after the publisher.


- If none of the languages is English, follow the title with a translation whenever possible. Place the translation in square brackets.


Examples for Language

11. Forthcoming book in a language other than English

12. Forthcoming book to be published in multiple languages

Notes for Forthcoming Books (required)

General Rules for Notes

- Begin with the word Forthcoming
- Enter the year of intended publication, if known
- End with a period

Specific Rules for Notes

- Other types of material to include in notes
- Options for date
Box 72. Other types of material to include in notes.

The notes element may be used to provide any information that the compiler of the reference feels is useful. Begin by citing the book, then add the note. Some examples of notes are:

- If a book will have supplemental material accompanying it in the form of a videocassette, CD-ROM, DVD, or another medium, begin by citing the book. Add the phrase "Accompanied by: " followed by the number and type of medium.
  
  Accompanied by: 1 CD-ROM.

- If the book is translated or otherwise adapted from another book, give the name of the original
  
  Originally published in French under the title Decodage Biologique et Destin Familial.

- If the book was sponsored by or prepared for a particular organization, give the name
  
  Prepared for the International Union of Pure and Applied Chemistry.

- If the book contains material of particular interest to the audience that may not be apparent from the title, describe it
  
  16 pages of plates, some color.

Box 73. Options for date.

It is not NLM policy, but the following is an acceptable option:

The forthcoming date of publication may follow the author names (or title if there are no authors) in the list of references when the name-year system of in-text references is used.

- Use Forthcoming and the year of publication only

- Place the Forthcoming year after the last named author (or after the title if there is no author), followed by a period

  NLM citation:


Box 73 continued from previous page.

Name-year system of citation:


Examples for Notes

1. Standard citation for a forthcoming book

18. Forthcoming book with no predicted date of publication

Examples of Citations to Forthcoming Books

1. Standard citation for a forthcoming book


2. Forthcoming book with optional full first names


3. Forthcoming book with designations of family rank in author/editor names


4. Forthcoming book with compound author/editor names


5. Forthcoming book with prefixes or particles in author/editor names


6. Forthcoming book with editor(s) instead of an author


7. Forthcoming book with an organization as the author


8. Forthcoming book with no author


9. Forthcoming book with author affiliation


10. Forthcoming book with a subtitle

11. Forthcoming book in a language other than English


with translation


12. Forthcoming book to be published in multiple languages


13. Forthcoming book in a non-print medium


15. **Forthcoming book with secondary authors**


16. **Forthcoming book with geographic qualifier added to place of publication**


17. **Forthcoming book with publisher with subsidiary department/division named**


18. **Forthcoming book with no predicted date of publication**

Chapter 12. Papers and Poster Sessions
Presented at Meetings

Created: October 10, 2007; Updated: August 11, 2015.

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

See also:
Chapter 3 Conference Publications

Sample Citation and Introduction to Citing Papers and Poster Sessions Presented at Meetings

The general format for a reference to an unpublished conference paper or poster session, including punctuation:

- for a paper:

<table>
<thead>
<tr>
<th>Authors</th>
<th>Connective Phrase</th>
<th>Name of Conference</th>
<th>Title of Paper</th>
</tr>
</thead>
</table>

- for a poster session:

<table>
<thead>
<tr>
<th>Authors</th>
<th>Title of Poster</th>
<th>Connective Phrase</th>
<th>Name of Conference</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of Conference</th>
<th>Place of Conference</th>
<th>Title of Conference</th>
<th>Number of Conference</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of Conference</th>
<th>Place of Conference</th>
<th>Title of Conference</th>
</tr>
</thead>
<tbody>
<tr>
<td>2003 Sep 8-10; Benalmadena, Spain</td>
<td>2003 Sep 8-10; Benalmadena, Spain</td>
<td>2003 Sep 8-10; Benalmadena, Spain</td>
</tr>
</tbody>
</table>
Examples of Citations to Papers and Poster Sessions Presented at Meetings

Papers and poster sessions presented at meetings include both items that were presented but never published and items for which any subsequent publication is unknown. If subsequent publication is known, cite the published form rather than the meeting paper or poster session.

Begin the reference with information on the author(s) and title of the paper or poster session; use the same format as that used for conference papers. See Chapter 3 Conference Publications for details. Use the phrases "Paper presented at:" and "Poster session presented at:" to connect author and title information with meeting information.

Although author affiliation is an optional part of a citation, including it in references to unpublished papers and poster sessions is very helpful to the reader because compilations of papers and poster sessions can be difficult to locate.

Examples provided in this chapter are primarily from material distributed at various conferences. No attempt was made to ascertain whether or not subsequent publication occurred, as would normally be done before citation.

Continue to Citation Rules with Examples for Papers and Poster Sessions Presented at Meetings.

Continue to Examples of Citations to Papers and Poster Sessions Presented at Meetings.

Citation Rules with Examples for Papers and Poster Sessions Presented at Meetings

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Author Affiliation (O) | Title (R) | Connective Phrase (R) | Conference Proceedings (R) | Language (R) | Notes (O)

Author of Paper or Poster Presented (required)

General Rules for Author

- List names in the order they appear in the text
- Enter surname (family or last name) first for each author
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
- Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
- Give all authors, regardless of the number
- Separate author names from each other by a comma and a space
• End author information with a period

**Specific Rules for Author**

• Surnames with hyphens and other punctuation in them
• Other surname rules
• Given names containing punctuation, a prefix, a preposition, or particle
• Degrees, titles, and honors before or after a personal name
• Designations of rank in a family, such as Jr and III
• Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
• Options for author names

**Box 1. Surnames with hyphens and other punctuation in them.**

- Keep hyphens in surnames
  
  Estelle Palmer-Canton  *becomes*  Palmer-Canton E  
  Ahmed El-Assmy  *becomes*  El-Assmy A  

- Keep particles, such as O', D', and L'
  
  Alan D. O'Brien  *becomes*  O'Brien AD  
  James O. L'Esperance  *becomes*  L'Esperance JO  
  U. S'adeh  *becomes*  S'adeh U  

- Omit all other punctuation in surnames
  
  Charles A. St. James  *becomes*  St James CA  

**Box 2. Other surname rules.**

- Keep prefixes in surnames
  
  Lama Al Bassit  *becomes*  Al Bassit L  
  Jiddeke M. van de Kamp  *becomes*  van de Kamp JM  
  Gerard de Pouvourville  *becomes*  de Pouvourville G  

- Keep compound surnames even if no hyphen appears
  
  Sergio Lopez Moreno  *becomes*  Lopez Moreno S  
  Jaime Mier y Teran  *becomes*  Mier y Teran J  
  Virginie Halley des Fontaines  *becomes*  Halley des Fontaines V  

*Box 2 continues on next page...*
Box 2 continued from previous page.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat a letter marked with diacritics or accents as if it were not marked
    \[
    \begin{align*}
    \text{Ä} & \quad \text{treated as} \quad A \\
    \text{Ø} & \quad \text{treated as} \quad O \\
    \text{Ç} & \quad \text{treated as} \quad C \\
    \text{Ł} & \quad \text{treated as} \quad L \\
    \text{à} & \quad \text{treated as} \quad a \\
    \text{ģ} & \quad \text{treated as} \quad g \\
    \text{ñ} & \quad \text{treated as} \quad n \\
    \text{ü} & \quad \text{treated as} \quad u
    \end{align*}
    \]
  - Treat two or more letters printed as a unit (ligated letters) as if they were two letters
    \[
    \begin{align*}
    \text{æ} & \quad \text{treated as} \quad ae \\
    \text{œ} & \quad \text{treated as} \quad oe
    \end{align*}
    \]

Box 3. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names
  
  Jean-Louis Lagrot \textit{becomes} Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle
  
  D'Arcy Hart \textit{becomes} Hart D
  
  W. St. John Patterson \textit{becomes} Patterson WS
  
  De la Broquerie Fortier \textit{becomes} Fortier D
  
  Craig McC. Brooks \textit{becomes} Brooks CM

Box 3 continues on next page...
Box 3 continued from previous page.

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.
  
  Ch. Wunderly becomes Wunderly C  
  C. Fr. Erdman becomes Erdman CF  

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter.
  
  Iu. A. Iakontov becomes Iakontov IuA  
  G. Th. Tsakalos becomes Tsakalos GTh  

Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name.
  
  James A. Reed, M.D., F.R.C.S. becomes Reed JA  
  Kristine Schmidt, Ph.D. becomes Schmidt K  
  Robert V. Lang, Major, US Army becomes Lang RV  

- Omit rank and honors such as Colonel or Sir that precede a name.
  
  Sir Frances Hildebrand becomes Hildebrand F  
  Dr. Jane Eberhard becomes Eberhard J  
  Captain R.C. Williams becomes Williams RC  

Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation.

- Convert roman numerals to arabic ordinals.

  Examples:
  
  Vincent T. DeVita, Jr. becomes DeVita VT Jr  
  James G. Jones II becomes Jones JG 2nd  
  John A. Adams III becomes Adams JA 3rd  
  Henry B. Cooper IV becomes Cooper HB 4th
**Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).**

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names if they are in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese.
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter
  
  Iu. A. Iakontov  becomes  Iakontov IuA

  G. Th. Tsakalos  becomes  Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  - Treat a letter marked with diacritics or accents as if it were not marked
    
    Å  treated as  A
    Ø  treated as  O
    Ç  treated as  C
    Ł  treated as  L
    à  treated as  a
    ţ  treated as  g
    ų  treated as  n
    ü  treated as  u

  - Treat two or more letters printed as a unit (ligated letters) as if they were two letters
    
    æ  treated as  ae
    œ  treated as  oe

**Box 7. Options for author names.**

The following formats are not NLM practice for citing authors, but are acceptable options:

*Box 7 continues on next page...*
Box 7 continued from previous page.

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon.
  
  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.
  Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."
  
  Adler DG, Baron TH, Davila RE, and others.

Examples for Author

1. Standard paper presented with a separate name for the conference
2. Standard paper presented without a separate name for the conference
3. Standard poster presented with a separate name for the conference
4. Standard poster presented without a separate name for the conference
5. Paper/poster author with optional full name
6. Paper/poster with optional limit to the first six authors
7. Paper/poster author with designation of rank within a family
8. Paper/poster author with a prefix or particle in the surname
9. Paper/poster author with compound surname
10. Paper/poster with both a person and an organization as author

Author Affiliation for Paper or Poster Presented (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the affiliation
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
• Follow the affiliation with a comma placed outside the closing parenthesis, unless it is the affiliation of the last author, then use a period.

Specific Rules for Author Affiliation

• Abbreviations in affiliations
• E-mail address included
• Organizational names for affiliations not in English
• Names for cities and countries not in English

Box 8. Abbreviations in affiliations.

• Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

  Examples:
  
  Acad. for Academy
  Assoc. for Association
  Co. for Company
  Coll. for College
  Corp. for Corporation
  Dept. for Department
  Div. for Division
  Inst. for Institute or Institution
  Soc. for Society
  Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

• Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

• Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

• Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.
Box 9. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space
- Insert the e-mail address as it appears in the publication
- Do not end an e-mail address with a period
- Place the e-mail address within the closing parenthesis for the author affiliation

Example:


Box 10. Organizational names for affiliations not in English.

- Give the affiliation of all authors or only the first author
- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.
- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

- Romanize (write in the roman alphabet) or translate organizational names if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I.

Box 10 continues on next page...
Box 10 continued from previous page.

Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

• Translate organizational names in character-based languages (Chinese, Japanese)

Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

• Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  o Treat a letter marked with diacritics or accents as if it were not marked

    Å treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a
    ģ treated as g
    ñ treated as n
    ü treated as u

  o Treat two or more letters printed as a unit (ligated letters) as if they were two letters

    æ treated as ae
    œ treated as oe

• Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 11. Names for cities and countries not in English.

• Use the English form for names of cities and countries whenever possible. However, the name as found on the publication may always be used.

Box 11 continues on next page...
Box 11 continued from previous page.

Moskva becomes Moscow
Wien becomes Vienna
Italia becomes Italy
Espana becomes Spain

Examples for Author Affiliation

11. Paper/poster with author affiliation
12. Paper/poster with author affiliation including e-mail address

Title of Paper or Poster Presented (required)

General Rules for Title

• Enter the title of a paper or poster as it appears in the original document
• Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
• Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
• Follow non-English titles with a translation whenever possible; place the translation in square brackets
• End a title with a period unless a question mark or exclamation point already ends it

Specific Rules for Title

• Titles not in English
• Titles containing a Greek letter, chemical formula, or other special character

Box 12. Titles not in English.

• Provide the title in the original language for non-English titles found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)


Box 12 continues on next page...
Box 12 continued from previous page.

- Romanize (write in the roman alphabet) titles if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.


- Romanize or translate titles in character-based languages (Chinese, Japanese) and place in square brackets


- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat a letter marked with diacritics or accents as if it were not marked
    
    Â treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a
    ġ treated as g
    ŋ treated as n
    ü treated as u
  
  - Treat two or more letters printed as a unit (ligated letters) as if they were two letters
    
    æ treated as ae
    œ treated as oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of the particular language require other capitalization

Box 12 continues on next page...
Morbus Cushing und Prolaktinom [Cushing’s disease and prolactinoma].

- Provide an English translation after the original language title whenever possible and place it in square brackets


---

Box 13. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a title for a poster or paper unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

  1,3-dichloro-5,5-dimethylhydantoin: health-based reassessment of occupational exposure limits.

  von Willebrand factor and the mechanisms of platelet function.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

  Regulation of BCRP expression by progesterone and 17β-estradiol.

  may become

  Regulation of BCRP expression by progesterone and 17beta-estradiol.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

  Box 13 continues on next page...
Pre-operative diagnosis and staging of symptomatic breast disease using 99m\textsuperscript{m} technitium scintimammography.

*may become*

Pre-operative diagnosis and staging of symptomatic breast disease using (99m)technitium scintimammography.

Proinflammatory role for AT\textsubscript{1} receptors in the rat synovium.

*may become*

Proinflammatory role for AT(1) receptors in the rat synovium.

**Examples for Title**

13. Paper/poster title containing a Greek letter or other special character

14. Paper/poster in a language other than English

**Connective Phrase for Paper or Poster Presented (required)**

**General Rule for Connective Phrase**

- Use the words "Paper presented at" or "Poster session presented at" followed by a colon and a space to connect information about the paper or poster with information on the conference proceedings

**Examples for Connective Phrase**

1. Standard paper presented with a separate name for the conference

2. Standard paper presented without a separate name for the conference

3. Standard poster presented with a separate name for the conference

4. Standard poster presented without a separate name for the conference

**Conference Proceedings for Paper or Poster Presented (required)**

Follow the instructions in Chapter 3 to enter proceedings citation information

**Examples for Conference Proceedings**

1. Standard paper presented with a separate name for the conference

2. Standard paper presented without a separate name for the conference

3. Standard poster presented with a separate name for the conference
4. Standard poster presented without a separate name for the conference

15. Paper/poster with optional specific location of the conference added

Language for Paper or Poster Presented (required)

General Rules for Language

- Give the language of the paper or poster if not English
- Capitalize the language name
- Follow the language name with a period

Examples for Language

14. Paper/poster in a language other than English

Notes for Paper or Poster Presented (optional)

General Rules for Notes

- Notes is a collective term for any useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Sponsorship note
- Other types of material to include in notes

Box 14. Sponsorship note.

- If the conference was sponsored by an organization or organizations that are not evident from the title of the conference, add the organizations as a note


Box 15. Other types of material to include in notes.

The notes element may be used to provide any information that the compiler of the reference feels is useful. Begin by citing the paper or poster, then add the note. Some examples of notes are:

- Clarification of initialisms or acronyms used in the conference title


- Indication that copies of the paper or poster are available from the author


Examples for Notes

16. Paper/poster with sponsorship note

17. Paper/poster with other supplemental note

Examples of Citations to Papers and Poster Sessions Presented at Meetings

1. Standard paper presented with a separate name for the conference


2. Standard paper presented without a separate name for the conference

Thabet A. Clinical value of two serial pulmonary embolism-protocol CT studies performed within ten days. Paper presented at: Annual Scientific Meeting and Postgraduate Course of the American Society of Emergency Radiology; 2006 Sep 27-30; Washington, DC.

3. Standard poster presented with a separate name for the conference


4. Standard poster presented without a separate name for the conference


5. Paper/poster author with optional full name


6. Paper/poster with optional limit to the first six authors

7. Paper/poster author with designation of rank within a family

Hubert JM, Renoult E, Chammas M Jr, Mourey E, Feuillu B, Frimat L, Cormier L, Prevot L, Hestin D, Kessler M. Purely laparoscopic robotic (Da Vinci®) live donor nephrectomy: experience in 37 cases. Poster session presented at: 24th Annual World Congress of Endourology; 2006 Aug 17-20; Cleveland, OH.

8. Paper/poster author with a prefix or particle in the surname

Sarna A, Pujari S, Sengar AK, Garg R, Katke S, van Dam J. Adherence to antiretroviral therapy (ART) and its principal determinants in HIV-infected adults in India. Poster session presented at: NIMH/IAPAC International Conference on HIV Treatment Adherence; 2006 Mar 8-10; Jersey City, NJ.


Fettouh HI, Morsy HA, El Shenoufy A, Agabo H, Fettouh IA. Laparoscopic right donor nephrectomy using non-absorbable locking clips to control the renal vein. Poster session presented at: 24th Annual World Congress of Endourology; 2006 Aug 17-20; Cleveland, OH.

Joseph MA, Harlow SD, LaRosa JH. Ethnic differences in menstrual cycle length and variability in midlife women: The Study of Women's Health across the Nation (SWAN). Poster session presented at: 2nd Women's Health NIH Interdisciplinary Research Symposium; 2005 Oct 20; Bethesda, MD.


Martin M, Del Cacho E, Lopez E, Tuset M, Codina C, Miro JM, Ribas J. Adverse side effects and nonadherence to antiretroviral therapy. Poster session presented at: NIMH/IAPAC International Conference on HIV Treatment Adherence; 2006 Mar 8-10; Jersey City, NJ.

9. Paper/poster author with compound surname

Bryan-Rest LL. The "clear sinus sign" revisited in the multislice CT ERA. Paper presented at: Annual Scientific Meeting and Postgraduate Course of the American Society of Emergency Radiology; 2006 Sep 27-30; Washington, DC.

10. Paper/poster with both a person and an organization as author


11. Paper/poster with author affiliation

Thabet A (Massachusetts General Hospital, Boston, MA). Clinical value of two serial pulmonary embolism-protocol CT studies performed within ten days. Paper presented at: Annual Scientific Meeting and Postgraduate Course of the American Society of Emergency Radiology; 2006 Sep 27-30; Washington, DC.

Barron D (Leeds Teaching Hospitals, Leeds, UK), Enion DS (Blackburn Royal Infirmary, Blackburn, UK), Bollen SR (Blackburn Royal Infirmary, Blackburn, UK). Femoro-tibial dislocation and the radiologist. Poster session presented at: Annual Scientific Meeting and Postgraduate Course of the American Society of Emergency Radiology; 2006 Sep 27-30; Washington, DC.

12. Paper/poster with author affiliation including e-mail address


13. Paper/poster title containing a Greek letter or other special character

Greek letters may be written out if special fonts are not available

Wang H, Unadkat JD, Mao Q. Regulation of BCRP expression by progesterone and $17\beta$-estradiol. Poster session presented at: 2nd Women’s Health NIH Interdisciplinary Research Symposium; 2005 Oct 20; Bethesda, MD.

may become

Wang H, Unadkat JD, Mao Q. Regulation of BCRP expression by progesterone and $\text{17beta}$-estradiol. Poster session presented at: 2nd Women's Health NIH Interdisciplinary Research Symposium; 2005 Oct 20; Bethesda, MD.

Superscripts or subscripts may be enclosed within parentheses if fonts are not available

Price AG, Lockhart JC, McLean JS, Ferrell WR. Proinflammatory role for $\text{AT}_1$ receptors in the rat synovium. Poster session presented at: 25th European Workshop for Rheumatology Research; 2005 Feb 24-27; Glasgow, UK.

14. Paper/poster in a language other than English


with translation


Beganyi N (Fovarosi Onkormanyzat Uzoki utcai Korhaz, Fovarosi Onkoradiologiai Kozpont, Budapest, Hungary). Mezpillesztesi technikak rosszindulatu fej-nyaki daganatok

15. Paper/poster with optional specific location of the conference added


16. Paper/poster with sponsorship note


17. Paper/Poster with other supplemental note

Chapter 13. Letters and Other Personal Communication

Created: October 10, 2007; Updated: March 17, 2017.

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

See also:

Chapter 14 Manuscripts and Preprints
Chapter 26 Electronic Mail and Discussion Forums

Sample Citation and Introduction to Citing Letters and Other Personal Communication

The general format for a reference to a letter or other type of personal communication, including punctuation:

- letter:

  Anfinsen, Christian B. (Department of Biology, Johns Hopkins University, Baltimore, MD). Letter to: Cyril Ponnamperuma (University of Maryland, College Park, MD). 1991 Apr 23. 1 leaf. Located at: History of Medicine Division, National Library of Medicine, Bethesda, MD; MSC 496, Box 8, Folder 3.

- other personal communication:

  Patias, Karen (Public Services Division, National Library of Medicine, Bethesda, MD). Conversation with: Margaret Madison (Reference Department, University of Arkansas for Medical Sciences, Little Rock, AR). 2005 Nov 3.

Examples of Citations to Letters and Other Personal Communication
Documents generally available to scholars in an archive or a depository can usually be included in a reference list. However, many publishers do not permit placing any form of unpublished material in the end references. Most authorities recommend placing references to personal communications such as letters and conversations within the running text, not as formal end references. Include the nature and source of the cited information, using a term or terms to indicate clearly that no corresponding citation is in the reference list. Place the source information in parentheses. For example:

… and most of these meningiomas proved to be inoperable (2003 letter from RS Grant to me; unreferenced, see "Notes") while the few that …

Unless the letter resides in a library or other public archive, the author of a publication citing a letter must provide written permission from the cited person (if living) to the publisher or from the cited organization if it is carried in a document such as in internal memorandum that is not accessible to scholars. Acknowledge such permission in an "Acknowledgments" or a "Notes" section following the text of an article or at the end of a book’s main text. Such statements may include additional details, such as the reason for the communication.

The rules below apply when a letter is included in a reference list rather than within the text as described above. Letters are similar to manuscripts in that they contain little information from which to construct a citation. They lack titles, and have no place of publication or publisher. References to letters differ from manuscripts in that they have a formal structure applied to clearly identify the author (initiator) and the recipient (receiver) of the communication. Because of the lack of other information to include in a citation to a letter, providing the full names for both author and recipient is recommended as well as any clarifying notes on its content.

For information on citing collections of letters, see Chapter 14 Manuscripts and Preprints. For information on citing letters to the editors of journals, see Chapter 1A Journal Articles.

Most examples for citations to letters provided in this chapter are taken from the Modern Manuscripts Collection of the National Library of Medicine. Since the Collection is housed organizationally within the Library’s History of Medicine Division, many items are historical in nature. However, the rules provided are applicable to contemporary material. Other types of personal communication, such as conversations, are not included in the examples for this chapter because they are so rarely seen in a reference list.

Continue to Citation Rules with Examples for Letters and Other Personal Communication.

Continue to Examples of Citations to Letters and Other Personal Communication.
Citation Rules with Examples for Letters and Other Personal Communication

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Author Affiliation (O) | Connective Phrase (R) | Recipient (R) | Recipient Affiliation (O) | Date (R) | Pagination (O) | Language (R) | Notes (O)

Author for Personal Communication (required)

General Rules for Author

• Enter surname (family or last name) first for the person initiating the communication
• Capitalize surnames and enter spaces in surnames as they appear in the document cited. For example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
• Follow the surname with a comma and a space
• Enter the given (first) name and any middle name or initials; follow initials with periods
• End author information with a period unless the Author Affiliation is given, then use a space

Specific Rules for Author

• Surnames with hyphens and other punctuation in them
• Other surname rules
• Given names containing punctuation, a prefix, a preposition, or particle
• Degrees, titles, and honors before or after a personal name
• Designations of rank in a family, such as Jr and III
• Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
• Organization as author
• Title of author given
• Options for author names

Box 1. Surnames with hyphens and other punctuation in them.

• Keep hyphens in surnames

Estelle Palmer-Canton  becomes  Palmer-Canton, Estelle
Ahmed El-Assmy  becomes  El-Assmy, Ahmed

Box 1 continues on next page...
Box 1 continued from previous page.

- Keep particles, such as O’, D’, and L’
  
  Alan D. O’Brien becomes O’Brien, Alan D.
  
  James O. L’Esperance becomes L’Esperance, James O.
  
  U. S’adeh becomes S’adeh, U.

- Keep all other punctuation in surnames
  
  Charles A. St. James becomes St. James, Charles A.

Box 2. Other surname rules.

- Keep prefixes in surnames
  
  Lama Al Bassit becomes Al Bassit, Lama
  
  Jiddeke M. van de Kamp becomes van de Kamp, Jiddeke M.
  
  Gerard de Pouvourville becomes de Pouvourville, Gerard

- Keep compound surnames even if no hyphen appears
  
  Sergio Lopez Moreno becomes Lopez Moreno, Sergio
  
  Jaime Mier y Teran becomes Mier y Teran, Jaime
  
  Virginie Halley des Fontaines becomes Halley des Fontaines, Virginie

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  - Treat letters marked with diacritics or accents as if they are not marked
    
    Å treated as A
    
    Ø treated as O
    
    Ç treated as C
    
    Ł treated as L
    
    à treated as a
    
    ţ treated as g
    
    Ň treated as n

Box 2 continues on next page...
Box 2 continued from previous page.

- Ü treated as u
- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe

Box 3. Given names containing punctuation, a prefix, a preposition, or particle.

- Keep hyphens joining given (first or middle) names
  
  Jean-Louis Lagrot becomes Lagrot, Jean-Louis

- Keep prefixes, prepositions, and other particles
  
  D'Arcy Hart becomes Hart, D'Arcy
  
  William St. John Patterson becomes Patterson, William St. John
  
  De la Broquerie Fortier becomes Fortier, De la Broquerie
  
  Craig McC. Brooks becomes Brooks, Craig McC.

- Keep traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan.
  
  Ch. Wunderly becomes Wunderly, Ch.
  
  Charles Fr. Erdman becomes Erdman, Charles Fr.

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter if an initial is represented by more than one letter
  
  Iu. A. Iakontov becomes Iakontov, Iu.A.
  
  Georgios Th. Tsakalos becomes Tsakalos, Georgios Th.

Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name
  
  James A. Reed, M.D., F.R.C.S. becomes Reed, James A.
  
  Kristine Schmidt, Ph.D. becomes Schmidt, Kristine
Box 4 continued from previous page.

Robert V. Lang, Major, US Army  becomes  Lang, Robert V.

- Omit rank and honors such as Colonel or Sir that precede a name, unless no given name is provided

  Sir Frances Hildebrand  becomes  Hildebrand, Frances
  Dr. Jane Eberhard  becomes  Eberhard, Jane
  Captain R.C. Williams  becomes  Williams, R.C.

  but

  Dr. Morton  becomes  Morton, Dr.

  Major Robertson  becomes  Robertson, Major.

Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the given (first) name and any middle name or initials

- End initials and Jr or Sr with periods

- Convert roman numerals to arabic ordinals

  Examples:

  Vincent T. DeVita, Jr.  becomes  DeVita, Vincent T. Jr.
  James G. Jones II  becomes  Jones, James G. 2nd
  John A. Adams III  becomes  Adams, John A. 3rd
  Henry B. Cooper IV  becomes  Cooper, Henry B. 4th

Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the ALA-LC Romanization Tables.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese

Box 6 continues on next page...
Box 6 continued from previous page.

- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter
  
  Iu. A. Iakontov becomes Iakontov, Iu.A.

  Georgios Th. Tsakalos becomes Tsakalos, Georgios Th.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  ◦ Treat a letter marked with diacritics or accents as if it were not marked

    Å treated as A

    Ø treated as O

    Ç treated as C

    Ł treated as L

    à treated as a

    ğ treated as g

    ň treated as n

    ü treated as u

  ◦ Treat two or more letters printed as a unit (ligated letters) as if they were two letters

    æ treated as ae

    œ treated as oe

Box 7. Organization as author.

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit "The" preceding an organizational name

  The American Cancer Society becomes American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

Box 7 continues on next page...
American Medical Association, Committee on Ethics.

International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)
  
  National Academy of Sciences (US).
  
  Royal Marsden Hospital (GB).

- For names of organizations in languages other than English:
  - Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.
    
    Istituto di Fisiologia Clinica del CNR.
    
    Universitatsmedizin Berlin.
    
    Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

  - Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.
    
    Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].
    
    or
    
    [Russian Respiratory Society].

  - Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.
    
    [Chinese Medical Society].

Box 7 continues on next page...
Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat a letter marked with diacritics or accents as if it were not marked
  - Å treated as A
  - Ø treated as O
  - Ç treated as C
  - Ł treated as L
  - à treated as a
  - ġ treated as g
  - ñ treated as n
  - ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters
  - æ treated as ae
  - œ treated as oe

**Box 8. Title of author given.**

- If the author’s title is given, place it at the beginning of the affiliation

  **Example:**

  Blue, Rupert (Surgeon General, Bureau of the Public Health Service, Treasury Department, Washington, DC). Letter to: Wm. H. Welch (American Red Cross, Paris, FR). 1919 Mar 18. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 211.

- If the author’s title is given in place of a name, put the title in the author position. If the actual name is located elsewhere, add it surname first in square brackets after the title.

  **Example:**

  Box 8 continues on next page...
Box 8 continued from previous page.

Secretary of War (Washington, DC). Letter to: Commander, Fort Dearborn (Illinois). 1846 Mar 7. 15 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; W6 P3 v.7481 box 916 no.1.

or


Box 9. Options for author names.
The following format is not NLM practice for citing authors of letters, but is an acceptable option:

- Given (first) and middle names of authors may be reduced to initials. See Chapter 1 for instructions on handling names in this format.

  Takagi Y.
  Moskowitz MA.

Examples for Author

1. Standard citation to a letter
2. Letter with optional initials for author and recipient
3. Letter providing only initials for author and recipient
4. Letter with organization as author

Author Affiliation for Personal Communication (optional)

General Rules for Author Affiliation

- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the affiliation
- Place the affiliation in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a period placed outside the parentheses
Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Titles in affiliations
- Organizational names for affiliations not in English
- Names for cities and countries not in English
- No affiliation found

Box 10. Abbreviations in affiliations.

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

  Examples:
  
  Acad. for Academy
  Assoc. for Association
  Co. for Company
  Coll. for College
  Corp. for Corporation
  Dept. for Department
  Div. for Division
  Inst. for Institute or Institution
  Soc. for Society
  Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.
**Box 11. E-mail address included.**

- Follow the US state, Canadian province, or country of the author with a period and a space
- Insert the e-mail address as it appears in the letter
- Place the e-mail address inside the closing parenthesis for the author affiliation
- Do not end an e-mail address with a period

*Example:*

Patrias, Karen (Public Services Division, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov).

**Box 12. Titles in affiliations.**

- If the author’s title is given, place it at the beginning of the affiliation

*Example:*

Blue, Rupert (Surgeon General, Bureau of the Public Health Service, Treasury Department, Washington, DC). Letter to: Wm. H. Welch (American Red Cross, Paris, FR). 1919 Mar 18. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 211.

- If the author’s title is given in place of a name, put the title in the author position. If the actual name is located elsewhere, add it surname first in square brackets after the title.

*Example:*

Secretary of War (Washington, DC). Letter to: Commander, Fort Dearborn (Illinois). 1846 Mar 7. 15 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; W6 P3 v.7481 box 916 no.1.

*or*

Box 13. Organizational names for affiliations not in English.

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Carpentier, Antoine F. (Service de Neurologie, Hopital de la Salpetriere, Paris, France).

  Marubini, Ettore (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy).

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

  Barbulescu, Mihai (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania).

- Translate organizational names in character-based languages (Chinese, Japanese)

  Susaki, Kanako (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan).

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat a letter marked with diacritics or accents as if it were not marked

    Å  treated as  A

    Ø  treated as  O

    Ç  treated as  C

    Ł  treated as  L

    à  treated as  a

    ĝ  treated as  g

    ň  treated as  n
Box 13 continued from previous page.

▪ Treat two or more letters printed as a unit (ligated letters) as if they were two letters
  æ  treated as  ae
  œ  treated as  oe

▪ Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 14. Names for cities and countries not in English.

▪ Use the English form for names of cities and countries whenever possible. However, the name as found on the publication may always be used.
  Moskva  becomes  Moscow
  Wien  becomes  Vienna
  Italia  becomes  Italy
  Espana  becomes  Spain

Box 15. No affiliation found.

▪ If no affiliation is found or the affiliation is incomplete but it can be determined from elsewhere in the letter or from knowledge of the writer, put the place name in square brackets

Examples:

  Nightingale, Florence (115 Park Street, W, [London, GB]). Letter to: Marquis Townshend. 1864 Jul 27. 4 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 179.

  Pina, Luciano (Santiago, Chile). Letter to: D.M. Arroyo de Veracruz ([Mexico]). 1845 Jun 26. 4 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 196. Spanish.

Examples for Author Affiliation

1. Standard citation to a letter
2. Letter with optional initials for author and recipient
3. Letter providing only initials for author and recipient
5. Letter with organization as author
6. Letter with author's title included in affiliation
7. Letter with place inferred

Connective Phrase for Personal Communication (required)

General Rules for Connective Phrase
- Use the phrase "Letter to", "Conversation with", or "Telephone conversation with" as appropriate
- End the phrase with a colon and a space

Recipient for Personal Communication (required)

General Rules for Recipient
- Enter the given (first) name and any middle name or initials of the person receiving the communication; follow initials with periods
- Give the surname (family or last name)
- Capitalize surnames and enter spaces in surnames as they appear in the document cited. For example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
- End recipient information with a period unless the Recipient Affiliation is given, then use a space

Specific Rules for Recipient
- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Titles in recipient names
- Organization as recipient
- Options for recipient names

Box 16. Surnames with hyphens and other punctuation in them.
- Keep hyphens in surnames

*Box 16 continues on next page...*
Box 16 continued from previous page.

Estelle Palmer-Canton
Ahmed El-Assmy

• Keep particles, such as O', D', and L'
  Alan D. O'Brien
  James O. L'Esperance
  U. S'adeh

• Keep all other punctuation in surnames
  Charles A. St. James

Box 17. Other surname rules.

• Keep prefixes in surnames
  Lama Al Bassit
  Jiddeke M. van de Kamp
  Gerard de Pouvourville

• Keep compound surnames even if no hyphen appears
  Sergio Lopez Moreno
  Jaime Mier y Teran
  Virginie Halley des Fontaines

• Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  • Treat letters marked with diacritics or accents as if they are not marked
    À treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a

Box 17 continues on next page...
Box 17 continued from previous page.

- \( \ddot{g} \) treated as \( g \)
- \( \ddot{n} \) treated as \( n \)
- \( \ddot{u} \) treated as \( u \)
- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - \( \ddot{ae} \) treated as \( ae \)
  - \( \ddot{oe} \) treated as \( oe \)

Box 18. Given names containing punctuation, a prefix, a preposition, or particle.

- Keep hyphens joining given (first or middle) names
  - Jean-Louis Lagrot
- Keep prefixes, prepositions, or other particles
  - D'Arcy Hart
  - W. St. John Patterson
  - De la Broquerie Fortier
  - Craig McC. Brooks
- Keep traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan.
  - Ch. Wunderly
  - Charles Fr. Erdman
- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter if an initial is represented by more than one letter
  - Iu. A. Iakontov
  - Georgios Th. Tsakalos

Box 19. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name
Box 19 continued from previous page.

- Omit rank and honors such as Colonel or Sir that precede a name, unless no given name is provided
  - Sir Frances Hildebrand becomes Frances Hildebrand
  - Dr. Jane Eberhard becomes Jane Eberhard
  - Captain R.C. Williams becomes R.C. Williams
  - but
  - Dr. Morton remains Dr. Morton
  - Major Robertson remains Major Robertson

Box 20. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the surname
- Omit any commas between the surname and the designation
- Follow Jr or Sr with a period
- Convert roman numerals to arabic ordinals

Examples:
  - Vincent T. DeVita, Jr. becomes Vincent T. DeVita Jr.
  - James G. Jones, II becomes James G. Jones 2nd
  - John A. Adams III becomes John A. Adams 3rd
  - Henry B. Cooper IV becomes Henry B. Cooper 4th

Box 21. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the ALA-LC Romanization Tables.

Box 21 continues on next page...
Box 21 continued from previous page.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter
  
  Iu. A. Iakontov
  
  Georgios Th. Tsakalos
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat a letter marked with diacritics or accents as if it were not marked
    
    Å treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a
    ġ treated as g
    ņ treated as n
    ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they were two letters
    æ treated as ae
    œ treated as oe

Box 22. Titles in recipient names.

- If the recipient’s title is given, place it at the beginning of the affiliation
  
  Letter to: Rupert Blue (Surgeon General, Bureau of the Public Health Service, Treasury Department, Washington, DC).
Box 22 continued from previous page.

• If the recipient’s title is given in place of a name, put the title in the recipient position. If the actual name is located elsewhere, add it in square brackets following the title.

Examples:

Letter to: Secretary of War (Washington, DC).

or


Letter to: Dr. Morton ([Boston, MA]).

or

Letter to: Dr. Morton [William Thomas Morton] ([Boston, MA]).

Box 23. Organization as recipient.

An organization such as a university, society, association, corporation, or governmental body may serve as the recipient of a letter.

• Omit "The" preceding an organizational name

  The American Cancer Society  becomes  American Cancer Society

• If a division or another part of an organization is included in the publication, give the parts of the name in hierarchical order, separated by commas

  Committee on Ethics, American Medical Association.

  Organic and Biomolecular Chemistry Division, International Union of Pure and Applied Chemistry.

• When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

  National Academy of Sciences (US).

  Royal Marsden Hospital (GB).

• For names of organizations in languages other than English:
  • Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they
appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

Istituto di Fisiologia Clinica del CNR.

Universitatsmedizin Berlin.

Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

- Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

or

[Russian Respiratory Society].

- Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

[Chinese Medical Society].

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat a letter marked with diacritics or accents as if it were not marked
    
    Å treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a
    ġ treated as g
    ň treated as n
    ü treated as u

Box 23 continues on next page...
Treat two or more letters printed as a unit (ligated letters) as if they were two letters

æ treated as ae
œ treated as oe

Box 24. Options for recipient names.

The following format is not NLM practice for citing recipients, but is an acceptable option:

- Given (first) and middle names of recipients may be reduced to initials. See Chapter 1 for instructions on converting names to initials.
  - Y Takagi
  - MA Moskowitz

Examples for Recipient

1. Standard citation to a letter
2. Letter with optional initials for author and recipient
3. Letter providing only initials for author and recipient
4. Letter with a title for the recipient rather than a name

Recipient Affiliation for Personal Communication (optional)

General Rules for Recipient Affiliation

- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the affiliation in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from the recipient by a space
- Follow the affiliation with a period placed outside the parentheses

Specific Rules for Recipient Affiliation

- Abbreviations in affiliations
- E-mail address included
- Titles in affiliations
- Organizational names for affiliations not in English
- Names for cities and countries not in English
• No affiliation found

**Box 25. Abbreviations in affiliations.**

• Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

  *Examples:*
  
  Acad. for Academy
  Assoc. for Association
  Co. for Company
  Coll. for College
  Corp. for Corporation
  Dept. for Department
  Div. for Division
  Inst. for Institute or Institution
  Soc. for Society
  Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

• Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

• Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

• Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

**Box 26. E-mail address included.**

• Follow the US state, Canadian province, or country of the author with a period and a space

• Insert the e-mail address as it appears in the letter

• Place the e-mail address within the closing parenthesis for the author affiliation

• Do not end an e-mail address with a period

*Box 26 continues on next page...*
Box 26 continued from previous page.

Example:

Karen Patrias (Public Services Division, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov).

Box 27. Title in affiliations.

- If the recipient's title is given, place it at the beginning of the affiliation

  Letter to: Rupert Blue (Surgeon General, Bureau of the Public Health Service, Treasury Department, Washington, DC).

- If the recipient's title is given in place of a name, put the title in the recipient position. If the actual name is located elsewhere, add it in square brackets following the title.

  Examples:

  Letter to: Secretary of War (Washington, DC).

  or


  Letter to: Dr. Morton ([Boston, MA]).

  or

  Letter to: Dr. Morton [William Thomas Morton] ([Boston, MA]).

Box 28. Organizational names for affiliations not in English.

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Letter to: Antoine F. Carpentier (Service de Neurologie, Hôpital de la Salpêtrière, Paris, France).

  Letter to: Ettore Marubini (Istituto di Statistica Medica e Biometria, Università degli Studi di Milano, Milan, Italy).

Box 28 continues on next page...
Romanize (write in the roman alphabet) or translate organizational names if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

Letter to: Mihai Barbulescu (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania).

Translate organizational names in character-based languages (Chinese, Japanese)

Letter to: Kanako Susaki (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan).

Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat a letter marked with diacritics or accents as if it were not marked
  
  Á treated as A
  Ø treated as O
  Ç treated as C
  Ł treated as Ł
  à treated as a
  ĝ treated as g
  ň treated as n
  ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters
  
  æ treated as ae
  ö treated as oe

Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.
Box 29. Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name as found on the publication may always be used.

  Moskva  becomes  Moscow
  Wien  becomes  Vienna
  Italia  becomes  Italy
  Espana  becomes  Spain

Box 30. No affiliation found.

- If no affiliation is found or the affiliation is incomplete but it can be determined from elsewhere in the letter or from knowledge of the recipient, put the place name in square brackets

  Examples:
  Wells, Horace (Hartford, CT). Letter to: Dr. Morton ([Boston, MA]). 1846 Oct 20. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 176.
  Pina, Luciano (Santiago, Chile). Letter to: D.M. Arroyo de Veracruz ([Mexico]). 1845 Jun 26. 4 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 196. Spanish.

Examples for Recipient Affiliation

1. Standard citation to a letter
2. Letter with optional initials for author and recipient
3. Letter providing only initials for author and recipient
4. Letter with a title for the recipient rather than a name
5. Letter with place inferred

Date for Personal Communication (required)

General Rules for Date

- Begin with the year
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month after the year, such as 2004 Mar
- Use English names for months and abbreviate them to the first three letters
• Include the day after the month, such as 2004 Mar 3
• End date information with a period

Specific Rules for Date

• Non-US forms for dates
• Non-English names for months
• Seasons instead of months
• No date can be found
• Options for date

Box 31. Non-US forms for dates.

• Dates in US letters usually appear in the format month day, year. For example: August 23, 2005.

• Dates in other countries may appear in a variety of formats

2004/12/02
30.07.2004
2004-10-02
14 June 2004
15/06/2005

• Enter the year first, then the month and the day, regardless of the format found

2004/12/02  becomes  2004 Dec 2
30.07.2004  becomes  2004 Jul 30
2004-10-02  becomes  2004 Oct 2
14 June 2004  becomes  2004 Jun 14
15/06/2005  becomes  2005 Jun 15

• Translate names of months into English and abbreviate them using the first three letters

mayo = May
luty = Feb
brezen = Mar

Example:

22 Marz 2002  becomes  2002 Mar 22
Box 32. Non-English names for months.

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them

Examples:
- mayo = May
- luty = Feb
- brezen = Mar

Box 33. Seasons instead of months.

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them

For example:
- balvan = Summer
- outomno = Fall
- hiver = Winter
- pomlad = Spring

Box 34. No date can be found.

- If a date cannot be found, but a date can be estimated from the content of the letter or in accompanying material, place a question mark after the estimated date and place date information in square brackets

  Bell, John ([Edinburgh, Scotland]). Letter to: Cadell and Davies, Book Sellers ([London, England]). [1793?]. 8 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 291.

- If a date cannot be found or estimated, use [date unknown]

  Hennen, John (Edinburgh, Scotland). Letter to: Dr. Duncan. [date unknown]. 9 p. Located at: History of Medicine Division, National Library of Medicine, Bethesda, MD; W6 P3 v.1575.
Box 34a. Options for date.

It is not NLM policy, but the following is an acceptable option:

The date for the personal communication may follow the author names in the list of references when the name-year system of in-text references is used.

- Use the complete date of the communication
- Place the date after the author and any author affiliation, followed by a period

*NLMy citation:*

Anfinsen, Christian B. (Department of Biology, Johns Hopkins University, Baltimore, MD). Letter to: Cyril Ponnampemura (University of Maryland, College Park, MD). 1991 Apr 23. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 496, Box 8, Folder 3.

*Name-year system of citation:*

Anfinsen, Christian B. (Department of Biology, Johns Hopkins University, Baltimore, MD). 1991 Apr 23. Letter to: Cyril Ponnampemura (University of Maryland, College Park, MD). 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 496, Box 8, Folder 3.

Examples for Date

8. Letter with standard date

9. Letter with date estimated

Pagination for Personal Communication (optional)

General Rules for Pagination

- If the pages of a letter are numbered, provide the total number of pages
- Follow the page total with a space and the letter p
- If the pages of a letter are not numbered, provide the total number of sheets of paper on which the letter appears
- Follow the page total with the word leaf or leaves
- End pagination information in both cases with a period

Specific Rules for Pagination

- Roman numerals used as page numbers
Box 35. Roman numerals used as page numbers.

If the pages of a letter have roman numerals instead of the usual arabic numbers:

- Convert the roman numeral on the last page of the text to an arabic number
- Follow the number by "p."
- Place the number and "p." in square brackets, such as [12 p.]
- End page information with a period

*Example:* [20 p.]

Examples for Pagination

10. Letter with unnumbered pages

11. Letter with numbered pages

Language for Personal Communication (required)

General Rules for Language

- Give the language of communication if not English
- Capitalize the language name
- Follow the language name with a period

Examples for Language

12. Letter in a language other than English

Notes for Personal Communication (optional)

General Rules for Notes

- Notes is a collective term for any type of useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Name and location of a public archive
- Restrictions on use
- Other types of material to include in notes
Box 36. Name and location of a public archive.

Information on a library or other public archive where the letter may be seen is helpful to the reader.

- Enter the phrase "Located at" followed by a colon and a space
- Give the name of the library or archive, preceded by any subsidiary division(s), and followed by a comma and a space. For example: Manuscripts Division, Library of Congress.
- Follow the library or archive name with the city, a comma, and the two-letter abbreviation for the US state or Canadian province (see Appendix E); add the country if not the US or Canada, either written out or as two-letter ISO country code (see Appendix D)
- Enter a semicolon and any identifying number for the manuscript
- End library or archive information with a period

Example:

Joseph Eastman Sanitorium (Indianapolis, IN). Letter to: Wm. E. Lybrook (Young America, IN). 1904 Nov 17. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 358.

Box 37. Restrictions on use.

- A library or other archive may place a variety of types of restrictions on the use of letters. For example, letters may only be available with an appointment or to scholars at the doctorate level. This information may be provided as a note at the end of the citation. Complete sentences are not required.

Examples:

- Materials stored offsite; 24 hour prior notice required for delivery.
- Written permission required to quote, cite, paraphrase, or publish any of Dr. Henle's unpublished material during her lifetime.

Box 38. Other types of material to include in notes.

Notes is a collective term for any type of useful information given after the citation itself. Examples include:

- information on any material accompanying the letter
Box 38 continued from previous page.


- explanatory information on the content of the letter

Reed, Walter (Army Medical Museum, Washington, DC). Letter to: W.S. Halstead (Johns Hopkins Hospital, Baltimore, MD). 1985 Apr 10. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 200. Letter asking if Halsted could perform a hernia operation on the carpenter of the Army Medical Museum.

Examples for Notes

13. Letter with an accompaniment

14. Letter with note

Examples of Citations to Letters and Other Personal Communication

1. Standard citation to a letter

Anfinsen, Christian B. (Department of Biology, Johns Hopkins University, Baltimore, MD). Letter to: Cyril Ponnamperuma (University of Maryland, College Park, MD). 1991 Apr 23. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 496, Box 8, Folder 3.

Reed, Walter (Army Medical Museum, Washington, DC). Letter to: W.S. Halstead (Johns Hopkins Hospital, Baltimore, MD). 1985 Apr 10. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 200.

2. Letter with optional initials for author and recipient

3. Letter providing only initials for author and recipient

Colt, P. (Rome, NY). Letter to: M. Goshall (Hartford, CT). 1809 Mar 4. 4 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 312.

4. Letter with a title for the recipient rather than a name

Mayard, T.F. (Department of State, Washington, DC). Letter to: Secretary of War (Washington, DC). 1888 Feb 16. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 269.

Wells, Horace (Hartford, CT). Letter to: Dr. Morton ([Boston, MA]). 1846 Oct 20. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 176.

with name added as title


Wells, Horace (Hartford, CT). Letter to: Dr. Morton [William Thomas Morton] ([Boston, MA]). 1846 Oct 20. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 176.

5. Letter with organization as author

Mason Chemical Company (Philadelphia, PA). Letter to: Abram Claude (Annapolis, MD). 1897 Dec 24. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 283.

Joseph Eastman Sanitorium (Indianapolis, IN). Letter to: Wm. E. Lybrook (Young America, IN). 1904 Nov 17. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 358.

6. Letter with author's title included in affiliation

Blue, Rupert (Surgeon General, Bureau of the Public Health Service, Treasury Department, Washington, DC). Letter to: Wm. H. Welch (American Red Cross, Paris, FR). 1919 Mar 18. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 211.

Loper, Richard L. (General Manager, Guarantors Liability Indemnity Company of Pennsylvania, Philadelphia, PA). Letter to: Dear Sirs. 1 leaf. [1895?]. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 274.
7. Letter with place inferred

Nightingale, Florence (115 Park Street, W, [London, GB]). Letter to: Marquis Townshend. 1864 Jul 27. 4 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 179.

Pina, Luciano (Santiago, Chile). Letter to: D.M. Arroyo de Veracruz ([Mexico]). 1845 Jun 26. 4 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 196. Spanish.

8. Letter with standard date

Wheaton, Levi (Providence, RI). Letter to: Moses Younglove (Cornwall, CT). 1800 Dec 18. 3 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 293.

9. Letter with date estimated

Bell, John ([Edinburgh, Scotland]). Letter to: Cadell and Davies, Book Sellers ([London, England]). [1793?], 8 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 291.

Looper, Richard L. (General Manager, Guarantors Liability Indemnity Company of Pennsylvania, Philadelphia, PA). Letter to: Dear Sirs. 1 leaf. [1895?]. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 274.

10. Letter with unnumbered pages

Wheaton, Levi (Providence, RI). Letter to: Moses Younglove (Cornwall, CT). 1800 Dec 18. 3 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 293.

11. Letter with numbered pages

Kerr, J. Auston (Chevy Chase, MD). Letter to: Ramon Cordoba Palacio (Medellin, Colombia). 1974 Nov 11. 11 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 456.

12. Letter in a language other than English

de Lucretiis, Gaetano (San Severo, Italy). Letter to: D. Biagio Michetelli (Puglia, Italy). 1807 Nov 13. 9 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 214. Italian.

Pina, Luciano (Santiago, Chile). Letter to: D.M. Arroyo de Veracruz ([Mexico]). 1845 Jun 26. 4 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 196. Spanish.
13. Letter with an accompaniment


14. Letter with note

Reed, Walter (Army Medical Museum, Washington, DC). Letter to: W .S. Halstead (Johns Hopkins Hospital, Baltimore, MD). 1985 Apr 10. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 200. Letter asking if Halsted could perform a hernia operation on the carpenter of the Army Medical Museum.

Wheaton, Levi (Providence, RI). Letter to: Moses Younglove (Cornwall, CT). 1800 Dec 18. 3 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 293. Wheaton thanks Younglove for a cowpox sample and describes his experiments with smallpox.


Nightingale, Florence (115 Park Street, W, [London, GB]). Letter to: Marquis Townshend. 1864 Jul 27. 4 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 179. Nightingale responds to Townshend's request on behalf of a Mrs. Montague for funds to support old nurses.

Wells, Horace (Hartford, CT). Letter to: Dr. Morton [William Thomas Morton] ([Boston, MA]). 1846 Oct 20. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 176. Comments on the first use of Morton's anesthesia device.

Hennen, John (Edinburgh, Scotland). Letter to: Dr. Duncan. [date unknown]. 9 p. Located at: History of Medicine Division, National Library of Medicine, Bethesda, MD; W6 P3 v. 1575. Observations on the cure of syphilis without mercury.
Chapter 14. Manuscripts and Preprints

A. Sample Citation and Introduction to Citing Individual Manuscripts

The general format for a reference to an individual manuscript, including punctuation:

<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
<th>Date</th>
<th>Pagination</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wiprud, Theodore.</td>
<td>The versatile Dr. Thornton.</td>
<td>1976.</td>
<td>86 p.</td>
<td>Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 305.</td>
</tr>
</tbody>
</table>

Examples of Citations to Individual Manuscripts

A manuscript refers to any type of work, either handwritten or typewritten, that is not published. Examples of manuscripts include author drafts of journal articles and books as well as finished works. Manuscripts often contain little information from which to construct a citation. A formal title may be absent and other information unclear. There is no place of publication, publisher, or date of publication in an unpublished manuscript. Other differences from the standard book are that the full names of authors are used, and an unpaginated manuscript is described in terms of leaves, not pages.

Include in a citation, when possible, the name of a library or other public archive where the item may be found, as well as any order or catalog number. See Notes in the next section. If a manuscript is not available in a public archive, most authorities recommend
placing references to it within the running text, not as a formal end reference. The nature
and source of the cited information should be identified by an appropriate statement.
Place the source information in parentheses, using a term or terms to indicate that the
citation is not represented in the reference list.

…material gathered from an unpublished draft by Harold Jones (private collection;
unreferenced, see “Notes”) that …

The rules below apply when a manuscript is included in a reference list rather than in the
text as described above. Note that the majority of examples for citations provided in this
chapter are taken from the Modern Manuscripts Collection of the National Library of
Medicine. Since the Collection is housed organizationally within the Library’s History of
Medicine Division, many items are historical in nature. However, the rules provided are
applicable to contemporary material.

Manuscripts may be cited as individual items and as collections. See Chapter 14B
Manuscript Collections for information on citing collections.

Continue to Citation Rules with Examples for Individual Manuscripts.

Continue to Examples of Citations to Individual Manuscripts.

Citation Rules with Examples for Individual Manuscripts

Components/elements are listed in the order they should appear in a reference. An R after
the component name means that it is required in the citation; an O after the name means
it is optional.

Author (R) | Author Affiliation (O) | Title (R) | Type of Medium (R) | Secondary Author
(O) | Date (R) | Pagination (O) | Physical Description (O) | Availability (O) | Language (R)
| Notes (O)

Author for Individual Manuscripts (required)

General Rules for Author

- Enter surname (family or last name) first for the author
- Capitalize surnames and enter spaces within surnames as they appear in the
document cited. For example: Van Der Horn or van der Horn; De Wolf or de Wolf
or DeWolf.
- Follow the surname with a comma and a space
- Enter the given (first) name and any middle name or initials; follow initials with
periods
- Separate author names from each other by a semicolon and a space
- Give all authors, regardless of the number
- End author information with a period
Specific Rules for Author

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Organizations as author
- No author can be found
- Options for author names

Box 1. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames
  
  Estelle Palmer-Canton **becomes** Palmer-Canton, Estelle
  
  Ahmed El-Assmy **becomes** El-Assmy, Ahmed

- Keep particles, such as O', D', and L'
  
  Alan D. O'Brien **becomes** O'Brien, Alan D.
  
  James O. L'Esperance **becomes** L'Esperance, James O.
  
  U. S'adeh **becomes** S'adeh, U.

- Keep all other punctuation in surnames
  
  Charles A. St. James **becomes** St. James, Charles A.

Box 2. Other surname rules.

- Keep prefixes in surnames
  
  Lama Al Bassit **becomes** Al Bassit, Lama
  
  Jiddeke M. van de Kamp **becomes** van de Kamp, Jiddeke M.
  
  Gerard de Pouvourville **becomes** de Pouvourville, Gerard

- Keep compound surnames even if no hyphen appears
  
  Sergio Lopez Moreno **becomes** Lopez Moreno, Sergio
  
  Jaime Mier y Teran **becomes** Mier y Teran, Jaime
  
  Virginie Halley des Fontaines **becomes** Halley des Fontaines, Virginie

Box 2 continues on next page...
Box 2 continued from previous page.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ĝ treated as g
    - ň treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - ö treated as oe

Box 3. Given names containing punctuation, a prefix, a preposition, or particle.

- Keep hyphens joining given (first or middle) names
  - Jean-Louis Lagrot becomes Lagrot, Jean-Louis
- Keep prefixes, prepositions, and other particles
  - D'Arcy Hart becomes Hart, D'Arcy
  - William St. John Patterson becomes Patterson, William St. John
  - De la Broquerie Fortier becomes Fortier, De la Broquerie
  - Craig McC. Brooks becomes Brooks, Craig McC.
- Keep traditional abbreviations of given names. Some non-US manuscripts use abbreviations of conventional given names rather than single initials, such as St. for Stefan.
Box 3 continued from previous page.

Ch. Wunderly becomes Wunderly, Ch.

Charles Fr. Erdman becomes Erdman, Charles Fr.

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if an initial is represented by more than one letter
  
  Iu. A. Iakontov becomes Iakontov, Iu.A.
  
  Georgios Th. Tsakalos becomes Tsakalos, Georgios Th.

Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name
  
  James A. Reed, M.D., F.R.C.S. becomes Reed, James A.
  
  Kristine Schmidt, Ph.D. becomes Schmidt, Kristine
  
  Robert V. Lang, Major, US Army becomes Lang, Robert V.

- Omit rank and honors such as Colonel or Sir that precede a name, unless no given name is provided
  
  Sir Frances Hildebrand becomes Hildebrand, Frances
  
  Dr. Jane Eberhard becomes Eberhard, Jane
  
  Captain R.C. Williams becomes Williams, R.C.
  
  but
  
  Dr. Morton becomes Morton, Dr.
  
  Major Robertson becomes Robertson, Major.

Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the given (first) name and any middle name or initials

- Omit commas preceding the designation

- Follow Jr or Sr with periods

- Convert roman numerals to arabic ordinals

  Examples:
Vincent T. DeVita, Jr.  becomes  DeVita, Vincent T. Jr.
James G. Jones, II  becomes  Jones, James G. 2nd
John A. Adams III  becomes  Adams, John A. 3rd
Henry B. Cooper IV  becomes  Cooper, Henry B. 4th

Box 5 continued from previous page.

Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the ALA-LC Romanization Tables.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter
  
  Iu. A. Iakontov  becomes  Iakontov, Iu.A.

  Georgios Th. Tsakalos  becomes  Tsakalos, Georgios Th.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  • Treat a letter marked with diacritics or accents as if it were not marked

  Å  treated as  A
  Ø  treated as  O
  Ç  treated as  C
  Ł  treated as  L
  à  treated as  a
  ġ  treated as  g
  ņ  treated as  n
  ü  treated as  u

Box 6 continues on next page...
Box 6 continued from previous page.

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters
  
  æ treated as ae
  
  œ treated as oe

Box 7. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit “The” preceding an organizational name
  
  The American Cancer Society becomes American Cancer Society

- If a division or another part of an organization is included in the manuscript, give the parts of the name in descending hierarchical order, separated by commas
  
  American Medical Association, Committee on Ethics.

  International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

  American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)
  
  National Academy of Sciences (US).

  Royal Marsden Hospital (GB).

- For names of organizations in languages other than English:
  
  - Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the manuscript. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.
    
    Istituto di Fisiologia Clinica del CNR.

    Universitätsmedizin Berlin.

Box 7 continues on next page...
Nordisk Anaesthesiologisk Forening [Scandinavian Society of Anaesthesiologists].

- Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

  Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

  or

  [Russian Respiratory Society].

- Translate names of organizations in character-based languages such as Chinese, Japanese. Place all translations in square brackets.

  [Chinese Medical Society].

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat a letter marked with diacritics or accents as if it were not marked

    Å  treated as  A
    Ø  treated as  O
    Ç  treated as  C
    Ł  treated as  L
    à  treated as  a
    ġ  treated as  g
    ņ  treated as  n
    ü  treated as  u

  - Treat two or more letters printed as a unit (ligated letters) as if they were two letters

    æ  treated as  ae
    ë  treated as  oe
Box 8. No author can be found.

- If no person or organization can be found as the author but a translator is present, begin the reference with the name of the translator. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, translator.
  
  Walter, Edward D., translator.
  Morrison, Carl P.; Court, Frances G., translators.

- If no person or organization can be identified as the author and no translator is given, begin the reference with the title of the manuscript. Do not use anonymous.
  
  Review and analysis of Letort’s medical services in modern armies: observations and recollections of the late war. [1970?]. 52 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 285.

Box 9. Options for author names.

The following format is not NLM practice for citing authors of manuscripts, but is an acceptable option.

- Given (first) and middle names of authors may be reduced to initials. See Chapter 1 for instructions on handling names in this format.
  
  Takagi Y.
  Moskowitz MA.

Examples for Author

1. Manuscript standard citation with full name for authors

2. Manuscript authors with optional initials for first names

3. Manuscript author name or secondary author name with designations of rank within a family

4. Manuscript authors with prefixes or particles in their names

5. Manuscript authors with compound last names

6. Manuscript authors with only a surname

7. Manuscript with organization as author

8. Manuscript with more than one author
9. Manuscript with no authors found

**Author Affiliation for Individual Manuscripts (optional)**

**General Rules for Author Affiliation**

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a semicolon placed outside the closing parentheses, unless it is the affiliation of the last author or the only author of a manuscript, then use a period

**Specific Rules for Author Affiliation**

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

**Box 10. Abbreviations in affiliations.**

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

  **Examples:**
  
  Acad. for Academy
  Assoc. for Association
  Co. for Company
  Coll. for College
  Corp. for Corporation
  Dept. for Department
  Div. for Division
  Inst. for Institute or Institution
  Soc. for Society

  *Box 10 continues on next page...*
**Box 10 continued from previous page.**

Univ. for University

See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.
- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.
- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

**Box 11. E-mail address included.**

- Follow the US state, Canadian province, or country of the author with a period and a space
- Insert the e-mail address as it appears in the letter
- Place the e-mail address inside the closing parenthesis for the author affiliation
- Do not end an e-mail address with a period
  
  *Example:*
  
  Patrias, Karen (Public Services Division, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov).

**Box 12. Organizational names for affiliations not in English.**

- Give the affiliation of all authors or only the first author
- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.
- Provide the name in the original language for non-English organization names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)
  
  Carpentier, Antoine F. (Service de Neurologie, Hospital de la Salpetriere, Paris, France).

*Box 12 continues on next page...*
Box 12 continued from previous page.

Marubini, Ettore (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy).

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

  Barbulescu, Mihai (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania).

- Translate organizational names in character-based languages (Chinese, Japanese)

  Susaki, Kanako (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan).

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat a letter marked with diacritics or accents as if it were not marked
    
    Å treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a
    ã treated as g
    Ń treated as n
    ü treated as u

  - Treat two or more letters printed as a unit (ligated letters) as if they were two letters
    æ treated as ae
    œ treated as oe

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the manuscript may always be used.
Box 13. Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name as found on the manuscript may always be used.
  - Moskva becomes Moscow
  - Wien becomes Vienna
  - Italia becomes Italy
  - Espana becomes Spain

Examples for Author Affiliation

10. Manuscript with author affiliation included

Title for Individual Manuscripts (required)

General Rules for Title

- Enter the title of the manuscript as it appears on the original document, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless some other form of punctuation such as a question mark, period, or an exclamation point is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it or a type of medium follows it, then end with a space

Specific Rules for Title

- Titles not in English
- Titles containing a Greek letter, chemical formula, or another special character
- No title can be found

Box 14. Titles not in English.

- Provide the title in the original language for non-English titles found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Box 14 continues on next page...
Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 145. French.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

Avicenna. Qawlanj. [circa 1800]. 41 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; A 55. Arabic.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

Gonda, Naosuke. Koido myakuden. 1850. 16 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 939. Japanese.

or

Gonda, Naosuke. [Pulse diagnosis of old medicine]. 1850. 16 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 939. Japanese.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat a letter marked with diacritics or accents as if it were not marked
    
    Å treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a
    ŧ treated as g
    ť treated as n
    ü treated as u
Treat two or more letters printed as a unit (ligated letters) as if they were two letters

\[ \text{ae treated as ae} \]

\[ \text{oe treated as oe} \]

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

Perez, Victor. Methode von vorherigen Acclimatisiren zur Verhinderung des gelben feber. [1880?]. 13 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 263. German.

- Provide an English translation after the original language title whenever possible; place translations in square brackets


**Box 15. Titles containing a Greek letter, chemical formula, or another special character.**

- Capitalize the first word of a manuscript title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

1,3-dichloro-5,5-dimethylhydantoin: health-based reassessment.

von Willebrand factor and the mechanisms of platelet function.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, \( \Omega \) becomes omega.

Enantioselective synthesis of \( \beta \)-amino acids.

may become

Enantioselective synthesis of beta-amino acids.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

Box 15 continues on next page...
Box 15 continued from previous page.

TiO$_2$ nanoparticles.

*may become*

TiO(2) nanoparticles.

Box 16. No title can be found.

Occasionally a manuscript does not appear to have any title; the document simply begins with the text. In this circumstance:

- Construct a title from the first few words of the text
- Use enough words to make the constructed title meaningful
- Place the constructed title in square brackets

*Examples:*

Reeves, James Edmund. [President's address delivered at the opening of the 13th annual meeting of the American Public Health Association]. 1885 Dec 8. 32 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 267.

Hood, Thomas B. (Howard University, Washington, DC). [Notes of lectures on the practice of medicine]. [circa 1880s]. 162 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 414.

**Examples for Title**

11. Manuscript with constructed title

12. Manuscript with title in a language other than English

13. Manuscript with title in a language other than English with optional translation

**Type of Medium for Individual Manuscripts (required)**

**General Rules for Type of Medium**

- Indicate the type of medium (microfilm, microfiche, etc.) following the title when a manuscript is in a microform
- Place the name of the medium in square brackets and end with a period, such as [microfilm].
- Add information about the medium according to the instructions under Physical Description
Specific Rules for Type of Medium

- Titles ending in punctuation other than a period
- Titles not in English

Box 17. Titles ending in punctuation other than a period.

- Most titles of manuscripts end in a period. Place [microfiche], [microfilm], or [microcard] inside the period.

  Osler, William. The fixed period [microfilm]. 1905. 21 leaves. 1 reel: black & white, negative, 35 mm. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 146.

- If a title ends in another form of punctuation, keep that punctuation and follow [microfiche], [microfilm], or [microcard] with a period

  AIDS is over, right? [microfiche].

Box 18. Titles not in English.

- If a translation of a title is provided, place the translation in square brackets after the original title

  L’hypnotisme en therapeutique: guerson d’une contracture hysterique [Therapeutic hypnotism: cure of hysterical contracture].

- If a title is in a microform (microfiche, microfile, microcard, etc.), place the specific name of the microform in square brackets following the translation

  Etude et traitement de la meningite tuberculeuse [Study and treatment of meningeal tuberculosis] [microfilm].

Examples for Type of Medium

24. Manuscript in a microform

Secondary Author for Individual Manuscripts (optional)

General Rules for Secondary Author

- A secondary author modifies the work of the author. Examples include compilers, translators, illustrators, and interviewers.
- Place the names of secondary authors after the title, following any Type of Medium
- Use the same rules for the format of names presented in Author above
- Follow the last translator’s name with a comma and the word translator or translators; the last illustrator’s name with a comma and the word illustrator or illustrators, etc.
- End secondary author information with a period

**Specific Rules for Secondary Author**

- More than one type of secondary author
- Secondary author performing more than one role
- Non-English names for secondary authors

**Box 19. More than one type of secondary author.**

A manuscript may have several types of secondary author.

- List all of them in the order they are given in the manuscript
- Separate a single secondary author from the role by a comma
- Separate one type of secondary author from another by a semicolon
- Place a semicolon between multiple occurrences of secondary authors
- End secondary author information with a period

*Examples:*

Smith, Brian C., translator; Carson, Harrison T., interviewer.

Graber, Alfred F.; Longstreet, Richard G., translators; Johnson, Carl T.; Marks, Catherine; Huston, Melanie A., illustrators.

**Box 20. Secondary author performing more than one role.**

If the same secondary author performs more than one role:

- List all of the roles in the order given in the manuscript
- Separate the roles by "and"
- End secondary author information with a period

*Example:*

Jones, Albert B., compiler and translator.

**Box 21. Non-English names for secondary authors.**

- Translate the word found for editor, translator, illustrator, or other secondary author into English if possible. However, the wording found on the manuscript may always be used.

*Box 21 continues on next page...*
Box 21 continued from previous page.

- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ţ treated as g
    - ň treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe

- To assist in identifying secondary authors, below is a brief list of non-English words for them:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Translator</th>
<th>Word for Illustrator</th>
<th>Word for Compiler</th>
<th>Word for Interviewer</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>traducteur</td>
<td>illustrateur</td>
<td>compilateur</td>
<td>enqueteur</td>
</tr>
<tr>
<td>German</td>
<td>übersetzer</td>
<td>erlauterer</td>
<td>zusammensteller</td>
<td>befrager</td>
</tr>
<tr>
<td></td>
<td>dolmetscher</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>traduttore</td>
<td>designatore</td>
<td>compilatore</td>
<td>intervistatore</td>
</tr>
<tr>
<td>Spanish</td>
<td>traductor</td>
<td>ilustrador</td>
<td>recopilador</td>
<td>entrevistador</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>compilador</td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td>perevodchik</td>
<td>konstruktor</td>
<td>sostavitel'</td>
<td>intvierer</td>
</tr>
</tbody>
</table>

Examples for Secondary Author

14. Manuscript with translators and other secondary authors
Date for Individual Manuscripts (required)

General Rules for Date

- Begin with the year
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month after the year, if provided, such as 2004 Mar
- Use English names for months and abbreviate them using the first three letters, such as Jan
- Include the day after the month, if provided, such as 2004 Mar 3
- End date information with a period

Specific Rules for Date

- Non-US forms for dates
- Non-English names for months
- Seasons instead of months
- Multiple dates
- No date can be found
- Options for date

Box 22. Non-US forms for dates.

- Dates in US manuscripts usually appear in the format month day, year. For example: August 23, 2005.
- Dates in other countries may appear in manuscripts in a variety of formats
  
  2004/12/02
  30.07.2004
  2004-10-02
  14 June 2004
  15/06/2005

- Enter the year first, then the month and the day, regardless of the format found
  
  August 23, 2005  becomes  2005 Aug 23
  2004/12/02  becomes  2004 Dec 2
  30.07.2004  becomes  2004 Jul 30
  2004-10-02  becomes  2004 Oct 2
  14 June 2004  becomes  2004 Jun 14

Box 22 continues on next page...
**Box 22 continued from previous page.**

15/06/2005  becomes  2005 Jun 15

- Translate names of months into English and abbreviate them using the first three letters
  
  mayo = May

  luty = Feb

  brezen = Mar

*Example:*

22 Marz 2002  becomes  2002 Mar 22

**Box 23. Non-English names for months.**

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them

  *Examples:*

  mayo = May

  luty = Feb

  brezen = Mar

**Box 24. Seasons instead of months.**

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them

  *For example:*

  balvan = Summer

  outomno = Fall

  hiver = Winter

  pomlad = Spring
Box 25. Multiple dates.

- For multiple years, separate the first and last year by a hyphen. Do not shorten the second of the two years to the last two digits.
  
  2002-2003
  1997-1998
  1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.
  
  1999 Oct-2000 Mar
  2002 Dec-2003 Jan

- Separate multiple months by a hyphen
  
  2005 Jan-Feb
  1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Box 26. No date can be found.

- If no date can be found, but a specific year can be estimated because of material contained in the manuscript itself or on accompanying material, place a question mark after the estimated date and place date information in square brackets
  
  Mann, Lucile Quarry. Drug hunters: the Mulford biological explorations of the Amazon basin. [1977?]. 190 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 458.

- If no date can be found nor can a specific year be estimated, but an approximate time can be determined based on material contained in the manuscript itself or its accompanying material, place the word circa and the approximate date or dates in square brackets
  
  Duncan, Louis C. Cholera at Fort Riley in 1855. [circa 1900]. 10 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 112.

Box 26 continues on next page...
Box 26 continued from previous page.


Graves, George W. [Pharmacological notebook]. [circa 1874-1885]. 46 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 403.

- If no date can be found, nor can a date can be estimated or approximated, use [date unknown]

Foltz, E.K. List of known cases of infection in line of duty in personnel of the U.S. Public Health Service, 1878-1936. [date unknown]. 6 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 329.

Box 26a. Options for date.

It is not NLM policy, but the following is an acceptable option:

The date for a manuscript may follow the author names in the list of references when the name-year system of in-text references is used.

- Use the complete date of the manuscript

- Place the date after the author and any author affiliation (or title if there is no author), followed by a period

**NLM citation:**

Wiprud, Theodore. The versatile Dr. Thornton. 1976. 86 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 305.

Review and analysis of Letort’s medical services in modern armies: observations and recollections of the late war. [1970?]. 52 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 285.

**Name-year system of citation:**

Wiprud, Theodore. 1976. The versatile Dr. Thornton. 86 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 305.
Box 26a continued from previous page.

Review and analysis of Letort’s medical services in modern armies: observations and recollections of the late war. [1970?]. 52 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 285.

Examples for Date

15. Manuscript with standard date
16. Manuscript date with month or month and day provided
17. Manuscript with multiple dates
18. Manuscript with date estimated
19. Manuscript with no date found

Pagination for Individual Manuscripts (optional)

General Rules for Pagination

- If a manuscript has no numbers on its pages, give the total number of sheets of paper on which the text appears
- Follow the page total with a space and the word leaf or leaves
- If the pages of a manuscript are numbered, give the total number of pages on which the text appears
- Do not count pages for such items as introductory material, appendixes, and indexes unless they are included in the pagination of the text
- Follow the page total with a space and the letter p
- End pagination information with a period in both cases

Specific Rules for Pagination

- Roman numerals used as page numbers
- More than one physical volume

Box 27. Roman numerals used as page numbers.

If all of the pages (not just the introductory pages) of a manuscript have roman numerals instead of the usual arabic numbers:

- Convert the roman numeral on the last page of the text to an arabic number
- Follow the number by " p."

Box 27 continues on next page...
Box 27 continued from previous page.

- Place the number and "p." in square brackets, such as [12 p.]
- End page information with a period
  Example: [20 p.]

Box 28. More than one physical volume.

- For manuscripts in more than one physical volume, cite the total number of volumes instead of the number of pages, such as 4 vol.

  Wolfe, Edwin Phillip. Medical supplies and the supply service of the Medical Department, United States Army. [1920?]. 4 vol. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 284.

Examples for Pagination

1. Manuscript standard citation with full name for authors
20. Manuscript with numbered pages
21. Manuscript in more than one volume
22. Manuscript with no numbers on the pages of the book

Physical Description for Individual Manuscripts (optional)

General Rules for Physical Description

- Give the total number of containers holding the manuscript and/or the total number of linear feet of shelf space the manuscript occupies
- Follow with the type of container or the words linear feet. Examples: 3 boxes or 10 linear feet.
- End with a period
- Give information on the total number and physical characteristics of the manuscript if it resides in a microform, such as 6 microfiche: black & white, 4 x 6 in.

Specific Rules for Physical Description

- Language for describing physical characteristics

Box 29. Language for describing physical characteristics.
If a manuscript is on microfiche, microfilm, or microcards:
• Begin with information on the number and type of physical pieces, followed by a colon and a space
  5 microfiche:
  3 reels: [of microfilm]
  2 microcards:
• Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches and mm. for millimeters. Separate types of information by commas.

Typical words used include:
  color
  black & white
  positive
  negative
  4 x 6 in. (standard microfiche size)
  3 x 5 in. (standard microcard size)
  35 mm. (a standard microfilm size)
  16 mm. (a standard microfilm size)

Examples of complete physical description statements:
  3 microfiche: color, positive, 4 x 6 in.
  5 microcards: black & white, 3 x 5 in.
  1 reel: black & white, negative, 35 mm.

Examples for Physical Description
  23. Manuscript with physical description
  24. Manuscript in a microform

Availability for Individual Manuscripts (optional)

General Rules for Availability
• Enter the phrase "Located at" followed by a colon and a space
• Give the name of the library or archive, preceded by any subsidiary division(s), and followed with a comma and a space. For example: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine,
• Follow with the name of the city, a comma, and the two-letter abbreviation for the US state or Canadian province (see Appendix E); add the country if not the US or Canada, either written out or as the two-letter ISO country code (see Appendix D)
• Enter a semicolon and any identifying number for the manuscript
• End library information with a period

Specific Rules for Availability

• Non-English names for libraries and archives
• Locations outside of the US

Box 30. Non-English names for libraries and archives.

• Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the manuscript. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.
  
  Bibliotheque Anatomique, Institut d'Anatomie de Paris

  Medizinische Abteilung, Saarlaandische Universitaats- und Landesbibliothek

• Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables. Whenever possible, follow a non-English name with a translation. Place all translations in square brackets.
  
  Bibliotyeka, Rossiiskaia Akademiia Meditsinskikh Nauk [Library, Russian Academy of Medical Sciences]

  or

  [Library, Russian Academy of Medical Sciences]

• Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.
  
  [Central Archives of China]

• Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  ● Treat a letter marked with diacritics or accents as if it were not marked

Box 30 continues on next page...
Box 30 continued from previous page.

Å treated as A
Ø treated as O
Ç treated as C
Ł treated as L
à treated as a
ğ treated as g
ń treated as n
ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters
  æ treated as ae
  œ treated as oe

Box 31. Locations outside of the US.

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, whenever possible. However, the name as found on the manuscript may always be used.

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E)
  Montreal, QC
  Ottawa, ON
  Vancouver, BC

- Follow cities in other countries with the country name, either written in full or as the two-letter ISO country code (see Appendix D)
  Rome, Italy or Rome, IT
  Malaga, Spain or Malaga, ES
  Basel, Switzerland or Basel, CH
  Oxford, England or Oxford, GB
Box 31 continued from previous page.

- Be consistent. If you choose an angelicized form for a city name or choose a country code, use that same form or code throughout all references.

Examples for Availability

25. Manuscript with information on availability

Language for Individual Manuscripts (required)

General Rules for Language

- Give the language of the manuscript if other than English
- Capitalize the language name
- Follow the language name with a period

Examples for Language

12. Manuscript with title in a language other than English
13. Manuscript with title in a language other than English with optional translation

Notes for Individual Manuscripts (optional)

General Rules for Notes

- Notes is a collective term for any type of useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Information about any restrictions on use
- Other types of material to include in notes

Box 32. Information about any restrictions on use.

- A library or other archive may place a variety of restrictions on the use of manuscripts, or the donors of the manuscripts may restrict use. Such information may be provided as a note at the end of the citation. Complete sentences are not required.
  

Box 32 continues on next page...
Box 33. Other types of material to include in notes.

Notes is a collective term for any useful information given after the citation itself. Examples include:

- If the manuscript was translated, provide the name of the original document
  Heister, Lorenz. Of the four divisions of the trunk of the human body. Manby, Edward Jr., translator. [circa 1800]. 188 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 386. Translated from the Compendium Anatomicum Laurentio Heisteri.

- Give explanatory information on the content of the manuscript
  Descripcion y plan curativo de la epidemia que ha reinado en Queretaro desde fines de junio de este presente ano, hasta la fecha en que esto se escribia [Description and treatment plan for the epidemic that occurred in Queretaro from the end of June of this year, until the date of this writing]. 1825 Sep 27. 12 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 487. Spanish. Apparently written by a military doctor providing a concise history of the origins and progress of an epidemic of measles and scarlet fever that swept through the city of Queretaro, Mexico, during the summer and early fall of 1825.

  Clarke, Charles Mansfield. Observations on those diseases of females which are attended by discharges. [circa 1814]. 168 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 363. Clarke's manuscript copy of chapters II-XVII of the first volume of his "Observations on those diseases of females which are attended by discharges," was first printed in London by Longman in 1814.

Examples for Notes

26. Manuscript with information about any restrictions on use

27. Manuscript with supplemental note included
Examples of Citations to Individual Manuscripts

1. Manuscript standard citation with full name for authors

Wiprud, Theodore. The versatile Dr. Thornton. 1976. 86 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 305.

Cutter, William R. Manuscript in reference to small-pox epidemic at Woburn in 1815. 1815. 6 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 332.


2. Manuscript authors with optional initials for first names

Wiprud T. The versatile Dr. Thornton. 1976. 86 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 305.

Toepper CG. History of the Library of the Surgeon-General’s Office, Washington, D.C. 1934. 105 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 442.

3. Manuscript author name or secondary author name with designations of rank within a family

Heister, Lorenz. Of the four divisions of the trunk of the human body. Manby, Edward Jr., translator. [circa 1800]. 188 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 386.

4. Manuscript authors with prefixes or particles in their names

O’Conor, John. Traumatic haemarthrosis of knee joint. 1898. 10 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 326.

McIlwaine, Robert R. An inaugural thesis on mania a potu. 1839 Feb 20. 15 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 432.

Le Ber, Y.J. Edouard. Phrenologie des gens du monde on l’art. 1833. 267 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 421. French.
5. Manuscript authors with compound last names


6. Manuscript authors with only a surname

Galen. Ars medica [microfilm]. [circa 1250]. 14 leaves. 1 reel: black & white, negative, 35 mm. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; Film C124. Latin.

D'Eggs. Relation d'une nevrose convulsive epidemique: observe a l'ecole normal des instituteurs primaires a Strasbourg [Relation of a convulsive nervous epidemic: observed at the normal school of the Strasbourg primate institute]. [date unknown]. 8 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 197. French.

Avicenna. Qawlanj [Treatise on colic]. [circa 1800]. 41 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; A 55. Arabic.

7. Manuscript with organization as author


Joel and Jotham Post (New York, NY). Directions for medicine chests [microfilm]. 1804. 16 p. 1 reel: black & white, negative, 35 mm. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; Film 00577.

Kansas Legislative Council, Research Department. The basic sciences: their relationship to the control and regulation of the healing arts. 1937 Feb. 20 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 280.

8. Manuscript with more than one author

Jennings, Allan H.; King, W.V. An intensive study of insects as a possible etiologic factor in pellagra. [1913?]. 42 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 61.

9. Manuscript with no authors found

Arzneybuchlein von mancherley bewarthen und erfahrnen Arzneyen, fur allerley Zufalle und Krankheiten des menschlichen Leibs dienstlich. 1671. 202 p. Located at: Modern
Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 980. German.

Review and analysis of Letort's medical services in modern armies: observations and recollections of the late war. [1970?]. 52 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 285.

Descripción y plan curativo de la epidemia que ha reinado en Queretaro desde fines de junio de este presente año, hasta la fecha en que esto se escribía [Description and treatment plan for the epidemic that occurred in Queretaro in June of this year, until the date of this writing]. 1825 Sep 27. 12 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 487. Spanish.

10. Manuscript with author affiliation included

Nemec, Jaroslav (History of Medicine Division, National Library of Medicine, Bethesda, MD). [Manuscript of essays by Jaroslav Nemec on the history of medicolegal relations]. [1991?]. 0.2 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS ACC 685.

Hood, Thomas B. (Howard University, Washington, DC). [Notes of lectures on the practice of medicine]. [circa 1880s]. 162 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 414.

McIlwaine, Robert R. (Cincinnati College, Cincinnati, OH). An inaugural thesis on mania a potu. 1839 Feb 20. 15 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 432.

Hope, James (Aldersgate School of Medicine, London, GB). Lectures on the theories and practice of medicine. 1836-1837. 238 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 788.

Joel and Jotham Post (New York, NY). Directions for medicine chests [microfilm]. 1804. 16 p. 1 reel: black & white, negative, 35 mm. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; Film 00577.

11. Manuscript with constructed title

Reeves, James Edmund. [President’s address delivered at the opening of the 13th annual meeting of the American Public Health Association]. 1885 Dec 8. 32 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 267.

Hood, Thomas B. (Howard University, Washington, DC). [Notes of lectures on the practice of medicine]. [circa 1880s]. 162 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 414.
Graves, George W. [Pharmacological notebook]. [circa 1874-1885]. 46 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 403.

12. Manuscript with title in a language other than English

Descomps, Pierre. Appendicites chroniques et epiploite. [1906?]. 1921 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 145. French.

Arzneybuchlein von mancherley bewarthen und erfahrnen Arzneyen, fur allerley Zufalle und Krankheiten des menschlichen Leibs dienstlich. 1671. 202 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 980. German.

Perez, Victor. Methode von vorherigen Acclimatisiren zur Verhinderung des gelben feber. [1880?]. 13 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 263. German.

13. Manuscript with title in a language other than English with optional translation

De la grippe et de son traitement par le sulfate de quinine: 2 e partie. Résumé d'une vaste enquête sur les résultats de ce traitement, au point de vue des rechûtes et des accidents tardifs (2,000 cas) [The grippe and its treatment with quinine sulfate: part 2. Review of the vast research on treatment results (2,000 cases)]. 1891. 11 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 313. French.

Charcot, J.M. L'hypnotisme en therapeutique: guerson d'une contracture hysterique [Therapeutic hypnotism: cure of hysterical contracture]. [1887?]. 4 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 170. French.

Akbar, Mohammed. Qarabadin-i Qadiri [The Qadiri formulary] [microfilm]. 1886. 300 leaves. 1 reel: black & white, negative, 35 mm. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; P 14.1. Persian.


Avicenna. Qawlanj [Treatise on colic]. [circa 1800]. 41 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; A 55. Arabic.
14. Manuscript with translators and other secondary authors


Heister, Lorenz. Of the four divisions of the trunk of the human body. Manby, Edward Jr., translator. [circa 1800]. 188 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 386. Translated from the Compendium Anatomicum Laurentio Heisteri.

Cochon du Puy, Jean. Manuel des operations de chirurgerie par monsieur De Puys premier medicine du Royal Hopital de la Marine de Rochefort [Surgical operations manual of Monsieur De Puy, chief of medicine of the Royal Hospital de la Marine de Rochefort]. Ferret, M., compiler. 1757. 178 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 409. French.


15. Manuscript with standard date

Newcomb, Clive. On an outbreak of relapsing fever in Turkey in 1918. 1919. 1 box. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 524.

16. Manuscript date with month or month and day provided

Kansas Legislative Council, Research Department. The basic sciences: their relationship to the control and regulation of the healing arts. 1937 Feb. 20 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 280.

Delavan, David Bryson. Memorial: Andrew Rose Robinson. 1929 Dec 7. 21 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 266.

Jenkins, J. Foster. Relations of the war to medical science: the annual address delivered before the Westchester Co. Medical Society. 1863 Jun 16. 40 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 260.

17. Manuscript with multiple dates

Semmola, Mariano. Curability of cirrhosis hepatica. Lessons of clinical therapeutics given at the Hospital of Santa Maria della Pace. 1880–1889. 12 leaves. Located at: Modern
Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 338.

Thorne, Jennie H. Nurse’s manuscript diary. 1916 Oct 16-1917 Oct 12. 1 vol. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 1035.


18. Manuscript with date estimated

Mann, Lucile Quarry. Drug hunters: the Mulford biological explorations of the Amazon basin. [1977?]. 190 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 458.

Duncan, Louis C. Cholera at Fort Riley in 1855. [circa 1900]. 10 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 112.


Graves, George W. [Pharmacological notebook]. [circa 1874-1885]. 46 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 403.

19. Manuscript with no date found

Foltz, E.K. List of known cases of infection in line of duty in personnel of the U.S. Public Health Service, 1878-1936. [date unknown]. 6 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 329.

Vogler, Johann Philipp. [Medico-legal opinion on a case of simulated somnambulism in a woman]. [date unknown]. 5 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 314. German.

20. Manuscript with numbered pages

McKnight, George B. (College of Physicians and Surgeons, New York, NY). An inaugural dissertation on cholera infantum. 1816 May 7. 26 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 443.
21. Manuscript in more than one volume
Wolfe, Edwin Phillip. Medical supplies and the supply service of the Medical Department, United States Army. [1920?]. 4 vol. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 284.

22. Manuscript with no numbers on the pages of the book
Cutter, William R. Manuscript in reference to small-pox epidemic at Woburn in 1815. 1815. 6 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 332.

Duncan, Louis C. Tablets for field hospitals at Gettysburg. [1914?]. 13 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 242.

23. Manuscript with physical description
Newcomb, Clive. On an outbreak of relapsing fever in Turkey in 1918. 1919. 1 box. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 524.

Nemec, Jaroslav (History of Medicine Division, National Library of Medicine, Bethesda, MD). [Manuscript of essays by Jaroslav Nemec on the history of medicolegal relations]. [1991?]. 0.2 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS ACC 685.

24. Manuscript in a microform
Galen. Ars medica [microfilm]. [circa 1250]. 14 leaves. 1 reel: black & white, negative, 35 mm. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; Film C124. Latin.

Osler, William. The fixed period [microfilm]. 1905. 21 leaves. 1 reel: black & white, negative, 35 mm. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 146.

Akbar, Mohammed. Qarabadin-i Qadiri [The Qadiri formulary] [microfilm]. 1886. 300 leaves. 1 reel: black & white, negative, 35 mm. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; P 14.1. Persian.

25. Manuscript with information on availability
Newcomb, Clive. On an outbreak of relapsing fever in Turkey in 1918. 1919. 1 box. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 524.
26. Manuscript with information about any restrictions on use

Taussig, Helen B. Helen B. Taussig: transcript of interview. Janeway, Charles A., interviewer. 1976 Sep 15. 52 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; OH 74. No part of this manuscript may be quoted without the written permission of the Director of the Schlesinger Library and Helen Brooke Taussig, M.D.

27. Manuscript with supplemental note included

Heister, Lorenz. Of the four divisions of the trunk of the human body. Manby, Edward Jr., translator. [circa 1800]. 188 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 386. Translated from the Compendium Anatomicum Laurentio Heisteri.

Descripción y plan curativo de la epidemia que ha reinado en Querétaro desde fines de junio de este presente año, hasta la fecha en que esto se escribió [Description and treatment plan for the epidemic that occurred in Querétaro from the end of June of this year, until the date of this writing]. 1825 Sep 27. 12 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 487. Spanish. Apparently written by a military doctor providing a concise history of the origins and progress of an epidemic of measles and scarlet fever that swept through the city of Querétaro, Mexico, during the summer and early fall of 1825.

Clarke, Charles Mansfield. Observations on those diseases of females which are attended by discharges. [circa 1814]. 168 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 363. Clarke’s manuscript copy of chapters II-XVII of the first volume of his "Observations on those diseases of females which are attended by discharges," was first printed in London by Longman in 1814.

Chabert. Droguier a l’usage des eleves de l’Ecole Royalle Veterinaire. [circa 1780]. 368 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 387. French. Manuscript transcript from lectures or possibly Philibert Chabert’s manuscript textbook of veterinary pharmacology. Chabert came to Paris where he taught at and, in 1780, took over the Royal Veterinary School.

Euchai eis asthenous kai diaphora iatrika eis astheneias. [date unknown]. 142 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 480. Greek. In two sections: the first is mainly Greek Orthodox Christian prayers for clergy members for the benefit of sick laypersons in their care; the second half contains recipes for medicines and directions for therapies, also written for clergy.

Newcomb, Clive. On an outbreak of relapsing fever in Turkey in 1918. 1919. 1 box. Located at: Modern Manuscripts Collection, History of Medicine Division, National

B. Sample Citation and Introduction to Citing Manuscript Collections

The general format for a reference to a manuscript collection, including punctuation:

Author

Calderwood, Howard Black. Howard B. Calderwood World Health Organization development collection. 1945-1946. 95 items; 1 box. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 171.

Date

Extent

Physical Description

Availability

Examples of Citations to Manuscript Collections

A manuscript refers to any type of work, either handwritten or typewritten, that is not published. Titles for collections of manuscripts are unusual in that they are assigned by the library or other archive housing the collection. Although they are thus constructed titles, they are not placed in square brackets as are constructed titles for books. Other citation differences include:

• Full names of authors are used.
• There is no place of publication, publisher, or date of publication.
• The range of dates of items in the collection is provided instead of a single date of publication.
• The number of items in the collection is used in place of pagination.
• The name of the library or archive housing the collection is a required part of the citation.

If a manuscript collection is not available in any public archive, most authorities recommend placing references to it within the running text, not as a formal end reference. The nature and source of the cited information should be identified by an appropriate statement. Place the source information in parentheses, using a term or terms to indicate clearly that the citation is not represented in the reference list. For example:
…material gathered from a collection of papers of Harold Jones (private collection; unreferenced, see "Notes") that …

The rules below apply when a manuscript collection is included in a reference list rather than within the text as described above. Note that most of the examples for citations provided in this chapter are taken from the Modern Manuscripts Collection of the National Library of Medicine. Since the Collection is housed organizationally within the Library's History of Medicine Division, many items are historical in nature. However, the rules provided are applicable to contemporary material.

Continue to Citation Rules with Examples for Manuscript Collections.

Continue to Examples of Citations to Manuscript Collections.

**Citation Rules with Examples for Manuscript Collections**

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Author Affiliation (O) | Title (R) | Type of Medium (R) | Secondary Author (O) | Date (R) | Extent (Pagination) (O) | Physical Description (O) | Availability (R) | Language (R) | Notes (O)

**Author for Manuscript Collections (required)**

**General Rules for Author**

- Enter the author’s surname (family or last name) first
- Capitalize surnames and enter spaces within surnames as they appear on the document cited on the assumption that the author approved the form used. For example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
- Follow the surname with a comma and a space
- Enter the given (first) name and any middle name or initials; follow initials with periods
- Separate author names from each other by a semicolon and a space
- Give all authors, regardless of the number
- End author information with a period

**Specific Rules for Author**

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
• Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
• Organizations as author
• Compiler instead of an author
• No author can be found
• Options for author names

**Box 34. Surnames with hyphens and other punctuation in them.**

• Keep hyphens in surnames
  
  Estelle Palmer-Canton  *becomes*  Palmer-Canton, Estelle
  
  Ahmed El-Assmy  *becomes*  El-Assmy, Ahmed

• Keep particles, such as O’, D’, and L’
  
  Alan D. O’Brien  *becomes*  O’Brien, Alan D.
  
  James O. L’Esperance  *becomes*  L’Esperance, James O.
  
  U. S’adeh  *becomes*  S’adeh, U.

• Keep all other punctuation in surnames
  
  Charles A. St. James  *becomes*  St. James, Charles A.

**Box 35. Other surname rules.**

• Keep prefixes in surnames
  
  Lama Al Bassit  *becomes*  Al Bassit, Lama
  
  Jiddeke M. van de Kamp  *becomes*  van de Kamp, Jiddeke M.
  
  Gerard de Pouvourville  *becomes*  de Pouvourville, Gerard

• Keep compound surnames even if no hyphen appears
  
  Sergio Lopez Moreno  *becomes*  Lopez Moreno, Sergio
  
  Jaime Mier y Teran  *becomes*  Mier y Teran, Jaime
  
  Virginie Halley des Fontaines  *becomes*  Halley des Fontaines, Virginie

• Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

*Box 35 continues on next page...*
Box 35 continued from previous page.

- Treat letters marked with diacritics or accents as if they are not marked
  
  Å treated as A
  Ø treated as O
  Ć treated as C
  Ł treated as L
  à treated as a
  ţ treated as g
  ň treated as n
  ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  æ treated as ae
  œ treated as oe

Box 36. Given names containing punctuation, a prefix, a preposition, or particle.

- Keep hyphens joining given (first or middle) names
  Jean-Louis Lagrot becomes Lagrot, Jean-Louis

- Keep prefixes, prepositions, and other particles
  D'Arcy Hart becomes Hart, D'Arcy
  William St. John Patterson becomes Patterson, William St. John
  De la Broquerie Fortier becomes Fortier, De la Broquerie
  Craig McC. Brooks becomes Brooks, Craig McC.

- Keep traditional abbreviations of given names. Some non-US manuscripts use abbreviations of conventional given names rather than single initials, such as St. for Stefan.
  Ch. Wunderly becomes Wunderly, Ch.
  Charles Fr. Erdman becomes Erdman, Charles Fr.

Box 36 continues on next page...
Box 36 continued from previous page.

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if an initial is represented by more than one letter
  
  Iu. A. Iakontov  becomes  Iakontov, Iu.A.
  
  Georgios Th. Tsakalos  becomes  Tsakalos, Georgios Th.

Box 37. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name
  
  James A. Reed, M.D., F.R.C.S.  becomes  Reed, James A.
  
  Kristine Schmidt, Ph.D.  becomes  Schmidt, Kristine
  
  Robert V. Lang, Major, US Army  becomes  Lang, Robert V.

- Omit rank and honors such as Colonel or Sir that precede a name, unless no given name is provided
  
  Sir Frances Hildebrand  becomes  Hildebrand, Frances
  
  Dr. Jane Eberhard  becomes  Eberhard, Jane
  
  Captain R.C. Williams  becomes  Williams, R.C.

  but
  
  Dr. Morton  becomes  Morton, Dr.
  
  Major Robertson  becomes  Robertson, Major.

Box 38. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the given (first) name and any middle name or initials

- Omit commas preceding the designation

- Follow Jr or Sr with periods

- Convert roman numerals to arabic ordinals

  Examples:
  
  Vincent T. DeVita, Jr.  becomes  DeVita, Vincent T. Jr.
  
  James G. Jones, II  becomes  Jones, James G. 2nd

Box 38 continues on next page...
Box 38 continued from previous page.

John A. Adams III becomes Adams, John A. 3rd

Henry B. Cooper IV becomes Cooper, Henry B. 4th

Box 39. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the ALA-LC Romanization Tables.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter
  
  Iu. A. Iakontov becomes Iakontov, Iu.A.

  Georgios Th. Tsakalos becomes Tsakalos, Georgios Th.
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat a letter marked with diacritics or accents as if it were not marked
    
    Å treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a
    ĝ treated as g
    ň treated as n
    ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they were two letters
    
    æ treated as ae
    œ treated as oe
Box 40. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit "The" preceding an organizational name

  The American Cancer Society becomes American Cancer Society

- If a division or another part of an organization is included in the manuscript, give the parts of the name in descending hierarchical order, separated by commas

  American Medical Association, Committee on Ethics.

  International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

  American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

  National Academy of Sciences (US).

  Royal Marsden Hospital (GB).

- For names of organizations not in English:
  
  - Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the manuscript. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

    Istituto di Fisiologia Clinica del CNR.

    Universitätsmedizin Berlin.

    Nordisk Anaesthesiologisk Forening [Scandinavian Society of Anaesthesiologists].

  - Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

  Box 40 continues on next page...
Box 40 continued from previous page.

Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

or

[Russian Respiratory Society].

- Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

[Chinese Medical Society].

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat a letter marked with diacritics or accents as if it were not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ĝ treated as g
    - ñ treated as n
    - ü treated as u

  - Treat two or more letters printed as a unit (ligated letters) as if they were two letters
    - æ treated as ae
    - œ treated as oe

Box 41. Compiler instead of an author.

A compiler is someone who collects and organizes the work of others.

- Place the name of a compiler in the author position when the manuscript collection consists of the works of various individuals or organizations

- Follow the same rules as used for author names

Box 41 continues on next page...
Box 41 continued from previous page.

- Separate the names of multiple compilers with a semicolon
- Follow the name of a single compiler or the last named compiler with a comma and the word compiler or compilers
- End compiler information with a period

Examples:


Kornhauser Health Sciences Library, compiler. Kentucky medical history: WPA research project records [microfilm]. 1801-1940. 32 reels: negative, 35 mm. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS Film 24.

- If there are both an author and a compiler, place the compiler in the secondary author position, following the title (and type of medium if present)


Box 42. No author can be found.

- If no person or organization can be found as the author but a compiler is present, begin the reference with the name of the compiler. Follow the same rules as used for author names, but end the list of names with a comma and the word compiler.

  Youtz, Dorothy Jane, compiler.
  Kornhauser Health Sciences Library, compiler.

- If no person or organization can be found as the author or compiler but a translator is present, begin the reference with the name of the translator. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, translator.

  Walter, Edward D., translator.
  Morrison, Carl P.; Court, Frances G., translators.
Box 42 continued from previous page.

- If no person or organization can be identified as the author or compiler and no translators are given, begin the reference with the title of the manuscript collection. Do not use anonymous.


Box 43. Options for author names.

The following format is not NLM practice for citing authors of manuscript collections, but it is an acceptable option.

- Given (first) and middle names of authors may be reduced to initials. See Chapter 1 for instructions on handling names in this format.

  Takagi Y.
  Moskowitz MA.

Examples for Author

1. Manuscript collection standard citation with full name for authors
2. Manuscript collection with optional initials for author
3. Manuscript collection with multiple authors
4. Manuscript collection with compilers
5. Manuscript collection with author and compiler
6. Manuscript collection with organization as author
7. Manuscript collection with government organization as author
8. Manuscript collection with no author or compiler

Author Affiliation for Manuscript Collections (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
• Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
• Separate the affiliation from its author by a space
• Follow the affiliation with a comma placed outside the parentheses, unless it is the affiliation of the last author, then use a period

**Specific Rules for Author Affiliation**

• Abbreviations in affiliations
• E-mail address included
• Organizational names for affiliations not in English
• Names for cities and countries not in English

**Box 44. Abbreviations in affiliations.**

• Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

*Examples:*

  Acad. for Academy
  Assoc. for Association
  Co. for Company
  Coll. for College
  Corp. for Corporation
  Dept. for Department
  Div. for Division
  Inst. for Institute or Institution
  Soc. for Society
  Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

• Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

• Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

• Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.
Box 45. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space
- Insert the e-mail address as it appears in the manuscript
- Place the e-mail address inside the closing parenthesis for the author affiliation
- Do not end an e-mail address with a period

Example:

Patrias, Karen (Public Services Division, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov).

Box 46. Organizational names for affiliations not in English.

- Give the affiliation of all authors or only the first author
- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.
- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Carpentier, Antoine F. (Service de Neurologie, Hopital de la Salpetriere, Paris, France).

Marubini, Ettore (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy).

- Romanize (write in the roman alphabet) or translate organizational names if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

Barbulescu, Mihai (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania).

- Translate organizational names in character-based languages (Chinese, Japanese)

Susaki, Kanako (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan).

Box 46 continues on next page...
Box 46 continued from previous page.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat a letter marked with diacritics or accents as if it were not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ĝ treated as g
    - ñ treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they were two letters
    - æ treated as ae
    - œ treated as oe
- Use the English form of names for cities and countries whenever possible Vienna for Wien and Spain for Espana. However, the name found on the manuscript may always be used.

Box 47. Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name as found on the manuscript may always be used.
  
  Moskva becomes Moscow
  Wien becomes Vienna
  Italia becomes Italy
  Espana becomes Spain

Examples for Author Affiliation

9. Manuscript collection with author/compiler affiliation
Title for Manuscript Collections (required)

General Rules for Title

- Enter the title of the collection as assigned by the library, archive, or other holder of the collection
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless some other form of punctuation such as a question mark, period, or an exclamation point is already present
- End a title with a period

Specific Rules for Title

- Titles not in English
- Titles containing a Greek letter, chemical formula, or another special character

Box 48. Titles not in English.

Because the title of a manuscript collection is assigned by the library or other archive housing the collection, the title will be in the language of the country where the library or archive is located, regardless of the language of the materials contained in the collection.


To cite a collection in a non-English speaking country:

- Provide the title in the original language for non-English titles found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)
- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.
- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.
- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat a letter marked with diacritics or accents as if it were not marked

Box 48 continues on next page...
Box 48 continued from previous page.

Â treated as A
Ø treated as O
Ç treated as C
Ł treated as L
à treated as a
ğ treated as g
ń treated as n
ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters
  æ treated as ae
  œ treated as oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

- Provide an English translation after the original language title whenever possible; place translations in square brackets

Example:


Box 49. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a manuscript collection title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized
  1,3-dichloro-5,5-dimethylhydantoin.
  von Willebrand factor and the mechanisms of platelet function.
Box 49 continued from previous page.

- If a title of a collection contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. Ω becomes omega.

  Enantioselective synthesis of β-amino acids.

  may become

  Enantioselective synthesis of beta-amino acids.

- If a title of a collection contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

  TiO$_2$ nanoparticles.

  may become

  TiO(2) nanoparticles.

Examples for Title

1. Manuscript collection standard citation with full name for authors

10. Manuscript collection title not in English

11. Manuscript collection in microform

18. Manuscript collection with items not in English

Type of Medium for Manuscript Collections (required)

General Rules for Type of Medium

- Indicate the specific type of medium (microfilm, microfiche, etc.) of the items in the collection following the title

- Place the name of the medium in square brackets and end with a period, such as [microfiche].

- Add information about the medium according to the instructions under Physical Description

Specific Rules for Type of Medium

- More than one type of medium
Box 50. More than one type of medium.

- If a manuscript collection is found in a microform such as microfilm or microfiche, place the name of the type of microform after the title in square brackets.
  

- If a manuscript collection consists or more than one type of microform, give the names for the specific types, separated by a plus sign.
  
  [microfilm + microfiche]

- Physical description is an optional part of a citation, but include the physical descriptions of all types whenever possible. Use a semicolon to separate the descriptions.
  
  5 reels: black & white, negative, 35 mm.; 31 microfiche: black & white, negative, 4 x 6 in.

Examples for Type of Medium

11. Manuscript collection in microform

Secondary Author for Manuscript Collections (optional)

General Rules for Secondary Author

- A secondary author modifies the work of the author. Examples include translators, compilers, illustrators, and interviewers.
- Place the names of secondary authors after the title, following any Type of Medium.
- Use the same rules for the format of names presented in Author above.
- Follow the last named translator with a comma and the word translator or translators; the last named illustrator with a comma and the word illustrator or illustrators, etc.
- End secondary author information with a period.

Specific Rules for Secondary Author

- More than one type of secondary author.
- Secondary author performing more than one role.
- Non-English names for secondary authors.

Box 51. More than one type of secondary author.

A manuscript collection may have several types of secondary author.

Box 51 continues on next page...
Box 51 continued from previous page.

- List all of them in the order they are given
- Separate a single secondary author from the role by a comma
- Separate one type of secondary author from another by a semicolon
- Place a semicolon between multiple occurrences of secondary authors
- End secondary author information with a period

Examples:

- Lang, Stephanie H., compiler; Friedman, Joseph F., translator.
- Smith, Brian C., translator; Carson, Harrison T., interviewer.
- Graber, Alfred F.; Longstreet, Richard G., translators; Johnson, Carl T.; Marks, Catherine; Huston, Melanie A., illustrators.

Box 52. Secondary author performing more than one role.

If the same secondary author performs more than one role:

- List all the roles in the order they are given
- Separate the roles by "and"
- End secondary author information with a period

Example:

- Jones, Albert B., compiler and translator.

Box 53. Non-English names for secondary authors.

- Translate the word found for editor, translator, illustrator, or other secondary author into English whenever possible. However, the wording found on the manuscript may always be used.
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
Box 53 continued from previous page.

Ø treated as O
Č treated as Č
Ł treated as Ł
à treated as a
ã treated as g
ñ treated as n
ü treated as u

○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ treated as ae
œ treated as oe

• To assist in identifying secondary authors, below is a brief list of non-English words for them:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Translator</th>
<th>Word for Illustrator</th>
<th>Word for Compiler</th>
<th>Word for Interviewer</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>traducteur</td>
<td>illustrateur</td>
<td>compilateur</td>
<td>enqueteur</td>
</tr>
<tr>
<td>German</td>
<td>ubersetzer</td>
<td>erlauterer</td>
<td>zusammensteller</td>
<td>befrager</td>
</tr>
<tr>
<td></td>
<td>dolmetscher</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>traduttore</td>
<td>disegnatore</td>
<td>compilatore</td>
<td>intervistatore</td>
</tr>
<tr>
<td>Spanish</td>
<td>traductor</td>
<td>ilustrador</td>
<td>recopilador</td>
<td>entrevistador</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>compilador</td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td>perevodchik</td>
<td>konstruktör</td>
<td>sostavitel’</td>
<td>intervievér</td>
</tr>
</tbody>
</table>

Examples for Secondary Author

5. Manuscript collection with author and compiler

Date for Manuscript Collections (required)

General Rules for Date

• Give the date range of the items in the collection
• Enter the earliest date of the items in the collection, a hyphen, and the latest date of the items. For example: 2000-2005.
• Follow the last date with a period
Specific Rules for Date

• Months and days of the month included
• Non-US forms for dates
• Non-English names for months
• Dates estimated
• Options for date

Box 54. Months and days of the month included.

• Enter the earliest date of the items in the collection, a hyphen, the latest date of the items, and a period.

  1943-1955.

• When months and days of the month are included, enter the year first, then the month and the day, regardless of the format found for dates in the collection

  August 23, 2005 becomes 2005 Aug 23
  2004/12/02 becomes 2004 Dec 2
  30.07.2004 becomes 2004 Jul 30
  2004-10-02 becomes 2004 Oct 2
  14 June 2004 becomes 2004 Jun 14
  15/06/2005 becomes 2005 Jun 15

Example:

Agnes, D. Hayes; Barnes, J.J.; Bliss, D.W.; Hamilton, Frank H.; Reyburn, Robert; Woodward, J.J. Official medical bulletins relating to the health of U.S. president James Garfield. 1881 Jul 6-Sep 19. 103 items. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 66.

• Translate names of months into English and abbreviate them using the first three letters

  mayo = May
  luty = Feb
  brezen = Mar

Example:

  22 Marz 2002 becomes 2002 Mar 22
**Box 55. Non-US forms for dates.**

- Dates in US manuscripts usually appear in the format month day, year. For example: August 23, 2005.

- Dates in other countries may appear in manuscripts in a variety of formats
  
  - 2004/12/02
  - 30.07.2004
  - 2004-10-02
  - 14 June 2004
  - 15/06/2005

- Enter the year first, then the month and the day, regardless of the format found
  
  - August 23, 2005  becomes  2005 Aug 23
  - 2004/12/02  becomes  2004 Dec 2
  - 30.07.2004  becomes  2004 Jul 30
  - 2004-10-02  becomes  2004 Oct 2
  - 14 June 2004  becomes  2004 Jun 14
  - 15/06/2005  becomes  2005 Jun 15

- Translate names of months into English and abbreviate them using the first three letters
  
  - mayo = May
  - luty = Feb
  - brezen = Mar

*Example:*

  - 22 Marz 2002  becomes  2002 Mar 22

---

**Box 56. Non-English names for months.**

- Translate names of months into English

- Abbreviate them using the first three letters

- Capitalize them

*Box 56 continues on next page...*
Box 56 continued from previous page.

Examples:
- mayo = May
- luty = Feb
- brezen = Mar

Box 57. Dates estimated.

- If no specific dates can be found for items in the collection, but a specific year or years can be estimated because of material in the manuscripts or in accompanying material, place a question mark after the estimated date and place date information in square brackets.

  Henle, Werner; Henle, Gertrude. Growing up with virology: an annotated bibliography of Werner and Gertrude Henle. [1986?]. 4 items; 0.2 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 460.


- If no date can be found nor can a specific year be estimated, but an approximate time can be determined based on material contained in the manuscripts themselves or in accompanying material, place the word circa and the approximate date or dates in square brackets.

  Loewi, Otto. Otto Loewi papers. [circa 1935-1956]. 1 box. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 409.


- If no date can be found, estimated, or approximated, use [date unknown]

Box 57a. Options for date.

It is not NLM policy, but the following is an acceptable option.

Box 57a continues on next page...
The date range for a manuscript collection may follow the author names in the list of references when the name-year system of in-text references is used.

- Use the complete date range of the collection
- Place the date range after the author and any author affiliation (or title if there is no author), followed by a period

**NLM citation:**

Rosen, George. George Rosen public health oral history collection. 1960-1965. 5 boxes. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 203.


**Name-year system of citation:**

Rosen, George. 1960-1965. George Rosen public health oral history collection. 5 boxes. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 203.


**Examples for Date**

12. Manuscript collection with standard date range
13. Manuscript collection dates with month and day included
14. Manuscript collection with dates estimated
Extent (Pagination) for Manuscript Collections (optional)

General Rules for Pagination

- Give the total number of the items in the collection
- End with a semicolon and a space if Physical Description is provided; end with a period if there is no physical description

Specific Rules for Pagination

- Collection bound in volumes
- Number of items unknown

**Box 58. Collection bound in volumes.**

A collection of manuscripts may be bound in volumes rather than being placed in boxes or other containers. When this occurs:

- Express extent as the number of volumes
- Abbreviate volume to vol.

*Examples:*

Zakrevskii, Arsenii Andreevich. Documents pertaining to the cholera epidemic. 1830-1831. 3 vol. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 146. Russian.

History of Ophthalmology. 1988-1989. 2 vol. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS ACC 632.

**Box 59. Number of items unknown.**

A collection may be so large that an exact count of the number of items in it has not been made.

- Provide an approximate count of the items if possible

  Frost, Gideon. Manuscript physician bills and accounts. 1821-1834. Approx. 100 items. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 508.

- If an approximate number is not possible:
  - Give the total number of containers holding the collection and/or the total number of linear feet of shelf space the collection occupies

*Box 59 continues on next page...*
Box 59 continued from previous page.

- Follow with the type of container or the words linear feet, such as 3 boxes or 10 linear feet

*Examples:*

Anfensen, Christian B. Christian B. Anfinsen Papers. 1939-1999. 16 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 496.

18th century German medical manuscript collection. 1708, 1762-1776. 1 box; 0.21 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 512. German.

**Examples for Pagination**

15. Manuscript collection in multiple volumes

16. Manuscript collection with extent estimated

**Physical Description for Manuscript Collections (optional)**

**General Rules for Physical Description**

- Give the total number of containers holding the collection and/or the total number of linear feet of shelf space the collection occupies
- Follow with the type of container or the words linear feet, such as 3 boxes or 10 linear feet
- End with a period
- Give information on the total number and physical characteristics of the items in the collection if they reside in a microform, such as 26 microfiche: black & white, 4 x 6 in.

**Specific Rules for Physical Description**

- Language for describing physical characteristics
- More than one type of medium

**Box 60. Language for describing physical characteristics.**

If a manuscript is found on microfiche, microfilm, or microcards:

- Begin with information on the number and type of physical pieces, followed by a colon and a space

Box 60 continues on next page...
Box 60 continued from previous page.

5 microfiche:
3 reels: [of microfilm]
2 microcards:

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches and mm. for millimeters. Separate types of information by commas.

Typical words used include:

- color
- black & white
- positive
- negative
- 4 x 6 in. (standard microfiche size)
- 3 x 5 in. (standard microcard size)
- 35 mm. (a standard microfilm size)
- 16 mm. (a standard microfilm size)

Examples of complete physical description statements:

3 microfiche: color, positive, 4 x 6 in.
5 microcards: black & white, 3 x 5 in.
1 reel: black & white, negative, 35 mm.

Box 61. More than one type of medium.

- If a manuscript collection is in a microform such as microfilm or microfiche, place the name of the type of microform after the title in square brackets


- If a manuscript collection consists or more than one type of microform, give the names for all the types, separated by a plus sign

[microfilm + microfiche]

Box 61 continues on next page...
Box 61 continued from previous page.

- Physical description is an optional part of a citation, but include the physical descriptions of all types when possible. Use a semicolon to separate the descriptions.
  
  5 reels: black & white, negative, 35 mm.; 31 microfiche: black & white, negative, 4 x 6 in.

Examples for Physical Description

11. Manuscript collection in microform

17. Manuscript collection with physical description

Availability for Manuscript Collections (required)

General Rules for Availability

- Enter the phrase "Located at" followed by a colon and a space
- Give the name of the library or archive, preceded by any subsidiary division(s), and followed by a comma and a space. For example: Manuscript Division, Library of Congress.
- Follow with the name of the city, a comma, and the two-letter abbreviation for the US state or Canadian province (see Appendix E); add the country if not the US or Canada, either written out or as the two-letter ISO country code (see Appendix D)
- Enter a semicolon and any identifying number for the collection
- End library information with a period

Specific Rules for Availability

- Non-English names for libraries and archives
- Locations outside of the US

Box 63. Non-English names for libraries and archives.

- Provide the name in the original language for non-English names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)
  
  Bibliothèque Anatomique, Institut d'Anatomie de Paris

  Medizinische Abteilung, Saarländische Universitäts- und Landesbibliothek

- Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is

Box 63 continues on next page...
Box 63 continued from previous page.

the ALA-LC Romanization Tables. Whenever possible, follow a non-English name with a translation. Place all translations in square brackets.

Bibliotyeka, Rossiiskaia Akademiiia Meditsinskikh Nauk [Library, Russian Academy of Medical Sciences]

or

[Library, Russian Academy of Medical Sciences]

• Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

[Central Archives of China]

• Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  • Treat a letter marked with diacritics or accents as if it were not marked

    Å  treated as  A
    Ø  treated as  O
    Ç  treated as  C
    Ł  treated as  L
    à  treated as  a
    ţ  treated as  g
    ñ  treated as  n
    ü  treated as  u

  • Treat two or more letters printed as a unit (ligated letters) as if they were two letters

    æ  treated as  ae
    œ  treated as  oe
Box 64. Locations outside of the US.

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, whenever possible. However, the name as found on the manuscript may always be used.

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E)
  
  Montreal, QC
  
  Ottawa, ON
  
  Vancouver, BC

- Follow cities in other countries with the country name, either written in full or as the two-letter ISO country code (see Appendix D)
  
  Rome, Italy or Rome, IT
  
  Malaga, Spain or Malaga, ES
  
  Basel, Switzerland or Basel, CH
  
  Oxford, England or Oxford, GB

- Be consistent. If you choose an anglicized form for a city name or choose a country code, use that same form or code throughout all references.

Examples for Availability

19. Manuscript collection with availability

Language for Manuscript Collections (required)

General Rules for Language

- Give the language of the collection if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Collections with items in more than one language

Box 62. Collections with items in more than one language.

- If the items in the collection appear in more than one language, give all languages found, separating them by a comma and a space
Box 62 continued from previous page.

Examples:


Examples for Language

18. Manuscript collection with items not in English

Notes for Manuscript Collections (optional)

General Rules for Notes

• Notes is a collective term for any type of useful information given after the citation itself
• Complete sentences are not required
• Be brief

Specific Rules for Notes

• Collection accompanied by material in another medium
• Collection with restrictions on use
• Other types of material to include in notes

Box 65. Collection accompanied by material in another medium.

If a manuscript collection is primarily in print but has some items in another medium such as audiocassettes, videocassettes, CD-ROMS, or DVDs:

• Begin with the phrase "Accompanied by" followed by a colon and a space
• Give the number of items in the other medium and the name of the medium
• End with a period

Example:

Box 66. Collections with restrictions on use.

- A library or other archive may place a variety of restrictions on the use of manuscript collections, or the donors of the manuscripts may restrict use. Such information may be provided as a note at the end of the citation. Complete sentences are not required.

Examples:

Murphy, Lois Barclay. Drafts, reports, and correspondence of Lois B. Murphy. 1934-1992. 3.1 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS ACC 713. Materials stored offsite; 24 hour prior notice required for delivery.

Henle, Werner; Henle, Gertrude. Growing up with virology: an annotated bibliography of Werner and Gertrude Henle. [1986?]. 4 items; 0.2 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 460. Written permission of Dr. Gertrude Henle required to quote, cite, paraphrase, or publish any of the unpublished material during her lifetime.

Box 67. Other types of material to include in notes.

Notes is a collective term for any type of useful information given after the citation itself. Examples include:

- Explanatory information on the content of the collection


  Hinman, Edward J. Hinman medical informatics collection. 1969-1990. 6 boxes; 6.25 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 547. Board meeting notes, drafts of by-laws and constitutions, reports, correspondence, conference packets, and publications represent materials collected by Hinman during his executive involvement with the activities of six interrelated medical informatics societies.

- Information on any finding aids available

Box 67 continues on next page...
Examples for Notes

20. Manuscript collection accompanied by material in another medium

21. Manuscript collection with restrictions on use

22. Manuscript collection with other notes

Examples of Citations to Manuscript Collections

1. Manuscript collection standard citation with full name for authors

Calderwood, Howard Black. Howard B. Calderwood World Health Organization development collection. 1945-1946. 95 items; 1 box. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 171.

Rosen, George. George Rosen public health oral history collection. 1960-1965. 5 boxes. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 203.

2. Manuscript collection with optional initials for author

Calderwood HB. Howard B. Calderwood World Health Organization development collection. 1945-1946. 95 items; 1 box. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 171.

3. Manuscript collection with multiple authors

Henle, Werner; Henle, Gertrude. Growing up with virology: an annotated bibliography of Werner and Gertrude Henle. [1986?]. 4 items; 0.2 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 460.

Frank, Lawrence K.; Murphy, Lois Barclay; Senn, Milton J.E.; Sontag, Lester Warren; Thompson, Helen; Washburn, Alfred H. Material on the child development movement collection. 1926-1971. 69 boxes; 30 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 280.

4. **Manuscript collection with compilers**


Kornhauser Health Sciences Library, compiler. *Kentucky medical history: WPA research project records [microfilm]*. 1801-1940. 32 reels: negative, 35 mm. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS Film 24.

5. **Manuscript collection with author and compiler**


6. **Manuscript collection with organization as author**

Association of Military Surgeons of the United States. *Association of Military Surgeons Wellcome Prize essay collection*. 1933. 15 essays; 0.21 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 543.


7. **Manuscript collection with government organization as author**


Army Medical Department (US). *U.S. Army Medical Corps lecture collection*. 1942-1945. 1 box. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 26.
8. Manuscript collection with no author or compiler


History of Ophthalmology. 1988-1989. 2 vol. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS ACC 632.

Medical dissertations. 1827-1837. 6 vol. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 381.

18th century German medical manuscript collection. 1708, 1762-1776. 1 box; 0.21 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 512. German.

9. Manuscript collection with author/compiler affiliation


10. Manuscript collection title not in English


with optional translation included


11. Manuscript collection in microform

Billings, John Shaw. Papers [microfilm]. 1861-1918. 61 reels: black & white, negative, 35 mm. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS Film 25.


12. **Manuscript collection with standard date range**

Billings, John S. John Shaw Billings Centennial collection. 1964-1965. 1 box. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 261.

13. **Manuscript collection dates with month and day included**

Agnes, D. Hayes; Barnes, J.J.; Bliss, D.W.; Hamilton, Frank H.; Reyburn, Robert; Woodward, J.J. Official medical bulletins relating to the health of U.S. president James Garfield. 1881 Jul 6-Sep 19. 103 items. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 66.

14. **Manuscript collection with dates estimated**

Henle, Werner; Henle, Gertrude. Growing up with virology: an annotated bibliography of Werner and Gertrude Henle. [1986?]. 4 items; 0.2 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 460.

Loewi, Otto. Otto Loewi papers. [circa 1935-1956]. 1 box. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 409.


15. **Manuscript collection in multiple volumes**

Zakrevskii, Arsenii Andreevich. Documents pertaining to the cholera epidemic. 1830-1831. 3 vol. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 146. Russian.

History of Ophthalmology. 1988-1989. 2 vol. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS ACC 632.
16. Manuscript collection with extent estimated

Frost, Gideon. Manuscript physician bills and accounts. 1821-1834. Approx. 100 items. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 508.


17. Manuscript collection with physical description

Henle, Werner; Henle, Gertrude. Growing up with virology: an annotated bibliography of Werner and Gertrude Henle. [1986?]. 4 items; 0.2 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 460.


18th century German medical manuscript collection. 1708, 1762-1776. 1 box; 0.21 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 512. German.

American College of Nurse-Midwives. American College of Nurse-Midwives archives. 1946-1976. 41 boxes; 16 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 330.

18. Manuscript collection with items not in English

Meyerhof, Max. Max Meyerhof papers. 1908-1938. 30 items. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 131. German.


Fonds du Conseil de Recherches Medicales [Collections of the Medical Research Council], 1944-1982. 187 feet. Located at: Library and Archives Canada, Ottawa, ON; R1218-0-5-F. French.

19. Manuscript collection with availability


Meyerhof, Max. Max Meyerhof papers. 1908-1938. 30 items. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 131. German.

20. Manuscript collection accompanied by material in another medium


21. Manuscript collection with restrictions on use

Henle, Werner; Henle, Gertrude. Growing up with virology: an annotated bibliography of Werner and Gertrude Henle. [1986?]. 4 items; 0.2 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 460. Written permission of Dr. Gertrude Henle is required to quote, cite, paraphrase, or publish any of the unpublished material during her lifetime.

Murphy, Lois Barclay. Drafts, reports, and correspondence of Lois B. Murphy. 1934-1992. 3.1 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS ACC 713. Materials stored offsite; 24 hour prior notice required for delivery.

22. Manuscript collection with other notes


C. Introduction and Examples

Preprints are complete and public drafts of scientific documents, not yet certified by peer review. These documents ensure that the findings of the research community are widely disseminated, priorities of discoveries are established and they invite feedback and discussion to help improve the work.

Originally, a preprint was a document that was issued before peer review. The document was reviewed by colleagues before or in lieu of submitting to a publisher. A preprint may never be published in print or online as a final article or report. Preprints, once the sole domain of the hard sciences, such as physics, are now found in the applied sciences, social sciences, business, and the arts and humanities. Since the majority of preprints originate and remain online, they are also called e-prints.

1. Preprints


Citing Audio and Visual Media (audiocassettes, videocassettes, slides, photographs, etc.)
Chapter 15. Books and Other Individual Titles in Audiovisual Formats

Created: October 10, 2007; Updated: August 11, 2015.

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

Sample Citation and Introduction to Citing Books and Other Individual Titles in Audiovisual Formats

The general format for a reference to an individual audiovisual title, including punctuation:

<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
<th>Secondary Author</th>
<th>Place of Publication</th>
</tr>
</thead>
</table>

Examples of Citations to Books and Other Individual Titles in Audiovisual Formats

Audiovisuals include videocassettes, audiocassettes, videodiscs, motion pictures, and slides. CD-ROMs and DVDs are considered electronic material (see Chapters 18 - 21 for citing Material on CD-ROM, DVD, or Disk); for videocasts and podcasts see Chapters 22 - 26 for citing material on the Internet.

An audiovisual may be published in monograph form, such as a book on videodisc, or in journal form, distributed on videocassette or audiocassette. Cite audiovisuals using the standard format for journals and books (see Chapter 1 and Chapter 2), but add a type of medium after the title to alert the user that special equipment is needed to view the publication.

The extent or length of an audiovisual is an optional component of a reference that may provide useful information to the reader. Provide extent as the total number of physical pieces, such as 387 slides or 1 videocassette. Include the run time if appropriate. Run time (also known as running-time) is the length of the film or program in minutes, such as 2 videocassettes: 140 min. You may provide more physical description details after the extent to give the reader additional information. For example, the size of an audiovisual
can affect the equipment needed to view the item. See Physical Description in the next section for details.

This chapter covers audiovisuels published as individual titles, not journals or journal articles. See Chapter 16 for journals published in audiovisual formats. The chief source for information about an audiovisual is the opening screens. If more information is needed, consult the case housing the audiovisual or any accompanying booklet or other documentation.

Note that the rules for creating references to audiovisuels are not the same as the rules for cataloging them. Records found in the NLM LocatorPlus and the NLM Catalog databases therefore will not always agree with the instructions presented here.

Continue to Citation Rules with Examples for Books and Other Individual Titles in Audiovisual Formats.

Continue to Examples of Citations to Books and Other Individual Titles in Audiovisual Formats.

Citation Rules with Examples for Books and Other Individual Titles in Audiovisual Formats

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author/Editor (R) | Author Affiliation (O) | Title (R) | Type of Medium (R) | Edition (R) | Producer, Editor, and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Extent (O) | Physical Description (O) | Series (O) | Language (R) | Notes (O)

Author/Editor for Books and Other Individual Titles in Audiovisual Formats (required)

General Rules for Author/Editor

- List names in the order they appear on the opening screens or in the text accompanying text
- Enter surname (family or last name) first for each author/editor
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all authors/editors, regardless of the number
- Separate author/editor names from each other by a comma and a space
• If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors; see Producer, Editor, and Other Secondary Authors below if there are authors and editors
• End author/editor information with a period

Specific Rules for Author/Editor

• Surnames with hyphens and other punctuation in them
• Other surname rules
• Given names containing punctuation, a prefix, a preposition, or particle
• Degrees, titles, and honors before or after a personal name
• Designations of rank in a family, such as Jr and III
• Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
• Non-English words for editor
• Organizations as author
• No author can be found
• Options for author names

Box 1. Surnames with hyphens and other punctuation in them.

• Keep hyphens in surnames
  Estelle Palmer-Canton  becomes  Palmer-Canton E
  Ahmed El-Assmy  becomes  El-Assmy A

• Keep particles, such as O’, D’, and L’
  Alan D. O’Brien  becomes  O’Brien AD
  James O. L’Esperance  becomes  L’Esperance JO
  U. S’adeh  becomes  S’adeh U

• Omit all other punctuation in surnames
  Charles A. St. James  becomes  St James CA
  K.A.J. Gupta  becomes  Gupta KA

Box 2. Other surname rules.

• Keep prefixes in surnames
  Lama Al Bassit  becomes  Al Bassit L
  Jiddeke M. van de Kamp  becomes  van de Kamp JM

Box 2 continues on next page...
Box 2 continued from previous page.

Gerard de Pouvourville  becomes  de Pouvourville G

- Keep compound surnames even if no hyphen appears

  Sergio Lopez Moreno  becomes  Lopez Moreno S

  Jaime Mier y Teran  becomes  Mier y Teran J

  Virginie Halley des Fontaines  becomes  Halley des Fontaines V

  [If you cannot determine whether a surname is compound or a combination of a middle name and a surname by looking at the opening screens of a videocassette, videodisc, or motion picture or the first few slides of a slide set or by listening to an audiocassette, look to the container of the audiovisual or other accompanying written material for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked
    
    Â  treated as  A
    Ø  treated as  O
    Ç  treated as  C
    Ł  treated as  L
    à  treated as  a
    ĝ  treated as  g
    ņ  treated as  n
    ü  treated as  u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    
    æ  treated as  ae
    ö  treated as  oe
Box 3. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names
  
  Jean-Louis Lagrot  becomes  Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle
  
  D’Arcy Hart  becomes  Hart D
  W. St. John Patterson  becomes  Patterson WS
  De la Broquerie Fortier  becomes  Fortier D
  Craig McC. Brooks  becomes  Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.
  
  Ch. Wunderly  becomes  Wunderly C
  C. Fr. Erdman  becomes  Erdman CF

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter
  
  Iu. A. Iakontov  becomes  Iakontov IuA
  G. Th. Tsakalos  becomes  Tsakalos GTh

Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name
  
  James A. Reed, M.D., F.R.C.S.  becomes  Reed JA
  Kristine Schmidt, Ph.D.  becomes  Schmidt K
  Robert V. Lang, Major, US Army  becomes  Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name
  
  Sir Frances Hildebrand  becomes  Hildebrand F
  Dr. Karl Eberhard  becomes  Eberhard K
  Captain R.C. Williams  becomes  Williams RC
Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation.
- Convert roman numerals to arabic ordinals.

Examples:

- Vincent T. DeVita, Jr.  becomes DeVita VT Jr
- James G. Jones II  becomes Jones JG 2nd
- John A. Adams III  becomes Adams JA 3rd
- Henry B. Cooper IV  becomes Cooper HB 4th

Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the ALA-LC Romanization Tables.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese.
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter.

Examples:

- Iu. A. Iakontov  becomes Iakontov IuA
- G. Th. Tsakalos  becomes Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked.

  \[ \begin{align*}
  \text{Ä} & \quad \text{treated as} \quad A \\
  \text{Ø} & \quad \text{treated as} \quad O \\
  \text{Ç} & \quad \text{treated as} \quad C \\
  \text{Ł} & \quad \text{treated as} \quad L \\
  \text{à} & \quad \text{treated as} \quad a \\
  \end{align*} \]

Box 6 continues on next page...
Box 6 continued from previous page.

\[ \tilde{g} \text{ treated as } g \]
\[ \tilde{n} \text{ treated as } n \]
\[ \ddot{u} \text{ treated as } u \]

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

\[ \text{æ treated as } \text{ae} \]
\[ \text{œ treated as } \text{oe} \]

Box 7. Non-English words for editor.

- Translate the word found for editor into English. However, the wording found on the publication may always be used.

- If not translated, ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

\[ \text{"Å" treated as } \text{A} \]
\[ \text{"Ø" treated as } \text{O} \]
\[ \text{"Ç" treated as } \text{C} \]
\[ \text{"Ł" treated as } \text{L} \]
\[ \text{"à" treated as } \text{a} \]
\[ \text{"ê" treated as } \text{g} \]
\[ \text{"ê" treated as } \text{n} \]
\[ \text{"ü" treated as } \text{u} \]

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

\[ \text{æ treated as } \text{ae} \]
\[ \text{œ treated as } \text{oe} \]

- To assist in identifying editors, below is a brief list of non-English words for editor:

Box 7 continues on next page...
Box 7 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
</tr>
<tr>
<td></td>
<td>editeur</td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
</tr>
<tr>
<td></td>
<td>editore</td>
</tr>
<tr>
<td>Russian</td>
<td>redaktor</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
</tr>
<tr>
<td></td>
<td>editor</td>
</tr>
</tbody>
</table>

Box 8. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit "The" preceding an organizational name

  The American Cancer Society becomes American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

  American Medical Association, Committee on Ethics.

  International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

  American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

  National Academy of Sciences (US).

  Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

Box 8 continues on next page...
Separate two or more different organizations by a semicolon

Canadian Association of Orthodontists; Canadian Dental Association.

American Academy of Pediatrics, Committee on Pediatric Emergency Medicine;

American College of Emergency Physicians, Pediatric Committee.

If both individuals and an organization or organizations appear on the title page of an audiovisual as authors, use the names of the individuals as the author. Give the organization at the end of the reference as a note, if desired.

For names of organizations in languages other than English:

- Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

  Istituto di Fisiologia Clinica del CNR.

  Universitätsmedizin Berlin.

  Nordisk Anaesthesiologisk Forening [Scandinavian Society of Anaesthesiologists].

- Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

  Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

  or

  [Russian Respiratory Society].

- Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

  [Chinese Medical Society].

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
Box 8 continued from previous page.

- Treat letters marked with diacritics or accents as if they are not marked
  - Å treated as A
  - Ø treated as O
  - Ç treated as C
  - Ł treated as L
  - à treated as a
  - ę treated as e
  - ñ treated as n
  - ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe

Box 9. No author can be found.

- If no person or organization can be found as the author but editors or translators are present, begin the reference with the names of the editors or translators. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.

  Morrison CP, Court FG, editors.
  Walser E, translator.

  Do not place producers in the author position if there are no authors.

- If no person or organization can be identified as the author and no editors or translators are given, begin the reference with the title of the audiovisual. Do not use anonymous.

  Collaborative research with communities: value added & challenges faced [videocassette]. Washington: Public Health Foundation; 2006. 1 videocassette: 103 min., sound, color, 1/2 in.
Box 10. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options.

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.
  
  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.
  
  Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."

  
  Adler DG, Baron TH, Davila RE, and others.

Examples for Author/Editor

1. Standard citation to an audiovisual
2. Audiovisual authors with optional full first names given
3. Audiovisuals with more than three authors (list all)
4. Audiovisuals with optional limit to the first three authors (use "et al." or "and others")
5. Audiovisual author surnames with designations of rank in a family
6. Audiovisuals authors with particles or prefixes in their names (give as provided in the publication)
7. Audiovisual authors with compound last names
8. Audiovisuals with organization as author
9. Audiovisuals with organization as author with subsidiary part of organization named
10. Audiovisuals with more than one organization as author
11. Audiovisuals with no authors found
12. Audiovisuals with author affiliation included
13. Audiovisual producers when there is no author
14. Audiovisuals with editors when there is no author
Author Affiliation for Books and Other Individual Titles in Audiovisual Formats (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the affiliation in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the closing parenthesis, unless it is the affiliation of the last author, then use a period

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

Box 11. Abbreviations in affiliations.

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

Examples:

Acad. for Academy
Assoc. for Association
Co. for Company
Coll. for College
Corp. for Corporation
Dept. for Department
Div. for Division
Inst. for Institute or Institution
Soc. for Society
Univ. for University

Box 11 continues on next page...
See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

**Box 12. E-mail address included.**

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears in the publication

- Do not end an e-mail address with a period

- Place the e-mail address within the closing parenthesis for the author affiliation

  *Example:*

  Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

**Box 13. Organizational names for affiliations not in English.**

- Give the affiliation of all authors or only the first author

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

- Provide the name in the original language for non-English organization names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Carpentier AF (Service de Neurologie, Hôpital de la Salpêtrière, Paris, France), Moreno Perez D (Unidad de Infectología e Inmunodeficiencias,
Box 13 continued from previous page.

Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

  Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I.

  Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese)

  Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å treated as A

    Ø treated as O

    Ç treated as C

    Ł treated as L

    à treated as a

    ţ treated as g

    ñ treated as n

    ü treated as u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

Box 13 continues on next page...
Box 13 continued from previous page.

æ treated as ae
œ treated as oe

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 14. Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name as found on the publication may always be used.

  Moskva becomes Moscow
  Wien becomes Vienna
  Italia becomes Italy
  Espana becomes Spain

Examples for Author Affiliation

12. Audiovisuals with author affiliation included

Title for Books and Other Individual Titles in Audiovisual Formats (required)

General Rules for Title

- Enter the title of an audiovisual as it appears on the opening screen(s) or in the text accompanying text, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless some other form of punctuation such as a question mark, period, or an exclamation point is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with no punctuation unless a question mark or exclamation point already ends it

Specific Rules for Title

- Audiovisual titles not in English
- Audiovisual titles in more than one language
• Audiovisual titles ending in punctuation other than a period
• Audiovisual titles containing a Greek letter, chemical formula, or another special character
• No audiovisual title can be found

**Box 15. Audiovisual titles not in English.**

• Provide the title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)


• Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.


• Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.


  or


• Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ◦ Treat letters marked with diacritics or accents as if they are not marked

<table>
<thead>
<tr>
<th>Letter</th>
<th>Treated as</th>
</tr>
</thead>
<tbody>
<tr>
<td>Å</td>
<td>A</td>
</tr>
<tr>
<td>Ø</td>
<td>O</td>
</tr>
<tr>
<td>Ç</td>
<td>C</td>
</tr>
<tr>
<td>Ł</td>
<td>L</td>
</tr>
</tbody>
</table>

*Box 15 continues on next page...*
Box 15 continued from previous page.

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  
  æ treated as ae
  
  œ treated as oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

  Kontrastdarstellung des Herzens und der grossen Gefasse im Rontgen-Kinofilm [motion picture]. Bonn (Germany): [publisher unknown]; 1959. 1 reel: sound, black & white, 16 mm. German.

- Provide an English translation after the original language title if possible; place translations in square brackets


  Akademiia Meditsinskikh nauk SSSR, Institut Tuberkuleza. Udalenie doli legkogo pri tuberkuleze [Lung lobe resection in tuberculosis] [motion picture]. Moscow: Otdel nauchnoi Kinofotodokumentatsii AMN SSSR; [1957?]. 2 reels: sound, color, 35 mm. Russian.


Box 16. Audiovisual titles in more than one language.

- If an audiovisual title is written in several languages:
Box 16 continued from previous page.

- Give the title in the first language found on the opening screens of a videocassette, videodisc, or motion picture or the first few slides of a slide set or by listening to an audiocassette.
- If the language cannot be determined there, look to the container of the audiovisual or other accompanying written material for clarification.
- List all languages of publication after the date of publication (and extent if included).
- Separate the languages by commas.
- End language information with a period.

Example:


- If an audiovisual title is presented in two or more equal languages, as often occurs in Canadian publications:
  - Give all titles in the order in which they are given in the audiovisual.
  - Place an equals sign with a space on either side between each title.
  - List the particular languages after the date of publication (and extent if included).
  - Separate the languages by commas.
  - End language information with a period.

Example:


Box 17. Audiovisual titles ending in punctuation other than a period.

- Most titles end in a period. Place the type of medium in square brackets inside the closing period.

*Box 17 continues on next page...*
Box 17 continued from previous page.


- If a title ends in another form of punctuation, keep that punctuation. Place the type of medium in square brackets and end title information with a period.


Box 18. Audiovisual titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of an audiovisual title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

  1,3-dichloro-5,5-dimethylhydantoin [videocassette].

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

  β-arrestins: traffic cops of cell signaling [videocassette].

  may become

  Beta-arrestins: traffic cops of cell signaling [videocassette].

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

  TiO$_2$ nanoparticles [slide].

  may become

  TiO(2) nanoparticles [slide].

Box 19. No audiovisual title can be found.

Occasionally an audiovisual does not appear to have any formal title; it simply begins with the text. In this circumstance:
Box 19 continued from previous page.

- Create a title from the first few words or concepts expressed on the opening screens
- Use enough words to make the constructed title meaningful.
- Place the constructed title in square brackets

Example:

Work TH. [Galapagos] [motion picture]. [place unknown]: T. Work; 1988. 2 reels: 3000 ft., silent, color, 16 mm.

Examples for Title

13. Audiovisuals with constructed title
14. Audiovisuals with title in a language other than English
15. Audiovisuals published with parallel text in two languages
16. Audiovisuals published with text in multiple languages
17. Audiovisuals with Greek letters in titles

Type of Medium for Books and Other Individual Titles in Audiovisual Formats (required)

General Rules for Type of Medium

- Indicate the type of medium (videocassette, audiocassette, videodisc, motion picture, slide, etc.) following the title
- Place the name of the medium in square brackets and end with a period, such as "[videocassette]."
- Add information about the medium according to the instructions under Physical Description below

Specific Rules for Type of Medium

- Titles ending in punctuation other than a period
- Non-English titles with translations
- More than one type of medium

Box 20. Titles ending in punctuation other than a period.

- Most audiovisual titles end in a period. Place [videocassette], [audiocassette], [motion picture], and similar types inside the period.

Box 20 continues on next page...

- If a title ends in another form of punctuation, keep that punctuation and follow [videocassette], [audiocassette], [motion picture], and similar types with a period.


**Box 21. Non-English titles with translations.**

- If a translation of a title is provided, place it in square brackets

  - Place the type of medium after the square brackets for the translation

  Example:


**Box 22. More than one type of medium.**

- When an audiovisual title is comprised of more than one type of medium, such as a videocassette and an audiocassette or a slide set and an audiocassette, indicate the combination by placing a plus sign (+) between the media

  - [videocassette + audiocassette]
  - [audiocassette + slide]

- The extent and physical descriptions of the audiovisuals are optional, but if you do include them, provide the information for both, separated by a semicolon

  1 videocassette: 2 hrs., sound, color, 1/2 in.; 2 audiocassettes: 30 min.

  Examples:

  Microhemagglutination assay methods in the diagnosis of syphilis [audiocassette + slide]. Batavia (IL): NCCE; [1980?]. 1 audiocassette: 40 min., 1 7/8 ips.; 29 slides: color, 2 x 2 in.
Box 22 continued from previous page.


Examples for Type of Medium

1. Standard citation to an audiovisual

14. Audiovisuals with title in a language other than English

18. Audiovisuals with more than one type of medium

Edition for Books and Other Individual Titles in Audiovisual Formats (required)

General Rules for Edition

- Indicate the edition/version being cited after the type of medium when an audiovisual is published in more than one edition or version
- Abbreviate common words (see Abbreviation rules for editions below)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period

Box 23. Abbreviation rules for editions.

- Abbreviate common words found in edition statements, if desired:

<table>
<thead>
<tr>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>abbreviated</td>
<td>abbr.</td>
</tr>
<tr>
<td>abridged</td>
<td>abr.</td>
</tr>
<tr>
<td>American</td>
<td>Am.</td>
</tr>
<tr>
<td>augmented</td>
<td>augm.</td>
</tr>
<tr>
<td>authorized</td>
<td>authoriz.</td>
</tr>
</tbody>
</table>

Box 23 continues on next page...
Box 23 continued from previous page.

<table>
<thead>
<tr>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Engl.</td>
</tr>
<tr>
<td>enlarged</td>
<td>enl.</td>
</tr>
<tr>
<td>expanded</td>
<td>expand.</td>
</tr>
<tr>
<td>illustrated</td>
<td>ill.</td>
</tr>
<tr>
<td>modified</td>
<td>mod.</td>
</tr>
<tr>
<td>original</td>
<td>orig.</td>
</tr>
<tr>
<td>reprint(ed)</td>
<td>repr.</td>
</tr>
<tr>
<td>revised</td>
<td>rev.</td>
</tr>
<tr>
<td>special</td>
<td>spec.</td>
</tr>
<tr>
<td>translation</td>
<td>transl.</td>
</tr>
<tr>
<td>translated</td>
<td></td>
</tr>
</tbody>
</table>

For additional abbreviations, see ISO 832:1994 - *Rules for the abbreviation of bibliographic terms*.

- Follow abbreviated words with a period and end all edition information with a period
  
  3rd rev. ed.
  
  1st Engl. ed.

Specific Rules for Edition

- Abbreviation rules for editions
- Non-English words for editions
- Both an edition and a version
- First editions

Box 24. Non-English words for editions.

- For non-English edition statements written in the roman alphabet (French, German, Spanish, Italian, etc.):
  - Provide the name in the original language
  - Abbreviate common words used in edition statements if the language is a familiar one

*Box 24 continues on next page...
Box 24 continued from previous page.

- Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words.

- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with a diacritic or accent as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ţ treated as g
    - ň treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- Separate the edition from the title proper by a space.

- Retain the punctuation used in the edition statement.

- Follow abbreviated words by a period and end the edition information with a period.
  
  Examples:
  
  Ed. 1a.
  
  5. ed. interamente riv. e aggiornata.

Box 24 continues on next page...
2. ed. veneta.
Nuova ed.
Seconda ed.
4a ed. rev. e ampliada.
2° ed. ampliada y actualizada.

- For an edition statement written in Cyrillic, Greek, Arabic, Hebrew, or Korean:
  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the ALA-LC Romanization Tables.
  - Abbreviate common words used in edition statements if the language is a familiar one.
  - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words.
  - Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
    
    Examples: ĉ or ç becomes c
  - Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
  - Separate the edition from the title proper by a space.
  - Retain the punctuation used in the edition statement.
  - Follow abbreviated words by a period and end all edition information with a period.
    
    Examples:
    - Izd. 3., perer. i dop.
    - 2. dopunjeno izd.
    - 2. ekd. epeux.
    - 3. ekd.
• For an edition statement written in a character-based language such as Chinese and Japanese:
  ◦ Transliterate or translate the words for edition
  ◦ Do not abbreviate any of the words or omit any words
  ◦ Use the capitalization system of the particular language
  ◦ Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
    Examples:
    ō becomes o
    ū becomes u
  ◦ Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
  ◦ Separate the edition from the title by a space
  ◦ Retain the punctuation used in the edition statement
  ◦ End all edition information with a period
    Examples:
    Shohan.
    Dai 1-han.
    Dai 3-pan.
    Di 3 ban.
    Cai se ban, Xianggang di 1 ban.
    Che 6-p’an.

• To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):
### Box 24 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Edition</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danish</td>
<td>oplag</td>
<td>n.a.</td>
</tr>
<tr>
<td></td>
<td>udgave</td>
<td></td>
</tr>
<tr>
<td>Dutch</td>
<td>uitgave</td>
<td>uitg.</td>
</tr>
<tr>
<td></td>
<td>editie</td>
<td>ed.</td>
</tr>
<tr>
<td>Finnish</td>
<td>julkaisu</td>
<td>julk.</td>
</tr>
<tr>
<td>French</td>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>German</td>
<td>Ausgabe</td>
<td>Ausg.</td>
</tr>
<tr>
<td></td>
<td>Auflage</td>
<td>Aufl.</td>
</tr>
<tr>
<td>Greek</td>
<td>ekdosis</td>
<td>ekd.</td>
</tr>
<tr>
<td>Italian</td>
<td>edizione</td>
<td>ed.</td>
</tr>
<tr>
<td>Norwegian</td>
<td>publikasjon</td>
<td>publ.</td>
</tr>
<tr>
<td></td>
<td>utgave</td>
<td>utg.</td>
</tr>
<tr>
<td>Portuguese</td>
<td>edicao</td>
<td>ed.</td>
</tr>
<tr>
<td>Russian</td>
<td>izdanie</td>
<td>izd.</td>
</tr>
<tr>
<td></td>
<td>publikacija</td>
<td>publ.</td>
</tr>
<tr>
<td>Spanish</td>
<td>edicion</td>
<td>ed.</td>
</tr>
<tr>
<td></td>
<td>publicacion</td>
<td>publ.</td>
</tr>
<tr>
<td>Swedish</td>
<td>upplaga</td>
<td>n.a.</td>
</tr>
</tbody>
</table>

### Box 25. Both an edition and a version.

If an audiovisual provides information for both an edition and a version:

- Give both, in the order presented
- Separate the two statements with a semicolon
- End edition/version information with a period

**Examples:**


Box 26. First editions.

- If an audiovisual does not carry any statement of edition, assume it is the first or only edition
- Use 1st ed. only when you know that subsequent editions have been published and you wish to cite the earlier one

Examples for Edition

19. Audiovisuals with edition/version

Producer, Editor, and other Secondary Authors for Books and Other Individual Titles in Audiovisual Formats (optional)

General Rules for Producer, Editor, and other Secondary Authors

- A secondary author modifies the work of the author. Examples include producers, editors, and translators.
- Place the names of secondary authors after the type of medium and any edition statement
- Use the same rules for the format of names presented in Author above
- Follow the last named editor with a comma and the word editor or editors; the last named producer with a comma and the word producer or producers, etc.
- End secondary author information with a period
- If there is no author, move secondary authors such as editors and translators (but not producers) to the author position in the reference

Specific Rules for Producer, Editor, and other Secondary Authors

- More than one type of secondary author
- Secondary author performing more than one role
- Non-English names for secondary authors
- Organization as editor

Box 27. More than one type of secondary author.

An audiovisual may have several types of secondary author.

- List all of them in the order they are given in the publication
- Separate each type of secondary author with the accompanying role by a semicolon
- End secondary author information with a period

Example:
Van Peebles M. Classified X [videocassette]. Yves Jeanneau Y, Le Goff C, producers; Mabilat C, Jones J, editors. [place unknown]: WinStar Home Entertainment; 1998. 1 videocassette: 50 min., sound, color and black & white, 1/2 in.

**Box 28. Secondary author performing more than one role.**

If the same secondary author performs more than one role:

- List all roles in the order they are given in the publication
- Separate the roles by "and"
- End secondary author information with a period

*Example:*


**Box 29. Non-English names for secondary authors.**

- Translate the word found for editor, producer, translator, illustrator, or other secondary author into English if possible. However, the wording found on the publication may always be used.
- If not translated, ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ć treated as C
    - Ł treated as L
    - à treated as a
    - ţ treated as g
Box 29 continued from previous page.

- ñ treated as n
- ü treated as u
- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - ö treated as oe
- To assist in identifying secondary authors, below is a brief list of non-English words for them:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Producer</th>
<th>Word for Editor</th>
<th>Word for Translator</th>
<th>Word for Illustrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>producteur</td>
<td>redacteur</td>
<td>traducteur</td>
<td>illustreateur</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>German</td>
<td>produzent</td>
<td>redakteur</td>
<td>ubersetzer</td>
<td>illustratör</td>
</tr>
<tr>
<td></td>
<td>produzentin</td>
<td>herausgeber</td>
<td>dolmetscher</td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>produttore</td>
<td>redattore</td>
<td>traduttore</td>
<td>disegnatore</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>curatore</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>editore</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td>rezhisser</td>
<td>redaktor</td>
<td>perevodchik</td>
<td>konstruktor</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>productor</td>
<td>redactor</td>
<td>traductor</td>
<td>ilustrador</td>
</tr>
<tr>
<td></td>
<td>productora</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>editor</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Box 30. Organization as editor.

On rare occasions an organization will be listed as the editor.

- Follow the instructions for entering Organizations as author
- Place a comma, space, and the word editor after the organizational name
  
  American Medical Association, Physician Consortium for Performance Improvement, editor.

Examples for Producer, Editor, and other Secondary Authors

20. Audiovisuals with authors and producer(s), editor(s), or other secondary authors
21. Audiovisuals with multiple organizations as producer
22. Audiovisual producers with subsidiary division
23. Audiovisual producers when there is no author
24. Audiovisuals with editors when there is no author

**Place of Publication for Books and Other Individual Titles in Audiovisual Formats (required)**

**General Rules for Place of Publication**

- Place is defined as the city where the audiovisual was published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as London (ON) and London (England)
- Use the anglicized form for a non-US city, such as Vienna for Wein
- End place information with a colon

**Specific Rules for Place of Publication**

- Non-US cities
- Joint publication
- Multiple places of publication
- No place of publication can be found

**Box 31. Non-US cities.**

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva. However, the name as found on the publication may always be used.
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O

*Box 31 continues on next page...*
**Box 31 continued from previous page.**

Ç treated as C
Ł treated as L
à treated as a
ď treated as g
ń treated as n
ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  æ treated as ae
  œ treated as oe

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:
  - Montreal (QC):
  - Ottawa (ON):
  - Vancouver (BC):

- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.
  - London:
  - Rome:
  - Paris:
  - Madrid:
  - but
  - Malaga (Spain): or Malaga (ES):
  - Basel (Switzerland): or Basel (CH):
  - Oxford (England): or Oxford (GB):

*Box 31 continues on next page...*
Box 31 continued from previous page.

- As an option, use the country name or country code after all cities not in the US or Canada

Box 32. Joint publication.

Two organizations may co-publish an audiovisual.

- Use the city of the first organization found on the opening screens (or on the case of the audiovisual or accompanying booklet if no publisher information appears on the title screen), as the place of publication.

- Place the name of the second organization as a note at the end of the citation, if desired


- Do not give multiple places as place of publication or include multiple publishers

Box 33. Multiple places of publication.

- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.

- As an option, if one place is a US city and the other(s) are not, use the US city

Box 34. No place of publication can be found.

- If no place of publication can be found on the opening screens or in accompanying text but can be reasonably inferred (e.g., Chicago as the place for a publication of the American Medical Association), place the city in square brackets, such as "[Chicago]".

  Fluoride: the magnificent mineral [motion picture]. [Bethesda (MD)]: National Institute of Dental Research (US), National Caries Program; c1984. 1 reel: 468 ft., sound, color with black & white, 16 mm.

- If no place of publication can be found or inferred, use [place unknown]

Examples for Place of Publication

25. Audiovisuals with well-known place of publication
26. Audiovisual place of publication with geographic qualifier added for clarity
27. Audiovisuals with place of publication inferred
28. Audiovisuals with no place of publication found
33. Audiovisuals with no place of publication or publisher found
40. Audiovisuals with no place, publisher, or date of publication found

Publisher for Books and Other Individual Titles in Audiovisual Formats (required)

General Rules for Publisher

- Record the name of the publisher as it appears in the publication, using whatever capitalization and punctuation is found there
- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- When a division or other subsidiary part of a publisher appears in the publication, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a semicolon

Specific Rules for Publisher

- Abbreviated words in publisher names
- Non-English publisher names
- Government agencies and other national and international bodies as publisher
- Joint publication
- Multiple publishers
- No publisher can be found

Box 35. Abbreviated words in publisher names.
- Abbreviate commonly used words in publisher names, if desired

Examples:

Acad. for Academy
Assoc. for Association
Co. for Company

Box 35 continues on next page...
Box 35 continued from previous page.

Coll. for College
Corp. for Corporation
Dept. for Department
Div. for Division
Inst. for Institute or Institution
Ltd. for Limited
Soc. for Society
Univ. for University

See Appendix C for more abbreviations of commonly used English words.

• Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

• Follow all abbreviated words with a period

Box 36. Non-English publisher names.

• Give publisher names in the roman alphabet (French, Spanish, Italian, etc.) in their original language
  Rome: Societa Editrice Universo;
  Lisbon: Imprensa Medica;

• Romanize names in Cyrillic, Greek, Arabic, Hebrew, Korean
  Sofia (Bulgaria): Sofia Medizina i Fizkultura;

• Romanize names or translate names in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.
  Tokyo: Medikaru Rebyusha;
  Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute];
  Taiyuan (China): Shanxi ke xue ji she chu ban she;

Box 36 continues on next page...
Box 36 continued from previous page.

[Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized.]

- If the name of a division of other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest Valencia (Spain) : Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero ;

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    \[ \begin{align*}
    \mathring{\text{A}} & \text{ treated as } A \\
    \text{Ø} & \text{ treated as } O \\
    \text{Ç} & \text{ treated as } C \\
    \text{Ł} & \text{ treated as } L \\
    \text{à} & \text{ treated as } a \\
    \text{ê} & \text{ treated as } g \\
    \text{ñ} & \text{ treated as } n \\
    \text{ü} & \text{ treated as } u
    \end{align*} \]
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    \[ \begin{align*}
    \text{æ} & \text{ treated as } ae \\
    \text{œ} & \text{ treated as } oe
    \end{align*} \]

- If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.
  Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press];

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.
  Aarhus (Denmark): [Aarhus University Press];
Box 37. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

  National Cancer Institute (US)
  National Society on Alcoholism and Drug Dependence (NZ)
  Royal Society of Medicine Press Ltd. (GB)
  Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor of documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency that issued the publication as the publisher and include distributor information as a note, preceded by Available from:


Box 38. Joint publication.

Two organizations may co-publish an audiovisual.

- Use the first organization appearing as the publisher on the opening screens, on the audiovisual's case, or in an accompanying booklet

- Place the name of the second organization as a note at the end of the citation, if desired


- Do not give more than one name as publisher

Box 39. Multiple publishers.

- If more than one publisher is found in a document, use the first one given or the one set in the largest type or bold type

Box 39 continues on next page...
Box 39 continued from previous page.

- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.

- Do not list multiple publishers. For publications with joint or co-publishers, use the name given first as the publisher and include the name of the second as a note if desired.

- End publisher information with a semicolon

  Example:


Box 40. No publisher can be found.

- If no publisher can be found, use [publisher unknown]

  Kontrastdarstellung des Herzens und der grossen Gefasse im Rontgen-Kinofilm [Demonstration of the heart and large vessels in cine-radiographic film] [motion picture]. Bonn (Germany): [publisher unknown]; 1959. 1 reel: sound, black & white, 16 mm. German.

Examples for Publisher

29. Audiovisual publisher with subsidiary department/division named

30. Audiovisuals with government agency as publisher

31. Audiovisuals with joint publication

32. Audiovisuals with no publisher found

33. Audiovisuals with no place of publication or publisher found

40. Audiovisuals with no place, publisher, or date of publication found

Date of Publication for Books and Other Individual Titles in Audiovisual Formats (required)

General Rules for Date of Publication

- Always give the year of publication

- Convert roman numerals to arabic numbers. For example: MM to 2000.

- Include the month of publication, if desired, after the year, such as 2004 May
• Use English names for months and abbreviate them using the first three letters, such as Jan
• End date information with a period

Specific Rules for Date of Publication

• Multiple years of publication
• Non-English names for months
• Seasons instead of months
• Date of publication and date of copyright
• No date of publication, but a date of copyright
• No date of publication or copyright can be found
• Options for date of publication

Box 41. Multiple years of publication.

• For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.
  
  2002-2003
  1997-1998
  1999-2000

• If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.
  
  1999 Oct-2000 Mar
  2002 Dec-2003 Jan

• Separate multiple months of publication by a hyphen
  
  2005 Jan-Feb
  1999 Dec-2000 Jan

• Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Box 42. Non-English names for months.

• Translate names of months into English
• Abbreviate them using the first three letters
• Capitalize them

Box 42 continues on next page...
For example:

mayo = May
luty = Feb
brezen = Mar

Box 43. Seasons instead of months.
• Translate names of seasons into English
• Capitalize them
• Do not abbreviate them
  For example:
  balvan = Summer
  outomno = Fall
  hiver = Winter
  pomlad = Spring

Box 44. Date of publication and date of copyright.

Some publications have both a year of publication and a year of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

• Use only the date of publication unless three or more years separates the two dates
• In this situation, use both dates, beginning with the year of publication
• Precede the date of copyright by the letter "c"
• Separate the dates by a comma and a space. For example, "2002, c1997".

  [This convention alerts a user that the information in the publication is older than the date of publication implies.]

Example:

Box 45. No date of publication, but a date of copyright.

- A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005.

  Hegner BR. Delmar’s nursing assistant laser discs [videodisc]. Albany (NY): Delmar Publishers; c1995. 5 videodiscs: 4 1/2 hr., sound, color, 12 in.

Box 46. No date of publication or copyright can be found.

- If neither a date of publication nor a date of copyright can be found, but a date can be estimated because of material contained in audiovisual itself or on accompanying material, put a question mark after the estimated date and place date information in square brackets.

  Akademiia Meditsinskikh nauk SSSR, Institut Tuberkuleza. Udalenie doli legkogo pri tuberkuleze [Lung lobe resection in tuberculosis] [motion picture]. Moscow: Otdel nauchnoi Kinofotodokumentatsii AMN SSSR; [1957?]. 2 reels: sound, color, 35 mm. Russian.

- If neither a date of publication nor a date of copyright can be found and the date cannot be estimated, use [date unknown]

  Cartwright B, D’Andrea M, Daniels J. Confronting racial and gender difference: 3 approaches to multicultural counseling and therapy [videocassette]. Framingham (MA): Microtraining Associates; [date unknown]. 1 videocassette: 80 min., sound, color, 1/2 in.

Box 47. Options for date of publication.

It is not NLM policy, but the following is an acceptable option:

The date of publication may follow the author names (or title if there are no authors) in the list of references when the name-year system of in-text references is used.

- Use the year of publication only

- Place the year after the last named author (or after the title if there is no author), followed by a period

- End publisher information with a period

  NLM citation:

Box 47 continues on next page...
Box 47 continued from previous page.


Collaborative research with communities: value added & challenges faced [videocassette]. Washington: Public Health Foundation; 2006. 1 videocassette: 103 min., sound, color, 1/2 in.

Name-year system of citation:


Examples for Date of Publication

34. Audiovisuals with standard date of publication
35. Audiovisuals with date of copyright instead of date of publication
36. Audiovisuals with date of publication and date of copyright
37. Audiovisuals with date range of publication
38. Audiovisuals with date of publication estimated
39. Audiovisuals with no date of publication or copyright found
40. Audiovisuals with no place, publisher, or date of publication found

Extent for Books and Other Individual Titles in Audiovisual Formats (optional)

General Rules for Extent

- Give the total number of physical pieces on which the audiovisual appears
- Follow the number with a space and the type of audiovisual. Note that motion pictures are expressed in terms of reels of film. Examples: 3 videocassettes, 54 slides, 2 reels.
- End with a colon and the run time expressed as minutes or hours, usually abbreviated to min. and hr.
- If Run time or Physical Description are not included, follow the type of audiovisual with a period; if either of them are included, end with a colon
Box 48. Run time.

The length of a publication in audiovisual format is optional in a reference but may be included to provide useful information. For example, a user may want to know if a videocassette is 15 minutes long or an hour.

- Provide extent as the total number of physical pieces and the run time if appropriate
- Express run time in terms of minutes or hours, usually abbreviated to min. and hr.

Examples:

- 2 videocassettes: 140 min.
- 24 audiocassettes: 480 min.
- 5 videodiscs: 4 1/2 hr.
- 2 reels: 45 min. [motion picture]

- Many audiovisuals provide run time on either the case housing the audiovisual or in an accompanying booklet or other material. A library catalog record is another source for run time. If run time is not provided, you have the option of timing the audiovisual or omitting run time from the citation.

Specific Rules for Extent

- Run time

Examples for Extent

1. Standard citation to an audiovisual

Physical Description for Books and Other Individual Titles in Audiovisual Formats (optional)

General Rules for Physical Description

- Give information on the physical characteristics of an audiovisual, such as color and size

Specific Rules for Physical Description

- Language for describing physical characteristics

Box 49. Language for describing physical characteristics.

Physical description of a publication in audiovisual format is optional in a reference but may be included to provide useful information. For example, the size of an audiovisual

Box 49 continues on next page...
will indicate to the reader what equipment is needed to view it. See Appendix C for a list of commonly used English words in description and their abbreviations.

- Enter information on the physical characteristics, such as color and size, following the extent of the audiovisual

- Abbreviate common words for measurement, such as in. for inches and mm. for millimeters

- Separate types of information by commas

  Typical words used include:

  - sound
  - silent
  - color
  - black & white
  - color with black & white
  - 1/2 in. (standard videocassette size)
  - 3/4 in. (non-standard videocassette size)
  - 1 7/8 ips. [inches per second] (standard speed for compact audiocassettes)
  - 15/16 ips. (standard speed for microcassettes)
  - 12 in. (videodisc size)
  - 2 x 2 in. (standard slide size)
  - 2 3/4 x 4 in. (non-standard slide size)
  - 35 mm. (a standard motion picture size)
  - 16 mm. (a standard motion picture size)
  - 8 mm. (a standard motion picture size)

Examples of complete physical description statements:

- 2 videocassettes: 140 min., sound, color, 1/2 in.
- 5 videodiscs: 4 1/2 hr., sound, color, 12 in.
- 2 reels: 45 min., silent, color, 16 mm.
Box 49 continued from previous page.

1 reel: silent, black & white, 35 mm.
1 audiocassette: 40 min., 1 7/8 ips.
177 slides: color, 2 x 2 in.

Examples for Physical Description

1. Standard citation to an audiovisual

Series for Books and Other Individual Titles in Audiovisual Formats (optional)

General Rules for Series

- Begin with the name of the series
- Capitalize only the first word and proper nouns
- Follow the name with any numbers provided. For example, a volume or issue number such as vol. 3 and no. 12
- Separate the title and the number by a semicolon and a space
- Place series information in parentheses
- End series information with a period, placed outside the closing parenthesis

Specific Rules for Series

- Series editor’s name provided
- Multiple series

Box 50. Series editor’s name provided.

As an option, the name of the overall series editor may be included with the series information.

- Begin with the name of the series editor or editors:
  - Give surname first
  - Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
  - Separate multiple names with a comma
  - End name information with a comma
  - See the information under Author/Editor for further name rules
- Place the word editor or editors after the name information, followed by a period
- Enter the name of the series, capitalizing only the first word and proper nouns

Box 50 continues on next page...
Box 50 continued from previous page.

- Follow the name with any numbers given, such as a volume or issue number; for example, vol. 3 and no. 12
- Separate the name and the numeration by a semicolon and a space
- Place series information in parentheses
- End series information with a period, placed outside the closing parenthesis
  
  Example:
  

Box 51. Multiple series.

If an audiovisual is a part of more than one series, include information on all series if desired.

- Place each series in parentheses
- Separate the series by a semicolon and a space
- End series information with a period, placed outside the closing parenthesis for the last series

  Example:
  
  (New directions for evaluation; no. 103); (Jossey-Bass education series).

Examples for Series

41. Audiovisual series with number given

42. Audiovisuals with series without number

43. Audiovisuals with series with editor

Language for Books and Other Individual Titles in Audiovisual Formats (required)

General Rules for Language

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period
Specific Rules for Language

- Audiovisuals appearing in more than one language

**Box 52. Audiovisuals appearing in more than one language.**

- If an audiovisual is presented in several languages
  - Give the title in the first language found on the opening screens
  - List all languages of publication after the date of publication (and extent if provided)
  - Separate the languages by commas
  - End the list of languages with a period
  
  **Examples:**
  

  *Apparition et evolution de l’infirmite motrice cerebrale chez le nourrisson* [The onset and evolution of cerebral palsy] [videocassette]. Champaign (IL): University of Illinois, Board of Trustees; c1983. 1 videocassette: 36 min., sound, color, 3/4 in. French, English.

- If an audiovisual is written in two or more equal languages, as often occurs in Canadian publications
  - Give all titles in the order in which they are presented on the opening screens
  - Separate them with an equals sign with a space on either side
  - List the languages after the date of publication (and extent if provided)
  - Separate the languages by commas
  - End the list of languages with a period
  
  **Example:**
  

*Box 52 continues on next page*...
Box 52 continued from previous page.


- Follow titles not in English with a translation whenever possible. Place the translation in square brackets.

Examples for Language

14. Audiovisuals with title in a language other than English
15. Audiovisuals published with parallel text in two languages
16. Audiovisuals published with text in multiple languages

Notes for Books and Other Individual Titles in Audiovisual Formats (optional)

General Rules for Notes

- Notes is a collective term for any type of useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Audiovisual accompanied by a booklet or other material
- Other types of material to include in notes

Box 53. Audiovisual accompanied by a booklet or other material.

- If an audiovisual has supplemental material accompanying it in the form of a manual, booklet, or other type of material, begin by citing the audiovisual. Add the phrase "Accompanied by: " followed by the number and type of the medium.


Box 54. Other types of material to include in notes.

The notes element may be used to provide any information the compiler of the reference feels is useful to the reader. Begin by citing the audiovisual, then add the note. Examples of notes are:

- If the audiovisual was sponsored by or prepared for a particular organization, give the name

  Fluoride: the magnificent mineral [motion picture]. [Bethesda (MD)]: National Institute of Dental Research (US), National Caries Program; c1984. 1 reel: sound, color with black & white, 16 mm. Made possible by a grant from the Colgate-Palmolive Co.

- If the audiovisual is available from a government or other repository, give the name and acquisition number. Begin with the phrase "Available from" followed by a colon and a space


- If the audiovisual is not a common one, give the name of a library or other archive where it may be found, including any catalog or other finding number. Begin with the phrase "Located at" followed by a colon and a space

  Harbaugh OS, Slocum DB. Amputation of lower extremity [motion picture]. [Washington]: War Department (US); 1944. 2 reels: 45 min., silent, color, 16 mm. Located at: History of Medicine Division, National Library of Medicine; WE 850 VC no.40 1944.

- If the audiovisual contains material of particular interest to an audience that is not apparent from the title, describe it

  Taylor HL Jr. Health and the built environment: the effects of where we live, work and play [videocassette]. Chapel Hill (NC): University of North Carolina, School of Public Health, Minority Health Program; c2005. 1 videocassette: 90 min., sound, color, 1/2 in. From the 26th Minority Health Conference held in 2005 at Chapel Hill, NC.


- If the audiovisual is translated or otherwise adapted from another publication, give the name of the original

Box 54 continues on next page...
Examples of Citations to Books and Other Individual Titles in Audiovisual Formats

1. Standard citation to an audiovisual


2. Audiovisual authors with optional full first names given

Stanfield, Peggy S.; Wetle, Vikki; Longshore, Glen. Essential medical terminology [audiocassette]. 2nd ed. Sudbury (MA): Jones and Bartlett; c1996. 1 audiocassette : 89 min.
3. Audiovisuals with more than three authors (list all)


4. Audiovisuals with optional limit to the first three authors (use "et al." or "and others")


5. Audiovisual author surnames with designations of rank in a family


6. Audiovisuals authors with particles or prefixes in their names (give as provided in the publication)


O'Connor D. April and Renee: the supermodel, the tennis player, and the discourses of trans/sexual difference [videocassette]. Bethesda (MD): National Library of Medicine (US); 2005. 1 videocassette: 75 min., sound, color, 1/2 in.


Van Peebles M. Classified X [videocassette]. Yves Jeanneau Y, Le Goff C, producers; Mabilat C, Jones J, editors. [place unknown]: WinStar Home Entertainment; 1998. 1 videocassette: 50 min., sound, color and black & white, 1/2 in.


7. Audiovisual authors with compound last names


8. Audiovisuals with organization as author


9. Audiovisuals with organization as author with subsidiary part of organization named


Akademiia Meditsinskikh nauk SSSR, Institut Tuberkuleza. Udalenie doli legkogo pri tuberkuleze [Lung lobe resection in tuberculosis] [motion picture]. Moscow: Otdel nauchnoi Kinofotodokumentatsii AMN SSSR; [1957?]. 2 reels: sound, color, 35 mm. Russian.

10. Audiovisuals with more than one organization as author


11. Audiovisuals with no authors found

Collaborative research with communities: value added & challenges faced [videocassette]. Washington: Public Health Foundation; 2006. 1 videocassette: 103 min., sound, color, 1/2 in.


12. Audiovisuals with author affiliation included

Whitlock DG (Department of Radiology, University of Colorado Health Sciences Center, Denver, CO), Spitzer VM (Department of Cellular and Structural Biology, University of Colorado Health Sciences Center, Denver, CO). Video 3D atlas of the human head & neck in cross section [videodisc]. St. Louis (MO): Mosby-Year Book; 1993. 1 videodisc: silent, color with black & white, 12 in.

13. Audiovisuals with constructed title

Work TH. [Galapagos] [motion picture]. [place unknown]: T. Work; 1988. 2 reels: 3000 ft., silent, color, 16 mm.

14. Audiovisuals with title in a language other than English

15. Audiovisuals published with parallel text in two languages


16. Audiovisuals published with text in multiple languages


Apparition et evolution de l'infirmite motrice cerebrale chez le nourrisson [The onset and evolution of cerebral palsy] [videocassette]. Champaign (IL): University of Illinois, Board of Trustees; c1983. 1 videocassette: 36 min., sound, color, 3/4 in. French, English.

17. Audiovisuals with Greek letters in titles

β-arrestins: traffic cops of cell signaling [videocassette]. [Bethesda (MD)]: National Institutes of Health (US), Medical Arts and Photography Branch; 2002. 1 videocassette: 60 min., sound, color, 1/2 in.

may become

Beta-arrestins: traffic cops of cell signaling [videocassette]. [Bethesda (MD)]: National Institutes of Health (US), Medical Arts and Photography Branch; 2002. 1 videocassette: 60 min., sound, color, 1/2 in.

18. Audiovisuals with more than one type of medium

Microhemagglutination assay methods in the diagnosis of syphilis [audiocassette + slide]. Batavia (IL): NCCE; [1980?]. 1 audiocassette: 40 min., 1 7/8 ips.; 29 slides: color, 2 x 2 in.

The Guinea pig: handling and basic techniques [slide + audiocassette]. Stockholm (Sweden): FELASA; 1981. 31 slides: color, 2 x 2 in.; 1 audiocassette: 1 7/8 ips. English, German, Norwegian.


19. Audiovisuals with edition/version


20. Audiovisuals with authors and producer(s), editor(s), or other secondary authors

Hable M. Avoiding charges of negligence [videocassette]. Classroom Productions, producer. Irvine (CA): ConceptMedia; c2002. 1 videocassette: 25 min., sound, color, 1/2 in.


Van Peebles M. Classified X [videocassette]. Yves Jeanneau Y, Le Goff C, producers; Mabilat C, Jones J, editors. [place unknown]: WinStar Home Entertainment; 1998. 1 videocassette: 50 min., sound, color and black & white, 1/2 in.


21. Audiovisuals with multiple organizations as producer


22. Audiovisual producers with subsidiary division

23. Audiovisual producers when there is no author


Alcohol and drug use and the cultures of addiction [videocassette]. Torres IA, Westbrook M, producers. Rockville (MD): Department of Health and Human Services (US), Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Treatment; 2003. 1 videocassette: 60 min., sound, color, 1/2 in.

24. Audiovisuals with editors when there is no author


25. Audiovisuals with well-known place of publication


Cutler M. Radium treatment of carcinoma of the cervix [motion picture]. Chicago Film Laboratory, producer. Chicago: Petrolager Laboratories; 1938. 2 reels: silent, black & white, 35 mm.

26. Audiovisual place of publication with geographic qualifier added for clarity


Kontrastdarstellung des Herzens und der grossen Gefasse im Rontgen-Kinofilm [Demonstration of the heart and large vessels in cine-radiographic film] [motion picture]. Bonn (Germany): [publisher unknown]; 1959. 1 reel: sound, black & white, 16 mm. German.
27. Audiovisals with place of publication inferred

Fluoride: the magnificent mineral [motion picture]. [Bethesda (MD)]: National Institute of Dental Research (US), National Caries Program; c1984. 1 reel: 468 ft., sound, color with black & white, 16 mm.

28. Audiovisals with no place of publication found

Van Peebles M. Classified X [videocassette]. Yves Jeanneau Y, Le Goff C, producers; Mabilat C, Jones J, editors. [place unknown]: WinStar Home Entertainment; 1998. 1 videocassette: 50 min., sound, color and black & white, 1/2 in.

Work TH. [Galapagos] [motion picture]. [place unknown]: T. Work; 1988. 2 reels: 3000 ft., silent, color, 16 mm.

29. Audiovisual publisher with subsidiary department/division named

Stryker MP. Making maps in the brain [videocassette]. Bethesda (MD): National Institutes of Health (US), Medical Arts and Photography Branch, Office of Research Services; 2006. 1 videocassette: 63 min., sound, color, 1/2 in.


30. Audiovisuals with government agency as publisher

Epidemiology and prevention of viral hepatitis A, B, C, D, E: an overview [slide]. Atlanta (GA): Centers for Disease Control and Prevention (US); 1996. 67 slides: color, 2 x 2 in.


Stryker MP. Making maps in the brain [videocassette]. Bethesda (MD): National Institutes of Health (US), Medical Arts and Photography Branch, Office of Research Services; 2006. 1 videocassette: 63 min., sound, color, 1/2 in.

31. Audiovisuals with joint publication


32. Audiovisuals with no publisher found

Kontrastdarstellung des Herzens und der grossen Gefasse im Rontgen-Kinofilm [Demonstration of the heart and large vessels in cine-radiographic film] [motion picture].
Bonn (Germany): [publisher unknown]; 1959. 1 reel: sound, black & white, 16 mm. German.

33. Audiovisuals with no place of publication or publisher found

Onepauur ydarehur dephmpudhou kucmbi cpedocmehur [Ablation of a cyst in the mediastinum] [motion picture]. [place unknown: publisher unknown]; 1954. 1 reel: sound, color, 35 mm. Russian.

Physics and technology applied to radiology and radiation oncology [slide]. [place unknown: publisher unknown]; 1994. 100 slides: color with black & white, 2 x 2 in.

34. Audiovisuals with standard date of publication


35. Audiovisuals with date of copyright instead of date of publication


Hegner BR. Delmar’s nursing assistant laser discs [videodisc]. Albany (NY): Delmar Publishers; c1995. 5 videodiscs: 4 1/2 hr., sound, color, 12 in.

36. Audiovisuals with date of publication and date of copyright


37. Audiovisuals with date range of publication


38. Audiovisuals with date of publication estimated

Akademiia Meditsinskikh nauk SSSR, Institut Tuberkuleza. Udalenie doli legkogo pri tuberkuleze [Lung lobe resection in tuberculosis] [motion picture]. Moscow: Otdel nauchnoi Kinofotodokumentatsii AMN SSSR; [1957?]. 2 reels: sound, color, 35 mm. Russian.
39. Audiovisuals with no date of publication or copyright found
Cartwright B, D’Andrea M, Daniels J. Confronting racial and gender difference: 3 approaches to multicultural counseling and therapy [videocassette]. Framingham (MA): Microtraining Associates; [date unknown]. 1 videocassette: 80 min., sound, color, 1/2 in.

40. Audiovisuals with no place, publisher, or date of publication found
Technique of laparoscopy [motion picture]. [place, publisher, date unknown]. 1 reel: 757 ft., sound, color, 16 mm.

41. Audiovisual series with number given
Assessment & diagnosis [videocassette]. Nick Kaufman Productions, producer. Clifton Park (NY): Thomson Delmar Learning; c2003. 1 videocassette: 30 min., sound, color, 1/2 in. (Core concepts in nursing; program 2).


Fuller MG. Cocaine use and its medical consequences [slide]. Hanover (NH): Project Cork; c1995. 62 slides: color, 2 x 2 in. (Alcohol use and its medical consequences; unit 11).

42. Audiovisuals with series without number
Rawson RA. Methamphetamine-- new knowledge, new treatments [videocassette]. Center City (MN): Hazelden Foundation; c2006. 1 videocassette: 64 min., sound, color, 1/2 in. (The clinical innovators series).

43. Audiovisuals with series with editor

44. Audiovisuals with sponsorship note included
Advances in diagnosis and treatment of sleep apnea and snoring [videocassette]. Cherry Hill (NJ): CMEinfo.com; 2000. 7 videocassettes: 13 hr., sound, color, 1/2 in. Sponsored by University of Pennsylvania School of Medicine.
45. Audiovisuals accompanied by a manual or other material


46. Audiovisuals with supplemental note included

A family perspective: type 2 diabetes in young people [videocassette]. Timonium (MD): Milner-Fenwick; c2005. 1 videocassette: 19 min., sound, color, 1/2 in. Produced in cooperation with the American Association of Diabetes Educators.


Taylor HL Jr. Health and the built environment: the effects of where we live, work and play [videocassette]. Chapel Hill (NC): University of North Carolina, School of Public Health, Minority Health Program; c2005. 1 videocassette: 90 min., sound, color, 1/2 in. From the 26th Minority Health Conference, held in 2005 at Chapel Hill, NC.


Fluoride: the magnificent mineral [motion picture]. [Bethesda (MD)]: National Institute of Dental Research (US), National Caries Program; c1984. 1 reel: sound, color with black & white, 16 mm. Made possible by a grant from the Colgate-Palmolive Co.

Harbaugh OS, Slocum DB. Amputation of lower extremity [motion picture]. [Washington]: War Department (US); 1944. 2 reels: 45 min., silent, color, 16 mm. Located at: History of Medicine Division, National Library of Medicine; WE 850 VC no.40 1944.

Barry J, Hoard C. P.I.S.T. [motion picture]. Barry J, producer. Santa Monica (CA): Pyramid Film & Video; 1984. 1 reel: 6 min., sound, color, 16 mm. P.I.S.T. is an acronym for Psychological Improvement Situational Training.

Microhemagglutination assay methods in the diagnosis of syphilis [audiocassette + slide]. Batavia (IL): NCCE; [1980?]. 1 audiocassette: 40 min., 1 7/8 ips.; 29 slides: color, 2 x 2 in. NCCE stands for National Center for Continuing Education.

History of bioterrorism: biological warfare and terrorism [videocassette]. [Atlanta (GA)]: Centers for Disease Control and Prevention (US); 2003. 1 videocassette: 27 min., sound, color with black & white sequences, 1/2 in. Parts of this video were adapted from "Biological warfare and terrorism: the military and public health response," co-produced
by the United States Army Medical Research Institute of Infectious Diseases (USAMRIID), the Food and Drug Administration (FDA), and the Centers for Disease Control and Prevention (CDC), 1999.
A. Sample Citation and Introduction to Citing Journal Articles in Audiovisual Formats

The general format for a reference to an article from a journal published as an audiovisual, including punctuation:

- on videocassette:

  Nakad SY, Moon TD, Wolf JS Jr. Hand-assisted laparoscopic renal surgery. Videouroli Times [videocassette]. 1998;11(2):[presentation 1, 12 min.]. 1 videocassette: sound, color, 1/2 in.

- on audiocassette:
Examples of Citations to Journal Articles in Audiovisual Formats

Journal articles in audiovisual formats are usually found in videocassette or audiocassette form. With the advent of CD-ROM and the Internet, many of these titles either ceased publication or migrated to the newer formats, but a few continue to be published and older articles continue to be cited.

Cite articles in audiovisual format using the standard format for journal articles (see Chapter 1), but add the type of medium, i.e., [videocassette] or [audiocassette], after the title to alert the user that special equipment is needed to view the article.

Videocassettes and audiocassettes do not use page numbers, so citations to journal articles in these formats require the addition of information on their placement within the cassette. Some publishers provide wording such as article 2 or segment 3, but if no wording is found, use "presentation." Citations to articles on audiocassette also require an indication of which side of the cassette contains the article being cited. See Location in the next section for further details.

Provide the extent or length of an article in terms of the run time, since page numbers are not present. Run time (also known as running-time) is the length of the film or program in minutes, such as 140 min. Further details of the physical description may also be provided to give additional information such as size, which can affect the equipment needed to view the item. See Physical Description (O) in the next section for details.

This chapter covers journal articles that are published as audiovisuals. See Chapter 19 for journals published in CD-ROM, DVD, or disk, and Chapter 23 for journals on the Internet. Because examples of journal articles published on videocassette or audiocassette are few in number compared to journal articles in print format, see also Chapter 1A Journals Articles for additional examples of specific parts of a citation.

The chief source for information about an audiovisual is the opening screens. If more information is needed, consult the case housing the audiovisual or any accompanying booklet or documentation.

Note that citations to journal articles published in videocassette or audiocassette format are not in PubMed.
Citation Rules with Examples for Journal Articles in Audiovisual Formats

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Author Affiliation (O) | Article Title (R) | Journal Title (R) | Edition (R) | Type of Medium (R) | Date of Publication (R) | Volume Number (R) | Issue Number (R) | Location (Pagination) (R) | Physical Description (O) | Language (R) | Notes (O)

Author for Journal Articles in Audiovisual Formats (required)

General Rules for Author

- List names in the order they appear on the opening screens or text, the carrying case, or in accompanying documentation
- Enter surname (family or last name) first for each author
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
- Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
- Give all authors, regardless of the number
- Separate author names from each other by a comma and a space
- End author information with a period

Specific Rules for Author

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Organizations as author
- Editor instead of an author
- No author can be found
- Options for author names
**Box 1. Surnames with hyphens and other punctuation in them.**

- Keep hyphens within surnames
  
  Estelle Palmer-Canton *becomes* Palmer-Canton E  
  Ahmed El-Assmy *becomes* El-Assmy A

- Keep particles, such as O', D', and L'
  
  Alan D. O'Brien *becomes* O'Brien AD  
  Jacques O. L'Esperance *becomes* L'Esperance JO  
  U. S'adeh *becomes* S'adeh U

- Omit all other punctuation in surnames
  
  Charles A. St. James *becomes* St James CA

**Box 2. Other surname rules.**

- Keep prefixes in surnames
  
  Lama Al Bassit *becomes* Al Bassit L  
  Jiddeke M. van de Kamp *becomes* van de Kamp JM  
  Gerard de Pouvourville *becomes* de Pouvourville G

- Keep compound surnames even if no hyphen appears
  
  Sergio Lopez Moreno *becomes* Lopez Moreno S  
  Jaime Mier y Teran *becomes* Mier y Teran J  
  Virginie Halley des Fontaines *becomes* Halley des Fontaines V

  [If you cannot determine from the article whether a surname is a compound one or a combination of a middle name and a surname, look to the table of contents of the issue or an annual or other index for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  ▪ Treat a letter marked with diacritics or accents as if it were not marked

*Box 2 continues on next page...*
Box 2 continued from previous page.

Å treated as A
Ø treated as O
Ç treated as C
Ł treated as L
à treated as a
ê treated as e
ñ treated as n
ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters
  ae treated as ae
  œ treated as oe

Box 3. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names
  Jean-Louis Lagrot becomes Lagrot JL

- Use only the first letter of given names and middle names when they contain a prefix, a preposition, or other particle
  D'Arcy Hart becomes Hart D
  W. St. John Patterson becomes Patterson WS
  De la Broquerie Fortier becomes Fortier D
  Craig McC. Brooks becomes Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.
  Ch. Wunderly becomes Wunderly C
  C. Fr. Erdman becomes Erdman CF

Box 3 continues on next page...
Box 3 continued from previous page.

• For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter when the original initial is represented by more than one letter

  Iu. A. Iakontov  becomes  Iakontov IuA
  G. Th. Tsakalos  becomes  Tsakalos GTh

Box 4. Degrees, titles, and honors before or after a personal name.

• Omit degrees, titles, and honors that follow a personal name, such as M.D.

  James A. Reed, M.D., F.R.C.S.  becomes  Reed JA
  Katherine Schmidt, Ph.D.  becomes  Schmidt K
  Robert V. Lang, Major, US Army  becomes  Lang RV

• Omit rank and honors that precede a name, such as Colonel or Sir

  Sir Frances Hildebrand  becomes  Hildebrand F
  Dr. Helga Eberhard  becomes  Eberhard H
  Captain R. C. Williams  becomes  Williams RC

Box 5. Designations of rank in a family, such as Jr and III.

• Place family designations of rank after the initials, without punctuation

• Convert roman numerals to arabic ordinals

  Examples :

  Vincent T. DeVita, Jr.  becomes  DeVita VT Jr
  James G. Jones II  becomes  Jones JG 2nd
  John A. Adams III  becomes  Adams JA 3rd
  Henry B. Cooper IV  becomes  Cooper HB 4th
**Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).**

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese.
- Capitalize only the first letter of romanized names when the original initial is represented by more than one letter.
  
  - Iu. A. Iakontov becomes Iakontov IuA
  
  - G. Th. Tsakalos becomes Tsakalos GTh
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat a letter marked with diacritics or accents as if it were not marked.
    
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ă treated as g
    - Ń treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they were two letters.
    
    - æ treated as ae
    - ö treated as oe

**Box 7. Organizations as author.**

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

*Box 7 continues on next page...*
• Omit "The" preceding an organizational name

The American Cancer Society becomes American Cancer Society

• If a division or other part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

American Medical Association, Committee on Ethics.

International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

• When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

National Academy of Sciences (US).

Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

• Separate two or more different organizations by a semicolon

Canadian Association of Orthodontists; Canadian Dental Association.

American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

• If both individuals and an organization(s) appear on the title page of an article as authors, give both, in the order they appear in the article, and separate them by a semicolon

Sugarman J, Getz K, Speckman JL, Byrne MM, Gerson J, Emanuel EJ; Consortium to Evaluate Clinical Research Ethics.


Margulies EH; NISC Comparative Sequencing Program; Maduro VV, Thomas PJ, Tomkins JP, Amemiya CT, Luo M, Green ED.

• For names of organizations in languages other than English:
**Box 7 continued from previous page.**

- Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

  Istituto di Fisiologia Clinica del CNR.

  Universitatsmedizin Berlin.

  Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

- Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

  Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

- Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

  [Chinese Medical Society].

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat a letter marked with diacritics or accents as if it were not marked

    * Å treated as A*  
    * Ø treated as O*  
    * Ç treated as C*  
    * Ł treated as L*  
    * à treated as a*  
    * ţ treated as g*  
    * ň treated as n*
Box 7 continued from previous page.

- ü treated as u
- Treat two or more letters printed as a unit (ligated letters) as if they were two letters
  - æ treated as ae
  - œ treated as oe

Box 8. Editor instead of an author.

- If no person or organization can be found as the author but an editor is present, begin the reference with the name of the editor. Follow the same rules used for author names, but end the list of names with a comma and the word editor or editors.
  

- If no person or organization can be identified as the author and no editors are given, begin the reference with the title of the article. Do not use anonymous.
  
  OPO certification. Transpl Video J [videocassette]. 2000 Fall;(12): [presentation 2, 8 min.]. 1 videocassette: sound, color, 1/2 in.

Box 9. No author can be found.

- If no person or organization can be found as the author but editors or translators are present, begin the reference with the names of the editors or translators. Follow the same rules used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.
  

- If no person or organization can be identified as the author and no editors or translators are given, begin the reference with the title of the article. Do not use anonymous.
  
  OPO certification. Transpl Video J [videocassette]. 2000 Fall;(12): [presentation 2, 8 min.]. 1 videocassette: sound, color, 1/2 in.
Box 10. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon.

  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.
  Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors or first six authors. Follow the last named author by a comma and "et al." or "and others."

  Adler DG, Baron TH, Davila RE, Egan J, Hirota WK, Leighton JA, and others.

Examples for Author

1. Standard article in audiovisual format
2. Article in audiovisual format with optional full first names for authors
3. Article in audiovisual format with author having designation of family rank
4. Article in audiovisual format with author having prefix or particle
5. Article in audiovisual format with author having compound last name
6. Article in audiovisual format with editors instead of authors
7. Article in audiovisual format with no author found

Author Affiliation for Journal Articles in Audiovisual Formats (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the affiliation
- Place the affiliation in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the closing parenthesis, unless it is the affiliation of the last author, then use a period
Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names not in English
- Names for cities and countries not in English

Box 11. Abbreviations in affiliations.

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

  *Examples:*

  Acad. for Academy
  Assoc. for Association
  Co. for Company
  Coll. for College
  Corp. for Corporation
  Dept. for Department
  Div. for Division
  Inst. for Institute or Institution
  Soc. for Society
  Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference, abbreviate the same word in all references.

Box 12. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space

Box 12 continues on next page...
Box 12 continued from previous page.

- Insert the e-mail address as it appears in the publication
- Do not end an e-mail address with a period
- Place the e-mail address within the closing parenthesis for the author affiliation

Example:

Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

Box 13. Organizational names not in English.

- Give the affiliation of all authors or only the first author
- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or two-letter ISO country code (see Appendix D) if non-US
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat a letter marked with diacritics or accents as if it were not marked
    \[\begin{array}{ll}
    \text{Ä} & \text{treated as } A \\
    \text{Ø} & \text{treated as } O \\
    \text{Ç} & \text{treated as } C \\
    \text{Ł} & \text{treated as } L \\
    \text{à} & \text{treated as } a \\
    \text{ǵ} & \text{treated as } g \\
    \text{ń} & \text{treated as } n \\
    \text{ü} & \text{treated as } u \\
    \end{array}\]

  - Treat two or more letters printed as a unit (ligated letters) as if they were two letters
    \[\text{æ} \text{treated as } \text{ae}\]

Box 13 continues on next page...
For non-English organizational names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.), provide the name in the original language:

- Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatría, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

- Pinet LM (Departamento de Servicios de Salud de Emergencia, Escuela de Posgrado, Universidad de Maryland, Condado de Baltimore, USA. lpinetl@umbc.edu).

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

- Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucuresti), Burcos T, Ungureanu CD, Zodieru-Popa I.

- Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese)

- Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

**Box 14. Names for cities and countries not in English.**

- Use the English form for names of cities and countries whenever possible. However, the name as found on the publication may always be used.

  - Moskva becomes Moscow

  - Wien becomes Vienna

**Box 14 continues on next page...**
Box 14 continued from previous page.

Italia becomes Italy
Espana becomes Spain

Examples for Author Affiliation

8. Article in audiovisual format with author affiliation included

Article Title for Journal Articles in Audiovisual Formats (required)

General Rules for Article Title

- Enter the title of an article as it appears on the opening screens or text, the carrying case, or in accompanying documentation
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless some other form of punctuation (such as a question mark, period, or exclamation point) is already present
- Translate titles not in English into English; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it (see Translated article titles ending in punctuation other than a period below)

Box 17. Translated article titles ending in punctuation other than a period.

- Most article titles end in a period. When a translation of an article title is provided, place it in square brackets. Place the closing period outside the brackets.

  [A new, safe and simple breath test for the diagnosis of impaired digestion].

  or

  Un nuovo, sicuro e semplice breath test per la diagnosi di maldigestione [A new, safe and simple breath test for the diagnosis of impaired digestion].

- If a translated article title ends in another form of punctuation, keep that punctuation. Place it within the square brackets for the translation and end title information with a period outside the brackets.

  [Quality criteria in medicine: which limits?].

  or

  Les criteres de qualite en medecine: jusqu' ou aller? [Quality criteria in medicine: which limits?].
Specific Rules for Article Title

- Article titles not in English
- Article titles in more than one language
- Translated article titles ending in punctuation other than a period
- Article titles containing a Greek letter, chemical formula, or other special character
- Article titles with headers
- No article title can be found

Box 15. Article titles not in English.

- Translate article titles not in English. Place all translated titles in square brackets. Indicate the particular language after the pagination.


- Whenever possible, place the original language title or romanized title before the translation
  - Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

  Neue Nifedipin-Zubeitung ermöglicht tägliche Einmalgabe [New nifedipine preparation makes single daily dose possible].

  - Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
    - Treat a letter marked with diacritics or accents as if it were not marked

      Å treated as A
      Ø treated as O
      Ç treated as C
      Ł treated as L
      à treated as a
      ź treated as g
Box 15 continued from previous page.

- ñ treated as n
- ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters
  - æ treated as ae
  - œ treated as oe

Example:

Box 16. Article titles in more than one language.

- If an article appears in English as well as other languages, give the English language version of the article title. Indicate all languages of publication after the location (pagination) and separate them by commas.

- If an article appears in more than one language and none of them is English, translate the title into English and place the translation in square brackets. Indicate all languages of publication after the location (pagination) and separate them by commas.

- As an option, if an article title is presented in two equal languages, as often occurs in Canadian publications, give both titles in the order in which they are presented, with an equals sign between them. Indicate all languages of publication after the location (pagination) and separate them by commas.

  Prise en charge des thrombocytopenies induites par l'héparine = Management of heparin-induced thrombocytopenia.

Box 18. Article titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of an article title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

Box 18 continues on next page...
Box 18 continued from previous page.

von Willebrand disease.

p53 and its downstream proteins.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

Influence of seed extract of Syzygium cumini (Jamun) on mice exposed to different doses of γ-radiation.

*may become*

Influence of seed extract of Syzygium cumini (Jamun) on mice exposed to different doses of gamma-radiation.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

Human Rhesus-associated glycoprotein mediates facilitated transport of NH₃ into red blood cells.

*may become*

Human Rhesus-associated glycoprotein mediates facilitated transport of NH(3) into red blood cells.

Box 19. Article titles with headers.

- Journal articles sometimes contain a header at the top (such as news, case report, or clinical study) to indicate a section of the issue. Do not include a header as part of the article title unless the table of contents for the journal issue indicates that it is.

Box 20. No article title can be found.

- Occasionally an article does not appear to have any title; the article simply begins with the text. In this circumstance, create a title from the first few words of the text and place it in square brackets. Use enough words to make the constructed title meaningful.


Examples for Article Title

9. Article in audiovisual format with article title in a language other than English
10. Article in audiovisual format with article title constructed

Journal Title for Journal Articles in Audiovisual Formats (required)

General Rules for Journal Title

- Enter the journal title in the original language
- Abbreviate significant words in a journal title (see Abbreviation rules for journal titles below) and omit other words, such as articles, conjunctions, and prepositions
- Capitalize all remaining title words, including abbreviations
- Cite a journal name as it was published at the time. For example, VideoUrology officially changed title to VideoUrology Times in 1991. Cite articles from 1990 and earlier as Videourology, not as Videourol Times.
- End the journal title with a space

**Box 21. Abbreviation rules for journal titles.**

- Abbreviate and capitalize significant words in a journal title and omit other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and, L'.

  Practical Reviews in Dermatology *becomes* Pract Rev Dermatol [audiocassette].

  Video Revista Italiana di Medicina e Chirurgia *becomes* Video Rev Ital Med Chir [videocassette].

  Drugs & Devices *becomes* Drugs Devices [videocassette].

  [A list of the abbreviations for common English words used in journal titles is in Appendix A. See Appendix B for other sources.]

- Do not abbreviate journal titles that consist of a single word or titles written in a character-based language such as Chinese and Japanese

  Gastroenterology *becomes* Gastroenterology [audiocassette].

  Momaku Fukuijutsu *becomes* Momaku Fukuijutsu [videocassette].

- Do not include journal subtitles as part of the abbreviated title


- Omit any punctuation found in a title

  Audio-digest Anesthesiology *becomes* Audio Dig Anesthesiol [audiocassette].

*Box 21 continues on next page...*
Some bibliographies and online databases show a place of publication after a journal title, such as Emerg Med (Glendale, Calif). This practice is used to show that two or more journal titles with the same name reside in a library collection or database; the name of the city where the journal is published distinguishes the titles. The city or state/country is usually shown in abbreviated format following the same rules as for words in journal titles, as Calif for California in the example above. If you use a bibliography or database to verify your reference and a place name is included, you may keep it if you wish.

See also *Construction of National Library of Medicine Title Abbreviations*

---

### Specific Rules for Journal Title

- Abbreviation rules for journal titles
- Single word journal titles
- Non-English journal titles
- Multiple language journal titles
- Journals appearing in different editions
- Options for journal titles

---

#### Box 22. Single word journal titles.

- Do not abbreviate journal titles consisting of a single word, regardless of language
  
  Dermatology. *becomes* Dermatology [audiocassette].

---

#### Box 23. Non-English journal titles.

- For non-English journal titles appearing in the roman alphabet (French, German, Spanish, Italian, etc.), provide the name in the original language. Abbreviate it according to the Abbreviation rules for journal titles and capitalize all remaining title words, including abbreviations. Indicate the language of the article after the location (pagination).


- For a journal title in a non-roman alphabet:
Box 23 continued from previous page.

- Romanize (write in the roman alphabet) the title if it is in Cyrillic, Greek, Arabic, Hebrew, or Korean. Abbreviate it according to the Abbreviation rules for journal titles and capitalize all remaining title words, including abbreviations. Indicate the language of the article after the pagination.

  Nervn Perevoz [audiocassette].

- Romanize the title if in a character-based language (Chinese, Japanese). Do not abbreviate any of the words or omit any words; use the capitalization system of the particular language. Indicate the language of the article after the pagination.

  Momaku Fukuijutsu [videocassette].

  [It is not NLM practice, but you may translate journal titles in character-based languages. If you do, abbreviate the title according to the Abbreviation rules for journal titles and indicate the language of the article after the pagination.]

  Retin Surg [videocassette].

- A good authority for romanization is the ALA-LC Romanization Tables

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat a letter marked with diacritics or accents as if it were not marked
    
    Å treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a
    ģ treated as g
    ñ treated as n
    ü treated as u

  - Treat two or more letters printed as a unit (ligated letters) as if they were two letters

  Box 23 continues on next page...
Box 23 continued from previous page.

æ treated as ae
œ treated as oe

Box 24. Multiple language journal titles.

- For a journal title appearing in more than one language, use the title in the first language found, in order of preference: on the title page of the issue, on the issue cover, or on the masthead.

Box 25. Journals appearing in different editions.

- If a journal is published in more than one edition, include the edition information after the title.
- Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and, L’.
- Omit any punctuation found.
- Separate the edition from the title itself by a space and place it in parentheses.
- Do not follow abbreviated words by a period, but end all title information with a period.
  
  First Image. OB/GYN Edition becomes First Image (OB GYN Ed) [videocassette].
  
- See the Abbreviation rules for editions for more information.

Box 26. Options for journal titles.

The following forms are not NLM practice for citing journal titles, but are acceptable options:

- Periods may be placed after each abbreviated word in the title.
  
  Video J Orthop [videocassette]. may become Video. J. Orthop. [videocassette].
  
- The title may be written out in full.
  
  Video Journal of Orthopaedics [videocassette].
Box 27. Abbreviation rules for editions.

- Use the same rules for abbreviating the words in an edition statement as for the words in journal titles, because an edition is considered a part of the title in journal citations.

- Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and, L’. See Appendix A for a list of commonly abbreviated English words in journal titles. See Appendix B for other sources.

- Omit any punctuation found.

- Separate the edition from the title by a space and place it in parentheses.

- Do not follow abbreviated words with a period, but end all the title information with a period.

Example:

First Image. OB/GYN Edition becomes First Image (OB GYN Ed) [videocassette].

Examples for Journal Title


Edition for Journal Articles in Audiovisual Formats (required)

General Rules for Edition

- Indicate the edition/version being cited after the title if a journal is published in more than one edition or version.

- Abbreviate each significant word (see Abbreviation rules for editions) and omit other words, such as articles, conjunctions, and prepositions.

- Capitalize all remaining title words, including abbreviations.

- Place the edition statement in parentheses, such as (Br Ed).

- End the edition statement with a space.

Specific Rules for Edition

- Abbreviation rules for editions.

- Non-English words for editions.
Box 28. Non-English words for editions.

- For non-English edition statements written in the roman alphabet (French, German, Spanish, Italian, etc.):
  - Provide the name in the original language
  - Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: de, der, y, les, and, L’.
    - Sources for word abbreviations are:
      - List of Journals Indexed for MEDLINE
      - PubMed Journals Database
      - Appendix B for non-NLM sources
  - Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
    - Treat letters marked with a diacritic or accent as if they are not marked
      \[\begin{align*}
      Å & \text{ treated as } A \\
      Ø & \text{ treated as } O \\
      Ç & \text{ treated as } C \\
      Ł & \text{ treated as } L \\
      à & \text{ treated as } a \\
      ţ & \text{ treated as } g \\
      ſ & \text{ treated as } n \\
      ü & \text{ treated as } u
      \end{align*}\]
    - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
      \[\begin{align*}
      æ & \text{ treated as } ae \\
      œ & \text{ treated as } oe
      \end{align*}\]
  - Separate the edition from the title itself by a space and place it in parentheses
  - Do not follow abbreviated words with a period, but end all the journal title information with a period
- For an edition statement written in Cyrillic, Greek, Arabic, Hebrew, or Korean

Box 28 continues on next page...
Box 28 continued from previous page.

- Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the ALA-LC Romanization Tables.
- Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: de, la, por, der, and L'.
  - Sources for word abbreviations are:
    - List of Journals Indexed for MEDLINE
    - PubMed Journals Database
    - Appendix B for non-NLM sources
- Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Example: č or ç becomes c
- Separate the edition from the title proper by a space and place it in parentheses
- Do not follow abbreviated words with a period, but end all journal title information with a period
- For an edition statement written in a character-based language such as Chinese and Japanese.
  - Transliterate the words for edition
  - Do not abbreviate any of the words or omit any words
  - Use the capitalization system of the particular language
  - Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
    - Examples:
      - ō becomes o
      - ū becomes u
  - Separate the edition from the title proper by a space and place it in parentheses
End all title information with a period

It is not NLM practice, but you may translate such journal titles and their editions. If you do, abbreviate them according to the Abbreviation rules for journal titles.

Below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

<table>
<thead>
<tr>
<th>Language</th>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danish</td>
<td>oplag</td>
<td>n.a.</td>
</tr>
<tr>
<td>Dutch</td>
<td>uitgave</td>
<td>Uitg</td>
</tr>
<tr>
<td></td>
<td>editie</td>
<td>Ed</td>
</tr>
<tr>
<td>Finnish</td>
<td>julkaisu</td>
<td>Julk</td>
</tr>
<tr>
<td>French</td>
<td>edition</td>
<td>Ed</td>
</tr>
<tr>
<td>German</td>
<td>Ausgabe</td>
<td>Ausg</td>
</tr>
<tr>
<td>Greek</td>
<td>ekdosis</td>
<td>Ekd</td>
</tr>
<tr>
<td>Italian</td>
<td>edizione</td>
<td>Ed</td>
</tr>
<tr>
<td>Norwegian</td>
<td>publikasjon</td>
<td>Publ</td>
</tr>
<tr>
<td>Portuguese</td>
<td>edicao</td>
<td>Ed</td>
</tr>
<tr>
<td>Russian</td>
<td>izdanie</td>
<td>Izd</td>
</tr>
<tr>
<td>Spanish</td>
<td>edicion</td>
<td>Ed</td>
</tr>
<tr>
<td>Swedish</td>
<td>upplaga</td>
<td>n.a.</td>
</tr>
</tbody>
</table>

Examples for Edition

11. Article in audiovisual format with journal title having an edition

Type of Medium for Journal Articles in Audiovisual Formats (required)

General Rules for Type of Medium

- Indicate the type of medium (videocassette, audiocassette, etc.) following the journal title (and edition, if present)
- Place the name of the medium in square brackets and end with a period, such as "[videocassette]."
- Add information about the medium according to the instructions under Physical Description below

Specific Rules for Type of Medium

- Both an edition and a type of medium
Box 29. Both an edition and a type of medium.

- If a journal has both an edition and a type of medium, follow the title with the edition, then the type of medium

  First Image (OB GYN Ed) [videocassette].

Examples for Type of Medium

1. Standard article in audiovisual format

Date of Publication for Journal Articles in Audiovisual Formats (required)

General Rules for Date of Publication

- Include the year, month, and day of publication in that order. For example: 2004 May 5.
- Convert roman numerals to arabic numbers, such as MM to 2000
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End date information with a semicolon unless there is no volume or issue (see No volume or issue following the date below), then use a colon

Box 34. No volume or issue following the date.

A volume number usually follows the date of publication. Occasionally a journal is published in a series of issues without volumes or is published with a supplement, part, or special number to a date of publication rather than to a volume or issue.

- If there are issues only, no volume numbers, follow the date of publication with a semicolon and the issue number, placed in parentheses. End with a colon.

  1995;(4):

  2003 Apr-Jun;(3-4):

- If a journal publishes a supplement, part, or special number to a date of publication rather than to a volume or issue:

  - Follow the date of publication with a semicolon
  - Capitalize and abbreviate the words used for such divisions, but do not end the abbreviated words with a period

    Supplement = Suppl

    Part = Pt

Box 34 continues on next page...
Box 34 continued from previous page.

Special Number = Spec No

- Follow the words with any accompanying letter or number found, as Suppl 1 and Pt A
- Place parts only in parentheses
- End supplement, part, or special number information with a colon

*Examples:*

<table>
<thead>
<tr>
<th>2005;Suppl:</th>
<th>2005;(Pt 3):</th>
<th>2005;Spec No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005;Suppl A:</td>
<td>2005;(Pt B):</td>
<td>2005;Spec No 2:</td>
</tr>
<tr>
<td>2005;Suppl 1:</td>
<td>2005 Jan;(Pt 1):</td>
<td>2005 Jan;Spec No:</td>
</tr>
<tr>
<td>2005 Jan;Suppl:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2005;Abstr Suppl:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- If there are no volume numbers, issue numbers, supplements, parts, or special numbers, follow the date information with a colon and the location (pagination) and extent of the article

  2000:Side A [program 2, 34 min.].
  2004 Jan:[presentation 3, 12 min].
  2005 Winter:[article 1, 22 min].

Specific Rules for Date of Publication

- Further divisions to a date other than volume or issue
- Multiple years, months, or days of publication
- Non-English names for months
- Seasons instead of months
- No volume or issue following the date
- Options for dates

Box 30. Further divisions to a date other than volume or issue.

A journal may publish a supplement, part, or special number to a date of publication rather than to a specific volume or issue.

- Capitalize and abbreviate the words used for such divisions, but do not end the abbreviated words with a period

Box 30 continues on next page...
Box 30 continued from previous page.

Supplement = Suppl

Part = Pt

Special Number = Spec No

- Translate non-English words. See the following examples:

<table>
<thead>
<tr>
<th>Language</th>
<th>Suppl</th>
<th>Spec No</th>
<th>Pt</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>supplement</td>
<td>nombre speciale</td>
<td>partie</td>
</tr>
<tr>
<td></td>
<td>annexe</td>
<td></td>
<td>part</td>
</tr>
<tr>
<td>German</td>
<td>Beiblatt</td>
<td>spezielle Zahl</td>
<td>Teil</td>
</tr>
<tr>
<td></td>
<td>Beilage</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Erganzung</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Zusatz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>supplemento</td>
<td>numero speciale</td>
<td>parte</td>
</tr>
<tr>
<td>Russian</td>
<td>prilozenie</td>
<td>specialnaja</td>
<td>cast'</td>
</tr>
<tr>
<td></td>
<td>dopolnenie</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>adjunto</td>
<td>numero especial</td>
<td>parte</td>
</tr>
<tr>
<td></td>
<td>suplemento</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>anejo</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Follow words with any number or letter found, as Suppl 1 and Pt A

- If a supplement is given a name rather than the usual letter or number, abbreviate significant words and omit other words such as articles, conjunctions, and prepositions. Use the word abbreviations lists found in Appendix A and Appendix B.

  Abstract Supplement becomes Abstr Suppl

  Supplement: Dementia becomes Suppl Dementia

  Supplement: AIDS in Children becomes Suppl AIDS Child

- Separate words with any accompanying number, letter, or name from the date by a semicolon

- Place parts only in parentheses

- End with a colon

Examples:
Box 31. Multiple years, months, or days of publication.

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.
  
  2002-2003
  1997-1998
  1999-2000

- If months and days of the month are given, place them after the year. Use English names for months and abbreviate them using the first three letters.
  
  1999 Oct-2000 Mar
  2002 Dec 7-2003 Jan 9

- Separate multiple months of publication and multiple days of the month by a hyphen
  
  2005 Jan-Feb
  1999 Dec-2000 Jan
  2005 Feb 1-7
  2004 Jan 25-31

- Separate multiple seasons by a hyphen, such as Fall-Winter. Do not abbreviate names of seasons.

Box 32. Non-English names for months.

- Translate names of months into English
- Abbreviate them to the first three letters
Box 32 continued from previous page.

- Capitalize them
  
  *For example:*
  
  mayo = May
  
luty = Feb
  
brezen = Mar

---

**Box 33. Seasons instead of months.**

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them
  
  *For example:*
  
  balvan = Summer
  
  outomno = Fall
  
  hiver = Winter
  
  pomlad = Spring
- Separate multiple seasons by a hyphen, such as Fall-Winter

---

**Box 35. Options for dates.**

It is not NLM practice, but the date of publication may follow the author names in the list of references when the name-year system of in-text references is used.

- Use the year of publication only
- Enter the year after the last named author
- Place the volume number immediately following the type of medium

**NLM citation:**


**Name-year system citation:**

---

*Box 35 continues on next page...*
Box 35 continued from previous page.


Examples for Date of Publication

12. Article in audiovisual format with date showing month or other subdivision
13. Article in audiovisual format with date showing multiple months of publication
14. Article in audiovisual format with supplement to a date

Volume Number for Journal Articles in Audiovisual Formats (required)

General Rules for Volume Number

- Omit "volume", "vol.", and similar wording preceding the number
- Use arabic numbers only. For example: convert LX or Sixtieth to 60.
- Separate multiple volumes by a hyphen, such as 5-6 or 42-43
- No not follow volume number(s) with any punctuation unless there is no issue number or other subdivision to the volume, then follow with a colon

Specific Rules for Volume Number

- Further divisions to a volume other than an issue
- Non-English names for volume
- No volume number present

Box 36. Further divisions to a volume other than an issue.

A journal may publish a supplement, part, or special number to a volume.

- Capitalize and abbreviate the words used for such divisions, but do not end the abbreviated words with a period
  
  Supplement = Suppl
  
  Part = Pt
  
  Special Number = Spec No

- Translate non-English words. See the following examples:

<table>
<thead>
<tr>
<th>Language</th>
<th>Suppl</th>
<th>Spec No</th>
<th>Pt</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>supplement</td>
<td>nombre speciale</td>
<td>partie</td>
</tr>
</tbody>
</table>

Box 36 continues on next page...
Box 36 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Suppl</th>
<th>Spec No</th>
<th>Pt</th>
</tr>
</thead>
<tbody>
<tr>
<td>German</td>
<td>Beiblatt</td>
<td>spezielle Zahl</td>
<td>Teil</td>
</tr>
<tr>
<td></td>
<td>Beilage</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Erganzung</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Zusatz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>supplemento</td>
<td>numero speciale</td>
<td>parte</td>
</tr>
<tr>
<td>Russian</td>
<td>prilozenie</td>
<td>specialnaja</td>
<td>cast'</td>
</tr>
<tr>
<td></td>
<td>dopolnenie</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>adjunto</td>
<td>numero especial</td>
<td>parte</td>
</tr>
<tr>
<td></td>
<td>suplemento</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>anejo</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Follow words with any number or letter found, as Suppl 1 and Pt A
- If a supplement is given a name rather than the usual letter or number, abbreviate significant words and omit other words such as articles, conjunctions, and prepositions. Use the word abbreviations lists found in Appendix A and Appendix B.

  Abstract Supplement  becomes  Abstr Suppl

  Supplement: Dementia  becomes  Suppl Dementia

  Supplement: AIDS in Children  becomes  Suppl AIDS Child

- Separate words with any accompanying number, letter, or name from the volume number by a space except for parts
- Place parts only in parentheses
- End with a colon

Examples:

<table>
<thead>
<tr>
<th>Year Volume Suppl:</th>
<th>Year Volume Pt:</th>
<th>Year Volume Spec No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005;15 Suppl:</td>
<td>2004;16(Pt 2):</td>
<td>2003;6 Spec No:</td>
</tr>
<tr>
<td>2005;45 Suppl A:</td>
<td>2004;5(Pt A):</td>
<td>2003;2 Spec No 2:</td>
</tr>
<tr>
<td>2005 Mar;87 Suppl 1:</td>
<td>2004 Dec;24(Pt A):</td>
<td>2003 Jan;10 Spec No:</td>
</tr>
<tr>
<td>2005;3 Suppl Dementia:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Box 37. Non-English names for volume.**

- To help locate volumes, see the following list for the words and abbreviations used for volume in a variety of languages:

  aarg. aargang année anno año årg. årgang band bd. bind
  évf. évfolyam g. god god. godina godišté jaarg. jaargang
  jahrg. jahrgang köt. kötet r. ročník rocznik rok sv. svazek
  svezak t. tom tom. tome tomo tomus vol. volumen zv. zväzok zvez
  ek

- Omit these names when creating a citation; use the number only

**Box 38. No volume number present.**

A volume number usually follows the date of publication. Occasionally a journal will publish a series of issues without volumes or will publish a supplement, part, or special number to a date of publication rather than to a volume or issue.

- If there are issues only, no volume numbers, follow the date of publication with a semicolon and the issue number. Place the issue number in parentheses.

  1995;(4):

- If a journal publishes a supplement, part, or special number to a date of publication rather than to a volume or issue:
  - Follow the date of publication with a semicolon
  - Capitalize and abbreviate the words used for such divisions, but do not end the abbreviated words with a period
    - Supplement = Suppl
    - Part = Pt
    - Special Number = Spec No
  - Follow the words with any accompanying letter or number found, as Suppl 1 and Pt A
  - Place parts only in parentheses
  - End supplement, part, or special number information with a colon

**Examples:**

Box 38 continues on next page...
If no volume numbers, issue numbers, supplements, parts, or special numbers are given, follow the date of publication with a colon and the location (pagination) and extent of the article.

2000:Side A [program 2, 34 min.].
2004 Jan:[presentation 3, 12 min].
2005 Winter:[article 1, 22 min].

### Examples for Volume Number

15. Article in audiovisual format with standard volume and issue

16. Article in audiovisual format with volume only, no issue

17. Article in audiovisual format with no volume, only issue

### Issue Number for Journal Articles in Audiovisual Formats (required)

#### General Rules for Issue Number

- Omit "number", "no.", and other wording preceding the number
- Use arabic numbers only. For example: convert IV or Fourth to 4.
- Separate multiple issues by a hyphen, such 2-3
- Place issue information in parentheses
- End issue information with a colon unless further divisions, such as a supplement or part, exist (see Further divisions to an issue below)

#### Box 39. Further divisions to an issue.

A journal may publish a supplement, part, or special number to an issue.

- Capitalize and abbreviate the words used for such divisions, but do not end the abbreviated words with a period

  Supplement = Suppl.
Box 39 continued from previous page.

Part = Pt

Special Number = Spec No

- Translate non-English words. See the following examples:

<table>
<thead>
<tr>
<th>Language</th>
<th>Suppl</th>
<th>Spec No</th>
<th>Pt</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>supplement</td>
<td>nombre speciale</td>
<td>partie</td>
</tr>
<tr>
<td></td>
<td>annexe</td>
<td></td>
<td>part</td>
</tr>
<tr>
<td>German</td>
<td>Beiblatt</td>
<td>spezielle Zahl</td>
<td>Teil</td>
</tr>
<tr>
<td></td>
<td>Beilage</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Erganzung</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Zusatz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>supplemento</td>
<td>numero speciale</td>
<td>parte</td>
</tr>
<tr>
<td>Russian</td>
<td>prilozenie</td>
<td>specialnaja</td>
<td>cast'</td>
</tr>
<tr>
<td></td>
<td>dopolnenie</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>adjunto</td>
<td>numero especial</td>
<td>parte</td>
</tr>
<tr>
<td></td>
<td>suplemento</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>anejo</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Follow words with any number or letter found, as Suppl 1 and Pt A

- If a supplement is given a name rather than the usual letter or number, abbreviate significant words and omit other words such as articles, conjunctions, and prepositions. Use the word abbreviations lists found in Appendix A and Appendix B.

  Abstract Supplement  becomes  Abstr Suppl

  Supplement: Dementia  becomes  Suppl Dementia

  Supplement: AIDS in Children  becomes  Suppl AIDS Child

- Separate words with any accompanying number, letter, or name from the issue number by a space and place them in the parentheses used for the issue number

- End with a colon

Examples:


Box 39 continues on next page...
Box 39 continued from previous page.

<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005;3(2 Suppl Dementia):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Specific Rules for Issue Number

- Further divisions to an issue
- Non-English names for issue
- No volume number present
- No issue number present

Box 40. Non-English names for issue.

- To help locate issues in languages other than English, see the following list of words and abbreviations used for issue (usually variations on the word number) in a variety of languages:
  - čís. číslo fasc. fascicle fascicule fasciculus heft knižka
  - no. nommernr. numer número nummer sveska sz. szám
  - vypusk zesz. zeszyt zošit
- Omit these names when creating a citation; use the number only

Box 41. No volume number present.

- If there are issues only, no volume numbers, follow the date of publication with a semicolon and the issue number in parentheses
  
  1995;(4):

Box 42. No issue number present.

- If no issue number is found, follow the volume number with a colon and the location (pagination) and extent of the article
  
  2003;61: [program 4, 45 min.].
- If no issue or volume is found, follow date information with a colon and the location (pagination) and extent of the article
  
  2005 Jan: Side 3 [presentation 2; 14 min.].
Examples for Issue Number

15. Article in audiovisual format with standard volume and issue

16. Article in audiovisual format with volume only, no issue

17. Article in audiovisual format with no volume, only issue

Location (Pagination) for Journal Articles in Audiovisual Formats (required)

General Rules for Location (Pagination)

**For articles on videocassette**

- Begin location for articles on videocassette with a word and accompanying number or letter indicating the location of the article on the cassette
- Use whatever wording is supplied, often "segment", "program" or "article", such as segment 5; if no wording is supplied, use "presentation"
- Use arabic numbers only. For example: convert IV or Fourth to 4.
- Follow the word and number or letter indicating the location with a comma and the total length of the article, usually expressed in minutes or hours, abbreviated to min. and hr., such as 45 min.
- Place location information in square brackets
- End location information with a period placed outside the closing bracket

**For articles on audiocassette**

- Begin location for articles on audiocassette with an indication of which side of the cassette the article appears
- Use the word "Side" and follow it with the number or letter provided, such as Side 1 or Side A
- Use arabic numbers only. For example: convert II or Two to 2.
- Follow information on the side with a space and a beginning square bracket
- Give the word and accompanying number or letter indicating the location of the article on the cassette
- Use whatever wording is supplied, often "segment", "program" or "article", such as segment 5; if no wording is supplied, use "presentation"
- Use arabic numbers only. For example: convert IV or Fourth to 4.
- Follow the word and number or letter indicating the location with a comma, a space, and the total length of the article, usually expressed in minutes or hours, abbreviated to min. and hr., such as 10 min.
- End location information with a closing bracket and a period placed outside the closing bracket
- See Chapter 19 for articles on CD-ROM, DVD, or disk and Chapter 23 for articles on the Internet
Specific Rules for Location (Pagination)

- Article comprises the entire issue/cassette
- Audiocassette article appears on more than one side

**Box 43. Article comprises the entire issue/cassette.**

- Location in a citation to an article on videocassette usually begins with an indication of the placement of the article in the cassette, such as program 2 or segment 3
- Location in a citation to an article on audiocassette begins with an indication of the side or sides of the cassette on which the article resides, such as Side A or Side 1, followed by placement information, such as program 2 or segment 3
- Use arabic numbers only, so that Program One or Side I become Program 1 and Side 1
- If the entire issue of the journal is devoted to a single article, omit placement information and enclose in square brackets the total run time of the cassette in minutes or hours

*Examples:*


Belvedere PC. Cosmetic placement, indirect inlays, and resin reinforced bridges. Video J Dent [videocassette]. 1997;6(4):[90 min.]. 1 videocassette: sound, color, 1/2 in.


**Box 44. Audiocassette article appears on more than one side.**

- Location in a citation to an article on audiocassette begins with an indication of the side or sides of the cassette on which the article resides, such as Side A or Side 1, followed by placement information, such as program 2 or segment 3
- When an article appears on more than one side of an audiocassette, give the letters or numbers of both sides, separated by a hyphen, such as Side A-B and Side 1-2. Use arabic numbers only, so that Side II or Side Two becomes Side 2.

*Examples:*

*Box 44 continues on next page...*
Box 44 continued from previous page.


Examples Rules for Location (Pagination)

18. Article in audiovisual format with standard location
19. Article in audiovisual format comprising the entire issue/cassette
20. Article in audiocassette format appearing on more than one side
21. Article in audiovisual format with run time omitted

Physical Description for Journal Articles in Audiovisual Formats (optional)

General Rules for Physical Description

• Give information on the physical characteristics of the cassette. For example: 1 videocassette: sound, color, 1/2 in.

Specific Rules for Physical Description

• Language for describing physical characteristics

Box 45. Language for describing physical characteristics.

When a journal volume or issue is published on videocassette or audiocassette, follow the location with information on the physical characteristics of the cassette. Physical description is optional in a reference, but it may be included to provide useful information. For example, the size of an audiovisual indicates what equipment is needed to view it. Note that the words used in description are taken from ISO 832:1994 - Rules for the abbreviation of bibliographic terms and reflect standard library practice. See Appendix C for a list of commonly used English words and their abbreviations.

• Describe videocassettes using terms for the number of cassettes, whether or not it has sound or is silent, is filmed in color or black and white, and its size in inches

• Describe audiocassettes in terms of the number of inches per second (ips). The standard audiocassette is 2 in. x 4 in. and 1 7/8 ips. While audiocassettes are produced in a number of sizes, the standard size is used for scientific journals. Thus...
size is usually omitted from description of audiocassettes unless it deviates from the standard.

- Follow the number and type of cassette with a colon and a space. Separate other types of information by commas. End with a period.

Typical words used to describe videocassettes include:

sound
silent
color
black & white
color with black & white
1/2 in. (standard videocassette size)
3/4 in. (non-standard videocassette size)

Examples of complete physical description statements for videocassettes:

1 videocassette: sound, color, 1/2 in.
1 videocassette: sound, color with black & white, 1/2 in.
2 videocassettes: sound, color, 1/2 in.
1 videocassette: silent, black & white, 3/4 in.

Typical words used to describe audiocassettes include:

1 7/8 ips. (standard audiocassette speed)
15/16 ips. (standard speed for microcassettes)

Examples of complete physical description statements for audiocassettes:

1 audiocassette: 1 7/8 ips.
2 audiocassettes: 1 7/8 ips.

Examples for Physical Description

1. Standard article in audiovisual format
Language for Journal Articles in Audiovisual Formats (required)

General Rules for Language

- Give the language of publication if other than English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Articles appearing in more than one language

Box 46. Articles appearing in more than one language.

- If an article is written in English as well as other languages:
  - Give the English language version of the article title
  - Indicate all languages of publication after the location (pagination), separated by commas
  - End the list of languages with a period
  
  Example: English, French, Spanish.

- If an article is written in more than one language and none of them is English:
  - Translate into English the version of the title that appears first
  - Place the translation in square brackets
  - Indicate all languages of publication after the location (pagination), separated by commas
  - End the list of languages with a period
  
  Example: Spanish, Italian.

- As an option, when an article title is written in two or more equal languages as often occurs in Canadian publications:
  - Give all titles in the order in which they are presented
  - Separate them with an equals sign with a space on either side
  - Indicate the languages after the location (pagination), separated by a comma
  - End the list of languages with a period
  
  Example: 
  Prise en charge des thrombocytopenies induites par l'heparine = Management of heparin-induced thrombocytopenia.
Examples for Language

9. Article in audiovisual format with article title in a language other than English

Notes for Journal Articles in Audiovisual Formats (optional)

General Rules for Notes

- Notes is a collective term for any type of useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Article accompanied by a booklet or other type of material
- Other types of material to include in notes

Box 47. Article accompanied by a booklet or other type of material.

- If an audiovisual journal article has supplemental material accompanying it in the form of a booklet, syllabus, pre- or post-test, or other material, begin by citing the article. Add the phrase "Accompanied by: " followed by a description of the material.

  Reeder JD. MRI of osseous neoplasm. MRI Updates Musculoskelet MRI [videocassette]. 2003;16(5):[presentation 3, 35 min.]. 1 videocassette: sound, color, 1/2 in. Accompanied by: 1 syllabus.


Box 48. Other types of material to include in notes.

The notes element may be used to provide any information that the compiler of the reference feels is useful. For example:

- If the audiovisual article was sponsored by or prepared for a particular organization

  Baim DS, Sketch MH Sr. Four to six year outcome of Palmaz-Schatz stenting. ACCEL [audiocassette]. 1996 Jun;28(6):Side 3 [presentation 2]. 1 audiocassette: 1 7/8 ips. ACCEL is published by the American College of Cardiology.

Box 48 continues on next page...
Box 48 continued from previous page.

- If the journal being cited is not a common one, the name of a library or other archive where it may be found, including any finding number. Begin with the phrase "Located at" followed by a colon and a space
  
  CAPOTEN: captopril. Drugs Devices [videocassette]. 1984 May;2(3): [presentation 4, 16 min.]. 1 videocassette: sound, color, 3/4 in. Located at: National Library of Medicine, Bethesda, MD; W1 DR892EG.

- If the audiovisual article contains material of particular interest to the audience that may not be apparent from the title
  

Examples for Notes

22. Article in audiovisual format accompanied by a booklet or other material

23. Article in audiovisual format with supplemental note

Examples of Citations to Journal Articles in Audiovisual Formats

1. Standard article in audiovisual format


2. Article in audiovisual format with optional full first names for authors


Matsen, Frederick A. 3rd; Lazarus, Mark D. Pegged glenoid components in total shoulder arthroplasty. Video J Orthop [videocassette]. 2002 Sep;17(3): [presentation 1, 21 min.]. 1 videocassette: sound, color, 1/2 in.
3. Article in audiovisual format with author having designation of family rank


4. Article in audiovisual format with author having prefix or particle

Van der Werf F. Cobalt. Eur Video J Cardiol [videocassette]. 1996;4(6):[presentation 1, 20 min.]. 1 videocassette: sound, color, 1/2 in.


Schwarten DE, van Breda A. New intervention devices. RSNA Today [videocassette]. 1993;7(2):[presentation 3, 21 min.]. 1 videocassette: sound, color, 1/2 in.


5. Article in audiovisual format with author having compound last name


6. Article in audiovisual format with editors instead of authors


7. Article in audiovisual format with no author found

OPO certification. Transpl Video J [videocassette]. 2000 Fall;(12):[presentation 2, 8 min.]. 1 videocassette: sound, color, 1/2 in.

8. Article in audiovisual format with author affiliation included

Nakada SY (University of Wisconsin, Madison, WI), Moon TD (University of Wisconsin, Madison, WI), Wolf JS Jr (University of Michigan, Ann Arbor, MI). Hand-assisted laparoscopic renal surgery. Videourol Times [videocassette]. 1998;11(2):[presentation 1, 12 min.]. 1 videocassette: sound, color, 1/2 in.

Ezekowitz MD (Hahnemann Medical College, Philadelphia, PA). Antithrombotic agents in cardiothoracic surgery. VJCTS [videocassette]. 2001 4th Quarter;16(4):[segment 2, 13 min.]. 1 videocassette: sound, color, 1/2 in.

9. Article in audiovisual format with article title in a language other than English


with original language added


10. Article in audiovisual format with article title constructed


11. Article in audiovisual format with journal title having an edition

12. Article in audiovisual format with date showing month or other subdivision
OPO certification. Transpl Video J [videocassette]. 2000 Fall;(12):[presentation 2, 8 min.]. 1 videocassette: sound, color, 1/2 in.
Ezekowitz MD (Hahnemann Medical College, Philadelphia, PA). Antithrombotic agents in cardiothoracic surgery. VJCTS [videocassette]. 2001 4th Quarter;16(4):[segment 2, 13 min.]. 1 videocassette: sound, color, 1/2 in.

13. Article in audiovisual format with date showing multiple months of publication

14. Article in audiovisual format with supplement to a date

15. Article in audiovisual format with standard volume and issue
Bradley WG Jr. MR of degenerative disc disease. MRI Updates Musculoskelet MRI [videocassette]. 2003;16(5):[presentation 1, 41 min.]. 1 videocassette: sound, color, 1/2 in.

16. Article in audiovisual format with volume only, no issue
17. Article in audiovisual format with no volume, only issue
OPO certification. Transpl Video J [videocassette]. 2000 Fall;(12):[presentation 2, 8 min.]. 1 videocassette: sound, color, 1/2 in.

18. Article in audiovisual format with standard location
Pohost GM. NMR spectroscopy and imaging of the heart. Video J Cardiol [videocassette]. 1990;5(3):[article 1, 17 min.]. 1 videocassette: sound, color, 1/2 in.


Demeure MJ. Strategies for parathyroid reoperation. VJGS [videocassette]. 1996 4th Quarter;5(4):[segment 3, 25 min.]. 1 videocassette: sound, color, 1/2 in.


19. Article in audiovisual format comprising the entire issue/cassette

Belvedere PC. Cosmetic placement, indirect inlays, and resin reinforced bridges. Video J Dent [videocassette]. 1997;6(4):[90 min.]. 1 videocassette: sound, color, 1/2 in.


20. Article in audiocassette format appearing on more than one side
21. Article in audiovisual format with run time omitted

22. Article in audiovisual format accompanied by a booklet or other material
Reeder JD. MRI of osseous neoplasm. MRI Updates Musculoskelet MRI [videocassette]. 2003;16(5):[presentation 3, 35 min.]. 1 videocassette: sound, color, 1/2 in. Accompanied by: 1 syllabus.

23. Article in audiovisual format with supplemental note
CAPOTEN: captopril. Drugs Devices [videocassette]. 1984 May;2(3):[presentation 4, 16 min.]. 1 videocassette: sound, color, 3/4 in. Located at: National Library of Medicine, Bethesda, MD; W1 DR892EG.
Baim DS, Sketch MH Sr. Four to six year outcome of Palmaz-Schatz stenting. ACCEL [audiocassette]. 1996 Jun;28(6):Side 3 [presentation 2]. 1 audiocassette: 1 7/8 ips. ACCEL is published by the American College of Cardiology.

B. Sample Citation and Introduction to Citing Journal Titles in Audiovisual Formats
Reference to an entire journal may be made in a reference list. The general format for a reference to a journal title in audiovisual format, including punctuation:

- for a title continuing to be published:
Examples of Citations to Journal Titles in Audiovisual Formats

If a journal is still being published, as shown in the first example, follow volume and date information with a hyphen and three spaces. If a journal has ceased publication, as in example two, separate the beginning and ending volume and date information with a hyphen with a space on either side. Because examples of journal titles published on videocassette or audiocassette are few in number compared to journal titles in print format, see also Chapter 1C Entire Journal Titles for additional examples of the specific parts of a citation.

Journal titles in audiovisual format are usually found in videocassette or audiocassette form. With the advent of CD-ROM and the Internet, many of these titles either ceased to exist or migrated to the newer formats, but a few continue to be published and older titles continue to be cited. Cite titles in audiovisual format using the standard format for print journal titles (see Chapter 1C), but because special equipment is needed to view these materials, add the appropriate type of medium, i.e., [videocassette] or [audiocassette], after the title.

The physical description of an audiovisual is optional in a reference but may be included to provide useful information. For example, a journal on videocassette may be provided in either 1/2 in. or 3/4 in. formats, and different equipment is needed to view them. Other
information that also may be provided in the physical description is whether or not the journal is displayed in color or black and white, or has sound. See Physical Description in the next section for details.

Journals frequently change titles and publishers over time. When citing a journal, always provide information on the latest title and publisher unless you are citing an earlier version. If you wish to cite all volumes for a journal that has changed title, provide a separate citation for each title. For example:


It is not correct to cite this title as:


Authoritative information on a journal in an audiovisual format, in order of preference, may be found on: (1) the opening screens or wording, (2) the case containing the audiovisual, and (3) any accompanying printed material.

Note that the rules for creating references to journal titles are not the same as the rules for cataloging them. Therefore records found in the NLM LocatorPlus and the NLM Catalog databases will not always agree with the instructions presented here.

Continue to Citation Rules with Examples for Journal Titles in Audiovisual Formats.

Continue to Examples of Citations to Journal Titles in Audiovisual Formats.

Citation Rules with Examples for Journal Titles in Audiovisual Formats

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Title (R) | Edition (R) | Type of Medium (R) | Editor (O) | Place of Publication (R) | Publisher (R) | Volume Number (R) | Issue Number (R) | Date of Publication (R) | Physical Description (O) | Language (R) | Notes (O)

Title for Journal Titles in Audiovisual Formats (required)

General Rules for Title

- Enter a journal title in the original language
Specific Rules for Title

- Journal titles not in English
- Journals appearing in more than one language
- Journals appearing in different editions

Box 49. Journal titles not in English.

- For non-English journal titles appearing in the roman alphabet (French, German, Spanish, Italian, etc.), provide the name in the original language
  
  Video-Revista de Cirugia [videocassette].

- For a journal title in a non-roman alphabet:
  
  ○ Romanize (write in the roman alphabet) the title if it is in Cyrillic, Greek, Arabic, Hebrew, or Korean, or in a character-based language (Chinese, Japanese)

  Nervnaia Perevozka [videocassette].

  Momaku Fukuijutsu [videocassette].

  [It is not NLM practice, but you may translate journal titles in character-based languages.]

  Retinal Surgery [videocassette].

  ○ A good authority for romanization is the ALA-LC Romanization Tables

- For a journal appearing in two equal languages, as often occurs with Canadian journals:
  
  ○ Begin with the title in the language appearing first in the publication
  ○ Include an equals sign with a space on either side
  ○ End with the title in the second language

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

Box 49 continues on next page...
Box 49 continued from previous page.

- Treat a letter marked with diacritics or accents as if it were not marked
  - Å treated as A
  - Ø treated as O
  - Ç treated as C
  - Ł treated as L
  - à treated as a
  - ĝ treated as g
  - ň treated as n
  - ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters
  - æ treated as ae
  - œ treated as oe

- Provide an English translation after the original language title whenever possible; place translations in square brackets
  - Video Rivista Italiana di Gastroenterologia (Edizione Endoscopia Digestiva) [Italian Video Review of Gastroenterology (Digestive Endoscopy Edition)] [videocassette].

Box 50. Journals appearing in more than one language.

- For a journal appearing in two equal languages, as often occurs with Canadian journals:
  - Begin with the title in the first language found, in order of preference: on the opening screens of the issue, on the carrying case, or on accompanying printed material
  - Include an equals sign with a space on either side
  - End with the title in the second language followed by a space and the type of medium, placed in square brackets

Box 50 continues on next page...
Box 50 continued from previous page.

- List all languages after the date of publication (and Physical Description, if found). Separate the languages by commas; end the list with a period.
  
  **Example:**
  
  Canadian Family Physician = Medecin de Famille Canadien [videocassette].

- For a journal title appearing in multiple languages:

  - Give the title in the first language found, in order of preference: on the opening screens of the issue, on the carrying case, or on accompanying printed material
  - List all languages of publication after the date of publication (and Physical Description, if found). Separate the languages by commas; end the list with a period.
  
  **Example:**
  

Box 51. Journals appearing in different editions.

If a journal is published in more than one edition:

- Capitalize all significant words in edition information
- Separate the edition from the title proper by a space and place it in parentheses
- End all title information with the medium of the journal, placed in square brackets, followed by a period

**Examples:**

  Video Rivista Italiana di Gastroenterologia (Edizione Endoscopia Digestiva) [videocassette].
  
  First Image: the Video Journal of Medicine (OB/GYN Edition) [videocassette].

**Examples for Title**

1. Standard audiovisual journal title that is still being published
2. Standard audiovisual journal title that has ceased publication
3. Audiovisual journal title with edition
5. Audiovisual journal title not in English

6. Audiovisual journal title not in English, with optional translation

7. Audiovisual journal title published in multiple languages

**Edition for Journal Titles in Audiovisual Formats (required)**

**General Rules for Edition**

- Indicate the edition/version being cited after the title, if a journal is published in more than one edition or version
- Do not abbreviate any words or omit any words
- Use whatever capitalization and punctuation are found in the edition statement
- Place the edition statement in parentheses, such as (British Edition)
- End the edition statement with a space

**Specific Rules for Edition**

- Non-English words for editions

---

**Box 52. Non-English words for editions.**

- For non-English edition statements written in the roman alphabet (French, German, Spanish, Italian, etc.):
  
  - Give the name in the original language
  - Separate the edition from the title proper by a space and place it in parentheses
  - End all the title information with the medium of the journal, placed in square brackets, followed by a period

  *Example:*

  Video Rivista Italiana di Gastroenterologia. Edizione Endoscopia Digestiva.

  becomes

  Video Rivista Italiana di Gastroenterologia (Edizione Endoscopia Digestiva) [videocassette].

- For an edition statement written in Cyrillic, Greek, Arabic, Hebrew, Korean or in a character-based language such as Chinese and Japanese:
  
  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the **ALA-LC Romanization Tables**

---

*Box 52 continues on next page...*
Box 52 continued from previous page.

- Separate the edition from the title proper by a space and place it in parentheses
- End all title information with the medium of the journal, placed in square brackets, followed by a period
- It is not NLM practice, but you may translate journal titles and their editions in a character-based language

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat a letter marked with diacritics or accents as if it were not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ã treated as g
    - ñ treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they were two letters
    - æ treated as ae
    - œ treated as oe

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

<table>
<thead>
<tr>
<th>Language</th>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danish</td>
<td>Oplag</td>
<td>n.a.</td>
</tr>
<tr>
<td>Dutch</td>
<td>Uitgave</td>
<td>Uitg</td>
</tr>
<tr>
<td></td>
<td>Editie</td>
<td>Ed</td>
</tr>
<tr>
<td>Finnish</td>
<td>Julkaisu</td>
<td>Julk</td>
</tr>
<tr>
<td>French</td>
<td>Edition</td>
<td>Ed</td>
</tr>
</tbody>
</table>
Examples for Edition

4. Audiovisual journal title with edition

Type of Medium for Journal Titles in Audiovisual Formats (required)

General Rules for Type of Medium

- Indicate the type of medium (audiocassette, videocassette, etc.) following the title (and edition, if present)
- Place the name of the medium in square brackets, such as "[videocassette]"
- End medium information with a period, placed outside the closing bracket
- See Chapter 19B for journal titles on CD-ROM, DVD, or disk; see Chapter 23B for journals on the Internet

Examples for Type of Medium

1. Standard audiovisual journal title that is still being published

2. Standard audiovisual journal title that has ceased publication

Editor for Journal Titles in Audiovisual Formats (optional)

General Rules for Editor

- Give the name of the current (or last) editor
- Enter the name of the editor in natural order. For example: John A. Jones.
- Follow the name with a comma and the word "editor"
- End editor information with a period

Specific Rules for Editor

- Names not in English
**Box 53. Names not in English.**

- Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese. Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Capitalize only the first letter of romanized names when the original initial is represented by more than one letter

  Iu. A. Iakontov

  G. Th. Tsakalos

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat a letter marked with diacritics or accents as if it were not marked

    Å  treated as  A

    Ø  treated as  O

    Č  treated as  C

    Ł  treated as  L

    à  treated as  a

    ġ  treated as  g

    ŋ  treated as  n

    ü  treated as  u

  - Treat two or more letters printed as a unit (ligated letters) as if they were two letters

    æ  treated as  ae

    œ  treated as  oe

- To assist in identifying editors, below is a brief list of non-English words for editor:
Place of Publication for Journal Titles in Audiovisual Formats (required)

General Rules for Place of Publication

- Place is defined as the city where the journal was published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as London (ON) and London (England)
- End place information with a colon

Specific Rules for Place of Publication

- Non-US cities
- Multiple places of publication
- No place of publication can be found

**Box 54. Non-US cities.**

- Use the anglicized form for the name of a city, e.g., Rome for Roma and Moscow for Moskva
Box 54 continued from previous page.

- Follow Canadian cities with the two-letter abbreviation for the name of the province
  
  Montreal (QC):
  
  Ottawa (ON):

- If the city is not well known or could be confused with another city of the same name, follow the city with name of the country, either written out or as the two-letter ISO country code (see Appendix D). Use the anglicized form of the name, e.g., Spain for Espana. Place the country name or code in parentheses.
  
  London:
  
  Rome:
  
  Paris:
  
  Madrid:
  
  but
  
  Malaga (Spain): or Malaga (ES):
  
  Basel (Switzerland): or Basel (CH):
  
  Oxford (England): or Oxford (GB):

- As an option, use the country name after all cities not in the US or Canada

Box 55. Multiple places of publication.

- If a journal has changed publishers over the years or if the publisher has changed its location, give the place of publication of the current (or last) publisher

- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.

- As an option, if one place is a US city and the others are not, use the US one

Box 56. No place of publication can be found.

- If no place can be found but one can be reasonably inferred, such as Chicago as the place of publication for a journal of the American Medical Association, put the place name in square brackets

Box 56 continues on next page...
Box 56 continued from previous page.

- If no place of publication can be found or inferred, use the words "place unknown" in square brackets


Examples for Place of Publication

8. Audiovisual journal title with well-known place of publication
9. Audiovisual journal title with lesser-known place of publication
10. Audiovisual journal title with unknown place of publication

Publisher for Journal Titles in Audiovisual Formats (required)

General Rules for Publisher

- Record the name of the publisher as it appears in the journal, using whatever capitalization and punctuation are found there
- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- End publisher information with a period

Specific Rules for Publisher

- Abbreviated words in publisher names
- Non-English publishers
- Government agencies and other national and international bodies as publisher
- Multiple publishers
- Joint publication
- No publisher can be found

Box 57a. Abbreviated words in publisher names.

- Abbreviate commonly used words in publisher names, if desired

Examples:

Acad. for Academy
Assoc. for Association
Co. for Company

Box 57a continues on next page...
Box 57a continued from previous page.

Coll. for College
Corp. for Corporation
Dept. for Department
Div. for Division
Inst. for Institute or Institution
Ltd. for Limited
Soc. for Society
Univ. for University

See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.
- Follow all abbreviated words with a period.

Box 57. Non-English publishers.

- Give publisher names appearing in the roman alphabet (French, Spanish, Italian, etc.) in their original language

  Rome: Societa Editrice Universo.
  Lisbon: Imprensa Medica.

- Romanize names presented in Cyrillic, Greek, Arabic, Hebrew, Korean, and character-based languages (Chinese, Japanese)

  Sofia (Bulgaria): Sofia Medizina i Fizkultura.

- If the name of a division or other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

  Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

Box 57 continues on next page...
Box 57 continued from previous page.

- Treat letters marked with diacritics or accents as if they are not marked
  - Å treated as A
  - Ø treated as O
  - Ç treated as C
  - Ł treated as L
  - à treated as a
  - ġ treated as g
  - ň treated as n
  - ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - Æ treated as AE

- If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.
  Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press].

- As an option, you may translate all publisher names not in English
  Aarhus (Denmark): Aarhus University Press.

Box 58. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)
  - National Cancer Institute (US).
  - National Society on Alcoholism and Drug Dependence (NZ).
  - Royal Society of Medicine Press Ltd. (GB).
  - Royal College of Physicians (AU), Paediatrics & Child Health Division.

- Do not confuse the publisher with the distributor of documents for the publisher. The most common distributors of US government publications are the US Government Printing Office (GPO) and the National Technical Information Service

Box 58 continues on next page...
(NTIS). Designate the agency making the publication available as the publisher and include distributor information as a note.


Box 59. Multiple publishers.

- If a journal has changed publishers over the years, give the name of the current (or last) publisher
- If more than one publisher is found in a document, use the first one given or the one set in the largest type or set in bold
- An alternative is to use the publisher likely to be most familiar to the audience of the reference list, e.g., an American publisher for a US audience and a London publisher for a British one
- Do not list multiple publishers. For publications with joint or co-publishers, use the name provided first as the publisher and include the name of the second as a note, if desired, such as "Jointly published by the Canadian Pharmacists Association".
- End publisher information with a period

Box 60. Joint publication.

- For publications with joint or co-publishers, use the name provided first as the publisher
- Include the name of the second publisher as a note, if desired
- Do not list multiple publishers
- End publisher information with a period

Box 61. No publisher can be found.

- If no publisher can be determined, use the words "publisher unknown" placed in square brackets

Examples for Publisher

11. Audiovisual journal title with well-known publisher

12. Audiovisual journal title with publisher having subsidiary part
Volume Number for Journal Titles in Audiovisual Formats (required)

General Rules for Volume Number

- Precede the number with "Vol.", regardless of the particular word for volume used by the journal
- Use arabic numbers only. For example: convert LX or Sixtieth to 60.
- Separate multiple volumes by a hyphen. For example: 5-6 or 42-43.
- Follow volume number(s) with a comma

Specific Rules for Volume Number

- Non-English names for volume
- No volume number present

Box 62. Non-English names for volume.

- Use only the English word for volume and abbreviate it to "Vol."
- To help locate volumes, see the following list for the words and abbreviations used for volume in a variety of languages:
  aarg. aargang année anno año årg. årgang band bd. bind
  évf. évfolyam g. god god. godina godišté jaarg. jaargang
  jahrg. jahrgang köt. kötet r. ročník rocznik rok sv. svazek
  svezak t. tom tom. tome tomo tomus vol. volumen zv. zväzok zvez

Box 63. No volume number present.

- If no volume number is present, follow the publisher with the issue number
  Perspectives: the Joint Commission Television Journal [videocassette].
  sound, color, 1/2 in.
- If no volume number or issue number is present, follow the publisher with the beginning year of publication. Precede the year with the name and day of the month or season, if provided.
Association Committee on Continuing Professional Education. 1998 - . Videocassettes: sound, color, 1/2 in.

Examples for Volume Number

13. Audiovisual journal title with volume and issue number

14. Audiovisual journal title with issue number, but no volume

15. Audiovisual journal title without volume or issue numbers

Issue Number for Journal Titles in Audiovisual Formats (required)

General Rules for Issue Number

- Precede the issue number with "No.", regardless of the particular word for issue used by the journal
- Use arabic numbers only. For example: convert IV or Fourth to 4.
- Separate multiple issues by a hyphen, such as 2-3
- Follow issue information with a comma

Specific Rules for Issue Number

- Non-English names for issue
- No volume number present
- No issue number present
- Options for issues

Box 64. Non-English names for issue.

- Use only "number", the English word for issue, and abbreviate it to "No."
- To help locate issues in languages other than English, see the following list of words and abbreviations used for issue (usually variations on the word number) in a variety of languages:

  čís. číšo fasc. fascicle fascicule fasciculus heft knižka
  no. nommernr. numer número nummer sveska sz. szám
  vypusk zesz. zeszyt zošit
Box 65. No volume number present.

- If no volume number is present, follow the publisher with the issue number:
  

- If no volume number or issue number is present, follow the publisher with the beginning year of publication. Precede the year with the name and day of the month or season, if provided.


Box 66. No issue number present.

- If no issue number is present but a volume number can be found, follow the publisher with the volume number and beginning date


- If no volume number or issue number is present, follow the publisher with the beginning year of publication. Precede the year with the name and day of the month or season, if provided.


Box 67. Options for issues.

- If a journal began publishing with volume one, number one, you may omit the issue number:


  or


Examples for Issue Number

13. Audiovisual journal title with volume and issue number

14. Audiovisual journal title with issue number, but no volume

15. Audiovisual journal title without volume or issue numbers

Date of Publication for Journal Titles in Audiovisual Formats (required)

General Rules for Date of Publication

- Include the month and year the journal began to be published, in that order, such as May 2004
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Use English names for months and abbreviate them to the first three letters, such as Jan
- End beginning date information with a hyphen, three spaces, and a period if the journal is still being published
- End beginning date information with a hyphen with a space on either side, if the journal ceased publication. Enter closing volume and issue information followed by a comma and the closing month and year. End closing date information with a period.

Specific Rules for Date of Publication

- Multiple years, months, or days of publication
- Non-English names for months
- Seasons instead of months
- Options for dates
**Box 68. Multiple years, months, or days of publication.**

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.
  
  2002-2003
  
  1997-1998
  
  1999-2000

- If months and days of the month are given, place them before the year. Use English names for months and abbreviate them using the first three letters.
  
  Oct 1999-Mar 2000
  
  Dec 7, 2002-Jan 9, 2003

- Separate multiple months of publication and multiple days of the month by a hyphen
  
  Mar-Apr 2005
  
  Dec 1999-Jan 2000
  
  Feb 1-7, 2005
  
  Jan 25-31, 2001

- Separate multiple seasons by a hyphen, as Spring-Summer. Capitalize names of seasons; do not abbreviate them.
  
  
  Spring 1987 - Fall-Winter 1990.

**Box 69. Non-English names for months.**

- Translate names of months into English

- Abbreviate them using the first three letters

- Capitalize them

  *Examples:*
  
  mayo = May
  
  luty = Feb
  
  brezen = Mar
Box 70. Seasons instead of months.

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them

Examples:

- balvan = Summer
- outomno = Fall
- hiver = Winter
- pomlad = Spring
- Separate multiple seasons by a hyphen, such as Fall-Winter
  

Box 71. Options for dates.

- If both volume and issue numbers are present, you may omit the name of the months or seasons:


  or


Examples for Date of Publication

16. Audiovisual journal title with multiple month(s) in date

17. Audiovisual journal title with days of the month included in date

18. Audiovisual journal title with season in date

Physical Description for Journal Titles in Audiovisual Formats (optional)

General Rules for Physical Description

- Enter the medium on which the audiovisual title is issued, in plural form, followed by a colon and a space. Example: Videocassettes:
• Give information on the physical characteristics of an audiovisual, such as color and size

**Specific Rules for Physical Description**

• Language for describing physical characteristics

---

**Box 72. Language for describing physical characteristics.**

Physical description of a journal in audiovisual format is optional in a reference but may be included to provide useful information to the reader. For example, the size of an audiovisual indicates what equipment is needed to view it.

Note that the words used in description are taken from ISO 832 and reflect standard library practice. See Appendix C for a list of commonly used English words and their abbreviations.

• Give the type of medium on which the audiovisual journal appears, in plural form, followed by a colon and a space. Examples: "Videocassettes:" and "Audiocassettes:"

• Include physical characteristics, such as color and size. For example, videocassettes are usually either 1/2 in. or 3/4 in. in size. The standard audiocassette is 2 in. x 4 in. Audiocassettes are produced in a number of other sizes, but the standard size is used for scientific journals. Size is usually omitted from the description of audiocassettes unless it deviates from the standard. The speed of the audiocassette, provided in terms of inches per second, is used in the description instead.

• Abbreviate common words for measurement, such as in. for inches and ips. for inches per second

• Separate types of information by commas

*Typical words used include:*

  - sound
  - silent
  - color
  - black & white
  - color with black & white
  - 1/2 in. (standard videocassette size)
  - 3/4 in. (non-standard videocassette size)
  - 1 7/8 ips. (standard speed for compact audiocassettes)

---

*Box 72 continues on next page...*
Box 72 continued from previous page.

2 x 2 in. (standard slide size)

2 3/4 x 4 in. (non-standard slide size)

Examples of complete physical description statements:

Videocassettes: sound, color, 1/2 in.
Videocassettes: sound, color with black & white, 1/2 in.
Videocassettes: sound, color, 3/4 in.
Audiocassettes: 1 7/8 ips.
Slides: color, 2 x 2 in.

Examples for Physical Description

1. Standard audiovisual journal title that is still being published
2. Standard audiovisual journal title that has ceased publication

Language for Journal Titles in Audiovisual Formats (required)

General Rules for Language

• Give the language of publication if other than English
• Capitalize the language name
• Follow the language name with a period

Specific Rules for Language

• Journals appearing in more than one language

Box 73. Journals appearing in more than one language.

• If a journal is published in multiple languages:
  ◦ Give the title in the first language found, in order of preference: on the
    opening screens of the issue, on the carrying case, or on accompanying print
    material
  ◦ Indicate all languages of publication after the date(s) of publication (and
    Physical Description if provided)
  ◦ Separate the languages by commas
  ◦ End the list with a period

Example:
Box 73 continued from previous page.


- If a journal is published in two equal languages, as often occurs with Canadian journals:
  - Begin with the title in the language appearing first in the publication
  - Include an equals sign with a space on either side
  - Enter the title in the second language
  - End all title information with the medium of the journal, placed in square brackets, and a period
  - Give all languages of publication after the date(s) of publication (and Physical Description if provided), separated by commas. End language information with a period.

Examples for Language

5. Audiovisual journal title not in English

6. Audiovisual journal title not in English, with optional translation

7. Audiovisual journal title published in multiple languages

Notes for Journal Titles in Audiovisual Formats (optional)

General Rules for Notes

- Notes is a collective term for any useful information about the journal itself
- If the journal was published under another title, provide the name preceded by "Continues: ". For example, Continues: Audio-digest. Surgery.
- If the journal continues under another title, provide the name preceded by "Continued by: ". For example, Continued by: General Surgery.

Specific Rules for Notes

- Other types of material to include in notes

Box 74. Other types of material to include in notes.

- The name under which a journal was previously published, preceded by. "Continues: 


Box 74 continues on next page...


- The name under which a journal continues to be published, preceded with "Continued by:"


- If a journal is also available in another format:


- The sponsorship of the journal if the sponsor is not also the publisher:


- Frequency of publication of the journal:


- The International Standard Serial Number (ISSN) of the journal:


- If the journal is an unusual one, the name of a library or other archive where it may be found, preceded by the words "Located at:"

Box 74 continues on next page...

- If the journal is usually accompanied by printed or other material, provide this information preceded by the words "Accompanied by:"
  


- Any other information that would be useful:
  

Examples for Notes

19. Audiovisual journal title previously published under another name

20. Audiovisual journal title continuing to be published under another name

21. Audiovisual journal title with sponsorship note

22. Audiovisual journal title with frequency of publication note

23. Audiovisual journal title with ISSN note

24. Audiovisual journal title with note on a library where it may be located

25. Audiovisual journal title with distributor note

26. Audiovisual journal title accompanied by other types of material

27. Audiovisual journal title with examples of other notes

Examples of Citations to Journal Titles in Audiovisual Formats

1. Standard audiovisual journal title that is still being published


2. Standard audiovisual journal title that has ceased publication


3. Audiovisual journal title with subtitle


4. Audiovisual journal title with edition


5. Audiovisual journal title not in English


6. Audiovisual journal title not in English, with optional translation


7. Audiovisual journal title published in multiple languages

8. Audiovisual journal title with well-known place of publication


9. Audiovisual journal title with lesser-known place of publication


10. Audiovisual journal title with unknown place of publication


11. Audiovisual journal title with well-known publisher


12. Audiovisual journal title with publisher having subsidiary part


13. Audiovisual journal title with volume and issue number


14. Audiovisual journal title with issue number, but no volume

15. Audiovisual journal title without volume or issue numbers


16. Audiovisual journal title with multiple month(s) in date


17. Audiovisual journal title with days of the month included in date


18. Audiovisual journal title with season in date


19. Audiovisual journal title previously published under another name


20. Audiovisual journal title continuing to be published under another name


21. **Audiovisual journal title with sponsorship note**


22. **Audiovisual journal title with frequency of publication note**


23. **Audiovisual journal title with ISSN note**


24. **Audiovisual journal title with note on a library where it may be located**


25. **Audiovisual journal title with distributor note**

26. Audiovisual journal title accompanied by other types of material


27. Audiovisual journal title with examples of other notes


Chapter 17. Prints and Photographs

Created: October 10, 2007; Updated: August 11, 2015.

A. Individual Prints and Photographs

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

B. Collections of Prints and Photographs

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

A. Sample Citation and Introduction to Citing Individual Prints and Photographs

The general format for a reference to a print or photograph, including punctuation:

- author and title provided:

  ![Diagram of author and title provided citation]

  - no author named and title constructed:

  ![Diagram of no author named and title constructed citation]

Examples of Citations to Individual Prints and Photographs
Prints and photographs usually include portraits, photographs or scenes (of people, institutions, and places), caricatures, posters, and graphic art (illustrations and diagrams). A print is a copy of a picture made by any printing process. The print may be an original drawing, woodcut, etching, engraving, lithograph, or photograph transferred to the print medium from a plate cut by an artist or engraver.

Prints and photographs often contain little information to use in constructing a citation. A formal title may be absent and publishing facts unclear. Therefore, include in a citation, whenever possible the name of a library or other public archive where the item may be found, along with any order or catalog number available. See Notes below.

Edition has a different meaning for prints than that used for books and all other formats. For prints, edition refers to the total number of impressions or copies made from the original. Thus a print with 50 copies is said to have an edition of 50. Edition is often found at the bottom left or bottom right side of a print, expressed as a fraction. For example, 10/200 means that this print is the tenth impression of a total of 200 impressions made. See Edition below.

This chapter covers citing prints and photographs that are published as separate entities, not as illustrations in journal articles or books. See Chapter 1B Parts of Journal Articles and Chapter 2C Parts of Books for information on citing the latter. Paintings, sculptures, and other works of art are included only when a print or photograph of them has been made. See NISO standard Z39.29 for information on citing the actual works of art.

Prints and photographs may be cited as individual items and as collections. See Chapter 17B Collections of Prints and Photographs for information on citing collections.

Continue to Citation Rules with Examples for Prints and Photographs.

Continue to Examples of Citations to Individual Prints and Photographs.

Citation Rules with Examples for Individual Prints and Photographs

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (artist or photographer) (R) | Author Affiliation (O) | Title (R) | Type of Medium (R) | Edition (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Physical Description (O) | Series (O) | Language (R) | Notes (O)

Author (artist or photographer) for Individual Prints and Photographs (required)

General Rules for Author (artist or photographer)

• Enter the author's surname (family or last name) first
- Capitalize surnames and enter spaces within surnames as they appear on the
document cited on the assumption that the author approved the form used. For
example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two
initials following each surname
- Separate multiple author names from each other by a comma and a space
- End author information with a period unless the author role is included (see the
Author role included below)

**Box 8. Author role included.**

- Supply the role played by the author, such as artist, engraver, or photographer,
following the author name, if desired. Note that a printer is not considered an
author.

- Separate the name from the role by a comma and a space

  *Examples:*

  Ridley W, engraver. Harvey [print]. London: [publisher unknown]; 1796. 1
  print: black & white.

  Plakat; c1990. 1 poster: color, 66 x 48 cm. Russian.

- If there are multiple authors with differing roles, separate each author name and
role with a semicolon and a space

  Sokolov IS, author; Ivanov KK, artist. Stydno, diadia! [For shame, uncle!]
  [poster]. Moscow: Ministerstvo Zdravookhraneniia SSSR, Institut Sanitarnogo
  Prosveshcheniia; 1964. 1 poster: color, 56 x 43 cm. Russian.

- Translate the word found for author, artist, engraver, photographer, or other role
into English, if possible. However, the wording found on the publication may
always be used.

- To assist in identifying author roles in other languages, below is a brief list of non-
English words for them:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Author</th>
<th>Word for Artist</th>
<th>Word for Photographer</th>
<th>Word for Engraver</th>
<th>Word for Illustrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>auteur</td>
<td>artiste</td>
<td>photographe</td>
<td>graveur</td>
<td>illustrateur</td>
</tr>
<tr>
<td></td>
<td></td>
<td>graphiste</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>German</td>
<td>Verfasser</td>
<td>Artist</td>
<td>Fotograf</td>
<td>Graveur</td>
<td>Illustrator</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kunstler</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Box 8 continues on next page...
### Specific Rules for Author (artist or photographer)

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Organization as author
- Author role included
- No author can be found
- Options for author names

#### Box 1. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames
  
  Estelle Palmer-Canton; *becomes* Palmer-Canton E
  
  Ahmed El-Assmy; *becomes* El-Assmy A

- Keep particles, such as O’, D’, and L’

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**Box 1 continues on next page...**
Box 1 continued from previous page.

Alan D. O'Brien; becomes O'Brien AD
James O. L'Esperance; becomes L'Esperance JO
U. S'adeh; becomes S'adeh U

- Omit all other punctuation in surnames

Charles A. St. James; becomes St James CA

Box 2. Other surname rules.

- Keep prefixes in surnames
  
  Lama Al Bassit; becomes Al Bassit L
  Jiddeke M. van de Kamp; becomes van de Kamp JM
  Gerard de Pouvourville; becomes de Pouvourville G

- Keep compound surnames even if no hyphen appears
  
  Sergio Lopez Moreno; becomes Lopez Moreno S
  Jaime Mier y Teran; becomes Mier y Teran J
  Virginie Halley des Fontaines; becomes Halley des Fontaines V

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  - Treat letters marked with diacritics or accents as if they are not marked
    
    Å treated as A
    Ø treated as O
    Ç treated as C
    Ĺ treated as L
    à treated as a
    ġ treated as g
    ņ treated as n
    ü treated as u

Box 2 continues on next page...
Box 2 continued from previous page.

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  
  æ treated as ae
  
  œ treated as oe

Box 3. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names
  
  Jean-Louis Lagrot; becomes Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle
  
  D'Arcy Hart; becomes Hart D
  
  W. St. John Patterson; becomes Patterson WS
  
  De la Broquerie Fortier; becomes Fortier D
  
  Craig McC. Brooks; becomes Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.
  
  Ch. Wunderly; becomes Wunderly C
  
  C. Fr. Erdman; becomes Erdman CF

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter
  
  Iu. A. Iakontov; becomes Iakontov IuA
  
  G. Th. Tsakalos; becomes Tsakalos GTh

Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name
  
  James A. Reed, M.D., F.R.C.S.; becomes Reed JA
  
  Kristine Schmidt, Ph.D.; becomes Schmidt K

Box 4 continues on next page...
Robert V. Lang, Major, US Army; becomes Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name

  Sir Frances Hildebrand; becomes Hildebrand F
  Dr. Jane Eberhard; becomes Eberhard J
  Captain R.C. Williams; becomes Williams RC

**Box 5. Designations of rank in a family, such as Jr and III.**

- Place family designations of rank after the initials, without punctuation

- Convert roman numerals to arabic ordinals

  *Examples:*

  Vincent T. DeVita, Jr.; becomes DeVita VT Jr
  James G. Jones II; becomes Jones JG 2nd
  John A. Adams III; becomes Adams JA 3rd
  Henry B. Cooper IV; becomes Cooper HB 4th

**Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).**

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names if they are in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, or Korean, or character-based languages, such as Chinese and Japanese

- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

  Iu. A. Iakontov; becomes Iakontov IuA
  G. Th. Tsakalos; becomes Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

*Box 6 continues on next page...*
Box 6 continued from previous page.

- Treat letters marked with diacritics or accents as if they are not marked
  - Å treated as A
  - Ø treated as O
  - Ç treated as C
  - Ł treated as L
  - à treated as a
  - ģ treated as g
  - ň treated as n
  - ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe

Box 7. Organization as author.

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit "The" preceding an organizational name
  
  The American Cancer Society; becomes American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas
  
  American Medical Association, Committee on Ethics.
  
  International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.
  
  American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)
National Academy of Sciences (US).

Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon
  
  Canadian Association of Orthodontists; Canadian Dental Association.

  American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization or organizations appear as authors, use the names of the individuals as the author and give the organization at the end of the reference as a note

- For names of organizations in languages other than English:
  
  - Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear on the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.
    
    Istituto di Fisiologia Clinica del CNR.

    Universitatsmedizin Berlin.

    Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

  - Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.
    
    Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

    or

    [Russian Respiratory Society].

  - Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

    [Chinese Medical Society].
Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked
  
  Ā treated as A
  Ø treated as O
  Ç treated as C
  Ł treated as L
  à treated as a
  ġ treated as g
  ņ treated as n
  ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  
  æ treated as ae
  œ treated as oe

Box 9. No author can be found.

- If no person or organization can be identified as the author, begin the reference with the title of the print or photograph. Do not use anonymous.

Box 10. Options for author names.

- It is not NLM practice for citing authors of prints and photographs, but the full names of authors may be given.

  Takagi, Yasushi.
  Mann, Frederick D.

Examples for Author (artist or photographer)

1. Standard citation for a print or photograph
2. Print or photograph author with optional full first name
3. Print or photograph author with optional role provided
4. Print or photograph author with only last name provided
5. Print or photograph with multiple authors
6. Print or photograph authors with different roles
7. Print or photograph with organization as author
8. Print or photograph with no author found
9. Print or photograph with author affiliation

**Author Affiliation for Individual Prints and Photographs (optional)**

**General Rules for Author Affiliation**

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the parentheses, unless the affiliation is for the last author, then use a period

**Specific Rules for Author Affiliation**

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

**Box 11. Abbreviations in affiliations.**

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

*Examples:*

- Acad. for Academy
- Assoc. for Association
- Co. for Company

*Box 11 continues on next page...*
Box 11 continued from previous page.

Coll. for College
Corp. for Corporation
Dept. for Department
Div. for Division
Inst. for Institute or Institution
Soc. for Society
Univ. for University

See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 12. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space
- Insert the e-mail address as it appears in the publication
- Place the e-mail address within the closing parenthesis for the author affiliation
- Do not end an e-mail address with a period

Example:

Patrias K (National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov).

Box 13. Organizational names for affiliations not in English.

- Give the affiliation of all authors or only the first author
- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E),

Box 13 continues on next page...
Box 13 continued from previous page.

and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France).

  Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy).

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

  Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania).

  Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia).

- Translate organizational names in character-based languages (Chinese, Japanese)

  Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan).

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  - Treat letters marked with diacritics or accents as if they are not marked
    
    \[ \text{Å treated as A} \]
    \[ \text{Ø treated as O} \]
    \[ \text{Ç treated as C} \]
    \[ \text{Ł treated as L} \]
    \[ \text{à treated as a} \]
    \[ \text{ê treated as g} \]
    \[ \text{ñ treated as n} \]

Box 13 continues on next page...
Box 13 continued from previous page.

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - \( \text{ü} \) treated as \( u \)
  - \( \text{æ} \) treated as \( a e \)
  - \( \text{œ} \) treated as \( o e \)

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 14. Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name as found on the publication may always be used.

  Moskva becomes Moscow
  Wien becomes Vienna
  Italia becomes Italy
  Espana becomes Spain

Examples for Author Affiliation

9. Print or photograph with author affiliation

Title for Individual Prints and Photographs (required)

General Rules for Title

- Enter the title of the print or photograph as it appears on the original document, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless some other form of punctuation such as a question mark, period, or an exclamation point is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a space unless a question mark or exclamation point already ends it
Specific Rules for Title

- Titles not in English
- Titles in more than one language
- Titles containing a Greek letter, chemical formula, or another special character
- Titles ending in punctuation other than a period
- No title can be found

Box 15. Titles not in English.

- Provide the title in the original language for non-English titles found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Le sida se transmet aussi de cette facon [poster].

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

  Drug vodki--vrag profsoiuza [poster].

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

  Hashika yakubyoyokeye [print].

  or

  [Protector against measles] [print].

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  • Treat letters marked with diacritics or accents as if they are not marked

    Å  treated as  A
    Ø  treated as  O
    Ç  treated as  C
    Ł  treated as  L
    à  treated as  a
    ţ  treated as  g
    ň  treated as  n

  Box 15 continues on next page...
Box 15 continued from previous page.

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  
  ü treated as u

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

  Methoden der perioperativen Eigenbluttransfusion [poster].

- Provide an English translation after the original language one if possible; place translations in square brackets

  Trezvost', zakon dorog [Sobriety, law of the road] [poster].

  Hashika yakubyoyoke [Protector against measles] [print].

Box 16. Titles in more than one language.

- If a title is presented in two or more languages, give the titles in the order they are found in the text, with an equals sign between them. Indicate the languages, separated by commas, after the date (and physical description, if given).

  Boillard J, artist; Booth T, sculptor. Assemblee des vieux garcons = The assembly of old batchelors [print]. London: Bowles & Carver; [date unknown]. 1 print: color, 16 x 22 cm. French, English.

  Girardet E. La consultation = Die consultation [print]. Paris: Lemercier; [date unknown]. 1 print: color, 28 x 24 cm. French, German.


**Box 17. Titles containing a Greek letter, chemical formula, or another special character.**

- Capitalize the first word of a title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized
  
  1,3-dichloro-5,5-dimethylhydantoin [print].
  
  von Willebrand disease incidence [print].

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, $\Omega$ becomes omega.
  
  Enantioselective synthesis of $\beta$-amino acids [print].

  *may become*

  Enantioselective synthesis of beta-amino acids [print].

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses
  
  TiO$_2$ nanoparticles [print].

  *may become*

  TiO(2) nanoparticles [print].

**Box 18. Titles ending in punctuation other than a period.**

- Most titles end in a period. Place [print], [photograph], [poster], etc., inside the period.

  Day J. Dying before their time: early death & AIDS [poster]. Farmington (CT): University of Connecticut School of Medicine, Section of Medical Arts & Letters; 1988. 1 poster: color, 21 x 14 in.

- If a title ends in another form of punctuation, keep that punctuation and follow [print], [photograph], [poster], etc., with a period


  Gillray J. The cow pock-or-the wonderful effects of the new inoculation! [print]. London: H. Humphrey; 1802 Jun 12. 1 print: etching, color, 9 x 14 in.

*Box 18 continues on next page...*
Box 18 continued from previous page.


Box 19. No title can be found.

A print or a photograph often will have no title, either on the face of the item or on its reverse.

- Construct a title that describes the image shown
- Use enough words to make the constructed title meaningful
- Place the constructed title in square brackets

Examples:

[Interior view of the ear] [poster].

[Floor plans for laboratory] [print].

Examples for Title

10. Print or photograph title with subtitle
11. Print or photograph title ending in punctuation other than a period
12. Print or photograph with constructed title
13. Print or photograph title in a language other than English
14. Print or photograph title with parallel text in two or more languages
15. Print or photograph title for a conference

Type of Medium for Individual Prints and Photographs (required)

General Rules for Type of Medium

- Indicate the specific type of medium (print, photograph, poster, etc.) following the title
- Place the name of the medium in square brackets and end with a period, such as "[photograph]."
- Add information about the medium according to the instructions under Physical Description

Specific Rules for Type of Medium

- Titles ending in punctuation other than a period
• Titles not in English

**Box 20. Titles ending in punctuation other than a period.**

• Most titles end in a period. Place [print], [photograph], [poster], etc., inside the period.

  Day J. Dying before their time: early death & AIDS [poster]. Farmington (CT): University of Connecticut School of Medicine, Section of Medical Arts & Letters; 1988. 1 poster: color, 21 x 14 in.

• If a title ends in another form of punctuation, keep that punctuation and follow [print], [photograph], [poster], etc., with a period

  Gillray J. The cow pock-or-the wonderful effects of the new inoculation! [print]. London: H. Humphrey; 1802 Jun 12. 1 print: etching, color, 9 x 14 in.

• If a translation of a title is provided, place the specific name for the type of medium in square brackets following the translation


**Box 21. Titles not in English.**

• If a translation of a title is provided, place the name for the type of medium in square brackets following the translation


**Examples for Type of Medium**

1. Standard citation for a print or photograph
2. Print or photograph author with optional full first name
3. Print or photograph author with optional role provided
4. Print or photograph author with only last name provided
5. Print or photograph with multiple authors
6. Print or photograph authors with different roles
7. Print or photograph with organization as author
8. Print or photograph with no author found
9. Print or photograph with author affiliation
10. Print or photograph title with subtitle
11. Print or photograph title ending in punctuation other than a period
12. Print or photograph with constructed title
13. Print or photograph title in a language other than English
14. Print or photograph title with parallel text in two or more languages
15. Print or photograph title for a conference
16. Print or photograph with edition
17. Print or photograph with well known place of publication
18. Print or photograph with lesser known place of publication
19. Print or photograph with place of publication inferred
20. Print or photograph with no place of publication found
21. Print or photograph publisher with subsidiary department/division named
22. Print or photograph with government agency as publisher
23. Print or photograph with no publisher found
24. Print or photograph with no place of publication or publisher found
25. Print or photograph date with month and day included
26. Print or photograph with date of copyright instead of date of publication
27. Print or photograph with date estimated
28. Print or photograph with no date of publication found
29. Print or photograph with no place, publisher, or date of publication found
30. Print or photograph with physical description
31. Print or photograph with a series
32. Print or photograph with the name of library or other archive included
33. Print or photograph with supplemental note included
Edition for Individual Prints and Photographs (optional)

General Rules for Edition

Prints are made in a varying number of impressions or copies, called an edition, such as an edition of 20 or an edition of 100.

- Begin with the word Edition followed by a colon, a space, and the total number of impressions. For example: Edition: 50.
- Express numbers representing editions in arabic numbers. For example: XXX; becomes 30.
- End the edition statement with a period

Specific Rules for Edition

- Non-English words for editions

Box 22. Non-English words for editions.

- Translate all words used for edition into English
- To help identify words used in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Edition</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danish</td>
<td>oplag</td>
<td>n.a.</td>
</tr>
<tr>
<td></td>
<td>udgave</td>
<td></td>
</tr>
<tr>
<td>Dutch</td>
<td>uitgave</td>
<td>uitg.</td>
</tr>
<tr>
<td></td>
<td>editie</td>
<td>ed.</td>
</tr>
<tr>
<td>Finnish</td>
<td>julkaisu</td>
<td>julk.</td>
</tr>
<tr>
<td>French</td>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>German</td>
<td>Ausgabe</td>
<td>Ausg.</td>
</tr>
<tr>
<td></td>
<td>Auflage</td>
<td>Aufl.</td>
</tr>
<tr>
<td>Greek</td>
<td>ekdosis</td>
<td>ekd.</td>
</tr>
<tr>
<td>Italian</td>
<td>edizione</td>
<td>ed.</td>
</tr>
<tr>
<td>Norwegian</td>
<td>publikasjon</td>
<td>publ.</td>
</tr>
<tr>
<td></td>
<td>utgave</td>
<td>utg.</td>
</tr>
<tr>
<td>Portuguese</td>
<td>edicao</td>
<td>ed.</td>
</tr>
<tr>
<td>Russian</td>
<td>izdanie</td>
<td>izd.</td>
</tr>
<tr>
<td></td>
<td>publikacija</td>
<td>publ.</td>
</tr>
<tr>
<td>Spanish</td>
<td>edicion</td>
<td>ed.</td>
</tr>
</tbody>
</table>

Box 22 continues on next page...
Examples for Edition

16. Print or photograph with edition

Place of Publication for Individual Prints and Photographs (required)

General Rules for Place of Publication

- Place is defined as the city where the print or photograph was published.
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL).
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as London (ON) and London (England).
- Use the anglicized form for a non-US city, such as Vienna for Wein.
- End place information with a colon.

Specific Rules for Place of Publication

- Non-US cities
- No place of publication can be found.

Box 23. Non-US cities.

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva. However, the name as found on the publication may always be used.
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked.
    - Å treated as A
    - Ø treated as O.
Box 23 continued from previous page.

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:
  - Montreal (QC):
  - Ottawa (ON):
  - Vancouver (BC):

- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.
  - London:
  - Rome:
  - Paris:
  - Madrid:
  - but
  - Malaga (Spain): or Malaga (ES):
  - Basel (Switzerland): or Basel (CH):
  - Oxford (England): or Oxford (GB):

Box 23 continues on next page...
Box 23 continued from previous page.

- As an option, use the country name or country code after all cities not in the US or Canada

Box 24. No place of publication can be found.

- If no place of publication can be found on the print or photograph, but one can be reasonably inferred (e.g., Chicago as the place for a publication of the American Medical Association), place the city in square brackets, such as [Chicago].
  
  Kennedy RA. [Christian B. Anfinsen] [photograph]. [Bethesda (MD)]: National Institutes of Health (US), Photographic Research Section; [1952?]. 1 print: black & white.

- If no place of publication can be found or inferred, use [place unknown]
  
  Blossom D. Tufts University School of Medicine [photograph]. [place unknown]: E.R. Squibb & Sons; c1966. 1 photograph: color, 11 x 14 in.

Examples for Place of Publication

17. Print or photograph with well known place of publication
18. Print or photograph with lesser known place of publication
19. Print or photograph with place of publication inferred
20. Print or photograph with no place of publication found
24. Print or photograph with no place of publication or publisher found
29. Print or photograph with no place, publisher, or date of publication found

Publisher for Individual Prints and Photographs (required)

General Rules for Publisher

- Record the name of the publisher as it appears in the publication, using whatever capitalization and punctuation is found there
- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- When a division or other subsidiary part of a publisher appears in the publication, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a semicolon
Specific Rules for Publisher

- Abbreviated words in publisher names
- Non-English names for publishers
- Government agencies and other national and international bodies as publisher
- No publisher can be found

Box 25. Abbreviated words in publisher names.

- Abbreviate commonly used words in publisher names, if desired

  Examples:
  
  Acad. for Academy
  Assoc. for Association
  Co. for Company
  Coll. for College
  Corp. for Corporation
  Dept. for Department
  Div. for Division
  Inst. for Institute or Institution
  Ltd. for Limited
  Soc. for Society
  Univ. for University

  See Appendix C for more abbreviations of commonly used English words

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

- Follow all abbreviated words with a period

Box 26. Non-English names for publishers.

- Give publisher names appearing in the roman alphabet (French, Spanish, Italian, etc.) in their original language

  Rome: Societa Editrice Universo;
  Lisbon: Imprensa Medica;

Box 26 continues on next page...
Box 26 continued from previous page.

- Romanize names given in Cyrillic, Greek, Arabic, Hebrew, Korean
  
  Sofia (Bulgaria): Sofia Medizina i Fizkultura;

- Romanize names or translate names presented in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.
  
  Tokyo: Medikaru Rebyusha;
  
  Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute];

  Taiyuan (China): Shanxi ke xue ji she chu ban she;

  [Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized.]

- If the name of a division or another part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest.
  
  Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero;

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å  treated as  A
    Ø  treated as  O
    Ç  treated as  C
    Ł  treated as  L
    à  treated as  a
    ġ  treated as  g
    ň  treated as  n
    ü  treated as  u

Box 26 continues on next page...
Box 26 continued from previous page.

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  
  \[ \text{æ treated as æ} \]
  
  \[ \text{œ treated as œ} \]

- If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.
  
  Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press];

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.
  
  Aarhus (Denmark): [Aarhus University Press];

Box 27. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)
  
  National Cancer Institute (US)
  
  National Society on Alcoholism and Drug Dependence (NZ)
  
  Royal Society of Medicine Press Ltd. (GB)
  
  Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor, which disseminates documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency or other organization that issued the print or photograph as the publisher and include distributor information as a note, preceded by "Available from: ".
  
Box 28. No publisher can be found.

- If no publisher can be found, use [publisher unknown]
  Spellman DD. [Hugo A. Freund] [photograph]. Detroit: [publisher unknown]; c1948. 1 photograph: black & white.

Examples for Publisher

21. Print or photograph publisher with subsidiary department/division named
22. Print or photograph with government agency as publisher
23. Print or photograph with no publisher found
24. Print or photograph with no place of publication or publisher found
29. Print or photograph with no place, publisher, or date of publication found

Date of Publication for Individual Prints and Photographs (required)

General Rules for Date of Publication

- Always give the year of publication
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month of publication, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them to the first three letters, such as Jan
- End date information with a period

Specific Rules for Date of Publication

- Non-English names for months
- Seasons instead of months
- Date of publication and date of copyright
- No date of publication, but a date of copyright
- No date of publication or copyright can be found
- Options for date of publication

Box 29. Non-English names for months.

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them
  For example:

Box 29 continues on next page...
Box 29 continued from previous page.

mayo = May
luty = Feb
brezen = Mar

Box 30. Seasons instead of months.

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them
  For example:
  
  balvan = Summer
  outomno = Fall
  hiver = Winter
  pomlad = Spring

Box 31. Date of publication and date of copyright.

Some publications have both a year of publication and a year of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the year of publication unless three or more years separates the two dates
- In the above situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, 2002, c1997.

This convention alerts a user that the information in the publication is older than the year of publication implies.

Box 32. No date of publication, but a date of copyright.

- A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005.

Box 32 continues on next page...
Day J. Dying before their time: early death & AIDS [poster]. Farmington (CT): University of Connecticut School of Medicine, Section of Medical Arts & Letters; c1988. 1 poster: color, 21 x 14 in.

Box 33. No date of publication or copyright can be found.

- If neither a date of publication nor a date of copyright can be found, but a date can be estimated because of material contained on the item itself or on accompanying material, place a question mark after the estimated date and place date information in square brackets

  Kennedy RA. [Christian B. Anfinsen] [photograph]. [Bethesda (MD): National Institutes of Health (US), Photographic Research Section; [1952?]. 1 print: black & white.

- If a specific year cannot be estimated, but an approximate date or range of years can be reasonably inferred, precede the date or date range with the word "circa" and place date information in square brackets. For example, circa 1800 and circa 1950s.

  First aid packet: first aid help for wounds [print]. [place unknown: publisher unknown; circa 1900]. Located at: Prints and Photographs Collection, National Library of Medicine, Bethesda, MD; Order No.: A022483.

- If neither a date of publication nor a date of copyright can be found nor can the date be estimated, use [date unknown]


Box 33a. Options for date of publication.

It is not NLM policy, but the following is an acceptable option:

The date of publication may follow the author names (or title if there is no author) in the list of references when the name-year system of in-text references is used

- Use the year of publication only
- Place the year after the last named author (or title and type of medium if there is no author), followed by a period
- End publisher information with a period

**NLM citation:**
Box 33a continued from previous page.

Day J. Dying before their time: early death & AIDS [poster]. Farmington (CT): University of Connecticut School of Medicine, Section of Medical Arts & Letters; 1988. 1 poster: color, 14 x 21 in.


Observation of bacterial growths in medium to study their effects on teeth [photograph]. [Bethesda (MD)]: National Institute of Dental Research (US); [date unknown]. 1 photograph: black & white, 8 x 10 in.

Name-year system of citation:


Observation of bacterial growths in medium to study their effects on teeth [photograph]. [date unknown]. [Bethesda (MD)]: National Institute of Dental Research (US). 1 photograph: black & white, 8 x 10 in.

Examples for Date of Publication

25. Print or photograph date with month and day included
26. Print or photograph with date of copyright instead of date of publication
27. Print or photograph with date estimated
28. Print or photograph with no date of publication found
29. Print or photograph with no place, publisher, or date of publication found

Physical Description for Individual Prints and Photographs (optional)

General Rules for Physical Description

• Give the physical characteristics of the print, photograph, etc., such as 1 photograph: black & white, 8 x 10 in.

Specific Rules for Physical Description

• Language for describing physical characteristics
Box 34. Language for describing physical characteristics.

- Begin with information on the number and type of physical pieces, followed by a colon and a space
  1 photograph:
  3 posters:
- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches and cm. for centimeters. Separate types of information by commas.
  *Typical words used include:*
  - color
  - black & white
  - 8 x 10 in. (size)
  - 21 x 26 cm. (size)

*Examples of complete physical description statements:*
  1 print: color, 9 x 14 in.
  1 poster: color, 51 x 76 cm.
  1 poster: black & white with color, 12 x 19 in.
  1 photograph: color, 11 x 14 in.
  1 photograph: black & white, 8 x 10 in.

Examples for Physical Description

30. Print or photograph with physical description

Series for Individual Prints and Photographs (optional)

General Rules for Series

- Begin with the name of the series
- Capitalize only the first word and proper nouns
- Follow the name with any numbers provided. For example, vol. 3 for a volume or no. 12 for an issue number.
- Separate the title and the number by a semicolon and a space
- Place series information in parentheses
- End series information with a period, placed outside the closing parenthesis
Examples for Series
31. Print or photograph with a series

Language for Individual Prints and Photographs (required)

General Rules for Language
- Give the language of the print, photograph, etc., if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language
- Titles appearing in more than one language

Box 35. Titles appearing in more than one language.
- If a print or photograph has titles appearing in two or more equal languages, give the titles in the order they are presented in the text, with an equals sign between them
- Indicate the particular languages, separated by a comma, after the physical description
- End language information with a period

Examples:
Boillard J, artist; Booth T, sculptor. Assemblee des vieux garcons = The assembly of old batchelors [print]. London: Bowles & Carver; [date unknown]. 1 print: color, 16 x 22 cm. French, English.


Examples for Language
13. Print or photograph title in a language other than English
14. Print or photograph title with parallel text in two or more languages

Notes for Individual Prints and Photographs (optional)

General Rules for Notes
- Notes is a collective term for any useful information given after the citation itself
- Complete sentences are not required
• Be brief

**Specific Rules for Notes**

• Information on the location of the print or photograph
• Other types of material to include in notes

**Box 36. Information on the location of the print or photograph.**

• If the print or photograph is unusual, give the name of a library or other archive where it may be found, including the city, the state/province/country, and any catalog or other finding number
• Begin with the phrase "Located at" followed by a colon and a space
• End with a period

*Example:*

Lamsvelt J. Johan Freyer [print]. [place, publisher, date unknown]. 1 print: black & white. Located at: Prints and Photographs Collection, National Library of Medicine, Bethesda, MD; Order No. B012357.

**Box 37. Other types of material to include in notes.**

• The notes element may be used to provide any information that the compiler of the reference feels is useful to the reader. Begin by citing the print or photograph, then add the note. Some examples of notes are:
  • The name of the printer

  Nunney, artist. Learning to be doctors in Fiji [poster]. New York: British Information Services; [date unknown]. 1 poster: color, 51 x 76 cm. Printed by Alf Cooke Ltd.

  • If the print or photograph was sponsored by or prepared for a particular organization, give the name

  Baron DA, photographer. Would you be more careful if it was you that got pregnant? [poster]. California: Pharmacists Planning Service, Inc.; c1986. 1 poster: halftone, 11 x 17 in. Sponsored by Clinica de la Raza, Oakland, California.

  • If the print or photograph contains material of particular interest to the audience that may not be apparent from the title, describe it

  *Box 37 continues on next page...*
Box 37 continued from previous page.

Spellman DD. [Hugo A. Freund] [photograph]. Detroit: [publisher unknown]; c1948. 1 photograph: black & white. Autographed; letter attached.

[Floor plans for laboratory] [print]. [Washington]: Army (US), Office of the Surgeon-General; [date unknown]. 1 print: black & white, 7 x 9 in. G12 surgical building for 2000 bed hospital.

Jenner E. [The hand Jenner used as a source for his vaccine] [print]. Milan (Italy): Lier; 1923. 1 print: black & white. Facsimile of 1798 edition.

Examples for Notes

32. Print or photograph with the name of library or other archive included

33. Print or photograph with supplemental note included

Examples of Citations to Individual Prints and Photographs

1. Standard citation for a print or photograph

Day J. Dying before their time: early death & AIDS [poster]. Farmington (CT): University of Connecticut School of Medicine, Section of Medical Arts & Letters; 1988. 1 poster: color, 14 x 21 in.

2. Print or photograph author with optional full first name

Netter, Frank H. [Interior view of the ear] [poster]. Summit (NJ): Ciba; [date unknown]. 1 poster: color, 39 x 27 in.

3. Print or photograph author with optional role provided

Nunney, artist. Learning to be doctors in Fiji [poster]. New York: British Information Services; [date unknown]. 1 poster: color, 51 x 76 cm.


Ridley W, engraver. Harvey [print]. London: [publisher unknown]; 1796 May 7. 1 print: black & white, 3 x 5 in.

Baron DA, photographer. Would you be more careful if it was you that got pregnant? [poster]. California: Pharmacists Planning Service, Inc.; c1986. 1 poster: halftone, 11 x 17 in.
4. Print or photograph author with only last name provided


Nunney, artist. Learning to be doctors in Fiji [poster]. New York: British Information Services; [date unknown]. 1 poster: color, 51 x 76 cm.

5. Print or photograph with multiple authors


6. Print or photograph authors with different roles


7. Print or photograph with organization as author

College des Ondes. Le sida se transmet aussi de cette facon [AIDS is transmitted by this behavior] [poster]. [Mauritius]: Mauritius Ministere de la Sante, Health Education Unit; [date unknown]. 1 poster: color, 12 x 19 in. French.

8. Print or photograph with no author found

Observation of bacterial growths in medium to study their effects on teeth [photograph]. [Bethesda (MD)]: National Institute of Dental Research (US); [date unknown]. 1 photograph: black & white, 8 x 10 in.

[Floor plans for laboratory] [print]. [Washington]: Army (US), Office of the Surgeon-General; [date unknown]. 1 print: black & white, 7 x 9 in.

9. Print or photograph with author affiliation


10. Print or photograph title with subtitle

Help wanted; set your own hours [poster]. Bethesda (MD): National Cancer Institute (US); [date unknown]. 1 poster: color, 17 x 22 in.
11. Print or photograph title ending in punctuation other than a period


Gillray J. The cow pock-or-the wonderful effects of the new inoculation! [print]. London: H. Humphrey; 1802 Jun 12. 1 print: color, 9 x 14 in.


12. Print or photograph with constructed title

Kennedy RA. [Christian B. Anfinsen] [photograph]. [Bethesda (MD)]; National Institutes of Health (US), Photographic Research Section; [1952?]. 1 print: black & white, 10 x 8 in.


13. Print or photograph title in a language other than English


Diesen H. Rus fri [poster]. Norway: Statens Edruskapsdirektorat; [date unknown]. 1 poster: color, 60 x 42 cm. Norwegian.


with translation

Le soleil peut etre dangereux: travail ou loisirs, protegez-vous [The sun can be dangerous: at work or play, protect yourself] [poster]. Paris: Ligue Nationale Contre le Cancer; 1992. 1 poster: color, 12 x 16 in. French.

Diesen H. Rus fri [Intoxication free] [poster]. Norway: Statens Edruskapsdirektorat; [date unknown]. 1 poster: color, 60 x 42 cm. Norwegian.


14. Print or photograph title with parallel text in two or more languages


Girardet E. La consultation = Die consultation [print]. Paris: Lemercier; [date unknown]. 1 print: color, 28 x 24 cm. French, German.


15. Print or photograph title for a conference


16. Print or photograph with edition


17. Print or photograph with well known place of publication

The heifer from which the vaccine matter is taken [print]. New York: Harper & Brothers; 1870. 1 print: black & white, 10 x 8 in.

Le soleil peut etre dangereux: travail ou loisirs, protegez-vous [The sun can be dangerous: at work or play, protect yourself] [poster]. Paris: Ligue Nationale Contre le Cancer; 1992. 1 poster: color, 12 x 16 in. French.

18. Print or photograph with lesser known place of publication

Stoepman F. From witchdoctor to MD: a review of more than 20 centuries of medical skill--of the scholars, the diseases and the sick--of the world around them [poster]. Haarlem (Netherlands): The Halls; 1972. 1 poster: color, 21 x 31 in.

Day J. Dying before their time: early death & AIDS [poster]. Farmington (CT): University of Connecticut School of Medicine, Section of Medical Arts & Letters; 1988. 1 poster: color, 14 x 21 in.

19. Print or photograph with place of publication inferred

Observation of bacterial growths in medium to study their effects on teeth [photograph]. [Bethesda (MD)]: National Institute of Dental Research (US); [date unknown]. 1 photograph: black & white, 8 x 10 in.

20. Print or photograph with no place of publication found

Blossom D. Tufts University School of Medicine [photograph]. [place unknown]; E.R. Squibb & Sons; c1966. 1 photograph: color, 11 x 14 in.

Thom RA. Pharmacy in Ancient China (about 2000 B.C.) [print]. [place unknown]: Parke Davis & Company; 1951. 1 print: color, 8 1/2 x 11 in.

21. Print or photograph publisher with subsidiary department/division named

Day J. Dying before their time: early death & AIDS [poster]. Farmington (CT): University of Connecticut School of Medicine, Section of Medical Arts & Letters; 1988. 1 poster: color, 14 x 21 in.


22. Print or photograph with government agency as publisher

[Floor plans for laboratory] [print]. [Washington]: Army (US), Office of the Surgeon-General; [date unknown]. 1 print: black & white, 7 x 9 in.

Observation of bacterial growths in medium to study their effects on teeth [photograph]. [Bethesda (MD)]: National Institute of Dental Research (US); [date unknown]. 1 photograph: black & white, 8 x 10 in.

23. Print or photograph with no publisher found

Spellman DD. [Hugo A. Freund] [photograph]. Detroit: [publisher unknown]; 1948 Feb. 1 photograph: black & white, 8 x 11 in.

24. Print or photograph with no place of publication or publisher found

Kyllingstad H. Indian hospital [photograph]. [place unknown: publisher unknown]; 1951. 1 photograph: black & white, 7 x 9 in.

Eareckson CN. [Dr. Harry Friedenwald] [photograph]. [place unknown: publisher unknown]; 1928. 1 photograph: black & white, 5 x 8 in.

25. Print or photograph date with month and day included

Ridley W, engraver. Harvey [print]. London: [publisher unknown]; 1796 May 7. 1 print: black & white, 3 x 5 in.
26. Print or photograph with date of copyright instead of date of publication


27. Print or photograph with date estimated

Kennedy RA. [Christian B. Anfinsen] [photograph]. [Bethesda (MD): National Institutes of Health (US), Photographic Research Section; 1952?]. 1 print: black & white, 10 x 8 in.

First aid packet: first aid help for wounds [photograph]. [place unknown: publisher unknown; circa 1900]. 1 photograph: black & white, 5 x 6 in. Located at: Prints and Photographs Collection, National Library of Medicine, Bethesda, MD; Order No.: A022483.

28. Print or photograph with no date of publication found

Darbois D. [A young boy in Japan with polio] [photograph]. [Geneva]: World Health Organization; [date unknown]. 1 photograph: black & white, 7 x 10 in.


29. Print or photograph with no place, publisher, or date of publication found

Johan Freyer [print]. [place, publisher, date unknown]. 1 print: black & white, 6 x 7 in. Located at: Prints and Photographs Collection, National Library of Medicine, Bethesda, MD; Order No. B012357.

Berry T, engraver. John Gerarde: master in chirurgerie [print]. [place, publisher, date unknown]. 1 print: black & white, 6 x 8 in. Located at: Prints and Photographs Collection, National Library of Medicine, Bethesda, MD; Order No. B012807.

30. Print or photograph with physical description

Kyllingstad H. Indian hospital [photograph]. [place unknown: publisher unknown]; 1951. 1 photograph: black & white, 7 x 9 in.

[Men in uniform] [print]. New York: G.W. Averell; 1875. 1 print: sepia, 10 x 12 in.

31. Print or photograph with a series

Thom RA. Pharmacy in Ancient China (about 2000 B.C.) [print]. [place unknown]: Parke Davis & Company; 1951. 1 print: color, 8 1/2 x 11 in. (A history of pharmacy in pictures; 3).

32. Print or photograph with the name of library or other archive included

Johan Freyer [print]. [place, publisher, date unknown]. 1 print: black & white. Located at: Prints and Photographs Collection, National Library of Medicine, Bethesda, MD; Order No. B012357.

33. Print or photograph with supplemental note included

Riley J, artist. [John Freke] [print]. [place unknown: publisher unknown]; 1718. 1 print: black & white, 6 x 9 in. From a sculpture by Vertue.

Thom RA. Pharmacy in Ancient China (about 2000 B.C.) [print]. [place unknown: Parke Davis & Company; 1951. 1 print: color, 8 1/2 x 11 in. (A history of pharmacy in pictures; 3). Shows Shen Nung, a Chinese emperor, examining herbs.

Kyllingstad H. Indian hospital [photograph]. [place unknown: publisher unknown]; 1951. 1 photograph: black & white, 7 x 9 in. Taken at the Santa Fe Indian Hospital, New Mexico.

Baron DA, photographer. Would you be more careful if it was you that got pregnant? [poster]. California: Pharmacists Planning Service, Inc.; c1986. 1 poster: halftone, 11 x 17 in. Sponsored by Clinica de la Raza, Oakland, California.

Spellman DD. [Hugo A. Freund] [photograph]. Detroit: [publisher unknown]; 1948 Feb. 1 photograph: black & white, 8 x 11 in. Autographed; letter attached.

[The hand Jenner used as a source for his vaccine] [print]. Milan (Italy): Lier; 1923. 1 print: black & white. Facsimile of 1798 drawing by Jenner.

B. Sample Citation and Introduction to Citing Collections of Prints and Photographs

The general format for a reference to a collection of prints and photographs, including punctuation:
Examples of Citations to Collections of Prints and Photographs

Prints and photographs may be cited as individual items or as collections. In the rules section below, information on citing collections is placed after the rules for citing an individual print or photograph.

Titles for collections are unusual in that they are assigned by the library or other archive housing the collection. Although collection titles are constructed, they are not placed within square brackets as are constructed titles for an individual print or photograph. Other areas of difference include:

- Range of dates for the collection is provided instead of a single date of publication.
- Place of publication and publisher information is absent.
- Name of the library or archive housing the collection is required in the citation.

Note that most example citations in this chapter are from the Prints and Photographs Collection of the National Library of Medicine. Since the Collection is housed organizationally within the Library's History of Medicine Division, many items are historical in nature. However, the rules provided are applicable to contemporary material.

Continue to Citation Rules with Examples for Collections of Prints and Photographs

Continue to Examples of Citations to Collections of Prints and Photographs

Citation Rules with Examples for Collections of Prints and Photographs

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (artist or photographer) (R) | Author Affiliation (O) | Title (R) | Type of Medium (R) | Secondary Author (O) | Date of Publication (R) | Physical Description (O) | Library or Other Archive Where Located (R) | Language (R) | Notes (O)
Author (artist or photographer) for Collections (required)

General Rules for Author (artist or photographer)

- Enter the author’s surname (family or last name) first
- Capitalize surnames and enter spaces within surnames as they appear on the
document cited on the assumption that the author approved the form used. For example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- End author information with a period unless the author role is included (see Author role included below)

**Box 45. Author role included.**

- Supply the role played by the author, such as artist, engraver, or photographer, following the author name, if desired. Note that a printer is not considered an author.
- Separate the name from the role by a comma and a space
  
  *Examples:*
  
  Tabor M, photographer.
  
  Riley J, artist.

- If there are multiple authors with differing roles, separate each author name and role with a semicolon and a space
  
  Sokolov IS, author; Ivanov KK, artist.

- Translate the word found for author, artist, engraver, photographer, or other role into English whenever possible. However, the wording found on the publication may always be used.

- To assist in identifying author roles in other languages, below is a brief list of non-English words for them:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Author</th>
<th>Word for Artist</th>
<th>Word for Photographer</th>
<th>Word for Engraver</th>
<th>Word for Illustrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>auteur</td>
<td>artiste</td>
<td>photographe</td>
<td>graveur</td>
<td>illustrateur</td>
</tr>
<tr>
<td></td>
<td>graphiste</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>German</td>
<td>Verfasser</td>
<td>Artist</td>
<td>Fotograf</td>
<td>Graveur</td>
<td>Illustrator</td>
</tr>
<tr>
<td></td>
<td>Kunstler</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Box 45 continues on next page...*
Box 45 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Author</th>
<th>Word for Artist</th>
<th>Word for Photographer</th>
<th>Word for Engraver</th>
<th>Word for Illustrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Italian</td>
<td>autore</td>
<td>artista</td>
<td>fotografa</td>
<td>incisore</td>
<td>disegnatore</td>
</tr>
<tr>
<td></td>
<td>graphico</td>
<td>fotografo</td>
<td>Intagliatore</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>fotoincisore</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Latin</td>
<td>auctor</td>
<td>pinx</td>
<td>fecit</td>
<td>conditor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>scriptor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>autor</td>
<td>artista</td>
<td>fotografo</td>
<td>grabador</td>
<td>ilustrador</td>
</tr>
<tr>
<td></td>
<td>pintor</td>
<td>fotografa</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>pintora</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td>avtor</td>
<td>khudozhnik</td>
<td>fotograf</td>
<td>graver</td>
<td>konstruktor</td>
</tr>
<tr>
<td></td>
<td>sostavitel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Specific Rules for Author (artist or photographer)

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Organization as author
- Author role included
- Compiler instead of an author
- No author can be found
- Options for author names

Box 38. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames
  - Estelle Palmer-Canton; *becomes* Palmer-Canton E
  - Ahmed El-Assmy; *becomes* El-Assmy A
- Keep particles, such as O’, D’, and L’
Box 38 continued from previous page.

Alan D. O'Brien; becomes O'Brien AD
James O. L'Esperance; becomes L'Esperance JO
U. S'adeh; becomes S'adeh U

• Omit all other punctuation in surnames

Charles A. St. James; becomes St James CA

Box 39. Other surname rules.

• Keep prefixes in surnames

Lama Al Bassit; becomes Al Bassit L
Jiddeke M. van de Kamp; becomes van de Kamp JM
Gerard de Pouvourville; becomes de Pouvourville G

• Keep compound surnames even if no hyphen appears

Sergio Lopez Moreno; becomes Lopez Moreno S
Jaime Mier y Teran; becomes Mier y Teran J
Virginie Halley des Fontaines; becomes Halley des Fontaines V

• Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

○ Treat letters marked with diacritics or accents as if they are not marked

Ä treated as A
Ø treated as O
Ç treated as C
Ł treated as L
à treated as a
ğ treated as g
ń treated as n
ü treated as u

Box 39 continues on next page...
Box 39 continued from previous page.

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe

Box 40. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names
  - Jean-Louis Lagrot; becomes Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle
  - D’Arcy Hart; becomes Hart D
  - W. St. John Patterson; becomes Patterson WS
  - De la Broquerie Fortier; becomes Fortier D
  - Craig McC. Brooks; becomes Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.
  - Ch. Wunderly; becomes Wunderly C
  - C. Fr. Erdman; becomes Erdman CF

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter
  - Iu. A. Iakontov; becomes Iakontov IuA
  - G. Th. Tsakalos; becomes Tsakalos GTh

Box 41. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name
  - James A. Reed, M.D., F.R.C.S.; becomes Reed JA
  - Kristine Schmidt, Ph.D.; becomes Schmidt K

Box 41 continues on next page...
Robert V. Lang, Major, US Army; becomes Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name

Sir Frances Hildebrand; becomes Hildebrand F
Dr. Jane Eberhard; becomes Eberhard J
Captain R.C. Williams; becomes Williams RC

Box 42. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals
  
  **Examples:**

  Vincent T. DeVita, Jr.; becomes DeVita VT Jr

  James G. Jones II; becomes Jones JG 2nd

  John A. Adams III; becomes Adams JA 3rd

  Henry B. Cooper IV; becomes Cooper HB 4th

Box 43. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

  Iu. A. Iakontov; becomes Iakontov IuA
  G. Th. Tsakalos; becomes Tsakalos GTh
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
Box 43 continued from previous page.

- Treat letters marked with diacritics or accents as if they are not marked:
  - Å treated as A
  - Ø treated as O
  - Ç treated as C
  - Ł treated as L
  - à treated as a
  - ģ treated as g
  - ň treated as n
  - ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters:
  - æ treated as ae
  - œ treated as oe

Box 44. Organization as author.

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit "The" preceding an organizational name:
  - The American Cancer Society; becomes American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas:
  - American Medical Association, Committee on Ethics.
  - International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.
  - American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)
National Academy of Sciences (US).

Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon
  
  Canadian Association of Orthodontists; Canadian Dental Association.

  American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization or organizations appear as authors, use the names of the individuals as the author and give the organization at the end of the reference as a note

- For names of organizations in languages other than English:
  
  - Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear on the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.
    
    Istituto di Fisiologia Clinica del CNR.

    Universitatsmedizin Berlin.

    Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

  - Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.
    
    Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

    or

    [Russian Respiratory Society].

  - Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.
    
    [Chinese Medical Society].
Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked
  - Å treated as A
  - Ø treated as O
  - Ç treated as C
  - Ł treated as L
  - à treated as a
  - ģ treated as g
  - ñ treated as n
  - ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe

**Box 46. Compiler instead of an author.**

A compiler is someone who collects and organizes the work of others.

- Place the name of a compiler in the author position when the collection consists of the works of various individuals or organizations
- Follow the same rules as used for author names
- Separate the names of multiple compilers with a comma
- Follow the name of a single compiler or the last named compiler with a comma and the word compiler or compilers
- End compiler information with a period

*Example:*
Box 46 continued from previous page.


- If there are both an author and a compiler, place the compiler in the secondary author position, following the title and type of medium

Box 47. No author can be found.

- If no person or organization can be identified as the author, begin the reference with the title of the print or photograph. Do not use anonymous.

Box 48. Options for author names.

- The following format is not NLM practice for citing authors of collections, but the full names of authors may be given
  
  Takagi, Yasushi.
  
  Mann, Frederick D.

Examples for Author (artist or photographer)

1. Print and photograph collections

Author Affiliation for Collections (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the parentheses, unless the affiliation is for the last author, then use a period

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
• Names for cities and countries not in English

**Box 49. Abbreviations in affiliations.**

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

  **Examples:**
  
  Acad. for Academy
  Assoc. for Association
  Co. for Company
  Coll. for College
  Corp. for Corporation
  Dept. for Department
  Div. for Division
  Inst. for Institute or Institution
  Soc. for Society
  Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

**Box 50. E-mail address included.**

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears in the publication

- Place the e-mail address within the closing parenthesis for the author affiliation

- Do not end an e-mail address with a period

*Box 50 continues on next page...*
Box 50 continued from previous page.

Example:

Patrias K (National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov).

Box 51. Organizational names for affiliations not in English.

- Give the affiliation of all authors or only the first author

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France).

  Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy).

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

  Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania).

  Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia).

- Translate organizational names in character-based languages (Chinese, Japanese)

  Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan).

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å treated as  A

Box 51 continues on next page...
Box 51 continued from previous page.

Ø  treated as  O
Ç  treated as  C
Ł  treated as  L
à  treated as  a
ê  treated as  g
ń  treated as  n
ü  treated as  u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  æ  treated as  ae
  œ  treated as  oe

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 52. Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name as found on the publication may always be used.

  Moskva  becomes  Moscow
  Wien  becomes  Vienna
  Italia  becomes  Italy
  Espana  becomes  Spain

Examples for Author Affiliation

1. Print and photograph collections

Title for Collections (required)

General Rules for Title

- Enter the title of the collection as assigned by the holder of the collection
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
• Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation such as a question mark, period, or an exclamation point is already present
• End a title with a space

Specific Rules for Title

• Titles not in English
• Titles containing a Greek letter, chemical formula, or another special character

Box 53. Titles not in English.

Because the title of a collection is assigned by the library or other archive housing the collection, the title will be in the language of the country where the library or archive is located, regardless of the language of the materials contained in the collection.

To cite a collection in a non-English speaking country:

• Provide the title in the original language for non-English titles found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

• Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

• Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

• Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  ○ Treat letters marked with diacritics or accents as if they are not marked

  Å treated as  A
  Ø treated as  O
  Ç treated as  C
  Ł treated as  L
  å treated as  a
  ġ treated as  g
  ŋ treated as  n
  ü treated as  u
Box 53 continued from previous page.

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  
  \( \text{æ} \) treated as \( \text{ae} \)
  
  \( \text{œ} \) treated as \( \text{oe} \)

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

- Provide an English translation after the original language title whenever possible; place translations in square brackets

Box 54. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized
  
  von Willebrand disease as depicted in the early twentieth century [prints].

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, \( \Omega \) becomes omega.
  
  Synthesis of \( \beta \)-amino acids at the Karolinska Institute [photographs].

  may become

  Synthesis of beta-amino acids at the Karolinska Institute [photographs].

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses
  
  \( \text{TiO}_{2} \) coatings developed at the California Institute of Technology [prints].

  may become

  TiO(2) coatings developed at the California Institute of Technology [prints].

Examples for Title

1. Print and photograph collections
Type of Medium for Collections (required)

General Rules for Type of Medium

- Indicate the specific type of medium (prints, photographs, posters, etc.) of the items in the collection following the title
- Place the name of the medium in square brackets and end with a period, such as "[photographs]."
- Add information about the medium according to the instructions under Physical Description for Collections

Specific Rules for Type of Medium

- More than one type of medium

Box 55. More than one type of medium.

Collections may contain more than one type of medium.

- Place the types in square brackets after the title
- Separate the types by a plus sign (+) between spaces

Example:


Examples for Type of Medium

1. Print and photograph collections

Secondary Author for Collections (optional)

General Rules for Secondary Author

- A secondary author modifies the work of the author, such as the compiler of a collection
- Place the names of secondary authors after the title, following the type of medium
- Use the same rules for the format of names presented in Author (artist or photographer) for Collections above
- Follow the last named compiler with a comma and the word compiler or compilers
- End secondary author information with a period

Specific Rules for Secondary Author

- Non-English names for secondary authors
**Box 56. Non-English names for secondary authors.**

- Translate the word found for compiler, editor, translator, or other secondary author into English whenever possible. However, the wording found on the print, photograph, or accompanying material may always be used.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ġ treated as g
    - ñ treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - òe treated as oe
  - To assist in identifying secondary authors, below is a brief list of non-English words for them

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Compiler</th>
<th>Word for Editor</th>
<th>Word for Translator</th>
<th>Word for Illustrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>compilateur</td>
<td>redacteur</td>
<td>traducteur</td>
<td>illustrateur</td>
</tr>
<tr>
<td></td>
<td></td>
<td>editeur</td>
<td></td>
<td></td>
</tr>
<tr>
<td>German</td>
<td>zusammensteller</td>
<td>redakteur</td>
<td>ubersetzer</td>
<td>illustrator</td>
</tr>
<tr>
<td></td>
<td></td>
<td>herausgeber</td>
<td>dolmetscher</td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>compilatore</td>
<td>redattore</td>
<td>traduttore</td>
<td>disegnatore</td>
</tr>
<tr>
<td></td>
<td></td>
<td>curatore</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Box 56 continues on next page...*
Box 56 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Compiler</th>
<th>Word for Editor</th>
<th>Word for Translator</th>
<th>Word for Illustrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish</td>
<td>recopilador</td>
<td>redactor</td>
<td>traductor</td>
<td>ilustrador</td>
</tr>
<tr>
<td></td>
<td>compilador</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td>sostavitel'</td>
<td>redaktor</td>
<td>perevodchik</td>
<td>konstruktor</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>izdatel</td>
</tr>
</tbody>
</table>

Date of Publication for Collections (required)

General Rules for Date

- Give the date range of the items in the collection
- Enter the earliest date of publication, a hyphen, and the latest date of publication.
  For example: 2000-2005.
- Follow the last year with a period

Specific Rules for Date

- Date estimated

Box 57. Date estimated.

- If neither a date of publication nor a date of copyright can be found for items in a collection, but dates can be estimated because of material contained on the items themselves or on accompanying material, place a question mark after the estimated date
  1942-1945?

- If a specific year cannot be estimated, but an approximate date or range of years can be reasonably inferred, precede the date or date range with the word "circa", such as circa 1800 and circa 1950s
  circa 1900-1920
  circa 1960s

Example:

Examples for Date

1. Print and photograph collections

Physical Description for Collections (optional)

General Rules for Physical Description

- Give information on the total number and physical characteristics of the prints, photographs, etc., in the collection, such as 16 photographs: black & white, 8 x 10 in. or smaller.

Specific Rules for Physical Description

- Language for describing physical characteristics
- More than one type of medium

Box 58. Language for describing physical characteristics.

- Begin with information on the number and type of physical pieces, followed by a colon and a space
  
  325 photographs:
  
  32 posters:

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches and cm. for centimeters. Separate types of information by commas.

  Typical words used include:

  color

  black & white

  8 x 10 in. (size)

  21 x 26 cm. (size)

Examples of complete physical description statements:

  155 photographs: black & white.

  420 prints: black & white and color, 13 x 17 in. or smaller.

  51 posters: color, 27 x 32 in.
Box 59. More than one type of medium.

Collections may contain more than one type of medium.

- Place the types in square brackets after the title
- Separate the types by a plus sign (+) between spaces

Example:


Examples for Physical Description

1. Print and photograph collections

Library or Other Archive Where Located for Collections (required)

General Rules for Library or Other Archive

- Enter the phrase "Located at" followed by a colon and a space
- Give the name of the library or archive, preceded by any subsidiary division, and followed by a comma and a space. For example: Prints and Photographs Collection, National Library of Medicine.
- Follow with the name of the city, a comma, and the two-letter abbreviation for the US state or Canadian province; add the country if not the US or Canada, either written out or as the two-letter ISO country code (see Appendix D)
- Enter a semicolon and any identifying number for the collection
- End library information with a period

Specific Rules for Library or Other Archive

- Non-English names for libraries and archives
- Locations outside of the US

Box 61. Non-English names for libraries and archives.

- Provide the name in the original language for non-English names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)
  
  Bibliothèque Nationale de France

Box 61 continues on next page...
• Romanize (write in the roman alphabet) names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

  Biblioteka, Academia de Stiinte Medicale

• Romanize or translate names in character-based languages (Chinese, Japanese). Place translated names in square brackets.

  Kokuritsu Kobunshokan

  or

  [National Archives]

• Provide an English translation after the original language name if possible; place translation in square brackets.

  Biblioteka, Academia de Stiinte Medicale [Library, Academy of Medical Sciences]

  Kokuritsu Kobunshokan [National Archives]

• Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ◦ Treat letters marked with diacritics or accents as if they are not marked

    Ą  treated as  A
    Ø  treated as  O
    Ç  treated as  C
    Ł  treated as  L
    à  treated as  a
    ţ  treated as  g
    ſ  treated as  n
    ü  treated as  u

  ◦ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ  treated as  ae
Box 62. Locations outside of the US.

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, whenever possible. However, the name as found on the publication may always be used.

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E)
  
  Montreal, QC
  Ottawa, ON
  Vancouver, BC

- Follow cities in other countries with the country name, either written in full or as the two-letter ISO country code (see Appendix D)
  
  Rome, Italy  or  Rome, IT
  Malaga, Spain  or  Malaga, ES
  Basel, Switzerland  or  Basel, CH
  Oxford, England  or  Oxford, GB

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Examples for Library or Other Archive

1. Print and photograph collections

Language for Collections (required)

General Rules for Language

- Give the language of the collection, if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Collections with items appearing in more than one language
Box 60. Collections with items appearing in more than one language.

- If the items in a print or photograph collection have text in two or more languages, indicate the languages in the order they are presented, separated by a comma, after date range (and the physical description, if present).

- End language information with a period.

Example:

Spanish Civil War poster collection [posters]. 1936-1939. 123 posters: color, 161 x 213 cm. or smaller. Located at: Prints and Photographs Division, Library of Congress, Washington, DC; Card No. 2001697400. Spanish, English, Esperanto, French. Many artists are represented. Among the more notable or frequently represented artists are: Jose Bardasano, Carles Fontsere, Aleix Hinsberger, and Ramon Puyol.

Examples for Language

1. Print and photograph collections

Notes for Collections (optional)

General Rules for Notes

- Notes is a collective term for any useful information given after the citation itself.
- Complete sentences are not required.
- Be brief.

Specific Rules for Notes

- Types of material to include in notes.

Box 63. Types of material to include in notes.

- The notes element may be used to provide any information that the compiler of the reference feels is useful to the reader.
  - Begin by citing the print or photograph collection, then add the note.
  - End with a period.

- Some examples of notes for collections are:
  - Details on the type of prints or other media.

  Collection contains engravings, etchings, lithographs.

  - Subject content if not evident from the title.

Box 63 continues on next page...
Photographs depict contemporary health care professionals at work.

- Unusual or special aspects of the collection
  Many artists are represented. Among the more notable or frequently represented artists are: Jose Bardasano, Carles Fontsere, Aleix Hinsberger, and Ramon Puyol.

- Any restrictions on viewing the collection placed on it by the library or archive
  Available by appointment only.

### Examples for Notes

1. Print and photograph collections

### Examples of Citations to Collections of Prints and Photographs

1. Print and photograph collections


   Spanish Civil War poster collection [posters]. 1936-1939. 123 posters: color, 213 x 161 cm. or smaller. Located at: Prints and Photographs Division, Library of Congress, Washington, DC; Card No. 2001697400. Spanish, English, Esperanto, French. Many artists are represented. Among the more notable or frequently represented artists are: Jose Bardasano, Carles Fontsere, Aleix Hinsberger, and Ramon Puyol.


   Kase G, compiler (Board of Park Commissioners, Cincinnati, OH). Mt. Airy Forest collection [prints + slides]. 1928-1954. 549 prints: black & white, 9 x 15 cm.; 64 slides: color, 2 x 2 in. Located at: Cincinnati Historical Society Library, Cincinnati, OH.
Citing Material on CD-ROM, DVD, or Disk
Chapter 18. Books and Other Individual Titles on CD-ROM, DVD, or Disk

Created: October 10, 2007; Updated: August 11, 2015.

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

See also:

Chapter 2 Books

Chapter 11B Forthcoming Books

Chapter 15 Books and Other Individual Titles in Audiovisual Formats

Chapter 22 Books and Other Individual Titles on the Internet

Sample Citation and Introduction to Citing Entire Books and Other Individual Titles on CD-ROM, DVD, or Disk

The general format for a reference to an entire book on CD-ROM, DVD, or disk, including punctuation:

<table>
<thead>
<tr>
<th>Authors</th>
<th>Title</th>
<th>Type of Medium</th>
</tr>
</thead>
</table>

Examples of Citations to Books and Other Individual Titles on CD-ROM, DVD, or Disk

A book or other type of monograph on CD-ROM, DVD, or disk is cited in a way similar to such books appearing in print, with these exceptions:

- Because special equipment is needed to view these materials, the type of medium (CD-ROM, DVD, disk) is placed in square brackets after the title.
- If the CD-ROM, DVD, or disk has been updated or revised since the initial date of publication, the date of update/revision is added in square brackets after the date of publication.
• Extent (pagination) is given in terms of the number and type of physical pieces, such as 1 DVD or 2 CD-ROMs.
• Physical description such as color and size may be added after the extent.
• System requirements such as the names and versions of any required software may be included as a note.

The authoritative source for information to use in a citation for a book is, in order of preference: the opening screen(s); the face of the CD-ROM, DVD, or disk; the jewel case (carrying case); and accompanying print documentation.

While all books have elements in common for citation purposes (such as author, title, publisher information, and date), specific types of monographs have additional elements. For example, technical report citations should include report and contract numbers and bibliography citations should include the time period covered and the number of references included. Citation examples for such specific types of books are included below, but refer to the chapters covering these publications for more detail.

**Parts and Contributions to Books on CD-ROM, DVD, or Disk**

This chapter includes citation rules for entire books on CD-ROM, DVD, or disk. For citing parts or contributions to these books, combine the guidelines presented in this chapter with those in Chapter 2B Individual Volumes of Books (Chapter 2B(1) Volumes With a Separate Title but Without Separate Authors/Editors or Chapter 2B(2) Volumes With a Separate Title and Separate Authors/Editors), Chapter 2C Parts of Books, and Chapter 2D Contributions to Books. See also examples 44-45 below.

Because a reference should start with the individual or organization with responsibility for the intellectual content of a publication:

• Begin a reference to a part of a book with information about the book; follow it with the information about the part
• Begin a reference to a contribution with information about the contribution, followed by the word "In:" and information about the book itself.

As when citing parts and contributions to print books, provide the length of the part or contribution to a book on CD-ROM, DVD, or disk whenever possible. If traditional page numbers are not present, calculate the extent of the part or contribution using the best means possible, i.e., number of paragraphs, screens, pages if printed out, or minutes if an oral presentation. Since screen size and print fonts vary, precede the estimated number of screens and pages with the word about and place extent information in square brackets, such as [about 3 screens]. For parts and contributions that contain hyperlinks, however, such as the last sample citation in example 44, it will not be possible to provide the length.

Continue to Citation Rules with Examples for Books and Other Individual Titles on CD-ROM, DVD, or Disk.

Continue to Examples of Citations to Books and Other Individual Titles on CD-ROM, DVD, or Disk.
Citation Rules with Examples for Books and Other Individual Titles on CD-ROM, DVD, or Disk

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author/Editor (R) | Author Affiliation (O) | Title (R) | Content Type (O) | Type of Medium (R) | Edition (R) | Editor and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Date of Update/Revision (R) | Extent (Pagination) (O) | Physical Description (O) | Series (O) | Language (R) | Notes (O)

Author/Editor for Books on CD-ROM, DVD, or Disk (required)

General Rules for Author/Editor

• List names in the order they appear on the opening screens, the jewel case (carrying case), or in accompanying material
• Enter surname (family or last name) first for each author/editor
• Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
• Convert given (first) names and middle names to initials for a maximum of two initials following each surname
• Give all authors/editors, regardless of the number
• Separate author/editor names from each other by a comma and a space
• If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors; see Editor and Other Secondary Authors below if there are authors and editors
• End author/editor information with a period

Specific Rules for Author/Editor

• Surnames with hyphens and other punctuation in them
• Other surname rules
• Given names containing punctuation, a prefix, a preposition, or particle
• Degrees, titles, and honors before or after a personal name
• Designations of rank in a family, such as Jr and III
• Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
• Non-English words for editors
• Organizations as author
• No author can be found
• Options for author names
Box 1. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames
  - Estelle Palmer-Canton becomes Palmer-Canton E
  - Ahmed El-Assmy becomes El-Assmy A
- Keep particles, such as O', D', and L'
  - Alan D. O'Brien becomes O'Brien AD
  - James O. L'Esperance becomes L'Esperance JO
  - U. S'adeh becomes S'adeh U
- Omit all other punctuation in surnames
  - Charles A. St. James becomes St James CA

Box 2. Other surname rules.

- Keep prefixes in surnames
  - Lama Al Bassit becomes Al Bassit L
  - Jiddeke M. van de Kamp becomes van de Kamp JM
  - Gerard de Pouvourville becomes de Pouvourville G
- Keep compound surnames even if no hyphen appears
  - Sergio Lopez Moreno becomes Lopez Moreno S
  - Jaime Mier y Teran becomes Mier y Teran J
  - Virginie Halley des Fontaines becomes Halley des Fontaines V
  [If you cannot determine from the opening screens whether a surname is compound or a combination of a middle name and a surname, look elsewhere in the text or in any accompanying material for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
Box 2 continued from previous page.

Å treated as A
Ø treated as O
Ç treated as C
Ł treated as L
à treated as a
ğ treated as g
ñ treated as n
ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  æ treated as ae
  œ treated as oe

Box 3. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names
  Jean-Louis Lagrot becomes Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle
  D’Arcy Hart becomes Hart D
  W. St. John Patterson becomes Patterson WS
  De la Broquerie Fortier becomes Fortier D
  Craig McC. Brooks becomes Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.
  Ch. Wunderly becomes Wunderly C
  C. Fr. Erdman becomes Erdman CF
Box 3 continued from previous page.

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

  Iu. A. Iakontov  becomes  Iakontov IuA

  G. Th. Tsakalos  becomes  Tsakalos GTh

Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name

  James A. Reed, M.D., F.R.C.S.  becomes  Reed JA

  Kristine Schmidt, Ph.D.  becomes  Schmidt K

  Robert V. Lang, Major, US Army  becomes  Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name

  Sir Frances Hildebrand  becomes  Hildebrand F

  Dr. Jane Eberhard  becomes  Eberhard J

  Captain R.C. Williams  becomes  Williams RC

Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation

- Convert roman numerals to arabic ordinals

  Examples:

  Vincent T. DeVita, Jr.  becomes  DeVita VT Jr

  James G. Jones II  becomes  Jones JG 2nd

  John A. Adams III  becomes  Adams JA 3rd

  Henry B. Cooper IV  becomes  Cooper HB 4th
**Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).**

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese.
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter:
  - Iu. A. Iakontov *becomes* Iakontov IuA
  - G. Th. Tsakalos *becomes* Tsakalos GTh
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked:
    - Å *treated as* A
    - Ø *treated as* O
    - Ç *treated as* C
    - Ł *treated as* L
    - à *treated as* a
    - ğ *treated as* g
    - ñ *treated as* n
    - ü *treated as* u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters:
    - æ *treated as* ae
    - ö *treated as* oe

**Box 7. Non-English words for editor.**

- Translate the word found for editor into English. However, the wording found on the publication may always be used.

*Box 7 continues on next page...*
Box 7 continued from previous page.

- To assist in identifying editors, below is a brief list of non-English words for editor:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
</tr>
<tr>
<td></td>
<td>editeur</td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
</tr>
<tr>
<td></td>
<td>editore</td>
</tr>
<tr>
<td>Russian</td>
<td>redaktor</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
</tr>
<tr>
<td></td>
<td>editor</td>
</tr>
</tbody>
</table>

Box 8. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit "The" preceding an organizational name
  
  The American Cancer Society becomes American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas
  
  American Medical Association, Committee on Ethics.

  International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

  American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)
  
  National Academy of Sciences (US).

  Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).
• Separate two or more different organizations by a semicolon

Canadian Association of Orthodontists; Canadian Dental Association.

American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

• If both individuals and an organization or organizations appear on the title page of a book as authors, use the names of the individuals as the author and give the organization at the end of the reference as a note, if desired


• For names of organizations in languages other than English:
  ➢ Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

  Istituto di Fisiologia Clinica del CNR.

  Universitatsmedizin Berlin.

  Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

  ➢ Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

  Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

  or

  [Russian Respiratory Society].

  ➢ Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

  [Chinese Medical Society].
Box 8 continued from previous page.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å  treated as  A
    - Ø  treated as  O
    - Ç  treated as  C
    - Ł  treated as  Ł
    - à  treated as  a
    - ţ  treated as  g
    - ñ  treated as  n
    - ü  treated as  u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ  treated as  ae
    - œ  treated as  oe

Box 9. No author can be found.

- If no person or organization can be found as the author but editors or translators are present, begin the reference with the names of the editors or translators. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.
  
  Morrison CP, Court FG, editors.
  Walser E, translator.

- If no person or organization can be identified as the author and no editors or translators are given, begin the reference with the title. Do not use anonymous.
  
  Typhoid Mary, the most dangerous woman in America [DVD]. Nancy Porter Productions, Inc., producer. Boston: WGBH Educational Foundation; c2005. 1 DVD: 60 min., sound, color, 4 3/4 in.
Box 10. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.

  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.
  Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."

  Adler DG, Baron TH, Davila RE, and others.

Examples for Author/Editor

1. Standard citation to a book on CD-ROM, DVD, or disk
2. Book on CD-ROM, DVD, or disk showing authors with optional full first names
3. Book on CD-ROM, DVD, or disk with author/editor name including designations of rank within a family
4. Book on CD-ROM, DVD, or disk with authors/editors having particles or prefixes in their names
5. Book on CD-ROM, DVD, or disk with authors/editors having compound last names
6. Book on CD-ROM, DVD, or disk with secondary authors when there is no author
7. Book on CD-ROM, DVD, or disk with author(s) and secondary authors
8. Book on CD-ROM, DVD, or disk with organization as author/editor
9. Book on CD-ROM, DVD, or disk with organization as author, with subsidiary department/division named
10. Book on CD-ROM, DVD, or disk with multiple organizations as author
11. Book on CD-ROM, DVD, or disk with no authors or editors
Author Affiliation for Books on CD-ROM, DVD, or Disk (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the closing parenthesis, unless the affiliation is for the last author, then use a period

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

Box 11. Abbreviations in affiliations.

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

Examples:

Acad. for Academy
Assoc. for Association
Co. for Company
Coll. for College
Corp. for Corporation
Dept. for Department
Div. for Division
Inst. for Institute or Institution
Soc. for Society
Univ. for University

See Appendix C for more abbreviations of commonly used English words.
Box 11 continued from previous page.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 12. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears in the publication

- Do not end an e-mail address with a period

- Place the e-mail address within the closing parenthesis for the author affiliation

Example:

Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nicd.nih.gov).

Box 13. Organizational names not in English.

- Give the affiliation of all authors or only the first author

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, etc.)

Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Imunodeficiencias, Departamento de Pediatría, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

Box 13 continues on next page...
Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I.

Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese)

Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ģ treated as g
    - ň treated as n
    - ü treated as u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe

Box 13 continues on next page...
Box 13 continued from previous page.

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 14. Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name as found on the publication may always be used.
  
  Moskva  becomes  Moscow
  
  Wien  becomes  Vienna

  Italia  becomes  Italy
  
  Espana  becomes  Spain

Examples for Author Affiliation

12. Book on CD-ROM, DVD, or disk with author affiliation included

Title for Books on CD-ROM, DVD, or Disk (required)

General Rules for Title

- Enter the book title as it appears on the opening screens, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a space

Specific Rules for Title

- Book titles not in English
- Book titles in more than one language
- Translated book titles ending in punctuation other than a period
- Book titles containing a Greek letter, chemical formula, or another special character
- No book title can be found
Box 15. Book titles not in English.

- Give the title in the original language for non-English titles found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, etc.)


- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.


- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.


  or


- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    â treated as a
    ţ treated as g
    ň treated as n
    ü treated as u

Box 15 continues on next page...
Treat two or more letters printed as a unit (ligated letters) as if they are two letters

\(æ\) treated as \(ae\)

\(œ\) treated as \(oe\)

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization


- Provide an English translation after the original language title whenever possible; place translations in square brackets


**Box 16. Book titles in more than one language.**

- If a book title is written in several languages:
  
  - Give the title in the first language found on the opening screens
  
  - List all languages of publication after the extent (pagination) and any physical description
  
  - Separate the languages by commas
  
  - End the list of languages with a period

  Example:


- If a book title is presented in two or more equal languages, as often occurs in Canadian publications:

  - Give all titles in the order in which they are given in the text
Box 16 continued from previous page.

- Place an equals sign with a space on each side between each title
- List the particular languages, separated by commas, after the extent (pagination) and any physical description
- End the list of languages with a period

Example:

Rached T. Medecins de coeur = Doctors with hearts [DVD]. [Montreal (QC)]: National Film Board of Canada; c2006. 1 DVD: 112 min., sound, color, 4 3/4 in. French, English.

Box 17. Translated book titles ending in punctuation other than a period.

- Most titles end in a period. When a translation of a book title is provided, place it in square brackets. Place the closing period after the type of medium.


- If a translated title ends in another form of punctuation, keep that punctuation. Place it within the square brackets for the translation and end title information with a period.

  Une epidemie de l'obesite? [An epidemic of obesity?] [DVD].

Box 18. Book titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a book title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

  1,3-dichloro-5,5-dimethylhydantoin
  von Willebrand factor and the mechanisms of platelet function

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

  Synthesis of β-amino acids

Box 18 continues on next page...
Box 18 continued from previous page.

may become

Synthesis of beta-amino acids

• If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

\( \text{TiO}_2 \) nanoparticles

may become

\( \text{TiO}(2) \) nanoparticles

Box 19. No book title can be found.

Occasionally a publication does not appear to have any title; the book or other document simply begins with the text. In this circumstance:

• Construct a title from the first few words of the text
• Use enough words to make the constructed title meaningful
• Place the constructed title in square brackets

Examples for Book Title

13. Book title on CD-ROM, DVD, or disk with subtitle

14. Book title on CD-ROM, DVD, or disk ending in punctuation other than a period

15. Book title on CD-ROM, DVD, or disk in a language other than English

16. Book on CD-ROM, DVD, or disk published with equal text in two languages

40. Book on CD-ROM, DVD, or disk that is a conference proceedings

Content Type for Books on CD-ROM, DVD, or Disk (optional)

General Rules for Content Type

• A content type alerts the user that the reference is not to a standard book but to a dissertation, master's thesis, bibliography, or map
• Place [dissertation], [master's thesis], [bibliography], or [map] after the book title
• Follow the bracketed content type with a space
• See Chapter 5 Dissertations and Theses, Chapter 6 Bibliographies, and Chapter 9 Maps for more detail

Examples for Content Type

41. Book on CD-ROM, DVD, or disk that is a bibliography
42. Book on CD-ROM, DVD, or disk that is a dissertation

Type of Medium for Books on CD-ROM, DVD, or Disk (required)

General Rules for Type of Medium

- Indicate the type of medium (CD-ROM, DVD, disc, etc.) following the title (and content type, if present)
- Place the name of the medium in square brackets and end with a period, such as "[DVD]."
- Add information about the medium according to the instructions under Physical Description below
- See Chapter 15 for books in audiovisual formats and Chapter 22 for books on the Internet

Specific Rules for Type of Medium

- Both a content type and medium
- Book in more than one type of medium
- Book titles ending in punctuation other than a period
- Book titles not in English

Box 20. Both a content type and a medium.

- If a dissertation, master's thesis, bibliography, or map is on a CD-ROM, DVD, or disk, give the content type and the word "on" before the type of medium.


Box 21. Book in more than one type of medium.

- If a book is presented in more than one type of medium, give both
- Separate the two types by a plus sign with a space on either side
- Place both in square brackets

  Examples:
Box 21 continued from previous page.


Box 22. Book titles ending in punctuation other than a period.

- Most book titles end in a period. Place [CD-ROM], [DVD], or [disk] inside the period.


- If a title ends in another form of punctuation, keep that punctuation and follow [CD-ROM], [DVD], or [disk] with a period

University of North Carolina at Chapel Hill, School of Public Health; Centers for Disease Control and Prevention (US). The epidemic of obesity: personal choice or environmental consequence? [DVD]. [place, publisher, date unknown]. 1 DVD: 4 3/4 in.

Box 23. Book titles not in English.

- If a translation of a title is provided, place the type of medium (CD-ROM, DVD, disk) within square brackets after the translation.


Examples for Type of Medium

14. Book title on CD-ROM, DVD, or disk ending in punctuation other than a period
15. Book title on CD-ROM, DVD, or disk in a language other than English
16. Book on CD-ROM, DVD, or disk published with equal text in two languages
36. Book on CD-ROM, DVD, or disk in more than one medium
41. Book on CD-ROM, DVD, or disk that is a bibliography
42. Book on CD-ROM, DVD, or disk that is a dissertation

**Edition for Books on CD-ROM, DVD, or Disk (required)**

**General Rules for Edition**

- Indicate the edition/version being cited after the title and type of medium when a book is published in more than one edition or version
- Abbreviate common words (see Abbreviation rules for editions below)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period

**Box 24. Abbreviation rules for editions.**

- Abbreviate common words found in edition statements, if desired:

<table>
<thead>
<tr>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>abbreviated</td>
<td>abbr.</td>
</tr>
<tr>
<td>abridged</td>
<td>abr.</td>
</tr>
<tr>
<td>American</td>
<td>Am.</td>
</tr>
<tr>
<td>augmented</td>
<td>augm.</td>
</tr>
<tr>
<td>authorized</td>
<td>authoriz.</td>
</tr>
<tr>
<td>English</td>
<td>Engl.</td>
</tr>
<tr>
<td>enlarged</td>
<td>enl.</td>
</tr>
<tr>
<td>expanded</td>
<td>expand.</td>
</tr>
<tr>
<td>illustrated</td>
<td>ill.</td>
</tr>
<tr>
<td>modified</td>
<td>mod.</td>
</tr>
<tr>
<td>original</td>
<td>orig.</td>
</tr>
<tr>
<td>reprint(ed)</td>
<td>repr.</td>
</tr>
<tr>
<td>revised</td>
<td>rev.</td>
</tr>
<tr>
<td>special</td>
<td>spec.</td>
</tr>
<tr>
<td>translation</td>
<td>transl.</td>
</tr>
<tr>
<td>translated</td>
<td></td>
</tr>
</tbody>
</table>

Box 24 continues on next page...
Box 24 continued from previous page.

For additional abbreviations, see ISO 832:1994 - Rules for the abbreviation of bibliographic terms.

- Follow abbreviated words with a period and end all edition information with a period
  
  3rd rev. ed.
  
  1st Engl. ed.

Specific Rules for Edition

- Abbreviation rules for editions
- Non-English words for editions
- First editions
- Both an edition and a version

Box 25. Non-English words for editions.

- For non-English edition statements using the roman alphabet (French, German, Spanish, Italian, etc.):
  
  - Provide the name in the original language
  
  - Abbreviate common words used in edition statements if the language is a familiar one
  
  - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words
  
  - Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
    
    - Treat letters marked with diacritics or accents as if they are not marked
      
      \[ \text{Å treated as A} \]
      
      \[ \text{Ø treated as O} \]
      
      \[ \text{Ç treated as C} \]
      
      \[ \text{Ł treated as L} \]
      
      \[ \text{à treated as a} \]

Box 25 continues on next page...
Box 25 continued from previous page.

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- Separate the edition from the title proper by a space

- Retain the punctuation used in the edition statement

- Follow abbreviated words by a period and end edition information with a period

  Examples:
  
  Ed. 1a.
  5. ed. interamente riv. e aggiornata.
  2. ed. veneta.
  Nuova ed.
  Seconda ed.
  4a ed. rev. e ampliada.
  2° ed. ampliada y actualizada.

- For an edition statement in Cyrillic, Greek, Arabic, Hebrew, or Korean:
  
  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the ALA-LC Romanization Tables.
  
  - Abbreviate common words used in edition statements if the language is a familiar one
  
  - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

Box 25 continues on next page...
Box 25 continued from previous page.

- Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  *Examples:* ć or ç  becomes  c

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- Separate the edition from the title proper by a space

- Retain the punctuation used in the edition statement

- Follow abbreviated words by a period and end all edition information with a period

  *Examples:*

  - Izd. 3., perer. i dop.
  - 2. dopunjeno izd.
  - 2. ekd. epeux.
  - 3. ekd.

- For an edition statement in a character-based language such as Chinese and Japanese:

  - Transliterate or translate the words for edition

  - Do not abbreviate any of the words or omit any words

  - Use the capitalization system of the particular language

  - Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  *Examples:*

  - õ  becomes  o
  - ŭ  becomes  u
Box 25 continued from previous page.

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- Separate the edition from the title by a space

- Retain the punctuation used in the edition statement

- End all edition information with a period

  *Examples:*

  Shohan.

  Dai 1-han.

  Dai 3-pan.

  Di 3 ban.

  Cai se ban, Xianggang di 1 ban.

  Che 6-p’an.

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Edition</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danish</td>
<td>oplag</td>
<td>n.a.</td>
</tr>
<tr>
<td></td>
<td>udgave</td>
<td></td>
</tr>
<tr>
<td>Dutch</td>
<td>uitgave</td>
<td>uitg.</td>
</tr>
<tr>
<td></td>
<td>editie</td>
<td>ed.</td>
</tr>
<tr>
<td>Finnish</td>
<td>julkaisu</td>
<td>julk.</td>
</tr>
<tr>
<td>French</td>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>German</td>
<td>Ausgabe</td>
<td>Ausg.</td>
</tr>
<tr>
<td></td>
<td>Auflage</td>
<td>Aufl.</td>
</tr>
<tr>
<td>Greek</td>
<td>ekdosis</td>
<td>ekd.</td>
</tr>
<tr>
<td>Italian</td>
<td>edizione</td>
<td>ed.</td>
</tr>
<tr>
<td>Norwegian</td>
<td>publikasjon</td>
<td>publ.</td>
</tr>
<tr>
<td></td>
<td>utgave</td>
<td>utg.</td>
</tr>
<tr>
<td>Portuguese</td>
<td>edicao</td>
<td>ed.</td>
</tr>
</tbody>
</table>

Box 25 continues on next page...
Box 25 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Edition</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Russian</td>
<td>izdanie</td>
<td>izd.</td>
</tr>
<tr>
<td></td>
<td>publikacija</td>
<td>publ.</td>
</tr>
<tr>
<td>Spanish</td>
<td>edicion</td>
<td>ed.</td>
</tr>
<tr>
<td></td>
<td>publicacion</td>
<td>publ.</td>
</tr>
<tr>
<td>Swedish</td>
<td>upplaga</td>
<td>n.a.</td>
</tr>
</tbody>
</table>

Box 26. First editions.

- If a book does not carry any statement of edition, assume it is the first or only edition
- Use 1st ed. only when you know that subsequent editions were published and you wish to cite the earlier one

Box 27. Both an edition and a version.

If a CD-ROM, DVD, or disk provides information for both an edition and a version:

- Give both, in the order presented
- Separate the two statements with a semicolon
- End edition/version information with a period

Examples:


Examples for Edition

18. Book on CD-ROM, DVD, or disk with an edition or version

19. Book on CD-ROM, DVD, or disk with an edition or version in a language other than English

20. Book on CD-ROM, DVD, or disk with an edition and a version
Editor and other Secondary Authors for Books on CD-ROM, DVD, or Disk (optional)

General Rules for Editor and other Secondary Authors

- A secondary author modifies the work of the author. Examples include editors, producers, translators, and illustrators.
- Place the names of secondary authors after the title, following any content type, type of medium, or edition statement.
- Use the same rules for the format of names given in Author/Editor above.
- Follow the last named editor with a comma and the word editor or editors; the last named illustrator with a comma and the word illustrator or illustrators, etc.
- End secondary author information with a period.
- If there is no author, move secondary authors such as editors and translators (but not producers) to the author position in the reference.

Specific Rules for Editor and other Secondary Authors

- More than one type of secondary author.
- Secondary author performing more than one role.
- Non-English names for secondary authors.
- Organization as editor or other secondary author.

Box 28. More than one type of secondary author.

A book may have several types of secondary author.

- List all of them in the order they are given in the publication.
- Separate each type of secondary author with the accompanying role by a semicolon.
- End secondary author information with a period.

Examples:

Smith BC, editor; Carson HT, illustrator.

Graber AF, Longstreet RG, translators; Johnson CT, Marks C, Huston MA, illustrators.

Box 29. Secondary author performing more than one role.

- If the same secondary author performs more than one role:
- List all of them in the order they are given in the publication.
- Separate the roles by "and."

Box 29 continues on next page...
End secondary author information with a period

*Example:*

Jones AB, editor and translator.

---

**Box 30. Non-English names for secondary authors.**

- Translate the word for editor, translator, illustrator, or other secondary author into English if possible. However, the wording found on the publication may always be used.

- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ţ treated as g
    - ñ treated as n
    - ü treated as u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    
    - æ treated as ae
    - œ treated as oe

- Below is a brief list of non-English words for secondary authors to assist in identifying them:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
<th>Word for Producer</th>
<th>Word for Translator</th>
<th>Word for Illustrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
<td>producteur</td>
<td>traducteur</td>
<td>illustrateur</td>
</tr>
</tbody>
</table>
Box 30 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
<th>Word for Producer</th>
<th>Word for Translator</th>
<th>Word for Illustrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>German</td>
<td>editeur</td>
<td>produzent</td>
<td>ubersetzer</td>
<td>illustrator</td>
</tr>
<tr>
<td></td>
<td>redakteur</td>
<td>produzentin</td>
<td>dolmetscher</td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
<td>produttore</td>
<td>traduttore</td>
<td>disegnatore</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>editore</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td>redaktor</td>
<td>rezhissere</td>
<td>perevodchik</td>
<td>konstruktor</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
<td>productor</td>
<td>traductor</td>
<td>ilustrador</td>
</tr>
<tr>
<td></td>
<td>editor</td>
<td>productora</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Box 31. Organization as editor or other secondary author.

An organization may be listed as an editor or other secondary author.

- Follow the instructions for entering the organizational name found under Organizations as author
- Place a comma, space, and the word editor, producer, or other role after the organizational name

Advisory Committee on Existing Chemicals of Environmental Relevance, editor.

- Separate multiple organizations by a semicolon


Examples for Editor and other Secondary Authors

6. Book on CD-ROM, DVD, or disk with secondary authors when there is no author

7. Book on CD-ROM, DVD, or disk with author(s) and secondary authors
Place of Publication for Books on CD-ROM, DVD, or Disk (required)

General Rules for Place of Publication

• Place is defined as the city where the book was published
• Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
• Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as London (ON) and London (England)
• Use the anglicized form for a non-US city, such as Vienna for Wein
• End place information with a colon

Specific Rules for Place of Publication

• Non-US cities
• Joint publication
• Multiple places of publication
• No place of publication can be found

Box 32. Non-US cities.

• Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, whenever possible. However, the name as found on the publication may always be used.
• Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  • Treat letters marked with diacritics or accents as if they are not marked
    | diacritic | anglicized form |
    |-----------|----------------|
    | Å          | A              |
    | Ø          | O              |
    | Ç          | C              |
    | Ł          | L              |
    | à          | a              |
    | ţ          | g              |

Box 32 continues on next page...
Box 32 continued from previous page.

- ñ treated as n
- ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:
  - Montreal (QC):
  - Ottawa (ON):
  - Vancouver (BC):

- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.
  - London:
  - Rome:
  - Paris:
  - Madrid:
  - but
  - Malaga (Spain): or Malaga (ES):
  - Basel (Switzerland): or Basel (CH):
  - Oxford (England): or Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

Box 33. Joint publication.

Two organizations may co-publish a book.

Box 33 continues on next page...
Box 33 continued from previous page.

- Use the city of the first organization found on the opening screens (or on the face of the CD-ROM, DVD, or disk, or on the jewel case or in accompanying material if no publisher information appears on the opening screens), as the place of publication.

- Place the name of the second organization as a note at the end of the citation, if desired.


- Do not give multiple places as place of publication or include multiple publishers.

Box 34. Multiple places of publication.

- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.

- As an option, if one place is a US city and the other(s) are not, use the US city.

Box 35. No place of publication can be found.

- If no place of publication can be found on the opening screens (or on the face of the CD-ROM, DVD, or disk, or on the jewel case or in accompanying material), but one can be found elsewhere in the publication or can be reasonably inferred (e.g., Chicago as the place for a publication of the American Medical Association), place the city in square brackets, such as "[Chicago]."

  Lewis D, Christensen D. War hospital [DVD]. [Montreal (QC)]: National Film Board of Canada; 2005. 1 DVD: 89 min., sound, color, 4 3/4 in.

- If no place of publication can be found or inferred, use [place unknown].

  Thant M. ECG primer [disk]. [place unknown]: Information Systems for Medicine; c1987. 4 computer disks: sound, color, 5 1/4 in.

Examples for Place of Publication

21. Book on CD-ROM, DVD, or disk with well-known place of publication.

22. Book on CD-ROM, DVD, or disk with geographic qualifier added to place of publication for clarity.

23. Book on CD-ROM, DVD, or disk with place of publication inferred.
Publisher for Books on CD-ROM, DVD, or Disk (required)

General Rules for Publisher

- Give the name of the publisher as it appears in the publication, using whatever capitalization and punctuation is found there
- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- When a division or other subsidiary part of a publisher appears in the publication, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a semicolon

Specific Rules for Publisher

- Abbreviated words in publisher names
- Non-English names for publishers
- Government agencies and other national and international bodies as publisher
- Joint publication
- Multiple publishers
- No publisher can be found

Box 36. Abbreviated words in publisher names.

- Abbreviate commonly used words in publisher names, if desired

Examples:

- Acad. for Academy
- Assoc. for Association
- Co. for Company
- Coll. for College
- Corp. for Corporation
- Dept. for Department

Box 36 continues on next page...
Box 36 continued from previous page.

- Div. for Division
- Inst. for Institute or Institution
- Ltd. for Limited
- Soc. for Society
- Univ. for University

See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.
- Follow all abbreviated words with a period

Box 37. Non-English names for publishers.

- Give publisher names appearing in the roman alphabet (French, Spanish, German, Italian, etc.) in their original language
  
  Rome: Societa Editrice Universo;
  
  Lisbon: Imprensa Medica;

- Romanize names given in Cyrillic, Greek, Arabic, Hebrew, Korean
  
  Sofia (Bulgaria): Sofia Medizina i Fizkultura;

- Romanize names or translate names in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.
  
  Tokyo: Medikaru Rebyusha;
  
  Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute];
  
  Taiyuan (China): Shanxi ke xue ji she chu ban she;

  [Note that the concept of capitalization does not exist in Chinese. In transliterating Chinese publisher names, capitalize only the first word and proper nouns]

- If the name of a division or other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

Box 37 continues on next page...
Box 37 continued from previous page.

Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero;

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ĝ treated as g
    - ñ treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe
- If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.
  - Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press];
- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.
  - Aarhus (Denmark): [Aarhus University Press];
Box 38. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)
  
  National Cancer Institute (US)
  
  National Society on Alcoholism and Drug Dependence (NZ)
  
  Royal Society of Medicine Press Ltd. (GB)
  
  Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor of documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency that issued the publication as the publisher and include distributor information as a note, preceded by "Available from: ".


Box 39. Joint publication.

Two organizations may co-publish a book.

- Use the first organization appearing on the opening screens (or on the face of the CD-ROM, DVD, or disk, or on the jewel case or in accompanying material if no publisher information appears on the opening screens)

- Place the name of the second organization as a note at the end of the citation, if desired

- Do not give more than one name as publisher

Example:

**Box 40. Multiple publishers.**

- If more than one publisher is found in a document, use the first one given or the one set in the largest type or bold type.

- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.

- Do not list multiple publishers. For those publications with joint or co-publishers, use the name given first as the publisher and include the name of the second as a note if desired. For example, use "Jointly published by the Canadian Pharmacists Association".

- End publisher information with a semicolon.

*Example:*


**Box 41. No publisher can be found.**

- If no publisher can be found, use [publisher unknown].

Leung CW. Diagnostic picture tests in paediatric infectious diseases [CD-ROM]. Princess Margaret Hospital; Our Lady of Maryknoll Hospital, producers. Hong Kong: [publisher unknown]: 2000. 1 CD-ROM: color, 4 3/4 in.

**Examples for Publisher**

25. Book on CD-ROM, DVD, or disk with publisher having a subsidiary department/division

26. Book on CD-ROM, DVD, or disk with government agency or other national body as publisher

27. Book on CD-ROM, DVD, or disk with joint publishers

28. Book on CD-ROM, DVD, or disk with no publisher found

29. Book on CD-ROM, DVD, or disk with no place of publication or publisher found
34. Book on CD-ROM, DVD, or disk with no place, publisher, or date of publication found

**Date of Publication for Books on CD-ROM, DVD, or Disk (required)**

**General Rules for Date of Publication**

- Always give the year of publication
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month of publication, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End date of publication information with a period unless a Date of Update/Revision is included, then use a space

**Specific Rules for Date of Publication**

- Multiple years of publication
- Non-English names for months
- Seasons instead of months
- Date of publication and date of copyright
- No date of publication, but a date of copyright
- No date of publication or copyright can be found
- Options for date of publication

**Box 42. Multiple years of publication.**

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.
  
  2002-2003
  1997-1998
  1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.
  
  1999 Oct-2000 Mar
  2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen
  
  2005 Jan-Feb
  1999 Dec-2000 Jan

*Box 42 continues on next page...*
Box 42 continued from previous page.

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Box 43. Non-English names for months.

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them

*Examples:*
- mayo = May
- luty = Feb
- brezen = Mar

Box 44. Seasons instead of months.

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them

*For example:*
- balvan = Summer
- outomno = Fall
- hiver = Winter
- pomlad = Spring

Box 45. Date of publication and date of copyright.

Some publications have both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the date of publication unless three or more years separate it from the copyright date
- In this situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, "2002, c1997".

*Box 45 continues on next page...*
Box 45 continued from previous page.

This convention alerts a user that the information in the publication is older than the date of publication implies.

Box 46. No date of publication, but a date of copyright.

- A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005.


Box 47. No date of publication or copyright can be found.

- If neither a date of publication nor a date of copyright can be found, but a date can be estimated because of material in the book or in accompanying material, place a question mark after the estimated date and put date information in square brackets

  Bombay: Cardiological Society of India; [1980?].

- If neither a date of publication nor a date of copyright can be found nor can the date be estimated, use [date unknown]

  Brussels (Belgium): Nauwelaerts; [date unknown].

Box 48. Options for date of publication.

It is not NLM policy, but the date of publication may follow the author names in the list of references when the name-year system of in-text references is used.

- Use the year of publication only
- Place the year after the last named author (or after the title and type of medium if there is no author), followed by a period
- End publisher information with a period
- Keep any date of update/revision in it’s usual location

  NLM citation:
Box 48 continued from previous page.


Name-year system citation:


Examples for Date of Publication

30. Book on CD-ROM, DVD, or disk with month included in date of publication

31. Book on CD-ROM, DVD, or disk with date range

32. Book on CD-ROM, DVD, or disk with date of copyright instead of date of publication

33. Book on CD-ROM, DVD, or disk with update date

34. Book on CD-ROM, DVD, or disk with no place, publisher, or date of publication found

Date of Update/Revision for Books on CD-ROM, DVD, or Disk (required)

General Rules for Date of Update/Revision

- A book may be updated or otherwise revised after the date of publication
- Use whatever wording for update/revision is found, such as updated, revised, or modified
- Enter date information in the format year month day, such as updated 2006 Oct 2
- Use English names for months and abbreviate them using the first three letters, such as Jan
- Place all update/revision information in square brackets, such as [updated 2006 Oct 2]
- End date of update/revision with a period outside the closing bracket

Specific Rules for Date of Update/Revision

- Non-English names for months
- Seasons instead of months
- Both a date of update and a date of revision

Box 49. Non-English names for months.

- Translate names of months into English

Box 49 continues on next page...
Box 49 continued from previous page.

- Abbreviate them using the first three letters
- Capitalize them
  
  **Examples:**
  
  mayo = May
  
  luty = Feb
  
  brezen = Mar

Box 50. **Seasons instead of months.**

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them
  
  **For example:**
  
  balvan = Summer
  
  outomno = Fall
  
  hiver = Winter
  
  pomlad = Spring

Box 51. **Both a date of update and a date of revision.**

- Place a date of update or revision in square brackets following the date of publication
  

- If both a date of update and a date of revision are provided, give both in ascending date order
  
  [revised 2006 Dec 4; updated 2007 Feb 12].
  
  [updated 2005 May 6; modified 2006 Mar 10].

- Put both dates in one set of square brackets, separated by a semicolon
- End date information with a period

Box 51 continues on next page...
Box 51 continued from previous page.

Example:


Examples for Date of Update/Revision

33. Book on CD-ROM, DVD, or disk with update date

Extent (Pagination) for Books on CD-ROM, DVD, or Disk (optional)

General Rules for Extent (Pagination)

- Give the total number of physical pieces on which the book appears
- Follow the number with the name of the medium, such as 2 CD-ROMs or 4 computer disks
- End extent information with a period unless physical description is included, then use a colon

Specific Rules for Extent (Pagination)

- More than one type of medium

Box 52. More than one type of medium.

- If a book is presented in more than one type of medium, provide the extent for both
- Separate extent for the two types by a semicolon
- End extent information with a period

Examples:


Examples for Extent (Pagination)

35. Book on CD-ROM, DVD, or disk with extent and physical description

36. Book on CD-ROM, DVD, or disk in more than one medium
Physical Description for Books on CD-ROM, DVD, or Disk (optional)

General Rules for Physical Description

- Give information on the physical characteristics of the book, such as 1 CD-ROM: color, 4 3/4 in.

Specific Rules for Physical Description

- Language for describing physical characteristics
- More than one type of medium

Box 53. Language for describing physical characteristics.

When a book is published on CD-ROM, DVD, or disk:

- Begin with information on the number and type of physical pieces, followed by a colon and a space
  
  1 DVD:
  2 CD-ROMs:
  4 computer disks:

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches.

- Separate types of information by commas

  Typical words used include:
  
  sound
  color
  black & white
  4 3/4 in. (standard CD-ROM and DVD size)
  3 1/2 in. (standard computer disk size)
  5 1/4 in. (older computer disk size)

Examples of complete physical description statements:

- 1 DVD: sound, color, 4 3/4 in.
- 2 CD-ROMs: color, 4 3/4 in.
- 5 computer disks: 3 1/2 in.
Box 54. More than one type of medium.

- If a book is presented in more than one type of medium, give the physical description for both, separated by a semicolon

Examples:


Examples for Physical Description

35. Book on CD-ROM, DVD, or disk with extent and physical description

36. Book on CD-ROM, DVD, or disk in more than one medium

Series for Books on CD-ROM, DVD, or Disk (optional)

General Rules for Series

- Begin with the name of the series
- Capitalize only the first word and proper nouns
- Follow the name with any numbers provided. For example, vol. 3 for a volume or no. 12 for an issue number.
- Separate the title and the number by a semicolon and a space
- Place series information in parentheses
- End series information with a period placed outside the closing parenthesis

Specific Rules for Series

- Series editor’s name provided
- Multiple series

Box 55. Series editor’s name provided.

As an option, the name of the overall series editor may be included with the series information.

- Begin with the name of the series editor or editors:
  - Give surname first

Box 55 continues on next page...
Box 55 continued from previous page.

- Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
- Separate multiple names with a comma
- End name information with a comma
- See the information under Author/Editor for further name rules

- Place the word editor or editors after the name information, followed by a period
- Enter the name of the series, capitalizing only the first word and proper nouns
- Follow the name with any numbers given, such as a volume or issue number; for example, vol. 3 and no. 12.
- Separate the name and the numeration by a semicolon and a space
- Place series information in parentheses
- End series information with a period, placed outside the closing parenthesis

Example:

(Jones L, editor. Medicine on CD-ROM; no. 5).

Box 56. Multiple series.

A book may be part of more than one series. Include information on all series if desired.

- Place each series in parentheses
- Separate the series by a semicolon and a space
- End series information with a period, placed outside the closing parenthesis of the last series

Example:

(Atlas of anatomy; no. 13); (Medicine on CD-ROM education series).

Examples for Series

37. Book on CD-ROM, DVD, or disk with a series

Language for Books on CD-ROM, DVD, or Disk (required)

General Rules for Language

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period
Specific Rules for Language

- Books appearing in more than one language

**Box 57. Books appearing in more than one language.**

- If a book is written in several languages:
  - Give the title in the first language found on the opening screens
  - List all languages of publication after the extent (pagination) and any physical description
  - Separate the languages by commas
  - End the list of languages with a period

  *Example:*
  

- If a book is written in two or more equal languages, as often occurs in Canadian publications:
  - Give all titles in the order in which they are presented on the opening screens
  - Separate them with an equals sign with a space on either side
  - List the languages after the extent (pagination) and any physical description, separated by a comma
  - End the list of languages with a period

  *Example:*
  
  Rached T. Medecins de coeur = Doctors with hearts [DVD]. [Montreal (QC)]: National Film Board of Canada; c2006. 1 DVD: 112 min., sound, color, 4 3/4 in. French, English.

- If none of the languages is English, follow the title with a translation whenever possible. Place the translation in square brackets.

**Examples for Language**

15. Book title on CD-ROM, DVD, or disk in a language other than English

19. Book on CD-ROM, DVD, or disk with an edition or version in a language other than English

21. Book on CD-ROM, DVD, or disk with well-known place of publication
Notes for Books on CD-ROM, DVD, or Disk (optional)

General Rules for Notes

- Notes is a collective term for any useful information given after the citation
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- System requirements
- Other types of material to include in notes

**Box 58. System requirements.**

The system requirements necessary to run the CD-ROM, DVD, or disk helps by describing the particular software and hardware needed to view the book.

- Begin with the phrase "System Requirements" followed by a colon and a space
- Use the wording supplied by the publisher; no standardization is needed
- Separate the types of information with a semicolon
- End requirement information with a period

*Examples:*

Rosenberg AG. The arthritic knee [CD-ROM]. 2nd ed. Rosemont (IL): American Academy of Orthopaedic Surgeons; c2002. 1 CD-ROM: sound, 4 3/4 in. System Requirements: 586 Class Chip (e.g., K6, Pentium), 200 MHz or better; 32 MB RAM, 2MB or more of video RAM; Windows 95 or Windows 98; CD-ROM (8x or faster) or DVD drive (4x or faster); Sound Blaster-compatible sound card; modem compliant with standard V.90. (56 Kpbs); mouse.


**Box 59. Other types of material to include in notes.**

The notes element may be used to provide any information that the compiler of the reference feels is useful to the reader. Begin by citing the book, then add the note. Some examples of notes are:
Box 59 continued from previous page.

- If the book is accompanied by additional material, describe it. Begin with the phrase "Accompanied by" followed by a colon and a space.

  Accompanied by: 3 vol. of instructional modules and 3 vol. of workbooks.

- If the book is not a common one, give the name of a library or other archive where it may be found, including any finding number. Begin with the phrase "Located at" followed by a colon and a space.


- If the book title contains initialisms or acronyms, explain them


- If the book was sponsored by or prepared for a particular organization, give the name


- If the book was assigned an International Standard Book Number (ISBN), give the number preceded by "ISBN: ">


Examples for Notes

38. Book on CD-ROM, DVD, or disk with optional system requirements
39. Book on CD-ROM, DVD, or disk with supplemental note included
43. Book on CD-ROM, DVD, or disk that is a technical report
Examples of Citations to Books and Other Individual Titles on CD-ROM, DVD, or Disk

1. Standard citation to a book on CD-ROM, DVD, or disk


2. Book on CD-ROM, DVD, or disk showing authors with optional full first names


3. Book on CD-ROM, DVD, or disk with author/editor name including designations of rank within a family


4. Book on CD-ROM, DVD, or disk with authors/editors having particles or prefixes in their names


5. Book on CD-ROM, DVD, or disk with authors/editors having compound last names


6. Book on CD-ROM, DVD, or disk with secondary authors when there is no author


7. Book on CD-ROM, DVD, or disk with author(s) and secondary authors

Got C, editor; ADICAP; ICG Memoire Directe, producers. Heidelberg (Germany):

Wenger NS, Lieberman JR. Ethical issues in orthopaedic surgery [DVD]. American
Academy of Orthopaedic Surgeons; Academic Orthopaedic Society; American
Orthopaedic Association, producers. Rosemont (IL): American Academy of Orthopaedic
Surgeons; c2003. 1 DVD: 21 min., sound, color, 4 3/4 in.

8. Book on CD-ROM, DVD, or disk with organization as author/editor


Texas Heart Institute. Aortic valve replacement [CD-ROM]. West Hartford (CT): ORlive;

9. Book on CD-ROM, DVD, or disk with organization as author, with
subsidiary department/division named

Yale University School of Medicine, Center for Advanced Instructional Media. Atlas of
myocardial perfusion imaging [CD-ROM]. Macintosh ed. 1.0. St. Louis (MO): Mosby-
Year Book; c1996. 1 CD-ROM: color, 4 3/4 in.

10. Book on CD-ROM, DVD, or disk with multiple organizations as
author

University of North Carolina at Chapel Hill, School of Public Health; Centers for Disease
Control and Prevention (US). The epidemic of obesity: personal choice or environmental
consequence? [DVD]. [place, publisher, date unknown]. 1 DVD: 4 3/4 in.

11. Book on CD-ROM, DVD, or disk with no authors or editors

Typhoid Mary, the most dangerous woman in America [DVD]. Nancy Porter
min., sound, color, 4 3/4 in.

Acid-base disorders [CD-ROM]. London: Association of Clinical Biochemists; c1996. 1
CD-ROM: sound, color, 4 3/4 in.

12. Book on CD-ROM, DVD, or disk with author affiliation included

Wertheimer D (School of Medicine, University of Maryland, Baltimore, MD). Pressure
sound, color, 4 3/4 in.
13. Book title on CD-ROM, DVD, or disk with subtitle


14. Book title on CD-ROM, DVD, or disk ending in punctuation other than a period


University of North Carolina at Chapel Hill, School of Public Health; Centers for Disease Control and Prevention (US). The epidemic of obesity: personal choice or environmental consequence? [DVD]. [place, publisher, date unknown]. 1 DVD: 4 3/4 in.

15. Book title on CD-ROM, DVD, or disk in a language other than English


*with translation included*


16. Book on CD-ROM, DVD, or disk published with equal text in two languages


Rached T. Medecins de coeur = Doctors with hearts [DVD]. [Montreal (QC)]: National Film Board of Canada; c2006. 1 DVD: 112 min., sound, color, 4 3/4 in. French, English.
17. **Book on CD-ROM, DVD, or disk published with text in multiple languages**


18. **Book on CD-ROM, DVD, or disk with an edition or version**


19. **Book on CD-ROM, DVD, or disk with an edition or version in a language other than English**


20. **Book on CD-ROM, DVD, or disk with an edition and a version**


21. Book on CD-ROM, DVD, or disk with well-known place of publication


22. Book on CD-ROM, DVD, or disk with geographic qualifier added to place of publication for clarity


Wounds that won't heal: the adverse childhood experiences study [DVD]. Nevada City (CA): Cavalcade Productions; c2005. 1 DVD: 30 min., sound, color, 4 3/4 in.


23. Book on CD-ROM, DVD, or disk with place of publication inferred

Lewis D, Christensen D. War hospital [DVD]. [Montreal (QC)]; National Film Board of Canada; 2005. 1 DVD: 89 min., sound, color, 4 3/4 in.

ER: the complete first season [DVD]. Constant C Productions; Amblin Entertainment, producers. [Burbank (CA)]: Warner Home Video; 2003. 4 DVDs: 1179 min., sound, color, 4 3/4 in.

24. Book on CD-ROM, DVD, or disk with no place of publication found

Hooked: illegal drugs and how they got that way [DVD]. Tera Media, producer. [place unknown]: A & E Television Networks; c2004. 2 DVDs: 200 min., sound, color with black & white sequences, 4 3/4 in.

Thant M. ECG primer [disk]. [place unknown]: Information Systems for Medicine; c1987. 4 computer disks: sound, color, 5 1/4 in.

25. Book on CD-ROM, DVD, or disk with publisher having a subsidiary department/division


26. Book on CD-ROM, DVD, or disk with government agency or other national body as publisher


Parker RR, Phillip CB. Rocky Mountain spotted fever vaccine [DVD]. [Washington]: Public Health Service (US); 1941.1 DVD: 20 min., silent, color, 4 3/4 in.

27. Book on CD-ROM, DVD, or disk with joint publishers


28. Book on CD-ROM, DVD, or disk with no publisher found

Leung CW. Diagnostic picture tests in paediatric infectious diseases [CD-ROM]. Princess Margaret Hospital; Our Lady of Maryknoll Hospital, producers. Hong Kong: [publisher unknown]; 2000. 1 CD-ROM: color, 4 3/4 in.

29. Book on CD-ROM, DVD, or disk with no place of publication or publisher found

Hear the difference: early identification, early intervention, outcomes for children who are deaf or hard of hearing [DVD]. [place unknown: publisher unknown]; 2006. 1 DVD: 9 min., sound, color, 4 3/4 in.


30. Book on CD-ROM, DVD, or disk with month included in date of publication


31. Book on CD-ROM, DVD, or disk with date range


32. Book on CD-ROM, DVD, or disk with date of copyright instead of date of publication


Cowen PS, Van Hoozer HL. Child abuse and the nurse's role [disk]. Chapel Hill (NC): Health Sciences Consortium; c1993. 3 computer disks: 3 1/2 in.

33. Book on CD-ROM, DVD, or disk with update date


34. Book on CD-ROM, DVD, or disk with no place, publisher, or date of publication found


35. Book on CD-ROM, DVD, or disk with extent and physical description


Books and Other Individual Titles on CD-ROM, DVD, or Disk

Parker RR, Phillip CB. Rocky Mountain spotted fever vaccine [DVD]. [Washington]: Public Health Service (US); 1941. 1 DVD: 20 min., silent, color, 4 3/4 in.


36. Book on CD-ROM, DVD, or disk in more than one medium


37. Book on CD-ROM, DVD, or disk with a series


38. Book on CD-ROM, DVD, or disk with optional system requirements

Rosenberg AG. The arthritic knee [CD-ROM]. 2nd ed. Rosemont (IL): American Academy of Orthopaedic Surgeons; c2002. 1 CD-ROM: sound, 4 3/4 in. System Requirements: 586 Class Chip (e.g., K6, Pentium), 200 MHz or better; 32 MB RAM, 2MB or more of video RAM; Windows 95 or Windows 98; CD-ROM (8x or faster) or DVD drive (4x or faster); Sound Blaster-compatible sound card; modem compliant with standard V.90. (56 Kbps); mouse.

39. Book on CD-ROM, DVD, or disk with supplemental note included


40. Book on CD-ROM, DVD, or disk that is a conference proceedings


41. Book on CD-ROM, DVD, or disk that is a bibliography

42. Book on CD-ROM, DVD, or disk that is a dissertation

43. Book on CD-ROM, DVD, or disk that is a technical report

44. Part of a Book on CD-ROM, DVD, or disk


Drake RE. Robert E. Drake on treating co-occurring disorders [DVD]. Center City (MN): Hazelden Foundation; c2006. Figure 5.6, Motivation strategies; [1 screen]. 1 DVD: sound, color, 4 3/4 in.


45. Contribution to a Book on CD-ROM, DVD, or disk
Chapter 19. Journals on CD-ROM, DVD, or Disk

A. Journal Articles on CD-ROM, DVD, or Disk

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

B. Journal Titles on CD-ROM, DVD, or Disk

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

See also:

Chapter 1 Journals
Chapter 11A Forthcoming Journal Articles
Chapter 16 Journals in Audiovisual Formats
Chapter 23 Journals on the Internet

A. Sample Citation and Introduction to Citing Journal Articles on CD-ROM, DVD, or Disk

The general format for a reference to a journal article on CD-ROM, DVD, or disk, including punctuation:

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Authors
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Examples of Citations to Journal Articles on CD-ROM, DVD, or Disk

A journal article on CD-ROM, DVD, or disk is cited similar to articles in print, but with these exceptions:

- Place the type of medium (CD-ROM, DVD, disk) in square brackets after the journal title.
While traditional page numbers are present on some journals, they are often absent. Calculate the extent of the article using the best means possible, i.e., number of paragraphs, screens, pages if printed out, or minutes if an oral presentation. Since screen size and print fonts vary, precede the estimated extent with the word about and place extent information in square brackets, such as [about 3 screens].

- Add physical description such as size of the CD-ROM, DVD, or disk on which the article is found after the location (pagination) if desired.
- Include system requirements such as the names and versions of any required software as a note if desired.
- Cite the version you saw. If you viewed an article on CD-ROM, DVD, or disk, do not cite it as if it were a print article.

The source for authoritative information for articles on CD-ROM, DVD, or disk is, in the following order: the opening screens; the face of the CD-ROM, DVD, or disk; the jewel case (carrying case); and any accompanying text.

Many journal titles published on CD-ROM, DVD, or disk either ceased publication with the increasing popularity of the Internet or converted to Internet format, although some Internet titles produce an annual accumulation on CD-ROM or DVD. The examples below focus on the parts of a citation specific to the media represented. See Chapter 1A Journal Articles for further details of parts of a citation.

This chapter includes citation rules for entire journal articles on CD-ROM, DVD, or disk. For citing parts of these articles, combine the guidelines presented in this chapter with those in Chapter 1B Parts of Journal Articles. See also example 18 below.

Continue to Citation Rules with Examples for Journal Articles on CD-ROM, DVD, or Disk.

Continue to Examples of Citations to Journal Articles on CD-ROM, DVD, or Disk.

**Citation Rules with Examples for Journal Articles on CD-ROM, DVD, or Disk**

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Author Affiliation (O) | Article Title (R) | Article Type (O) | Journal Title (R) | Edition (R) | Type of Medium (R) | Date of Publication (R) | Volume Number (R) | Issue Number (R) | Location (Pagination) (R) | Physical Description (O) | Language (R) | Notes (O)
Author for Journal Articles on CD-ROM, DVD, or Disk (required)

General Rules for Author

- List names in the order they appear on the opening screens, the jewel case (carrying case), or in accompanying text
- Enter surname (family or last name) first for each author
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
- Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
- Give all authors, regardless of the number
- Separate author names from each other by a comma and a space
- End author information with a period

Specific Rules for Author

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Organizations as author
- No author can be found
- Options for author names

Box 1. Surnames with hyphens and other punctuation in them.

- Keep hyphens within surnames.
  
  Estelle Palmer-Canton becomes Palmer-Canton E
  
  Ahmed El-Assmy becomes El-Assmy A

- Keep particles, such as O’, D’, and L’.
  
  Alan D. O’Brien becomes O’Brien AD
  
  Jacques O. L’Esperance becomes L’Esperance JO
  
  U. S’ađeh becomes S’ađeh U

- Omit all other punctuation within surnames.
  
  Charles A. St. James becomes St James CA
Box 2. Other surname rules.

- Keep prefixes in surnames
  
  Lama Al Bassit  becomes  Al Bassit L  
  Jiddeke M. van de Kamp  becomes  van de Kamp JM  
  Gerard de Pouvourville  becomes  de Pouvourville G  

- Keep compound surnames even if no hyphen appears.
  
  Sergio Lopez Moreno  becomes  Lopez Moreno S  
  Jaime Mier y Teran  becomes  Mier y Teran J  
  Virginie Halley des Fontaines  becomes  Halley des Fontaines V  

  [If you cannot determine from the article whether a surname is a compound or a combination of a middle name and a surname, look to the table of contents of the issue or an annual or other index for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]  

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  ◦ Treat letters marked with diacritics or accents as if they are not marked

  Å  treated as  A  
  Ø  treated as  O  
  Ç  treated as  C  
  Ł  treated as  L  
  à  treated as  a  
  ğ  treated as  g  
  ñ  treated as  n  
  ü  treated as  u  

  ◦ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

  æ  treated as  ae  
  œ  treated as  oe  

Box 3. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names
  
  Jean-Louis Lagrot becomes Lagrot JL

- Use only the first letter of given names and middle names when they contain a prefix, a preposition, or another particle
  
  D’Arcy Hart becomes Hart D
  
  W. St. John Patterson becomes Patterson WS
  
  De la Broquerie Fortier becomes Fortier D
  
  Craig McC. Brooks becomes Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.
  
  Ch. Wunderly becomes Wunderly C
  
  C. Fr. Erdman becomes Erdman CF

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter when the original initial is represented by more than one letter
  
  Iu. A. Iakontov becomes Iakontov IuA
  
  G. Th. Tsakalos becomes Tsakalos GTh

Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors that follow a personal name, such as M.D.
  
  James A. Reed, M.D., F.R.C.S. becomes Reed JA
  
  Katherine Schmidt, Ph.D. becomes Schmidt K
  
  Robert V. Lang, Major, US Army becomes Lang RV

- Omit rank and honors that precede a name, such as Colonel or Sir
  
  Sir Frances Hildebrand becomes Hildebrand F
  
  Dr. Kristine Eberhard becomes Eberhard K
  
  Captain R. C. Williams becomes Willaims RC
Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals
  
  Examples:
  
  Vincent T. DeVita, Jr. becomes DeVita VT Jr
  James G. Jones II becomes Jones JG 2nd
  John A. Adams III becomes Adams JA 3rd
  Henry B. Cooper IV becomes Cooper HB 4th

Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the ALA-LC Romanization Tables.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names when the original initial is represented by more than one letter
  
  Iu. A. Iakontov becomes Iakontov IuA
  G. Th. Tsakalos becomes Tsakalos GTh
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    
    Å treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a
Box 6 continued from previous page.

- ģ treated as g
- ŋ treated as n
- ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe

Box 7. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit "The" preceding an organizational name
  
  The American Cancer Society becomes American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas
  
  American Medical Association, Committee on Ethics.

  International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

  American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country within parentheses after the name, using the two-letter ISO country code (see Appendix D)
  
  National Academy of Sciences (US).

  Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon
  
  Canadian Association of Orthodontists; Canadian Dental Association.

  American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.
If both individuals and an organization(s) appear on the title page of an article as authors, give both, in the order they appear in the article, and separate them by a semicolon.

Sugarman J, Getz K, Speckman JL, Byrne MM, Gerson J, Emanuel EJ; Consortium to Evaluate Clinical Research Ethics.


Margulies EH; NISC Comparative Sequencing Program; Maduro VV, Thomas PJ, Tomkins JP, Amemiya CT, Luo M, Green ED.

For names of organizations not in English:

- Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation, placed in square brackets.

  Istituto di Fisiologia Clinica del CNR.

  Universitätsmedizin Berlin.

  Nordisk Anaesthesiologisk Forening [Scandinavian Society of Anaesthesiologists].

- Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables. Whenever possible follow a non-English name with a translation, placed in square brackets.

  Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

  [Russian Respiratory Society].

- Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

  [Chinese Medical Society].

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
Box 7 continued from previous page.

- Treat letters marked with diacritics or accents as if they are not marked
  - Å treated as A
  - Ø treated as O
  - Ç treated as C
  - Ł treated as L
  - à treated as a
  - ő treated as g
  - ň treated as n
  - ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe

Box 8. No author can be found.

- If no person or organization can be found as the author but editors or translators are given, begin the reference with the names of the editors or translators. Follow the same rules used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.

  Morrison CP, Court FG, editors.

  Walser E, translator.

- If no person or organization can be identified as the author and no editors or translators are given, begin the reference with the title of the article. Do not use anonymous.

Box 9. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options:

Box 9 continues on next page...
Box 9 continued from previous page.

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon.

  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A. Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors or first six authors. Follow the last named author by a comma and "et al." or "and others."


  Adler DG, Baron TH, Davila RE, Egan J, Hirota WK, Leighton JA, and others.

- If both individuals and an organization(s) appear on the title page of an article as authors, the individuals may be given as the author and the organization listed at the end of the reference as a note

  Authors are investigators of the Canadian Cardiovascular Outcomes Research Team.

Examples for Author

1. Standard journal article on CD-ROM, DVD, or disk

2. Journal article on CD-ROM, DVD, or disk with optional full names for authors

Author Affiliation for Journal Articles on CD-ROM, DVD, or Disk (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the affiliation
- Place parentheses around the affiliation, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the parentheses, unless it is the affiliation of the last author, then use a period

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
• Organizational names for affiliations not in English
• Names for cities and countries not in English

**Box 10. Abbreviations in affiliations.**

• Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

   *Examples:*
   
   Acad. for Academy
   Assoc. for Association
   Co. for Company
   Coll. for College
   Corp. for Corporation
   Dept. for Department
   Div. for Division
   Inst. for Institute or Institution
   Soc. for Society
   Univ. for University

   See Appendix C for more abbreviations of commonly used English words.

• Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

• Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

• Be consistent. If you abbreviate a word in one reference, abbreviate the same word in all references.

**Box 11. E-mail address included.**

• Follow the US state, Canadian province, or country of the author with a period and a space

• Insert the e-mail address as it appears in the publication

• Do not end an e-mail address with a period

*Box 11 continues on next page...*
Box 11 continued from previous page.

- Place the e-mail address within the closing parenthesis for the author affiliation

  Example:


Box 12. Organizational names for affiliations not in English.

- Give the affiliation of all authors or only the first author

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or two-letter ISO country code (see Appendix D) if non-US

- For non-English organizational names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.), provide the name in the original language

  Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatría, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

  Pinet LM (Departamento de Servicios de Salud de Emergencia, Escuela de Posgrado, Universidad de Maryland, Condado de Baltimore, USA. lpinetl@umbc.edu).

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

  Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucuresti), Burcos T, Ungureanu CD, Zodieru-Popa I.

  Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese)
Box 12 continued from previous page.

Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ţ treated as g
    - ñ treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

- Place the affiliation in parentheses

Box 13. Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name as found on the publication may always be used.

  Moskva becomes Moscow

  Wien becomes Vienna

Box 13 continues on next page...
Box 13 continued from previous page.

Italia  becomes  Italy

Espana  becomes  Spain

Examples for Author Affiliation

3. Journal article on CD-ROM, DVD, or disk with author affiliation

Article Title for Journal Articles on CD-ROM, DVD, or Disk (required)

General Rules for Article Title

- Enter the title of an article as it appears on the opening screens, the jewel case (carrying case), or in accompanying text
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Translate non-English titles into English; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it or an Article Type follows it

Specific Rules for Article Title

- Article titles not in English
- Translated article titles ending in punctuation other than a period
- Article titles in more than one language
- Article titles containing a Greek letter, chemical formula, or other special character
- Article titles with headers
- No article title can be found

Box 14. Article titles not in English.

- Translate article titles not in English. Place all translated titles within square brackets. Indicate the particular language after the pagination.


- Whenever possible, place the original language title or romanized title before the translation

Box 14 continues on next page...
Box 14 continued from previous page.

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization.


- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ▪ Treat letters marked with diacritics or accents as if they are not marked

    Å treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a
    ġ treated as g
    ň treated as n
    ü treated as u

  ▪ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ treated as ae
    œ treated as oe

Box 15. Translated article titles ending in punctuation other than a period.

- Most article titles end in a period. When a translation of an article title is provided, place it in square brackets, with the closing period outside the right bracket.


  Box 15 continues on next page...
Box 15 continued from previous page.

- If a translated article title ends in another form of punctuation, keep that punctuation. Place it in square brackets and end title information with a period.

  Minvielle E. [Quality criteria in medicine: which limits?].

  *or*

  Minvielle E. Les criteres de qualite en medecine: jusqu' ou aller? [Quality criteria in medicine: which limits?].

Box 16. Article titles in more than one language.

- If an article is written in English as well as other languages, give the English language version of the article title and list all languages of publication after the pagination, separated by commas.

- If an article is written in more than one language and none of them is English, translate the title into English and place the translation in square brackets. List all languages of publication after the pagination and separate them by commas.

- As an option, if an article title is presented in two or more languages, as often occurs in Canadian publications, give all titles in the order they are given in the text, with an equals sign between them. List the particular languages, separated by commas, after the pagination.

  Prise en charge des thrombocytopenies induites par l’heparine = Management of heparin-induced thrombocytopenia.

Box 17. Article titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of an article title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized.

  von Willebrand factor standards for plasma and concentrate testing.

  p53 and its downstream proteins as molecular targets of cancer.

  1,3-dimethylisoguanine.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

Box 17 continues on next page...
Influence of seed extract of *Syzygium Cumini* (Jamun) on mice exposed to different doses of γ-radiation.

*May become*

Influence of seed extract of *Syzygium Cumini* (Jamun) on mice exposed to different doses of gamma-radiation.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript within parentheses


*May become*


---

**Box 17 continued from previous page.**

**Box 18. Article titles with headers.**

- Journal articles sometimes contain a header (such as news, case report, or clinical study) at the top of the page or screen to indicate a section of the issue. Do not include a header as part of the article title unless the table of contents for the journal issue indicates that it is.

**Box 19. No article title can be found.**

- Occasionally a publication does not appear to have any title; the article or other short document simply begins with the text. In this circumstance, create a title from the first few words of the text and place it in square brackets. Use enough words to make the constructed title meaningful.

**Examples for Article Title**

4. Journal article on CD-ROM, DVD, or disk not in English

5. Journal article on CD-ROM, DVD, or disk with Greek letters or other special characters in the title
Article Type for Journal Articles on CD-ROM, DVD, or Disk (optional)

General Rules for Article Type

- An article type alerts the user that the reference is to an abstract of an article or a letter to the editor, not a full article. Content designator is another phrase for this.
- Place [abstract] or [letter] after the article title
- Other article types are also available though used less often, such as book review, editorial, or interview
- Follow the bracketed article type with a period, placed outside the closing bracket

See exceptions for Article Type in Appendix F: Notes for Citing MEDLINE®/PubMed®

Specific Rules for Article Type

- Article titles ending in punctuation other than a period
- Article titles not in English

Box 20. Articles titles ending in punctuation other than a period.

- Most journal article titles end in a period. If there is an article type, place [letter] or [abstract] inside the period.
  
  Increased cardiac Connexin45 results in uncoupling and spontaneous ventricular arrhythmias in mice [abstract].
  
  Eosinophilic pneumonia and arthritis [letter].

- If an article title ends in another form of punctuation, keep that punctuation and follow [letter] or [abstract] with a period
  
  Bravo pH monitoring: should we exclude the first 6 hours? [abstract].
  
  Moles, weights and potencies: freedom of expression! [letter].

Box 21. Article titles not in English.

- Most journal article titles end in a period. When a translation of a journal article title is used as the title, place it in square brackets. If there is an article type, put (letter) or (abstract) within the square brackets.
  
  [Study of nasal permeability in patients with operated unilateral clefts (letter)].

- If a translated article title ends in another form of punctuation, keep that punctuation. Place (letter) or (abstract) within the square brackets and end title information with a period.
  
  [Eat less, exercise more! (letter)].

Box 21 continues on next page...
When the original language and a translation are provided, place [letter] or [abstract] after the translation and end title information with a period

Etude de la permeabilite nasale dans les fentes unilaterales operees [Study of nasal permeability in patients with operated unilateral clefts] [letter].

Journal Title for Journal Articles on CD-ROM, DVD, or Disk (required)

General Rules for Journal Title

- Enter a journal title in the original language
-Abbreviate significant words in a journal title (see Abbreviation rules for journal titles below) and omit other words, such as articles, conjunctions, and prepositions
- Capitalize all remaining title words, including abbreviations
- End the journal title with a space

Box 22. Abbreviation rules for journal titles.

-Abbreviate and capitalize significant words in a journal title and omit other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and, L’.

  The Journal of Bacteriology becomes J Bacteriol

  Atti della Societa Italiana delle Scienze Veterinarie becomes Atti Soc Ital Sci Vet

- A list of the abbreviations for common English words used in journal titles is in Appendix A. Other sources for title-word abbreviations are:
  - the List of Journals Indexed for MEDLINE
  - the PubMed Journals Database
  - Appendix B for non-NLM sources

- Do not abbreviate journal titles that consist of a single word or titles written in a character-based language such as Chinese and Japanese

  Molecules remains Molecules

  Kansenshogaku Zasshi. remains Kansenshogaku Zasshi

- Do not include journal subtitles as part of the abbreviated title

  Action Against Infection: a Newsletter for WHO and its Partners becomes Action Infect

- Omit any punctuation found within a title

Box 22 continues on next page...
Box 22 continued from previous page.

Bio-psychiatry CD-ROM becomes Biopsychiatry CDROM

Faulkner & Gray’s Practice Guidelines becomes Faulkner Gray Pract Guidel

- Some bibliographies and online databases show a place of publication after a journal title, such as Clin Toxicol (Phila). This practice is used to show that two or more journal titles with the same name reside in a library collection or database; the name of the city where the journal is published distinguishes the various titles. The city is usually shown in abbreviated format following the same rules used for words in journal titles, as Phila for Philadelphia in the example above. If you use a bibliography or database such as PubMed to verify your reference and a place name is included, you may keep it if you wish.

- See also *Construction of National Library of Medicine Title Abbreviations*

Specific Rules for Journal Title

- Abbreviation rules for journal titles
- Journal titles not in English
- Single word journal titles
- Journals appearing in different editions
- Options for journal titles

Box 23. Journal titles not in English.

- For non-English journal titles in the roman alphabet (French, German, Spanish, Italian, etc.), provide the name in the original language. Abbreviate it according to the Abbreviation rules for journal titles and capitalize all remaining title words, including abbreviation

- Indicate the language of the article after the pagination.


- For a journal title in a non-roman alphabet:

  - Romanize (write in the roman alphabet) the title if it is in Cyrillic, Greek, Arabic, Hebrew, or Korean. Abbreviate it according to the Abbreviation rules for journal titles and capitalize all remaining title words, including abbreviations. Indicate the language of the article after the pagination.

  *Box 23 continues on next page...*
Box 23 continued from previous page.

- Romanize titles in a character-based language (Chinese, Japanese). Do not abbreviate any of the words or omit any words; use the capitalization system of the particular language. Indicate the language of the article after the pagination.

[It is not NLM practice, but you may translate journal titles in character-based languages. If you do, abbreviate the title according to the Abbreviation rules for journal titles and indicate the language of the article after the pagination.]

- A good authority for romanization is the ALA-LC Romanization Tables.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked
    
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ĝ treated as g
    - ű treated as u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    
    - æ treated as ae
    - œ treated as oe

Box 24. Single word journal titles.

- Do not abbreviate journal titles consisting of a single word, regardless of language.

  Molecules remains Molecules
**Box 25. Journals appearing in different editions.**

- If a journal is published in more than one edition, include the edition information after the title.
- Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and, L’.
- Separate the edition from the title by a space and place it by parentheses.
- End edition information with a space, followed by the type of medium in square brackets and a period.

*Example:*


- See the Abbreviation rules for editions for more information.

**Box 26. Options for journal titles.**

The following forms are not NLM practice for citing journal titles, but are acceptable options:

- Periods may be placed after each abbreviated word in the title.
  

- The title may be written out in full.
  
  Advances in Common Joint Problems.

**Box 27. Abbreviation rules for editions.**

- Because an edition is considered a part of the title in journals, use the same rules for abbreviating the words in an edition statement as for the words in journal titles.
- Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and, L’.

See Appendix A for a list of commonly abbreviated English words in journal titles. Other sources for title word abbreviations are:

- the List of Journals Indexed for MEDLINE
- the PubMed Journals Database
- Appendix B for non-NLM sources

*Box 27 continues on next page...*
Box 27 continued from previous page.

- End edition information with a space, followed by the type of medium in square brackets and a period

  Example:


Examples for Journal Title

6. Journal title on CD-ROM, DVD, or disk with edition

Edition for Journal Articles on CD-ROM, DVD, or Disk (required)

General Rules for Edition

- Indicate the edition/version being cited after the title if a journal is published in more than one edition or version
- Abbreviate each significant word (see Abbreviation rules for editions below) and omit other words, such as articles, conjunctions, and prepositions
- Capitalize all remaining title words, including abbreviations
- Place the edition statement in parentheses, such as (Br Ed)
- End the edition statement with a space

Specific Rules for Edition

- Abbreviation rules for editions
- Non-English words for editions

Box 28. Non-English words for editions.

- For non-English edition statements in the roman alphabet (French, German, Spanish, Italian, etc.):
  - Give the name in the original language
  - Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: de, der, y, les, and, L’.

  [Sources for word abbreviations are: the List of Journals Indexed for MEDLINE; the PubMed Journals Database; and Appendix B for non-NLM sources.]

Box 28 continues on next page...
Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with a diacritic or accent as if they are not marked
  - Å treated as A
  - Ø treated as O
  - Ç treated as C
  - Ł treated as L
  - à treated as a
  - ĝ treated as g
  - ň treated as n
  - ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe

- Separate the edition from the title by a space and place it in parentheses

- Do not follow abbreviated words with a period, but end all the journal title information with a period

  Example:

  Farmaco. Edizione Practica  becomes  Farmaco (Ed Pract)

- For an edition statement in Cyrillic, Greek, Arabic, Hebrew, or Korean:
  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the ALA-LC Romanization Tables.
  - Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: de, la, por, der, and L'.

Box 28 continues on next page...
Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

*Examples:* ć or č  becomes  c

- Separate the edition from the title proper by a space and place it in parentheses
- Do not follow abbreviated words with a period, but end all journal title information with a period

*Example:*

Pharmakeutikon Deltion. Epistemonike Ekdosis.  becomes  Pharm Delt (Epistem Ekd)

- For an edition statement in a character-based language such as Chinese and Japanese:
  - Transliterate the words for edition
  - Do not abbreviate any of the words or omit any words
  - Use the capitalization system of the particular language
  - Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

*Examples:*

ó  becomes  o

ũ  becomes  u

- Separate the edition from the title proper by a space and place it in parentheses
- End all the title information with a period

*Example:*

Fang She Hsueh Shi Jian. Zhong Wen Ban.  becomes  Fang She Hsueh Shi Jian (Zhong Wen Ban)

*Box 28 continues on next page...*
Box 28 continued from previous page.

- It is not NLM practice, but you may translate such journal titles and their editions. If you do, abbreviate them according to the Abbreviation rules for journal titles.

  J Jinan Univ (Nat Sci Med Ed)

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

<table>
<thead>
<tr>
<th>Language</th>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danish</td>
<td>oplag</td>
<td>n.a.</td>
</tr>
<tr>
<td>Dutch</td>
<td>uitgave</td>
<td>Uitg</td>
</tr>
<tr>
<td></td>
<td>editie</td>
<td>Ed</td>
</tr>
<tr>
<td>Finnish</td>
<td>julkaisu</td>
<td>Julk</td>
</tr>
<tr>
<td>French</td>
<td>edition</td>
<td>Ed</td>
</tr>
<tr>
<td>German</td>
<td>Ausgabe</td>
<td>Ausg</td>
</tr>
<tr>
<td>Greek</td>
<td>ekdosis</td>
<td>Ekd</td>
</tr>
<tr>
<td>Italian</td>
<td>edizione</td>
<td>Ed</td>
</tr>
<tr>
<td>Norwegian</td>
<td>publikasjon</td>
<td>Publ</td>
</tr>
<tr>
<td>Portuguese</td>
<td>edicao</td>
<td>Ed</td>
</tr>
<tr>
<td>Russian</td>
<td>izdanie</td>
<td>Izd</td>
</tr>
<tr>
<td>Spanish</td>
<td>edicion</td>
<td>Ed</td>
</tr>
<tr>
<td>Swedish</td>
<td>upplaga</td>
<td>n.a.</td>
</tr>
</tbody>
</table>

Examples for Edition

6. Journal title on CD-ROM, DVD, or disk with edition

Type of Medium for Journal Articles on CD-ROM, DVD, or Disk (required)

General Rules for Type of Medium

- Indicate the type of medium (CD-ROM, DVD, or disk) following the journal title (and edition, if present)
- Place the name of the medium in square brackets and end with a period. For example: [DVD].
- Add information about the medium according to the instructions under Physical Description below
• See Chapter 16A for journal articles in audiovisual formats and Chapter 23A for articles on the Internet

**Specific Rules for Type of Medium**

• Both an edition and a type of medium

**Box 29. Both an edition and a type of medium.**

• If a journal has both an edition and a type of medium, follow the title with the edition, then the type of medium.


**Examples for Type of Medium**

1. Standard journal article on CD-ROM, DVD, or disk

**Date of Publication for Journal Articles on CD-ROM, DVD, or Disk (required)**

**General Rules for Date of Publication**

• Include the year, month, and day of publication in that order. For example: 2004 May 5.
• Convert roman numerals to arabic numbers, such as MM to 2000
• Use English names for months and abbreviate them using the first three letters, such as Jan
• End date information with a semicolon unless there is no volume or issue (see No volume or issue following the date below), then use a colon

**Box 34. No volume or issue following the date.**

• If no volume or issue can be found in a journal, follow the year (and month or season if present) with a colon and the pagination.

  2004 Jan:[about 10 p.].
  2005 Winter:[about 6 screens].

**Specific Rules for Date of Publication**

• Further divisions to a date other than volume or issue
• Multiple years, months, or days of publication
- Non-English names for months
- Seasons instead of months
- No volume or issue following the date
- Options for dates

**Box 30. Further divisions to a date other than volume or issue.**

A journal may publish a supplement, part, or special number to a date of publication rather than to a specific volume or issue.

- Capitalize and abbreviate the words used for such divisions, but do not end the abbreviated words with a period
  
  *Supplement = Suppl*
  
  *Part = Pt*
  
  *Special Number = Spec No*

- Translate non-English words. See the following examples:

<table>
<thead>
<tr>
<th>Language</th>
<th>Suppl</th>
<th>Spec No</th>
<th>Pt</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>Supplement</td>
<td>nombre speciale</td>
<td>partie</td>
</tr>
<tr>
<td></td>
<td>annexe</td>
<td></td>
<td>part</td>
</tr>
<tr>
<td>German</td>
<td>Beiblatt</td>
<td>spezielle Zahl</td>
<td>Teil</td>
</tr>
<tr>
<td></td>
<td>Beilage</td>
<td></td>
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<tr>
<td></td>
<td>Erganzung</td>
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</tr>
<tr>
<td></td>
<td>Zusatz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>supplemento</td>
<td>numero speciale</td>
<td>parte</td>
</tr>
<tr>
<td>Russian</td>
<td>Prilozenie</td>
<td>specialnaja</td>
<td>cast’</td>
</tr>
<tr>
<td></td>
<td>dopolnenie</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>adjunto</td>
<td>numero especial</td>
<td>parte</td>
</tr>
<tr>
<td></td>
<td>suplemento</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>anejo</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Follow words with any number or letter found
  
  *Suppl 2*
  
  *Pt A*

- If a supplement is given a name rather than the usual letter or number, abbreviate significant words and omit other words such as articles, conjunctions, and

*Box 30 continues on next page...
Box 30 continued from previous page.

prepositions. Use the word abbreviations lists found in Appendix A and Appendix B.

Abstract Supplement **becomes** Abstr Suppl

Supplement: Dementia **becomes** Suppl Dementia

Supplement: AIDS in Children **becomes** Suppl AIDS Child

- Separate words with any accompanying number, letter, or name from the date by a semicolon
- Place parts only in parentheses
- End with a colon

**Examples:**

| 2005;Suppl: | 2005;(Pt 3): | 2005;Spec No: |
| 2005;Suppl A: | 2005;(Pt A): | 2005;Spec No 2: |
| 2005;Suppl 1: | 2005 Jan;(Pt 1): | 2005 Jan;Spec No: |
| 2005 Jan;Suppl: |
| 2005;Abstr Suppl: |

---

**Box 31. Multiple years, months, or days of publication.**

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

  2002-2003
  1997-1998
  1999-2000

- If months and days of the month are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

  1999 Oct-2000 Mar
  2002 Dec 7-2003 Jan 9

- Separate multiple months of publication and multiple days of the month by a hyphen

  2005 Jan-Feb

*Box 31 continues on next page...*
### Box 31. Continued from previous page.

- 1999 Dec-2000 Jan
- 2005 Feb 1-7
- 2004 Jan 25-31

- Separate multiple seasons by a hyphen, as Fall-Winter. Do not abbreviate names of seasons.

### Box 32. Non-English names for months.

- Translate names of months into English
- Abbreviate them to the first three letters
- Capitalize them

*For example:*

<table>
<thead>
<tr>
<th>Spanish</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>mayo</td>
<td>May</td>
</tr>
<tr>
<td>luty</td>
<td>Feb</td>
</tr>
<tr>
<td>brezen</td>
<td>Mar</td>
</tr>
</tbody>
</table>

### Box 33. Seasons instead of months.

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them

*For example:*

<table>
<thead>
<tr>
<th>Season</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>balvan</td>
<td>Summer</td>
</tr>
<tr>
<td>outomno</td>
<td>Fall</td>
</tr>
<tr>
<td>hiver</td>
<td>Winter</td>
</tr>
<tr>
<td>pomlad</td>
<td>Spring</td>
</tr>
</tbody>
</table>

- Separate multiple seasons by a hyphen, such as Fall-Winter

### Box 35. Options for dates.

It is not NLM practice, but the following are acceptable options:
Box 35 continued from previous page.

- The month and day of the month or the season may be omitted if the journal is continuously paginated throughout the volume. However, the month and day of the month or the season must be included when citing a journal that has no volume or issue number.
  
  Preusse S, Schmitt O. Quantification and comparison of signal amplification and non-amplificated immunohistochemical reactions of the rat brain by means of image analysis. EJPathol [disk]. 1999;5(3):[about 15 p.].

- The date of publication may follow the author names in the list of references when the name-year system of in-text references is used
  
  - Use the year of publication only
  - Enter the year after the last named author (or the title and type of medium if there are no authors), followed by a period
  - Place the volume number after the type of medium

  **NLM citation:**
  
  Preusse S, Schmitt O. Quantification and comparison of signal amplification and non-amplificated immunohistochemical reactions of the rat brain by means of image analysis. EJPathol [disk]. 1999 Jul-Sep; 5(3):[about 15 p.].

  **Name-year system citation:**
  

Examples for Date of Publication

7. Journal article on CD-ROM, DVD, or disk with month(s) included in date of publication

Volume Number for Journal Articles on CD-ROM, DVD, or Disk (required)

General Rules for Volume Number

- Omit "volume", "vol.", and similar wording preceding the number
- Use arabic numbers only. For example: convert LX or Sixtieth to 60.
- Separate multiple volumes by a hyphen, such as 5-6 or 42-43
• Do not follow a volume number with any punctuation unless there is no issue number or other subdivision to the volume, then follow with a colon

Specific Rules for Volume Number

• Further divisions to volume other than issue
• Non-English names for volume
• No volume number present

Box 36. Further divisions to a volume other than issue.

A volume will occasionally have a subdivision such as a supplement, part, or special number.

• Abbreviate the names for such subdivisions:
  
  Supplement = Suppl
  
  Part = Pt
  
  Special Number = Spec No

• Translate names for supplements, parts, and special numbers into English. To help identify these, see the following examples:

<table>
<thead>
<tr>
<th>Language</th>
<th>Suppl</th>
<th>Spec No</th>
<th>Pt</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>supplement</td>
<td>nombre speciale</td>
<td>partie</td>
</tr>
<tr>
<td></td>
<td>annexe</td>
<td></td>
<td>part</td>
</tr>
<tr>
<td>German</td>
<td>Beiblatt</td>
<td>spezielle Zahl</td>
<td>Teil</td>
</tr>
<tr>
<td></td>
<td>Beilage</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Erganzung</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Zusatz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>supplemento</td>
<td>numero speciale</td>
<td>parte</td>
</tr>
<tr>
<td>Russian</td>
<td>prilozenie</td>
<td>specialnaja</td>
<td>cast’</td>
</tr>
<tr>
<td></td>
<td>dopolnenie</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>adjunto</td>
<td>numero especial</td>
<td>parte</td>
</tr>
<tr>
<td></td>
<td>suplemento</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>anejo</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• Place them after the volume number. For example:

  - volume with supplement
Box 36 continued from previous page.

- volume with part
  2004;66(Pt 2):
  2004 Dec;124(Pt A):
- volume with special number
  2003;6 Spec No:

Infrequently, supplements are given a name rather than a letter or number.

- Abbreviate significant words and omit other words such as articles, conjunctions, and prepositions
  
  Abstract Supplement becomes Abstr Suppl
  Supplement: Dementia becomes Suppl Dementia
  Supplement: AIDS in Children becomes Suppl AIDS Child

- Use the word abbreviations lists found in Appendix A and Appendix B
- See Chapter 1A Journal Articles for further detail

Box 37. Non-English names for volume.

- To help locate volumes, see the following list of non-English words and abbreviations for volume in a variety of languages:
  
  aarg. aargang année anno año årg. årgang band bd. bind
  évf. évfolyam g. god god. godina godišté jaarg. jaargang
  jahrg. jahrgang köt. kötet r. ročník rocznik rok sv. svazek
  svezak t. tom tom. tome tomo tomus vol. volumen zv. zväzok zvez
  ek

- Omit these names when creating a citation; use the number only
Box 38. No volume number present.

A volume number usually follows the date of publication. Occasionally a journal will publish a series of issues without volumes or will publish a supplement, part, or special number to a date of publication rather than to a volume or issue.

- If there are issues only, no volume numbers, follow the date of publication with a semicolon and the issue number. Place the issue number in parentheses.


- If a journal publishes a supplement, part, or special number to a date of publication rather than to a volume or issue, follow the date of publication with a semicolon, the abbreviation for supplement, part, or special number, and any accompanying letter or number found. End supplement, part, or special number information with a colon.

  - date with a supplement
    2004;Suppl:
    2004;Suppl 2:
    2004;Suppl A:
    2004 Winter;Suppl:

  - date with a part
    2005;(Pt 3):
    2005 Sep;(Pt 2):

  - date with a special number
    2003;Spec No:
    2003;Spec No 2:
    2003 Jun;Spec No:

- If no volume numbers, issue numbers, supplements, parts, or special numbers are given, follow the date of publication with a colon and the location (pagination) of the article

  2005 Jun:[about 6 screens].

Box 38 continues on next page...
Box 38 continued from previous page.

2001 Summer:[about 10 p.].

Examples for Volume Number

8. Journal article on CD-ROM, DVD, or disk with volume but no issue

9. Journal article on CD-ROM, DVD, or disk with issue but no volume

Issue Number for Journal Articles on CD-ROM, DVD, or Disk (required)

General Rules for Issue Number

• Omit "number", "no.", and other wording preceding the number
• Use arabic numbers only. For example: convert IV or Fourth to 4.
• Separate multiple issues by a hyphen, such 2-3
• Place issue information in parentheses
• End issue information with a colon unless further divisions, such as a supplement or part, exist (see Further divisions to an issue below)

Box 39. Further divisions to an issue.

An issue will occasionally have a subdivision such as a supplement, part, or special number.

• Capitalize and abbreviate them:
  Supplement = Suppl
  Part = Pt
  Special Number = Spec No

• Place them after the issue, within the parentheses. For example:
  - issue with supplement
    2005;15(1 Suppl):
    2005;(12 Suppl A):
    2005 Mar;87(3 Suppl):
  - issue with part
    2004;66(1 Pt 2):
    2004 Dec;124(Pt A):

Box 39 continues on next page...
- issue with special number

2003;6(2 Spec No):

- Translate names for supplements, parts, and special numbers into English. To help identify these, see the following examples:

<table>
<thead>
<tr>
<th>Language</th>
<th>Suppl</th>
<th>Spec No</th>
<th>Pt</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>supplement</td>
<td>nombre speciale</td>
<td>partie</td>
</tr>
<tr>
<td></td>
<td>annexe</td>
<td></td>
<td>part</td>
</tr>
<tr>
<td>German</td>
<td>Beiblatt</td>
<td>spezielle Zahl</td>
<td>Teil</td>
</tr>
<tr>
<td></td>
<td>Beilage</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Erganzung</td>
<td></td>
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<tr>
<td></td>
<td>Zusatz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>supplemento</td>
<td>numero speciale</td>
<td>parte</td>
</tr>
<tr>
<td>Russian</td>
<td>prilozenie</td>
<td>specialnaja</td>
<td>cast’</td>
</tr>
<tr>
<td></td>
<td>dopolnenie</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>adjunto</td>
<td>numero especial</td>
<td>parte</td>
</tr>
<tr>
<td></td>
<td>suplemento</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>anejo</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Infrequently, supplements are given a name rather than a letter or number.

- Abbreviate significant words and omit other words such as articles, conjunctions, and prepositions

  Abstract Supplement *becomes* Abstr Suppl

  Supplement: Dementia *becomes* Suppl Dementia

  Supplement: AIDS in Children *becomes* Suppl AIDS Child

- Use the word abbreviations lists found in Appendix A and Appendix B

- See Chapter 1A Journal Articles for further detail

**Specific Rules for Issue Number**

- Further divisions to an issue
- Non-English names for issue
- No volume number present
- No issue number present
- Options for issues
Box 40. Non-English names for issues.

- To help locate issues in languages other than English, see the following list of words and abbreviations used for issue (usually variations on the word number):
  
  čís. číslo fasc. fascicle fascicule fasciculus heft knižka
  
  no. nommernr. numer número nummer sveska sz. szám
  
  vypusk zesz. zeszyt zošit

- Omit these names when creating a citation; use the number only

Box 41. No volume number present.

- If there are issues only, no volume numbers, follow the date of publication with a semicolon and the issue number, placed in parentheses.


Box 42. No issue number present.

- If no issue number is found, follow the volume number with a colon and the location (pagination)

  61:155-88.
  
  3:[about 7 p.].

- If no issue or volume is found, follow date information with a colon and the location (pagination)

  
  2004:[about 6 screens].

Box 43. Options for issues.

- It is not NLM practice, but an issue number may be omitted if the journal is continuously paginated throughout the volume. Note, however, that many libraries such as the NLM require issue numbers for retrieval from their collections and for interlibrary loan.

Examples for Issue Number

8. Journal article on CD-ROM, DVD, or disk with volume but no issue

9. Journal article on CD-ROM, DVD, or disk with issue but no volume

Location (Pagination) for Journal Articles on CD-ROM, DVD, or Disk (required)

General Rules for Location (Pagination)

• Give the inclusive page numbers on which the article appears
• Do not repeat page numbers unless they are followed by a letter. For example: 123-125 becomes 123-5, but 124A-126A is correct.
• Include a letter (often S for Supplement or A for Appendix) when it precedes the page number. For example: S10-8.
• If there are no page numbers, calculate the extent of the article in the best means possible, i.e., number of paragraphs, screens, pages (see No numbers appear on the pages of the article below)
• End pagination information with a period
• See Chapter 23 for articles on the Internet

Box 44. No numbers appear on the pages of the article.

• If only the item to be cited has no page numbers, try to identify the location in relation to numbered pages. For example: preceding p. 1 or following p. 503. Place such phrases in square brackets.
  
  115(33):[preceding p. 55].
  
  11(4):[following p. 54].

• When page numbers are absent, as often occurs with journal articles in electronic format, calculate the extent of the article using the best means possible and place it in square brackets, such as "[10 paragraphs]", "[about 6 screens]", and "[about 5 p.]". Of course screen size, font used, and printers vary greatly, but the purpose is to give the user of the citation an indication of the length of the item. Note that when the number is approximated, the word "about" is used before the length indicator. End location information or extent with a period.

Examples:

Fourman S. The office eye exam in family medicine. FPR [CD-ROM]. 1996 Feb;18(2):[about 9 screens].

Box 44 continues on next page...
Box 44 continued from previous page.

Preusse S, Schmitt O. Quantification and comparison of signal amplification and non-amplificated immunohistochemical reactions of the rat brain by means of image analysis. EJPathol [disk]. 1999 Jul-Sep;5(3):[about 15 p.].


Buchler MW, Knaebel HP. Partial pancreaticoduodenectomy with superior mesenteric vein reconstruction. Real Surg [DVD]. 2004 May;1(5):[35 min.].

Specific Rules for Location (Pagination)

- No numbers appear on the pages of the article
- Discontinuous page numbers
- Text such as a discussion, quiz, or author reply to a letter follows the article

Box 45. Discontinuous page numbers.

- If the pagination is discontinuous, as often occurs when an article is interrupted by advertisements, separate the groupings of page numbers by a comma and a space

  :345-6, 348-9, 352.

  :15, 17, 19-21.

- Give up to three groupings of page numbers and use "passim" in place of the fourth and later occurrences

  :345-346, 348-349, 352, 355-357, 360, 362. **becomes** :345-6, 348-9, 352 **passim**.

Box 46. Text such as a discussion, quiz, or author reply to a letter follows the article.

- Begin with the location (pagination) of the article. Follow it by a semicolon and a space, then the name of the additional material and its pagination.

  :145-54; discussion 155-6.

  :[about 5 screens]; author reply [about 1 screen].

Examples for Location (Pagination)

10. Journal article on CD-ROM, DVD, or disk with location expressed as standard page numbers
11. Journal article on CD-ROM, DVD, or disk with location/extent expressed as screens

12. Journal article on CD-ROM, DVD, or disk with location/extent expressed as estimated number of pages

13. Journal article on CD-ROM, DVD, or disk with location/extent expressed as paragraphs

14. Journal article on CD-ROM, DVD, or disk with location/extent expressed as a file name

15. Journal article on CD-ROM, DVD, or disk with article occupying the entire issue

Physical Description for Journal Articles on CD-ROM, DVD, or Disk (optional)

General Rules for Physical Description

- Give information on the physical characteristics of the CD-ROM, DVD, or disc on which the article is found. For example: 1 DVD: color, 4 3/4 in.

Specific Rules for Physical Description

- Language for describing physical characteristics

Box 47. Language for describing physical characteristics.

- Follow the pagination with information on the number of physical pieces and the type of medium on which the article resides, such as 1 CD-ROM

- Enter a colon and a space, then enter information on the physical characteristics, such as color and size

- Separate types of information by commas

Typical words used include:

- sound
- color
- black & white
- 4 3/4 in. (standard CD-ROM and DVD size)
- 3 1/2 in. (standard computer disk size)
- 5 1/4 in. (older computer disk size)
Box 47 continued from previous page.

Examples of complete physical description statements:

1 DVD: sound, color, 4 3/4 in.
1 CD-ROM: color, 4 3/4 in.
1 computer disk: 3 1/2 in.

Examples for Physical Description

16. Journal article on CD-ROM, DVD, or disk with physical description

Language for Journal Articles on CD-ROM, DVD, or Disk (required)

General Rules for Language

• Give the language of publication if other than English
• Capitalize the language name
• Follow the language name with a period

Specific Rules for Language

• Articles appearing in more than one language

Box 48. Articles appearing in more than one language.

• If an article is written in English as well as other languages:
  ◦ Give the English language version of the article title
  ◦ List all languages of publication after the pagination, separated by commas
  ◦ End the list of languages with a period
• If an article is written in more than one language and none of them is English:
  ◦ Translate into English the version of the title that appears first
  ◦ Place the translation in square brackets
  ◦ List all languages of publication after the pagination, separated by commas
  ◦ End the list of languages with a period
• As an option, when an article title is written in two or more equal languages as often occurs in Canadian publications:
  ◦ Give all titles in the order in which they are presented in the text
  ◦ Separate them with an equals sign
  ◦ List the languages after the pagination, separated by commas
  ◦ End the list of languages with a period

Examples for Language

4. Journal article on CD-ROM, DVD, or disk not in English
Notes for Journal Articles on CD-ROM, DVD, or Disk (optional)

General Rules for Notes

• Notes is a term for any type of information given after the citation itself
• Complete sentences are not required
• Be brief

Specific Rules for Notes

• System requirements
• Other types of material to include in notes

Box 49. System requirements.

Indicate system requirements needed to run the CD-ROM, DVD, or disk by describing the software and hardware needed to view the article.

• Begin with the phrase "System Requirements" followed by a colon and a space
• Use the wording supplied by the publisher; no standardization is needed
• Separate the types of information with a semicolon
• End requirement information with a period

Example:

Bianco A, Brufani M, Ciabatti R, Melchioni C, Pasquali V. Neuraminic acid derivatives as anti-influenza drugs. Mol Online (CD-ROM Ed) [CD-ROM]. 1998;2(10-11):129-36. System Requirements: IBM PC or 100% compatible 486SX; 8 MB RAM; VGA (640 x 480 pixels) video card set to 256 colors; double speed CD-ROM drive or faster; Windows 3.1 or higher.

Box 50. Other types of material to include in notes.

The notes element may be used to provide any information that the compiler of the reference feels is useful.

• If the journal being cited is not a common one, give the name of a library or other archive where it may be found. Begin with the phrase "Located at" followed by a colon and a space. Include any finding number supplied by the library or archive.

Located at: National Library of Medicine, Bethesda, MD; W1 PR523C.

• If the journal article includes a printed guide or other handout, indicate this following the phrase "Accompanied by: "

Accompanied by: 1 workbook.

Box 50 continues on next page...
Box 50 continued from previous page.

- If the article contains a review of the literature and this is not indicated in the title, provide the information

  Review of the literature.

Examples for Notes

17. Journal article on CD-ROM, DVD, or disk with note

Examples of Citations to Journal Articles on CD-ROM, DVD, or Disk

1. Standard journal article on CD-ROM, DVD, or disk


Buchler MW, Knaebel HP. Partial pancreaticoduodenectomy with superior mesenteric vein reconstruction. Real Surg [DVD]. 2004 May;1(5):[35 min.].

Preusse S, Schmitt O. Quantification and comparison of signal amplification and non-amplified immunohistochemical reactions of the rat brain by means of image analysis. EJPathol [disk]. 1999 Jul-Sep;5(3):[about 15 p.].

2. Journal article on CD-ROM, DVD, or disk with optional full names for authors


3. Journal article on CD-ROM, DVD, or disk with author affiliation

Kauffman CA (Veterans Affairs Medical Center, Ann Arbor, MI), Bonilla HF (Louisiana State University, Boga Lusa, LA). Trends in antibiotic resistance with emphasis on VRE. FPR [CD-ROM]. 1998 Oct;20(10):[about 5 screens].


4. Journal article on CD-ROM, DVD, or disk not in English


5. Journal article on CD-ROM, DVD, or disk with Greek letters or other special characters in the title


may become


6. Journal title on CD-ROM, DVD, or disk with edition


7. Journal article on CD-ROM, DVD, or disk with month(s) included in date of publication

Buchler MW, Knaebel HP. Partial pancreaticoduodenectomy with superior mesenteric vein reconstruction. Real Surg [DVD]. 2004 May;1(5):[35 min.].

Preusse S, Schmitt O. Quantification and comparison of signal amplification and non-amplificated immunohistochemical reactions of the rat brain by means of image analysis. EJPathol [disk]. 1999 Jul-Sep;5(3):[about 15 p.].

8. Journal article on CD-ROM, DVD, or disk with volume but no issue


9. Journal article on CD-ROM, DVD, or disk with issue but no volume

10. Journal article on CD-ROM, DVD, or disk with location expressed as standard page numbers

11. Journal article on CD-ROM, DVD, or disk with location/extent expressed as screens
Fourman S. The office eye exam in family medicine. FPR [CD-ROM]. 1996 Feb;18(2): [about 9 screens].

12. Journal article on CD-ROM, DVD, or disk with location/extent expressed as estimated number of pages
Preusse S, Schmitt O. Quantification and comparison of signal amplification and non-amplificated immunohistochemical reactions of the rat brain by means of image analysis. EJPathol [disk]. 1999 Jul-Sep;5(3):[about 15 p].

13. Journal article on CD-ROM, DVD, or disk with location/extent expressed as paragraphs

14. Journal article on CD-ROM, DVD, or disk with location/extent expressed as a file name
Pick A, Chiuso L, Cavallo GP, Margarita E. Prognostic value of AgNORs in tumor pathology. EJPathol [disk]. 1997 Mar;3(1):[971-06.txt], 1 computer disk: 3 1/2 in.

15. Journal article on CD-ROM, DVD, or disk with article occupying the entire issue

16. Journal article on CD-ROM, DVD, or disk with physical description
Preusse S, Schmitt O. Quantification and comparison of signal amplification and non-amplificated immunohistochemical reactions of the rat brain by means of image analysis. EJPathol [disk]. 1999 Jul-Sep;5(3):[about 15 p]. 1 computer disk: 3 1/2 in.
17. Journal article on CD-ROM, DVD, or disk with note

Bianco A, Brufani M, Ciabatti R, Melchioni C, Pasquali V. Neuraminic acid derivatives as anti-influenza drugs. Mol Online (CD-ROM Ed) [CD-ROM]. 1998;2(10-11):129-36. System Requirements: IBM PC or 100% compatible 486SX; 8 MB RAM; VGA (640 x 480 pixels) video card set to 256 colors; double speed CD-ROM drive or faster; Windows 3.1 or higher.


18. Part of a journal article on CD-ROM, DVD, or disk

Kauffman CA, Bonilla HF. Trends in antibiotic resistance with emphasis on VRE. FPR [CD-ROM]. 1998 Oct;20(10):[about 5 screens]. Table 1, Risk factors for VRE colonization and infection; [1 screen].

Werner M, Uhlenbeck OC. The effect of base mismatches in the substrate recognition helices of hammerhead riboymes on binding and catalysis. Nucl Acids Res (Electron Ed) [CD-ROM]. 1995;23(12):2092-6. Table 2, Rates of substrate dissociation (k-1) for different substrates of HH; p. 2095.

Buchler MW, Knaebel HP. Partial pancreaticoduodenectomy with superior mesenteric vein reconstruction. Real Surg [DVD]. 2004 May;1(5):[35 min.]. [Scene 3], Posterior mobilization of the pancreatic head; [7 min.].

Fourman S. The office eye exam in family medicine. FPR [CD-ROM]. 1996 Feb;18(2): [about 9 screens]. Figure 9, Important ophthalmoscopic findings in the patient with diabetic retinopathy are retinal hemorrhage and pallor of the optic nerve and retina; [about 1 screen].

Preusse S, Schmitt O. Quantification and comparison of signal amplification and non-amplificated immunohistochemical reactions of the rat brain by means of image analysis. EJPathol [disk]. 1999 Jul-Sep;5(3):[about 15 p.]. [Figure], Summary of contrast measurements of all immunohistochemical methods; [993-031.pcx].

B. Sample Citation and Introduction to Citing Entire Journal Titles on CD-ROM, DVD, or Disk

The general format for a reference to an entire journal title on CD-ROM, DVD, or disk, including punctuation:

- for a journal continuing to be published:
Examples of Citations to Entire Journal Titles on CD-ROM, DVD, or Disk

Although electronic journals differ radically in physical form from print journals, the basic rules for citing them are the same. The major difference is the required addition of the type of medium (CD-ROM, DVD, or disk) in square brackets following the journal title. Use the opening screen(s), the face of the CD-ROM, DVD, or disk, the jewel case (carrying case), and accompanying documentation, in that order, for authoritative information to use in citation.

If a journal is still being published, as shown in the first example, follow volume and date information with a hyphen and three spaces. If a journal ceased publication, as in example two, separate beginning and ending volume and date information with a hyphen with a space.

The authoritative source for information to use in a citation for a journal title is, in order of preference: the opening screen(s); the face of the CD-ROM, DVD, or disk; the jewel case (carrying case); and accompanying print documentation.

It is important to cite the journal name that was used at the time of publication. For example, EJPathol changed title to Electronic Journal of Pathology and Histology in 2000.


It is not correct to cite this journal as:


Continue to Citation Rules with Examples for Entire Journal Titles on CD-ROM, DVD, or Disk.

Continue to Examples of Citations to Entire Journal Titles on CD-ROM, DVD, or Disk.

**Citation Rules with Examples for Journal Titles on CD-ROM, DVD, or Disk**

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Journal Title (R) | Edition (R) | Type of Medium (R) | Editor (O) | Place of Publication (R) | Publisher (R) | Volume Number (R) | Issue Number (R) | Date of Publication (R) | Physical Description (O) | Language (R) | Notes (O)

**Journal Title on CD-ROM, DVD, or disk (required)**

**General Rules for Journal Title**

- Enter a journal title in the original language
- Do not abbreviate any words or omit any words
- Use the capitalization and punctuation found in the title
- Follow the title with a colon and any subtitle that appears
- Follow a non-English title with a translation whenever possible; place the translation in square brackets
- End the journal title with a space

**Specific Rules for Journal Title**

- Journal titles not in English
- Journals appearing in more than one language
- Journals appearing in different editions
Box 51. Journal titles not in English.

- For non-English journal titles in the roman alphabet (French, German, Spanish, Italian, etc.), give the name in the original language
  
  Atti della Societa Italiana delle Scienze Veterinarie [CD-ROM].

- For a journal title in a non-roman alphabet:
  
  ⚫ Romanize (write in the roman alphabet) the title if it is in Cyrillic, Greek, Arabic, Hebrew, or Korean, or in a character-based language (Chinese, Japanese)
    
    Novosti Lucevoj Diagnostiki [CD-ROM].
    
    Nihon Hokan Daitai Iryo Gakkai shi [disk].
    
    [It is not NLM practice, but you may translate journal titles in character-based languages.]
    

  ⚫ A good authority for romanization is the ALA-LC Romanization Tables

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  ⚫ Treat letters marked with diacritics or accents as if they are not marked
    
    Å treated as A
    
    Ø treated as O
    
    Č treated as C
    
    Ł treated as L
    
    à treated as a
    
    ţ treated as g
    
    ň treated as n
    
    ü treated as u

  ⚫ Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    
    æ treated as ae
Box 51 continued from previous page.

œ treated as oe

• Provide an English translation after the original language title whenever possible; place translations in square brackets


Box 52. Journals appearing in more than one language.

• For a journal title appearing in two or more equal languages, as often occurs with Canadian journals:
  ◦ Begin with the title in the first language found, in order of preference: the opening screens of the issue; the face of the CD-ROM, DVD, or disk; the carrying case; or accompanying printed material
  ◦ Give all titles in the order they are provided in the text
  ◦ Place an equals sign with a space on either side between each title
  ◦ List all languages, separated by commas, after the date of publication (and Physical Description, if provided)
  ◦ End the list of languages with a period

Example:


• For a journal title appearing in multiple languages:
  ◦ Give the title in the first language found, in order of preference: on the opening screens of the issue, on the carrying case, or on accompanying printed material
  ◦ List all languages of publication, separated by commas, after the date of publication (and Physical Description, if found)
  ◦ End the list of languages with a period

Example:
Box 52 continued from previous page.


Box 53. Journals appearing in different editions.

If a journal is published in more than one edition:

- Capitalize all significant words in the edition statement
- Place the edition statement in parentheses
- Separate the edition statement from the title proper by a space
- End all title information with the type of medium of the journal, placed in square brackets, followed by a period

Example:


Examples for Journal Title

1. Standard citation to a journal title on CD-ROM, DVD, or disk that is still being published

2. Standard citation to a journal title on CD-ROM, DVD, or disk that ceased publication

3. Journal title on CD-ROM, DVD, or disk with subtitle

4. Journal title on CD-ROM, DVD, or disk not in English

5. Journal title on CD-ROM, DVD, or disk not in English with optional translation

6. Journal title on CD-ROM, DVD, or disk published in two equal languages

7. Journal title on CD-ROM, DVD, or disk published in multiple languages

8. Journal title on CD-ROM, DVD, or disk with edition

Edition for Journal Title on CD-ROM, DVD, or disk (required)

General Rules for Edition

- Indicate the edition/version being cited after the title if a journal is published in more than one edition or version
• Do not abbreviate any words or omit any words
• Use whatever capitalization and punctuation are found in the edition statement
• Place the edition statement in parentheses, such as (British Edition)
• End the edition statement with a space

Specific Rules for Edition

• Non-English words for editions

Box 54. Non-English words for editions.

• For non-English edition statements in the roman alphabet (French, German, Spanish, Italian, etc.):
  ◦ Give the edition statement in the original language
  ◦ Place the edition statement in parentheses
  ◦ Separate the edition statement from the title proper by a space
  ◦ End title and edition information with a space
    Example:
    Farmaco. Edizione Pratica.  becomes  Farmaco (Edizione Pratica)

• For an edition statement in Cyrillic, Greek, Arabic, Hebrew, Korean, or in a character-based language such as Chinese and Japanese:
  ◦ Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the ALA-LC Romanization Tables.
  ◦ Place the edition statement in parentheses
  ◦ Separate the edition statement from the title proper by a space
  ◦ End title and edition information with a space
    Examples:
    Pharmaceutikon Deltion. Epistemonike Ekdosis.  becomes  Pharmaceutikon Deltion (Epistemonike Ekdosis)
    Fang She Hsueh Shi Jian. Zhong Wen Ban.  becomes  Fang She Hsueh Shi Jian (Zhong Wen Ban)
  ◦ It is not NLM practice, but you may translate journal titles and their editions in a character-based language
    Journal of Jinan University (Natural Science and Medicine Edition)

Box 54 continues on next page...
Box 54 continued from previous page.

- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with a diacritic or accent as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ĝ treated as g
    - ñ treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe
- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

<table>
<thead>
<tr>
<th>Language</th>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danish</td>
<td>Oplag</td>
<td>n.a.</td>
</tr>
<tr>
<td>Dutch</td>
<td>Uitgave</td>
<td>Uitg</td>
</tr>
<tr>
<td></td>
<td>Editie</td>
<td>Ed</td>
</tr>
<tr>
<td>Finnish</td>
<td>Julkaisu</td>
<td>Julk</td>
</tr>
<tr>
<td>French</td>
<td>Edition</td>
<td>Ed</td>
</tr>
<tr>
<td>German</td>
<td>Ausgabe</td>
<td>Ausg</td>
</tr>
<tr>
<td>Greek</td>
<td>Ekdosis</td>
<td>Ekd</td>
</tr>
<tr>
<td>Italian</td>
<td>Edizione</td>
<td>Ed</td>
</tr>
<tr>
<td>Norwegian</td>
<td>Publikasjon</td>
<td>Pub</td>
</tr>
<tr>
<td>Portuguese</td>
<td>Edicao</td>
<td>Ed</td>
</tr>
</tbody>
</table>
Examples for Edition

8. Journal title on CD-ROM, DVD, or disk with edition

Type of Medium for Journal Title on CD-ROM, DVD, or disk (required)

General Rules for Type of Medium

- Indicate the type of medium (CD-ROM, DVD, or disk) following the title (and edition, if present)
- Place the name of the medium in square brackets, such as [DVD]
- End medium information with a period, placed outside the closing bracket
- See Chapter 16B for journal titles in audiovisual formats and Chapter 23B for titles on the Internet

Examples for Type of Medium

1. Standard citation to a journal title on CD-ROM, DVD, or disk that is still being published

2. Standard citation to a journal title on CD-ROM, DVD, or disk that ceased publication

Editor for Journal Title on CD-ROM, DVD, or disk (optional)

General Rules for Editor

- Give the name of the current (or last) editor
- Enter the name of the editor in natural order. For example: John A. Jones.
- Follow the name with a comma and the word "editor"
- End editor information with a period

Specific Rules for Editor

- Names not in English
Box 55. Names not in English.

- Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese. Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the **ALA-LC Romanization Tables**.

- Capitalize only the first letter of romanized names when the original initial is represented by more than one letter.
  
  Iu. A. Iakontov
  
  G. Th. Tsakalos

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  - Treat letters marked with diacritics or accents as if they are not marked.
    
    Á treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a
    ĝ treated as g
    ñ treated as n
    ü treated as u
  
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters.
    
    æ treated as ae
    œ treated as oe

- To assist in identifying editors, below is a brief list of non-English words for editor:

Box 55 continues on next page...
Box 55 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
</tr>
<tr>
<td></td>
<td>editeur</td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
</tr>
<tr>
<td></td>
<td>editore</td>
</tr>
<tr>
<td>Russian</td>
<td>redaktor</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
</tr>
<tr>
<td></td>
<td>editor</td>
</tr>
</tbody>
</table>

Examples for Editor

9. Journal title on CD-ROM, DVD, or disk with editor named

Place of Publication for Journal Title on CD-ROM, DVD, or disk (required)

General Rules for Place of Publication

- Place is defined as the city where the journal was published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province to avoid confusion when citing lesser known cities or when cities in different locations have same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such London (ON) and London (England)
- End place information with a colon

Specific Rules for Place of Publication

- Non-US cities
- Multiple places of publication
- No place of publication can be found
**Box 56. Non-US cities.**

- Use the anglicized form for the name of a city, e.g., Rome for Roma and Moscow for Moskva, when possible
- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E)
  
  Montreal (QC):
  
  Ottawa (ON):

- If the city is not well known or could be confused with another city of the same name, follow the city with the name of the country, either written out or as the two-letter ISO country code (see Appendix D). Use the anglicized form of the name, e.g., Spain for Espana. Place the country name or code in parentheses.

  London:
  
  Rome:
  
  Paris:
  
  Madrid:

  *but*

  Malaga (Spain):  *or*  Malaga (ES):
  
  Basel (Switzerland):  *or*  Basel (CH):
  
  Oxford (England):  *or*  Oxford (GB):

- As an option, use the country name after all cities not in the US or Canada

**Box 57. Multiple places of publication.**

- If a journal has changed publishers over the years or if the publisher has changed its location, give the place of publication of the current (or last) publisher
- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.
- As an option, if one place is a US city and the others are not, use the US one

**Box 58. No place of publication can be found.**

- If no place can be found but one can be reasonably inferred, such as Chicago as the place of publication for a journal of the American Medical Association, put the place name in square brackets

*Box 58 continues on next page*...
Box 58 continued from previous page.

- If no place of publication can be found or inferred, use the words "place unknown" in square brackets

Examples for Place of Publication

10. Journal title on CD-ROM, DVD, or disk with well-known place of publication

11. Journal title on CD-ROM, DVD, or disk with lesser-known place of publication

Publisher for Journal Title on CD-ROM, DVD, or disk (required)

General Rules for Publisher

- Give the name of the publisher as it appears in the journal, using the capitalization and punctuation found there
- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- End publisher information with a period

Specific Rules for Publisher

- Non-English publishers
- Government agencies and other national and international bodies as publisher
- Multiple publishers
- Joint publication
- No publisher can be found

Box 59. Non-English publishers.

- Give publisher names in the roman alphabet (French, Spanish, Italian, etc.) in their original language
  
  Rome: Societa Editrice Universo.
  
  Lisbon: Imprensa Medica.

- Romanize names presented in Cyrillic, Greek, Arabic, Hebrew, Korean, and character-based languages (Chinese, Japanese)
  
  Sofia (Bulgaria): Sofia Medizina i Fizkultura.

- If the name of a division of other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest
  
  Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero.

Box 59 continues on next page...
Box 59 continued from previous page.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ġ treated as g
    - ñ treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe

- If desired, follow a non-English name with a translation. Place all translated publisher names within square brackets.
  - Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press].

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.
  - Aarhus (Denmark): [Aarhus University Press].

Box 60. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)
Box 60 continued from previous page.

National Cancer Institute (US).

National Society on Alcoholism and Drug Dependence (NZ).

Royal Society of Medicine Press Ltd. (GB).

Royal College of Physicians (AU), Paediatrics & Child Health Division.

- Do not confuse the publisher with the distributor of documents for the publisher. The most common distributors of US government publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency making the publication available as the publisher and include distributor information as a note. Begin with the phrase "Available from" followed by a colon and a space. Add the name of the distributor, the city and state, and the accession or order number.


Box 61. Multiple publishers.

- If a journal has changed publishers over the years, give the name of the current (or last) publisher
- If more than one publisher is found in a document, use the first one given or the one set in the largest type or set in bold
- An alternative is to use the publisher likely to be most familiar to the audience of the reference list, e.g., an American publisher for a US audience and a London publisher for a British one
- Do not list multiple publishers. For those publications with joint or co-publishers, use the name provided first as the publisher and include the name of the second as a note, if desired, as "Jointly published by the Canadian Pharmacists Association".
- End publisher information with a period

Box 62. Joint publication.

- For those publications with joint or co-publishers, use the name provided first as the publisher
- Include the name of the second publisher as a note, if desired, as "Jointly published by the Canadian Pharmacists Association"
- Do not list multiple publishers
- End publisher information with a period
Box 63. No publisher can be found.

- If no publisher can be determined, use the words "publisher unknown" in square brackets


Examples for Publisher

12. Journal title on CD-ROM, DVD, or disk with publisher including subsidiary part
13. Journal title on CD-ROM, DVD, or disk with unknown publisher

Volume Number for Journal Title on CD-ROM, DVD, or disk (required)

General Rules for Volume Number

- Precede the number with "Vol.", regardless of the particular word for volume used by the journal
- Use arabic numbers only. For example: convert LX or Sixtieth to 60.
- Separate multiple volumes by a hyphen. For example: 5-6 or 42-43.
- Follow a volume number with a comma

Specific Rules for Volume Number

- Non-English names for volume
- No volume number present

Box 64. Non-English names for volume.

- Use only the English word for volume and abbreviate it to "Vol."
- To help locate volumes, see the following list for the words and abbreviations used for volume in a variety of languages:

  aarg. aargang année anno año arg. argang band bd. bind
evf. évfolyam g. god goda godšté jaarg. jaargang
jahrg. jahrgang kót. kötet r. ročnik rocznik rok sv. svazek
svezak t. tom tomo tome tomos vol. volumen zv. zväzok zvezek
Box 65. No volume number present.

- If no volume number is present, follow the publisher with the issue number, preceded by No.


- If no volume number or issue number is present, follow the publisher with the beginning year of publication. Precede the year with the name and day of the month or season, if provided.


Examples for Volume Number

14. Journal title on CD-ROM, DVD, or disk with volume and number

15. Journal title on CD-ROM, DVD, or disk with volume, but no number

16. Journal title on CD-ROM, DVD, or disk with number, but no volume

17. Journal title on CD-ROM, DVD, or disk without volume or number

Issue Number for Journal Title on CD-ROM, DVD, or disk (required)

General Rules for Issue Number

- Precede the issue number with "No.", regardless of the particular word for issue used by the journal
- Use arabic numbers only. For example: convert IV or Fourth to 4.
- Separate multiple issues by a hyphen, such as 2-3
- Follow issue information with a comma

Specific Rules for Issue Number

- Non-English names for issue
- No volume number present
- No issue number present
- Options for issues
Box 66. Non-English names for issue.

- Use only "number", the English word for issue, and abbreviate it to "No."
- To help locate issues in languages other than English, see the following list of words and abbreviations used for issue (usually variations on the word number):
  - čís. číslo fasc. fascicle fascicule fasciculus heft knižka
  - no. nommernr. numer número nummer sveska sz. szám
  - vypusk zesz. zeszyt zošit

Box 67. No volume number present.

- If no volume number is present, follow the publisher with the issue number, preceded by No.
  

- If no volume number or issue number is present, follow the publisher with the beginning year of publication. Precede the year with the name and day of the month or season, if provided.
  
  
  

Box 68. No issue number present.

- If no issue number is present but a volume number can be found, follow the publisher with the volume number and beginning date
  

Box 68 continues on next page...
Box 68 continued from previous page.

- If no volume number or issue number is present, follow the publisher with the beginning year of publication. Precede the year with the name and day of the month or season, if provided.


Box 69. Options for issues.

It is not NLM policy, but the following is an acceptable option:

- If a journal began publishing with volume one, number one, you may omit the issue number


  or


Examples for Issue Number

14. Journal title on CD-ROM, DVD, or disk with volume and number

15. Journal title on CD-ROM, DVD, or disk with volume, but no number

16. Journal title on CD-ROM, DVD, or disk with number, but no volume

17. Journal title on CD-ROM, DVD, or disk without volume or number

Date of Publication for Journal Title on CD-ROM, DVD, or disk (required)

General Rules for Date of Publication

- Include the month and year the journal began publishing, such as May 2004
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Use English names for months and abbreviate them to the first three letters, such as Jan
If the journal is still being published-

- End beginning date information with a hyphen, three spaces, and a period

If the journal ceased publication -

- End beginning date information with a space, a hyphen and a space
- Enter closing volume and issue information followed by a comma and the closing month and year
- End closing date information with a period

Specific Rules for Date of Publication

- Multiple years, months, or days of publication
- Non-English names for months
- Seasons instead of months
- Options for dates

Box 70. Multiple years, months, or days of publication.

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

  2002-2003
  1997-1998
  1999-2000

- If months and days of the month are given, place them before the year. Use English names for months and abbreviate them using the first three letters.

  Oct 1999-Mar 2000
  Dec 7, 2002-Jan 9, 2003

- Separate multiple months of publication and multiple days of the month by a hyphen

  Mar-Apr 2005
  Dec 1999-Jan 2000
  Feb 1-7, 2005
  Jan 25-31, 2001

- Separate multiple seasons by a hyphen, as Spring-Summer. Capitalize names of seasons; do not abbreviate them.

Box 70 continues on next page...
Box 70 continued from previous page.

Spring 1987 - Fall-Winter 1990.

Box 71. Non-English names for months.

• Translate names of months into English
• Abbreviate them using the first three letters
• Capitalize them

Examples:
mayo = May
luty = Feb
brezen = Mar

Box 72. Seasons instead of months.

• Translate names of seasons into English
• Capitalize them
• Do not abbreviate them

Examples:
balvan = Summer
outomno = Fall
hiver = Winter
pomlad = Spring
• Separate multiple seasons by a hyphen, such as Fall-Winter

Box 73. Options for dates.

It is not NLM policy, but the following is an acceptable option:

• If both volume and issue numbers are present, you may omit the name of the
  months or seasons.

Box 73 continues on next page...
Box 73 continued from previous page.


or


Examples for Date of Publication

18. Journal title on CD-ROM, DVD, or disk with months in date
19. Journal title on CD-ROM, DVD, or disk with multiple months included in date
20. Journal title on CD-ROM, DVD, or disk with season in date

Physical Description for Journal Title on CD-ROM, DVD, or disk (optional)

General Rules for Physical Description

- Enter the medium on which the journal title is issued, in plural form, followed by a colon and a space. Example: DVDs:
- Give the physical characteristics of the CD-ROM, DVD, or disc, such as color and size. For example: DVDs: color, 4 3/4 in.

Specific Rules for Physical Description

- Language for describing physical characteristics

Box 74. Language for describing physical characteristics.

Physical description of a journal on CD-ROM, DVD, or disk is optional in a reference but may be included to provide useful information. For example, the size of a disk indicates what equipment is needed to view it.

Note that the words used in description are taken from ISO 832:1994 - Rules for the abbreviation of bibliographic terms and reflect standard library practice. See Appendix C for a list of commonly used English words and their abbreviations.

- Give the type of medium on which the journal appears, in plural form, followed by a colon and a space. Examples: CD-ROMs: and DVDs:
- Include physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches.

Box 74 continues on next page...
• Separate types of information by commas

* Typical words used include: *

  - sound
  - color
  - black & white
  - 4 3/4 in. (standard CD-ROM and DVD size)
  - 3 1/2 in. (standard computer disk size)
  - 5 1/4 in. (older computer disk size)

*Examples of complete physical description statements:*

  - DVDs: sound, color, 4 3/4 in.
  - CD-ROMs: color, 4 3/4 in.
  - Computer disks: 3 1/2 in.
  - Computer disks: 5 1/4 in. and 3 1/2 in.

**Examples for Physical Description**

21. Journal title on CD-ROM, DVD, or disk with physical description

**Language for Journal Title on CD-ROM, DVD, or disk (required)**

**General Rules for Language**

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

**Specific Rules for Language**

- Journals appearing in more than one language

**Box 75. Journals appearing in more than one language.**

- If a journal is published in multiple languages:
Box 75 continued from previous page.

- Give the title in the first language found, in order of preference: on the opening screens of the issue, on the carrying case, or on accompanying printed material
- List all languages of publication, separated by commas, after the date of publication (and Physical Description, if found)
- End the list of languages with a period

*Example:*


- If a journal is published in two or more equal languages, as often occurs with Canadian journals:
  - Begin with the title in the first language found, in order of preference: the opening screens of the issue; the face of the CD-ROM, DVD, or disk; the carrying case; or accompanying printed material
  - Give all titles in the order they are provided in the text
  - Place an equals sign with a space on either side between each title
  - List all languages, separated by commas, after the date of publication (and Physical Description, if provided)
  - End the list of languages with a period

*Example:*


**Examples for Language**

4. Journal title on CD-ROM, DVD, or disk not in English
5. Journal title on CD-ROM, DVD, or disk not in English with optional translation
6. Journal title on CD-ROM, DVD, or disk published in two equal languages
7. Journal title on CD-ROM, DVD, or disk published in multiple languages
Notes for Journal Title on CD-ROM, DVD, or disk (optional)

General Rules for Notes

• Notes is a term for any type of information about the journal
• If the journal was previously published under another title, provide the name preceded by "Continues: ", such as Continues: EJPathol.
• If the journal continues under another title, provide the name preceded by "Continued by: ", such as Continued by: Electronic Journal of Pathology and Histology.

Specific Rules for Notes

• Types of material to include in notes

Box 76. Types of material to include in notes.

The notes element may be used to provide any useful information. Begin by citing the journal title, then add the note. Some examples of notes are:

• The name under which a journal was previously published, preceded by "Continues: ">


• The name under which a journal continues to be published, preceded with "Continued by: ">


• The system requirements necessary to run the CD-ROM, DVD, or disk. Begin with the phrase "System Requirements" followed by a colon and a space.


• Another format in which a journal is also available

Box 76 continues on next page...
Box 76 continued from previous page.


- The sponsorship of the journal if the sponsor is not also the publisher

- Frequency of publication of the journal

- The International Standard Serial Number (ISSN) of the journal

- If the journal is an unusual one, the name of a library or other archive where it may be found, preceded by the words "Located at:"

- Any other information that would be useful

Examples for Notes

22. Journal title on CD-ROM, DVD, or disk with system requirements provided
23. Journal title on CD-ROM, DVD, or disk previously published under another name
24. Journal title on CD-ROM, DVD, or disk continuing under another name
25. Journal title on CD-ROM, DVD, or disk with note on Internet availability
26. Journal title on CD-ROM, DVD, or disk with sponsorship note
27. Journal title on CD-ROM, DVD, or disk with frequency of publication note
28. Journal title on CD-ROM, DVD, or disk with ISSN note
29. Journal title on CD-ROM, DVD, or disk with note on a library where it may be located
30. Journal title on CD-ROM, DVD, or disk with examples of other notes

Examples of Citations to Entire Journal Titles on CD-ROM, DVD, or Disk

1. Standard citation to a journal title on CD-ROM, DVD, or disk that is still being published


2. Standard citation to a journal title on CD-ROM, DVD, or disk that ceased publication


3. Journal title on CD-ROM, DVD, or disk with subtitle


4. Journal title on CD-ROM, DVD, or disk not in English


5. Journal title on CD-ROM, DVD, or disk not in English with optional translation

6. Journal title on CD-ROM, DVD, or disk published in two equal languages

Brinkman's Cumulatieve Catalogus op CD-ROM: Nationale Bibliografie van Nederland =

7. Journal title on CD-ROM, DVD, or disk published in multiple languages


8. Journal title on CD-ROM, DVD, or disk with edition


9. Journal title on CD-ROM, DVD, or disk with editor named


10. Journal title on CD-ROM, DVD, or disk with well-known place of publication


11. Journal title on CD-ROM, DVD, or disk with lesser-known place of publication


12. Journal title on CD-ROM, DVD, or disk with publisher including subsidiary part

13. **Journal title on CD-ROM, DVD, or disk with unknown publisher**


14. **Journal title on CD-ROM, DVD, or disk with volume and number**


15. **Journal title on CD-ROM, DVD, or disk with volume, but no number**


16. **Journal title on CD-ROM, DVD, or disk with number, but no volume**


17. **Journal title on CD-ROM, DVD, or disk without volume or number**


18. **Journal title on CD-ROM, DVD, or disk with months in date**


19. **Journal title on CD-ROM, DVD, or disk with multiple months included in date**

20. Journal title on CD-ROM, DVD, or disk with season in date


21. Journal title on CD-ROM, DVD, or disk with physical description


22. Journal title on CD-ROM, DVD, or disk with system requirements provided


23. Journal title on CD-ROM, DVD, or disk previously published under another name


24. Journal title on CD-ROM, DVD, or disk continuing under another name


25. Journal title on CD-ROM, DVD, or disk with note on Internet availability

26. Journal title on CD-ROM, DVD, or disk with sponsorship note


27. Journal title on CD-ROM, DVD, or disk with frequency of publication note


28. Journal title on CD-ROM, DVD, or disk with ISSN note


29. Journal title on CD-ROM, DVD, or disk with note on a library where it may be located


30. Journal title on CD-ROM, DVD, or disk with examples of other notes

Chapter 20. Databases on CD-ROM, DVD, or Disk

Created: October 10, 2007; Updated: August 11, 2015.

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

See also:

Chapter 24 Databases/Retrieval Systems on the Internet

Sample Citation and Introduction to Citing Databases on CD-ROM, DVD, or Disk

The general format for a reference to a database on CD-ROM, DVD, or disk, including punctuation:

- for a serial database that is open:

<table>
<thead>
<tr>
<th>Title</th>
<th>Type of Medium</th>
<th>Place of Publication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publisher</td>
<td>Beginning Date</td>
<td>Extent</td>
</tr>
</tbody>
</table>

- for a serial database that is closed:

<table>
<thead>
<tr>
<th>Title</th>
<th>Type of Medium</th>
<th>Place of Publication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publisher</td>
<td>Beginning Date</td>
<td>Ending Date</td>
</tr>
</tbody>
</table>

- for a single database:
Examples of Citations to Databases on CD-ROM, DVD, or Disk

A database is a collection of individual records that are most often standardized in both format and content. Database records are usually related by a common denominator such as subject matter or the source of the material in them. Text-oriented databases are generally bibliographic or full-text, where each record has a bibliographic citation to a publication or the complete text of a document. Number-oriented databases cover many types, including statistical, time series, and transactional.

There are two broad categories of databases found on CD-ROM, DVD, or disk: serial and single. Their publication pattern differentiates them.

Serial databases contain records or other entries that have been collected over a period of time, with new or updated versions issued at stated intervals. Serial databases are either open or closed. Open databases continue to have new records added to them or to have existing records updated; in closed databases no records are being added or updated.

- To cite an open serial database, give the beginning date of the database followed by a hyphen, 3 spaces, and a period.
- To cite a closed serial database, give the beginning and ending dates, separated by a hyphen. End date information with a period.

The second broad category is single databases. These are collections of records published only once, usually with no intention of updating or adding records at a future date, although minor corrections/changes may be made.

- To cite a single database, give the one date of publication as you would for a standard book.
- If you are unsure whether a database is a serial or single one, cite it as a single.

Databases frequently change titles and publishers over time. When citing a database, always provide information on the latest title and publisher unless you are citing an earlier version. If you wish to cite all years for a database that has changed title, provide a separate citation for each title. For example:


Do not cite this database as:


Use the opening screen(s), the label of the CD-ROM, DVD, or disk, the jewel case (carrying case), and accompanying documentation, in that order, for authoritative information to use in citing a database.

**Parts of Databases and Contributions to Databases**

This chapter includes citation rules for entire databases on CD-ROM, DVD, or disk. For citing a part of these databases, such as an individual record, combine the guidelines presented in this chapter with those in Chapter 24B Parts of Databases on the Internet and Chapter 2C Parts of Books. See also example 34 below.

For citing a contribution to a database, which occurs when an author(s) submits text or data to a database, combine the guidelines presented in this chapter with those in Chapter 24C Contributions to Databases on the Internet and Chapter 2D Contributions to Books. See also example 35 below. Note, however, that entries for the books and journal articles in a bibliographic database should not be cited as a contribution; the original item should be sought when possible.

When citing a part of a database, begin with the citation to the database, then add information on the part. Do the opposite when citing a contribution. Because a reference should start with the individual or organization responsible for the intellectual content of the publication, begin a reference to a contribution with the author and title of the contribution, followed by the word "In:" and the citation for the entire database.

As when citing parts and contributions to books, provide the length of the part or contribution to a database whenever possible. If traditional page numbers are not present, calculate the extent of the part or contribution using the best means possible, i.e., number of paragraphs, screens, or pages if printed out. Since screen size and print fonts vary, precede the estimated number of screens and pages with the word, "about", and place extent information in square brackets, such as [about 3 screens]. For parts and contributions that contain hyperlinks, however, such as the second sample citation in example 35, it will not be possible to provide the length.

Continue to Citation Rules with Examples for Databases on CD-ROM, DVD, or Disk.

Continue to Examples of Citations to Databases on CD-ROM, DVD, or Disk.
Citation Rules with Examples for Databases on CD-ROM, DVD, or Disk

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author/Editor (R) | Author Affiliation (O) | Title (R) | Content Type (O) | Type of Medium (R) | Edition (R) | Editor and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Date of Update/Revision (R) | Extent (Pagination) (O) | Physical Description (O) | Series (O) | Language (R) | Notes (O)

Author/Editor for Databases on CD-ROM, DVD, or Disk (required)

General Rules for Author/Editor

- List names in the order they appear on the opening screens
- Enter surname (family or last name) first for each author/editor
- Capitalize surnames and enter spaces within surnames as they appear on the assumption that the author approved the form used. For example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all authors/editors, regardless of the number
- Separate author/editor names from each other by a comma and a space
- If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors; see Editor and Other Secondary Authors below if there are authors and editors
- End author/editor information with a period

Specific Rules for Author/Editor

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Non-English words for editor
- Organizations as author
- No author can be found
- Options for author names
**Box 1. Surnames with hyphens and other punctuation in them.**

- Keep hyphens in surnames
  
  Estelle Palmer-Canton  *becomes*  Palmer-Canton E  
  Ahmed El-Assmy  *becomes*  El-Assmy A  

- Keep particles, such as O’, D’, and L’
  
  Alan D. O’Brien  *becomes*  O’Brien AD  
  James O. L’Esperance  *becomes*  L’Esperance JO  
  U. S’adeh  *becomes*  S’adeh U  

- Omit all other punctuation in surnames
  
  Charles A. St. James  *becomes*  St James CA  

**Box 2. Other surname rules.**

- Keep prefixes in surnames
  
  Lama Al Bassit  *becomes*  Al Bassit L  
  Jiddeke M. van de Kamp  *becomes*  van de Kamp JM  
  Gerard de Pouvourville  *becomes*  de Pouvourville G  

- Keep compound surnames even if no hyphen appears
  
  Sergio Lopez Moreno  *becomes*  Lopez Moreno S  
  Jaime Mier y Teran  *becomes*  Mier y Teran J  
  Virginie Halley des Fontaines  *becomes*  Halley des Fontaines V  

  [If you cannot determine from the opening screens whether a surname is compound or a combination of a middle name and a surname, look elsewhere in the text or in any accompanying material for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]  

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  - Treat letters marked with diacritics or accents as if they are not marked

*Box 2 continues on next page...*
Box 2 continued from previous page.

- as A
- Æ treated as Å
- Ä treated as Ö
- Æ treated as C
- L treated as Ł
- Æ treated as â
- Æ treated as ġ
- Æ treated as Ń
- Æ treated as ü

Ø treated as O

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - Æ treated as œ

Box 3. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names
  - Jean-Louis Lagrot becomes Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle
  - D’Arcy Hart becomes Hart D
  - W. St. John Patterson becomes Patterson WS
  - De la Broquerie Fortier becomes Fortier D
  - Craig McC. Brooks becomes Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.
  - Ch. Wunderly becomes Wunderly C
  - C. Fr. Erdman becomes Erdman CF

Box 3 continues on next page...
Box 3 continued from previous page.

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter
  
  Iu. A. Iakontov becomes Iakontov IuA  
  G. Th. Tsakalos becomes Tsakalos GTh

Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name

  James A. Reed, M.D., F.R.C.S. becomes Reed JA
  Kristine Schmidt, Ph.D. becomes Schmidt K
  Robert V. Lang, Major, US Army becomes Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name

  Sir Frances Hildebrand becomes Hildebrand F
  Dr. Jane Eberhard becomes Eberhard J
  Captain R.C. Williams becomes Williams RC

Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation

- Convert roman numerals to arabic ordinals

  Examples:

  Vincent T. DeVita, Jr. becomes DeVita VT Jr
  James G. Jones II becomes Jones JG 2nd
  John A. Adams III becomes Adams JA 3rd
  Henry B. Cooper IV becomes Cooper HB 4th
Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the ALA-LC Romanization Tables.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese.
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter.
  
  Iu. A. Iakontov becomes Iakontov IuA
  
  G. Th. Tsakalos becomes Tsakalos GTh
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  - Treat letters marked with diacritics or accents as if they are not marked:
    
    Å treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a
    ğ treated as g
    ñ treated as n
    ü treated as u
  
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters:
    
    æ treated as ae
    œ treated as oe

Box 7. Non-English words for editor.

- Translate the word found for editor into English. However, the wording found on the publication may always be used.

Box 7 continues on next page...
To assist in identifying editors, below is a brief list of non-English words for editor:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
</tr>
<tr>
<td></td>
<td>editeur</td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
</tr>
<tr>
<td></td>
<td>editore</td>
</tr>
<tr>
<td>Russian</td>
<td>redaktor</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
</tr>
<tr>
<td></td>
<td>editor</td>
</tr>
</tbody>
</table>

**Box 8. Organizations as author.**

An organization such as a university, society, association, corporation, or governmental body may be an author.

- Omit "The" preceding an organizational name
  
  The American Cancer Society becomes American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas
  
  American Medical Association, Committee on Ethics.
  
  International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.
  
  American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)
  
  National Academy of Sciences (US).
  
  Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).
Box 8 continued from previous page.

- Separate two or more different organizations by a semicolon
  
  Canadian Association of Orthodontists; Canadian Dental Association.
  
  American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization or organizations appear on the opening screens of a database as authors, use the names of the individuals as the author. Give the organization at the end of the reference as a note, if desired.

  Bowers L, Klesius SE. Physical activity for all! Adapted physical education for students with disabilities grades K-12 [DVD]. Cicero (NY): Program Development Associates; 2001. 1 DVD: color, 4 3/4 in. Prepared under the auspices of the University of South Florida School of Physical Education.

- For names of organizations in languages other than English:
  
  - Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.
    
    Istituto di Fisiologia Clinica del CNR.
    
    Universitatsmedizin Berlin.
    
    Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].
  
  - Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.
    
    Rossiiskoe Respiraturnoe Obshchestvo [Russian Respiratory Society].
    
    or
    
    [Russian Respiratory Society].
  
  - Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.
    
    [Chinese Medical Society].
Box 8 continued from previous page.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Ä treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ã treated as g
    - ŋ treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe

Box 9. No author can be found.

- If no person or organization can be found as the author but editors or translators are present, begin the reference with the names of the editors or translators. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, editor(s) or translator(s).
  

- If no person or organization can be identified as the author and no editors or translators are given, begin the reference with the title of the database. Do not use anonymous.
  
**Box 10. Options for author names.**

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.

  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.
  
  Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."

  
  Adler DG, Baron TH, Davila RE, and others.

**Examples for Author/Editor**

1. Standard citation to an open serial database on CD-ROM, DVD, or disk
2. Standard citation to a closed serial database on CD-ROM, DVD, or disk
3. Standard citation to a single database on CD-ROM, DVD, or disk
4. Database on CD-ROM, DVD, or disk with an individual(s) as author
5. Database on CD-ROM, DVD, or disk with optional full names for author
6. Database on CD-ROM, DVD, or disk with an organization as author
7. Database on CD-ROM, DVD, or disk with editors where there is no author
8. Database on CD-ROM, DVD, or disk with no authors or editors
16. Database on CD-ROM, DVD, or disk with authors and editors or other secondary authors

**Author Affiliation for Databases on CD-ROM, DVD, or Disk (optional)**

**General Rules for Author Affiliation**

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
• Separate the affiliation from its author by a space
• Follow the affiliation with a comma placed outside the closing parenthesis, unless the affiliation is for the last author, then use a period

Specific Rules for Author Affiliation

• Abbreviations in affiliations
• E-mail address included
• Organizational names for affiliations not in English
• Names for cities and countries not in English

Box 11. Abbreviations in affiliations.

• Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

Examples:

Acad. for Academy
Assoc. for Association
Co. for Company
Coll. for College
Corp. for Corporation
Dept. for Department
Div. for Division
Inst. for Institute or Institution
Soc. for Society
Univ. for University

See Appendix C for more abbreviations of commonly used English words.

• Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

• Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

• Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.
Box 12. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space
- Insert the e-mail address as it appears in the publication
- Do not end an e-mail address with a period
- Place the e-mail address within the closing parenthesis for the author affiliation

Example:

Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

Box 13. Organizational names for affiliations not in English.

- Give the affiliation of all authors or only the first author
- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.
- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I.

Box 13 continues on next page...
Box 13 continued from previous page.

Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese)
  
  Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  - Treat letters marked with diacritics or accents as if they are not marked
    
    ŀ  treated as  A
    Ø  treated as  O
    Ç  treated as  C
    Ł  treated as  L
    à treated as  a
    ģ  treated as  g
    ű treated as  u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    
    æ  treated as  ae
    œ  treated as  oe

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 14.

Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name as found on the publication may always be used.

Box 14 continues on next page...
Moskva becomes Moscow
Wien becomes Vienna
Italia becomes Italy
Espana becomes Spain

Examples for Author Affiliation

9. Database on CD-ROM, DVD, or disk with author affiliation

Title for Databases on CD-ROM, DVD, or Disk (required)

General Rules for Title

• Enter the title of a database as it appears on the opening screens, in the original language
• Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
• Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
• Follow non-English titles with a translation whenever possible; place the translation in square brackets
• End a title with a space

Specific Rules for Title

• Titles not in English
• Titles in more than one language
• Titles ending in punctuation other than a period
• Titles containing a Greek letter, chemical formula, or another special character
• No title can be found

Box 15. Titles not in English.

• Provide the title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)


Box 15 continues on next page...
Box 15 continued from previous page.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.


- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.


  or

  [Database on Chinese medicine for drug addiction] [CD-ROM]. [Hong Kong]: Hong Kong Baptist University; 2000. 1 CD-ROM: color, 4 3/4 in. Chinese, English.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ◦ Treat letters marked with diacritics or accents as if they are not marked

    Å treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a
    ǵ treated as g
    ņ treated as n
    ü treated as u

  ◦ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ treated as ae
    œ treated as oe

Box 15 continues on next page...
Box 15 continued from previous page.

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization.
- Provide an English translation after the original language title whenever possible; place translations in square brackets.


Box 16. Titles in more than one language.

- If a database title is written in several languages:
  - Give the title in the first language found on the opening screens.
  - List all languages of publication after the extent (pagination) and any physical description.
  - Separate the languages by commas.
  - End the list of languages with a period.

  Example:

- If a database title is found in two or more equal languages, as often occurs in Canadian publications:
  - Give all titles in the order in which they are found on the opening screens.
  - Place an equals sign with a space on either side between each title.
  - List the particular languages, separated by commas, after the extent (pagination) and any physical description.
  - End the list of languages with a period.

  Example:
  Demirjian A, Cheng R, Tanguay R. Electronic encyclopedia on maxillo-facial, dental & skeletal development = Encyclopedie electronique du
Box 16 continued from previous page.


Box 17. Titles ending in punctuation other than a period.

• Most titles end in a period. Place the closing period after the type of medium.


• If a title ends in another form of punctuation, keep that punctuation. Place the type of medium in square brackets after the title and end title information with a period.


Box 18. Titles containing a Greek letter, chemical formula, or another special character.

• Capitalize the first word of a database title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

1,3-dichloro-5,5-dimethylhydantoin

12-Lead ECG interpretation

von Willebrand disease database

• Retain special characters in titles when possible

Pharm-line®

• If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

Database of β-amino acids

may become

Database of beta-amino acids
Box 18 continued from previous page.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

  TiO\textsubscript{2} nanoparticles
  
  *may become*

  TiO(2) nanoparticles

Box 19. No title can be found.

Under rare circumstances a database does not appear to have any title; the database simply begins with the records in it. In this circumstance:

- Construct a title based on the content of the records
- Place the constructed title in square brackets

Examples for Title

10. Database title on CD-ROM, DVD, or disk with subtitle

11. Database on CD-ROM, DVD, or disk with title ending in other than a period

12. Database on CD-ROM, DVD, or disk in a language other than English

13. Database on CD-ROM, DVD, or disk published with two equal languages

Content Type for Databases on CD-ROM, DVD, or Disk (optional)

General Rules for Content Type

- A content type alerts the user that the reference is not to a standard book but to a database
- Begin type information with a left square bracket
- Enter the words "database on"
- End the content type with space

Specific Rules for Content Type

- Titles ending in punctuation other than a period
- Titles not in English
Box 20. Titles ending in punctuation other than a period.

- Most titles end in a period. Place the closing period after the content type and type of medium.
  

- If a title ends in another form of punctuation, keep that punctuation. Place the content type and type of medium in square brackets after the title and end title information with a period.
  

Box 21. Titles not in English.

- If a translation of a title is provided, place it in square brackets following the original language title

- Put the content type and type of medium (CD-ROM, DVD, disk) in square brackets following the translation

- End title information with a period

Example:


Examples for Content Type

1. Standard citation to an open serial database on CD-ROM, DVD, or disk

2. Standard citation to a closed serial database on CD-ROM, DVD, or disk

3. Standard citation to a single database on CD-ROM, DVD, or disk

Type of Medium for Databases on CD-ROM, DVD, or Disk (required)

General Rules for Type of Medium

- Indicate the type of medium (CD-ROM, DVD, disk) following the title (and Content Type, if present)

- Place the name of the medium in square brackets and end with a period, such as "[DVD]."

- Add information about the medium according to the instructions under Physical Description below
• See Chapter 24 for databases on the Internet

**Specific Rules for Type of Medium**

• Both a content type and a type of medium  
• Database in more than one type of medium  
• Titles ending in punctuation other than a period  
• Titles not in English

**Box 22. Both a content type and a type of medium.**

• Place the content type (database) and the word "on" before the type of medium within one set of square brackets


**Box 23. Database in more than one type of medium.**

• If a database is presented in more than one type of medium, give both  
• Separate the two types by a plus sign surrounded by a space  
• Place both in square brackets

*Examples:*


**Box 24. Titles ending in punctuation other than a period.**

• Most titles end in a period. Place the closing period after the type of medium.


• If a title ends in another form of punctuation, keep that punctuation. Place the type of medium in square brackets after the title and end title information with a period.

Box 25. Titles not in English.

- If a translation of a title is provided, give the translation after the original title and place it in square brackets
- Place the type of medium (CD-ROM, DVD, disk) in square brackets following the translation
- End with a period

Example:
Zhong yi yao jie du wen xian zi liao ku [Database on Chinese medicine for drug addiction] [CD-ROM]. [Hong Kong]: Hong Kong Baptist University; 2000. 1 CD-ROM: color, 4 3/4 in. Chinese, English.

Examples for Type of Medium

1. Standard citation to an open serial database on CD-ROM, DVD, or disk
2. Standard citation to a closed serial database on CD-ROM, DVD, or disk
3. Standard citation to a single database on CD-ROM, DVD, or disk
11. Database on CD-ROM, DVD, or disk with title ending in other than a period
12. Database on CD-ROM, DVD, or disk in a language other than English
13. Database on CD-ROM, DVD, or disk published with two equal languages

Edition for Databases on CD-ROM, DVD, or Disk (required)

General Rules for Edition

- Indicate the edition/version being cited after the Type of Medium when a database is published in more than one edition or version
- Abbreviate common words (see Abbreviation rules for editions below)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period


- Abbreviate common words found in edition statements, if desired:
Box 26 continued from previous page.

<table>
<thead>
<tr>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>abbreviated</td>
<td>abbr.</td>
</tr>
<tr>
<td>abridged</td>
<td>abr.</td>
</tr>
<tr>
<td>American</td>
<td>Am.</td>
</tr>
<tr>
<td>augmented</td>
<td>augm.</td>
</tr>
<tr>
<td>authorized</td>
<td>authoriz.</td>
</tr>
<tr>
<td>English</td>
<td>Engl.</td>
</tr>
<tr>
<td>enlarged</td>
<td>enl.</td>
</tr>
<tr>
<td>expanded</td>
<td>expand.</td>
</tr>
<tr>
<td>illustrated</td>
<td>ill.</td>
</tr>
<tr>
<td>modified</td>
<td>mod.</td>
</tr>
<tr>
<td>original</td>
<td>orig.</td>
</tr>
<tr>
<td>reprint(ed)</td>
<td>repr.</td>
</tr>
<tr>
<td>revised</td>
<td>rev.</td>
</tr>
<tr>
<td>special</td>
<td>spec.</td>
</tr>
<tr>
<td>translation</td>
<td>transl.</td>
</tr>
<tr>
<td>translated</td>
<td></td>
</tr>
</tbody>
</table>

For additional abbreviations, see ISO 832:1994 - *Rules for the abbreviation of bibliographic terms*.

• Follow abbreviated words with a period and end all edition information with a period
  
  3rd rev. ed.
  1st Engl. ed.

**Specific Rules for Edition**

• Abbreviation rules for editions
• Non-English words for editions
• Both an edition and a version
• First editions
Box 27. Non-English words for editions.

- For non-English edition statements written in the roman alphabet (French, German, Spanish, Italian, etc.):
  - Provide the name in the original language
  - Abbreviate common words used in edition statements if the language is a familiar one
  - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words
  - Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
    - Treat letters marked with a diacritic or accent as if they are not marked
      \[
      \begin{align*}
      \text{Ä} & \text{ treated as } A \\
      \text{Ø} & \text{ treated as } O \\
      \text{Ç} & \text{ treated as } C \\
      \text{Ł} & \text{ treated as } L \\
      \text{à} & \text{ treated as } a \\
      \text{ê} & \text{ treated as } g \\
      \text{ń} & \text{ treated as } n \\
      \text{ü} & \text{ treated as } u \\
      \end{align*}
      \]
    - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
      \[
      \begin{align*}
      \text{æ} & \text{ treated as } ae \\
      \text{œ} & \text{ treated as } oe \\
      \end{align*}
      \]
  - Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
  - Separate the edition from the title proper by a space
  - Retain the punctuation used in the edition statement

Box 27 continues on next page...
Box 27 continued from previous page.

- Follow abbreviated words by a period and end edition information with a period

  Examples:
  
  Ed. 1a.
  
  5. ed. interamente riv. e aggiornata.
  
  2. ed. veneta.
  
  Nuova ed.
  
  Seconda ed.
  
  4a ed. rev. e ampliada.
  
  2° ed. ampliada y actualizada.

- For an edition statement in Cyrillic, Greek, Arabic, Hebrew, or Korean:

  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the ALA-LC Romanization Tables.
  
  - Abbreviate common words used in edition statements if the language is a familiar one
  
  - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words
  
  - Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    Examples: ĉ or ç becomes c

  - Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
  
  - Separate the edition from the title proper by a space
  
  - Retain the punctuation used in the edition statement
  
  - Follow abbreviated words by a period and end all edition information with a period
Box 27 continued from previous page.

Examples:

Izd. 3., perer. i dop.
2. dopunjeno izd.
2. ekd. epeux.
3. ekd.

- For an edition statement written in a character-based language such as Chinese and Japanese:
  - Transliterate or translate the words for edition
  - Do not abbreviate any of the words or omit any words
  - Use the capitalization system of the particular language
  - Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

Examples:

ŏ becomes o
ū becomes u

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- Separate the edition from the title by a space

- Retain the punctuation used in the edition statement

- End all edition information with a period

Examples:

Shohan.
Dai 1-han.
Dai 3-pan.
Di 3 ban.

Box 27 continues on next page...
Box 27 continued from previous page.

Cai se ban, Xianggang di 1 ban.

Che 6-p’an.

• To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Edition</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danish</td>
<td>oplag</td>
<td>n.a.</td>
</tr>
<tr>
<td></td>
<td>udgave</td>
<td></td>
</tr>
<tr>
<td>Dutch</td>
<td>uitgave</td>
<td>uitg.</td>
</tr>
<tr>
<td></td>
<td>editie</td>
<td>ed.</td>
</tr>
<tr>
<td>Finnish</td>
<td>julkaisu</td>
<td>julk.</td>
</tr>
<tr>
<td>French</td>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>German</td>
<td>Ausgabe</td>
<td>Ausg.</td>
</tr>
<tr>
<td></td>
<td>Auflage</td>
<td>Aufl.</td>
</tr>
<tr>
<td>Greek</td>
<td>ekdosis</td>
<td>ekd.</td>
</tr>
<tr>
<td>Italian</td>
<td>edizione</td>
<td>ed.</td>
</tr>
<tr>
<td>Norwegian</td>
<td>publikasjon</td>
<td>publ.</td>
</tr>
<tr>
<td></td>
<td>utgave</td>
<td>utg.</td>
</tr>
<tr>
<td>Portuguese</td>
<td>edicao</td>
<td>Ed.</td>
</tr>
<tr>
<td>Russian</td>
<td>izdanie</td>
<td>izd.</td>
</tr>
<tr>
<td></td>
<td>publikacija</td>
<td>publ.</td>
</tr>
<tr>
<td>Spanish</td>
<td>edicion</td>
<td>ed.</td>
</tr>
<tr>
<td></td>
<td>publicacion</td>
<td>publ.</td>
</tr>
<tr>
<td>Swedish</td>
<td>upplaga</td>
<td>n.a.</td>
</tr>
</tbody>
</table>

Box 28. Both an edition and a version.

If a database on CD-ROM, DVD, or disk provides information for both an edition and a version:

• Give both, in the order presented

• Separate the two statements with a semicolon and a space

• End edition/version information with a period

Box 28 continues on next page...
Box 28 continued from previous page.

Examples:
2nd ed.; Version 2.0.
Version 3.0; Student ed.

Box 29. First editions.

- If a database does not carry any statement of edition, assume it is the first or only edition
- Use 1st ed. only when you know that subsequent editions have been published and you wish to cite the earlier one

Examples for Edition

15. Database on CD-ROM, DVD, or disk with an edition or version

Editor and other Secondary Authors for Databases on CD-ROM, DVD, or Disk (optional)

General Rules for Editor and other Secondary Authors

- A secondary author modifies the work of the author. Examples include editors, translators, and illustrators.
- Place the names of secondary authors after the Type of Medium and any Edition statement
- Use the same rules for the format of names given in Author/Editor above
- Follow the last named editor with a comma and a space and the word editor or editors; the last named illustrator with a comma and a space and the word illustrator or illustrators, etc.
- End secondary author information with a period
- If there is no author, move secondary authors such as editors and translators to the author position in the reference

Specific Rules for Editor and other Secondary Authors

- More than one type of secondary author
- Secondary author performing more than one role
- Non-English names for secondary authors
- Organization as editor or other secondary author
**Box 30. More than one type of secondary author.**

A database may have several types of secondary author.

- List all of them in the order they are given on: the opening screens; the label of the CD-ROM, DVD, or disk; the jewel case (carrying case); or accompanying documentation
- Separate each type of secondary author with the accompanying role by a semicolon
- End secondary author information with a period

*Examples:*

Smith BC, editor; Carson HT, illustrator.

Graber AF, Longstreet RG, translators; Johnson CT, Marks C, Huston MA, illustrators.

**Box 31. Secondary author performing more than one role.**

If the same secondary author performs more than one role:

- List all of them in the order they are given in the publication
- Separate the roles by "and"
- End secondary author information with a period

*Example:*

Jones AB, editor and producer.

**Box 32. Non-English names for secondary authors.**

- Translate the word found for editor, translator, producer, or other secondary author into English if possible. However, the wording found on the publication may always be used.

- If not translated, ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    
    Å treated as Å
    Ø treated as Ø

*Box 32 continues on next page...*
Box 32 continued from previous page.

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - Ò treated as œ

- Below is a brief list of non-English words for secondary authors:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
<th>Word for Translator</th>
<th>Word for Producer</th>
<th>Word for Illustrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
<td>traducteur</td>
<td>producteur</td>
<td>illustrateur</td>
</tr>
<tr>
<td></td>
<td>editeur</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
<td>übersetzer</td>
<td>produzent</td>
<td>illustrator</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
<td>dolmetscher</td>
<td>produzentin</td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
<td>traduttore</td>
<td>produttore</td>
<td>disegnatore</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>editore</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td>redaktor</td>
<td>perevodchik</td>
<td>rezhisser</td>
<td>konstruktor</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
<td>traductor</td>
<td>productor</td>
<td>ilustrador</td>
</tr>
<tr>
<td></td>
<td>editor</td>
<td></td>
<td></td>
<td>productora</td>
</tr>
</tbody>
</table>

Box 33. Organization as editor or other secondary author.

An organization may be listed as an editor or other secondary author.

- Follow the instructions for entering the organizational name found under Organizations as author
Box 33 continued from previous page.

- Place a comma, space, and the word editor, producer, or other role after the organizational name
  
  Advisory Committee on Existing Chemicals of Environmental Relevance, editor.

- Separate multiple organizations by a semicolon
  
  ADICAP; ICG Memoire Directe, producers.

Examples for Editor and other Secondary Authors

7. Database on CD-ROM, DVD, or disk with editors where there is no author

8. Database on CD-ROM, DVD, or disk with no authors or editors

16. Database on CD-ROM, DVD, or disk with authors and editors or other secondary authors

Place of Publication for Databases on CD-ROM, DVD, or Disk (required)

General Rules for Place of Publication

- Place is defined as the city where the database is published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as Cambridge (MA) and Cambridge (England)
- Use the anglicized form for a non-US city, such as Vienna for Wein
- End place information with a colon

Specific Rules for Place of Publication

- Non-US cities
- Joint publication
- Multiple places of publication
- No place of publication can be found
Box 34. Non-US cities.

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, whenever possible. However, the name as found on the publication may always be used.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked:
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - Ŕ treated as g
    - Ń treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters:
    - æ treated as ae
    - œ treated as oe

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:
  - Montreal (QC):
  - Ottawa (ON):
  - Vancouver (BC):

- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.
  - London:

Box 34 continues on next page...
Box 34 continued from previous page.

Rome:
Paris:
Madrid:
but
Malaga (Spain): or Malaga (ES):
Basel (Switzerland): or Basel (CH):
Oxford (England): or Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

Box 35. Joint publication.

Two or more organizations may co-publish a database.

- Use the city of the first organization found on the opening screens (or on the label, jewel case, or in accompanying material if no place information appears on the opening screens), as the place of publication
- Put the name of the other organization(s) as a note at the end of the citation, if desired
  
  Joint publication of the American Society for Colposcopy and Cervical Pathology.
- Do not give multiple places as place of publication or include multiple publishers

Box 36. Multiple places of publication.

- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.
- As an option, if one place is a US city and the other(s) are not, use the US city

Box 37. No place of publication can be found.

- If no place of publication can be found on the opening screens (or on the label, jewel case, or in accompanying material) but one can be found elsewhere in the publication or can be reasonably inferred (e.g., Chicago as the place for a
Box 37 continued from previous page.

publication of the American Medical Association), place the city in square brackets, such as "[Chicago]".


- If no place of publication can be found or inferred, use [place unknown]

Certified clinical microbiology database [disk]. [place unknown]: Datachem Software/Lewis Publishers; [1992?]. 4 computer disks: 3 1/2 in.

Examples for Place of Publication

17. Database on CD-ROM, DVD, or disk with well known place of publication

18. Database on CD-ROM, DVD, or disk with geographic qualifier added to place of publication for clarity

19. Database on CD-ROM, DVD, or disk with place of publication inferred

20. Database on CD-ROM, DVD, or disk with unknown place of publication

Publisher for Databases on CD-ROM, DVD, or Disk (required)

General Rules for Publisher

- A publisher is defined as the individual or organization issuing the database
- Record the name of the publisher as it appears on the title page or opening screens, using whatever capitalization and punctuation is found there
- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- When a division or other subsidiary part of a publisher appears in the publication, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a period for serial databases and a semicolon for single databases

Specific Rules for Publisher

- Abbreviated words in publisher names
- Non-English names for publishers
- Government agencies and other national and international bodies as publisher
- Joint publication
- Multiple publishers
- No publisher can be found
Box 38. Abbreviated words in publisher names.

- Abbreviate commonly used words in publisher names, if desired

  Examples:
  
  Acad. for Academy
  Assoc. for Association
  Co. for Company
  Coll. for College
  Corp. for Corporation
  Dept. for Department
  Div. for Division
  Inst. for Institute or Institution
  Ltd. for Limited
  Soc. for Society
  Univ. for University
  
  See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

- Follow all abbreviated words with a period

Box 39. Non-English names for publishers.

- Give publisher names appearing in the roman alphabet (French, Spanish, Italian, etc.) in their original language
  
  Rome: Societa Editrice Universo;
  Lisbon: Imprensa Medica;

- Romanize names given in Cyrillic, Greek, Arabic, Hebrew, Korean
  
  Sofia (Bulgaria): Sofia Medizina i Fizkultura;

Box 39 continues on next page...
Box 39 continued from previous page.

- Romanize names or translate names in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.

  Tokyo: Medikaru Rebyusha;

  Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute];

  Taiyuan (China): Shanxi ke xue ji she chu ban she;

  [Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized.]

- If the name of a division or other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

  Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero;

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    
    Å treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a
    ŭ treated as ü
    ţ treated as u
  
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    
    æ treated as ae

Box 39 continues on next page...
Box 39 continued from previous page.

œ treated as œ

- Follow a non-English name with a translation, if desired. Place all translated publisher names in square brackets.

Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press];

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.

Aarhus (Denmark): [Aarhus University Press];

Box 40. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D).

National Cancer Institute (US)

National Society on Alcoholism and Drug Dependence (NZ)

Royal Society of Medicine Press Ltd. (GB)

Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor who disseminates documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency that issued the database as the publisher and include distributor information as a note. Begin with the phrase "Available from" followed by a colon and a space. Add the name of the distributor, the city and state, and the accession or order number.


Box 41. Joint publication.

Two or more organizations may co-publish a database.

Box 41 continues on next page...
Box 41 continued from previous page.

- Use the first organization appearing as publisher on the opening screens (or on the label, jewel case, or in accompanying material if no publisher information appears on the opening screens)
- Place the name of the other organization(s) as a note at the end of the citation, if desired
- Joint publication of the American Society for Colposcopy and Cervical Pathology.
- Do not give more than one name as publisher

Box 42. Multiple publishers.

- If more than one publisher is found on the opening screens (or on the label, jewel case, or in accompanying material if no publisher information appears on the opening screens), use the first one given or the one set in the largest type or bold type
- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.
- Do not list multiple publishers. For those publications with joint or co-publishers, use the name given first as the publisher and include the name(s) of the other(s) as a note if desired. For example, "Jointly published by the Canadian Pharmacists Association".

Box 43. No publisher can be found.

- If no publisher can be found, use [publisher unknown].

Examples for Publisher

21. Database on CD-ROM, DVD, or disk with publisher having subsidiary division

22. Database on CD-ROM, DVD, or disk with government agency or other national body as publisher

Date of Publication for Databases on CD-ROM, DVD, or Disk (required)

General Rules for Date of Publication

- Always give the year
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them using the first three letters, such as Jan
For an open serial database, give the beginning date of the database followed by a hyphen and 3 spaces
For a closed serial database, give the beginning and ending dates, separated by a hyphen with a space before and after
For a single database, provide the one date of publication as you would for a standard book
End date information for all types with a period unless a Date of Update/Revision is found, then use a space

Specific Rules for Date of Publication

- Multiple years of publication
- Non-English names for months
- Seasons instead of months
- Date of publication and date of copyright
- No date of publication, but a date of copyright
- No date of publication or copyright can be found
- Options for date of publication

Box 44. Multiple years of publication.

- For multiple years of publication, separate the first and last years of publication by a hyphen. Do not shorten the second of the two years to the last two digits.
  
  2002-2003
  1997-1998
  1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.
  
  1999 Oct-2000 Mar
  2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen
  
  2005 Jan-Feb
  1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.
Box 45. Non-English names for months.

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them

Examples:
- mayo = May
- luty = Feb
- brezen = Mar

Box 46. Seasons instead of months.

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them

For example:
- balvan = Summer
- outomno = Fall
- hiver = Winter
- pomlad = Spring

Box 47. Date of publication and date of copyright.

Some publications have both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the date of publication unless three or more years separate the two dates
- In this situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, "2002, c1997".

This convention alerts a user that the information in the publication is older than the date of publication implies.
Box 48. No date of publication, but a date of copyright.

- A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. If no date of publication can be found, but the database contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005.


Box 49. No date of publication or copyright can be found.

- If neither a date of publication nor a date of copyright can be found, but the date of the earliest (and latest if closed) records in the database can be determined, place date information in square brackets


- If neither a date of publication nor a date of copyright can be found, but the date can be estimated because of information found on accompanying material or elsewhere, follow the date(s) with a question mark and place date information in square brackets

Certified clinical microbiology database [disk]. [place unknown]: Datachem Software/Lewis Publishers; [1992?]. 4 computer disks: 3 1/2 in.

- If neither a date of publication nor a date of copyright can be found nor can the date be determined or estimated, use [date unknown]

Box 50. Options for date of publication.

It is not NLM policy, but the date of publication may follow the author names (or type of medium if there are no authors) in the list of references when the name-year system of in-text references is used.

- Use only the year of publication (omitting months and days) or of copyright if there is no publication date

- Keep the hyphen following the date when the database is open

- Include both the beginning and ending years if a database is closed

- Keep any square brackets surrounding a date

Box 50 continues on next page...
Use [date unknown] if no date can be determined

Place the year(s) or [date unknown] after the last named author (or after the type of medium if there is no author)

End date information with a period

End the publisher name with a period

Leave any date of update/revision in its usual location

**NLM citation:**


**Name-year system citation:**


Box 50 continued from previous page.


Examples for Date of Publication

23. Database on CD-ROM, DVD, or disk with month(s) included in date of publication

24. Database on CD-ROM, DVD, or disk with season included in date of publication

25. Database on CD-ROM, DVD, or disk with multiple years

26. Database on CD-ROM, DVD, or disk with date of copyright instead of date of publication

27. Database on CD-ROM, DVD, or disk with date obtained from earliest material in it

28. Database on CD-ROM, DVD, or disk with date estimated

29. Database on CD-ROM, DVD, or disk with update date

Date of Update/Revision for Databases on CD-ROM, DVD, or Disk (required)

General Rules for Date of Update/Revision

- Databases may be updated or revised between editions or versions
- Use whatever word for update or revision is provided, such as updated and modified
- Always give the year of update/revision
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month and day of update/revision, if provided, after the year, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- Place update/revision information in square brackets
- End update/revision information with a period placed outside the closing bracket
Specific Rules for Date of Update/Revision

- Non-English names for months
- Seasons instead of months
- Both a date of update and a date of revision

Box 51. Non-English names for months.

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them

Examples:
- mayo = May
- luty = Feb
- brezen = Mar

Box 52. Seasons instead of months.

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them

For example:
- balvan = Summer
- outomno = Fall
- hiver = Winter
- pomlad = Spring

Box 53. Both a date of update and a date of revision.

Various words are used to show that the content of a database has been changed. Among them are: updated, modified, revised, reviewed.

- Use the wording supplied in the database/retrieval system
- Give all words expressing update/revision with the dates provided, in ascending date order

Box 53 continues on next page...
Box 53 continued from previous page.

- Enter dates in the format year month day
- Separate words with their dates by a semicolon and a space
  
  updated 2006 May; modified 2006 Dec
  revised 2005 Dec 5; updated 2006 Mar 30
- Place update/revision information in square brackets
- End date information with a period placed outside the closing bracket

Example:


Examples for Date of Update/Revision

29. Database on CD-ROM, DVD, or disk with update date

Extent (Pagination) for Databases on CD-ROM, DVD, or Disk (optional)

General Rules for Extent (Pagination)

For serial databases-

- Give the name of the medium on which the database is issued, such as CD-ROMs or Computer disks
- End extent information with a period unless Physical Description is included, then use a colon

For single databases-

- Give the total number of physical pieces on which the database appears
- Follow the number with the name of the medium, such as 2 CD-ROMs or 4 computer disks
- End extent information with a period unless Physical Description is included, then use a colon

Specific Rules for Extent (Pagination)

- More than one type of medium

Box 54. More than one type of medium.

- If a database is presented in more than one type of medium, provide the extent for both

Box 54 continues on next page...
Box 54 continued from previous page.

- Separate extent for the two types by a semicolon and a space

Examples:


Examples for Extent (Pagination)

1. Standard citation to an open serial database on CD-ROM, DVD, or disk
2. Standard citation to a closed serial database on CD-ROM, DVD, or disk
3. Standard citation to a single database on CD-ROM, DVD, or disk
30. Database on CD-ROM, DVD, or disk with extent and physical description

Physical Description for Databases on CD-ROM, DVD, or Disk (optional)

General Rules for Physical Description

- Give information on the physical characteristics, such as color and size

Specific Rules for Physical Description

- Language for describing physical characteristics
- More than one type of medium

Box 55. Language for describing physical characteristics.

- For serial databases, begin with the type of medium on which the database is (or was) issued, followed by a colon and a space

  DVDs:

  CD-ROMs:

  Computer disks:

- For single databases, begin with information on the number and type of physical pieces, followed by a colon and a space

Box 55 continues on next page...
Box 55 continued from previous page.

1 DVD:

2 CD-ROMs:

4 computer disks:

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches.

- Separate types of information by commas

  Typical words used include:

  sound
  color
  black & white
  4 3/4 in. (standard CD-ROM and DVD size)
  3 1/2 in. (standard computer disk size)
  5 1/4 in. (older computer disk size)

Examples of complete physical description statements:

1 DVD: sound, color, 4 3/4 in.
CD-ROMs: color, 4 3/4 in.
5 computer disks: 3 1/2 in.

Box 56. More than one type of medium.

- If a database is presented in more than one type of medium, give the physical description for both, separated by a semicolon and a space.

Examples:


**Examples for Physical Description**

1. Standard citation to an open serial database on CD-ROM, DVD, or disk
2. Standard citation to a closed serial database on CD-ROM, DVD, or disk
3. Standard citation to a single database on CD-ROM, DVD, or disk

30. Database on CD-ROM, DVD, or disk with extent and physical description

**Series for Databases on CD-ROM, DVD, or Disk (optional)**

**General Rules for Series**

- Begin with the name of the series
- Capitalize only the first word and proper nouns
- Follow the name with any numbers provided. For example, vol. 3 for a volume or no. 12 for an issue number.
- Separate the title and the number by a semicolon and a space
- Place series information in parentheses
- End series information with a period, placed outside the closing parenthesis

**Specific Rules for Series**

- Series editor’s name provided
- Multiple series

**Box 57. Series editor’s name provided.**

As an option, the name of the overall series editor may be included with the series information.

- Begin with the name of the series editor or editors:
  - Give surname first
  - Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
  - Separate multiple names with a comma
  - End name information with a comma
  - See the information under Author/Editor for further name rules
- Place the word editor or editors after the name information, followed by a period
- Enter the name of the series, capitalizing only the first word and proper nouns
- Follow the name with any numbers given, such as a volume or issue number; for example, vol. 3 and no. 12
- Separate the name and the numeration by a semicolon and a space

*Box 57 continues on next page...*
Box 57 continued from previous page.

- Place series information in parentheses
- End series information with a period, placed outside the closing parenthesis
  
  **Example:**

  (Gottlieb C, editor. Cancer pathology; no. 5).

---

### Box 58. Multiple series.

If a database is a part of more than one series, include information on all series if desired.

- Place each series in parentheses
- Separate the series by a semicolon and a space
- End series information with a period, placed outside the closing parenthesis of the last series
  
  **Example:**

  (NNA database; no. 3); (Nursing education series).

---

### Examples for Series

31. Database on CD-ROM, DVD, or disk with a series

### Language for Databases on CD-ROM, DVD, or Disk (required)

#### General Rules for Language

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

#### Specific Rules for Language

- Databases appearing in more than one language

---

### Box 59. Databases appearing in more than one language.

- If a database appears in several languages:
  
  - Give the title in the first language found on the opening screens
  - List all languages of publication after the extent (pagination) and any physical description

  **Box 59 continues on next page...**
Box 59 continued from previous page.

- Capitalize the language names
- Separate the language names by commas
- End the list of languages with a period

**Example:**


- If a database is in two or more equal languages, as often occurs in Canadian publications:
  - Give all titles in the order they are presented on the opening screens
  - Separate them with an equals sign with a space on either side
  - List all languages of publication after the extent (pagination) and any physical description
  - Capitalize the language names
  - Separate the language names by commas
  - End the list of languages with a period

**Example:**


- If none of the titles is English, follow with a translation whenever possible. Place the translation in square brackets.

Zhong yi yao jie du wen xian zi liao ku [Database on Chinese medicine for drug addiction] [CD-ROM]. [Hong Kong]: Hong Kong Baptist University; 2000. 1 CD-ROM: color, 4 3/4 in. Chinese, English.

**Examples for Language**

12. Database on CD-ROM, DVD, or disk in a language other than English
13. Database on CD-ROM, DVD, or disk published with two equal languages

**Notes for Databases on CD-ROM, DVD, or Disk (optional)**

**General Rules for Notes**

- Notes is a collective term for any type of useful information given after the citation itself
- Complete sentences are not required
- Be brief

**Specific Rules for Notes**

- System requirements
- Other types of material to include in notes

<table>
<thead>
<tr>
<th>Box 60. System requirements.</th>
</tr>
</thead>
<tbody>
<tr>
<td>System requirements describe the particular software and hardware needed to view the database.</td>
</tr>
</tbody>
</table>

- Begin with the phrase "System Requirements" followed by a colon and a space
- Use the publisher's wording; no standardization is needed
- Separate the types of information with a semicolon and a space
- End requirement information with a period

**Examples:**

VETCD [CD-ROM + disk]. [Wallingford (UK)]: CAB International. 1990 - . CD-ROMs: 4 3/4 in.; Computer disks: 3 1/2 in. System Requirements: IBM-compatible PC; 640 K of RAM; 10 megabyte hard disk drive; MS-DOS or PC-DOS 3.1 or higher; MS-DOS CD-ROM Extensions 2.0 or higher; ISO 9660-compatible CD-ROM drive; standard monitor; floppy drive; parallel port for printer.

Daims M. Companion to canine & feline practice [CD-ROM]. Version 6.0. Guelph (ON): Lifelearn; 2001. 1 CD-ROM: sound, color, 4 3/4 in. System Requirements: Pentium 90 MHz or better; 16 MB RAM; Windows 3.1 or 95/98; 640x480 monitor or higher; CD-ROM drive (8x or higher recommended).

Early American manual therapy [CD-ROM]. Version 3.0. Virginia Beach (VA): Lifeline Press; 2003. 1 CD-ROM: 4 3/4 in. System Requirements: PCs or Macs; Internet browser (such as Microsoft Explorer); CD drive; Windows (for setup program to install this database to a hard drive).
Box 61. Other types of material to include in notes.

The notes element may be used to provide any information useful to the reader. Begin by citing the database, then add the note. Some examples of notes are:

- **Information on database content**
  

- **Description of material accompanying the database. Begin with the phrase "Accompanied by" followed by a colon and a space.**
  

- **The name of a library or other archive where an uncommon database may be found. Begin with the phrase "Located at" followed by a colon and a space. Include any finding number for the item.**
  

- **Explanations of initialisms or acronyms used in the database title**
  

- **The name of the organization sponsoring the database or for which it was prepared**
  
  Bowers L, Klesius SE. Physical activity for all! Adapted physical education for students with disabilities grades K-12 [DVD]. Cicero (NY): Program Development Associates; 2001. 1 DVD color, 4 3/4 in. Prepared under the auspices of the University of South Florida School of Physical Education.

**Examples for Notes**

32. Database on CD-ROM, DVD, or disk with optional system requirements

33. Database on CD-ROM, DVD, or disk with supplemental note included
Examples of Citations to Databases on CD-ROM, DVD, or Disk

1. Standard citation to an open serial database on CD-ROM, DVD, or disk


with optional content type


2. Standard citation to a closed serial database on CD-ROM, DVD, or disk


with optional content type


3. Standard citation to a single database on CD-ROM, DVD, or disk


*with optional content type*


4. Database on CD-ROM, DVD, or disk with an individual(s) as author


5. Database on CD-ROM, DVD, or disk with optional full names for author


6. Database on CD-ROM, DVD, or disk with an organization as author


7. Database on CD-ROM, DVD, or disk with editors where there is no author


8. Database on CD-ROM, DVD, or disk with no authors or editors


9. Database on CD-ROM, DVD, or disk with author affiliation

Ronco C (Department of Nephrology, St. Bortolo Hospital, Venice, Italy), Ghezzi PM (Department of Nephrology, St. Croce & Carle Hospital, Cuneo, Italy), Hoenich NA (Department of Nephrology, School of Clinical Medical Sciences, University of Newcastle, Newcastle-upon-Tyne, UK), Delfino P (Department of Informatics, St. Croce & Carle Hospital, Cuneo, Italy). Membranes and filters for hemodialysis database 2001 [CD-ROM]. Basel (Switzerland): S. Karger Publishers; c2001. 1 CD-ROM: color, 4 3/4 in.

Pickup JC (Guy's, King's, and St. Thomas' School of Medicine, Guy's Hospital, London, UK), Williams G, editors. Slide atlas of diabetes [CD-ROM]. [Oxford (UK)]: Blackwell Publishing; c2004. 1 CD-ROM: color, 4 3/4 in.

10. Database title on CD-ROM, DVD, or disk with subtitle


11. Database on CD-ROM, DVD, or disk with title ending in other than a period


12. Database on CD-ROM, DVD, or disk in a language other than English


with translation included
13. **Database on CD-ROM, DVD, or disk published with two equal languages**


14. **Database on CD-ROM, DVD, or disk with more than one type of medium**


15. **Database on CD-ROM, DVD, or disk with an edition or version**


16. Database on CD-ROM, DVD, or disk with authors and editors or other secondary authors


17. Database on CD-ROM, DVD, or disk with well known place of publication


18. Database on CD-ROM, DVD, or disk with geographic qualifier added to place of publication for clarity


19. Database on CD-ROM, DVD, or disk with place of publication inferred


20. Database on CD-ROM, DVD, or disk with unknown place of publication

Certified clinical microbiology database [disk]. [place unknown]: Datachem Software/ Lewis Publishers; [1992?]. 4 computer disks: 3 1/2 in.
21. **Database on CD-ROM, DVD, or disk with publisher having subsidiary division**


22. **Database on CD-ROM, DVD, or disk with government agency or other national body as publisher**


23. **Database on CD-ROM, DVD, or disk with month(s) included in date of publication**


24. **Database on CD-ROM, DVD, or disk with season included in date of publication**


25. **Database on CD-ROM, DVD, or disk with multiple years**


26. Database on CD-ROM, DVD, or disk with date of copyright instead of date of publication


27. Database on CD-ROM, DVD, or disk with date obtained from earliest material in it


28. Database on CD-ROM, DVD, or disk with date estimated

Certified clinical microbiology database [disk]. [place unknown]: Datachem Software/ Lewis Publishers; [1992?]; 4 computer disks: 3 1/2 in.

29. Database on CD-ROM, DVD, or disk with update date


30. Database on CD-ROM, DVD, or disk with extent and physical description


31. Database on CD-ROM, DVD, or disk with a series

CI5VII: electronic database of cancer incidence in five continents [disk]. Lyon (France): International Agency for Research on Cancer; c1997; 2 computer disks: 3 1/2 in. (IARC cancerbase; no. 2).

32. Database on CD-ROM, DVD, or disk with optional system requirements

Pickup JC, Williams G, editors. Slide atlas of diabetes [CD-ROM]. [Oxford (UK)]: Blackwell Publishing; c2004. 1 CD-ROM: color, 4 3/4 in. System Requirements: Pentium II or higher; Windows 98, ME, NT4, 2000, XP; Screen resolution of 800 x 600 or higher; 12x CD-ROM drive or higher.

VETCD [CD-ROM + disk]. [Wallingford (UK)]: CAB International. 1990 -   . CD-ROMs: 4 3/4 in.; Computer disks: 3 1/2 in. System Requirements: IBM-compatible PC; 640 K of RAM; 10 megabyte hard disk drive; MS-DOS or PC-DOS 3.1 or higher; MS-DOS CD-ROM Extensions 2.0 or higher; ISO 9660-compatible CD-ROM drive; standard monitor; floppy drive; parallel port for printer.

Daims M. Companion to canine & feline practice [CD-ROM]. Version 6.0. Guelph (ON): Lifelearn; 2001. 1 CD-ROM: sound, color, 4 3/4 in. System Requirements: Pentium 90 MHz or better; 16 MB RAM; Windows 3.1 or 95/98; 640x480 monitor or higher; CD-ROM drive (8x or higher recommended).

Early American manual therapy [CD-ROM]. Version 3.0. Virginia Beach (VA): Lifeline Press; 2003. 1 CD-ROM: 4 3/4 in. System Requirements: PCs or Macs; Internet browser (such as Microsoft Explorer); CD drive; Windows (for setup program to install this database to a hard drive).

33. Database on CD-ROM, DVD, or disk with supplemental note included


ASH slide bank database for Heme CD [disk]. MS-Windows version 2.1. Seattle: University of Washington, Health Sciences Center for Educational Resources; c1996. 3 computer disks: 3 1/2 in. System Requirements: IBM PC or compatible; Windows. ASH is the American Society of hematology.


34. Part of a database on CD-ROM, DVD, or disk

with item numbers


without item numbers


35. Contribution to a database on CD-ROM, DVD, or disk

with acquisition numbers


without acquisition numbers

with separate date for the contribution

Chapter 21. Computer Programs on CD-ROM, DVD, or Disk

Created: October 10, 2007; Updated: August 10, 2016.

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

Sample Citation and Introduction to Citing Computer Programs on CD-ROM, DVD, or Disk

The general format for a reference to a computer program on CD-ROM, DVD, or disk, including punctuation:

<table>
<thead>
<tr>
<th>Authors</th>
<th>Type of Medium</th>
<th>Title</th>
</tr>
</thead>
</table>

Examples of Citations to Computer Programs on CD-ROM, DVD, or Disk

A computer program, also known as software, is a collection or organized list of instructions for a computer to enable it to process data, perform tasks, and/or solve problems. In medicine, computer programs are often used to instruct on techniques and to assist in performing a variety of tasks, such as organizing patient data.

A computer program on CD-ROM, DVD, or disk is cited in a way similar to a book, but with these exceptions:

- The type of medium (CD-ROM, DVD, disk) is placed in square brackets after the title because special equipment is needed to view/use programs.
- Extent (pagination) is given in terms of the number and type of physical pieces, such as 1 DVD or 2 CD-ROMs.
- Physical description such as color and size may be added after the extent.
- System requirements such as the names and versions of any required software and hardware may be included as a note.
The authoritative source for information to use in a citation for a computer program is, in
order of preference: the opening screen(s); the face of the CD-ROM, DVD, or disk; the
jewel case (carrying case); and accompanying print documentation.

Continue to Citation Rules with Examples for Computer Programs on CD-ROM, DVD,
or Disk.

Continue to Examples of Citations to Computer Programs on CD-ROM, DVD, or Disk.

Continue to Examples of Citations to Computer Programs (Software) on the Internet.

Citation Rules with Examples for Computer Programs on CD-ROM, DVD, or Disk

Components/elements are listed in the order they should appear in a reference. An R after
the component name means that it is required in the citation; an O after the name means
it is optional.

Author/Editor (R) | Author Affiliation (O) | Title (R) | Content Type (O) | Type of
Medium (R) | Edition (R) | Editor and other Secondary Authors (O) | Place of Publication
(R) | Publisher (R) | Date of Publication (R) | Date of Update/Revision (R) | Extent
(Pagination) (O) | Physical Description (O) | Series (O) | Language (R) | Notes (O)

Author/Editor for Computer Programs on CD-ROM, DVD, or Disk
(required)

General Rules for Author/Editor

- List names in the order they appear on the opening screens, the jewel case (carrying
case), or in accompanying material
- Enter surname (family or last name) first for each author/editor
- Capitalize surnames and enter spaces within surnames as they appear in the
document cited on the assumption that the author approved the form used. For
example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two
initials following each surname
- Give all authors/editors, regardless of the number
- Separate author/editor names from each other by a comma and a space
- If there are no authors, only editors, follow the last named editor with a comma and
the word editor or editors; see Editor and other Secondary Authors below if there
are authors and editors
- End author/editor information with a period

Specific Rules for Author/Editor

- Surnames with hyphens and other punctuation in them
- Other surname rules
• Given names containing punctuation, a prefix, a preposition, or particle
• Degrees, titles, and honors before or after a personal name
• Designations of rank in a family, such as Jr and III
• Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
• Non-English words for editor
• Organizations as author
• No author can be found
• Options for author names

**Box 1. Surnames with hyphens and other punctuation in them.**

- Keep hyphens in surnames
  
  Estelle Palmer-Canton  *becomes*  Palmer-Canton E  
  Ahmed El-Assmy  *becomes*  El-Assmy A  

- Keep particles in surnames, such as O’, D’, and L’
  
  Alan D. O’Brien  *becomes*  O’Brien AD  
  James O. L’Esperance  *becomes*  L’Esperance JO  
  U. S’adeh  *becomes*  S’adeh U  

- Omit all other punctuation in surnames
  
  Charles A. St. James  *becomes*  St James CA

**Box 2. Other surname rules.**

- Keep prefixes in surnames
  
  Lama Al Bassit  *becomes*  Al Bassit L  
  Jiddeke M. van de Kamp  *becomes*  van de Kamp JM  
  Gerard de Pouvourville  *becomes*  de Pouvourville G  

- Keep compound surnames even if no hyphen appears
  
  Sergio Lopez Moreno  *becomes*  Lopez Moreno S  
  Jaime Mier y Teran  *becomes*  Mier y Teran J  
  Virginie Halley des Fontaines  *becomes*  Halley des Fontaines V

*Box 2 continues on next page...*
If you cannot determine from the opening screens whether a surname is compound or a combination of a middle name and a surname, look elsewhere in the text or in any accompanying material for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked:
    - Å treated as A
    - Ö treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ĝ treated as g
    - ň treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters:
    - æ treated as ae
    - œ treated as oe

- Box 3. Given names containing punctuation, a prefix, a preposition, or particle.
  - Disregard hyphens joining given (first or middle) names
    - Jean-Louis Lagrot becomes Lagrot JL
  - Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle
    - D’Arcy Hart becomes Hart D
    - W. St. John Patterson becomes Patterson WS
    - De la Broquerie Fortier becomes Fortier D
Box 3 continued from previous page.

Craig McC. Brooks  becomes  Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

  Ch. Wunderly  becomes  Wunderly C

  C. Fr. Erdman  becomes  Erdman CF

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

  Iu. A. Iakontov  becomes  Iakontov IuA

  G. Th. Tsakalos  becomes  Tsakalos GTh

Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name

  James A. Reed, M.D., F.R.C.S.  becomes  Reed JA

  Kristine Schmidt, Ph.D.  becomes  Schmidt K

  Robert V. Lang, Major, US Army  becomes  Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name

  Sir Frances Hildebrand  becomes  Hildebrand F

  Dr. Jane Eberhard  becomes  Eberhard J

  Captain R.C. Williams  becomes  Williams RC

Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation

- Convert roman numerals to arabic ordinals

  Examples:

  Vincent T. DeVita, Jr.  becomes  DeVita VT Jr

  James G. Jones II  becomes  Jones JG 2nd

  Box 5 continues on next page...
Box 5 continued from previous page.

John A. Adams III becomes Adams JA 3rd

Henry B. Cooper IV becomes Cooper HB 4th

Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the ALA-LC Romanization Tables.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter
  - Iu. A. Iakontov becomes Iakontov IuA
  - G. Th. Tsakalos becomes Tsakalos GTh
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as Ł
    - à treated as a
    - Ŕ treated as g
    - ñ treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe
Box 7. Non-English words for editor.

- Translate the word found for editor into English when possible. However, the wording found on the publication may always be used.
- To assist in identifying editors, below is a brief list of non-English words for editor:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
</tr>
<tr>
<td></td>
<td>editeur</td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
</tr>
<tr>
<td></td>
<td>editore</td>
</tr>
<tr>
<td>Russian</td>
<td>redaktor</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
</tr>
<tr>
<td></td>
<td>editor</td>
</tr>
</tbody>
</table>

Box 8. Organizations as author.

An organization such as a university, society, association, corporation, or government body may be an author.

- Omit "The" preceding an organizational name
  
  The American Cancer Society becomes American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas
  
  American Medical Association, Committee on Ethics.
  
  International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.
  
  American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)
National Academy of Sciences (US).

Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon
  
  Canadian Association of Orthodontists; Canadian Dental Association.

  American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization or organizations appear on the title page of a program as authors, use the names of the individuals as the author. Give the organization at the end of the reference as a note, if desired.

  Prepared for the International Union of Pure and Applied Chemistry.

- For names of organizations in languages other than English:
  
  - Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, etc.) as they appear in the publication. Follow a non-English name with a translation when possible. Place all translations in square brackets.
    
    Istituto di Fisiologia Clinica del CNR.

    Universitatsmedizin Berlin.

    Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

  - Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Follow a non-English name with a translation when possible. Place all translations in square brackets.

    Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

    *or*

    [Russian Respiratory Society].

  - Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

    [Chinese Medical Society].
Box 8 continued from previous page.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    
    \[\begin{align*}
    \AA & \text{ treated as } A \\
    Ø & \text{ treated as } O \\
    Ç & \text{ treated as } C \\
    Ł & \text{ treated as } L \\
    à & \text{ treated as } a \\
    ġ & \text{ treated as } g \\
    ň & \text{ treated as } n \\
    ü & \text{ treated as } u \\
    \end{align*}\]

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    
    \[\begin{align*}
    æ & \text{ treated as } ae \\
    œ & \text{ treated as } oe \\
    \end{align*}\]

Box 9. No author can be found.

- If no person or organization can be found as the author but editors or translators are present, begin the reference with the names of the editors or translators. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.


- If no person or organization can be identified as the author and no editors or translators are given, begin the reference with the title. Do not use anonymous.

Box 10. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.
  
  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.
  
  Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."

  
  Adler DG, Baron TH, Davila RE, and others.

Examples for Author/Editor

1. Standard citation to a computer program on CD-ROM, DVD, or disk
2. Computer program on CD-ROM, DVD, or disk with many authors
3. Computer program on CD-ROM, DVD, or disk with optional limit to the number of authors
4. Computer program on CD-ROM, DVD, or disk showing authors/editors with optional full first names
5. Computer program on CD-ROM, DVD, or disk with editor(s) when there is no author
6. Computer program on CD-ROM, DVD, or disk with organization as author/editor
7. Computer program on CD-ROM, DVD, or disk with no authors or editors

Author Affiliation for Computer Programs on CD-ROM, DVD, or Disk (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
• Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
• Separate the affiliation from its author by a space
• Follow the affiliation with a comma placed outside the closing parenthesis, unless the affiliation is for the last author, then use a period

Specific Rules for Author Affiliation

• Abbreviations in affiliations
• E-mail address included
• Organizational names for affiliations not in English
• Names for cities and countries not in English

Box 11. Abbreviations in affiliations.

• Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

Examples:

Acad. for Academy
Assoc. for Association
Co. for Company
Coll. for College
Corp. for Corporation
Dept. for Department
Div. for Division
Inst. for Institute or Institution
Soc. for Society
Univ. for University

See Appendix C for more abbreviations of commonly used English words.

• Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

• Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

• Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.
Box 12. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space
- Insert the e-mail address as it appears in the publication
- Do not end an e-mail address with a period
- Place the e-mail address within the closing parenthesis for the author affiliation

Example:

Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

Box 13. Organizational names for affiliations not in English.

- Give the affiliation of all authors or only the first author
- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.
- Provide the name in the original language for non-English organization names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, etc.)

Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I.
Box 13 continued from previous page.

Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese)
  Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ã treated as g
    - ñ treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe

- Use the English form of names for cities and countries when possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 14. Names for cities and countries not in English.

- Use the English form for names of cities and countries when possible. However, the name as found on the publication may always be used.
Box 14 continued from previous page.

Moskva becomes Moscow
Wien becomes Vienna
Italia becomes Italy
Espana becomes Spain

Examples for Author Affiliation

8. Computer program on CD-ROM, DVD, or disk with author affiliation included

Title for Computer Programs on CD-ROM, DVD, or Disk (required)

General Rules for Title

- Enter the program title as it appears on the opening screens, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a space

Specific Rules for Title

- Titles not in English
- Titles in more than one language
- Titles ending in punctuation other than a period
- Titles containing a Greek letter, chemical formula, or another special character
- No title can be found

Box 15. Titles not in English.

- Give the title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, etc.)


Box 15 continues on next page...
• Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or 
Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.


Zastosowanie modelu LIPRO do prognozowania ludnosci Polski do roku 2050 
[CD-ROM].

• Romanize or translate titles in character-based languages (Chinese, Japanese). Place 
translated titles in square brackets.


 Zhongguo sheng wu yi xue wen xian shu ju ku [disk].

 or

 [Chinese biomedical disk] [disk].

• Ignore diacritics, accents, and special characters in titles. This rule ignores some 
conventions used in non-English languages to simplify rules for English-language 
publications.

  ⚫ Treat letters marked with diacritics or accents as if they are not marked


á treated as a
Ø treated as O
Ç treated as C
Ł treated as L
à treated as a
ê treated as g
ñ treated as n
ü treated as u

  ⚫ Treat two or more letters printed as a unit (ligated letters) as if they are two


letters

æ treated as ae
œ treated as oe

• Capitalize only the first word of the title, proper nouns, proper adjectives, 
acronyms, and initialisms unless the conventions of a particular language require 
other capitalization

Box 15 continues on next page...
Box 15 continued from previous page.


- Provide an English translation after the original language or romanized title when possible; place translations in square brackets


Box 16. Titles in more than one language.

- If a program title is presented with equal text in two or more languages, as often occurs in Canadian publications:
  - Give all titles in the order in which they are given in the text
  - Place an equals sign with a space before and after between each title
  - List the particular languages, separated by commas, after the extent (pagination) and any physical description
  - End the list of languages with a period

  Example:


- If a program title is written in several languages:
  - Give the title in the first language found on the opening screens
  - List all languages of publication after the extent (pagination) and any physical description
  - Separate the languages by commas
  - End the list of languages with a period
Box 17. Titles ending in punctuation other than a period.

- Most program titles end in a period. Place the closing period after the type of medium.
  
  DiagnosisPro: the ultimate differential diagnosis assistant [CD-ROM].

- If a title ends in another form of punctuation, keep that punctuation and end the type of medium with a period

  Critical care simulator: improve your response to emergencies! [CD-ROM].

Box 18. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a program title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized
  
  1,3-dichloro-5,5-dimethylhydantoin

  von Willebrand disease diagnosis

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.
  
  Techniques for synthesis of β-amino acids

  *may become*

  Techniques for synthesis of beta-amino acids

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

  TiO₂ nanoparticles

  *may become*

  TiO(2) nanoparticles

Box 19. No title can be found.

Occasionally a program does not appear to have any title; the program simply begins with the text. In this circumstance:

- Construct a title from the first few words of the text
Box 19 continued from previous page.

- Use enough words to make the constructed title meaningful
- Place the constructed title in square brackets

Examples for Title

9. Computer program title on CD-ROM, DVD, or disk with subtitle

10. Computer program title on CD-ROM, DVD, or disk with special characters

11. Computer program title on CD-ROM, DVD, or disk in a language other than English

12. Computer program title on CD-ROM, DVD, or disk in two equal languages

Content Type for Computer Programs on CD-ROM, DVD, or Disk (optional)

General Rules for Content Type

- A content type alerts the user that the reference is not to a standard book but to a computer program
- Begin content type information with a left square bracket
- Enter the words "computer program on"
- End content type with space and the Type of Medium (below)

Examples for Content Type

1. Standard citation to a computer program on CD-ROM, DVD, or disk

Type of Medium for Computer Programs on CD-ROM, DVD, or Disk (required)

General Rules for Type of Medium

- Indicate the type of medium (CD-ROM, DVD, disc, etc.) following the title (and Content Type, if present)
- Place the name of the medium in square brackets and end with a period, such as "[DVD]."
- Add information about the medium according to the instructions under Physical Description below

Specific Rules for Type of Medium

- Both a content type and type of medium
- More than one type of medium
- Titles ending in punctuation other than a period
• Titles not in English

**Box 20. Both a content type and a type of medium.**

- As an option, place the content type "computer program" before the type of medium
- Follow the content type with the word "on" and the type of medium

*Examples:*  


**Box 21. More than one type of medium.**

- If a program is presented in more than one type of medium, give both
- Separate the two types by a plus sign with a space before and after
- Place both in one set of square brackets

*Example:*  

**Box 22. Titles ending in punctuation other than a period.**

- Most program titles end in a period. Place [CD-ROM], [DVD], or [disk] inside the period.

  DiagnosisPro: the ultimate differential diagnosis assistant [CD-ROM].

- If a title ends in another form of punctuation, keep that punctuation and follow [CD-ROM], [DVD], or [disk] with a period

  Critical care simulator: improve your response to emergencies! [CD-ROM].
**Box 23. Titles not in English.**

- If a translation of a program title is provided, place the type of medium (CD-ROM, DVD, disk) in square brackets after the translation.


**Examples for Type of Medium**

1. Standard citation to a computer program on CD-ROM, DVD, or disk

13. Computer program title on CD-ROM, DVD, or disk in more than one medium

**Edition for Computer Programs on CD-ROM, DVD, or Disk (required)**

**General Rules for Edition**

- Indicate the edition/version being cited when a program is published in more than one edition or version
-Abbreviate common words (see Abbreviation rules for editions below)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period

**Box 24. Abbreviation rules for editions.**

- Abbreviate common words found in edition statements, if desired:

<table>
<thead>
<tr>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>abbreviated</td>
<td>abbr.</td>
</tr>
<tr>
<td>abridged</td>
<td>abr.</td>
</tr>
<tr>
<td>American</td>
<td>Am.</td>
</tr>
<tr>
<td>augmented</td>
<td>augm.</td>
</tr>
<tr>
<td>authorized</td>
<td>authoriz.</td>
</tr>
<tr>
<td>English</td>
<td>Engl.</td>
</tr>
<tr>
<td>enlarged</td>
<td>enl.</td>
</tr>
</tbody>
</table>

*Box 24 continues on next page...*
Box 24 continued from previous page.

<table>
<thead>
<tr>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>expanded</td>
<td>expand.</td>
</tr>
<tr>
<td>illustrated</td>
<td>ill.</td>
</tr>
<tr>
<td>modified</td>
<td>mod.</td>
</tr>
<tr>
<td>original</td>
<td>orig.</td>
</tr>
<tr>
<td>reprint(ed)</td>
<td>repr.</td>
</tr>
<tr>
<td>revised</td>
<td>rev.</td>
</tr>
<tr>
<td>special</td>
<td>spec.</td>
</tr>
<tr>
<td>translation</td>
<td>transl.</td>
</tr>
<tr>
<td>translated</td>
<td></td>
</tr>
</tbody>
</table>

For additional abbreviations, see ISO 832:1994 - Rules for the abbreviation of bibliographic terms.

- Follow abbreviated words with a period and end all edition information with a period
  
  3rd rev. ed.
  
  1st Engl. ed.

Specific Rules for Edition

- Abbreviation rules for editions
- Non-English words for editions
- First editions
- Both an edition and a version

Box 25. Non-English words for editions.

- For non-English edition statements in the roman alphabet (French, German, Spanish, Italian, etc.):
  
  ◦ Provide the name in the original language
  
  ◦ Abbreviate common words used in edition statements if the language is a familiar one
  
  ◦ Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

Box 25 continues on next page...
Box 25 continued from previous page.

2. aktualisierte Aufl.

- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with a diacritic or accent as if they are not marked
    
    \begin{itemize}
    \item Å treated as A
    \item Ø treated as O
    \item Ç treated as C
    \item Ł treated as L
    \item à treated as a
    \item ġ treated as g
    \item Ń treated as n
    \item ü treated as u
    \end{itemize}

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    
    \begin{itemize}
    \item æ treated as ae
    \item Œ treated as oe
    \end{itemize}

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- Separate the edition from the title proper by a space

- Retain the punctuation used in the edition statement

- Follow abbreviated words by a period and end edition information with a period

Examples:

- Ed. 1a.
- 5. ed. interamente riv. e aggiornata.
- 2. ed. veneta.

Box 25 continues on next page...
Box 25 continued from previous page.

Nuova ed.
Seconda ed.
4a ed. rev. e ampliada.
2° ed. ampliada y actualizada.

- For an edition statement in Cyrillic, Greek, Arabic, Hebrew, or Korean:
  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the ALA-LC Romanization Tables.
  - Abbreviate common words used in edition statements if the language is a familiar one
  - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words
  - Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
    
    Examples: č or ç becomes c
  - Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
  - Separate the edition from the title proper by a space
  - Retain the punctuation used in the edition statement
  - Follow abbreviated words by a period and end all edition information with a period
    
    Examples:
    
    Izd. 3., perer. i dop.
    2. dopunjeno izd.
    2. ekd. epeux.
    3. ekd.

- For an edition statement in a character-based language such as Chinese and Japanese:
Box 25 continued from previous page.

- Transliterate or translate the words for edition
- Do not abbreviate any of the words or omit any words
- Use the capitalization system of the particular language
- Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  Examples:
  
  ŏ becomes o
  
  ū becomes u

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
- Separate the edition from the title by a space
- Retain the punctuation used in the edition statement
- End all edition information with a period
  
  Examples:
  
  Shohan.
  
  Dai 1-han.
  
  Dai 3-pan.
  
  Di 3 ban.
  
  Cai se ban, Xianggang di 1 ban.
  
  Che 6-p’an.

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Edition</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danish</td>
<td>oplag</td>
<td>n.a.</td>
</tr>
<tr>
<td></td>
<td>udgave</td>
<td></td>
</tr>
</tbody>
</table>

Box 25 continues on next page...
### Box 25 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Edition</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dutch</td>
<td>uitgave</td>
<td>uitg.</td>
</tr>
<tr>
<td></td>
<td>editie</td>
<td>ed.</td>
</tr>
<tr>
<td>Finnish</td>
<td>julkaisu</td>
<td>julk.</td>
</tr>
<tr>
<td>French</td>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>German</td>
<td>Ausgabe</td>
<td>Ausg.</td>
</tr>
<tr>
<td></td>
<td>Auflage</td>
<td>Aufl.</td>
</tr>
<tr>
<td>Greek</td>
<td>ekdosis</td>
<td>ekd.</td>
</tr>
<tr>
<td>Italian</td>
<td>edizione</td>
<td>ed.</td>
</tr>
<tr>
<td>Norwegian</td>
<td>publikasjon</td>
<td>publ.</td>
</tr>
<tr>
<td></td>
<td>utgave</td>
<td>utg.</td>
</tr>
<tr>
<td>Portuguese</td>
<td>edicao</td>
<td>ed.</td>
</tr>
<tr>
<td>Russian</td>
<td>izdanie</td>
<td>izd.</td>
</tr>
<tr>
<td></td>
<td>publikacija</td>
<td>publ.</td>
</tr>
<tr>
<td>Spanish</td>
<td>edicion</td>
<td>ed.</td>
</tr>
<tr>
<td></td>
<td>publicacion</td>
<td>publ.</td>
</tr>
<tr>
<td>Swedish</td>
<td>upplaga</td>
<td>n.a.</td>
</tr>
</tbody>
</table>

### Box 26. First editions.

- If a program does not carry any statement of edition, assume it is the first or only edition
- Use 1st ed. only when you know that subsequent editions were published and you wish to cite the earlier one

### Box 27. Both an edition and a version.

If a CD-ROM, DVD, or disk provides information for both an edition and a version:

- Give both, in the order presented
- Separate the two statements with a semicolon
- End edition/version information with a period

*Example:*
Box 27 continued from previous page.


Examples for Edition

14. Computer program on CD-ROM, DVD, or disk with an edition or version

15. Computer program on CD-ROM, DVD, or disk with an edition and a version

Editor and other Secondary Authors for Computer Programs on CD-ROM, DVD, or Disk (optional)

General Rules for Editor and other Secondary Authors

• A secondary author modifies the work of the author. Examples include editors, producers, translators, and illustrators.
• Place the names of secondary authors after the title, following any Content Type or Type of Medium
• Use the same rules for the format of names given in Author above
• Follow the last named editor with a comma and the word editor or editors; the last named illustrator with a comma and the word illustrator or illustrators, etc.
• End secondary author information with a period
• If there is no author, move secondary authors such as editors and translators (but not producers) to the author position in the reference

Specific Rules for Editor and other Secondary Authors

• More than one type of secondary author
• Secondary author performing more than one role
• Non-English names for secondary authors
• Organization as editor or other secondary author

Box 28. More than one type of secondary author.

A program may have several types of secondary author.

• List all of them in the order they are given in the publication
• Separate each type of secondary author with the accompanying role by a semicolon
• End secondary author information with a period

Box 28 continues on next page...
Box 28 continued from previous page.

Examples:

Smith BC, editor; Carson HT, illustrator.

Graber AF, Longstreet RG, translators; Johnson CT, Marks C, Huston MA, illustrators.

Box 29. Secondary author performing more than one role.

If the same secondary author performs more than one role:

- List all roles in the order they are given in the publication
- Separate the roles by "and"
- End secondary author information with a period

Example:

Jones AB, editor and translator.

Box 30. Non-English names for secondary authors.

- Translate the word for editor, translator, illustrator, or other secondary author into English if possible. However, the wording found on the publication may always be used.

- If not translated, ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    
    Å treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a
    ţ treated as g
    ň treated as n

Box 30 continues on next page...
Box 30 continued from previous page.

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  
  ü  treated as  u

  æ  treated as  ae

  œ  treated as  oe

- Below is a brief list of non-English words for secondary authors to assist in identifying them:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
<th>Word for Producer</th>
<th>Word for Translator</th>
<th>Word for Illustrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
<td>producteur</td>
<td>traducteur</td>
<td>illustrateur</td>
</tr>
<tr>
<td></td>
<td>editeur</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
<td>Produzent</td>
<td>ubersetzer</td>
<td>illustrator</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
<td>produzentin</td>
<td>dolmetscher</td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
<td>produttore</td>
<td>traduttore</td>
<td>disegnatore</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>editore</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td>redaktor</td>
<td>rezhisser</td>
<td>perevodchik</td>
<td>konstruktor</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
<td>productor</td>
<td>traductor</td>
<td>ilustrador</td>
</tr>
<tr>
<td></td>
<td>editor</td>
<td>productora</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Box 31. Organization as editor or other secondary author.

An organization may be an editor or other secondary author.

- Follow the instructions for entering the organizational name found under Organizations as author

- Place a comma, space, and the word editor, producer, or other role after the organization name

  Advisory Committee on Existing Chemicals of Environmental Relevance, editor.

- Separate multiple organizations by a semicolon

  ADICAP, Inc.; Multimedia Interactive, producers.
Examples for Editor and other Secondary Authors

4. Computer program on CD-ROM, DVD, or disk showing authors/editors with optional full first names

5. Computer program on CD-ROM, DVD, or disk with editor(s) when there is no author

7. Computer program on CD-ROM, DVD, or disk with no authors or editors

16. Computer program on CD-ROM, DVD, or disk with secondary author(s)

Place of Publication for Computer Programs on CD-ROM, DVD, or Disk (required)

General Rules for Place of Publication

- Place is defined as the city where the program was published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as London (ON) and London (England)
- Use the anglicized form for a non-US city, such as Vienna for Wein
- End place information with a colon

Specific Rules for Place of Publication

- Non-US cities
- Joint publication
- Multiple places of publication
- No place of publication can be found

Box 32. Non-US cities.

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, when possible. However, the name as found on the publication may always be used.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

Box 32 continues on next page...
Box 32 continued from previous page.

- Treat letters marked with diacritics or accents as if they are not marked
  - Å treated as A
  - Ø treated as O
  - Ç treated as C
  - Ł treated as L
  - à treated as a
  - ĝ treated as g
  - ň treated as n
  - ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:
  - Montreal (QC):
  - Ottawa (ON):
  - Vancouver (BC):

- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.
  - London:
  - Rome:
  - Paris:
  - Madrid:
  - but
  - Malaga (Spain): or Malaga (ES):
Box 32 continued from previous page.

Basel (Switzerland): or Basel (CH):

Oxford (England): or Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

Box 33. Joint publication.

Two organizations may co-publish a program.

- Use the city of the first organization found on the opening screens (or on the face of the CD-ROM, DVD, or disk, on the jewel case, or in accompanying material if no publisher information appears on the opening screens) as the place of publication

- Place the name of the second organization as a note at the end of the citation, if desired


- Do not give multiple places as place of publication or include multiple publishers

Box 34. Multiple places of publication.

- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.

- An alternative is to use the place of publication and publisher likely to be most familiar to the audience of the reference list. For example, use the place of an American publisher for a US audience and a London publisher for a British one.
Box 35. No place of publication can be found.

- If no place of publication can be found on the opening screens (or on the face of the CD-ROM, DVD, or disk, on the jewel case, or in accompanying material), but one can be found elsewhere in the publication or can be reasonably inferred (e.g., Chicago as the place for a publication of the American Medical Association), place the city in square brackets, such as [Chicago]


- If no place of publication can be found or inferred, use [place unknown]


Examples for Place of Publication

17. Computer program on CD-ROM, DVD, or disk with well-known place of publication

18. Computer program on CD-ROM, DVD, or disk with geographic qualifier added to place of publication for clarity

19. Computer program on CD-ROM, DVD, or disk with place of publication inferred

20. Computer program on CD-ROM, DVD, or disk with no place of publication found

Publisher for Computer Programs on CD-ROM, DVD, or Disk (required)

General Rules for Publisher

- Give the name of the publisher as it appears in the publication, using whatever capitalization and punctuation is found
- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- When a division or other subsidiary part of a publisher appears in the publication, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a semicolon

Specific Rules for Publisher

- Abbreviated words in publisher names
- Non-English names for publishers
• Government agencies and other national and international bodies as publisher
• Joint publication
• Multiple publishers
• No publisher can be found

Box 36. Abbreviated words in publisher names.

• Abbreviate commonly used words in publisher names, if desired

Examples:

- Acad. for Academy
- Assoc. for Association
- Co. for Company
- Coll. for College
- Corp. for Corporation
- Dept. for Department
- Div. for Division
- Inst. for Institute or Institution
- Ltd. for Limited
- Soc. for Society
- Univ. for University

See Appendix C for more abbreviations of commonly used English words.

• Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

• Follow all abbreviated words with a period

Box 37. Non-English names for publishers.

• Give publisher names in the roman alphabet (French, Spanish, German, Italian, etc.) in their original language

  Rome: Societa Editrice Universo;

  Lisbon: Imprensa Medica;

• Romanize names in Cyrillic, Greek, Arabic, Hebrew, Korean
**Box 37 continued from previous page.**

Sofia (Bulgaria): Sofia Medizina i Fizkultura;

- Romanize names or translate names in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.
  
Tokyo: Medikaru Rebyusha;

Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute];

Taiyuan (China): Shanxi ke xue ji she chu ban she;

[Note that the concept of capitalization does not exist in Chinese. In transliterating Chinese publisher names, capitalize only the first word and proper nouns]

- If the name of a division of other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero;

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
- Treat letters marked with diacritics or accents as if they are not marked
    
    Å  treated as  A
    Ø  treated as  O
    Ç  treated as  C
    Ł  treated as  L
    à  treated as  a
    ĝ  treated as  g
    ñ  treated as  n
    ü  treated as  u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

Box 37 continues on next page...
Box 37 continued from previous page.

æ treated as ae
œ treated as oe

• If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.

Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press];

• As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.

Aarhus (Denmark): [Aarhus University Press];

Box 38. Government agencies and other national and international bodies as publisher.

• When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

  National Cancer Institute (US)

  National Society on Alcoholism and Drug Dependence (NZ)

  Royal Society of Medicine Press Ltd. (GB)

  Royal College of Physicians (AU), Paediatrics & Child Health Division

• Do not confuse the publisher with the distributor of documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency that issued the publication as the publisher and include distributor information as a note. Begin with the phrase "Available from" followed by a colon and a space. Add the name of the distributor, the city and state, and the accession or order number.

**Box 39. Joint publication.**

Two organizations may co-publish a program.

- Use as publisher the first organization appearing on the opening screens (or on the face of the CD-ROM, DVD, or disk, on the jewel case, or in accompanying material if no publisher information appears on the opening screens)
- Place the name of the second organization as a note at the end of the citation, if desired
- Do not give more than one name as publisher

*Example:*


**Box 40. Multiple publishers.**

- If more than one publisher is found in a document, use the first one given or the one set in the largest type or bold type
- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.
- Do not list multiple publishers. For those publications with joint or co-publishers, use the name given first as the publisher and include the name of the second as a note if desired.
- End publisher information with a semicolon

*Example:*

**Box 41. No publisher can be found.**

- If no publisher can be found, use [publisher unknown].

**Examples for Publisher**

21. Computer program on CD-ROM, DVD, or disk showing publisher with subsidiary department/division

22. Computer program on CD-ROM, DVD, or disk with government agency or other national body as publisher

23. Computer program on CD-ROM, DVD, or disk with joint publishers

**Date of Publication for Computer Programs on CD-ROM, DVD, or Disk (required)**

**General Rules for Date of Publication**

- Always give the year of publication
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month of publication, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End date of publication information with a period unless a Date of Update/Revision is included, then use a space

**Specific Rules for Date of Publication**

- Multiple years of publication
- Non-English names for months
- Seasons instead of months
- Date of publication and date of copyright
- No date of publication, but a date of copyright
- No date of publication or copyright can be found
- Options for date of publication

**Box 42. Multiple years of publication.**

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

  2002-2003
  1997-1998
  1999-2000

*Box 42 continues on next page...*
Box 42 continued from previous page.

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.
  
  1999 Oct-2000 Mar
  2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen
  
  2005 Jan-Feb
  1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Box 43. Non-English names for months.

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them

Examples:
  mayo = May
  luty = Feb
  brezen = Mar

Box 44. Seasons instead of months.

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them

For example:
  balvan = Summer
  outomno = Fall
  hiver = Winter
  pomlad = Spring
**Box 45. Date of publication and date of copyright.**

Some publications have both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the date of publication unless three or more years separate it from the copyright date
- In this situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, "2002, c1997".

This convention alerts a user that the information in the publication is older than the date of publication implies.

**Box 46. No date of publication, but a date of copyright.**

- A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005.


**Box 47. No date of publication or copyright can be found.**

- If neither a date of publication nor a date of copyright can be found, but a date can be estimated because of material in the program or in accompanying material, insert a question mark after the estimated date and place date information in square brackets

  Bombay: Cardiological Society of India; [2000?].

- If neither a date of publication nor a date of copyright can be found nor can the date be estimated, use [date unknown]

  Brussels (Belgium): Nauwelaerts; [date unknown].

**Box 48. Options for date of publication.**

It is not NLM policy, but the date of publication may follow the author names in the list of references when the name-year system of in-text references is used.

*Box 48 continues on next page...*
Box 48 continued from previous page.

- Use the year of publication only
- Place the year after the last named author (or after the title and type of medium if there is no author), followed by a period
- End publisher information with a period
- Keep any date of update/revision in its usual location

**NLM citation:**


**Name-year system citation:**


Examples for Date of Publication

24. Computer program on CD-ROM, DVD, or disk with standard date of publication

25. Computer program on CD-ROM, DVD, or disk with month included in date of publication

26. Computer program on CD-ROM, DVD, or disk with date range

27. Computer program on CD-ROM, DVD, or disk with date of copyright instead of date of publication

Date of Update/Revision for Computer Programs on CD-ROM, DVD, or Disk (required)

General Rules for Date of Update/Revision

- A program may be updated or otherwise revised after the date of publication
- Use whatever wording for update/revision is found, such as updated, revised, or modified
- Enter date information in the format year month day, such as updated 2006 Oct 2
- Use English names for months and abbreviate them using the first three letters, such as Jan
- Place all update/revision information in square brackets, such as [updated 2006 Oct 2]
- End date of update/revision with a period placed outside the closing bracket

Specific Rules for Date of Update/Revision

- Non-English names for months
- Seasons instead of months
- Both a date of update and a date of revision

Box 49. Non-English names for months.

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them

Examples:

- mayo = May
- luty = Feb
- brezen = Mar
Box 50. Seasons instead of months.

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them
  For example:
  
  balvan = Summer  
  outomno = Fall  
  hiver = Winter  
  pomlad = Spring

Box 51. Both a date of update and a date of revision.

- Place a date of update or revision in square brackets following the date of publication
  
  
  - If both a date of update and a date of revision are provided, give both in ascending date order
    
    [revised 2006 Dec 4; updated 2007 Feb 12].
    
    [updated 2005 May 6; modified 2006 Mar 10].
  
  - Put both dates in one set of square brackets, separated by a semicolon and a space
  
  - End date information with a period
  
  Example:
  

Extent (Pagination) for Computer Programs on CD-ROM, DVD, or Disk (optional)

General Rules for Extent (Pagination)

- Give the total number of physical pieces on which the program appears
- Follow the number with the name of the medium, such as 2 CD-ROMs or 4 computer disks
- End extent information with a period unless physical description is included, then use a colon
Specific Rules for Extent (Pagination)

• More than one type of medium

**Box 52. More than one type of medium.**

• If a program is presented in more than one type of medium, provide the extent for both

• Separate extent for the two types by a semicolon and a space

• End extent information with a period

*Examples:*

National Toxicology Program (US). National Toxicology Program’s GlovES+: an expert system for selecting protective clothing against hazardous chemicals [disk]. Boca Raton (FL): Lewis Publishers; 1992. 1 computer disk: 3 1/2; 1 computer disk: 5 1/2 in.


Examples for Extent (Pagination)

1. Standard citation to a computer program on CD-ROM, DVD, or disk

28. Computer program on CD-ROM, DVD, or disk with extent and physical description

Physical Description for Computer Programs on CD-ROM, DVD, or Disk (optional)

**General Rules for Physical Description**

• Give information on the physical characteristics of the program, such as 1 CD-ROM: color, 4 3/4 in.

**Specific Rules for Physical Description**

• Language for describing physical characteristics

• More than one type of medium

**Box 53. Language for describing physical characteristics.**

When a program is published on CD-ROM, DVD, or disk:

*Box 53 continues on next page...*
Box 53 continued from previous page.

- Begin with information on the number and type of physical pieces, followed by a colon and a space
  
  1 DVD:
  2 CD-ROMs:
  4 computer disks:

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches.

- Separate types of information by commas

  Typical words used include:

  sound
  color
  black & white
  4 3/4 in. (standard CD-ROM and DVD size)
  3 1/2 in. (standard computer disk size)
  5 1/4 in. (older computer disk size)

  Examples of complete physical description statements:

  1 DVD: sound, color, 4 3/4 in.
  2 CD-ROMs: color, 4 3/4 in.
  5 computer disks: 3 1/2 in.

Box 54. More than one type of medium.

- If a program is presented in more than one type of medium, give the physical description for both, separated by a semicolon and a space

  National Toxicology Program (US). National Toxicology Program’s GlovES+: an expert system for selecting protective clothing against hazardous chemicals [disk]. Boca Raton (FL): Lewis Publishers; 1992. 1 computer disk: 3 1/2; 1 computer disk: 5 1/2 in.

Examples for Physical Description

1. Standard citation to a computer program on CD-ROM, DVD, or disk

28. Computer program on CD-ROM, DVD, or disk with extent and physical description

Series for Computer Programs on CD-ROM, DVD, or Disk (optional)

General Rules for Series

- Begin with the name of the series
- Capitalize only the first word and proper nouns
- Follow the name with any numbers provided. For example, vol. 3 for a volume or no. 12 for an issue number.
- Separate the title and the number by a semicolon and a space
- Place series information in parentheses
- End series information with a period placed outside the closing parenthesis

Specific Rules for Series

- Series editor’s name provided
- Multiple series

Box 55. Series editor's name provided.

As an option, the name of the overall series editor may be included with the series information.

- Begin with the name of the series editor or editors:
  - Give surname first
  - Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
  - Separate multiple names with a comma
  - End name information with a comma
  - See the information under Author/Editor for further name rules

- Place the word editor or editors after the name information, followed by a period
- Enter the name of the series, capitalizing only the first word and proper nouns
- Follow the name with any numbers given, such as a volume or issue number; for example, vol. 3 and no. 12
- Separate the name and the numeration by a semicolon and a space
- Place series information in parentheses

Box 55 continues on next page...
Box 55 continued from previous page.

- End series information with a period, placed outside the closing parenthesis
  
  Example:

  (Jones L, editor. Medicine on CD-ROM; no. 5).

Box 56. Multiple series.

A program may be part of more than one series. Include information on all series if desired.

- Place each series in parentheses
- Separate the series by a semicolon and a space
- End series information with a period, placed outside the closing parenthesis of the last series

Example:

  (Anatomy software; no. 13); (Medicine on CD-ROM education series).

Examples for Series

29. Computer program on CD-ROM, DVD, or disk with a series

Language for Computer Programs on CD-ROM, DVD, or Disk (required)

General Rules for Language

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Programs appearing in more than one language

Box 57. Programs appearing in more than one language.

- If a program is written with equal text in two or more languages, as often occurs in Canadian publications:
  - Give all titles in the order in which they are presented on the opening screens
  - Separate them with an equals sign with a space before and after

Box 57 continues on next page...
Box 57 continued from previous page.

- List the languages, separated by commas, after the extent (pagination) and any physical description
- End the list of languages with a period
  
  Example:


- If a program is written in several languages:
  - Give the title in the first language found on the opening screens
  - List all languages of publication after the extent (pagination) and any physical description
  - Separate the languages by commas
  - End the list of languages with a period

- If none of the languages is English, follow the title with a translation when possible. Place the translation in square brackets.

**Examples for Language**

11. Computer program title on CD-ROM, DVD, or disk in a language other than English

12. Computer program title on CD-ROM, DVD, or disk in two equal languages

**Notes for Computer Programs on CD-ROM, DVD, or Disk (optional)**

**General Rules for Notes**

- Notes is a collective term for any further information given after the citation
- Complete sentences are not required
- Be brief

**Specific Rules for Notes**

- System requirements
- Other types of material to include in notes
Box 58. System requirements.
The system requirements describe the software and hardware necessary to run the CD-ROM, DVD, or disk.

- Begin with the phrase "System Requirements" followed by a colon and a space
- Use the wording supplied by the publisher; no standardization is needed
- Separate the types of information with a semicolon
- End requirement information with a period

Examples:


Box 59. Other types of material to include in notes.
The notes element may be used to provide any further useful information after the citation. Begin by citing the program, then add the note. Some examples of notes are:

- If the program is accompanied by additional material, describe it. Begin with the phrase "Accompanied by" followed by a colon and a space.


- If the program is not a common one, give the name of a library or other archive where it may be found, including the city and state and any finding number. Begin with the phrase "Located at" followed by a colon and a space.


Box 59 continues on next page...
Box 59 continued from previous page.


- If the program is available from a distributor rather than the publisher, give the name of the distributor, including the city and state and any finding number. Begin with the phrase "Available from" followed by a colon and a space.


- If the program was assigned an International Standard Book Number (ISBN), give the number preceded by "ISBN:" and a space.


- If the program has information that may not be apparent from the title, describe it.


Examples for Notes

30. Computer program on CD-ROM, DVD, or disk with optional system requirements.

31. Computer program on CD-ROM, DVD, or disk with supplemental note included.

Examples of Citations to Computer Programs on CD-ROM, DVD, or Disk

1. Standard citation to a computer program on CD-ROM, DVD, or disk


with optional content type


2. Computer program on CD-ROM, DVD, or disk with many authors


3. Computer program on CD-ROM, DVD, or disk with optional limit to the number of authors


or


4. Computer program on CD-ROM, DVD, or disk showing authors/editors with optional full first names


5. **Computer program on CD-ROM, DVD, or disk with editor(s) when there is no author**


6. **Computer program on CD-ROM, DVD, or disk with organization as author/editor**


National Toxicology Program (US). National Toxicology Program’s GlovES+: an expert system for selecting protective clothing against hazardous chemicals [disk]. Boca Raton (FL): Lewis Publishers; 1992. 1 computer disk: 3 1/2; 1 computer disk: 5 1/2 in.

7. **Computer program on CD-ROM, DVD, or disk with no authors or editors**


8. **Computer program on CD-ROM, DVD, or disk with author affiliation included**


9. **Computer program title on CD-ROM, DVD, or disk with subtitle**


10. **Computer program title on CD-ROM, DVD, or disk with special characters**

National Toxicology Program (US). National Toxicology Program’s GlovES+: an expert system for selecting protective clothing against hazardous chemicals [disk]. Boca Raton (FL): Lewis Publishers; 1992. 1 computer disk: 3 1/2; 1 computer disk: 5 1/2 in.

11. Computer program title on CD-ROM, DVD, or disk in a language other than English


*with translation included*


12. Computer program title on CD-ROM, DVD, or disk in two equal languages


13. Computer program title on CD-ROM, DVD, or disk in more than one medium


14. Computer program on CD-ROM, DVD, or disk with an edition or version


### 15. Computer program on CD-ROM, DVD, or disk with an edition and a version


### 16. Computer program on CD-ROM, DVD, or disk with secondary author(s)


17. **Computer program on CD-ROM, DVD, or disk with well-known place of publication**


18. **Computer program on CD-ROM, DVD, or disk with geographic qualifier added to place of publication for clarity**


19. **Computer program on CD-ROM, DVD, or disk with place of publication inferred**


20. **Computer program on CD-ROM, DVD, or disk with no place of publication found**


21. **Computer program on CD-ROM, DVD, or disk showing publisher with subsidiary department/division**

Medical statistics [disk]. Kansas City (MO): University of Missouri-Kansas City School of Medicine, Evaluation Resource Center; 1988. 4 computer disks: 3 1/2 in. Accompanied by: 1 manual.
22. **Computer program on CD-ROM, DVD, or disk with government agency or other national body as publisher**


23. **Computer program on CD-ROM, DVD, or disk with joint publishers**


24. **Computer program on CD-ROM, DVD, or disk with standard date of publication**


25. **Computer program on CD-ROM, DVD, or disk with month included in date of publication**


26. Computer program on CD-ROM, DVD, or disk with date range


27. Computer program on CD-ROM, DVD, or disk with date of copyright instead of date of publication


28. Computer program on CD-ROM, DVD, or disk with extent and physical description


National Toxicology Program (US). National Toxicology Program’s GlovES+: an expert system for selecting protective clothing against hazardous chemicals [disk]. Boca Raton (FL): Lewis Publishers; 1992. 1 computer disk: 3 1/2; 1 computer disk: 5 1/2 in.


29. Computer program on CD-ROM, DVD, or disk with a series

Medical statistics [disk]. Kansas City (MO): University of Missouri-Kansas City School of Medicine, Evaluation Resource Center; 1988. 4 computer disks: 3 1/2 in. (UMKC software series). Accompanied by: 1 manual.

30. Computer program on CD-ROM, DVD, or disk with optional system requirements


31. Computer program on CD-ROM, DVD, or disk with supplemental note included


Citing Material on the Internet (Online)
Chapter 22. Books and Other Individual Titles on the Internet

Created: October 10, 2007; Updated: August 11, 2015.

A. Entire Books and Other Individual Titles on the Internet

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

B. Parts of Books on the Internet

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

C. Contributions to Books on the Internet

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

See also:

Chapter 2 Books

Chapter 11B Forthcoming Books

Chapter 15 Books and Other Individual Titles in Audiovisual Formats

Chapter 18 Books and Other Individual Titles on CD-ROM, DVD, or Disk

A. Sample Citation and Introduction to Citing Entire Books and Other Individual Titles on the Internet

The general format for a reference to an entire Internet book, including punctuation:

<table>
<thead>
<tr>
<th>Authors</th>
<th>Type of Medium</th>
<th>Title</th>
<th>Place of Publication</th>
<th>Publisher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Publication</td>
<td>Date of Citation</td>
<td>Extent</td>
<td>Availability</td>
<td></td>
</tr>
</tbody>
</table>
Examples of Citations to Entire Books and Other Individual Titles on the Internet

A monograph, commonly called a book, is any work complete in one volume or in a finite number of volumes. Online books are often electronic versions of large printed texts, such as textbooks, manuals, or technical reports, but may also be smaller works such as a brochure, single-page fact sheet, or brief treatise. Size is not relevant to the definition.

Increasingly books are written directly for the Internet to enable hyperlinking, to include complex graphics, and to run multimedia such as film clips and sound. An Internet book may be static, that is fixed in time and unchanged since publication, or may be updated or otherwise revised over time. Some producers of Internet books permit or otherwise welcome comments or expert opinion from readers and incorporate these comments into the text. Major revisions may be announced as new editions, but more minor additions and changes such as those to add comments, to correct typographical errors, or to updatehypertext links may not be noted.

Although Internet books differ radically in physical form from the usual print book, the basic rules for citing them do not differ markedly from what is required for print. There is still an author or organization with responsibility for the item, a title, a place of "publication", a publisher, a date of publication, and the extent of the item (i.e., number of pages or the equivalent). Anyone citing an Internet document should try to locate all of these elements. Simply adding a Uniform Resource Locator (URL), DOI, or other electronic address to a title is not sufficient. Internet sites disappear with great frequency, and users of a citation must be given some other identifying information if they are to locate books on them.

Some elements, however, are more difficult to locate when citing Internet books. For example, some poorly constructed sites do not contain dates, and authorship or publishing responsibility may be unclear or absent. It also may be difficult to discern the title from the collage of graphics presented. The person doing the citing can only work with the information provided.

Do not confuse the publisher with the organization that maintains the Web site for the publisher. If wording such as "this site is maintained by XYZ Corporation for ABC Organization" appears, ABC Organization is considered the publisher and XYZ Corporation the distributor. Publisher information is required in a citation; distributor information may be included as a note if desired.

Some elements require expansion for an Internet citation to provide useful information to the user. For example, the date of publication is required in any citation, but many Internet items are updated or otherwise modified several times after the date of publication. The latest date of update/revision should therefore be included along with the date cited, i.e., the date the person doing the citing saw the item on the Internet. This is necessary in the volatile Internet environment, where changes can be easily made and an item seen one day may not be the same in crucial ways when viewed the next day. Producing a print or other copy for future reference is strongly recommended.
An Internet book is cited the same way that a print book is cited, with these exceptions:

- Use the word "Internet" in square brackets as the Type of Medium after the title.
- Include any date of update/revision and a date of citation in square brackets following the date of publication. Use the dates for the individual book being cited, not the dates of the Internet site as a whole unless no dates can be found for the individual item.
- When the extent (pagination) of the book is not provided, as often occurs, calculate it using the best means possible, e.g., in terms of print pages, screens, paragraphs, or bytes. If a book is not linear, and has many hyperlinks, it will be impossible to determine the length.
- Provide the URL or other electronic address of the item.

It is important to cite the version you saw. If you viewed a book on the Internet, do not cite it as if it were a print one. However, it may be useful to begin a citation to a book found on the Internet by first locating all of the information needed to cite it as if it were a print document, then add the Internet-specific items. For example:

*Print information*

Lefebvre P. Molecular and genetic maps of the nuclear genome. Durham (NC): Duke University, Department of Biology; 2002.

*Added Internet information (in bold)*


If a book on the Internet does not have a formal title page, look to the opening screens, the bottom or closing screens, links from the sidebar, and the source code (viewable through the Web browser) to locate citation information.

While all monographs have certain elements in common for citation purposes, such as author, title, publisher information, and date, specific types of monographs have additional elements. For example, a citation to a technical report should include report and contract numbers. Examples of citation to reports and other types of monographs are included in this chapter, but see also the specific chapters about these types for more detail. Refer also to Chapter 2 Books for more examples of book citations.

Continue to Citation Rules with Examples for Entire Books and Other Individual Titles on the Internet.

Continue to Examples of Citations to Entire Books and Other Individual Titles on the Internet.
Citation Rules with Examples for Entire Books and Other Individual Titles on the Internet

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author/Editor (R) | Author Affiliation (O) | Title (R) | Content Type (O) | Type of Medium (R) | Edition (R) | Editor and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Date of Update/Revision (R) | Date of Citation (R) | Extent (Pagination) (O) | Series (O) | Availability (R) | Language (R) | Notes (O)

Author/Editor for Entire Books on the Internet (required)

General Rules for Author/Editor

- List names in the order they appear on the title page or opening screens
- Enter surname (family or last name) first for each author/editor
- Capitalize surnames and enter spaces within surnames as they appear on the assumption that the author approved the form used. For example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all authors/editors, regardless of the number
- Separate author/editor names from each other by a comma and a space
- If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors; see Editor and Other Secondary Authors below if there are authors and editors
- End author/editor information with a period

Specific Rules for Author/Editor

- Determining the author if there is no standard title page
- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Non-English words for editors
- Organizations as author
- No author can be found
- Options for author names
Box 1. Determining the author if there is no standard title page.

Some books on the Internet do not display a traditional title page that clearly states the names of the authors. When there is no title page:

- Look at the top, bottom, or sidebar of the first screen or the bottom of the last screen of the book
- Do not assume that an individual named as Web master or contact person is the author; he or she most probably is not, especially for sites produced by large organizations
- Some sites give a name in association with a copyright statement, such as "copyright 1997 by John A. Smith". Do not assume that this individual is the author, either.
- If the only personal name given in a site is associated with a copyright statement, use that individual's name as the publisher
- Many sites will display an organization's name rather than a person's name. In such cases when the organization appears to be serving as both author and publisher, place the organization in the publisher position.

Box 2. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames
  Estelle Palmer-Canton becomes Palmer-Canton E
  Ahmed El-Assmy becomes El-Assmy A
- Keep particles, such as O’, D’, and L’
  Alan D. O’Brien becomes O’Brien AD
  James O. L’Esperance becomes L’Esperance JO
  U. S’adeh becomes S’adeh U
- Omit all other punctuation in surnames
  Charles A. St. James becomes St James CA

Box 3. Other surname rules.

- Keep prefixes in surnames
  Lama Al Bassit becomes Al Bassit L
  Jiddeke M. van de Kamp becomes van de Kamp JM
  Gerard de Pourgourville becomes de Pourgourville G

Box 3 continues on next page...
Box 3 continued from previous page.

- Keep compound surnames even if no hyphen appears
  
  Sergio Lopez Moreno  becomes  Lopez Moreno S
  
  Jaime Mier y Teran  becomes  Mier y Teran J
  
  Virginie Halley des Fontaines  becomes  Halley des Fontaines V

  [If you cannot determine from the title page or opening or closing screens whether a surname is compound or a combination of a middle name and a surname, look at the table of contents, the copyright page, or elsewhere in the text for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  ⚫ Treat letters marked with diacritics or accents as if they are not marked
    
    Å treated as  A
    
    Ø treated as  O
    
    Ç treated as  C
    
    Ł treated as  L
    
    à treated as  a
    
    ġ treated as  g
    
    ň treated as  n
    
    ü treated as  u
  
  ⚫ Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    
    æ treated as  ae
    
    œ treated as  oe

Box 4. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names
  
  Jean-Louis Lagrot  becomes  Lagrot JL

Box 4 continues on next page...
• Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle

D’Arcy Hart  becomes  Hart D
W. St. John Patterson  becomes  Patterson WS
De la Broquerie Fortier  becomes  Fortier D
Craig McC. Brooks  becomes  Brooks CM

• Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

Ch. Wunderly  becomes  Wunderly C
C. Fr. Erdman  becomes  Erdman CF

• For non-English names that are been romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

Iu. A. Iakontov  becomes  Iakontov IuA
G. Th. Tsakalos  becomes  Tsakalos GTh

Box 5. Degrees, titles, and honors before or after a personal name.

• Omit degrees, titles, and honors such as M.D. following a personal name

James A. Reed, M.D., F.R.C.S.  becomes  Reed JA
Kristine Schmidt, Ph.D.  becomes  Schmidt K
Robert V. Lang, Major, US Army  becomes  Lang RV

• Omit rank and honors such as Colonel or Sir that precede a name

Sir Frances Hildebrand  becomes  Hildebrand F
Dr. Jane Eberhard  becomes  Eberhard J
Captain R.C. Williams  becomes  Williams RC

Box 6. Designations of rank in a family, such as Jr and III.

• Place family designations of rank after the initials, without punctuation
Box 6 continued from previous page.

- Convert roman numerals to arabic ordinals

**Examples:**

Vincent T. DeVita, Jr.  becomes  DeVita VT Jr
James G. Jones II  becomes  Jones JG 2nd
John A. Adams III  becomes  Adams JA 3rd
Henry B. Cooper IV  becomes  Cooper HB 4th

Box 7. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the ALA-LC Romanization Tables.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese

- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

  Iu. A. Iakontov  becomes  Iakontov IuA
  G. Th. Tsakalos  becomes  Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å  treated as  A
    - Ø  treated as  O
    - Ç  treated as  C
    - Ł  treated as  L
    - à  treated as  a
    - Ŕ  treated as  g
    - Ň  treated as  n
Box 7 continued from previous page.

- Ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - Å treated as A
  - Ø treated as O
  - Ç treated as C
  - Ł treated as L
  - à treated as a
  - ŝ treated as g
  - ň treated as n
  - ü treated as u

- Winchester letters, ñ, ñ, and ü, or letters marked with diacritics or accents as if they are not marked

Box 8. Non-English words for editor.

- Translate the word found for editor into English. However, the wording found on the publication may always be used.

- If not translated, ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked
  - å treated as a
  - ã treated as a
  - ò treated as o
  - û treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe

- To assist in identifying editors, below is a brief list of non-English words for editor:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
</tr>
</tbody>
</table>

Box 8 continues on next page...
Box 8 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>editeur</td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
</tr>
<tr>
<td></td>
<td>editore</td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
</tr>
<tr>
<td></td>
<td>editor</td>
</tr>
<tr>
<td>Russian</td>
<td>redaktor</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
</tr>
</tbody>
</table>

Box 9. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may be an author.

- Omit "The" preceding an organizational name
  
  The American Cancer Society becomes American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

  American Medical Association, Committee on Ethics.

  International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

  American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

  National Academy of Sciences (US).

  Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

  Box 9 continues on next page...
Box 9 continued from previous page.

Canadian Association of Orthodontists; Canadian Dental Association.

American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

• If both individuals and an organization or organizations appear on the title page of a book as authors, use the names of the individuals as the author. Give the organization at the end of the reference as a note, if desired.

Prepared for the International Union of Pure and Applied Chemistry.

• For names of organizations not in English:
  - Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.
    
    Istituto di Fisiologia Clinica del CNR.
    
    Universitatsmedizin Berlin.
    
    Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].
  - Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.
    
    Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].
    
    or
    
    [Russian Respiratory Society].
  - Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.
    
    [Chinese Medical Society].
  - Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

Box 9 continues on next page...
Box 9 continued from previous page.

- Treat letters marked with diacritics or accents as if they are not marked
  
  Á  treated as  A
  Ø  treated as  O
  Ç  treated as  C
  Ł  treated as  L
  à  treated as  a
  ĝ  treated as  g
  ñ  treated as  n
  ü  treated as  u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  
  æ  treated as  ae
  œ  treated as  oe

Box 10. No author can be found.

- If no person or organization can be found as the author but editors or translators are present, begin the reference with the names of the editors or translators. Follow the same rules used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.


- If no person or organization can be identified as the author and no editors or translators are given, begin the reference with the title of the book. Do not use anonymous.

Box 11. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.
  
  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A. 
  
  Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."
  
  
  Adler DG, Baron TH, Davila RE, and others.

Examples for Author/Editor

1. Standard citation to a book on the Internet
2. Book on the Internet with optional full names for author(s)
3. Book on the Internet with optional limit to the number of authors/editors
4. Book on the Internet with author/editor surnames having a prefix or particle
5. Book on the Internet with author/editor surnames showing designations of family rank
6. Book on the Internet with author having compound surnames
7. Book on the Internet with an organization(s) as author
8. Book on the Internet with an organization as author having subsidiary division
9. Book on the Internet with more than one organization as author
10. Book on the Internet with editors where there is no author
11. Book on the Internet with no authors or editors
21. Book on the Internet with authors and editors or other secondary authors

Author Affiliation for Entire Books on the Internet (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
• Begin with the department and name of the institution, followed by city and state/
  Canadian province/country
• Use commas to separate parts of the address
• Place the address in parentheses, such as (Department of Psychology, University of
  Pittsburgh, Pittsburgh, PA)
• Separate the affiliation from its author by a space
• Follow the affiliation with a comma placed outside the parentheses, unless the
  affiliation is for the last author, then use a period

Specific Rules for Author Affiliation

• Abbreviations in affiliations
• E-mail address included
• Organizational names for affiliations not in English
• Names for cities and countries not in English

Box 12. Abbreviations in affiliations.

• Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated
  words with a period.

  Examples:
  
  Acad. for Academy
  Assoc. for Association
  Co. for Company
  Coll. for College
  Corp. for Corporation
  Dept. for Department
  Div. for Division
  Inst. for Institute or Institution
  Soc. for Society
  Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

• Abbreviate names of US states and Canadian provinces using their official two-
  letter abbreviations. See Appendix E for a list of these.

• Abbreviate names of countries outside of the US and Canada using the two-letter
  ISO country code, if desired. See Appendix D for codes of selected countries.

Box 12 continues on next page...
Box 12 continued from previous page.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 13. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space
- Insert the e-mail address as it appears in the publication
- Do not end an e-mail address with a period
- Place the e-mail address within the closing parenthesis for the author affiliation

Example:

Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

Box 14. Organizational names for affiliations not in English.

- Give the affiliation of all authors or only the first author
- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.
- Provide the name in the original language for non-English organization names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

Box 14 continues on next page...
Box 14 continued from previous page.

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

  Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I.

  Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese)

  Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    \[ \text{Å treated as A} \]
    \[ \text{Ø treated as O} \]
    \[ \text{Ç treated as C} \]
    \[ \text{Ł treated as L} \]
    \[ \text{à treated as a} \]
    \[ \text{ģ treated as g} \]
    \[ \text{ń treated as n} \]
    \[ \text{ü treated as u} \]
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    \[ \text{æ treated as ae} \]
    \[ \text{œ treated as oe} \]
• Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

**Box 15. Names for cities and countries not in English.**

- Use the English form for names of cities and countries if possible. However, the name as found on the publication may always be used.

  Moskva *becomes* Moscow
  Wien *becomes* Vienna
  Italia *becomes* Italy
  Espana *becomes* Spain

**Examples for Author Affiliation**

12. Book on the Internet with author affiliation

**Title for Entire Books on the Internet (required)**

**General Rules for Title**

- Enter the title of a book as it appears on the title page or opening screens, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a space

**Specific Rules for Title**

- Determining the title if there is no standard title page
- Titles containing a Greek letter, chemical formula, or other special character
- Titles not in English
- Titles in more than one language
- Titles ending in punctuation other than a period
- No title can be found
Box 16. Determining the title if there is no standard title page.

While many books on the Internet display a traditional title page and clearly state the title, some sites do not. When there is no title page:

- Look for what is the most prominent (usually the largest) wording on the opening screen
- Look at the title bar of the Web browser (generally in the top left corner)
- Look for the title in the source code of the document
- If a title cannot be determined, construct a title by using the first series of words on the screen; place the constructed title in square brackets

Example:


Box 17. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a book title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

  1,3-dichloro-5,5-dimethylhydantoin: health-based reassessment of administrative occupational exposure limits [Internet].
  von Willebrand factor and the mechanisms of platelet function [Internet].

- Retain special characters in book titles when possible

  E©UP: European Copyright User Platform [Internet].

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, \( \Omega \) becomes omega.

  Enantioselective synthesis of \( \beta \)-amino acids [Internet].

  may become

  Enantioselective synthesis of beta-amino acids [Internet].

Box 17 continues on next page...
Box 17 continued from previous page.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

\[ \text{TiO}_2 \text{ nanoparticles [Internet].} \]

may become

\[ \text{TiO(2) nanoparticles [Internet].} \]

Box 18. Titles not in English.

- Provide the title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)


- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh zabolevaniii: klinicheskie ocherki [Internet].

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

Anrakushi to keiho [Internet].

or

[Euthanasia and criminal law] [Internet].

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

\[ \text{Å treated as } \text{A} \]

\[ \text{Ø treated as } \text{O} \]

Box 18 continues on next page...
Box 18 continued from previous page.

- Ç treated as C
- Ł treated as L
- ã treated as a
- ź treated as g
- ņ treated as n
- ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization
  

- Provide an English translation after the original language title whenever possible; place translations in square brackets
  

Box 19. Titles in more than one language.

- If a book title is written in several languages:
  - Give the title in the first language found on the title page or opening screens
  - List all languages of publication after the extent (pagination)
  - Separate the languages by commas
  - End the list of languages with a period

  *Example:*


- If a book title is presented in two or more equal languages, as often occurs in Canadian publications:
  - Give all titles in the order in which they are found on the title page or opening screens
  - Place an equals sign with a space on either side between each title
  - List the particular languages, separated by commas, after the extent (pagination)
  - End the list with a period

  *Example:*


Box 20. Titles ending in punctuation other than a period.

- Most titles end in a period. Place [Internet] inside the period.

*Box 20 continues on next page...*
Box 20 continued from previous page.


• If a title ends in another form of punctuation, keep that punctuation and follow [Internet] with a period


Box 21. No title can be found.

Occasionally a publication does not appear to have any title; the book or other short document simply begins with the text. When this occurs:

• Construct a title from the first few words of the text
• Use enough words to make the constructed title meaningful
• Place the constructed title in square brackets

Example:


Examples for Title

13. Book on the Internet with title having a subtitle
14. Book on the Internet with special characters in the title
15. Book on the Internet with title ending in other than a period
16. Book on the Internet in a language other than English
17. Book on the Internet published with equal text in two or more languages

Content Type for Entire Books on the Internet (optional)

General Rules for Content Type

• A content type describes the format of the Internet item being cited, such as a monograph, dissertation, or bibliography
• Begin type information with a left square bracket
• Enter the words "monograph on the", "dissertation on the", etc.
• End content type with space

Specific Rules for Content Type

• Titles ending in punctuation other than a period
• Titles not in English

Box 22. Titles ending in punctuation other than a period.

• Most book titles end in a period. Place [monograph on the Internet], [dissertation on the Internet], [master’s thesis on the Internet], or [bibliography on the Internet] inside the period.


Toolkit of instruments to measure end of life [bibliography on the Internet]. Washington: George Washington University Medical Center, Center to Improve Care of the Dying; [cited 2006 Nov 1]. Available from: http://www.gwu.edu/~cicd/toolkit/toolkit.htm

• If a title ends in another form of punctuation, keep that punctuation and follow [monograph on the Internet], [dissertation on the Internet], [master’s thesis on the Internet], or [bibliography on the Internet] with a period


Box 23. Titles not in English.

• If a translation of a title is provided, place it in square brackets
• Place [monograph on the Internet], [dissertation on the Internet], [master’s thesis on the Internet], or [bibliography on the Internet] after the square brackets for the translation

Example:
Examples for Content Type

1. Standard citation to a book on the Internet

18. Book on the Internet published with optional content type

46. Dictionary on the Internet

47. Encyclopedia on the Internet

48. Conference proceedings on the Internet

49. Technical report on the Internet

50. Dissertation on the Internet

51. Bibliography on the Internet

Type of Medium for Entire Books on the Internet (required)

General Rules for Type of Medium

- Place the word Internet in square brackets following the title (and content type, if present)
- End with a period placed outside the closing bracket
- Add location information (URL, etc) according to the instructions under Availability below
- See Chapter 18 for books on CD-ROM, DVD, or disk

Specific Rules for Type of Medium

- Both a content type and a type of medium
- Titles ending in punctuation other than a period
- Titles not in English

Box 24. Both a content type and a type of medium.

- If a dissertation, master's thesis, or bibliography is on the Internet, give the content type before the type of medium separated by "on the"

Box 24 continues on next page...
Box 24 continued from previous page.

Toolkit of instruments to measure end of life [bibliography on the Internet]. Washington: George Washington University Medical Center, Center to Improve Care of the Dying; [cited 2006 Nov 1]. Available from: http://www.gwu.edu/~cicd/toolkit/toolkit.htm


Box 25. Titles ending in punctuation other than a period.

- Most titles end in a period. Place [Internet] inside the period.


- If a title ends in another form of punctuation, keep that punctuation and follow [Internet] with a period


Box 26. Titles not in English.

- If a translation of a title is provided, give the translation after the original title and place it in square brackets

Examples for Type of Medium

1. Standard citation to a book on the Internet

18. Book on the Internet published with optional content type

Edition for Entire Books on the Internet (required)

General Rules for Edition

- Indicate the edition/version being cited after the Type of Medium when a book is published in more than one edition or version
- Abbreviate common words (see Abbreviation rules for editions below)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period

Box 27. Abbreviation rules for editions.

- Abbreviate common words found in edition statements, if desired:

<table>
<thead>
<tr>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>abbreviated</td>
<td>abbr.</td>
</tr>
<tr>
<td>abridged</td>
<td>abr.</td>
</tr>
<tr>
<td>American</td>
<td>Am.</td>
</tr>
<tr>
<td>augmented</td>
<td>augm.</td>
</tr>
<tr>
<td>authorized</td>
<td>authoriz.</td>
</tr>
<tr>
<td>English</td>
<td>Engl.</td>
</tr>
<tr>
<td>enlarged</td>
<td>enl.</td>
</tr>
<tr>
<td>expanded</td>
<td>expand.</td>
</tr>
<tr>
<td>illustrated</td>
<td>ill.</td>
</tr>
<tr>
<td>modified</td>
<td>mod.</td>
</tr>
<tr>
<td>original</td>
<td>orig.</td>
</tr>
<tr>
<td>reprint(ed)</td>
<td>repr.</td>
</tr>
<tr>
<td>revised</td>
<td>rev.</td>
</tr>
<tr>
<td>special</td>
<td>spec.</td>
</tr>
<tr>
<td>translation</td>
<td>transl.</td>
</tr>
</tbody>
</table>

Box 27 continues on next page...
Box 27 continued from previous page.

<table>
<thead>
<tr>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>translated</td>
<td></td>
</tr>
</tbody>
</table>

For additional abbreviations, see ISO 832:1994 - *Rules for the abbreviation of bibliographic terms.*

- Follow abbreviated words with a period and end all edition information with a period
  
  3rd rev. ed.
  
  1st Engl. ed.

- Do not abbreviate the following words used in Internet editions:

  version

  release

  update

  level

Specific Rules for Edition

- Abbreviation rules for editions
- Non-English words for editions
- Both an edition and a version
- First editions

Box 28. Non-English words for editions.

- For non-English edition statements in the roman alphabet (French, German, Spanish, Italian, etc.):
  
  - Provide the name in the original language
  
  - Abbreviate common words used in edition statements if the language is a familiar one
  
  - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

*Box 28 continues on next page...*
Box 28 continued from previous page.

- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with a diacritic or accent as if they are not marked
    
    Å treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a
    ġ treated as g
    ñ treated as n
    ü treated as u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    
    æ treated as ae
    œ treated as oe

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- Separate the edition from the title proper by a space

- Retain the punctuation used in the edition statement

- Follow abbreviated words by a period and end edition information with a period

 Examples:

 Ed. 1a.

 5. ed. interamente riv. e aggiornata.

 2. ed. veneta.

 Nuova ed.
Box 28 continued from previous page.

Seconda ed.

4a ed. rev. e ampliada.

2° ed. ampliada y actualizada.

- For an edition statement in Cyrillic, Greek, Arabic, Hebrew, or Korean
  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the ALA-LC Romanization Tables.
  - Abbreviate common words used in edition statements if the language is a familiar one
  - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words
  - Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  Examples: č or ç becomes c

  - Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
  - Separate the edition from the title proper by a space
  - Retain the punctuation used in the edition statement
  - Follow abbreviated words by a period and end all edition information with a period

Examples:

Izd. 3., perer. i dop.
2. dopunjen izd.
2. ekd. epeux.
3. ekd.

- For an edition statement in a character-based language such as Chinese and Japanese
Box 28 continued from previous page.

- Transliterate or translate the words for edition
- Do not abbreviate any of the words or omit any words
- Use the capitalization system of the particular language
- Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

**Examples:**

- ŏ becomes o
- ŭ becomes u

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- Separate the edition from the title by a space
- Retain the punctuation used in the edition statement
- End all edition information with a period

**Examples:**

- Shohan.
- Dai 1-han.
- Dai 3-pan.
- Di 3 ban.
- Cai se ban, Xianggang di 1 ban.
- Che 6-p’an.

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Edition</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danish</td>
<td>oplag</td>
<td>n.a.</td>
</tr>
<tr>
<td></td>
<td>udgave</td>
<td></td>
</tr>
</tbody>
</table>
Box 28 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Edition</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dutch</td>
<td>uitgave</td>
<td>uitg.</td>
</tr>
<tr>
<td></td>
<td>editie</td>
<td>ed.</td>
</tr>
<tr>
<td>Finnish</td>
<td>julkaisu</td>
<td>julk.</td>
</tr>
<tr>
<td>French</td>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>German</td>
<td>Ausgabe</td>
<td>Ausg.</td>
</tr>
<tr>
<td></td>
<td>Auflage</td>
<td>Aufl.</td>
</tr>
<tr>
<td>Greek</td>
<td>ekdosis</td>
<td>ekd.</td>
</tr>
<tr>
<td>Italian</td>
<td>edizione</td>
<td>ed.</td>
</tr>
<tr>
<td>Norwegian</td>
<td>publikasjon</td>
<td>publ.</td>
</tr>
<tr>
<td></td>
<td>utgave</td>
<td>utg.</td>
</tr>
<tr>
<td>Portuguese</td>
<td>edicao</td>
<td>ed.</td>
</tr>
<tr>
<td>Russian</td>
<td>izdanie</td>
<td>izd.</td>
</tr>
<tr>
<td></td>
<td>publikacija</td>
<td>publ.</td>
</tr>
<tr>
<td>Spanish</td>
<td>edicion</td>
<td>ed.</td>
</tr>
<tr>
<td></td>
<td>publicacion</td>
<td>publ.</td>
</tr>
<tr>
<td>Swedish</td>
<td>upplaga</td>
<td>n.a.</td>
</tr>
</tbody>
</table>

Box 29. Both an edition and a version.

- If both an edition and a version are present, give both, in the order they are presented, separated by a semicolon and a space


Box 30. First editions.

- If a book does not carry any statement of edition, assume it is the first or only edition
- Use 1st ed. only when you know that subsequent editions have been published and you are citing the earlier one
Examples for Edition


20. Book on the Internet with an edition and a version

Editor and other Secondary Authors for Entire Books on the Internet (optional)

General Rules for Editor and other Secondary Authors

- A secondary author modifies the work of the author. Examples include editors, translators, and illustrators
- Place the names of secondary authors after the Type of Medium and any edition statement
- Use the same rules for the format of names presented in Author/Editor above
- Follow the last named editor with a comma and the word editor or editors; the last named illustrator with a comma and the word illustrator or illustrators, etc.
- End secondary author information with a period
- If there is no author, move secondary authors such as editors and translators to the author position in the reference

Specific Rules for Editor and other Secondary Authors

- More than one type of secondary author
- Secondary author performing more than one role
- Non-English names for secondary authors
- Organization as editor

**Box 31. More than one type of secondary author.**

A book may have several types of secondary author.

- List all of them in the order they are given in the publication
- Separate each type of secondary author with the accompanying role by a semicolon
- End secondary author information with a period

*Examples:*

Smith BC, editor; Carson HT, illustrator.

Graber AF, Longstreet RG, translators; Johnson CT, Marks C, Huston MA, illustrators.
Box 32. Secondary author performing more than one role.

If the same secondary author performs more than one role:

- List all of them in the order they are given in the publication
- Separate the roles by "and"
- End secondary author information with a period

Example:

Jones AB, editor and translator.

Box 33. Non-English names for secondary authors.

- Translate the word found for editor, translator, illustrator, or other secondary author into English if possible. However, the wording found on the publication may always be used.

- If not translated, ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ĺ treated as L
    - à treated as a
    - ţ treated as g
    - Ń treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe

Box 33 continues on next page...
Box 33 continued from previous page.

- To assist in identifying secondary authors, below is a brief list of non-English words for them:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
<th>Word for Translator</th>
<th>Word for Illustrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
<td>traducteur</td>
<td>illustreateur</td>
</tr>
<tr>
<td></td>
<td>editeur</td>
<td></td>
<td></td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
<td>ubersetzer</td>
<td>illustrator</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
<td>dolmetscher</td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
<td>tradutore</td>
<td>disegnatore</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>editore</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td>redaktor</td>
<td>perevodchik</td>
<td>konstruktor</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
<td>traductor</td>
<td>ilustrador</td>
</tr>
<tr>
<td></td>
<td>editor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Box 34. Organization as editor.

On rare occasions an organization will be listed as the editor.

- Follow the instructions for entering the organizational name found under Organizations as author
- Place a comma, space, and the word editor after the organizational name

Example:
Advisory Committee on Existing Chemicals of Environmental Relevance, editor.

Examples for Editor and other Secondary Authors

10. Book on the Internet with editors where there is no author
11. Book on the Internet with no authors or editors
21. Book on the Internet with authors and editors or other secondary authors

Place of Publication for Entire Books on the Internet (required)

General Rules for Place of Publication

- Place is defined as the city where the book was published
• Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
• Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as Cambridge (MA) and Cambridge (England)
• Use the anglicized form for a non-US city, such as Vienna for Wien
• End place information with a colon

Specific Rules for Place of Publication

• Locating the place of publication if there is no standard title page
• Non-US cities
• Joint publication
• Multiple places of publication
• No place of publication can be found

Box 35. Locating the place of publication if there is no standard title page.

Some books on the Internet do not display a traditional title page that clearly states the place of publication. When there is no title page:

• Look at the top, bottom, or sidebar of the first screen or the bottom of the last screen of the book
• If it is not in one of these locations, try to obtain it from a link within the site, usually under a "contact us" or similar link
• Look in the source code for the book if it is displayed by the Web browser
• If the place cannot be determined from the site itself:
  • Place the name in square brackets if the city can be reasonably inferred. For example, Chicago as the place of publication of a book issued by the American Medical Association.

  • Put the words "place unknown" in square brackets if it is not possible to infer or otherwise locate the city

Box 35 continues on next page...
Suber P. Unbinding knowledge: a proposal for providing open access to past research articles, starting with the most important [Internet]. [place unknown]: Peter Suber; 2004 May 3 [revised 2005 Nov 16; cited 2006 Nov 3]. [about 11 p.]. Available from: http://www.earlham.edu/~peters/writing/unbind.htm

**Box 36. Non-US cities.**

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, if possible. However, the name as found on the publication may always be used.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ĝ treated as g
    - ň treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - òe treated as oe

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:

  Montreal (QC):
  Ottawa (ON):

*Box 36 continues on next page...*
Vancouver (BC):

- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.
  
  London:
  
  Rome:
  
  Paris:
  
  Madrid:
  
  but
  
  Malaga (Spain): or Malaga (ES):
  
  Basel (Switzerland): or Basel (CH):
  
  Oxford (England): or Oxford (GB):
  
- As an option, use the country name or country code after all cities not in the US or Canada

Box 37. Joint publication.

Two organizations may co-publish a book.

- Use the city of the first organization found on the title page or on the opening screens as the place of publication
  
- Put the name of the second organization as a note at the end of the citation, if desired

  
- Do not give multiple places as place of publication or include multiple publishers
Box 38. Multiple places of publication.

- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.
- As an option, if one place is a US city and the other(s) are not, use the US city

Box 39. No place of publication can be found.

- If no place of publication can be found on the title page or on the opening screens, but one can be found elsewhere on the site or can be reasonably inferred (e.g., Chicago as the place for a publication of the American Medical Association), place the city in square brackets, such as "[Chicago]"


- If no place of publication can be found or inferred, use [place unknown]

Suber P. Unbinding knowledge: a proposal for providing open access to past research articles, starting with the most important [Internet]. [place unknown]: Peter Suber; 2004 May 3 [revised 2005 Nov 16; cited 2006 Nov 3]. [about 11 p.]. Available from: http://www.earlham.edu/~peters/writing/unbind.htm

Examples for Place of Publication

22. Book on the Internet with well known place of publication

23. Book on the Internet with qualifier added to place of publication for clarity

24. Book on the Internet with place of publication inferred

25. Book on the Internet with unknown place of publication

Publisher for Entire Books on the Internet (required)

General Rules for Publisher

- A publisher is defined as the individual or organization issuing the book
- Record the name of the publisher as it appears on the title page or opening screens, using whatever capitalization and punctuation is found there
- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley"
When a division or other subsidiary part of a publisher appears in the publication, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.

End publisher information with a semicolon.

Specific Rules for Publisher

- Determining the publisher if there is no standard title page
- Abbreviated words in publisher names
- Non-English names for publishers
- Government agencies and other national and international bodies as publisher
- Joint publication
- Multiple publishers
- No publisher can be found

Box 40. Determining the publisher if there is no standard title page.

Some books on the Internet do not display a traditional title page that clearly states the name of the publisher. When there is no title page:

- Look at the top, bottom, or sidebar of the first screen or the bottom of the last screen of the book
- Look for the name after a copyright statement, e.g., copyright 2006 by the American Chemical Society
- Try to obtain it from a link within the site, usually under a "contact us" or similar link
- Look in the source code for the book if it is displayed by the Web browser
- If wording such as "this site is maintained by XYZ Corporation for ABC Organization" appears, consider ABC Organization the publisher and XYZ Corporation the distributor. Publisher information is required in a citation; distributor information may be included as a note.
- If no publisher can be identified, use "publisher unknown" in square brackets.

Box 41. Abbreviated words in publisher names.

- Abbreviate commonly used words in publisher names, if desired

  Examples:
  
  Acad. for Academy
  Assoc. for Association
  Co. for Company

Box 41 continues on next page...
Box 41 continued from previous page.

Coll. for College
Corp. for Corporation
Dept. for Department
Div. for Division
Inst. for Institute or Institution
Ltd. for Limited
Soc. for Society
Univ. for University

See Appendix C for more abbreviations of commonly used English words.

• Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.
• Follow all abbreviated words with a period

Box 42. Non-English names for publishers.

• Give publisher names in the roman alphabet (French, Spanish, Italian, etc.) in their original language
  Rome: Societa Editrice Universo;
  Lisbon: Imprensa Medica;

• Romanize names given in Cyrillic, Greek, Arabic, Hebrew, Korean
  Sofia (Bulgaria): Sofia Medizina i Fizkultura;

• Romanize names or translate names in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.
  Tokyo: Medikaru Rebyusha;
  Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute];
  Taiyuan (China): Shanxi ke xue ji she chu ban she;

Box 42 continues on next page...
Box 42 continued from previous page.

[Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized]

- If the name of a division or another part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

  Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero;

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ◦ Treat letters marked with diacritics or accents as if they are not marked

    Å treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a
    ǧ treated as g
    ñ treated as n
    ü treated as u

  ◦ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ treated as ae
    œ treated as oe

- Follow a non-English name with a translation, if desired. Place all translated publisher names in square brackets.

  Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press];

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.

  Aarhus (Denmark): [Aarhus University Press];
Box 43. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

  National Cancer Institute (US)

  National Society on Alcoholism and Drug Dependence (NZ)

  Royal Society of Medicine Press Ltd. (GB)

  Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor of documents for the publisher. The most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency that issued the publication as the publisher and provide the URL of the distributor, preceded by "Available from:"


Box 44. Joint publication.

Two organizations may co-publish a book.

- Use the first organization appearing as publisher on the title page or the opening screens

- Place the name of the second organization as a note at the end of the citation, if desired

  Example:


- Do not give more than one name as publisher
Box 45. **Multiple publishers.**

- If more than one publisher is found in a document, use the first one given or the one set in the largest type or bold type.

- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.

- Do not list multiple publishers. For those publications with joint or co-publishers, use the name given first as the publisher and include the name of the second as a note if desired. For example, use "Jointly published by the Canadian Pharmacists Association".

- End publisher information with a semicolon

  *Example:*


Box 46. **No publisher can be found.**

- If no publisher can be found, use [publisher unknown]

**Examples for Publisher**

26. Book on the Internet with publisher having subsidiary division

27. Book on the Internet with government agency or other national body as publisher

28. Book on the Internet with joint publication

**Date of Publication for Entire Books on the Internet (required)**

**General Rules for Date of Publication**

- Always give the year
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End date information with a space
Specific Rules for Date of Publication

- Locating the date of publication if there is no standard title page
- Multiple years of publication
- Non-English names for months
- Seasons instead of months
- Date of publication and date of copyright
- No date of publication, but a date of copyright
- No date of publication or copyright can be found
- Options for date of publication

Box 47. Locating the date of publication if there is no standard title page.

Some books on the Internet do not display a traditional title page that clearly states the date of publication. When there is no title page:

- Look for the date at the top, bottom, or sidebar of the first screen or the bottom of the last screen of the book
- Look for the date accompanying a copyright statement. For example: copyright 2006 by the American Chemical Society, © 2006 American Medical Association, c2006 Medical College of Wisconsin
- Look in the source code for the book if it can be displayed by the Web browser
- If neither a date of publication nor a date of copyright can be found, but a date can be estimated because of material in the book or elsewhere in the site, insert a question mark after the estimated date and place date information in square brackets


- If neither a date of publication nor a date of copyright can be found nor can the date be estimated, use the date of update/revision and/or the date cited


Toolkit of instruments to measure end of life [Internet]. Washington: George Washington University Medical Center, Center to Improve Care of the Dying; [cited 2006 Nov 1]. Available from: http://www.gwu.edu/~cicd/toolkit/toolkit.htm
Box 48. Multiple years of publication.

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.
  
  2002-2003
  1997-1998
  1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.
  
  1999 Oct-2000 Mar
  2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen
  
  2005 Jan-Feb
  1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Box 49. Non-English names for months.

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them
  
  Examples:

  mayo = May
  luty = Feb
  brezen = Mar

Box 50. Seasons instead of months.

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them

Box 50 continues on next page...
For example:

- balvan = Summer
- outomno = Fall
- hiver = Winter
- pomlad = Spring

**Box 51. Date of publication and date of copyright.**

Some publications have both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the date of publication unless three or more years separate the two dates
- In this situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, "2002, c1997".

This convention alerts a user that the information in the publication is older than the date of publication implies.

**Box 52. No date of publication, but a date of copyright.**

- A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005.

**Examples:**


Box 53. No date of publication or copyright can be found.

- If neither a date of publication nor a date of copyright can be found, but a date can be estimated because of material in the book or on accompanying material, insert a question mark after the estimated date and place date information in square brackets.


- If neither a date of publication nor a date of copyright can be found nor can the date be estimated, use the date of update/revision and/or the date cited.


  Toolkit of instruments to measure end of life [Internet]. Washington: George Washington University Medical Center, Center to Improve Care of the Dying; [cited 2006 Nov 1]. Available from: http://www.gwu.edu/~cicd/toolkit/toolkit.htm

Box 54. Options for date of publication.

It is not NLM policy, but the following is an acceptable option:

The date of publication may follow the author names (or title if there is no author) in the list of references when the name-year system of in-text references is used.

- Use only the year of publication

- Use (1) the date of copyright, (2) the date of update/revision, or (3) the date of citation, in that order, if there is no publication date

- Place the date followed by a period after the last named author (or title if there is no author)

Box 54 continues on next page...
**Box 54 continued from previous page.**

- Keep the date of update/revision and/or date of citation in their usual position unless they are the only dates available to follow the author(s) (or title)
- End the publisher name with a period if it is not followed by a date of update/revision or date of citation

**NLM citation:**


Toolkit of instruments to measure end of life [bibliography on the Internet]. Washington: George Washington University Medical Center, Center to Improve Care of the Dying; [cited 2006 Nov 1]. Available from: http://www.gwu.edu/~cicd/toolkit/toolkit.htm


**Name-year system citation:**


Box 54 continued from previous page.


Toolkit of instruments to measure end of life [Internet]. [cited 2006 Nov 1]. Washington: George Washington University Medical Center, Center to Improve Care of the Dying. Available from: http://www.gwu.edu/~cicd/toolkit/toolkit.htm


Examples for Date of Publication

29. Book on the Internet with month(s)/day(s) included in date of publication
30. Book on the Internet with season included in date of publication
31. Book on the Internet with date of copyright instead of date of publication
32. Book on the Internet with multiple years of publication or copyright
35. Book on the Internet with no date of publication or copyright

Date of Update/Revision for Entire Books on the Internet (required)

General Rules for Date of Update/Revision

- Books may be updated or revised between editions or versions
- Begin update/revision information with a left square bracket
- Use whatever word for update or revision is provided, such as updated and modified
- Always give the year of update/revision
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month and day of update/revision, if provided, after the year, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End update/revision information with a semicolon and a space
Specific Rules for Date of Update/Revision

- Locating the date of update/revision
- Non-English names for months
- Seasons instead of months
- Both a date of update and a date of revision

Box 55. Locating the date of update/revision.

Books on the Internet are often updated or revised after publication. Look for the date accompanied by such words as updated, modified, revised, reviewed:

- At the top, bottom, or sidebar of the first screen or the bottom of the last screen of the book
- In the source code for the book if it is displayed by the Web browser

Box 56. Non-English names for months.

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them

Examples:

- mayo = May
- luty = Feb
- brezen = Mar

Box 57. Seasons instead of months.

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them

For example:

- balvan = Summer
- outomno = Fall
- hiver = Winter
- pomlad = Spring
Box 58. Both a date of update and a date of revision.

Various words are used to show that the content of a book has been changed. Among them are: updated, modified, revised, reviewed.

- Use the wording supplied in the book
- Give all words expressing update/revision with the dates provided, in ascending date order
- Enter dates in the format year month day
- Separate words with their dates by a semicolon and a space
  
  updated 2006 May; modified 2006 Dec;
  revised 2005 Dec; updated 2006 Mar;
- Add the date of citation and put all date information in square brackets
- End date information with a period placed outside the closing bracket


Examples for Date of Update/Revision

34. Book on the Internet with update/revision date

Date of Citation for Entire Books on the Internet (required)

General Rules for Date of Citation

- Always include the date the book was seen on the Internet
- Include the year month and day in that order, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- If a date of update/revision is given, place the date of citation after it and follow both dates with a right square bracket
- If no date of update/revision is given, place citation date information in square brackets
- End date information with a period placed outside the closing bracket

Specific Rules for Date of Citation

- Both a date of update/revision and a date of citation
Box 59. Both a date of update/revision and a date of citation.

Various words are used to show that the content of a book has been changed. Among them are: updated, modified, revised, reviewed.

- Begin with the date(s) of update/revision in the format year month day
  - Use the wording for update/revision supplied in the book
  - Give all words with the dates provided, in ascending date order
  - Separate words by a semicolon and a space
  - End the date(s) of update/revision with a semicolon and a space
- Enter the date cited in the format year month day
- Place all dates of update/revision and date of citation information in one set of square brackets
- End with a period placed outside the closing bracket

Examples:


Examples for Date of Citation

1. Standard citation to a book on the Internet

34. Book on the Internet with update/revision date

Extent (Pagination) for Entire Books on the Internet (optional)

General Rules for Extent (Pagination)

For books with standard page numbers such as those in PDF

- Provide the total number of pages on which the text of the book appears
- Do not count pages for such items as introductory material, appendixes, and indexes unless they are included in the pagination of the text
- Follow the page total with a space and the letter p
- End extent information with a period
**For books without page numbers**

- Give extent as the total number of screens, paragraphs, lines, or bytes, whichever is most practical; precede the total with the word about and place it in square brackets, as [about 15 screens]
- If the book is printed out, precede the page total with the word about and place it in square brackets, as [about 10 p.]
- End extent information with a period

**Specific Rules for Extent (Pagination)**

- Roman numerals used as page numbers
- Books without page numbers
- Books that are a video, videocast, or podcast

---

**Box 60. Roman numerals used as page numbers.**

If all of the pages (not just the introductory pages) of a book in PDF (Portable Document Format) have roman numerals instead of the usual arabic numbers:

- Convert the roman numeral on the last page of the text to an arabic number
- Follow the number by "p."
- Place the number and "p." in square brackets, such as [12 p.]
- End page information with a period

*Example:* [20 p.]

---

**Box 61. Books without page numbers.**

- If all of the pages (not just the introductory pages) of a book in PDF (Portable Document Format) have no page numbers:
  - Count the total numbers of pages of the text
  - Follow the count total by "p."
  - Place the number and "p." in square brackets, such as [12 p.]
  - End page information with a period

*Example:* [20 p.]

- If the book is in HTML, XML, or other unpaginated format:
  - Count the number of screens, paragraphs, lines, or bytes, whichever is most practical, or print out the book and count the number of pages

*Box 61 continues on next page...*
Because screen size and type fonts vary, precede the total with the word "about" for all except the number of paragraphs

Place the count total and the measure used in square brackets

End with a period placed outside the closing bracket

Examples:

[about 6 screens].
[about 23 p].
[10 paragraphs].

**Box 62. Books that are videocasts or podcasts.**

If the entire book (not just a portion of one) is available as a videocast or podcast:

- Enter the word Videocast or Podcast followed by a colon and a space
- Give extent as the number of minutes needed to view/listen
- Abbreviate minutes to min.

Examples:


**Examples for Extent (Pagination)**

36. Book on the Internet with standard page numbers
37. Book on the Internet with extent expressed other than page numbers
38. Book on the Internet with extent estimated
39. Book on the Internet that is a video, videocast, or podcast
Series for Entire Books on the Internet (optional)

General Rules for Series

- Begin with the name of the series
- Capitalize only the first word and proper nouns
- Follow the name with any numbers provided. For example, vol. 3 for a volume or no. 12 for an issue number.
- Separate the title and the number by a semicolon and a space
- Place series information in parentheses
- End series information with a period, placed outside the closing parenthesis

Specific Rules for Series

- Series editor’s name provided
- Multiple series

Box 63. Series editor’s name provided.

As an option, the name of the overall series editor may be included with the series information.

- Begin with the name of the series editor or editors:
  - Give surname first
  - Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
  - Separate multiple names with a comma
  - End name information with a comma
- See the information under Author/Editor for further name rules
- Place the word editor or editors after the name information, followed by a period
- Enter the name of the series, capitalizing only the first word and proper nouns
- Follow the name with any numbers given, such as a volume or issue number; for example, vol. 3 and no. 12
- Separate the name and the numbers by a semicolon and a space
- Place series information in parentheses
- End series information with a period, placed outside the closing parenthesis

Example:

(Jones R, editor. Cancer medicine online; no. 4).
Box 64. Multiple series.

If a book is a part of more than one series, include information on all series if desired.

- Place each series in parentheses
- Separate the series by a semicolon and a space
- End series information with a period, placed outside the closing parenthesis of the last series

Example:


Examples for Series

40. Book on the Internet with a series

41. Book on the Internet with multiple series

Availability for Entire Books on the Internet (required)

General Rules for Availability

- Begin with the phrase "Available from" followed by a colon and a space
- Insert the entire Uniform Resource Locator (URL); do not omit http://, www, or other beginning components
- End with a period only if the URL ends with a slash, otherwise end with no punctuation

Specific Rules for Availability

- Breaking long URLs
- URLs not directly addressable
- Multiple URLs

Box 65. Breaking long URLs.

Some URLs (Uniform Resource Locators) are longer than one line.

- Retain the entire string as found when possible
- Break a URL at a slash if necessary
- Do not insert a hyphen or a hard line break within a URL
Box 66. URLs not directly addressable.

The URL as displayed by the Web browser may not always be used to retrieve the book, i.e., is not directly addressable.

- Always check to see if the URL is directly addressable
- If it is not, provide instructions for locating it from the closest addressable URL

Example:


Box 67. Multiple URLs.

If more than one URL can be used to locate a book:

- Give the URL you used in locating the book
- As an option, give all known URLs, separated by a space, a semicolon, and a space

Example:

Available from:
http://www.fao.org/docrep/006/y4962t/y4962t01.htm#bm1..1.3.1 ;
http://www.fao.org/docrep/006/y4962t/y4962t03.htm#bm3..1.3.1 ;
http://www.fao.org/docrep/006/y4962t/y4962t05.htm#bm5..1.3.1

Examples for Availability

1. Standard citation to a book on the Internet

Language for Entire Books on the Internet (required)

General Rules for Language

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Books appearing in more than one language
Box 68. Books appearing in more than one language.

- If a book is written in several languages:
  - Give the title in the first language found on the title page or opening screens
  - List all languages of publication after the Availability statement (URL)
  - Capitalize the language names
  - Separate the language names by commas
  - End the list of languages with a period

  *Example:*


- If a book is written in two or more equal languages, as often occurs in Canadian publications:
  - Give all titles in the order in which they are presented on the title page or opening screens
  - Separate them with an equals sign with a space on either side
  - List the languages after the Availability statement (URL)
  - Capitalize the language names
  - Separate the language names by commas
  - End the list of languages with a period

  *Example:*


- If each language version has its own URL, give the URL of the language you used. As an option, give the URLs for all languages. Separate them by a space, a semicolon, and a space.
Box 68 continued from previous page.

Example:

y4962t01.htm#bm1..1.3.1; http://www.fao.org/docrep/006/y4962t/
y4962t03.htm#bm3..1.3.1; http://www.fao.org/docrep/006/y4962t/
y4962t05.htm#bm5..1.3.1 English, French, Spanish.

- If none of the titles is English, follow with a translation whenever possible. Place the translation in square brackets.

Examples for Language

16. Book on the Internet in a language other than English

17. Book on the Internet published with equal text in two or more languages

Notes for Entire Books on the Internet (optional)

General Rules for Notes

- Notes is a collective term for any type of useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- DOIs
- System requirements
- Other types of material to include in notes

Box 69. DOIs.

The DOI or Digital Object Identifier was developed by the International DOI Foundation to provide for persistent identification of documents across networks. It does this using a naming convention consisting of a prefix that contains the name of the particular DOI directory and the content owner's identifier, and a suffix that is a numeric or alphanumeric string supplied by the publisher.

Publishers register with the International DOI Foundation to obtain their owner's identifier, then submit their suffix to a DOI registration agency along with the URL and appropriate metadata for the particular document being registered.

Box 69 continues on next page...
Publishers are currently assigning DOIs at both the book and chapter level. Some assign one DOI to a book regardless of changes in edition or format, while others give a unique DOI to each version.

To find a book on the Internet using its DOI, add the prefix http://dx.doi.org/ to the number.

To use a DOI in a citation:

- Begin with doi followed by a colon and a space
- Enter the number supplied by the publisher

Example:


Box 70. System requirements.

System requirements describe the particular software and hardware needed to view the book.

- Begin with the phrase "System Requirements" followed by a colon and a space
- Use the wording supplied by the publisher; no standardization is needed
- Separate the types of information by a semicolon and a space
- End requirement information with a period

Examples:


Airiani S, Braunstein RE, Chang S, editors. Digital reference of ophthalmology [Internet]. New York: Columbia University, College of Physicians and Surgeons, Edward S. Harkness Eye Institute; c2003 [cited 2006 Nov 3]. Available from: http://dro.hs.columbia.edu/. System Requirements: Browser must be able to handle tables, javascript, and other advanced features; Netscape Navigator (version 4.0 or greater) or Microsoft Internet Explorer (version 4.0 or greater) is recommended.
Box 71. Other types of material to include in notes.

The notes element may be used to provide any useful information. Begin by citing the book, then add the note. Some examples of notes are:

- If the book was sponsored by or prepared for a particular organization, give the name and any relevant numbers
  

- If the book has an International Standard Book Number assigned, give the number preceded by ISBN:
  

- If the book has information that may not be apparent from the title, describe it
  

- If the book is available in another version, describe it
  

Examples for Notes

42. Book on the Internet with DOI included

43. Book on the Internet with optional system requirements

44. Book on the Internet with supplemental note included
Examples of Citations to Entire Books and Other Individual Titles on the Internet

1. Standard citation to a book on the Internet


2. Book on the Internet with optional full names for author(s)

3. Book on the Internet with optional limit to the number of authors/editors


or


4. Book on the Internet with author/editor surnames having a prefix or particle


5. Book on the Internet with author/editor surnames showing designations of family rank


6. Book on the Internet with author having compound surnames


7. Book on the Internet with an organization(s) as author


8. Book on the Internet with an organization as author having subsidiary division

National Academy of Sciences (US), Institute of Medicine, Board on Health Sciences Policy, Committee on Clinical Trial Registries. Developing a national registry of pharmacologic and biologic clinical trials: workshop report [Internet]. Washington:

9. Book on the Internet with more than one organization as author

10. Book on the Internet with editors where there is no author


11. Book on the Internet with no authors or editors


12. Book on the Internet with author affiliation
Strasburger VC (Division of Adolescent Medicine, School of Medicine, University of New Mexico, Albuquerque, NM). Children, adolescents, and the media: five crucial issues [Internet]. Minneapolis (MN): University of Minnesota, Children Youth and Family Consortium; 1993 [updated 2002 Apr 27; cited 2006 Nov 1]. Available from: http://www.cyfc.umn.edu/adolescents/research/crissues.html


13. Book on the Internet with title having a subtitle


14. Book on the Internet with special characters in the title


15. Book on the Internet with title ending in other than a period


16. Book on the Internet in a language other than English


with translation included


17. Book on the Internet published with equal text in two or more languages


18. Book on the Internet published with optional content type


Toolkit of instruments to measure end of life [bibliography on the Internet]. Washington: George Washington University Medical Center, Center to Improve Care of the Dying; [cited 2006 Nov 1]. Available from: http://www.gwu.edu/~cicd/toolkit/toolkit.htm


20. Book on the Internet with an edition and a version


21. Book on the Internet with authors and editors or other secondary authors


22. Book on the Internet with well known place of publication


23. Book on the Internet with qualifier added to place of publication for clarity


24. Book on the Internet with place of publication inferred

Temporary Medicare-approved drug discount card: beneficiaries' awareness and use of information resources [Internet]. [Washington]: Department of Health and Human


25. Book on the Internet with unknown place of publication

Suber P. Unbinding knowledge: a proposal for providing open access to past research articles, starting with the most important [Internet]. [place unknown]: Peter Suber; 2004 May 3 [revised 2005 Nov 16; cited 2006 Nov 3]. [about 11 p.]. Available from: http://www.earlham.edu/~peters/writing/unbind.htm


26. Book on the Internet with publisher having subsidiary division


27. Book on the Internet with government agency or other national body as publisher

Federal Communicators Network (US). Communicators guide for federal, state, regional, and local communicators [Internet]. [Washington]: Department of Agriculture (US); 2000

28. Book on the Internet with joint publication


29. Book on the Internet with month(s)/day(s) included in date of publication


30. Book on the Internet with season included in date of publication


31. Book on the Internet with date of copyright instead of date of publication


32. Book on the Internet with multiple years of publication or copyright


33. Book on the Internet with date estimated


34. Book on the Internet with update/revision date


35. Book on the Internet with no date of publication or copyright


Bibliography of numeracy resources 1980-2005 [Internet]. Ottawa (OT): Government of Canada, Human Resources and Social Development; [modified 2006 Jan 1; cited 2006...
36. Book on the Internet with standard page numbers


37. Book on the Internet with extent expressed other than page numbers

Lewis M. Governance and corruption in public health care systems [Internet]. Washington: Center for Global Development; 2006 Jan [cited 2006 Nov 3]. 494 KB. Available from: http://www.cgdev.org/content/publications/detail/5967


38. Book on the Internet with extent estimated


39. Book on the Internet that is a video, videocast, or podcast


40. Book on the Internet with a series


41. Book on the Internet with multiple series

42. Book on the Internet with DOI included

43. Book on the Internet with optional system requirements
Airiani S, Braunstein RE, Chang S, editors. Digital reference of ophthalmology [Internet]. New York: Columbia University, College of Physicians and Surgeons, Edward S. Harkness Eye Institute; c2003 [cited 2006 Nov 3]. Available from: http://dro.hs.columbia.edu/. System Requirements: Browser must be able to handle tables, javascript, and other advanced features; Netscape Navigator (version 4.0 or greater) or Microsoft Internet Explorer (version 4.0 or greater) is recommended.


44. Book on the Internet with supplemental note included


Thomas RL. The eclectic practice of medicine [Internet]. Illus. 2nd ed. Cincinnati (OH): Scudder Brothers Co.; 1907 [cited 2006 Nov 3]. Available from: http://www.swsbm.com/EclecticMed/EclecticPractice.html Internet version by the Southwest School of Botanical Medicine, Bisbee, AZ.


45. One volume of a book on the Internet

46. Dictionary on the Internet


47. Encyclopedia on the Internet


48. Conference proceedings on the Internet


49. Technical report on the Internet


50. Dissertation on the Internet

51. Bibliography on the Internet


Toolkit of instruments to measure end of life [bibliography on the Internet]. Washington: George Washington University Medical Center, Center to Improve Care of the Dying; [cited 2006 Nov 1]. Available from: http://www.gwu.edu/~cicd/toolkit/toolkit.htm


B. Sample Citation and Introduction to Citing Parts of Books on the Internet
The general format for a reference to part of an Internet book, including punctuation:
Examples of Citations to Parts of Books on the Internet

Separately identified portions of a book may be cited. Chapters, sections, tables, charts, graphs, photographs, appendixes, and the like are considered parts of books when they are written or compiled by the authors of the book. They are contributions when the book has an overall editor or editors and the individual chapters or other components in the book are written by various authors, usually called contributors.

In general, most modern texts have standardized to three types of parts: figures, tables, and appendixes. However, other names may be found for parts, including section, chart, graph, box, and photograph.

Because a reference should start with the individual or organization with responsibility for the intellectual content of the publication:

- Begin a reference to a part of a book with information about the book; follow it with the information about the part. See also Chapter 2C Parts of Books for additional examples of parts to books in print or in microform (microfilm, microfiche).
- Begin a reference to a contribution with information about the contribution, followed by the word "In:" and information about the book itself. See Chapter 22C Contributions to Books on the Internet for details.

The primary difference between citing a part of a print book and an Internet book is in expressing the location (pagination) of the part. Unless an Internet book is in PDF (Portable Document Format), standard page numbers are not available. For non-PDF books:

- Give location as the total extent of the part.
- Calculate extent by the best means possible, in terms of the number of print pages, screens, paragraphs, or bytes, and place the total in square brackets. Screen size, font used, and printers vary greatly, but the purpose is to give an indication of the length of the part.
• Use the word "about" before the length indicator when the number is calculated.

Medical texts frequently contain charts, figures, and other illustrative material reproduced with permission from other sources. Do not cite these as parts using these instructions. Consult the original publication and cite the particular item from there.

Continue to Citation Rules with Examples for Parts Books on the Internet.

Continue to Examples of Citations to Parts of Books on the Internet.

Citation Rules with Examples for Parts of Books on the Internet

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Entire Book (R) | Name and Number/Letter (R) | Title (R) | Date of Update/Revision (R) | Date of Citation (R) | Location (Pagination) (R) | Availability (R) | Language (R)

Entire Book on the Internet (required)

• Cite the book according to Chapter 22A Entire Books on the Internet but omit the Date of Citation, Extent (Pagination), and Availability (URL)

Name and Number/Letter for a Part of a Book on the Internet (required)

General Rules for Name and Number/Letter

• Enter the name of the part as it appears in the book
• Capitalize the name, such as Chapter, Table, Figure, or Appendix
• Do not abbreviate names. For example, convert Fig. to Figure.
• Follow the name with any accompanying number or letter, such as Chapter 12, Table 2, Figure 3.1, or Appendix A
• Use arabic numbers only. For example: convert VI or Six to 6.
• End name and number/letter information with a comma and a space

Specific Rules for Name and Number/Letter

• Non-English names for parts
• No letter or number follows the name
• Part is a video clip, videocast, or podcast
• No name appears
Box 72. Non-English names for parts.

- Provide the name in the original language for non-English names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)
  
  Tabelle 5.3,
  Figura 10a,

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.
  
  Risunok 6,
  Parartema 4,

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.
  
  Ichiran-hiyo 3, or [Table 3, ]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  ◦ Treat letters marked with a diacritic or accent as if they are not marked
  
  Å  treated as  A
  Ø  treated as  O
  Ç  treated as  C
  Ł  treated as  L
  ã  treated as  a
  ţ  treated as  g
  ň  treated as  n
  ü  treated as  u

  ◦ Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  
  æ  treated as  ae
  œ  treated as  oe

Box 72 continues on next page...
Box 72 continued from previous page.

- Convert words and roman numerals used for part numbers into arabic numbers, so that the word for two or II becomes 2

- Provide an English translation, if possible, after the original language title; place translated titles in square brackets

  Anexo, Creacion de las especialidades medicas [Appendix, Beginnings of medical specialties];

- To help identify parts in other languages, see the following examples:

<table>
<thead>
<tr>
<th>Language</th>
<th>Chapter</th>
<th>Table</th>
<th>Figure</th>
<th>Appendix</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>Chapitre</td>
<td>Tableau</td>
<td>Figure</td>
<td>Appendice</td>
<td>Section</td>
</tr>
<tr>
<td>German</td>
<td>Kapitel</td>
<td>Tabelle</td>
<td>Abbildung</td>
<td>Anhang</td>
<td>Sektion</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Figur</td>
<td>Appendix</td>
<td>Abteilung</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Zusatz</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>Capitolo</td>
<td>Tabella</td>
<td>Figura</td>
<td>Appendice</td>
<td>Parte</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sezione</td>
</tr>
<tr>
<td>Russian</td>
<td>Glava</td>
<td>Tablitsa</td>
<td>Risunok</td>
<td>Prilozenie</td>
<td>Sekcija</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Otdel</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Otdelenie</td>
</tr>
<tr>
<td>Spanish</td>
<td>Capitulo</td>
<td>Tabla</td>
<td>Figura</td>
<td>Apendice</td>
<td>Seccion</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Parte</td>
</tr>
</tbody>
</table>

Box 73. No letter or number follows the name.

- Occasionally, an author will label a part as simply "Table", "Figure", "Appendix", or another name without following the name with a letter or number. In this case, give whatever name is used for the part and follow it with a comma and the title.

  Appendix, Timetable of human prenatal development 1 to 6 weeks;

Box 74. Part is a video clip, videocast, or podcast.

- If a video clip, videocast, or podcast is part of a book, place the word Video, Videocast, or Podcast in square brackets followed by a comma and a space

Box 74 continued from previous page.


Box 75. No name appears.

- If the part being cited is clearly a table, figure, appendix, or similar part but it is not labeled as such, place the name in square brackets and follow it with any identifying number or letter

  [Figure], Protein binding and drug disposition;

  [Photograph] 8, Oliver Wendell Holmes, Professor of Anatomy and Physiology from 1838 to 1841;

- If the part being cited is not a table, figure, or appendix and has no other identifying name such as "section", begin with the title of the part

  Data and calculations required for a life table;

  Sialography;

Examples for Name and Number/Letter

3. Chapter in a book on the Internet
4. Table in a book on the Internet
5. Figure in a book on the Internet
6. Appendix in a book on the Internet
7. Photograph in a book on the Internet
11. Other named parts of books on the Internet
12. Other unnamed parts of books on the Internet
13. Parts of a book not in English
14. Parts of a book on the Internet with equal text in two or more languages

Title for a Part of a Book on the Internet (required)

General Rules for Title

- Enter the title of the part as it appears in the book
• Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
• Use a colon followed by a space to separate a title from a subtitle unless some other form of punctuation (such as a question mark, period, or an exclamation point) is already present
• Follow non-English titles with a translation whenever possible; place the translation in square brackets
• End title information with a semicolon and a space

Specific Rules for Title

• Titles for parts not in English
• Titles for parts in more than one language
• Titles for parts containing a Greek letter, chemical formula, or other special character
• No title appears

Box 76. Titles for parts not in English.

• Provide the name in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Tabla 10, Etiologia de la esplenomegalia secundaria a procesos infecciosos;

Chapitre 4, Le virage de la jouissance;

• Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

Risunok 2, Tendentsii smertnosti i prodolzhitel'nosti zhizni naseleniya Ukrainy v poslevoennyi period;

• Romanize or translate titles in character-based languages (Chinese, Japanese). Place the translation in square brackets.

10 Shoyo, Anchi eijingu igaku;

[Figure 9, Annual progression of swine influenza in Seoul];

• Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

Tabelle 1, Verteilung der deutschsprachigen Bevölkerung auf die einzelnen Stadtteile von St. Petersburg und die Gesamtentwicklung 1869-1910;

Box 76 continues on next page...
Box 76 continued from previous page.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ġ treated as g
    - ň treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe
- Provide an English translation, if possible, after the original language title. Place the translation in square brackets.

  Tableau 5, Principaux marqueurs biologiques de l'état nutritionnel [Table 5, Principal biological markers of nutritional state];
  10 Shoyo, Anchi eijingu igaku [Chapter 10, Anti-aging medicine];

Box 77. Titles for parts in more than one language.

If a chapter, figure, or another part is presented in two or more equal languages, as often occurs in Canadian publications:

- Give all titles in the order in which they are found on the title page or opening screens
- Place an equals sign with a space on either side between the titles
- List all languages, separated by commas, after the Availability (URL)
Box 77 continued from previous page.

- End the list with a period

  Example:


Box 78. Titles for parts containing a Greek letter, chemical formula, or other special character.

- Capitalize the first word of the title of a part unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

  Figure 10, n-alkenes on capillary columns with stationary phases of C87 hydrocarbon, Apiezonl L, CW-20M;

- Retain special characters in titles when possible

  Chapter 3, E©UP: European Copyright User Platform;

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

  Figure 3, Influence of seed extract of *Syzygium Cumini* (Jamun) on mice exposed to different doses of γ-radiation;

  *may become*

  Figure 3, Influence of seed extract of *Syzygium Cumini* (Jamun) on mice exposed to different doses of gamma-radiation;

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

  Box 78 continues on next page...
Box 78 continued from previous page.

Table 4, Glycoprotein mediated transport of NH$_3$ into red blood cells;

may become

Table 4, Glycoprotein mediated transport of NH(3) into red blood cells;

Box 79. No title appears.

Occasionally a part does not have a formal title, only a legend (explanatory text) for the table, figure, appendix, or other part. When this occurs:

- Create a title from the first few words of the text. Use enough words to make the constructed title meaningful.

- Place the created title in square brackets

Table, [Waist-hip ratio ranges and the sample sizes for women aged 40 to 59];

Appendix, [Excerpts from "Prescription Pain Medications: Frequently Asked Questions and Answers for Health Care Professionals"];

Examples for Title

3. Chapter in a book on the Internet
4. Table in a book on the Internet
5. Figure in a book on the Internet
6. Appendix in a book on the Internet
7. Photograph in a book on the Internet
8. Video clip in a book on the Internet
9. Dictionary entry on the Internet
10. Encyclopedia entry on the Internet
11. Other named parts of books on the Internet
12. Other unnamed parts of books on the Internet
13. Parts of a book not in English
14. Parts of a book on the Internet with equal text in two or more languages
Date of Update/Revision for a Part of a Book on the Internet (required)

General Rules for Date of Update/Revision

- Parts of books may be updated or revised between editions or versions
- Begin update/revision information with a left square bracket
- Use whatever word for update or revision is provided, such as updated and modified
- Always give the year of update/revision
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month and day of update/revision, if provided, after the year, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End update/revision information with a semicolon and a space

Specific Rules for Date of Update/Revision

- Locating the date of update/revision
- Non-English names for months
- Seasons instead of months
- Both a date of update and a date of revision

Box 80. Locating the date of update/revision.

Parts of books on the Internet are often updated or revised after publication. Look for the date accompanied by such words as updated, modified, revised, reviewed:

- At the top, bottom, or sidebar of the first screen for the part or the bottom of the last screen of the part
- In the source code for the part if it is displayed by the Web browser

Box 81. Non-English names for months.

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them

Examples:

mayo = May
luty = Feb
brezen = Mar
**Box 82. Seasons instead of months.**

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them

*For example:*

- Balvan = Summer
- Outomno = Fall
- Hiver = Winter
- Pomlad = Spring

**Box 83. Both a date of update and a date of revision.**

Various words are used to show that the content of a book part has been changed. Among them are: updated, modified, revised, reviewed.

- Use the wording supplied in the book
- Give all words with the dates provided, in ascending date order
- Enter dates in the format year month day
- Separate words with their dates by a semicolon and a space

*Example:*


**Examples for Date of Update/Revision**

15. Parts of a book on the Internet with date of update/revision

**Date of Citation for a Part of a Book on the Internet (required)**

**General Rules for Date of Citation**

- Always include the date the part of a book was seen on the Internet
- Include the year month and day in that order, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
• If a date of update/revision is given, place the date of citation after it and follow both dates with a right square bracket
• If no date of update/revision is given, place citation date information in square brackets
• End date information with a semicolon placed outside the closing bracket

Specific Rules for Date of Citation

• Both a date of update/revision and a date of citation

Box 84. Both a date of update/revision and a date of citation.

Various words are used to show that the content of a part of a book has been changed. Among them are: updated, modified, revised, reviewed.

• Begin with the date(s) of update/revision in the format year month day
  ◦ Use the wording for update/revision supplied in the book
  ◦ Give all words with the dates provided, in ascending date order
  ◦ Separate words by a semicolon and a space
  ◦ End the date(s) of update/revision with a semicolon and a space

• Enter the date cited in the format year month day

• Place all dates of update/revision and date of citation information in square brackets

• End with a semicolon placed outside the closing bracket

Examples:

Richardson ML. Approaches to differential diagnosis in musculoskeletal imaging [Internet]. Version 2.0. Seattle (WA): University of Washington School of Medicine; c2000. [Figure], A patient with rather dysplastic fibulas due to juvenile rheumatoid arthritis; [updated 2006 May 24; cited 2006 Nov 15]; [about 1 screen]. Available from: http://www.rad.washington.edu/mskbook/dysplasia.html


Examples for Date of Citation

3. Chapter in a book on the Internet
4. Table in a book on the Internet
5. Figure in a book on the Internet
6. Appendix in a book on the Internet
7. Photograph in a book on the Internet
8. Video clip in a book on the Internet
9. Dictionary entry on the Internet
10. Encyclopedia entry on the Internet
11. Other named parts of books on the Internet
12. Other unnamed parts of books on the Internet
13. Parts of a book not in English
14. Parts of a book on the Internet with equal text in two or more languages
15. Parts of a book on the Internet with date of update/revision

**Location (Pagination) for a Part of a Book on the Internet (required)**

**General Rules for Location (Pagination)**

**For books with standard page numbers such as those in PDF**

- Begin location with "p." followed by a space
- Enter the page number or numbers on which the part appears. Examples: p. 438 and p. 663-4.
- Do not repeat page numbers unless they are followed by a letter. For example: 126-127 becomes p. 126-7, but p. 126A-127A is correct.
- Include a letter (often S for Supplement or A for Appendix) when it precedes the page number. For example: p. S10-8.
- End location with a period

**For books without page numbers**

- Give location as the total number of screens, paragraphs, lines, or bytes of the part, whichever is most practical; precede the total with the word about and place it in square brackets, as [about 15 screens]
- If the part is printed out, precede the page total with the word about and place it in square brackets, as [about 10 p.]
- End location information with a period placed outside the closing bracket

**Specific Rules for Location (Pagination)**

- Roman numerals for page numbers
- Part paginated separately
- No page numbers appear on the pages of the part
- Part is a video clip, videocast, or podcast
Box 85. Roman numerals for page numbers.

- Unlike the practice with volume and issue numbers, keep roman numerals when they are used as page numbers


- Give roman numerals in upper or lower case, whichever appears in the publication

  Appendix 2, Common aquatic invertebrates; [cited 2006 Dec 15]; p. XXI-XXII.

  Table 8, Classification of lung adenocarcinoma; [cited 2006 Dec 13]; p. xv.

- If the pagination for a part begins anew with page I or i, give the total number of pages of the part in square brackets

  Appendix, Questionnaire; [5 p.].

Box 86. Part paginated separately.

- A part such as an appendix or a group of tables may be given its own pagination, beginning anew with page one. When this occurs, give the total number of pages of the part you are citing, placed in square brackets, such as [5 p.].

  Appendix 3C, Description of model output tables and graphs; [cited 2006 Dec 15]; [7 p.].

Box 87. No page numbers appear on the pages of the part.

- If the part of a book in PDF (Portable Document Format) has no page numbers:
  - Count the total numbers of pages of the text
  - Follow the count total by "p."
  - Place the number and "p." in square brackets, such as [12 p.]
  - End page information with a period

  Example: [20 p.].

Box 87 continues on next page...
**Box 87 continued from previous page.**

- If the part of the book is in HTML, XML, or other unpaginated format:
  - Count the number of screens, paragraphs, lines, or bytes, whichever is most practical, or print out the part and count the number of pages
  - Because screen size and type fonts vary, precede the total with the word "about" for all except the number of paragraphs
  - Place the count total and the measure used in square brackets
  - End with a period placed outside the closing bracket

  *Examples:*

  - [about 6 screens].
  - [about 23 p.].
  - [10 paragraphs].

**Box 88. Part is a video clip, videocast, or podcast.**

If a video clip, videocast, or podcast is part of a book:

- Place the word Video, Videocast, or Podcast in square brackets followed by a comma and a space
- Enter the title of the part, followed by a semicolon and a space
- Give the date of update/revision (if known) and the date of citation in square brackets, separated by a semicolon and a space
- End date information with a semicolon and a space
- Give extent as the number of minutes needed to view/listen, placed in square brackets
- Abbreviate minutes to min.
- End with a semicolon placed outside the closing bracket

*Example:*

Examples for Location (Pagination)

1. Standard citation to a part of a book on the Internet with traditional page numbers for location

2. Part of a book on the Internet with extent calculated

Availability for a Part of a Book on the Internet (required)

General Rules for Availability

- Begin with the phrase "Available from" followed by a colon and a space
- Insert the Uniform Resource Locator (URL) for the part in its entirety; do not omit http://, www, or other beginning components
- Use the URL for the entire book if the part does not have its own URL
- End with a period only if the URL ends with a slash, otherwise end with no punctuation

Specific Rules for Availability

- Breaking long URLs
- URLs not directly addressable
- Multiple URLs

Box 89. Breaking long URLs.

Some URLs (Uniform Resource Locators) are longer than one line.

- Retain the entire string as found when possible
- Break a URL at a slash if necessary
- Do not insert a hyphen or a hard line break within a URL

Box 90. URLs not directly addressable.

The URL as displayed by the Web browser may not always be used to retrieve the part of the book, i.e., is not directly addressable.

- Always check to see if the URL is directly addressable
- If it is not, provide instructions for locating it from the closest addressable URL

Example:

Marcus M, Van Aken H. Prevention of local anaesthetic toxicity. In: Gatt SP, Pybus A, editors. Hypertextbook of regional anaesthesia for obstetrics: an international perspective [Internet]. [place unknown]: MANBIT

Box 90 continues on next page...
Box 90 continued from previous page.


<table>
<thead>
<tr>
<th>Box 91. Multiple URLs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>If more than one URL can be used to locate a part:</td>
</tr>
<tr>
<td>• Give the URL you used in locating the part</td>
</tr>
<tr>
<td>• As an option, give all known URLs, separated by a space, a semicolon, and a space</td>
</tr>
<tr>
<td>Example:</td>
</tr>
<tr>
<td>Available from:</td>
</tr>
<tr>
<td><a href="http://www.fao.org/docrep/006/y4962t/y4962t01.htm#bm1..1.3.1">http://www.fao.org/docrep/006/y4962t/y4962t01.htm#bm1..1.3.1</a> ;</td>
</tr>
<tr>
<td><a href="http://www.fao.org/docrep/006/y4962t/y4962t03.htm#bm3..1.3.1">http://www.fao.org/docrep/006/y4962t/y4962t03.htm#bm3..1.3.1</a> ;</td>
</tr>
<tr>
<td><a href="http://www.fao.org/docrep/006/y4962t/y4962t05.htm#bm5..1.3.1">http://www.fao.org/docrep/006/y4962t/y4962t05.htm#bm5..1.3.1</a></td>
</tr>
</tbody>
</table>

Examples for Availability

3. Chapter in a book on the Internet
4. Table in a book on the Internet
5. Figure in a book on the Internet
6. Appendix in a book on the Internet
7. Photograph in a book on the Internet
8. Video clip in a book on the Internet
9. Dictionary entry on the Internet
10. Encyclopedia entry on the Internet
11. Other named parts of books on the Internet
12. Other unnamed parts of books on the Internet
13. Parts of a book not in English
14. Parts of a book on the Internet with equal text in two or more languages
Language for a Part of a Book on the Internet (required)

General Rules for Language

• Give the language of publication if not English
• Capitalize the language name
• Follow the language name with a period

Specific Rules for Language

• Parts appearing in more than one language

Box 92. Parts appearing in more than one language.

If a part of a book is written in two or more equal languages, as often occurs in Canadian publications:

• Give all titles in the order in which they are presented on the title page or on the opening screens of the part
• Separate the titles with an equals sign with a space on either side
• List the languages after the Availability statement (URL)
• Capitalize the language names
• Separate the language names by commas
• End the list of languages with a period
• If each language version has its own URL, give the URL of the language you used. As an option, give the URLs for all languages. Separate them by a space, a semicolon, and a space.

Example:

Examples for Language

13. Parts of a book not in English

14. Parts of a book on the Internet with equal text in two or more languages

Examples of Citations to Parts of Books on the Internet

1. Standard citation to a part of a book on the Internet with traditional page numbers for location


with optional content designator


with optional full names for authors/editors


2. Part of a book on the Internet with extent calculated


3. Chapter in a book on the Internet


4. Table in a book on the Internet


Making a difference: state injury and violence prevention programs [Internet]. Atlanta (GA): State and Territorial Injury Prevention Directors Association; c2006. [Table], 10

5. Figure in a book on the Internet


Richardson ML. Approaches to differential diagnosis in musculoskeletal imaging [Internet]. Version 2.0. Seattle (WA): University of Washington School of Medicine; 2000. [Figure], A patient with rather dysplastic fibulas due to juvenile rheumatoid arthritis; [updated 2006 May 24; cited 2006 Nov 15]; [about 1 screen]. Available from: http://www.rad.washington.edu/mskbook/dysplasia.html

6. Appendix in a book on the Internet


7. Photograph in a book on the Internet


8. Video clip in a book on the Internet


9. Dictionary entry on the Internet


10. Encyclopedia entry on the Internet


11. Other named parts of books on the Internet


12. Other unnamed parts of books on the Internet


13. Parts of a book not in English


with translation


14. Parts of a book on the Internet with equal text in two or more languages

15. Parts of a book on the Internet with date of update/revision


Richardson ML. Approaches to differential diagnosis in musculoskeletal imaging [Internet]. Version 2.0. Seattle (WA): University of Washington School of Medicine; c2000. [Figure], A patient with rather dysplastic fibulas due to juvenile rheumatoid arthritis; [updated 2006 May 24; cited 2006 Nov 15]; [about 1 screen]. Available from: http://www.rad.washington.edu/mskbook/dysplasia.html


C. Sample Citation and Introduction to Citing Contributions to Books on the Internet

The general format for a contribution to a book on the Internet, including punctuation:

<table>
<thead>
<tr>
<th>Editors of Book</th>
<th>Authors of Contribution</th>
<th>Date of Publication</th>
<th>Title of Contribution</th>
<th>Title of Book</th>
<th>Type of Medium</th>
<th>Connective Phrase</th>
</tr>
</thead>
</table>

Examples of Citations to Contributions to Books on the Internet

Contributions are found when a book has an overall editor or editors and the individual chapters or other components of the book are written by various authors, usually called contributors. One or more of the editors may also be contributing authors. See also
Chapter 2D Contributions to Books for additional examples of contributors to books in print or in microform (microfilm, microfiche).

Because a reference should start with the individual or organization responsible for the intellectual content of the publication, begin a reference to a contribution with the author and title of the contribution, followed by the word "In:" and information about the entire book.

The primary difference between citing a contribution to a print book and one on the Internet is in expressing the location (pagination) of the contribution. Unless an Internet book is in PDF (Portable Document Format), standard page numbers are usually not available. For non-PDF books:

- Give location as the total extent of the contribution.
- Calculate extent by the best means possible, in terms of the number of print pages, screens, paragraphs, or bytes, and place the total in square brackets. Screen size, font used, and printers vary greatly, but the purpose is to give an indication of the length of the part.
- Use the word "about" before the length indicator when the number is calculated.

Medical texts frequently contain charts, figures, and other illustrative material reproduced with permission from other sources. Do not cite these as contributions using the instructions presented here. Consult the original publication and cite the chart or other item from there.

Contributions to a part of a book on the Internet, such as a table or figure, may be cited as individual items. See Chapter 22B Parts of Books on the Internet and Example 24 for instructions.

Continue to Citation Rules with Examples for Contributions to Books on the Internet.

Continue to Examples of Citations to Contributions to Books on the Internet.

Citation Rules with Examples for Contributions to Books on the Internet

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Author Affiliation (O) | Title (R) | Connective Phrase (R) | Book Information (R) | Date of Citation (R) | Location (Pagination) (R) | Availability (R) | Language (R) | Notes (O)
**Author of a Contribution to a Book on the Internet (required)**

**General Rules for Author**
- List names in the order they appear in the text
- Enter surname (family or last name) first for each author
- Capitalize names and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
- Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
- Give all authors, regardless of the number
- Separate author names from each other by a comma and a space
- End author information with a period

**Specific Rules for Author**
- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Organizations as author
- Options for author names

**Box 93. Surnames with hyphens and other punctuation in them.**
- Keep hyphens in surnames
  - Estelle Palmer-Canton  *becomes*  Palmer-Canton E
  - Ahmed El-Assmy  *becomes*  El-Assmy A
- Keep particles, such as O', D', and L'
  - Alan D. O'Brien  *becomes*  O'Brien AD
  - James O. L'Esperance  *becomes*  L'Esperance JO
  - U. S'adeh  *becomes*  S'adeh U
- Omit all other punctuation in surnames
  - Charles A. St. James  *becomes*  St James CA
Box 94. Other surname rules.

- Keep prefixes in surnames
  
  Lama Al Bassit  becomes  Al Bassit L
  
  Jiddeke M. van de Kamp  becomes  van de Kamp JM
  
  Gerard de Pouvourville  becomes  de Pouvourville G

- Keep compound surnames even if no hyphen appears
  
  Sergio Lopez Moreno  becomes  Lopez Moreno S
  
  Jaime Mier y Teran  becomes  Mier y Teran J
  
  Virginie Halley des Fontaines  becomes  Halley des Fontaines V

  [If you cannot determine from the title page or opening or closing screens whether a surname is compound or is a combination of a middle name and a surname, look at the back of the title page (the copyright page) or elsewhere in the text for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  ◦ Treat letters marked with diacritics or accents as if they are not marked
    
    Å  treated as  A
    Ø  treated as  O
    Ç  treated as  C
    Ł  treated as  L
    à  treated as  a
    ğ  treated as  g
    ŋ  treated as  n
    ü  treated as  u
  
  ◦ Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    
    æ  treated as  ae
Box 95. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names
  
  Jean-Louis Lagrot *becomes* Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle
  
  D’Arcy Hart *becomes* Hart D
  
  W. St. John Patterson *becomes* Patterson WS
  
  De la Broquerie Fortier *becomes* Fortier D
  
  Craig McC. Brooks *becomes* Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.
  
  Ch. Wunderly *becomes* Wunderly C
  
  C. Fr. Erdman *becomes* Erdman CF

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter
  
  Iu. A. Iakontov *becomes* Iakontov IuA
  
  G. Th. Tsakalos *becomes* Tsakalos GTh

Box 96. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name
  
  James A. Reed, M.D., F.R.C.S. *becomes* Reed JA
  
  Kristine Schmidt, Ph.D. *becomes* Schmidt K
  
  Robert V. Lang, Major, US Army *becomes* Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name
Box 96 continued from previous page.

Sir Frances Hildebrand becomes Hildebrand F
Dr. Jane Eberhard becomes Eberhard J
Captain R.C. Williams becomes Williams RC

Box 97. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals

Examples:
- Vincent T. DeVita, Jr. becomes DeVita VT Jr
- James G. Jones II becomes Jones JG 2nd
- John A. Adams III becomes Adams JA 3rd
- Henry B. Cooper IV becomes Cooper HB 4th

Box 98. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the ALA-LC Romanization Tables.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter
  - Iu. A. Iakontov becomes Iakontov IuA
  - G. Th. Tsakalos becomes Tsakalos GTh
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - ˚ treated as ˚

Box 98 continues on next page...
Box 98 continued from previous page.

Ø  treated as  O
Ç  treated as  C
Ł  treated as  L
à  treated as  a
ê  treated as  g
ń  treated as  n
ü  treated as  u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  æ  treated as  ae
  œ  treated as  oe

Box 99. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit "The" preceding an organizational name

  The American Cancer Society  becomes  American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

  American Medical Association, Committee on Ethics.

  International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

  American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the two-letter ISO country code (see Appendix D) in parentheses after the name

  National Academy of Sciences (US).

  Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

Box 99 continues on next page...
Separate two or more different organizations by a semicolon

- Canadian Association of Orthodontists; Canadian Dental Association.
- American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

If both individuals and an organization or organizations appear on the title page or opening or closing screens of a contribution to a book as authors, use the names of the individuals as the author. Give the organization at the end of the reference as a note, if desired.

For names of organizations in languages other than English:

- Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.
  
  - Istituto di Fisiologia Clinica del CNR.
  - Universitatsmedizin Berlin.
  - Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

- Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.
  
  - Rossiiskoe Respiratorne Obshchestvo [Russian Respiratory Society].

  or

  [Russian Respiratory Society].

- Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.
  
  [Chinese Medical Society].

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
Treat letters marked with diacritics or accents as if they are not marked

- Å treated as A
- Ø treated as O
- Ç treated as C
- Ł treated as L
- à treated as a
- ã treated as g
- ñ treated as n
- ü treated as u

Treat two or more letters printed as a unit (ligated letters) as if they are two letters

- æ treated as ae
- œ treated as oe

---

**Box 100. Options for author names.**

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon.

  Takagi, Y asushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.

  Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."


  Adler DG, Baron TH, Davila RE, and others.

---

**Examples for Author**

1. Standard reference to a contributed chapter of an Internet book
2. Contribution to an Internet book with optional full first names for authors and editors

3. Contribution to an Internet book with optional limit to the number of authors

4. Contribution to an Internet book with authors having a family designation of rank

5. Contribution to an Internet book with author names having a particle or prefix (give as found in the publication)

6. Contribution to an Internet book with authors having compound last names

Author Affiliation for a Contribution to a Book on the Internet (optional)

General Rules for Author Affiliation

• Enter the affiliation of all authors or only the first author
• Begin with the department and name of the institution, followed by city and state/Canadian province/country
• Use commas to separate parts of the affiliation
• Place the affiliation in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
• Separate the affiliation from its author by a space
• Follow the affiliation with a comma placed outside the closing parenthesis, unless it is the affiliation of the last author, then use a period

Specific Rules for Author Affiliation

• Abbreviations in affiliations
• E-mail address included
• Organizational names for affiliations not in English
• Names for cities and countries not in English

Box 101. Abbreviations in affiliations.

• Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

   Examples:
   
   Acad. for Academy
   Assoc. for Association
   Co. for Company
   Coll. for College

Box 101 continues on next page...
Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 103. Organizational names for affiliations not in English.

Give the affiliations of all authors or only the first author.

Box 103 continues on next page...
Box 103 continued from previous page.

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country if non-US. Place the affiliation in parentheses.

- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

  Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

  Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I.

  Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese)

  Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked

    Ä treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as Ł
Box 103 continued from previous page.

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - \( \text{à} \) treated as \( a \)
  - \( \text{â} \) treated as \( a \)
  - \( \text{ü} \) treated as \( u \)
  - \( \text{ñ} \) treated as \( n \)

- Use the English form of names for cities and countries whenever possible. For example, use Vienna for Wien and use Spain for Espana. However, the name as found on the publication may always be used.

Box 104. Names for cities and countries not in English.

- Use the English form for names of cities and countries if possible. However, the name as found on the publication may always be used.
  - Moskva becomes Moscow
  - Wien becomes Vienna
  - Italia becomes Italy
  - Espana becomes Spain

Examples for Author Affiliation

7. Contribution to an Internet book with author affiliation included

Title of a Contribution to a Book on the Internet (required)

General Rules for Title

- Enter the title of the chapter or other contribution as it appears in the original document, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle unless some other form of punctuation (such as a question mark, period, or an exclamation point) is already present
• Follow non-English titles with a translation whenever possible; place the translation in square brackets
• End a title with a period unless a question mark or exclamation point already ends it

**Specific Rules for Title**
• Titles not in English
• Titles in more than one language
• Titles containing a Greek letter, chemical formula, or other special character

**Box 105. Titles not in English.**
• Provide the title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Ochoa S. Base molecular de la expresion del mensaje genetico.

• Romanize (write in the roman alphabet) titles if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables.*

  Tsimmerman IaS. Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh zabolevanih: klinicheskie ocherki.

• Romanize or translate titles in character-based languages (Chinese, Japanese). Surround translated titles with square brackets.

  Katsunori K. Anrakushi to keiho.
  
  or

  Katsunori K. [Euthanasia and criminal law].

• Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  – Treat letters marked with diacritics or accents as if they are not marked

    Å  treated as  A
    Ø  treated as  O
    Ç  treated as  C
    Ł  treated as  L
Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ treated as ae
œ treated as oe

• Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

Schmitz M. Psychopharmaka: Grundlagen, Standardtherapien und neue Konzepte.

• Provide an English translation after the original language title if possible; place translations in square brackets

Ochoa S. Base molecular de la expresion del mensaje genetico [Molecular basis of gene expression].

Tsimmerman IaS. Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh zabolevanii: klinicheskie ocherki [Diagnosis and complex treatment of basic gastrointestinal diseases: clinical studies].

Katsunori K. Anrakushi to keiho [Euthanasia and criminal law].

Box 106. Titles in more than one language.

If a chapter or another contribution is presented in two or more equal languages, as often occurs in Canadian publications:

• Give all titles in the order in which they are found on the title page or opening screens

• Place an equals sign with a space on either side between the titles

Example:
Le genome: avancées scientifiques et thérapeutiques et conséquences sociales
= The genome: scientific and therapeutic developments and social consequences.

- List all the languages, separated by a comma, after the pagination
- End the list with a period
- If each language version has its own URL, give them all, separated by a space and a semicolon

Box 107. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of the title of a chapter or other contribution unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

  1,3-dichloro-5,5-dimethylhydantoin: health-based reassessment of administrative occupational exposure limits.

  von Willebrand disease.

- Retain special characters in titles when possible

  E©UP: European Copyright User Platform [Internet].

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the available type fonts, substitute the name for the symbol. For example, \( \Omega \) becomes omega.

  \( \gamma \)-linolenic acid and its clinical applications.

  may become

  Gamma-linolenic acid and its clinical applications.

  Enantioselective synthesis of \( \beta \)-amino acids.

  may become

  Enantioselective synthesis of beta-amino acids.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

  \( \text{TiO}_2 \) nanoparticles.
may become TiO(2) nanoparticles.

Examples for Title

8. Contribution to an Internet book with title having a subtitle

9. Contribution to an Internet book with title beginning with a lower-case letter or containing a special symbol or character

10. Contribution to an Internet book with a non-English title

Connective Phrase for a Contribution to a Book on the Internet (required)

General Rules for Connective Phrase

• Place a space and the word "In" after the title of the contribution

• Follow "In" with a colon and a space

Examples for Connective Phrase

1. Standard reference to a contributed chapter of an Internet book

Book Information for a Contribution to a Book on the Internet (required)

General Rule for Book Information

• Cite the book in which the contribution appears according to Chapter 22A Entire Books and Other Individual Titles on the Internet but omit the Extent (Pagination) and the Availability (URL)

Specific Rule for Book Information

• Contribution has a date of publication or date of update/revision that differs from the book as a whole

Box 108. Contribution has a date of publication or date of update/revision that differs from the book as a whole.

Contributions may be published with individual dates separate from the date of the book as a whole or may be updated or otherwise revised separately from book as a whole. When this occurs:

• Give a separate date of publication and/or date of update/revision after the title for the contribution

Box 108 continues on next page...
Box 108 continued from previous page.

- Place the date of citation after the above date(s), not after the date(s) of the book.
- Keep the date of publication and any dates of update/revision of the book in their usual place.

Example:


Carter TY, Spence DT. Management of secondary hyperparathyroidism. [revised 2006 Mar; cited 2007 Feb 23]. In:

Examples for Book Information

10. Contribution to an Internet book with a non-English title
12. Contribution to an Internet book with a government agency as publisher
13. Contribution to an Internet book with subordinate division to publisher
14. Contribution to an Internet book with date of update/revision
17. Contribution to an Internet book that is part of a series
20. Contribution to an Internet book with system requirements included
21. Contribution to an Internet book with a supplemental note
22. Contribution to an Internet book in one volume of a multivolume set
23. Contributed paper in a conference proceedings on the Internet

Date of Citation for a Contribution to a Book on the Internet (required)

General Rules for Date of Citation

- Always include the date the contribution to a book was seen on the Internet.
- Include the year month and day in that order, such as 2006 May 5.
- Use English names for months and abbreviate them using the first three letters, such as Jan.
- If a date of update/revision is given, place the date of citation after it and follow both dates with a right square bracket.
- If no date of update/revision is given, place citation date information in square brackets.
- End date information with a period placed outside the closing bracket.
Specific Rules for Date of Citation

- Both a date of update/revision and a date of citation

Box 109. Both a date of update/revision and a date of citation.

Various words are used to show that the content of a contribution a book has been changed. Among them are: updated, modified, revised, reviewed.

- Begin with the date(s) of update/revision in the format year month day
  - Use the wording for update/revision supplied in the book
  - Give all words with the dates provided, in ascending date order
  - Separate words by a semicolon and a space
  - End the date(s) of update/revision with a semicolon and a space

- Enter the date cited in the format year month day

- Place all dates of update/revision and date of citation information in square brackets

- End with a period placed outside the closing bracket

Example:

; [revised 2005 Jan 3; updated 2005 Nov 4; cited 2006 Dec 13].

Examples for Date of Citation

14. Contribution to an Internet book with date of update/revision

Location (Pagination) for a Contribution to a Book on the Internet (required)

General Rules for Location (Pagination)

For books with standard page numbers such as those in PDF

- Begin location with "p." followed by a space
- Enter the page number or numbers on which the contribution appears. Examples: p. 438 and p. 663-4.
- Do not repeat page numbers unless they are followed by a letter. For example: 126-127 becomes p. 126-7, but p. 126A-127A is correct.
- Include a letter (often S for Supplement or A for Appendix) when it precedes the page number. For example: p. S10-8.
- End page information with a period
For books without page numbers

- Give location as the total number of screens, paragraphs, lines, or bytes on which the contribution resides, whichever is most practical; precede the total with the word about and place it in square brackets, as [about 15 screens]
- If the contribution is printed out, precede the page total with the word about and place it in square brackets, as [about 10 p.]
- End location information with a period placed outside the closing bracket

Specific Rules for Location (Pagination)

- Roman numerals for page numbers
- Contribution paginated separately
- No page numbers appear on the pages of the contribution
- Optional chapter number for a contribution
- Contribution is a video clip, videocast, or podcast

Box 110. Roman numerals for page numbers.

- Contrary to the practice with volume and issue numbers, keep roman numerals when they are used as page numbers
- Give roman numerals in upper or lower case, whichever appears in the publication

Examples:

p. ix-xxi.

p. XIV-XVIII.

Box 111. Contribution paginated separately.

- A contribution may be given its own pagination and begin anew with page one. When this occurs, give the total number of pages of the part you are to citing, placed in square brackets, such as [5 p.].

Box 112. No page numbers appear on the pages of the contribution.

- If the contribution to a book in PDF (Portable Document Format) has no page numbers:
  - Count the total numbers of pages of the text
  - Follow the count total by "p."
  - Place the number and "p." in square brackets, such as [12 p.]

Box 112 continues on next page...
Box 112 continued from previous page.

- End page information with a period
  
  *Example:* [20 p.]

- If the contribution to a book is in HTML, XML, or other unpaginated format has no page numbers:
  
  - Count the number of screens, paragraphs, lines, or bytes, whichever is most practical, or print out the part and count the number of pages
  
  - Because screen size and type fonts vary, precede the total with the word "about" for all except the number of paragraphs and bytes
  
  - Place the count total and the measure used in square brackets
  
  - End with a period placed outside the closing bracket

  *Examples:*

  [about 6 screens].

  [about 23 p.].

  [10 paragraphs].

- As an option, use the chapter number of a contribution in place of the number of pages or screens


Box 113. Optional chapter number for a contribution.

- As an option, use the chapter number of a contribution in place of the number of pages or screens.

Box 114. Contribution is a video clip, videocast, or podcast.

If the entire contribution is a video clip, videocast, or podcast:

- Enter the word Video, Videocast, or Podcast followed by a colon and a space
- Give extent as the number of minutes needed to view/listen
- Abbreviate minutes to min.
- Place all information in square brackets
- End with a period placed outside the square brackets

Examples:

[Video: 6 min.].
[Videocast: 11 min.].
[Podcast: 3 min.].

Examples for Location (Pagination)

15. Contribution to an Internet book with location (pagination) expressed as standard page numbers

16. Contribution to an Internet book with location (pagination) expressed as other than standard page numbers

Availability for a Contribution to a Book on the Internet (required)

General Rules for Availability

- Begin with the phrase "Available from" followed by a colon and a space
- Insert the Uniform Resource Locator (URL) for the contribution in its entirety; no not omit http://, www, or other beginning components
- Use the URL for the entire book only if the contribution does not have its own URL
- End with a period only if the URL ends with a slash, otherwise end with no punctuation

Specific Rules for Availability

- Breaking long URLs
- URLs not directly addressable
- Multiple URLs
Box 115. Breaking long URLs.
Some URLs (Uniform Resource Locators) are longer than one line.

- Retain the entire string as found when possible
- Break a URL at a slash if necessary
- Do not insert a hyphen or a hard line break within a URL

Box 116. URLs not directly addressable.
The URL as displayed by the Web browser may not always be used to retrieve a contribution to a book, i.e., is not directly addressable.

- Always check to see if the URL is directly addressable
- If it is not, provide instructions for locating it from the closest addressable URL

Example:

Box 117. Multiple URLs.
If more than one URL can be used to locate a contribution:

- Give the URL you used in locating the contribution
- As an option, give all known URLs, separated by a space, a semicolon, and a space

Example:
Available from:
http://www.fao.org/docrep/006/y4962t/y4962t01.htm#bm1..1.3.1 ;
http://www.fao.org/docrep/006/y4962t/y4962t03.htm#bm3..1.3.1 ;
http://www.fao.org/docrep/006/y4962t/y4962t05.htm#bm5..1.3.1

Examples for Availability
1. Standard reference to a contributed chapter of an Internet book
18. Contribution to an Internet book with a URL not directly addressable
Language for a Contribution to a Book on the Internet (required)

General Rules for Language

• Give the language of contribution if not English
• Capitalize the language name
• Follow the language name with a period

Specific Rules for Language

• Contributions appearing in more than one language

Box 118. Contributions appearing in more than one language.

If a contribution to a book is written in two or more equal languages, as often occurs in Canadian publications:

• Give all titles in the order they are presented on the title page or on the opening screens for the contribution
• Separate them with an equals sign with a space on either side
• List all languages of publication after the Availability statement (URL)
• Capitalize the language names
• Separate the language names by commas
• End the list of languages with a period
• If each language version has its own URL, give the URL of the language you used. As an option, give the URLs for all languages. Separate them by a space, a semicolon, and a space.

Example:

Available from:

http://www.fao.org/docrep/006/y4962t/y4962t01.htm#bm1..1.3.1 ;
http://www.fao.org/docrep/006/y4962t/y4962t03.htm#bm3..1.3.1 ;
http://www.fao.org/docrep/006/y4962t/y4962t05.htm#bm5..1.3.1 English, French, Spanish.

Examples for Language

10. Contribution to an Internet book with a non-English title
Notes for a Contribution to a Book on the Internet (optional)

General Rules for Notes

- Notes is a collective term for any type of useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- DOIs
- System requirements
- Other types of material to include in notes

Box 119. DOIs.

The DOI or Digital Object Identifier was developed by the International DOI Foundation to provide for persistent identification of documents across networks. It uses a naming convention consisting of a prefix, containing the name of the particular DOI directory and the content owner's identifier, and a suffix, a numeric or alphanumeric string supplied by the publisher.

Publishers register with the International DOI Foundation to obtain their owner's identifier, then submit their suffix to a DOI registration agency along with the URL and appropriate metadata for the particular document being registered.

Publishers currently assign DOIs at both the book and chapter level. Some assign one DOI to a book regardless of changes in edition or format, while others give a unique DOI to each version.

To find a book on the Internet from its DOI, add the prefix http://dx.doi.org/ to the number.

To use a DOI in a citation:

- Begin with doi followed by a colon and a space
- Enter the number supplied by the publisher

Example:


Box 119 continues on next page...
Box 119 continued from previous page.

[Internet]. Bethesda (MD): Oxford University Press; 2005 [cited 2006 Nov 20].

Box 120. System requirements.

System requirements describe the particular software and hardware needed to view the contribution to the book.

- Begin with the phrase "System Requirements" followed by a colon and a space
- Use the wording supplied by the publisher; no standardization is needed
- Separate the types of information by a semicolon
- End requirement information with a period

Examples:

System Requirements: Netscape Navigator 7.0 (or later) or Microsoft Internet Explorer 5.0 (or later); browser must be Java-enabled.

Box 121. Other types of material to include in notes.

- The notes element may be used to provide any information that the compiler of the reference feels is useful. Begin by citing the contribution and the book, then add the note. Some examples of notes are:


This project was supported under a cooperative agreement from the Health Resources and Services Administration (HRSA) through grant number 1D-38AH10001-05.

Examples for Notes

19. Contributed chapter in a book with system requirements included

20. Contributed chapter in a book with a supplemental note

21. Contributed chapter in one volume of a multivolume book

Examples of Citations to Contributions to Books on the Internet

1. Standard reference to a contributed chapter of an Internet book


2. Contribution to an Internet book with optional full first names for authors and editors

3. Contribution to an Internet book with optional limit to the number of authors


or


4. Contribution to an Internet book with authors having a family designation of rank


5. Contribution to an Internet book with author names having a particle or prefix (give as found in the publication)


6. Contribution to an Internet book with authors having compound last names


7. Contribution to an Internet book with author affiliation included

for all authors


for only the first author

8. Contribution to an Internet book with title having a subtitle


9. Contribution to an Internet book with title beginning with a lower-case letter or containing a special symbol or character


or


10. Contribution to an Internet book with a non-English title


with translation

Cannavo G, Favati A, Mule D. Mobbing aspetti medico-legali [Medical-legal aspects of mobbing]. In: Il mobbing [Mobbing] [Internet]. Pisa (Italy): Melchiorre Gioia; 2001 [cited


12. Contribution to an Internet book with a government agency as publisher


13. Contribution to an Internet book with subordinate division to publisher


14. Contribution to an Internet book with date of update/revision


15. Contribution to an Internet book with location (pagination) expressed as standard page numbers


16. Contribution to an Internet book with location (pagination) expressed as other than standard page numbers


17. Contribution to an Internet book that is part of a series


18. Contribution to an Internet book with a URL not directly addressable


19. Contribution to an Internet book with a Digital Object Identifier (DOI)


20. Contribution to an Internet book with system requirements included

Navigator 7.0 (or later) or Microsoft Internet Explorer 5.0 (or later); browser must be Java-enabled.

21. Contribution to an Internet book with a supplemental note


22. Contribution to an Internet book in one volume of a multivolume set


23. Contributed paper in a conference proceedings on the Internet


24. Part of a contributed chapter on the Internet

Margolese RG, Hortobagyi GN, Buchholz TA. Neoplasms of the breast. In: Kufe DW, Pollock RE, Weichselbaum RR, Bast RC Jr, Gansler TS, Holland JF, Frei E 3rd, editors. Cancer medicine 6 [Internet]. Hamilton (ON): B.C. Decker Inc.; c2003. Figure 121-13,
Chapter 23. Journals on the Internet

Journals are a particular type of periodical. These same rules and examples can be used for magazines and other types of periodicals.

A. Journal Articles on the Internet

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

B. Journal Titles on the Internet

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

See also:

Chapter 1B Parts of Journal Articles
Chapter 11A Forthcoming Journal Articles
Chapter 16 Journals in Audiovisual Formats
Chapter 19 Journals on CD-ROM, DVD, Disk

A. Sample Citation and Introduction to Citing Journal Articles on the Internet

The general format for a reference to an article from a journal published on the Internet, including punctuation:

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Examples of Citations to Journal Articles on the Internet
Many online journals are identical to their print versions. Increasingly, however, journals are written directly for the Internet to enable hyperlinking, to include complex graphics, and to run multimedia such as film clips and sound.

An Internet journal may be static, fixed in time and unchanged since publication, or may be updated or otherwise revised over time. Some Internet journal producers permit or otherwise welcome comments or expert opinion from readers and incorporate these comments into the text. Major revisions may be announced, but more minor additions and changes such as adding comments, correcting typographical errors, or updating hypertext links, may not be noted.

Although Internet journals differ radically in physical form from print journals, the basic rules for citing them do not differ markedly. There is still an author or organization with responsibility for the article, an article title, a journal title, a date of publication, and the location of the item (page numbers or the equivalent). Anyone citing an Internet document should try to locate all of these elements. Simply adding a Uniform Resource Locator (URL), Digital Object Identifier (DOI), or another electronic address to a title is not sufficient. Internet sites disappear with great frequency, and users of a citation must be given some other identifying information if they are to locate articles.

What has changed most with Internet journals, particularly those without print counterparts, is volume and issue information. Some publishers omit volume and issue numbers, substituting an article numbering scheme or using the date the item was placed on the Internet as an identifier. See examples 28 and 29. Many publishers also employ an article numbering scheme in place of pagination. See example 36.

Cite an Internet journal article as you would a print article, but with these major exceptions:

- Use the word "Internet" in square brackets as the Type of Medium after the journal title.
- Include any date of update/revision and a date of citation in square brackets following the date of publication. Use the dates for the individual journal article being cited, not the dates of the journal issue as a whole unless no dates can be found for the individual item.
- When the location (pagination) of the article is not provided, as often occurs, calculate the length of the article using the best means possible, e.g., in terms of print pages, screens, paragraphs, or bytes. If an article is not linear, and has many hyperlinks, it will be impossible to determine the length.
- Provide the URL or other electronic address of the article.

It is important to cite the version you saw. If you viewed an article on the Internet, do not cite it as if it were a print one. However, it may be useful to begin a citation to an Internet article by first locating all of the information needed to cite it as if it were a print article, then adding the Internet-specific items. For example:

Print information

Added Internet information (in bold)


If a journal on the Internet lacks a formal title page or table of contents, look for citation information on the opening screens, the bottom or closing screens, links from the sidebar, and the source code (viewable through the Web browser).

Every effort is made in this chapter to provide a comprehensive list of examples for journal articles on the Internet to illustrate the rules below. If needed, consult Chapter 1A Journal Articles for more information on the individual components of a citation.

This chapter includes citation rules for entire journal articles on the Internet. For citing parts of these articles, combine the guidelines presented in this chapter with those in Chapter 1B Parts of Journal Articles. See also example 43 below.

Continue to Citation Rules with Examples for Journal Articles on the Internet.

Continue to Examples of Citations to Journal Articles on the Internet.

Citation Rules with Examples for Journal Articles on the Internet

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Author Affiliation (O) | Article Title (R) | Article Type (O) | Journal Title (R) | Edition (R) | Content Type (O) | Type of Medium (R) | Date of Publication (R) | Date of Update/Revision (R) | Date of Citation (R) | Volume Number (R) | Issue Number (R) | Location (Pagination) (R) | Availability (R) | Language (R) | Notes (O)

Author for Journal Articles on the Internet (required)

General Rules for Author

- List names in the order they appear on the title page or opening screens
- Enter surname (family or last name) first for each author
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
- Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
- Give all authors, regardless of the number
• Separate author names from each other by a comma and a space
• End author information with a period

See exceptions for Author in Appendix F: Notes for Citing MEDLINE® /PubMed®.

**Specific Rules for Author**

• Surnames with hyphens and other punctuation in them
• Other surname rules
• Given names containing punctuation, a prefix, a preposition, or particle
• Degrees, titles, and honors before or after a personal name
• Designations of rank in a family, such as Jr and III
• Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
• Organizations as author
• No author can be found
• Options for author names

**Box 1. Surnames with hyphens and other punctuation in them.**

• Keep hyphens within surnames.
  
  Estelle Palmer-Canton  *becomes* Palmer-Canton E
  
  Ahmed El-Assmy  *becomes* El-Assmy A

• Keep particles, such as O’, D’, and L’.
  
  Alan D. O’Brien  *becomes* O’Brien AD
  
  Jacques O. L’Esperance  *becomes* L’Esperance JO

• Omit all other punctuation within surnames.
  
  U. S’adeh  *becomes* S’adeh U

  Charles A. St. James  *becomes* St James CA

**Box 2. Other surname rules.**

• Keep prefixes in surnames
  
  Lama Al Bassit  *becomes* Al Bassit L
  
  Jiddeke M. van de Kamp  *becomes* van de Kamp JM

• Keep compound surnames even if no hyphen appears.
  
  Gerard de Pouvourville  *becomes* de Pouvourville G

*Box 2 continues on next page...*
Box 2 continued from previous page.

Sergio Lopez Moreno becomes Lopez Moreno S
Jaime Mier y Teran becomes Mier y Teran J
Virginie Halley des Fontaines becomes Halley des Fontaines V

[If you cannot determine from the article whether a surname is a compound or a combination of a middle name and a surname, look to the table of contents of the issue or an index for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ģ treated as g
    - ñ treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe

Box 3. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names
  - Jean-Louis Lagrot becomes Lagrot JL

- Use only the first letter of given names and middle names when they contain a prefix, a preposition, or another particle

Box 3 continues on next page...
Box 3 continued from previous page.

D'Arcy Hart  becomes  Hart D
W. St. John Patterson becomes Patterson WS
De la Broquerie Fortier becomes Fortier D
Craig McC. Brooks  becomes  Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

Ch. Wunderly  becomes  Wunderly C
C. Fr. Erdman  becomes  Erdman CF

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter when the original initial is represented by more than one letter

Iu. A. Iakontov  becomes  Iakontov IuA
G. Th. Tsakalos  becomes  Tsakalos GTh

Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors that follow a personal name, such as M.D.

James A. Reed, M.D., F.R.C.S.  becomes  Reed JA
Katherine Schmidt, Ph.D.  becomes  Schmidt K
Robert V. Lang, Major, US Army  becomes  Lang RV

- Omit rank and honors that precede a name, such as Colonel or Sir

Sir Frances Hildebrand  becomes  Hildebrand F
Dr. Kristine Eberhard  becomes  Eberhard K
Captain R. C. Williams  becomes  Willaims RC

Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation

- Convert roman numerals to arabic ordinals

Box 5 continues on next page...
Box 5 continued from previous page.

Examples:

- Vincent T. DeVita, Jr. becomes DeVita VT Jr
- James G. Jones II becomes Jones JG 2nd
- John A. Adams III becomes Adams JA 3rd
- Henry B. Cooper IV becomes Cooper HB 4th

Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the ALA-LC Romanization Tables.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names when the original initial is represented by more than one letter
  - Iu. A. Iakontov becomes Iakontov IuA
  - G. Th. Tsakalos becomes Tsakalos GTh
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ġ treated as g
    - ņ treated as n
    - ü treated as u

Box 6 continues on next page...
Box 6 continued from previous page.

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

  æ treated as ae

  œ treated as oe

Box 7. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may be an author.

- Omit "The" preceding an organizational name

  The American Cancer Society becomes American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

  American Medical Association, Committee on Ethics.

  International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

  American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

  National Academy of Sciences (US).

  Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

  Canadian Association of Orthodontists; Canadian Dental Association.

  American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization(s) are listed on the title page of an article as authors, give both, in the order they appear in the article, and separate them by a semicolon

  Box 7 continues on next page...
Box 7 continued from previous page.

Sugarman J, Getz K, Speckman JL, Byrne MM, Gerson J, Emanuel EJ; Consortium to Evaluate Clinical Research Ethics.


Margulies EH; NISC Comparative Sequencing Program; Maduro VV, Thomas PJ, Tomkins JP, Amemiya CT, Luo M, Green ED.

• For names of organizations not in English:
  ◦ Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. When possible follow a non-English name with a translation, placed in square brackets.
    Istituto di Fisiologia Clinica del CNR.
    Universitatsmedizin Berlin.
    Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].
  ◦ Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables. When possible follow a non-English name with a translation, placed in square brackets.
    Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].
    or
    [Russian Respiratory Society].
  ◦ Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.
    [Chinese Medical Society].
  ◦ Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
    Treat letters marked with diacritics or accents as if they are not marked

Box 7 continues on next page...
Box 7 continued from previous page.

- Å treated as A
- Ø treated as O
- Ç treated as C
- Ł treated as L
- à treated as a
- ĝ treated as g
- ñ treated as n
- ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe

Box 8. No author can be found.

- If no person or organization can be found as the author but editors or translators are given, begin the reference with the names of the editors or translators. Follow the same rules used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.

  Morrison CP, Court FG, editors.

  Walser E, translator.

- If no person or organization can be identified as the author and no editors or translators are given, begin the reference with the title of the article. Do not use anonymous.

Box 9. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon.
Box 9 continued from previous page.

Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A. Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors or first six authors. Follow the last named author with a comma and "et al." or "and others."


  Adler DG, Baron TH, Davila RE, Egan J, Hirota WK, Leighton JA, and others.

- If both individuals and an organization(s) are listed on the title page of an article as authors, the individuals may be given as the author and the organization listed at the end of the reference as a note

  Authors are investigators of the Canadian Cardiovascular Outcomes Research Team.

Examples for Author

1. Standard journal article on the Internet

2. Journal article on the Internet with optional full names for authors

3. Journal article on the Internet with many authors (give all)

4. Journal article on the Internet with optional limit to the number of authors

5. Journal article on the Internet with author surnames showing designations of family rank

6. Journal article on the Internet with author surnames having a prefix, particle, or preposition (give as found in the article)

7. Journal article on the Internet with compound author surnames

8. Journal article on the Internet with organization(s) as author

9. Journal article on the Internet with a governmental body as author

10. Journal article on the Internet with no author

Author Affiliation for Journal Articles on the Internet (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author

- Begin with the department and name of the institution, followed by city and state/Canadian province/country
• Use commas to separate parts of the affiliation
• Place parentheses around the affiliation, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
• Separate the affiliation from its author by a space
• Follow the affiliation with a comma placed outside the closing parenthesis, unless it is the affiliation of the last author, then use a period

See exceptions for Author Affiliation in Appendix F: Notes for Citing MEDLINE® / PubMed®

Specific Rules for Author Affiliation

• Abbreviations in affiliations
• E-mail address included
• Organizational names not in English
• Names for cities and countries not in English

Box 10. Abbreviations in affiliations.

• Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

   Examples:
   
   Acad. for Academy
   Assoc. for Association
   Co. for Company
   Coll. for College
   Corp. for Corporation
   Dept. for Department
   Div. for Division
   Inst. for Institute or Institution
   Soc. for Society
   Univ. for University

   See Appendix C for more abbreviations of commonly used English words.

• Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

   Box 10 continues on next page...
Box 10 continued from previous page.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.
- Be consistent. If you abbreviate a word in one reference, abbreviate the same word in all references.

Box 11. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space
- Insert the e-mail address as it appears in the publication
- Do not end an e-mail address with a period
- Place the e-mail address within the closing parenthesis for the author affiliation

Example:


Box 12. Organizational names not in English.

- Give the affiliation of all authors or only the first author
- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or two-letter ISO country code (see Appendix D) if non-US
- For non-English organizational names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.), provide the name in the original language

Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

Box 12 continues on next page...
Pinet LM (Departamento de Servicios de Salud de Emergencia, Escuela de Posgrado, Universidad de Maryland, Condado de Baltimore, USA. lpinetl@umbc.edu).

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

  Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucuresti), Burcos T, Ungureanu CD, Zodieru-Popa I.

  Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese)

  Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a
    ğ treated as g
    ñ treated as n
    ü treated as u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ treated as ae
Box 12 continued from previous page.

œ treated as oe

• Use the English form of names for cities and countries when possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.
• Place the affiliation in parentheses

Box 13. Names for cities and countries not in English.

• Use the English form for names of cities and countries when possible. However, the name as found on the publication may always be used.

Moskva becomes Moscow
Wien becomes Vienna
Italia becomes Italy
Espana becomes Spain

Examples for Author Affiliation

11. Journal article on the Internet with author affiliation

Article Title for Journal Articles on the Internet (required)

General Rules for Article Title

• Enter the title of an article as it appears on the title page or opening screens
• Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
• Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
• Translate non-English titles into English; place the translation in square brackets
• End a title with a period unless a question mark or exclamation point already ends it or an Article Type follows it

See exceptions for Article Title in Appendix F: Notes for Citing MEDLINE®/PubMed®

Specific Rules for Article Title

• Article titles not in English
• Translated article titles ending in punctuation other than a period
• Article titles in more than one language
- Article titles containing a Greek letter, chemical formula, or another special character
- Article titles with headers
- No article title can be found

**Box 14. Article titles not in English.**

- Translate article titles not in English
- Place all translated titles in square brackets
- Indicate the language after the availability statement (URL), followed by a period

*Example:*


- When possible, place the original language title or romanized title before the translation
  - Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization
  - Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
    - Treat letters marked with diacritics or accents as if they are not marked
      - Å treated as A
      - Ø treated as O
      - Ç treated as C
      - Ł treated as L
      - à treated as a
      - ġ treated as g
      - ņ treated as n

*Box 14 continues on next page...*
Treat two or more letters printed as a unit (ligated letters) as if they are two letters

- Ü treated as u
- Æ treated as ae
- Ö treated as oe

In PubMed, use the TT field in the MEDLINE display to locate these for most article titles except those in character-based languages (Chinese, Japanese)

Example:


Box 15. Translated article titles ending in punctuation other than a period.

- Most article titles end in a period. When a translation of an article title is provided, place it in square brackets, with the closing period outside the right bracket.


or


- If a translated article title ends in another form of punctuation, keep that punctuation. Place it in square brackets and end title information with a period.

Box 15 continues on next page...
Box 15 continued from previous page.


or


Box 16. Article titles in more than one language.

- If an article is in English and other languages:
  - Give the English language version of the article title
  - List all languages of publication, separated by commas, after the availability statement (URL)
  - End the list of languages with a period

  **Example:**


- If an article is written in more than one language and none of them is English:
  - Translate into English the version of the title that appears first
  - Place the translation in square brackets
  - List all languages of publication separated by commas, after the availability statement (URL)
  - End the list of languages with a period

  **Example:**

Box 16 continues on next page...
Box 16 continued from previous page.


- As an option, when an article title is written in two or more equal languages as often occurs in Canadian publications:
  - Give all titles in the order in which they are presented on the title page or opening screens
  - Separate them with an equals sign with a space on either side
  - List the languages, separated by commas, after the availability statement (URL)
  - End the list of languages with a period

Example:


Box 17. Article titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of an article title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized
  
  von Willebrand factor standards for plasma and concentrate testing.
  
  p53 and its downstream proteins as molecular targets of cancer.
  
  1,3-dimethylisoguanine.

Box 17 continues on next page...
Box 17 continued from previous page.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, $\Omega$ becomes omega.


*may become*


- If a title contains superscripts or subscripts than cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses


*may become*


Box 18. Article titles with headers.

- Journal articles sometimes contain a header (such as news, case report, or clinical study) at the top of the page or screen to indicate a section of the issue. Do not include a header as part of the article title unless the table of contents for the journal issue indicates that it is.
Box 19. No article title can be found.

- Occasionally a publication does not appear to have any title; the article or other short document simply begins with the text. In this circumstance, create a title from the first few words of the text and place it in square brackets. Use enough words to make the constructed title meaningful.

Examples for Article Title

12. Journal article on the Internet not in English
13. Journal article on the Internet with equal text in two or more languages
14. Journal article on the Internet with Greek letters or other special characters in the title
15. Journal article on the Internet with optional article type
43. Part of a journal article on the Internet

Article Type for Journal Articles on the Internet (optional)

General Rules for Article Type

- An article type alerts the user that the reference is to an abstract of an article or a letter to the editor, not a full article. Content designator is another phrase for this.
- Place [abstract] or [letter] after the article title
- Other article types are also available though used less often, such as book review, editorial, or interview
- Follow the bracketed article type with a period, placed outside the closing bracket

See exceptions for Article Type in Appendix F: Notes for Citing MEDLINE® /PubMed®

Specific Rules for Article Type

- Article titles ending in punctuation other than a period
- Article titles not in English

Box 20. Articles titles ending in punctuation other than a period.

- Most journal article titles end in a period. Place [letter] or [abstract] inside the period.

  Increased cardiac Connexin45 results in uncoupling and spontaneous ventricular arrhythmias in mice [abstract].

  Eosinophilic pneumonia and arthritis [letter].

Box 20 continues on next page...
Box 20 continued from previous page.

- If an article title ends in another form of punctuation, keep that punctuation and follow [letter] or [abstract] with a period
  
  Bravo pH monitoring: should we exclude the first 6 hours? [abstract].
  Moles, weights and potencies: freedom of expression! [letter].

Box 21. Article titles not in English.

- Most journal article titles end in a period. When a translation of a journal article title is used as the title, place it in square brackets. Put (letter) or (abstract) inside the brackets.

  [Study of nasal permeability in patients with operated unilateral clefts (letter)].

- If a translated article title ends in another form of punctuation, keep that punctuation. Place (letter) or (abstract) inside the square brackets and end title information with a period.

  [Eat less, exercise more! (letter)].

- When the original language and a translation are provided, place [letter] or [abstract] after the translation. End title information with a period outside the closing bracket.

  Etude de la permeabilite nasale dans les fentes unilaterales operees [Study of nasal permeability in patients with operated unilateral clefts] [letter].

Examples for Article Type

15. Journal article on the Internet with optional article type

Journal Title for Journal Articles on the Internet (required)

General Rules for Journal Title

- Enter a journal title in the original language
- Abbreviate significant words in a journal title (see Abbreviation rules for journal titles below) and omit other words, such as articles, conjunctions, and prepositions
- Capitalize all remaining title words, including abbreviations
- End the journal title with a space

See exceptions for Journal Title (Journal Title Abbreviation) in Appendix F: Notes for Citing MEDLINE®/PubMed®
Box 22. Abbreviation rules for journal titles.

- Abbreviate and capitalize significant words in a journal title and omit other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and, L'.
  
The Journal of Bacteriology becomes J Bacteriol
  Annali dell’Istituto Superiore di Sanita becomes Ann Ist Super Sanita

- A list of the abbreviations for common English words used in journal titles is in Appendix A. Other sources for title-word abbreviations are:
  - the List of Journals Indexed for MEDLINE
  - the PubMed Journals database
  - Appendix B for non-NLM sources

- Do not abbreviate journal titles that consist of a single word or titles written in a character-based language such as Chinese and Japanese.
  Ophthalmology remains Ophthalmology
  Nippon Hoshasen Gijutsu Gakkai Zasshi remains Nippon Hoshasen Gijutsu Gakkai Zasshi

- Do not include journal subtitles as part of the abbreviated title

- Omit any punctuation in a title
  Journal of Neuro-Oncology becomes J Neurooncol

- Some bibliographies and online databases give a place of publication after a journal title, such as Clin Toxicol (Phila). This shows that two or more journal titles with the same name reside in a library collection or database; the name of the city where the journal is published distinguishes the various titles. The city is usually shown in abbreviated format following the same rules used for words in journal titles, such as Phila for Philadelphia in the example above. If you use a bibliography or database such as PubMed to verify your reference and a place name is included, you may keep it if you wish.

- See also Construction of National Library of Medicine Title Abbreviations

Specific Rules for Journal Title

- Abbreviation rules for journal titles
- Single word journal titles
• Non-English journal titles
• Journal titles appearing in more than one language
• Journals appearing in different editions
• Options for journal titles

**Box 23. Single word journal titles.**

- Do not abbreviate journal titles that consist of a single word, regardless of language
  
  Ophthalmology remains Ophthalmology
  
  Alergie remains Alergie

**Box 24. Non-English journal titles.**

- For a non-English journal title in the roman alphabet (French, German, Spanish, Italian, etc.):
  
  ◦ Provide the title in the original language
  ◦ Abbreviate it according to the Abbreviation rules for journal titles
  ◦ Capitalize all remaining title words, including abbreviations
  ◦ Indicate the language of the article after the availability statement (URL)

  *Example:*
  

- For a journal title in Cyrillic, Greek, Arabic, Hebrew, or Korean:
  
  ◦ Romanize (write in the roman alphabet) the title. A good authority for romanization is the ALA-LC Romanization Tables.
  ◦ Abbreviate it according to the Abbreviation rules for journal titles
  ◦ Capitalize all remaining title words, including abbreviations
  ◦ Indicate the language of the article after the availability statement (URL)

  *Example:*

  *Box 24 continues on next page...*

- For a journal title in a character-based language (Chinese, Japanese):
  - Romanize (write in the roman alphabet) the title. A good authority for romanization is the ALA-LC Romanization Tables.
  - Do not abbreviate any of the words or omit any words
  - Use the capitalization system of the particular language
  - Indicate the language of the article after the availability statement (URL)

  *Example:*


  [It is not NLM practice, but you may translate journal titles in character-based languages. If you do, abbreviate the title according to the Abbreviation rules for journal titles and indicate the language of the article after the availability statement (URL).]

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked

    *Ä* treated as *A*
    *Ø* treated as *O*
    *Ç* treated as *C*
    *Ł* treated as *L*
    *à* treated as *a*
Box 24 continued from previous page.

- ţ treated as g
- ų treated as n
- ũ treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe

Box 25. Journal titles appearing in more than one language.

- Use the title in the first language found, in order of preference: on the title page or opening screen of the issue, the homepage for the journal, the first page of the article.

Box 26. Journals appearing in different editions.

- If a journal is published in more than one edition, include the edition information after the title
- Abbreviate and capitalize all significant words in the edition information and omit other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and L'.
- Use the same rules for abbreviating the words in an edition statement as for the words in journal titles (see Abbreviation rules for journal titles)
- Do not follow abbreviated words with a period
- Omit any punctuation found
- Separate the edition from the title by a space and place it in parentheses
- End edition information with a space, followed by Internet in square brackets and a period

Example:

Pattison MA, Webster TJ, Haberstroh KM. Select bladder smooth muscle cell functions were enhanced on three-dimensional, nano-structured poly(ether urethane) scaffolds. J Biomater Sci (Polym Ed) [Internet]. 2006 [cited 2007 Jan

Box 26 continues on next page...
Box 26 continued from previous page.

8];17(11):1317-32. Available from: http://www.ingentaconnect.com/content/vsp/bsp/2006/00000017/00000011/art00008?token=0053155c75b2c2f653b2a2d3a7c4e7247704f7e41225f406a532c6b67547d3f46627051fb9a634cc1dd

- See the Abbreviation rules for editions for more information

Box 27. Options for journal titles.
The following formats are not NLM practice for citing journal titles, but are acceptable options:

- Periods may be placed after each abbreviated word in the title
  
  J Health Commun [Internet].  may become  J. Health Commun. [Internet].

- The title may be written out in full
  
  Journal of Pharmacy & Pharmaceutical Sciences [Internet].

Box 28. Abbreviation rules for editions.
An edition is considered a part of the title in journals.

- Use the same rules for abbreviating the words in an edition statement as for the words in journal titles

- Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and L'. See Appendix A for a list of commonly abbreviated English words in journal titles. Other sources for title word abbreviations are:
  - the List of Journals Indexed for MEDLINE
  - the PubMed Journals database
  - Appendix B for non-NLM sources

- Do not follow abbreviated words with a period

- Omit any punctuation found

- Separate the edition from the title by a space and place it in parentheses

- End edition information with a space, followed by Internet in square brackets and a period

Example:

Box 28 continues on next page...
Examples for Journal Title

16. Journal article on the Internet with optional full journal title

17. Journal article on the Internet with journal title having an edition

Edition for Journal Articles on the Internet (required)

General Rules for Edition

• Indicate the edition/version being cited after the title if a journal is published in more than one edition or version
• Abbreviate each significant word (see Abbreviation rules for editions below) and omit other words, such as articles, conjunctions, and prepositions
• Capitalize all remaining title words, including abbreviations
• Place the edition statement in parentheses, such as (Br Ed)
• End the edition statement with a space

See exceptions for Edition in Appendix F: Notes for Citing MEDLINE® /PubMed®

Specific Rules for Edition

• Abbreviation rules for editions
• Non-English words for editions

Box 29. Non-English words for editions.

• For non-English edition statements in the roman alphabet (French, German, Spanish, Italian, etc.):
  ○ Give edition information in the original language
  ○ Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: de, der, y, les, and L’.
  [Sources for word abbreviations are: the List of Journals Indexed for MEDLINE; the PubMed Journals database; and Appendix B for non-NLM sources.]
  ○ Do not follow abbreviated words with a period
  ○ Omit any punctuation found

Box 29 continues on next page...
Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with a diacritic or accent as if they are not marked
  - Å treated as A
  - Ø treated as O
  - Ç treated as C
  - Ł treated as Ł
  - à treated as a
  - ĝ treated as g
  - ñ treated as n
  - ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe

- Separate the edition from the title by a space and place it in parentheses
- End edition information with a space, followed by Internet in square brackets and a period

Example:

Farmaco. Edizione Practica becomes Farmaco (Ed Pract) [Internet].

- For an edition statement in Cyrillic, Greek, Arabic, Hebrew, or Korean:
  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the ALA-LC Romanization Tables.
  - Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: de, la, por, der, and L'.
  - Do not follow abbreviated words with a period
Box 29 continued from previous page.

- Omit any punctuation found
- Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  *Examples:* ć or č  becomes  c

- Separate the edition from the title proper by a space and place it in parentheses
- End edition information with a space, followed by Internet in square brackets and a period

  *Example:*

  Pharmakeutikon Deltion. Epistomonike Ekdosis.  becomes  Pharm Delt (Epistem Ekd) [Internet].

- For an edition statement in a character-based language such as Chinese and Japanese:
  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables*.
  - Do not abbreviate any of the words or omit any words
  - Use the capitalization system of the particular language
  - Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  *Examples:*

  ō  becomes  o

  ū  becomes  u

- Separate the edition from the title proper by a space and place it in parentheses
- End edition information with a space, followed by Internet in square brackets and a period

  *Example:*

  Box 29 continues on next page...
Box 29 continued from previous page.

Fang She Hsueh Shi Jian. Zhong Wen Ban. becomes Fang She Hsueh Shi Jian (Zhong Wen Ban) [Internet].

It is not NLM practice, but you may translate such journal titles and their editions. If you do, abbreviate them according to the Abbreviation rules for journal titles.

J Jinan Univ (Nat Sci Med Ed) [Internet].

• To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Edition</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danish</td>
<td>oplag</td>
<td>n.a.</td>
</tr>
<tr>
<td></td>
<td>udgave</td>
<td></td>
</tr>
<tr>
<td>Dutch</td>
<td>uitgave</td>
<td>uitg.</td>
</tr>
<tr>
<td></td>
<td>editie</td>
<td>ed.</td>
</tr>
<tr>
<td>Finnish</td>
<td>julkaisu</td>
<td>julk.</td>
</tr>
<tr>
<td>French</td>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>German</td>
<td>Ausgabe</td>
<td>Ausg.</td>
</tr>
<tr>
<td></td>
<td>Auflage</td>
<td>Aufl.</td>
</tr>
<tr>
<td>Greek</td>
<td>ekdosis</td>
<td>ekd.</td>
</tr>
<tr>
<td>Italian</td>
<td>edizione</td>
<td>ed.</td>
</tr>
<tr>
<td>Norwegian</td>
<td>publikasjon</td>
<td>publ.</td>
</tr>
<tr>
<td></td>
<td>utgave</td>
<td>utg.</td>
</tr>
<tr>
<td>Portuguese</td>
<td>edicao</td>
<td>ed.</td>
</tr>
<tr>
<td>Russian</td>
<td>izdanie</td>
<td>izd.</td>
</tr>
<tr>
<td></td>
<td>publikacija</td>
<td>publ.</td>
</tr>
<tr>
<td>Spanish</td>
<td>edicion</td>
<td>ed.</td>
</tr>
<tr>
<td></td>
<td>publicacion</td>
<td>publ.</td>
</tr>
<tr>
<td>Swedish</td>
<td>upplaga</td>
<td>n.a.</td>
</tr>
</tbody>
</table>

Examples for Edition

17. Journal article on the Internet with journal title having an edition
Content Type for Journal Articles on the Internet (optional)

General Rules for Content Type

- A content type describes the format of the Internet item being cited
- Begin type information with a left square bracket
- Enter the words "serial on the"
- End content type with space

Examples for Content Type

18. Journal article on the Internet with optional content type

Type of Medium for Journal Articles on the Internet (required)

General Rules for Type of Medium

- Place Internet in square brackets
- End with a period
- See Chapter 16A for journal articles in audiovisual formats and Chapter 19A for articles on CD-ROM, DVD, or disk

See exceptions for Type of Medium in Appendix F: Notes for Citing MEDLINE® / PubMed®

Specific Rules for Type of Medium

- Both an edition and a type of medium
- Both a content type and a type of medium

Box 30. Both an edition and a type of medium.

- If a journal has both an edition and a type of medium, follow the title with the edition, then the type of medium
- Place a period outside the closing bracket for the medium

Example:

Bertino E, Milani S, Fabris C, De Curtis M. Neonatal anthropometric charts: what they are, what they are not. Arch Dis Child (Fetal Neonatal Ed) [Internet]. 2007 Jan [cited 2007 Jan 9];92(1):F7-10. Available from: http://fn.bmj.com/cgi/content/full/92/1/F7
Box 31. Both a content type and a type of medium.

- If a content type is used, place it before the type of medium and inside the square brackets for the medium


Examples for Type of Medium

1. Standard journal article on the Internet

18. Journal article on the Internet with optional content type

Date of Publication for Journal Articles on the Internet (required)

General Rules for Date of Publication

- Include the year, month, and day of publication in that order, such as 2004 May 5
- Convert roman numerals to arabic numbers, such as MM to 2000
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End date information with a semicolon unless there is no volume or issue (see No volume or issue follows the date below), then use a colon

Box 36. No volume or issue follows the date.

- If a journal uses only an article numbering scheme instead of a volume and issue, treat the number as location (pagination) and follow the instructions under Article numbers used for location


Box 36 continues on next page...
Box 36 continued from previous page.

- If no volume, issue, or article number can be found in a journal, follow the year (and month or season if present) with any date of update/revision and the date of citation. End with a colon and the location (pagination).
  
  
  2004 Jan [updated 2005 May 3; cited 2007 Jan 10]:[about 10 p.].

Box 55. Article numbers used for location.

Some Internet journal publishers use an article numbering scheme rather than pagination, or, in some cases, in place of volume, issue, and pagination.

- Use the wording supplied by the publisher. This may be as simple as the letter "e" for electronic before the number.
  - Provide the wording in the original language for non-English journals using the roman alphabet; romanize (write in the roman alphabet) the name for journals in Cyrillic, Greek, Arabic, Hebrew, or in character-based languages such as Chinese and Japanese
  - Ignore diacritics, accents, and special characters in wording
  - Use the capitalization found
  - Do not abbreviate words unless they are abbreviated in the journal, but "No" may be used for Number

- If no wording is supplied, only a number, precede the number with the word Article

- Follow the wording used with the number and a space

- Calculate the extent of the article by the best means possible, such as the number of screens, paragraphs, or bytes, or the number of pages if printed out

- Precede the total with the word "about" for all except the number of paragraphs, bytes, or PDF pages because screen size and type fonts vary

- Place the count total and the measure used in square brackets

- End with a period placed outside the closing bracket

Examples with volume/issue:


Box 55 continues on next page...
Box 55 continued from previous page.


Boutin-Foster C. In spite of good intentions: patients’ perspectives on problematic social support interactions. Health Qual Life Outcomes [Internet]. 2005 Sep 5 [cited 2007 Jan 5];3(1):Article 52 [about 12 screens]. Available from: http://www.hqlo.com/content/3/1/52


Examples without volume/issue:


Specific Rules for Date of Publication

- Further divisions to a date other than volume or issue
- Multiple years, months, or days of publication
- Non-English names for months
- Seasons instead of months
• No volume or issue follows the date
• Options for dates

**Box 32. Further divisions to a date other than volume or issue.**

A journal may publish a supplement, part, or special number to a date of publication rather than to a specific volume or issue.

- Capitalize and abbreviate the words used for such divisions, but do not end the abbreviated words with a period
  
  Supplement = Suppl
  
  Part = Pt
  
  Special Number = Spec No

- Translate non-English words. See the following examples:

<table>
<thead>
<tr>
<th>Language</th>
<th>Suppl</th>
<th>Spec No</th>
<th>Pt</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>supplement</td>
<td>nombre speciale</td>
<td>partie</td>
</tr>
<tr>
<td></td>
<td>annexe</td>
<td></td>
<td>part</td>
</tr>
<tr>
<td>German</td>
<td>Beiblatt</td>
<td>spezielle Zahl</td>
<td>Teil</td>
</tr>
<tr>
<td></td>
<td>Beilage</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Erganzung</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>supplemento</td>
<td>numero speciale</td>
<td>parte</td>
</tr>
<tr>
<td>Russian</td>
<td>prilozenie</td>
<td>specialnaja</td>
<td>cast’</td>
</tr>
<tr>
<td></td>
<td>dopolnenie</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>adjunto</td>
<td>numero especial</td>
<td>parte</td>
</tr>
<tr>
<td></td>
<td>suplemento</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>anejo</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Follow words with any number or letter found
  
  Suppl 2
  
  Pt A

- If a supplement is given a name rather than the usual letter or number, abbreviate significant words and omit other words such as articles, conjunctions, and prepositions. Use the word abbreviations lists in Appendix A and Appendix B.

  Abstract Supplement  becomes  Abstr Suppl
Box 32 continued from previous page.

Supplement: Dementia becomes Suppl Dementia

Supplement: AIDS in Children becomes Suppl AIDS Child

- Separate words with any accompanying number, letter, or name from the date by a semicolon
- Place only parts in parentheses
- End with a colon

Examples:

2005 [cited 2007 Jan 10];Suppl:
2005 [cited 2007 Jan 10];Suppl 1:
2005 [cited 2007 Jan 10];Suppl A:
2005 [cited 2007 Jan 10];Abstr Suppl:
2005 [cited 2007 Jan 10];Spec No:
2005 [cited 2007 Jan 10];Spec No 2:
2006 Jul [cited 2007 Jan 10];Suppl:
2006 Jul [cited 2007 Jan 10];Spec No:

A journal may assign an article number to a date of publication rather than to a specific volume or issue.

- If a journal uses only an article numbering scheme instead of a volume or issue, treat the number as location (pagination)
- Use the instructions under Article numbers used for location

Examples:


Box 32 continues on next page...

**Box 33. Multiple years, months, or days of publication.**

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.
  
  - 2002-2003
  - 1997-1998
  - 1999-2000

- If months and days of the month are given, place them after the year. Use English names for months and abbreviate them using the first three letters.
  
  - 2002 Dec 7-2003 Jan 9

- Separate multiple months of publication and multiple days of the month by a hyphen
  
  - 2005 Jan-Feb
  - 1999 Dec-2000 Jan
  - 2005 Feb 1-7
  - 2004 Jan 25-31

- Separate multiple seasons by a hyphen, as Fall-Winter. Do not abbreviate names of seasons.

**Box 34. Non-English names for months.**

- Translate names of months into English

- Abbreviate them to the first three letters

- Capitalize them

  For example:

  - mayo = May

*Box 34 continues on next page...*
Box 34 continued from previous page.

- luty = Feb
- brezen = Mar

Box 35. Seasons instead of months.

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them
  
  For example:

  - balvan = Summer
  - outomno = Fall
  - hiver = Winter
  - pomlad = Spring

- Separate multiple seasons by a hyphen, such as Fall-Winter

Box 37. Options for dates.

Is not NLM practice, but the following are acceptable options:

- The month and day of the month or the season may be omitted if the journal is continuously paginated throughout the volume. However, the month and day of the month or the season must be included when citing a journal that has no volume or issue number.


  if also omitting the issue:


Box 37 continues on next page...
Box 37 continued from previous page.

- The date of publication may follow the author names (or article title if there is no author) in the list of references when the name-year system of in-text references is used
  - Use the year of publication only
  - Enter the year after the last named author (or title if there is no author)
  - Follow the year with a period
  - Keep any date of update/revision and the date of citation in their usual location

**NLM citation:**


**Name-year system citation:**


**Examples for Date of Publication**

19. Journal article on the Internet with month(s)/day(s) included in date of publication

20. Journal article on the Internet with season(s) included in date of publication

21. Journal article on the Internet updated/revised after publication
22. Journal article on the Internet with date having a supplement

Date of Update/Revision for Journal Articles on the Internet (required)

General Rules for Date of Update/Revision

- Journal articles may be updated or revised after initial publication
- Begin update/revision information with a left square bracket
- Use whatever word for update or revision is provided, such as updated or modified
- Always give the year of update/revision
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month and day of update/revision, if provided, after the year, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End update/revision information with a semicolon and a space

Specific Rules for Date of Update/Revision

- Locating the date of update/revision
- Non-English names for months
- Seasons instead of months
- Both a date of update and a date of revision

Box 38. Locating the date of update/revision.

Articles on the Internet are often updated or revised after publication. Look for the date accompanied by such words as updated, modified, revised, reviewed:

- At the top, bottom, or sidebar of the first screen or the bottom of the last screen of the article
- In the source code for the article if it is displayed by the Web browser

Box 39. Non-English names for months.

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them

Examples:

- mayo = May
- luty = Feb
- brezen = Mar
Box 40. **Seasons instead of months.**

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them

*For example:*

- balvan = Summer
- outomno = Fall
- hiver = Winter
- pomlad = Spring

Box 41. **Both a date of update and a date of revision.**

Various words are used to show that the content of an article has been changed. Among them are: updated, modified, revised, reviewed.

- Use the wording supplied with the article
- Give all words for update/revision with the dates provided, in ascending date order
- Enter dates in the format year month day
- Separate words with their dates by a semicolon and a space
- Add the date of citation and put all date information in square brackets
- End date information with a semicolon placed outside the closing bracket

*Example:*


**Examples for Date of Update/Revision**

21. Journal article on the Internet updated/revised after publication

**Date of Citation for Journal Articles on the Internet (required)**

**General Rules for Date of Citation**

- Give the date the article was seen on the Internet
- Include the year month and day in that order, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
• If a Date of Update/Revision is given, place the date of citation after it and follow both dates with a right square bracket
• If no Date of Update/Revision is given, place citation date information in square brackets
• End date information with a semicolon placed outside the closing bracket

**Specific Rules for Date of Citation**

• Both a date of update/revision and a date of citation

---

**Box 42. Both a date of update/revision and a date of citation.**

Various words are used to show that the content of an article has been changed. Among them are: updated, modified, revised, reviewed.

• Begin with the date(s) of update/revision in the format year month day
  ○ Use the wording supplied in the article
  ○ Give all words for update/revision with the dates provided, in ascending date order
  ○ Separate words by a semicolon and a space
  ○ End the date(s) of update/revision with a semicolon and a space

• Enter the date cited in the format year month day

• Place all dates of update/revision and date of citation information in one set of square brackets

• End with a semicolon placed outside the closing bracket

*Examples:*


---

**Examples for Date of Citation**

1. Standard journal article on the Internet

21. Journal article on the Internet updated/revised after publication

---

**Volume Number for Journal Articles on the Internet (required)**

**General Rules for Volume Number**

• Omit "volume", "vol.", and similar wording preceding the number
• Use arabic numbers only. For example: convert LX or Sixtieth to 60.
• Separate multiple volumes by a hyphen, such as 5-6 or 42-43
• Do not follow a volume number with any punctuation unless there is no issue number or other subdivision to the volume, then follow with a colon

Specific Rules for Volume Number

• Further divisions to volume other than issue
• Non-English names for volume
• No volume number present

Box 43. Further divisions to a volume other than issue.

A volume will occasionally have a subdivision such as a supplement, part, or special number.

• Abbreviate the names for such subdivisions:
  Supplement = Suppl
  Part = Pt
  Special Number = Spec No

• Translate names for supplements, parts, and special numbers into English. To help identify these, see the following examples:

<table>
<thead>
<tr>
<th>Language</th>
<th>Suppl</th>
<th>Spec No</th>
<th>Pt</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>supplement</td>
<td>nombre spéciale</td>
<td>partie</td>
</tr>
<tr>
<td></td>
<td>annexe</td>
<td></td>
<td>part</td>
</tr>
<tr>
<td>German</td>
<td>Beiblatt</td>
<td>spezielle Zahl</td>
<td>Teil</td>
</tr>
<tr>
<td></td>
<td>Beilage</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ergänzung</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>supplemento</td>
<td>numero speciale</td>
<td>parte</td>
</tr>
<tr>
<td>Russian</td>
<td>prilozenie</td>
<td>specialnaja</td>
<td>cast’</td>
</tr>
<tr>
<td></td>
<td>dopolnenie</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>adjunto</td>
<td>numero especial</td>
<td>parte</td>
</tr>
<tr>
<td></td>
<td>suplemento</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>anejo</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• Place them after the volume number. For example:

  - volume with supplement
    2005 [cited 2007 Jan 10];5 Suppl:
Infrequently, supplements are given a name rather than a letter or number.

- Abbreviate significant words and omit other words such as articles, conjunctions, and prepositions

  Abstract Supplement becomes Abstr Suppl

  Supplement: Dementia becomes Suppl Dementia

  Supplement: AIDS in Children becomes Suppl AIDS Child

- Use the word abbreviations lists found in Appendix A and Appendix B

- See Chapter 1A Journal Articles for further detail

**Box 44. Non-English names for volume.**

- To help locate volumes, see the following list of non-English words and abbreviations for volume in a variety of languages:

  aarg. aargang année anno año årg. årgang band bd. bind évf. évfolyam g. god god. godina godišté jaarg. jaargang jahrg. jahrgang köt. kötet r. ročník rocznik rok sv. svazek svezak t. tom tom. tome tomo tomus vol. volumen zv. zväzok zvez ek

- Omit these names when creating a citation; use the number only
Box 45. No volume number present.

A volume number usually follows the date of publication. Occasionally a journal publishes a series of issues without volumes, publishes a supplement, part, or special number to a date of publication rather than to a volume or issue, or uses an article numbering scheme in place of a volume and issue.

- If there are issues only, no volume numbers, follow the dates of publication and citation with a semicolon and the issue number. Place the issue number in parentheses.

  Suber P. Providing open access to past research articles, starting with the most important. SPARC Open Access Newsl [Internet]. 2004 Jun 2 [cited 2007 Jan 10];(74);[about 3 screens]. Available from: http://www.earlham.edu/~peters/fos/newsletter/06-02-04.htm#unbind

- If a journal publishes a supplement, part, or special number to a date of publication rather than to a volume or issue, follow the dates of publication and citation with a semicolon, the abbreviation for supplement, part, or special number, and any accompanying letter or number found. End supplement, part, or special number information with a colon.

  - date with a supplement
    2004 [cited 2007 Jan 10];Suppl:
    2004 [cited 2007 Jan 10];Suppl 2:
    2004 [cited 2007 Jan 10];Suppl A:
    2004 Winter [cited 2007 Jan 10];Suppl:

  - date with a part

  - date with a special number
    2003 [cited 2007 Jan 10];Spec No:
    2003 [cited 2007 Jan 10];Spec No 2:
    2003 Jun [cited 2007 Jan 10];Spec No:

- If a journal uses only an article numbering scheme instead of a volume and issue, treat the number as location (pagination) and follow the instructions under Article numbers used for location

Box 45 continues on next page...
Box 45 continued from previous page.


- If no volume, issue, or article number can be found in a journal, follow the year (and month or season if present) with any date of update/revision and the date of citation. End with a colon and the location (pagination).


Examples for Volume Number

23. Journal article on the Internet with standard volume and issue

24. Journal article on the Internet with volume having a subdivision other than an issue

25. Journal article on the Internet with volume but no issue or other subdivision

26. Journal article on the Internet with issue but no volume

28. Journal article on the Internet without standard volume or issue, but with article number

29. Journal article on the Internet without standard volume, issue, or article number

Issue Number for Journal Articles on the Internet (required)

General Rules for Issue Number

- Omit "number", "no.", and other wording preceding the number
- Use arabic numbers only. For example, convert IV or Fourth to 4.
- Separate multiple issues by a hyphen, such as 2-3
- Place issue information in parentheses
• End issue information with a colon unless further divisions, such as a supplement or part, exist (see Further divisions to an issue below)

**Box 46. Further divisions to an issue.**

An issue will occasionally have a subdivision such as a supplement, part, or special number.

• Capitalize and abbreviate them:

  Supplement = Suppl
  Part = Pt
  Special Number = Spec No

• Translate names for supplements, parts, and special numbers into English. To help identify these, see the following examples:

<table>
<thead>
<tr>
<th>Language</th>
<th>Suppl</th>
<th>Spec No</th>
<th>Pt</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>supplement</td>
<td>nombre speciale</td>
<td>partie</td>
</tr>
<tr>
<td></td>
<td>annexe</td>
<td></td>
<td>part</td>
</tr>
<tr>
<td>German</td>
<td>Beiblatt</td>
<td>spezielle Zahl</td>
<td>Teil</td>
</tr>
<tr>
<td></td>
<td>Beilage</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Erganzung</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>supplemento</td>
<td>numero speciale</td>
<td>parte</td>
</tr>
<tr>
<td>Russian</td>
<td>prilozenie</td>
<td>specialnaja</td>
<td>cast'</td>
</tr>
<tr>
<td></td>
<td>dopolnenie</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>unjunto</td>
<td>numero especial</td>
<td>parte</td>
</tr>
<tr>
<td></td>
<td>suplemento</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>anejo</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• Place them after the issue, within the parentheses. For example:

  - *issue with supplement*

    2005 [cited 2007 Jan 10];15(1 Suppl):
    2005 Mar [cited 2007 Jan 10];87(3 Suppl):

  - *issue with part*
Infrequently, supplements are given a name rather than a letter or number.

- Abbreviate significant words and omit other words such as articles, conjunctions, and prepositions
  
  Abstract Supplement **becomes** Abstr Suppl
  
  Supplement: Dementia **becomes** Suppl Dementia
  
  Supplement: AIDS in Children **becomes** Suppl AIDS Child

- Use the word abbreviations lists found in Appendix A and Appendix B
- See Chapter 1A Journal Articles for further detail

### Specific Rules for Issue Number

- Further divisions to an issue
- Non-English names for issue
- No volume number present
- No issue number present
- Options for issues

### Box 47. Non-English names for issue.

- To help locate issues in languages other than English, see the following list of words and abbreviations used for issue (usually variations on the word number):
  
  čís.  číslo  fasc.  fascicle  fascicule  fasciculus  heft  knižka
  
  no.  nommernr.  numer  número  nummer  sveska  sz.  szám
  
  vypusk  zesz.  zeszyt  zošit

- Omit these names when creating a citation; use the number only
**Box 48. No volume number present.**

- If there are issues only, no volume numbers, follow the dates of publication and citation with a semicolon and the issue number, placed in parentheses

  Suber P. Providing open access to past research articles, starting with the most important. SPARC Open Access Newsl [Internet]. 2004 Jun 2 [cited 2007 Jan 10];(74):[about 3 screens]. Available from: http://www.earlham.edu/~peters/fos/newsletter/06-02-04.htm#unbind

- If a journal uses only an article numbering scheme instead of a volume and issue, treat the number as location (pagination) and follow the instructions under Article numbers used for location


- If no volume, issue, or article number can be found in a journal, follow the year (and month or season if present) with any date of update/revision and the date of citation. End with a colon and the location (pagination)


**Box 49. No issue number present.**

- If no issue number is found, follow the volume number with a colon and the location (pagination)


*Box 49 continues on next page...*
Box 49 continued from previous page.

- If a journal uses only an article numbering scheme instead of a volume and issue, treat the number as location (pagination) and follow the instructions under Article numbers used for location


- If no volume, issue, or article number can be found in a journal, follow the year (and month or season if present) with any date of update/revision and the date of citation. End with a colon and the location (pagination).


Box 50. Options for issues.

- It is not NLM practice, but an issue number may be omitted if the journal is continuously paginated throughout the volume. Note, however, that many libraries such as the NLM require issue numbers for retrieval from their collections and for interlibrary loan.


Examples for Issue Number

23. Journal article on the Internet with standard volume and issue

24. Journal article on the Internet with volume having a subdivision other than an issue
25. Journal article on the Internet with volume but no issue or other subdivision
26. Journal article on the Internet with issue but no volume
27. Journal article on the Internet with issue having a subdivision
28. Journal article on the Internet without standard volume or issue, but with article number
29. Journal article on the Internet without standard volume, issue, or article number

Location (Pagination) for Journal Articles on the Internet (required)

General Rules for Location (Pagination)

For articles with standard page numbers such as those in PDF:

- Give the page numbers on which the article appears
- Do not repeat page numbers unless they are followed by a letter. For example: 123-125 becomes 123-5, but 124A-126A is correct.
- Include a letter (often S for Supplement or A for Appendix) when it precedes the page number, such as S10-8
- End pagination information with a period

For articles without page numbers:

- Calculate the extent of the article by the best means possible, i.e., number of screens, paragraphs, or bytes (see No numbers appear on the pages of the article below)
- Precede the total with the word about and place it in square brackets, such as [about 15 screens]
- If the article is printed out, precede the page total with the word about and place it in square brackets, as [about 10 p.]
- End pagination information with a period
- See Chapter 19A for articles on CD-ROM, DVD, or disk

See exceptions for Location (Pagination or Notes) in Appendix F: Notes for Citing MEDLINE®/PubMed®

Box 54. No numbers appear on the pages of the article.

- If all of the pages of an article in PDF (Portable Document Format) have no page numbers:
  - Count the total numbers of pages of the text
  - Follow the count total by "p."

Box 54 continues on next page...
Specific Rules for Location (Pagination)

- Roman numerals used as page numbers
- Discontinuous page numbers
- Text such as a discussion, quiz, or author reply to a letter follows the article
- No numbers appear on the pages of the article
- Article numbers used for location
- Articles that are videocasts or podcasts

**Box 51. Roman numerals used as page numbers.**

- Keep roman numerals expressing location (pagination)
- Use upper or lower case, whichever appears in the publication

Examples:


*Box 51 continues on next page...*
Box 51 continued from previous page.


Box 52. Discontinuous page numbers.

- If the pagination is discontinuous, as often occurs when an article is interrupted by advertisements, separate the groupings of page numbers by a comma and a space
  
  :345-6, 348-9, 352.
  
  :15, 17, 19-21.

- Give up to three groupings of page numbers and use "passim" in place of the fourth and later occurrences
  

Box 53. Text such as a discussion, quiz, or author reply to a letter follows the article.

- Begin with the location (pagination) of the article
- Follow it by a semicolon and a space
- Add the name of the additional material and its pagination

Examples:

  :145-54; discussion 155-6.

  :[about 5 screens]; author reply [about 1 screen].

Box 56. Articles that are videocasts or podcasts.

If the entire article (not just a portion of one) is available as a videocast or podcast:

- Enter the word Videocast or Podcast followed by a colon and a space
- Give extent as the number of minutes needed to view/listen
- Precede the extent with the word "about" unless the time is supplied in the article

Box 56 continues on next page...
Box 56 continued from previous page.

- Abbreviate minutes to min.
- Place the information in square brackets followed by a period outside the closing bracket

  Example:


Examples for Location (Pagination)

30. Journal article on the Internet with location expressed as standard page numbers
31. Journal article on the Internet with a letter included in the page numbers
32. Journal article on the Internet with roman numerals for page numbers
33. Journal article on the Internet with location/extent expressed as estimated number of screens
34. Journal article on the Internet with location/extent expressed as estimated number of pages
35. Journal article on the Internet with location/extent expressed as paragraphs
36. Journal article on the Internet with location/extent expressed as an article number
37. Journal article on the Internet that is a podcast
38. Journal article on the Internet with indication that a discussion or other text follows it

Availability for Journal Articles on the Internet (required)

General Rules for Availability

- Begin with the phrase "Available from" followed by a colon and a space
- Insert the entire Uniform Resource Locator (URL); do not omit http://, www, or other beginning components
- End with a period only if the URL ends with a slash, otherwise end with no punctuation

Specific Rules for Availability

- Breaking long URLs
• URLs not directly addressable
• Multiple URLs

**Box 57. Breaking long URLs.**

Some URLs (Uniform Resource Locators) are longer than one line.

- Retain the entire string as found when possible
- Break a URL at a slash if necessary
- Do not insert a hyphen or a hard line break within a URL

**Box 58. URLs not directly addressable.**

The URL as displayed by the Web browser may not always be used to retrieve the article, i.e., it is not directly addressable.

- Always check to see if the URL is directly addressable
- If it is not, provide instructions for locating it from the closest addressable URL

*Example:*


**Box 59. Multiple URLs.**

If more than one URL can be used to locate an article:

- Give the URL you used in locating the article
- As an option, give all known URLs, separated by a space, a semicolon, and a space

*Example:*

Available from:

http://www.fao.org/docrep/006/y4962t/y4962t01.htm#bm1..1.3.1;
http://www.fao.org/docrep/006/y4962t/y4962t03.htm#bm3..1.3.1;
http://www.fao.org/docrep/006/y4962t/y4962t05.htm#bm5..1.3.1

**Examples for Availability**

1. Standard journal article on the Internet
Language for Journal Articles on the Internet (required)

General Rules for Language

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

See exceptions for Language in Appendix F: Notes for Citing MEDLINE® /PubMed®

Specific Rules for Language

- Articles appearing in more than one language

Box 60. Articles appearing in more than one language.

- If an article is written in English as well as other languages:
  - Give the English language version of the article title
  - List all languages of publication, separated by commas, after the availability statement (URL)
  - Capitalize the language names
  - End the list of languages with a period
  
  Example:
  

- If an article is in more than one language and none of them is English:
  - Translate into English the version of the title that appears first
  - Place the translation in square brackets
  - List all languages of publication separated by commas, after the availability statement (URL)
  - Capitalize the language names
  - End the list of languages with a period
  
  Example:

Box 60 continues on next page...
Box 60 continued from previous page.


- Precede the translation with the original language title when possible


- As an option, when an article title is written in two or more equal languages as often occurs in Canadian publications:

  - Give all titles in the order in which they are presented on the title page or opening screens
  - Separate them with an equals sign with a space on either side
  - List the languages, separated by commas, after the availability statement (URL)
  - Capitalize the language names
  - End the list of languages with a period

  Example:


Examples for Language

12. Journal article on the Internet not in English
13. Journal article on the Internet with equal text in two or more languages

Notes for Journal Articles on the Internet (optional)

General Rules for Notes

- Notes is a term for any further information given after the citation
- Complete sentences are not required
- Be brief

See exceptions for Location (Pagination or Notes) in Appendix F: Notes for Citing MEDLINE®/PubMed®

Specific Rules for Notes

- DOI
- System requirements
- Other types of material to include in notes

Box 61. DOI.

The DOI or Digital Object Identifier was developed by the International DOI Foundation (http://www.doi.org/) to provide for persistent identification of documents across networks. It does this using a naming convention consisting of a prefix that contains the name of the particular DOI directory and the content owner's identifier, and a suffix that is a numeric or alphanumeric string supplied by the publisher.

Publishers register with the International DOI Foundation to obtain their owner's identifier, then submit their suffix to a DOI registration agency along with the URL and appropriate metadata for the particular document being registered.

Many publishers are currently assigning DOIs at the article level. Some assign one DOI to an article regardless of changes in edition or format, while others give a unique DOI to each version.

To find an article on the Internet using its DOI, add the prefix "http://dx.doi.org/" to the number.

To use a DOI in a citation:

- Begin with doi followed by a colon and a space
- Enter the number supplied by the publisher

Example:

Puri S, O'Brian MR. The hmuQ and hmuD genes from Bradyrhizobium japonicum encode heme-degrading enzymes. J Bacteriol [Internet]. 2006 Sep

Box 61 continues on next page...
Box 62. System requirements.

The system requirements describe the software and hardware needed to view an article successfully.

- Begin with the phrase "System Requirements" followed by a colon and a space
- Use the wording supplied by the publisher; no standardization is needed
- Separate the types of information with a semicolon
- End requirement information with a period

Example:


Box 63. Other types of material to include in notes.

The notes element may be used to provide any further information useful to the user. For example:

- If the journal article is accompanied by other material, indicate this following the phrase "Accompanied by:"


- If the article contains a review of the literature and this is not indicated in the title, provide the information

Box 63 continues on next page...
Box 63 continued from previous page.


- If the article was funded by a grant or another type of support, include the institution and relevant number


- If the article was based on a paper presented at a meeting, provide information on the meeting


- If article is a book review or interview, or has other content for which additional information is helpful


- If the article has other unique identifiers, such as a Publisher Item Identifier (PII), PubMed ID (PMID) or PubMed Central ID (PMCID)

Box 63 continues on next page...


If information is known regarding access to the article, such as whether a subscription is required to view or free full text is available


Examples for Notes

39. Journal article on the Internet with DOI provided
40. Journal article on the Internet with system requirements
41. Journal article on the Internet accompanied by other material
42. Journal article on the Internet with note
Examples of Citations to Journal Articles on the Internet

1. Standard journal article on the Internet


2. Journal article on the Internet with optional full names for authors


3. Journal article on the Internet with many authors (give all)


4. Journal article on the Internet with optional limit to the number of authors

to the first three


to the first six


or


5. Journal article on the Internet with author surnames showing designations of family rank


6. Journal article on the Internet with author surnames having a prefix, particle, or preposition (give as found in the article)


Puri S, O'Brien MR. The hmuQ and hmuD genes from Bradyrhizobium japonicum encode heme-degrading enzymes. J Bacteriol [Internet]. 2006 Sep [cited 2007 Jan 8];188(18):


Bertino E, Milani S, Fabris C, De Curtis M. Neonatal anthropometric charts: what they are, what they are not. Arch Dis Child (Fetal Neonatal Ed) [Internet]. 2007 Jan [cited 2007 Jan 9];92(1):F7-10. Available from: http://fn.bmj.com/cgi/content/full/92/1/F7


7. Journal article on the Internet with compound author surnames

Boutin-Foster C. In spite of good intentions: patients' perspectives on problematic social support interactions. Health Qual Life Outcomes [Internet]. 2005 Sep 5 [cited 2007 Jan 5];3(1):Article 52 [about 12 p.]. Available from: http://www.hqlo.com/content/3/1/52


8. Journal article on the Internet with organization(s) as author


American Medical Association; American Nurses Association--American Nurses Foundation; Centers for Disease Control and Prevention (US); Food and Drug Administration (US), Center for Food Safety and Applied Nutrition; Department of Agriculture (US), Food Safety and Inspection Service. Diagnosis and management of foodborne illnesses: a primer for physicians and other health care professionals. MMWR Recomm Rep [Internet]. 2004 Apr 16 [cited 2007 Jan 9];53(RR-4):1-33. Available from: http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5304a1.htm

9. Journal article on the Internet with a governmental body as author


10. Journal article on the Internet with no author


11. Journal article on the Internet with author affiliation

Bratu S (Division of Infectious Diseases, State University of New York Downstate Medical Center, Brooklyn, NY. sbratu@aol.com), Landman D, Gupta J, Trehan M, Panwar M, Quale J. A population-based study examining the emergence of community-associated methicillin-resistant Staphylococcus aureus USA300 in New York City. Ann Clin Microbiol

Jacobs JL (Department of Medicine, John A. Burns School of Medicine, University of Honolulu, Honolulu, HI), Lee MT (Department of Pediatrics, John A. Burns School of Medicine, University of Honolulu, Honolulu, HI), Lindberg M (Office of Medical Education, John A. Burns School of Medicine, University of Honolulu, Honolulu, HI), Kamin C (Department of Pediatrics, University of Colorado Health Sciences Center, Denver, CO). Problem-based learning, multimedia, and a paucity of behavioral issue learning. Med Educ Online [Internet]. 2005 [cited 2007 Jan 5];[5 p.]. Available from: http://www.med-ed-online.org/pdf/10000006.pdf

12. Journal article on the Internet not in English


with optional original language included


German.

13. Journal article on the Internet with equal text in two or more languages


14. Journal article on the Internet with Greek letters or other special characters in the title

Greek letters may be written out if special fonts are not available


or


or


Superscripts/subscripts may be enclosed in parentheses if fonts not available


or


15. Journal article on the Internet with optional article type


16. Journal article on the Internet with optional full journal title


17. Journal article on the Internet with journal title having an edition

Pattison MA, Webster TJ, Haberstroh KM. Select bladder smooth muscle cell functions were enhanced on three-dimensional, nano-structured poly(ether urethane) scaffolds. *J Biomater Sci (Polym Ed)* [Internet]. 2006 [cited 2007 Jan 8];17(11):1317-32. Available from: http://www.ingentaconnect.com/content/vsp/bsp/2006/00000017/00000011/art00008?token=0053155c75b2c2f653b2a2d3a7c4e7247704f7e41225f406a532c6b67547d3f46627051fb9a634cc1dd

Bertino E, Milani S, Fabris C, De Curtis M. Neonatal anthropometric charts: what they are, what they are not. *Arch Dis Child (Fetal Neonatal Ed)* [Internet]. 2007 Jan [cited 2007 Jan 9];92(1):F7-10. Available from: http://fn.bmj.com/cgi/content/full/92/1/F7

18. Journal article on the Internet with optional content type


19. Journal article on the Internet with month(s)/day(s) included in date of publication


20. **Journal article on the Internet with season(s) included in date of publication**

Withers R, Casson R, Shrimplin A. Narrowcasting to faculty and students: creating an efficient "research by subject" page. Electron J Acad Spec Librariansh [Internet]. 2005 Winter [cited 2005 Dec 28];6(3):[about 11 p.]. Available from: http://southernlibrarianship.icaap.org/content/v06n03/withers_r01.htm


21. **Journal article on the Internet updated/revised after publication**


22. **Journal article on the Internet with date having a supplement**


23. **Journal article on the Internet with standard volume and issue**


24. **Journal article on the Internet with volume having a subdivision other than an issue**

Pyysalo S, Salakoski T, Aubin S, Nazarenko A. Lexical adaptation of link grammar to the biomedical sublanguage: a comparative evaluation of three approaches. BMC

Duong CA, Sepulveda CA, Graham JB, Dickson KA. Mitochondrial proton leak rates in the slow, oxidative myotomal muscle and liver of the endothermic shortfin mako shark (Isurus oxyrinchus) and the ectothermic blue shark (Prionace glauca) and leopard shark (Triakis semifasciata). J Exp Biol [Internet]. 2006 Jul [cited 2007 Jan 9];209(Pt 14):2678-85. Available from: http://jeb.biologists.org/cgi/content/full/209/14/2678


25. Journal article on the Internet with volume but no issue or other subdivision


26. Journal article on the Internet with issue but no volume

Suber P. Providing open access to past research articles, starting with the most important. SPARC Open Access News [Internet]. 2004 Jun 2 [cited 2007 Jan 10];(74):[about 3 screens]. Available from: http://www.earlham.edu/~peters/fos/newsletter/06-02-04.htm

27. Journal article on the Internet with issue having a subdivision


28. Journal article on the Internet without standard volume or issue, but with article number


29. Journal article on the Internet without standard volume, issue, or article number


30. Journal article on the Internet with location expressed as standard page numbers


31. Journal article on the Internet with a letter included in the page numbers

with letter before the numbers


Bertino E, Milani S, Fabris C, De Curtis M. Neonatal anthropometric charts: what they are, what they are not. Arch Dis Child (Fetal Neonatal Ed) [Internet]. 2007 Jan [cited 2007 Jan 9];92(1):F7-10. Available from: http://fn.bmj.com/cgi/content/full/92/1/F7

with letter after the numbers

32. Journal article on the Internet with roman numerals for page numbers


33. Journal article on the Internet with location/extent expressed as estimated number of screens


34. Journal article on the Internet with location/extent expressed as estimated number of pages

Withers R, Casson R, Shrimplin A. Narrowcasting to faculty and students: creating an efficient "research by subject" page. Electron J Acad Spec Librariansh [Internet]. 2005 Winter [cited 2005 Dec 28];6(3):[about 11 p.]. Available from: http://southernlibrarianship.icaap.org/content/v06n03/withers_r01.htm


35. Journal article on the Internet with location/extent expressed as paragraphs


36. Journal article on the Internet with location/extent expressed as an article number


Boutin-Foster C. In spite of good intentions: patients' perspectives on problematic social support interactions. Health Qual Life Outcomes [Internet]. 2005 Sep 5 [cited 2007 Jan 5];3(1):Article 52 [about 12 screens]. Available from: http://www.hqlo.com/content/3/1/52


37. Journal article on the Internet that is a podcast


38. Journal article on the Internet with indication that a discussion or other text follows it


39. Journal article on the Internet with DOI provided


40. Journal article on the Internet with system requirements


41. Journal article on the Internet accompanied by other material


42. Journal article on the Internet with note


tool=pubmed PubMed PMID: 21566784; PubMed Central PMCID: PMC3075524. Authorship note: Heppner HJ and Bauer JM contributed equally.


43. Part of a journal article on the Internet

Burke KJ, Paton D. Well-being in protective services personnel: organisational influences. Australas J Disaster Trauma Stud [Internet]. 2006;2006(2):[about 17 p.]. Figure 3, The overall structural model, showing the relative strength of each pathway examined; [cited 2007 Jan 8]; [about 1 screen]. Available from: http://www.massey.ac.nz/%7Etrauma/issues/2006-2/burke.htm


B. Sample Citation and Introduction to Citing Entire Journal Titles on the Internet

The general format for a reference to an entire Internet journal title, including punctuation:

- for a title continuing to be published:

<table>
<thead>
<tr>
<th>Title</th>
<th>Type of Medium</th>
<th>Place of Publication</th>
<th>Publisher</th>
</tr>
</thead>
</table>

- for a title that ceased publication:

<table>
<thead>
<tr>
<th>Title</th>
<th>Type of Medium</th>
<th>Place of Publication</th>
<th>Publisher</th>
<th>Ending Date</th>
</tr>
</thead>
</table>

Examples of Citations to Entire Journal Titles on the Internet

If a journal is still being published, as shown in the first example, follow volume and date information with a hyphen and three spaces. If a journal has ceased publication, as in
example two, separate the beginning and ending volume and date information with a
hyphen surrounded by a space. See also Chapter 1C Entire Journal Titles for additional
examples of the specific parts of a citation.

Journal titles on the Internet are often electronic versions of print journal titles or have
migrated from videocassette, audiocassette, or CD-ROM form. Increasingly journals are
published directly for the Internet to enable hyperlinking, to include complex graphics,
and to run multimedia such as film clips and sound. Volume and issue information has
changed the most with Internet journals, particularly those without print counterparts.
Many publishers omit volume and issue numbers, substituting an article numbering
scheme or simply using the date the item was placed on the Internet as an identifier. See
examples 29 and 30.

A journal title on the Internet is cited similar to journals in print, but with these major
exceptions:

- Use the word "Internet" in square brackets as the Type of Medium after the journal
title.
- Include a date of citation in square brackets following the beginning date of
  publication for a open journal and the ending date of a closed one.
- Provide the URL or other electronic address of the title.

It is important to cite the version you saw. Many journal titles with both print and Internet
versions do not carry the same exact content. If you viewed a journal title on the Internet,
do not cite it as if it were a print one. However, it may be useful to begin a citation to an
Internet journal by first locating all of the information needed to cite it as if it were a print
publication, then add the Internet-specific items. For example:

Print information


Vol. 1, No. 1, Mar 1984 - .

Added Internet information (in bold)


Journals frequently change titles and publishers over time. When citing a journal, always
provide information on the latest title and publisher unless you are citing an earlier
version.

To cite all volumes for an Internet journal that changed title, provide a separate citation
for each title. For example:


Journals that have migrated to the Internet from other formats or that maintain both print and online versions may not change titles, but may only have recent volumes available online. When citing the Internet version, give volume and date information for only those that are online accessible. You may include information on other volumes as a note. For example:


Do not confuse the publisher with the organization that maintains the Web site for the publisher. If wording such as "this site is maintained by XYZ Corporation for ABC Organization" appears, use ABC Organization as the publisher and XYZ Corporation as the distributor. Publisher information is required in a citation; distributor information may be included as a note if desired.

If a journal on the Internet does not have a formal title page or table of contents, look to the opening screens, the bottom or closing screens, links from the sidebar, and the source code (viewable through the Web browser) to locate citation information.

Note that the rules for creating references to journal titles are not the same as the rules for cataloging them. Therefore records found in the NLM LocatorPlus and the NLM Catalog databases will not always agree with the instructions presented here.

Continue to Citation Rules with Examples for Entire Journal Titles on the Internet.

Continue to Examples of Citations to Entire Journal Titles on the Internet.

**Citation Rules with Examples for Entire Journal Titles on the Internet**

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Title (R) | Edition (R) | Type of Medium (R) | Editor (O) | Place of Publication (R) | Publisher (R) | Volume Number (R) | Issue Number (R) | Date of Publication (R) | Date of Citation (R) | Availability (R) | Language (R) | Notes (O)
Title for Journal Titles on the Internet (required)

General Rules for Title

• Enter a journal title in the original language
• Do not abbreviate any words or omit any words
• Use whatever capitalization and punctuation are found in the title
• Follow the title with a colon and any subtitle that appears
• Follow a non-English title with a translation when possible; place the translation in square brackets
• End the journal title with a space

Specific Rules for Title

• Journal titles not in English
• Journals appearing in more than one language
• Journals appearing in different editions

Box 64. Journal titles not in English.

• For non-English journal titles in the roman alphabet (French, German, Spanish, Italian, etc.), provide the name in the original language
  Deutsche Zeitschrift fur Sportmedizin [Internet].

• For a journal title in a non-roman alphabet:
  ◦ Romanize (write in the roman alphabet) the title if it is in Cyrillic, Greek, Arabic, Hebrew, Korean, or in a character-based language (Chinese, Japanese)
    Pernatvie Khishchniki [Internet].
    Zhongguo hua xue kuai bao [Internet].
  ◦ It is not NLM practice, but you may translate journal titles in character-based languages.
    Chinese Chemical Letters [Internet].
  ◦ A good authority for romanization is the ALA-LC Romanization Tables

• Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  ◦ Treat letters marked with diacritics or accents as if they are not marked

Box 64 continues on next page...
Box 64 continued from previous page.

- Å treated as A
- Ø treated as O
- Ç treated as C
- Ł treated as L
- à treated as a
- ĝ treated as g
- ň treated as n
- ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe

- Provide an English translation after the original language title whenever possible; place translations in square brackets


Box 65. Journals appearing in more than one language.

- For a journal appearing in two or more equal languages, as often occurs with Canadian journals:
  - Begin with the title in the first language found, in order of preference: on the opening screens, the bottom or closing screens, links from the sidebar, and the source code
  - Give all titles in the order they are provided in the text
  - Place an equals sign with a space on either side between each title
  - List all the languages, separated by commas, after the availability statement
  - End the list of languages with a period
Box 65 continued from previous page.

Example:


• For a journal title appearing in multiple languages:
  ◦ Give the title in the first language found, in order of preference: on the opening screens, the bottom or closing screens, links from the sidebar, and the source code
  ◦ List all the languages, separated by commas, after the availability statement
  ◦ End the list of languages with a period

Examples:


Box 66. Journals appearing in different editions.

If a journal is published in more than one edition:

• Capitalize all significant words in edition information
• Separate the edition from the title itself by a space and place it in parentheses
• End all title information with the medium of the journal, placed in square brackets, followed by a period

Example:

Examples for Title

1. Standard Internet journal title that is still being published
2. Standard Internet journal title that has ceased publication
3. Internet journal title with subtitle
4. Internet journal title with lowercase or capital letters/special characters
5. Internet journal title with section or part
6. Internet journal title with edition
7. Internet journal title not in English
8. Internet journal title not in English, with optional translation
9. Internet journal title published in multiple languages
10. Internet journal title published in two or more equal languages
36. Internet journal title previously published under another name
37. Internet journal title continuing to be published under another name

Edition for Journal Titles on the Internet (required)

General Rules for Edition

- Indicate the edition/version being cited after the title if a journal is published in more than one edition or version
- Do not abbreviate any words or omit any words
- Use whatever capitalization and punctuation are found in the edition statement
- Place the edition statement in parentheses, such as (British Edition)
- End the edition statement with a space

Specific Rules for Edition

- Non-English words for editions

Box 67. Non-English words for editions.

- For non-English edition statements written in the roman alphabet (French, German, Spanish, Italian, etc.):
  - Give the name in the original language
  - Separate the edition from the title itself by a space and place it in parentheses

Box 67 continues on next page...
Box 67 continued from previous page.

- Follow the title and edition information with the medium of the journal, placed in square brackets
- End with a period
  
  Example:
  
  Rivista Italiana di Gastroenterologia (Edizione Endoscopia Digestiva) [Internet].

- For an edition statement in Cyrillic, Greek, Arabic, Hebrew, Korean, or in a character-based language such as Chinese and Japanese:
  
  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the ALA-LC Romanization Tables.
  
  - Separate the edition from the title itself by a space and place it in parentheses
  
  - Follow the title and edition information with the medium of the journal, placed in square brackets
  
  - End with a period
    
    Example:
    
    Deltio Nosokomeiakes Pharmakeutikes (Epistemonike Ekdosis) [Internet].

- It is not NLM practice, but you may translate journal titles and their editions in a character-based language
  
  - Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  - Treat letters marked with diacritics or accents as if they are not marked
    
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a

Box 67 continues on next page...
Box 67 continued from previous page.

- ģ treated as g
- ň treated as n
- ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

<table>
<thead>
<tr>
<th>Language</th>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danish</td>
<td>Oplag</td>
<td>n.a.</td>
</tr>
<tr>
<td>Dutch</td>
<td>Uitgave</td>
<td>Uitg</td>
</tr>
<tr>
<td></td>
<td>Editie</td>
<td>Ed</td>
</tr>
<tr>
<td>Finnish</td>
<td>Julkaisu</td>
<td>Julk</td>
</tr>
<tr>
<td>French</td>
<td>Edition</td>
<td>Ed</td>
</tr>
<tr>
<td>German</td>
<td>Ausgabe</td>
<td>Ausg</td>
</tr>
<tr>
<td>Greek</td>
<td>Ekdosis</td>
<td>Ekd</td>
</tr>
<tr>
<td>Italian</td>
<td>Edizione</td>
<td>Ed</td>
</tr>
<tr>
<td>Norwegian</td>
<td>Publikasjon</td>
<td>Pub</td>
</tr>
<tr>
<td>Portuguese</td>
<td>Edicao</td>
<td>Ed</td>
</tr>
<tr>
<td>Russian</td>
<td>Izdanie</td>
<td>Izd</td>
</tr>
<tr>
<td>Spanish</td>
<td>Edicion</td>
<td>Ed</td>
</tr>
<tr>
<td>Swedish</td>
<td>Upplaga</td>
<td>n.a.</td>
</tr>
</tbody>
</table>

Examples for Edition

6. Internet journal title with edition

Type of Medium for Journal Titles on the Internet (required)

General Rules for Type of Medium

- Place the word Internet in square brackets following the title (and Edition, if present)
• End with a period placed outside the closing bracket
• See Chapter 19B for journal titles on CD-ROM, DVD, or disk; see Chapter 16B for journals in audiovisual formats

Examples for Type of Medium

1. Standard Internet journal title that is still being published
2. Standard Internet journal title that has ceased publication

Editor for Journal Titles on the Internet (optional)

General Rules for Editor

• Give the name of the current (or last) editor
• Enter the editor’s name in natural order, such as John A. Jones
• Follow the name with a comma and the word "editor"
• End editor information with a period

Specific Rules for Editor

• Names not in English

Box 68. Names not in English.

• Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication

• Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese. Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the ALA-LC Romanization Tables.

• Capitalize only the first letter of romanized names when the original initial is represented by more than one letter

  Iu. A. Iakontov
  G. Th. Tsakalos

• Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ◦ Treat letters marked with diacritics or accents as if they are not marked

Box 68 continues on next page...
Box 68 continued from previous page.

Å treated as A  
Ø treated as O  
Ç treated as C  
Ł treated as L  
à treated as a  
ģ treated as g  
ñ treated as n  
ü treated as u

○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ treated as ae  
œ treated as oe

• To assist in identifying editors, below is a brief list of non-English words for editor:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
</tr>
<tr>
<td></td>
<td>editeur</td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
</tr>
<tr>
<td></td>
<td>editore</td>
</tr>
<tr>
<td>Russian</td>
<td>redaktor</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
</tr>
<tr>
<td></td>
<td>editor</td>
</tr>
</tbody>
</table>

Examples for Editor

11. Internet journal title with current editor name provided
Place of Publication for Journal Titles on the Internet (required)

General Rules for Place of Publication

• Place is defined as the city where the journal was published
• Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have same name, such as Palm Springs (CA) and Palm Springs (FL)
• Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as Cambridge (MA) and Cambridge (England)
• End place information with a colon

Specific Rules for Place of Publication

• Locating the place of publication if there is no standard title page
• Non-US cities
• Multiple places of publication
• No place of publication can be found

Box 69. Locating the place of publication if there is no standard title page.

Some journals on the Internet do not display a traditional title page that clearly states the place of publication. When there is no title page:

• Look for the place at the top, bottom, or sidebar of the first screen or the bottom of the last screen of the journal site
• If it is not in one of these locations, try to obtain it from a link within the site, usually under a "contact us" or similar link
• Look in the source code for the journal if it is displayed by the Web browser
• If the place cannot be determined from the site itself:
  • Place the name in square brackets if the city can be reasonably inferred; for example, Chicago as the place of publication of a journal issued by the American Medical Association
  • Use [place unknown] if it is not possible to infer or otherwise locate the city

Box 69 continues on next page...
Box 69 continued from previous page.


Box 70. Non-US cities.

- Use the anglicized form for the name of a city, such as Rome for Roma and Moscow for Moskva, when possible

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E)
  
  Montreal (QC):
  
  Ottawa (ON):

- If the city is not well known or could be confused with another city of the same name, follow the city with name of the country, either written out or as the two-letter ISO country code (see Appendix D). Use the anglicized form of the name, such as Spain for Espana. Place the country name or code in parentheses.
  
  London:
  
  Rome:
  
  Paris:
  
  Madrid:
  
  *but*

  Malaga (Spain): or Malaga (ES):

  Basel (Switzerland): or Basel (CH):

  Oxford (England): or Oxford (GB):

- As an option, use the country name after all cities not in the US or Canada

Box 71. Multiple places of publication.

- If a journal changed publishers over the years or if the publisher changed its location, give the place of publication of the current (or last) publisher

- If more than one place of publication is found for the publisher, use the first one or the one set in the largest type or in bold type. Do not give multiple places of publication.

Box 71 continues on next page...
As an option, if one place is a US city and the others are not, use the US one

**Box 72. No place of publication can be found.**

- If no place can be found but one can be reasonably inferred, such as Chicago as the place of publication for a journal of the American Medical Association, put the place name in square brackets


- If no place of publication can be found or inferred, use [place unknown]


**Examples for Place of Publication**

12. Internet journal title with well-known place of publication

13. Internet journal title with geographic qualifier added to place of publication for clarity

14. Internet journal title with place of publication inferred

15. Internet journal title with unknown place of publication

21. Internet journal title with unknown place of publication and publisher

**Publisher for Journal Titles on the Internet (required)**

**General Rules for Publisher**

- Record the name of the publisher as it appears in the journal, using whatever capitalization and punctuation are found there
- Abbreviate well-known publisher names if desired but with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley."
- When a division or other subsidiary part of a publisher is given, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a period

**Specific Rules for Publisher**

- Determining the publisher if there is no standard title page
- Abbreviated words in publisher names
Box 73. Determining the publisher if there is no standard title page.

Some journals on the Internet do not display a traditional title page that clearly states the name of the publisher. When there is no title page:

- Look for the publisher at the top, bottom, or sidebar of the first screen or the bottom of the last screen of the journal's site
- Look for the name after a copyright statement, e.g., copyright 2006 by the American Chemical Society
- Try to obtain it from a link within the site, usually under a "contact us" or similar link
- Look in the source code for the journal if it is displayed by the Web browser
- If wording such as "this site is maintained by XYZ Corporation for ABC Organization" appears, use ABC Organization as the publisher and XYZ Corporation as the distributor. Publisher information is required in a citation; distributor information may be included as a note.
- If no publisher can be identified, use [publisher unknown]


Box 74. Abbreviated words in publisher names.

- Abbreviate commonly used words in publisher names, if desired

Examples:

Acad. for Academy
Assoc. for Association
Co. for Company
Coll. for College

Box 74 continues on next page...
Box 74 continued from previous page.

Corp. for Corporation
Dept. for Department
Div. for Division
Inst. for Institute or Institution
Ltd. for Limited
Soc. for Society
Univ. for University

See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.
- Follow all abbreviated words with a period

Box 75. Non-English publishers.

- Give publisher names in the roman alphabet (French, Spanish, Italian, etc.) in their original languages
  
  Rome: Societa Editrice Universo.
  Lisbon: Imprensa Medica.

- Romanize names in Cyrillic, Greek, Arabic, Hebrew, Korean, and character-based languages (Chinese, Japanese)
  
  Sofia (Bulgaria): Sofia Medizina i Fizkultura.

- If the name of a division or other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest
  
  Botucatu (Brazil): Universidade Estadual Paulista, Centro de Estudos de Venenos e Animais Peconhentos.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked

Box 75 continues on next page...
Box 75 continued from previous page.

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  
  â treated as a
  ø treated as o
  ç treated as c
  ł treated as l
  à treated as a
  ţ treated as g
  ň treated as n
  ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  æ treated as ae
  œ treated as oe

- Follow a non-English name with a translation, if desired. Place all translated publisher names in square brackets.
  
  Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press].

- As an option, you may translate all publisher names not in English. Place the name in square brackets unless it is given in the publication.
  
  Aarhus (Denmark): [Aarhus University Press].

Box 76. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)
  
  National Cancer Institute (US).
  National Society on Alcoholism and Drug Dependence (NZ).
  Royal Society of Medicine Press Ltd. (GB).
  Royal College of Physicians (AU), Paediatrics & Child Health Division.
Box 76 continued from previous page.

- Do not confuse the publisher with the distributor of documents for the publisher. The most common distributors of US government publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency making the publication available as the publisher and include distributor information as a note, if desired.

Box 77. Multiple publishers.

- If a journal changed publishers over the years, give the name of the current (or last) publisher.

- If more than one publisher is found for a journal, use the first one given or the one set in the largest type or set in bold.

- An alternative is to use the publisher likely to be most familiar to the audience of the reference list, such as an American publisher for a US audience and a London publisher for a British one.

- Do not list multiple publishers. For journals with joint or co-publishers, use the name provided first as the publisher. Include the name of the other publisher(s) as a note, if desired.

- End publisher information with a period.

  Example:

  Jointly published by the Journal of Neurosurgery.

Box 78. Joint publication.

- For journals with joint or co-publishers, use the name provided first as the publisher found, in order of preference: on the opening screens, the bottom or closing screens, links from the sidebar, and the source code.

- Include the name of the other publisher(s) as a note, if desired.

- Do not list multiple publishers.

- End publisher information with a period.

  Example:

  Box 78 continues on next page...
Box 78 continued from previous page.


Box 79. No publisher can be found.

- If no publisher can be determined, use [publisher unknown]


Examples for Publisher

16. Internet journal title with publisher having subsidiary part
17. Internet journal title with government agency as publisher
18. Internet journal title with joint publishers
19. Internet journal title with publisher name translated
20. Internet journal title with unknown publisher
21. Internet journal title with unknown place of publication and publisher

Volume Number for Journal Titles on the Internet (required)

General Rules for Volume Number

- Precede the number with "Vol.", regardless of the particular word for volume used by the journal
- Use arabic numbers only. For example: convert LX or Sixtieth to 60.
- Separate multiple volumes by a hyphen. For example: 5-6 or 42-43.
- Follow volume number(s) with a comma

Specific Rules for Volume Number

- Non-English names for volume
- No volume number present

Box 80. Non-English names for volume.

- Use only the English word for volume and abbreviate it to "Vol."

Box 80 continues on next page...
Box 80 continued from previous page.

- To help locate volumes, see the following list for the words and abbreviations used for volume in a variety of languages:

  - aarg.  aargang  année  anno  año  årg.  årgang  band  bd.  bind
  - évf.  évfolyam  g.  god  god.  godina  godiště  jaarg.  jaargang
  - jahrg.  jahrgang  köt.  kötet  r.  ročník  rocznik  rok  sv.  svazek
  - svezak  t.  tom  tome  tomo  tomus  vol.  volumen  zv.  zväzok  zvez

Box 81. No volume number present.

- If no volume number is present, follow the publisher with the issue number


- If no volume number or issue number is present, but the journal uses an article numbering scheme, precede the date with the name and number used in the scheme. See Article numbers used for location in Chapter 23A for details.


- If no volume number, issue number, or article number is present, follow the publisher with the beginning year of publication. Precede the year with the name and day of the month or season, if provided.


Examples for Volume Number

22. Internet journal title with standard volume and issue number
23. Internet journal title with volume having another name
24. Internet journal title with volumes viewable for online version different from print version
25. Internet journal title with volume number and year the same
26. Internet journal title with volume number but no issue
27. Internet journal title with issue number, but no volume
29. Internet journal title with article numbering in place of volume and issue
30. Internet journal title with date only, no volume, issue, or article numbers

Issue Number for Journal Titles on the Internet (required)

General Rules for Issue Number

- Precede the issue number with "No.", regardless of the particular word for issue used by the journal
- Use arabic numbers only. For example: convert IV or Fourth to 4.
- Separate multiple issues by a hyphen, such as 2-3
- Follow issue information with a comma

Specific Rules for Issue Number

- Non-English names for issue
- No volume number present
- No issue number present
- Options for issues

Box 82. Non-English names for issue.

- Use only "number", the English word for issue, and abbreviate it to "No."
- To help locate issues in languages other than English, see the following list of words and abbreviations used for issue (usually variations on the word number) in a variety of languages:
  
  - čís. číslo fasc. fascicle fascicule fasciculus heft knižka
  - no. nomencl. numer número nummer sveska sz. szám
  - vypusk zesz. zeszyt zošit
**Box 83. No volume number present.**

- If no volume number is present, follow the publisher with the issue number:


- If no volume number or issue number is present, but the journal uses an article numbering scheme, precede the date with the name and number used in the scheme. See Article numbers used for location in Chapter 23A for details.


- If no volume number, issue number, or article number is present, follow the publisher with the beginning year of publication. Precede the year with the name and day of the month or season, if provided.


**Box 84. No issue number present.**

- If no issue number is present but a volume number can be found, follow the publisher with the volume number and beginning date.


- If no volume number or issue number is present, but the journal uses an article numbering scheme, precede the date with the name and number used in the scheme. See Article numbers used for location in Chapter 23A for details.

  Box 84 continues on next page...
Box 84 continued from previous page.


- If no volume number, issue number, or article number is present, follow the publisher with the beginning year of publication. Precede the year with the name and day of the month or season, if provided.


Box 85. Options for issues.

It is not NLM policy, but the following is an acceptable option:

- If a journal began publishing with volume one, number one, you may omit the issue number


or

Box 85 continues on next page...
Box 85 continued from previous page.


Examples for Issue Number

22. Internet journal title with standard volume and issue number
26. Internet journal title with volume number but no issue
27. Internet journal title with issue number, but no volume
28. Internet journal title with multiple issue numbers
29. Internet journal with article numbering in place of volume and issue
30. Internet journal title with date only, no volume, issue, or article numbers

Date of Publication for Journal Titles on the Internet (required)

General Rules for Date of Publication

- Include the month and year the journal began to be published, in that order, such as May 2004
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Use English names for months and abbreviate them to the first three letters, such as Jan
- End beginning date information with a hyphen and three spaces if the journal is still being published
- End beginning date information with a hyphen preceded and followed by a space if the journal ceased publication. Enter closing volume and issue information followed by a comma and the closing date. End closing date information with a space.

Specific Rules for Date of Publication

- Multiple years, months, or days of publication
- Non-English names for months
- Seasons instead of months
- Options for dates

Box 86. Multiple years, months, or days of publication.

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

Box 86 continues on next page...
Box 86 continued from previous page.

2002-2003
1997-1998
1999-2000

Example:


- If months and days of the month are given, place them before the year. Use English names for months and abbreviate them using the first three letters.

Oct 1999
Mar 1, 2002
Jan 1, 2005-Feb 31, 2005

Example:


- Separate multiple months of publication and multiple days of the month by a hyphen

Mar-Apr 2005
Dec 1999-Jan 2000
Feb 1-7, 2005
Jan 25-31, 2001

Examples:


**Box 86 continued from previous page.**

- Separate multiple seasons by a hyphen, as Spring-Summer. Capitalize names of seasons; do not abbreviate them.
  
  Spring-Summer 2004
  

**Box 87. Non-English names for months.**

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them

  *Examples:*
  
  mayo = May
  
  luty = Feb
  
  brezen = Mar

**Box 88. Seasons instead of months.**

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them

  *Examples:*
  
  balvan = Summer
  
  outomno = Fall
  
  hiver = Winter
  
  pomlad = Spring
  
  Separate multiple seasons by a hyphen, such as Fall-Winter
  

**Box 89. Options for dates.**

It is not NLM policy, but the following are acceptable options:

Box 89 continues on next page...
Box 89 continued from previous page.

- If both volume and issue numbers are present, you may omit the name of the months or seasons.


  or


- If a journal began with issue number one of a volume or ended with the customary last issue of a volume, you may omit the issue number


  or


Examples for Date of Publication

30. Internet journal title with date only, no volume, issue, or article numbers

31. Internet journal title with multiple month(s) or years in date

32. Internet journal title with days of the month included in date

33. Internet journal title with season in date

34. Internet journal title with other division to date than month or season
Date of Citation for Journal Titles on the Internet (required)

General Rules for Date of Citation

- Give the date the journal was seen on the Internet
- Include the year month and day in that order, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- Place citation date information in square brackets
- End date information with a period placed outside the closing bracket

Examples for Date of Citation

1. Standard Internet journal title that is still being published
2. Standard Internet journal title that has ceased publication

Availability for Journal Titles on the Internet (required)

General Rules for Availability

- Begin with the phrase "Available from" followed by a colon and a space
- Give the entire Uniform Resource Locator (URL); do not omit http://, www, or other beginning components
- End with a period only if the URL ends with a slash, otherwise end with no punctuation

Specific Rules for Availability

- Breaking long URLs
- URLs not directly addressable
- Multiple URLs

Box 90. Breaking long URLs.

Some URLs (Uniform Resource Locators) are longer than one line.

- Retain the entire string as found when possible
- Break a URL at a slash if necessary
- Do not insert a hyphen or a hard line break within a URL

Box 91. URLs not directly addressable.

The URL as displayed by the Web browser may not always be used to retrieve the journal, i.e., it is not directly addressable.

Box 91 continues on next page...
Box 91 continued from previous page.

- Always check to see if the URL is directly addressable
- If it is not, provide instructions for locating it from the closest addressable URL

*Example:*


---

**Box 92. Multiple URLs.**

If more than one URL can be used to locate a journal:

- Give the URL you used in locating the journal
- As an option, give all known URLs, separated by a space, a semicolon, and a space

*Examples:*


---

**Examples for Availability**

1. Standard Internet journal title that is still being published
2. Standard Internet journal title that has ceased publication
35. Internet journal title with multiple URLs

**Language for Journal Titles on the Internet (required)**

**General Rules for Language**

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period
Specific Rules for Language

- Journals appearing in more than one language

Box 93. Journals appearing in more than one language.

- If a journal is published in multiple languages:
  - Give the title in the first language found, in order of preference: on the opening screens, the bottom or closing screens, links from the sidebar, and the source code
  - List all the languages, separated by commas, after the availability statement
  - End the list of languages with a period

  *Examples:*


- If a journal is published in two or more equal languages, as often occurs with Canadian journals:
  - Begin with the title in the first language found, in order of preference: on the opening screens, the bottom or closing screens, links from the sidebar, and the source code
  - Give all titles in the order they are provided in the text
  - Place an equals sign with a space on either side between each title
  - List all the languages, separated by commas, after the availability statement
  - End the list of languages with a period

  *Example:*

  Actualites en Bref pour Maladies Infectieuses = Infectious Diseases News Brief [Internet]. Ottawa (ON): Public Health Agency of Canada.

Box 93 continues on next page...
Box 93 continued from previous page.


Examples for Language

7. Internet journal title not in English
8. Internet journal title not in English, with optional translation
9. Internet journal title published in multiple languages
10. Internet journal title published in two or more equal languages

Notes for Journal Titles on the Internet (optional)

General Rules for Notes

- Notes is a collective term for further useful information about the journal
- If a journal was published under another title, provide the name preceded by "Continues: ", such as Continues: Journal of Contemporary Neurology.
- If a journal continues publication under another title, provide the name preceded by "Continued by: ", such as Continued by: FEBS Journal.

Specific Rules for Notes

- System requirements
- Other types of material to include in notes

Box 94. System requirements.

System requirements describe the particular software and hardware needed to view the journal.

- Begin with the phrase "System Requirements" followed by a colon and a space
- Use the wording as supplied by the publisher; no standardization is needed
- Separate the types of information by a semicolon and a space
- End requirement information with a period

Examples:


Box 94 continues on next page...
Box 94 continued from previous page.

www.epress.com/w3jbio/. System Requirements: This site is best viewed with Netscape Navigator 3.0 or Microsoft Internet Explorer 3.0 or higher.


Box 95. Other types of material to include in notes.

- The name under which a journal was previously published, preceded by "Continues:"
  

- The name under which a journal continues to be published, preceded with "Continued by:"
  

- If a journal is also available in another format
  

- The sponsorship of the journal if the sponsor is not also the publisher
  

- Frequency of publication of the journal

Box 95 continues on next page...
Box 95 continued from previous page.


• The International Standard Serial Number (ISSN) of the journal


• Any other information that would be useful


Examples for Notes

36. Internet journal title previously published under another name

37. Internet journal title continuing to be published under another name

38. Internet journal title with sponsorship note
39. Internet journal title with frequency of publication note
40. Internet journal title with ISSN note
41. Internet journal title with note on the print version
42. Internet journal title with system requirements
43. Internet journal title with examples of other notes

Examples of Citations to Entire Journal Titles on the Internet

1. Standard Internet journal title that is still being published


2. Standard Internet journal title that has ceased publication


3. Internet journal title with subtitle


4. Internet journal title with lowercase or capital letters/special characters


5. Internet journal title with section or part


6. Internet journal title with edition


7. Internet journal title not in English


8. Internet journal title not in English, with optional translation


9. Internet journal title published in multiple languages


10. Internet journal title published in two or more equal languages


11. Internet journal title with current editor name provided


12. Internet journal title with well-known place of publication


13. Internet journal title with geographic qualifier added to place of publication for clarity


14. Internet journal title with place of publication inferred


15. Internet journal title with unknown place of publication


16. Internet journal title with publisher having subsidiary part


17. Internet journal title with government agency as publisher


18. Internet journal title with joint publishers


19. Internet journal title with publisher name translated


20. Internet journal title with unknown publisher


21. Internet journal title with unknown place of publication and publisher


22. Internet journal title with standard volume and issue number


23. Internet journal title with volume having another name


24. Internet journal title with volumes viewable for online version different from print version


25. Internet journal title with volume number and year the same


26. Internet journal title with volume number but no issue


27. Internet journal title with issue number, but no volume


28. Internet journal title with multiple issue numbers


29. Internet journal with article numbering in place of volume and issue


30. Internet journal title with date only, no volume, issue, or article numbers


31. Internet journal title with multiple month(s) or years in date


32. Internet journal title with days of the month included in date


33. Internet journal title with season in date


34. Internet journal title with other division to date than month or season


35. Internet journal title with multiple URLs


36. Internet journal title previously published under another name


37. Internet journal title continuing to be published under another name


38. Internet journal title with sponsorship note


39. Internet journal title with frequency of publication note


40. Internet journal title with ISSN note

41. Internet journal title with note on the print version

The print version began with Vol. 1 in 1984.

42. Internet journal title with system requirements


43. Internet journal title with examples of other notes


Chapter 24. Databases/Retrieval Systems on the Internet

Created: October 10, 2007; Updated: August 10, 2016.

A. Entire Databases/Retrieval Systems on the Internet

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

B. Parts of Databases on the Internet

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

C. Contributions to Databases on the Internet

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

See also:

Chapter 20 Databases on CD-ROM, DVD, or Disk

A. Sample Citation and Introduction to Citing Entire Databases/Retrieval Systems on the Internet

The general format for a reference to a database/retrieval system on the Internet, including punctuation:

- for a serial database that is open:

<table>
<thead>
<tr>
<th>Title</th>
<th>Type of Medium</th>
<th>Place of Publication</th>
<th>Publisher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Archive of American Folk Medicine [Internet]. Los Angeles: Regents of the University of California. 1996 - [cited 2007 Feb 1]. Available from: <a href="http://www.folkmed.ucla.edu/">http://www.folkmed.ucla.edu/</a>.</td>
<td>Beginning Date</td>
<td>Date of Citation</td>
<td>Availability</td>
</tr>
</tbody>
</table>

- for a serial database that is closed:
Examples of Citations to Entire Databases/Retrieval Systems on the Internet

A database is a collection of individual records that are most often standardized in both format and content. Database records are usually related by a common denominator such as subject matter or the source of the material in them. Text-oriented databases are generally bibliographic or full-text, where each record has a bibliographic citation to a
publication or the complete text of a document. Number-oriented databases cover many types, including statistical, time series, and transactional.

There are two broad categories of databases found on the Internet: serial and single. Their publication pattern differentiates them.

Serial databases contain records or other entries that have been collected over a period of time, with new or updated versions issued at stated intervals. Serial databases are either open or closed. Open databases continue to add new records and to update existing records. Closed databases add no records nor update existing ones.

- To cite an open serial database, give the beginning date of the database followed by a hyphen, 3 spaces, and a period.
- To cite a closed serial database, give the beginning and ending dates, separated by a hyphen. End date information with a period.

The second broad category is single databases. These are collections of records published only once, usually with no intent to update or add records, although minor corrections/changes may be made.

- To cite a single database, give the one date of publication as you would for a standard book.
- If you are unsure whether a database is a serial or single one, cite it as a single.

A retrieval system is "An online or Internet based system which provides access to the contents of multiple databases or files, usually with a common search mechanism or command language across the databases or files" (NISO Z39.29). Examples include the NLM Entrez system, OVID, and DIALOG.

System providers may allow users to select an individual database for access or to select all or subsets of all of the databases to be searched in one operation. Updates and revisions to Internet retrieval systems may be labeled as new versions, releases, or editions. This is particularly true of commercial systems which carry copyright dates, but may not be true for government-sponsored or other noncommercial systems. Citations to databases and retrieval systems have been combined in this chapter because they are cited the same way.

For all types of databases and retrieval systems on the Internet, reproduce the title for citation purposes as closely as possible to the wording that appears on the screen, duplicating capitalization, spacing, and punctuation. This may include all capital letters or all lower case letters, capital letters within words, run-together words, and symbols. Some examples are: bioProtocol, GReTA, and PDQ®.

Databases frequently change titles and publishers over time. When citing a database, always provide information on the latest title and publisher unless you are citing an earlier version.
Look to the opening screen(s), the bottom or closing screens, sidebar, and the source code (viewable through the Web browser), in that order, for authoritative information to use in citing a database or retrieval system.

Continue to Citation Rules with Examples for Entire Databases/Retrieval Systems on the Internet.

Citation Rules with Examples for Entire Databases/Retrieval Systems on the Internet

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author/Editor (R) | Author Affiliation (O) | Title (R) | Content Type (O) | Type of Medium (R) | Edition (R) | Editor and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Date of Update/Revision (R) | Date of Citation (R) | Availability (R) | Language (R) | Notes (O)

Author/Editor for Databases/Retrieval Systems on the Internet (required)

General Rules for Author/Editor

- If there are no authors or editors, as is often the case, see No author can be found below
- List names in the order they appear on the title page or opening screens
- Enter surname (family or last name) first for each author/editor
- Capitalize surnames and enter spaces within surnames as they appear on the assumption that the author approved the form used. For example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all authors/editors, regardless of the number
- Separate author/editor names from each other by a comma and a space
- If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors; see Editor and other Secondary Authors below if there are authors and editors
- End author/editor information with a period

**Box 10. No author can be found.**

- If no person or organization can be found as the author but editors or translators are present, begin the reference with the names of the editors or translators. Follow
Box 10 continued from previous page.

the same rules as used for author names, but end the list of names with a comma and the specific role, that is, editor(s) or translator(s).


- If no person or organization can be identified as the author and no editors or translators are given, begin the reference with the title of the database/retrieval system. Do not use anonymous.


Specific Rules for Author/Editor

- Determining the author if there is no standard title page
- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Non-English words for editor
- Organizations as author
- No author can be found
- Options for author names

Box 1. Determining the author if there is no standard title page.

Some databases/retrieval systems on the Internet do not display a traditional title page that clearly states the names of the authors. When there is no title page:

- Look at the top, bottom, or sidebar of the first screen or the bottom of the last screen of the site
- Do not assume that an individual named as Web master or contact person is the author; he or she most probably is not, especially for sites produced by large organizations
- Do not assume that a name in a copyright statement, such as "copyright 1997 by John A. Smith", is the author

Box 1 continues on next page...
Box 1 continued from previous page.

- If the only personal name given in a site is associated with a copyright statement, use that individual's name as the publisher.
- Many sites will display an organization's name rather than a person's name. Place the organization in the publisher position when the organization appears to be serving as both author and publisher.

Box 2. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames
  
  Estelle Palmer-Canton becomes Palmer-Canton E

  Ahmed El-Assmy becomes El-Assmy A

- Keep particles, such as O', D', and L'
  
  Alan D. O'Brien becomes O'Brien AD

  James O. L'Esperance becomes L'Esperance JO

  U. S'adeh becomes S'adeh U

- Omit all other punctuation in surnames
  
  Charles A. St. James becomes St James CA

Box 3. Other surname rules.

- Keep prefixes in surnames
  
  Lama Al Bassit becomes Al Bassit L

  Jiddeke M. van de Kamp becomes van de Kamp JM

  Gerard de Pouvourville becomes de Pouvourville G

- Keep compound surnames even if no hyphen appears
  
  Sergio Lopez Moreno becomes Lopez Moreno S

  Jaime Mier y Teran becomes Mier y Teran J

  Virginie Halley des Fontaines becomes Halley des Fontaines V

  [If you cannot determine from the opening screens whether a surname is compound or a combination of a middle name and a surname, look elsewhere]
in the site for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ĝ treated as g
    - ñ treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe

**Box 4.** Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names
  - Jean-Louis Lagrot becomes Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle
  - D’Arcy Hart becomes Hart D
  - W. St. John Patterson becomes Patterson WS
  - De la Broquerie Fortier becomes Fortier D
  - Craig McC. Brooks becomes Brooks CM

*Box 4 continues on next page...*
Box 4 continued from previous page.

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.
  
  Ch. Wunderly becomes Wunderly C
  
  C. Fr. Erdman becomes Erdman CF

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter
  
  Iu. A. Iakontov becomes Iakontov IuA
  
  G. Th. Tsakalos becomes Tsakalos GTh

Box 5. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name
  
  James A. Reed, M.D., F.R.C.S. becomes Reed JA
  
  Kristine Schmidt, Ph.D. becomes Schmidt K
  
  Robert V. Lang, Major, US Army becomes Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name
  
  Sir Frances Hildebrand becomes Hildebrand F
  
  Dr. Jane Eberhard becomes Eberhard J
  
  Captain R.C. Williams becomes Williams RC

Box 6. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation

- Convert roman numerals to arabic ordinals

  Examples:

  Vincent T. DeVita, Jr. becomes DeVita VT Jr
  
  James G. Jones II becomes Jones JG 2nd
  
  John A. Adams III becomes Adams JA 3rd
  
  Henry B. Cooper IV becomes Cooper HB 4th
Box 7. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the ALA-LC Romanization Tables.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter
  
  Iu. A. Iakontov becomes Iakontov IuA
  
  G. Th. Tsakalos becomes Tsakalos GTh
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    
    Å treated as A
    
    Ø treated as O
    
    Ç treated as C
    
    Ł treated as L
    
    à treated as a
    
    ġ treated as g
    
    ň treated as n
    
    ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    
    æ treated as ae
    
    œ treated as oe

Box 8. Non-English words for editor.

- Translate the word found for editor into English. However, the wording found on the publication may always be used.
If not translated, ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked:
  - Å treated as A
  - Ø treated as O
  - Č treated as C
  - Ł treated as Ł
  - à treated as a
  - ĝ treated as g
  - ň treated as n
  - ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters:
  - æ treated as ae
  - ö treated as oe

- To assist in identifying editors, below is a brief list of non-English words for editor:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
</tr>
<tr>
<td></td>
<td>editeur</td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
</tr>
<tr>
<td></td>
<td>editore</td>
</tr>
<tr>
<td>Russian</td>
<td>redaktor</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
</tr>
<tr>
<td></td>
<td>editor</td>
</tr>
</tbody>
</table>
Box 9. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may be an author.

- Omit "The" preceding an organizational name
  
  The American Cancer Society becomes American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas
  
  American Medical Association, Committee on Ethics.
  
  International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.
  
  American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)
  
  National Academy of Sciences (US).
  
  Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon
  
  Canadian Association of Orthodontists; Canadian Dental Association.
  
  American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization or organizations appear on the opening screens of a database/retrieval system as authors, use the names of the individuals as the author. Give the organization at the end of the reference as a note, if desired. For example:
  
  Authors are members of the Washington Genetics Database Team.

- For names of organizations in languages other than English:
  
  - Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Follow a non-English name with a translation when possible. Place all translations in square brackets.
Box 9 continued from previous page.

Istituto di Fisiologia Clinica del CNR.

Universitätsmedizin Berlin.

Nordisk Anaesthesiologisk Forening [Scandinavian Society of Anaesthesiologists].

ADO: Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Follow a non-English name with a translation when possible. Place all translations in square brackets.

Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

or

[Russian Respiratory Society].

Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

[Chinese Medical Society].

ADO: Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

  Â treated as A
  Ø treated as O
  Ç treated as C
  Ł treated as L
  à treated as a
  Ņ treated as g
  Ň treated as n
  ü treated as u

Box 9 continues on next page...
Box 9 continued from previous page.

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  
  æ  treated as  ae
  
  œ  treated as  oe

Box 11. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.
  
  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.
  
  Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."
  
  
  Adler DG, Baron TH, Davila RE, and others.

Examples for Author/Editor

1. Standard citation to an open serial database on the Internet
2. Standard citation to a closed serial database on the Internet
3. Standard citation to a single database on the Internet
4. Standard citation to a retrieval system on the Internet
5. Database/retrieval system on the Internet with an individual(s) as author
6. Database/retrieval system on the Internet with optional full names for author
7. Database/retrieval system on the Internet with an organization as author
8. Database/retrieval system on the Internet with editors where there is no author
9. Database/retrieval system on the Internet with no authors or editors
Author Affiliation for Databases/Retrieval Systems on the Internet (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the closing parenthesis, unless the affiliation is for the last author, then use a period

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

Box 12. Abbreviations in affiliations.

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

Examples:

- Acad. for Academy
- Assoc. for Association
- Co. for Company
- Coll. for College
- Corp. for Corporation
- Dept. for Department
- Div. for Division
- Inst. for Institute or Institution
- Soc. for Society
- Univ. for University

Box 12 continues on next page...
See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.
- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.
- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

**Box 13. E-mail address included.**

- Follow the US state, Canadian province, or country of the author with a period and a space
- Insert the e-mail address as it appears in the publication
- Do not end an e-mail address with a period
- Place the e-mail address within the closing parenthesis for the author affiliation

*Example:*

Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

**Box 14. Organizational names for affiliations not in English.**

- Give the affiliation of all authors or only the first author
- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.
- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias,
Box 14 continued from previous page.

Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

• Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

  Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I.

  Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

• Translate organizational names in character-based languages (Chinese, Japanese)

  Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

• Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ○ Treat letters marked with diacritics or accents as if they are not marked

    Å treated as A

    Ø treated as O

    Ç treated as C

    Ł treated as L

    â treated as a

    ţ treated as g

    ň treated as n

    ü treated as u

  ○ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

Box 14 continues on next page...
Box 14 continued from previous page.

æ treated as ae
œ treated as oe

- Use the English form of names for cities and countries when possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 15. Names for cities and countries not in English.

- Use the English form for names of cities and countries when possible. However, the name as found on the publication may always be used.

  Moskva becomes Moscow
  Wien becomes Vienna
  Italia becomes Italy
  Espana becomes Spain

Examples for Author Affiliation

  10. Database/retrieval system on the Internet with author affiliation

Title for Databases/Retrieval Systems on the Internet (required)

General Rules for Title

- Reproduce the title of a database/retrieval system as closely as possible to the wording that appears on the screen, duplicating capitalization, spacing, and punctuation
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a space

Specific Rules for Title

- Determining the title if there is no standard title page
- Titles not in English
- Titles in more than one language
- Titles ending in punctuation other than a period
- Titles containing a Greek letter, chemical formula, or another special character
• No title can be found

**Box 16. Determining the title if there is no standard title page.**

While many databases/retrieval systems on the Internet display a traditional title page and clearly state the title, some sites do not. When there is no title page:

- Look for the most prominent (usually the largest) wording on the opening screen
- Look at the title bar of the Web browser (generally in the top left corner)
- Look for the title in the source code of the database/retrieval system if it is displayed by the Web browser
- If a title cannot be determined, construct a title by using the first series of words on the screen; place the constructed title in square brackets

**Box 17. Titles not in English.**

- Provide the title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)


- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

  TSitokhrom Baza Dannykh [Internet].

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

  Zhong yi yao jie du wen xian zi liao ku [Internet].

  or

  [Database on Chinese Medicine for Drug Addiction] [Internet].

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  • Treat letters marked with diacritics or accents as if they are not marked

  Å  treated as  A
Box 17 continued from previous page.

Ø treated as O
Ç treated as C
Ł treated as L
à treated as a
ģ treated as g
ń treated as n
ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  æ treated as ae
  œ treated as oe

- Reproduce the title as closely as possible to the wording that appears on the screen, duplicating capitalization, spacing, and punctuation

- Provide an English translation after the original language or romanized title when possible; place translations in square brackets


Box 18. Titles in more than one language.

- If a database/retrieval system title is written in several languages:
  - Give the title in the first language found on the opening screens
  - List all languages of publication after the availability statement
  - Separate the languages by commas
  - End the list of languages with a period

Example:
Box 18 continued from previous page.


• If a database/retrieval system has equal text in two or more languages, as often occurs in Canadian publications:
  ◦ Give all titles in the order in which they are found on the opening screens
  ◦ Place an equals sign with a space before and after between each title
  ◦ List the particular languages, separated by commas, after the availability statement
  ◦ End the list of languages with a period

  Example:


Box 19. Titles ending in punctuation other than a period.

• Most titles end in a period. Place [Internet] inside period.


• If a title ends in another form of punctuation, keep that punctuation and follow [Internet] with a period

Box 20. Titles containing a Greek letter, chemical formula, or another special character.

- Reproduce the title of a database/retrieval system as closely as possible to the wording that appears on the screen, duplicating capitalization, spacing, and punctuation

  - arXiv.org e-Print archive
  - CD40Lbase: Mutation registry for X-linked Hyper-IgM syndrome
  - dbGaP
  - HbVar
  - eSkeletons Project
  - NCI DIS 3D Database
  - von Willebrand Disease Database

- Retain special characters in titles when possible

  - ERGO™
  - PDQ®: NCI’s Comprehensive Cancer Database

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

  - Database of β-Amino Acids
    
    *may become*

    - Database of Beta-Amino Acids

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

  - TiO$_2$ Nanoparticles
    
    *may become*

    - TiO(2) Nanoparticles

Box 21. No title can be found.

- Under rare circumstances a database does not appear to have any title; the database simply begins with the records in it. In this unusual circumstance:
Box 21 continued from previous page.

⚬ Construct a title based on the content of the records
⚬ Use enough words to make the constructed title meaningful
⚬ Place the constructed title in square brackets

Examples for Title

11. Database/retrieval system on the Internet title with subtitle
12. Database/retrieval system on the Internet title with sections
13. Database/retrieval system on the Internet title with upper/lowercase letters and symbols
14. Database/retrieval system on the Internet with title ending in other than a period
15. Database/retrieval system on the Internet in a language other than English
16. Database/retrieval system on the Internet in multiple languages
17. Database/retrieval system on the Internet published with equal text in two languages

Content Type for Databases/Retrieval Systems on the Internet (optional)

General Rules for Content Type

⚬ A content type alerts the user that the reference is not to a standard book but to a database or retrieval system
⚬ Begin type information with a left square bracket
⚬ Enter the words "database on" or "retrieval system on"
⚬ End the content type with a space

Specific Rules for Content Type

⚬ Titles ending in punctuation other than a period
⚬ Titles not in English

Box 22. Titles ending in punctuation other than a period.

⚬ Most titles end in a period. Place the closing period after the content type and type of medium.


Box 22 continues on next page...
Box 22 continued from previous page.

- If a title ends in another form of punctuation, keep that punctuation. Place the content type and type of medium in square brackets after the title and end title information with a period.


Box 23. Titles not in English.

- If a translation of a title is provided, put it in square brackets
- Place the content type and type of medium (Internet) in square brackets after the translation


Examples for Content Type

1. Standard citation to an open serial database on the Internet
2. Standard citation to a closed serial database on the Internet
3. Standard citation to a single database on the Internet
4. Standard citation to a retrieval system on the Internet

Type of Medium for Databases/Retrieval Systems on the Internet (required)

General Rules for Type of Medium

- Place the word Internet in square brackets following the title (and Content Type, if present)
- End with a period, placed outside the closing bracket
- Add location information (the URL, etc.) according to the instructions under Availability below
- See Chapter 20 for databases on CD-ROM, DVD, or disk

Specific Rules for Type of Medium

- Both a content type and a type of medium
- Titles ending in punctuation other than a period
Box 24. Both a content type and a type of medium.

- Give the content type (database or retrieval system) and the word "on" before the type of medium (Internet) in the same square brackets.


Box 25. Titles ending in punctuation other than a period.

- Most titles end in a period. Place [Internet] inside the period.


- If a title ends in another form of punctuation, keep that punctuation and follow [Internet] with a period.


Box 26. Titles not in English.

- If a translation of a title is provided, give the translation in square brackets after the original language or romanized title.

- Place Internet in square brackets following the translation.

- End with a period.

  Example:

Examples for Type of Medium

1. Standard citation to an open serial database on the Internet
2. Standard citation to a closed serial database on the Internet
3. Standard citation to a single database on the Internet
4. Standard citation to a retrieval system on the Internet
14. Database/retrieval system on the Internet with title ending in other than a period

Edition for Databases/Retrieval Systems on the Internet (required)

General Rules for Edition

- Indicate the edition/version being cited after the Type of Medium when a database/retrieval system is published in more than one edition or version
- Abbreviate common words (see Abbreviation rules for editions below)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express words and numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period

Box 27. Abbreviation rules for editions.

- Abbreviate common words found in edition statements, if desired:

<table>
<thead>
<tr>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>abbreviated</td>
<td>abbr.</td>
</tr>
<tr>
<td>abridged</td>
<td>abr.</td>
</tr>
<tr>
<td>American</td>
<td>Am.</td>
</tr>
<tr>
<td>augmented</td>
<td>augm.</td>
</tr>
<tr>
<td>authorized</td>
<td>authoriz.</td>
</tr>
<tr>
<td>English</td>
<td>Engl.</td>
</tr>
<tr>
<td>enlarged</td>
<td>enl.</td>
</tr>
<tr>
<td>expanded</td>
<td>expand.</td>
</tr>
<tr>
<td>illustrated</td>
<td>ill.</td>
</tr>
<tr>
<td>modified</td>
<td>mod.</td>
</tr>
<tr>
<td>original</td>
<td>orig.</td>
</tr>
</tbody>
</table>

Box 27 continues on next page...
Box 27 continued from previous page.

<table>
<thead>
<tr>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>reprint(ed)</td>
<td>repr.</td>
</tr>
<tr>
<td>revised</td>
<td>rev.</td>
</tr>
<tr>
<td>special</td>
<td>spec.</td>
</tr>
<tr>
<td>translation</td>
<td>transl.</td>
</tr>
<tr>
<td>translated</td>
<td></td>
</tr>
</tbody>
</table>

For additional abbreviations, see ISO 832:1994 - *Rules for the abbreviation of bibliographic terms*.

- Follow abbreviated words with a period and end all edition information with a period
  - 3rd rev. ed.
  - 1st Engl. ed.
- Do not abbreviate the following words used in Internet editions:
  - version
  - release
  - update
  - level

**Specific Rules for Edition**

- Abbreviation rules for editions
- Non-English words for editions
- Both an edition and a version
- First editions

**Box 28. Non-English words for editions.**

- For non-English edition statements in the roman alphabet (French, German, Spanish, Italian, etc.):
  - Provide the name in the original language
  - Abbreviate common words used in edition statements if the language is a familiar one
Box 28 continued from previous page.

- Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with a diacritic or accent as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ă treated as g
    - ñ treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- Separate the edition from the title proper by a space

- Retain the punctuation used in the edition statement

- Follow abbreviated words by a period and end edition information with a period

Examples:

Ed. 1a.

5. ed. interamente riv. e aggiornata.
Box 28 continued from previous page.

2. ed. veneta.

Nuova ed.

Seconda ed.

4a ed. rev. e ampliada.

2° ed. ampliada y actualizada.

- For an edition statement in Cyrillic, Greek, Arabic, Hebrew, or Korean:
  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the ALA-LC Romanization Tables.
  - Abbreviate common words used in edition statements if the language is a familiar one
  - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words
  - Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
    
    Examples: ç or ç becomes c
  - Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
  - Separate the edition from the title proper by a space
  - Retain the punctuation used in the edition statement
  - Follow abbreviated words by a period and end all edition information with a period
    
    Examples:
    
    Izd. 3., perer. i dop.
    2. dopunjeno izd.
    2. ekd. epeux.
    3. ekd.
• For an edition statement in a character-based language such as Chinese and Japanese:
  ◦ Transliterate or translate the words for edition
  ◦ Do not abbreviate any of the words or omit any words
  ◦ Use the capitalization system of the particular language
  ◦ Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  *Examples:*
  ḍ becomes o
  ŭ becomes u

  ◦ Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
  
  ◦ Separate the edition from the title by a space
  ◦ Retain the punctuation used in the edition statement
  ◦ End all edition information with a period
  
  *Examples:*
  Shohan.
  Dai 1-han.
  Dai 3-pan.
  Di 3 ban.
  Cai se ban, Xianggang di 1 ban.
  Che 6-p’an.

• To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):
### Box 28 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Edition</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danish</td>
<td>oplag</td>
<td>n.a.</td>
</tr>
<tr>
<td></td>
<td>udgave</td>
<td></td>
</tr>
<tr>
<td>Dutch</td>
<td>uitgave</td>
<td>uitg.</td>
</tr>
<tr>
<td></td>
<td>editie</td>
<td>ed.</td>
</tr>
<tr>
<td>Finnish</td>
<td>julkaisu</td>
<td>julk.</td>
</tr>
<tr>
<td>French</td>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>German</td>
<td>Ausgabe</td>
<td>Ausg.</td>
</tr>
<tr>
<td></td>
<td>Auflage</td>
<td>Aufl.</td>
</tr>
<tr>
<td>Greek</td>
<td>ekdosis</td>
<td>ekd.</td>
</tr>
<tr>
<td>Italian</td>
<td>edizione</td>
<td>ed.</td>
</tr>
<tr>
<td>Norwegian</td>
<td>publikasjon</td>
<td>publ.</td>
</tr>
<tr>
<td></td>
<td>utgave</td>
<td>utg.</td>
</tr>
<tr>
<td>Portuguese</td>
<td>edicao</td>
<td>ed.</td>
</tr>
<tr>
<td>Russian</td>
<td>izdanie</td>
<td>izd.</td>
</tr>
<tr>
<td></td>
<td>publikacija</td>
<td>publ.</td>
</tr>
<tr>
<td>Spanish</td>
<td>edicion</td>
<td>ed.</td>
</tr>
<tr>
<td></td>
<td>publicacion</td>
<td>publ.</td>
</tr>
<tr>
<td>Swedish</td>
<td>upplaga</td>
<td>n.a.</td>
</tr>
</tbody>
</table>

### Box 29. Both an edition and a version.

If a database/retrieval system on the Internet provides information for both an edition and a version:

- Give both, in the order presented
- Separate the two statements with a semicolon and a space
- End edition/version information with a period

**Examples:**

2nd ed.; Version 2.0.

Version 3.0; Student ed.
Box 30. First editions.

- If a database/retrieval system does not carry an edition statement, assume it is the first or only edition
- Use 1st ed. only when you know that subsequent editions have been published and you are citing the earlier one

Examples for Edition

18. Database/retrieval system on the Internet with an edition or version

Editor and other Secondary Authors for Databases/Retrieval Systems on the Internet (optional)

General Rules for Editor and other Secondary Authors

- A secondary author modifies the work of the author. Examples include editors, translators, and illustrators.
- Place the names of secondary authors after the Type of Medium and any Edition statement
- Use the same rules for the format of names given in Author/Editor above
- Follow the last named editor with a comma and the word editor or editors; the last named illustrator with a comma and the word illustrator or illustrators, etc.
- End secondary author information with a period
- If there is no author, move secondary authors such as editors and translators to the author position in the reference

Specific Rules for Editor and other Secondary Authors

- More than one type of secondary author
- Secondary author performing more than one role
- Non-English names for secondary authors
- Organization as editor or other secondary author

Box 31. More than one type of secondary author.

A database/retrieval system may have several types of secondary author.

- List all of them in the order they are given on the opening screens
- Separate each type of secondary author with the accompanying role by a semicolon
- End secondary author information with a period

Examples:
Smith BC, editor; Carson HT, illustrator.

Graber AF, Longstreet RG, translators; Johnson CT, Marks C, Huston MA, illustrators.

**Box 32. Secondary author performing more than one role.**

If the same secondary author performs more than one role:

- List all of them in the order they are given in the publication
- Separate the roles by "and"
- End secondary author information with a period

*Example:*

Jones AB, editor and translator.

**Box 33. Non-English names for secondary authors.**

- Translate the word found for editor, translator, illustrator, or other secondary author into English if possible. However, the wording found on the publication may always be used.
- If not translated, ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    
    À treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as Ł
    à treated as a
    ã treated as ã
    Æ treated as Æ
    Ñ treated as Ñ
    Ù treated as Ù

*Box 33 continues on next page...*
Box 33 continued from previous page.

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  
  \( ae \) treated as \( ae \)
  
  \( oe \) treated as \( oe \)

- Below is a brief list of non-English words for secondary authors:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
<th>Word for Translator</th>
<th>Word for Producer</th>
<th>Word for Illustrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
<td>traducteur</td>
<td>producteur</td>
<td>illustrateur</td>
</tr>
<tr>
<td></td>
<td>editeur</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
<td>ubersetzer</td>
<td>produzent</td>
<td>illustrator</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
<td>dolmetscher</td>
<td>produzentin</td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
<td>traduttore</td>
<td>produttore</td>
<td>disegnatore</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>editore</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td>redaktor</td>
<td>perevodchik</td>
<td>rezhisser</td>
<td>konstruktor</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
<td>traductor</td>
<td>productor</td>
<td>ilustrador</td>
</tr>
<tr>
<td></td>
<td>editor</td>
<td></td>
<td></td>
<td>productora</td>
</tr>
</tbody>
</table>

Box 34. **Organization as editor or other secondary author.**

An organization may be listed as an editor or other secondary author.

- Follow the instructions for entering the organizational name found under Organizations as author

- Place a comma, space, and the word editor, producer, or other role after the organization name

  Advisory Committee on Existing Chemicals of Environmental Relevance, editor.

- Separate multiple organizations by a semicolon

  ADICAP; ICG Memoire Directe, producers.

**Examples for Editor and other Secondary Authors**

8. Database/retrieval system on the Internet with editors where there is no author
9. Database/retrieval system on the Internet with no authors or editors

Place of Publication for Databases/Retrieval Systems on the Internet (required)

General Rules for Place of Publication

- Place is defined as the city where the database/retrieval system is published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as Cambridge (MA) and Cambridge (England)
- Use the anglicized form for a non-US city, such as Vienna for Wien
- End place information with a colon

Specific Rules for Place of Publication

- Locating the place of publication if there is no standard title page
- Non-US cities
- Joint publication
- Multiple places of publication
- No place of publication can be found

Box 35. Locating the place of publication if there is no standard title page.

When databases/retrieval systems on the Internet do not display a traditional title page that clearly states the place of publication:

- Look at the top, bottom, or sidebar of the first screen or the bottom of the last screen of the site
- If it is not in one of these locations, try to obtain it from a link within the site, usually under a "contact us" or similar link
- Look in the source code for the database/retrieval system if it is displayed by the Web browser
- If the place cannot be determined from the site itself:
  - Place the name in square brackets if the city can be reasonably inferred. For example, Chicago as the place of publication of a database/retrieval system issued by the American Medical Association.

Box 35 continues on next page...

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, when possible. However, the name as found on the publication may always be used.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked:
    
    | Diacritic | Anglicized |
    |-----------|------------|
    | Å          | A          |
    | Ø          | O          |
    | Ç          | C          |
    | Ł          | L          |
    | à          | a          |
    | ģ          | g          |
    | ň          | n          |
    | ü          | u          |

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters:
    
    | Ligature | Anglicized |
    |-----------|------------|
    | æ         | ae         |
    | œ         | oe         |

Box 36 continues on next page...
Box 36 continued from previous page.

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:
  
  Montreal (QC):
  Ottawa (ON):
  Vancouver (BC):

- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.
  
  London:
  Rome:
  Paris:
  Madrid:
  but
  Malaga (Spain): or Malaga (ES):
  Basel (Switzerland): or Basel (CH):
  Oxford (England): or Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada.

Box 37. Joint publication.

Two or more organizations may co-publish a database/retrieval system.

- Use the city of the first organization found on the opening screens (or on "contact us" or other links if no place information appears on the opening screens), as the place of publication

- Put the name of the other organization(s) as a note at the end of the citation, if desired

  WormBase: the Biology and Genome of C. elegans [Internet]. Release WS170. [Pasadena (CA)]: California Institute of Technology. c1999 - [updated 2007]

Box 37 continues on next page...
Box 37 continued from previous page.


- Do not give multiple places as place of publication or include multiple publishers

Box 38. Multiple places of publication.

- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.
- An alternative is to use the place of publication and publisher likely to be most familiar to the audience of the reference list. For example, use the place of an American publisher for a US audience and a London publisher for a British one.

Box 39. No place of publication can be found.

- If no place of publication can be found on the opening screens or elsewhere on the site but the place can be reasonably inferred (e.g., Chicago as the place for a publication of the American Medical Association), place the city in square brackets, such as 
  

- If no place of publication can be found or inferred, use [place unknown]


Examples for Place of Publication

19. Database/retrieval system on the Internet with well known place of publication

20. Database/retrieval system on the Internet with geographic qualifier added to place of publication for clarity

21. Database/retrieval system on the Internet with place of publication inferred

22. Database/retrieval system on the Internet with unknown place of publication
Publisher for Databases/Retrieval Systems on the Internet (required)

General Rules for Publisher

• A publisher is defined as the individual or organization issuing the database/retrieval system.
• Record the name of the publisher as it appears on the title page or opening screens, using whatever capitalization and punctuation is found there.
• Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
• When a division or other subsidiary part of a publisher appears in the publication, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
• End publisher information with a period for serial databases and retrieval systems and a semicolon for single databases.

Specific Rules for Publisher

• Determining the publisher if there is no standard title page.
• Abbreviated words in publisher names.
• Non-English names for publishers.
• Government agencies and other national and international bodies as publisher.
• Joint publication.
• Multiple publishers.
• No publisher can be found.

Box 40. Determining the publisher if there is no standard title page.

When databases/retrieval systems on the Internet do not display a traditional title page that clearly states the name of the publisher:

• Look at the top, bottom, or sidebar of the first screen or the bottom of the last screen of the site.
• Look for the name after a copyright statement, e.g., copyright 2006 by the American Chemical Society.
• Try to obtain it from a link within the site, usually under a "contact us" or similar link.
• Look in the source code for the database/retrieval system if it is displayed by the Web browser.
• If wording such as "this site is maintained by XYZ Corporation for ABC Organization" appears, consider ABC Organization the publisher and XYZ Corporation the distributor. Publisher information is required in a citation; distributor information may be included as a note.
• If no publisher can be identified, use "publisher unknown" in square brackets.
Box 41. Abbreviated words in publisher names.

- Abbreviate commonly used words in publisher names, if desired

  Examples:
  
  Acad. for Academy
  Assoc. for Association
  Co. for Company
  Coll. for College
  Corp. for Corporation
  Dept. for Department
  Div. for Division
  Inst. for Institute or Institution
  Ltd. for Limited
  Soc. for Society
  Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

- Follow all abbreviated words with a period

Box 42. Non-English names for publishers.

- Give publisher names in the roman alphabet (French, Spanish, Italian, etc.) in their original language

  Rome: Societa Editrice Universo
  Lisbon: Imprensa Medica

- Romanize names given in Cyrillic, Greek, Arabic, Hebrew, Korean

  Sofia (Bulgaria): Sofia Medizina i Fizkultura

Box 42 continues on next page...
Box 42 continued from previous page.

- Romanize names or translate names in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.

  Tokyo: Medikaru Rebyusha

  Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute]

  Taiyuan (China): Shanxi ke xue ji she chu ban she

  [Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized.]

- If the name of a division or other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

  Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ◦ Treat letters marked with diacritics or accents as if they are not marked

    Å treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a
    ţ treated as g
    ñ treated as n
    ü treated as u

  ◦ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ treated as ae
Box 42 continued from previous page.

œ treated as œ

- If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.
  Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press]

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.
  Aarhus (Denmark): [Aarhus University Press]

Box 43. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D).
  National Cancer Institute (US)
  National Society on Alcoholism and Drug Dependence (NZ)
  Royal Society of Medicine Press Ltd. (GB)
  Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor of documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency that issued the database/retrieval system as the publisher; include distributor information as a note, if desired.

Box 44. Joint publication.

Two or more organizations may co-publish a database/retrieval system.

- Use the name of the first organization found on the opening screens (or on "contact us" or other links if no publisher information appears on the opening screens), as the publisher

- Place the name of the other organization(s) as a note at the end of the citation, if desired

Box 44 continues on next page...
Box 44 continued from previous page.

Example:


• Do not give more than one name as publisher

Box 45. Multiple publishers.

• If more than one publisher is found on the opening screens, use the first one given or the one set in the largest type or bold type

• An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.

• Do not list multiple publishers. For those publications with joint or co-publishers, use the name given first as the publisher and include the name(s) of the other(s) as a note if desired.


Box 46. No publisher can be found.

• If no publisher can be found, use [publisher unknown].

Hong Kong: [publisher unknown]. 2000.

Examples for Publisher

23. Database/retrieval system on the Internet with publisher having subsidiary division

24. Database/retrieval system on the Internet with government agency or other national body as publisher

25. Database/retrieval system on the Internet with joint publication
Date of Publication for Databases/Retrieval Systems on the Internet (required)

General Rules for Date of Publication

- Always give the year
- Convert Roman numerals to Arabic numbers. For example: MM to 2000.
- Include the month, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them using the first three letters, such as Jan
- For an open serial database or retrieval system, give the beginning date of the database/system followed by a hyphen and 3 spaces
- For a closed serial database/system, give the beginning and ending dates, separated by a hyphen with a space before and after
- If the beginning (and ending) date are not provided, see No date is provided below
- For a single database, give the date as you would for a book
- End date information for all types with a space

Box 53. No date is provided.

- If the date(s) of coverage cannot be determined but the date of the earliest (and latest if closed) records in the database can be determined, place date information in square brackets
  

- If the neither the date(s) of coverage nor the dates of the records in the database can be determined but the database contains a copyright date or date range, (for example: copyright 2006 by the American Chemical Society, © 2003-2007 American Medical Association, c2006 Medical College of Wisconsin), use that date preceded by "c", as c2007.


- If the neither the date(s) of coverage nor the dates of the records in the database can be determined nor is there a copyright date or date range, but the date can be estimated because of information found elsewhere, follow the date(s) with a question mark and place date information in square brackets

  Box 53 continues on next page...
Box 53 continued from previous page.


• If none of the above can be found, use "date unknown" in square brackets


Specific Rules for Date of Publication

• Locating the date of publication if there is no standard title page
• Multiple years of publication
• Non-English names for months
• Seasons instead of months
• Date of publication and date of copyright
• No date of publication, but a date of copyright
• No date is provided
• Options for date of publication

Box 47. Locating the date of publication if there is no standard title page.

When databases/retrieval systems on the Internet do not display a traditional title page that clearly states the dates of coverage, i.e. the date the database began (and closed):

• Look for a link titled "About", "History", etc., at the top or on the sidebar of the first screen

• If the date(s) of coverage cannot be determined but the date of the earliest (and latest if closed) records in the database can be determined, place date information in square brackets


Box 47 continues on next page...
Box 47 continued from previous page.

- If the neither the date(s) of coverage nor the dates of the records in the database can be determined but the database contains a copyright date or date range, (for example: copyright 2006 by the American Chemical Society, © 2003-2007 American Medical Association, c2006 Medical College of Wisconsin), use that date preceded by "c", as c2007.


- If the neither the date(s) of coverage nor the dates of the records in the database can be determined nor is there a copyright date or date range, but the date can be estimated because of information found elsewhere, follow the date(s) with a question mark and place date information in square brackets


- If none of the above can be found, use "date unknown" in square brackets


Box 48. Multiple years of publication.

- For multiple years of publication, separate the first and last years of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

  2002-2003
  1997-1998
  1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

  1999 Oct-2000 Mar
  2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen

  Box 48 continues on next page...
Box 48 continued from previous page.

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Box 49. Non-English names for months.

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them

Examples:
- mayo = May
- luty = Feb
- brezen = Mar

Box 50. Seasons instead of months.

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them

For example:
- balvan = Summer
- outomno = Fall
- hiver = Winter
- pomlad = Spring

Box 51. Date of publication and date of copyright.

Some publications have both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the date of publication unless three or more years separates the two dates
- In this situation, use both dates, beginning with the year of publication

Box 51 continues on next page...
Box 51 continued from previous page.

- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, "2002, c1997".

This convention alerts a user that the information is older than the date of publication implies.

Box 52. No date of publication, but a date of copyright.

- A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. If no date(s) of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005.

  Biozon [Internet]. Release 2.4. Ithaca (NY): Cornell University. c2005 -
  www.biozon.org/.

  ProQolid: Patient-Reported Outcome and Quality of Life Instruments
  Database [Internet]. Lyon (France): Mapi Research Institute. c2001 -
  www.proqolid.org/.

  DocFinder [Internet]. [place unknown]: Administrators in Medicine. c1997 -
  docfinder.html

Box 54. Options for date of publication.

It is not NLM policy, but the date of publication may follow the author names (or title and type of medium if there are no authors) in the list of references when the name-year system of in-text references is used.

- Use only the year of publication (omitting months and days) or of copyright if there is no publication date
- Keep the hyphen following the date when the database is open
- Include both the beginning and ending years if a database is closed
- Keep any square brackets surrounding a date
- Use [date unknown] if no date can be determined
- Place the year(s) or [date unknown] after the last named author (or after the title and type of medium if there is no author)

Box 54 continues on next page...
Box 54 continued from previous page.

- End date information with a period
- End the publisher name with a period
- Leave any date of update/revision and the date of citation in their usual locations

**NLM citation:**


Subscription required.


**Name-year system of citation:**


Box 54 continues on next page...
**Box 54 continued from previous page.**


**Examples for Date of Publication**

26. Database/retrieval system on the Internet with standard date of publication

27. Database/retrieval system on the Internet with month/day included in date of publication

28. Database/retrieval system on the Internet with multiple years

29. Database/retrieval system on the Internet with date of copyright instead of date of publication

30. Database/retrieval system on the Internet with date obtained from earliest material in it

31. Database/retrieval system on the Internet with date estimated

32. Database/retrieval system on the Internet with unknown date

**Date of Update/Revision for Databases/Retrieval Systems on the Internet (required)**

**General Rules for Date of Update/Revision**

- Databases/retrieval systems may be updated or revised between editions or versions
• Begin update/revision information with a left square bracket
• Use whatever word for update or revision is provided, such as updated and modified
• Always give the year of update/revision
• Convert roman numerals to arabic numbers. For example: MM to 2000.
• Include the month and day of update/revision, if provided, after the year, such as 2006 May 5
• Use English names for months and abbreviate them using the first three letters, such as Jan
• End update/revision information with a semicolon and a space

Specific Rules for Date of Update/Revision

• Locating the date of update/revision
• Non-English names for months
• Seasons instead of months
• Both a date of update and a date of revision

Box 55. Locating the date of update/revision.

• Databases/retrieval systems on the Internet are often updated or revised after initial presentation. Look for the date accompanied by such words as updated, modified, revised, reviewed:
  ○ At the top, bottom, or sidebar of the first screen or the bottom of the last screen of the site
  ○ In the source code for the database/retrieval system if it is displayed by the Web browser

Box 56. Non-English names for months.

• Translate names of months into English
• Abbreviate them using the first three letters
• Capitalize them

  Examples:
  mayo = May
  luty = Feb
  brezen = Mar
**Box 57. Seasons instead of months.**

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them
  
  *For example:*
  
  balvan = Summer
  outomno = Fall
  hiver = Winter
  pomlad = Spring

**Box 58. Both a date of update and a date of revision.**

Various words are used to show that the content of a database/retrieval system has been changed. Among them are: updated, modified, revised, reviewed.

- Use the wording supplied in the database/retrieval system
- Give all words expressing update/revision with the dates provided, in ascending date order
- Enter dates in the format year month day
- Separate words with their dates by a semicolon and a space

  updated 2006 May; modified 2006 Dec;
  revised 2005 Dec 5; updated 2006 Mar 30;

- Add the date of citation and place all types of date in one set of square brackets
- End date information with a period placed outside the closing bracket

  *Example:*


**Examples for Date of Update/Revision**

33. Database/retrieval system on the Internet with update/revision date
Date of Citation for Databases/Retrieval Systems on the Internet (required)

General Rules for Date of Citation

- Always include the date the database/retrieval system was seen on the Internet
- Include the year month and day in that order, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- If a date of update/revision is given, place the date of citation after it and follow both dates with a right square bracket
- If no date of update/revision is given, place citation date information in square brackets
- End date information with a period placed outside the closing bracket

Specific Rules for Date of Citation

- Both a date of update/revision and a date of citation

Box 59. Both a date of update/revision and a date of citation.

Various words are used to show that the content of a database/retrieval system has been changed. Among them are: updated, modified, revised, reviewed.

- Begin with the date(s) of update/revision in the format year month day
  - Use the wording for update/revision supplied in the database/retrieval system
  - Give all words with the dates provided, in ascending date order. For example:
    - reviewed 2004 Sep 1; modified 2006 Aug 17;
    - Separate words by a semicolon and a space
    - End the date(s) of update/revision with a semicolon and a space
- Enter the date cited in the format year month day
- Place all dates of update/revision and the date of citation in one set of square brackets
- End with a period placed outside the closing bracket

Examples:


Box 59 continues on next page...
Box 59 continued from previous page.


Examples for Date of Citation

1. Standard citation to an open serial database on the Internet
2. Standard citation to a closed serial database on the Internet
3. Standard citation to a single database on the Internet
4. Standard citation to a retrieval system on the Internet
33. Database/retrieval system on the Internet with update/revision date

Availability for Databases/Retrieval Systems on the Internet (required)

General Rules for Availability

- Begin with the phrase "Available from" followed by a colon and a space
- Insert the entire Uniform Resource Locator (URL); do not omit http://, www, or other beginning components
- End with a period only if the URL ends with a slash, otherwise end with no punctuation

Specific Rules for Availability

- Breaking long URLs
- URLs not directly addressable
- Multiple URLs

Box 60. Breaking long URLs.

- Some URLs (Uniform Resource Locators) are longer than one line.
  - Retain the entire string as found when possible
Box 60 continued from previous page.

- Break a URL at a slash if necessary
- Do not insert a hyphen or a hard line break into a URL

Box 61. URLs not directly addressable.

The URL as displayed by the Web browser may not always be used to retrieve the database/retrieval system, i.e., it is not directly addressable.

- Always check to see if the URL is directly addressable
- If it is not, provide instructions for locating it from the closest addressable URL

Example:


Box 62. Multiple URLs.

If more than one URL can be used to locate a database/retrieval system:

- Give the URL you used in locating the database/retrieval system
- As an option, give all known URLs, separated by a space, a semicolon, and a space

Example:


Examples for Availability

1. Standard citation to an open serial database on the Internet
2. Standard citation to a closed serial database on the Internet
3. Standard citation to a single database on the Internet
4. Standard citation to a retrieval system on the Internet
34. Database/retrieval system on the Internet with multiple URLs

Language for Databases/Retrieval Systems on the Internet (required)

General Rules for Language

- Give the language of publication if not English
specific rules for language

- Databases/retrieval systems appearing in more than one language

box 63. databases/retrieval systems in more than one language.

- If the contents of a database/retrieval system appear in several languages:
  - Give the title in the first language found on the opening screens
  - List all languages of publication after the Availability statement
  - Capitalize the language names
  - Separate the language names by commas
  - End the list of languages with a period

  example:


- If a database/retrieval system has equal text in two or more languages, as often occurs in Canadian publications:
  - Give all titles in the order they are presented on the opening screens
  - Separate them with an equals with a space before and after
  - List all languages of publication after the Availability statement
  - Capitalize the language names
  - Separate the language names by commas
  - End the list of languages with a period

  example:


box 63 continues on next page...
If each language version has its own URL, give the URL of the language you used. As an option, give the URLs for all languages. Separate them by a space, a semicolon, and a space.


If no title is in English, follow with a translation when possible. Place the translation in square brackets.


Examples for Language

15. Database/retrieval system on the Internet in a language other than English

16. Database/retrieval system on the Internet in multiple languages

17. Database/retrieval system on the Internet published with equal text in two languages

Notes for Databases/Retrieval Systems on the Internet (optional)

General Rules for Notes

• Notes is a collective term for any useful information given after the citation itself
• Complete sentences are not required
• Be brief

Specific Rules for Notes

• System requirements
• Other types of material to include in notes

Box 64. System requirements.

System requirements describe the software and hardware needed to view the database/retrieval system.

• Begin with the phrase "System Requirements" followed by a colon and a space

Box 64 continues on next page...
Box 64 continued from previous page.

- Use the publisher’s wording; no standardization is needed
- Separate the types of information with semicolons
- End requirement information with a period

Example:

MEDMARX [Internet]. Version 6.5. Rockville (MD): United States Pharmacopeial Convention, Inc. c2007 - [updated 1999 Aug 6; cited 2007 Jan 31]. Available from: https://www.medmarx.com/. System Requirements: Windows 95 or higher; 200-megaHertz Pentium or higher; Random Access Memory 128-megabytes or higher; Modem Speed 56 Kilobits per second or higher; 20-MB hard disk space; 17-inch video graphics array; 800 x 600 pixels/high with color; Adobe Acrobat Reader 5.0; Internet Explorer 6.0 or higher.

Box 65. Other types of material to include in notes.

The notes element may be used to provide any further information. Begin by citing the database/retrieval system, then add the note. Examples of notes are:

- Information on the database/retrieval system content

  BELIT: Bioethics Literature Database [Internet]. Bonn (Germany): German Reference Centre for Ethics in the Life Sciences. [date unknown] - [updated 2006 Sep 9; cited 2007 Feb 1]. Available from: http://www.drze.de/BELIT?la=en Provides access to about 320,000 records from the integrated German, American, and French databases.


- Update frequency of the database


Box 65 continues on next page...
Box 65 continued from previous page.

- Names of any previous titles for the database/retrieval system. Give the former name following "Continues:"


- Information on any access requirements/limitations


- Explanations of initialisms or acronyms used in the title or publisher name of the database/retrieval system


- The name of the organization(s) sponsoring or supporting the database/retrieval system


Examples for Notes

35. Database/retrieval system on the Internet with optional system requirements

36. Database/retrieval system on the Internet that continues another database

37. Database/retrieval system on the Internet with supplemental note included
Examples of Citations to Entire Databases/Retrieval Systems on the Internet

1. Standard citation to an open serial database on the Internet


2. Standard citation to a closed serial database on the Internet


3. Standard citation to a single database on the Internet


*with optional content type*


4. Standard citation to a retrieval system on the Internet


*with optional content type*


5. Database/retrieval system on the Internet with an individual(s) as author


Gilliland G, Tung M, Ladner J. BMCD: Biological Macromolecule Crystallization Database [Internet]. Test ed. 4.0. Gaithersburg (MD): National Institute of Standards and
6. Database/retrieval system on the Internet with optional full names for author


7. Database/retrieval system on the Internet with an organization as author


National Institute of Diabetes and Digestive and Kidney Diseases (US), Liver Diseases Research Branch; U.S. National Library of Medicine, Division of Specialized Information
8. Database/retrieval system on the Internet with editors where there is no author


9. Database/retrieval system on the Internet with no authors or editors


10. Database/retrieval system on the Internet with author affiliation


11. Database/retrieval system on the Internet title with subtitle


12. Database/retrieval system on the Internet title with sections


13. **Database/retrieval system on the Internet title with upper/lowercase letters and symbols**


14. **Database/retrieval system on the Internet with title ending in other than a period**


15. **Database/retrieval system on the Internet in a language other than English**


16. Database/retrieval system on the Internet in multiple languages


17. Database/retrieval system on the Internet published with equal text in two languages


18. Database/retrieval system on the Internet with an edition or version


The Comprehensive Microbial Resource [Internet]. Date release 20.0; Website release 3.0; [place unknown]: Institute for Genomic Research. 2000 - [updated 2006 Sep 27; cited 2007 Feb 1]. Available from: http://cmr.tigr.org/tigr-scripts/CMR/CmrHomePage.cgi


19. Database/retrieval system on the Internet with well known place of publication


20. Database/retrieval system on the Internet with geographic qualifier added to place of publication for clarity


21. Database/retrieval system on the Internet with place of publication inferred


22. Database/retrieval system on the Internet with unknown place of publication


23. Database/retrieval system on the Internet with publisher having subsidiary division


24. Database/retrieval system on the Internet with government agency or other national body as publisher


25. Database/retrieval system on the Internet with joint publication


26. Database/retrieval system on the Internet with standard date of publication


27. Database/retrieval system on the Internet with month/day included in date of publication


28. Database/retrieval system on the Internet with multiple years


29. Database/retrieval system on the Internet with date of copyright instead of date of publication


30. Database/retrieval system on the Internet with date obtained from earliest material in it


31. Database/retrieval system on the Internet with date estimated


32. Database/retrieval system on the Internet with unknown date


33. Database/retrieval system on the Internet with update/revision date


34. Database/retrieval system on the Internet with multiple URLs

35. Database/retrieval system on the Internet with optional system requirements

MEDMARX [Internet]. Version 6.5. Rockville (MD): United States Pharmacopeial Convention, Inc. c2007 - [updated 1999 Aug 6; cited 2007 Jan 31]. Available from: https://www.medmarx.com/. System Requirements: Windows 95 or higher; 200-megaHertz Pentium or higher; Random Access Memory 128-megabytes or higher; Modem Speed 56 Kilobits per second or higher; 20-MB hard disk space; 17-inch video graphics array; 800 x 600 pixels/high with color; Adobe Acrobat Reader 5.0; Internet Explorer 6.0 or higher.


36. Database/retrieval system on the Internet that continues another database


37. Database/retrieval system on the Internet with supplemental note included


BELIT: Bioethics Literature Database [Internet]. Bonn (Germany): German Reference Centre for Ethics in the Life Sciences. [date unknown] - [updated 2006 Sep 9; cited 2007 Feb 1]. Available from: http://www.drze.de/BELIT?la=en Provides access to about 320,000 records from the integrated German, American, and French databases.

Comprises published articles, abstracts, book chapters, books, as well as published photographs, slide sets, videotapes, and selected Web site information.


Developmental and Reproductive Toxicology Database (DART) [Internet]. Bethesda (MD): U.S. National Library of Medicine, Specialized Information Services Division. [1994] - [cited 2015 Mar 11]. Available from: http://toxnet.nlm.nih.gov/. Funded by the U.S. Environmental Protection Agency, the National Institute of Environmental Health Sciences, the National Center for Toxicological Research of the Food and Drug Administration, and the NLM.

B. Sample Citation and Introduction to Citing Parts of Databases on the Internet

The general format for a reference to a part of a database on the Internet, including punctuation:

<table>
<thead>
<tr>
<th>Title of Database</th>
<th>Date of Publication of Database</th>
<th>Type of Medium</th>
<th>Place of Publication</th>
<th>Publisher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Archive of American Folk Medicine [Internet]. Los Angeles: Regents of the University of California. 1996 - present, Record No. 1928, Cataracts; [cited 2007 Feb 27]; [about 1 screen]. Available from: <a href="http://www.folkmed.ucla.edu/FMDetail.cfm?UID=1_928">http://www.folkmed.ucla.edu/FMDetail.cfm?UID=1_928</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Examples of Citations to Parts of Databases on the Internet

Rather than citing a whole database, portions of a database may be cited. Individual records, tables, datasets, and the like are considered parts of databases when they do not have individual authorship, i.e., they are written or compiled by the authors of the database. They are contributions when the database has individual records or other components written by various authors, usually called contributors.

A reference should start with the individual or organization with responsibility for the intellectual content of the publication:

- Begin a reference to a part of a database with a citation to the database itself, followed by information about the part.
- Begin a reference to a contribution with information about the contribution, followed by the word "In:" and information about the database. See Chapter 24C Contributions to Databases on the Internet for details.

Provide the length of the part to a database when possible. Calculate the extent of the part using the best means possible, i.e., number of paragraphs, screens, bytes, or pages if printed. Since screen size and print fonts vary, precede the estimated number of screens
and pages with the word about and place extent information in square brackets, such as [about 3 screens]. For parts that contain hyperlinks, however, such as those shown in example 11, it will not be possible to provide the length.

See also Chapter 22B Parts of Books on the Internet for further examples of the types of parts.

Continue to Citation Rules with Examples for Parts of Databases on the Internet.

Continue to Examples of Citations to Parts of Databases on the Internet.

**Citation Rules with Examples for Parts of Databases on the Internet**

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Database (R) | Name and Number/Letter (R) | Title (R) | Date of Publication (R) | Date of Update/Revision (R) | Date of Citation (R) | Location (Pagination) (R) | Availability (R) | Language (R) | Notes (O)

**Database (required)**

**General Rules for Database**

- For all components except Date of Citation, Location (Pagination), and the Availability (URL), cite the database according to Chapter 24A Entire Databases on the Internet.

**Name and Number/Letter of the Part of a Database on the Internet (required)**

**General Rules for Name and Number/Letter**

- Enter the name of the part as it appears in the database
- Capitalize the name, such as Record, Table, Chart
- You may abbreviate Number to No., but do not abbreviate other names. For example: convert Rec. to Record.
- Follow the name with any accompanying number or letter, such as Record 122678 and Accession No. PF03061
- Use arabic numbers only. For example: convert VI or Six to 6.
- End name and number/letter information with a comma and a space

**Specific Rules for Name and Number/Letter**

- Non-English names for parts
- No letter or number follows the name
• No name appears

**Box 66. Non-English names for parts.**

- Provide the name in the original language for non-English names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  **Tabelle 5.3**

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

  **Otdel 6**

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

  **Ichiran-hiyo 3 or [Table 3, ]**

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with a diacritic or accent as if they are not marked

    | Letter | Original | Simplified |
    |--------|----------|------------|
    | Å      | Å        | A          |
    | Ø      | Ø        | O          |
    | Ç      | Ç        | C          |
    | Ł      | Ł        | L          |
    | à      | à        | a          |
    | ģ      | ģ        | g          |
    | ň      | ň        | n          |
    | ü      | ü        | u          |

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    | Ligature | Original | Simplified |
    |----------|----------|------------|
    | æ        | æ        | ae         |
    | ò         | ò         | oe         |

- Convert words and roman numerals used for part numbers into Arabic numbers, so that the word for two or II becomes 2

*Box 66 continues on next page...*
Box 66 continued from previous page.

- Provide an English translation in square brackets after the original language or romanized title when possible


- To help identify parts in other languages, see the following examples:

<table>
<thead>
<tr>
<th>Language</th>
<th>Record</th>
<th>Acquisition Number</th>
<th>Table</th>
<th>Figure</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>Record</td>
<td>Numero de catalogue</td>
<td>Tableau</td>
<td>Figure</td>
<td>Section</td>
</tr>
<tr>
<td></td>
<td>Document</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>German</td>
<td>Aufzeichnung</td>
<td>Abnahmezahl</td>
<td>Tabelle</td>
<td>Abbildung</td>
<td>Sektion</td>
</tr>
<tr>
<td></td>
<td>Datensatz</td>
<td>Aktenzeichen</td>
<td>Figur</td>
<td>Abteilung</td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>Record</td>
<td>Numero di accessione</td>
<td>Tabella</td>
<td>Figura</td>
<td>Parte</td>
</tr>
<tr>
<td></td>
<td>Numero di aquisizione</td>
<td>Tabella</td>
<td>Figura</td>
<td>Parte</td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td>Plastinka</td>
<td>Shifr po postuplenie</td>
<td>Tablitsa</td>
<td>Risunok</td>
<td>Sekcija</td>
</tr>
<tr>
<td>Rekord</td>
<td></td>
<td></td>
<td></td>
<td>Otdel</td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>Documento</td>
<td>Numero de adquisicion</td>
<td>Tabla</td>
<td>Figura</td>
<td>Seccion</td>
</tr>
<tr>
<td>Registo</td>
<td></td>
<td></td>
<td></td>
<td>Parte</td>
<td></td>
</tr>
</tbody>
</table>

Box 67. No letter or number follows the name.

- Occasionally, a database will label a part as simply "Table", "Chart", "Figure", or another name without following the name with a letter or number. In this case, give the name used for the part and follow it with a comma and the title.

  Chart, Incidence of AIDS in Uganda, 2000-2005;

- If the part being cited is clearly a table, figure, chart, or similar part but it is not labeled as such, place the name in square brackets and follow it with any identifying
Box 67 continued from previous page.

number or letter. If there is no number or letter, follow the name with a comma and the title of the part.


Box 68. No name appears.

- If the database part being cited has an identifying number or letter but has no name accompanying it, such as Record No. or Accession No., use the words "Acquisition No." followed by the number or letter.

- If the part being cited is clearly a table, figure, chart, or similar part but it is not labeled as such, place the name in square brackets and follow it with any identifying number or letter. If there is no number or letter, follow the name with a comma and the title of the part.


- If the part being cited has no number, is not a table, figure, or chart, and has no other identifying name such as "section", begin with the title of the part:

Data and calculations required for a life table;

Sialography;

Examples for Name and Number/Letter

1. Standard part of a database on the Internet with name and number/letter

3. Part of a database on the Internet with a name inferred

Title of the Part of a Database on the Internet (required)

General Rules for Title

- Enter the title of the part as it appears in the database
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
• Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
• Follow non-English titles with a translation whenever possible; place the translation in square brackets
• End title information with a semicolon and a space

Specific Rules for Title

• Titles for parts not in English
• Titles in more than one language
• Titles containing a Greek letter, chemical formula, or another special character

Box 69. Titles for parts not in English.

• Give the title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)
  ○ Tabla 10, Etiologia de la esplenomegalia secundaria a procesos infecciosos;
• Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.
  Risunok 2, Tendentsii smertnosti i prodolzhitel'nosti zhizni naseleniya Ukrainy v poslevoennyi period;
• Romanize or translate titles in character-based languages (Chinese, Japanese). Place the translation in square brackets.
  10 Shoyo, Anchi eijingu igaku;
  [Figure 9, Annual progression of swine influenza in Seoul];
• Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization
  Tabelle 1, Verteilung der deutschsprachigen Bevölkerung auf die einzelnen Stadtteile von St. Petersburg und die Gesamtentwicklung 1869-1910;
• Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  ○ Treat letters marked with diacritics or accents as if they are not marked
    Å treated as A
Box 69 continued from previous page.

Ø treated as O
Ç treated as C
Ł treated as Ł
à treated as a
ê treated as g
ń treated as n
ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  æ treated as ae
  œ treated as oe

- Provide an English translation, if possible, after the original language or romanized title. Place the translation in square brackets.

  Tableau 5, Principaux marqueurs biologiques de l’etat nutritionnel [Table 5, Principal biological markers of nutritional state];
  10 Shoyo, Anchi eijingu igaku [Chapter 10, Anti-aging medicine];

Box 70. Titles in more than one language.

- If the title for a part of a database is written in several languages:
  - Give the title in the first language found on the opening screens
  - List all languages of publication after the availability statement
  - Separate the languages by commas
  - End the list of languages with a period

- If the title for a part of a database is found with equal text in two or more languages, as often occurs in Canadian publications:
  - Give all titles in the order in which they are found on the opening screens
  - Place an equals sign with a space before and after between each title
  - List the particular languages, separated by commas, after the availability statement
  - End the list of languages with a period
Box 71. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of the title of a part of a database unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized
  - eSkeletons Project;
  - von Willebrand disease;
- Retain special characters in titles when possible
  - ISRCTN13256080, A phase II study to investigate the effect of Glivec® (imatinib mesylate, formerly known as STI571) in patients with inoperable medullary thyroid carcinoma;
- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, $\Omega$ becomes omega.
  - $\beta$-amino acids
    - may become
  - beta-amino acids
- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses
  - $\text{TiO}_2$ nanoparticles
    - may become
  - $\text{TiO}(2)$ nanoparticles

Examples for Title

2. Standard part of a database on the Internet without a name or number/letter
4. Part of a database on the Internet with title containing special scripts/characters
5. Part of a database on the Internet with a title in a language other than English

Date of Publication for a Part of a Database on the Internet (required)

General Rules for Date of Publication

- Enter the date of publication if it differs from the date of the database as a whole
- Always give the year
- Convert roman numerals to arabic numbers. For example: MM to 2000.
• Include the month, if desired, after the year, such as 2004 May
• Use English names for months and abbreviate them using the first three letters, such as Jan
• End date information with a space

Specific Rules for Date of Publication

• Locating the date of publication
• Multiple years of publication
• Non-English names for months
• Seasons instead of months
• Date of publication and date of copyright
• No date of publication, but a date of copyright
• No date of publication or copyright can be found

Box 72. Locating the date of publication.

The location of the date of publication for a part of a database may be found:

• At the top of the part
• Below the author name(s) or title
• At the bottom of the part
• In a specific date field

Box 73. Multiple years of publication.

• For multiple years of publication, separate the first and last years of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

  2002-2003
  1997-1998
  1999-2000

• If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

  1999 Oct-2000 Mar
  2002 Dec-2003 Jan

• Separate multiple months of publication by a hyphen

  2005 Jan-Feb
  1999 Dec-2000 Jan

Box 73 continues on next page...
• Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

**Box 74. Non-English names for months.**

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them
  
  **Examples:**
  
  mayo = May  
  luty = Feb  
  brezen = Mar

**Box 75. Seasons instead of months.**

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them
  
  **For example:**
  
  balvan = Summer  
  outomno = Fall  
  hiver = Winter  
  pomlad = Spring

**Box 76. Date of publication and date of copyright.**

Some publications have both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the date of publication unless three or more years separates the two dates
- In this situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, "2002, c1997".

*Box 76 continues on next page...*
This convention alerts a user that the information is older than the date of publication implies.

**Box 77. No date of publication, but a date of copyright.**

- A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005.

  Record 239879, Reactivity of acid fluoride-terminated self-assembled monolayers; c2006 [cited 2007 Mar 9]; [about 3 screens].

**Box 78. No date of publication or copyright can be found.**

- If no date of publication or of copyright for the part can be found, use any date of update/revision for the part and the date of citation.


**Examples for Date of Publication**

6. Part of a database on the Internet with a date of publication separate from the date of the database as a whole

7. Part of a database on the Internet with a date of update/revision

**Date of Update/Revision for a Part of a Database on the Internet (required)**

**General Rules for Date of Update/Revision**

- Parts of databases may be updated or revised separately from the database as a whole
- Begin update/revision information with a left square bracket
- Use whatever word for update or revision is provided, such as updated or modified
- Always give the year of update/revision
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month and day of update/revision, if provided, after the year, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End update/revision information with a semicolon and a space

**Specific Rules for Date of Update/Revision**

- Locating the date of update/revision
- Non-English names for months
- Seasons instead of months
- Both a date of update and a date of revision

**Box 79. Locating the date of update/revision.**

- Parts of databases on the Internet may be updated or revised after initial presentation. Look for the date accompanied by such words as updated, modified, revised, reviewed:
  - At the top or bottom of the first screen or the bottom of the last screen of the part
  - Below the author name(s) or title
  - In a specific field if the part is subdivided into fields
  - In the source code for the database if it is displayed by the Web browser

**Box 80. Non-English names for months.**

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them

  *Examples:
    
    mayo = May
    
    luty = Feb
    
    brezen = Mar

**Box 81. Seasons instead of months.**

- Translate names of seasons into English

*Box 81 continues on next page...*
Box 81 continued from previous page.

- Capitalize them
- Do not abbreviate them

For example:

- balvan = Summer
- outomno = Fall
- hiver = Winter
- pomlad = Spring

Box 82. Both a date of update and a date of revision.

Various words are used to show that the content of a part of a database has been changed. Among them are: updated, modified, revised, reviewed.

- Use the wording supplied in the database
- Give all words expressing update/revision with the dates provided, in ascending date order
- Enter dates in the format year month day
- Separate words with their dates by a semicolon and a space
  
  updated 2006 May; modified 2006 Dec;
  revised 2005 Dec 5; updated 2006 Mar 30;

- Add the date of citation and place all types of date in one set of square brackets
- End date information with a semicolon placed outside the closing bracket

Example:

Record ID AS9376, Vaccines cross reactivity against SARS-CoV; [reviewed 2006 Sep; updated 2006 Dec; cited 2007 Feb 1]; [about 3 p.].

Examples for Date of Update/Revision

7. Part of a database on the Internet with a date of update/revision

Date of Citation for Part of a Database on the Internet (required)

General Rules for Date of Citation

- Include the date the part of a database was seen on the Internet
- Give the year month and day in that order, such as 2006 May 5
• Use English names for months and abbreviate them using the first three letters, such as Jan
• If a date of update/revision is given, place the date of citation after it and follow both dates with a right square bracket
• If no date of update/revision is given, place citation date information in square brackets
• End date information with a semicolon placed outside the closing bracket

Specific Rules for Date of Citation
• Both a date of update/revision and a date of citation

Box 83. Both a date of update/revision and a date of citation.
Various words are used to show that the content of a part of a database has been changed. Among them are: updated, modified, revised, reviewed.
• Begin with the date(s) of update/revision in the format year month day
  ○ Use the wording for update/revision supplied in the database
  ○ Give all words with the dates provided, in ascending date order. For example:
    reviewed 2004 Sep 1; modified 2006 Aug 17;
  ○ Separate words by a semicolon and a space
  ○ End the date(s) of update/revision with a semicolon and a space
• Enter the date cited in the format year month day
• Place all dates of update/revision and the date of citation in one set of square brackets
• End date information with a semicolon placed outside the closing bracket

Example:
Record ID AS9376, Vaccines cross reactivity against SARS-CoV; [reviewed 2006 Sep; updated 2006 Dec; cited 2007 Feb 1]; [about 3 p.].

Examples for Date of Citation
1. Standard part of a database on the Internet with name and number/letter
2. Standard part of a database on the Internet without a name or number/letter
3. Part of a database on the Internet with a name inferred
4. Part of a database on the Internet with title containing special scripts/characters
5. Part of a database on the Internet with a title in a language other than English
6. Part of a database on the Internet with a date of publication separate from the date of the database as a whole

7. Part of a database on the Internet with a date of update/revision

Location (Pagination) of the Part of a Database on the Internet (required)

General Rules for Location (Pagination)

- Give location as the total number of screens, paragraphs, lines, or bytes of the part, whichever is most practical
- Precede the total with the word about and place it in square brackets, such as [about 5 screens]
- If the part is printed, precede the page total with the word about and place it in square brackets, such as [about 10 p.]
- End location information with a period placed outside the closing bracket

Examples for Location (Pagination)

8. Part of a Database on the Internet with location (pagination) expressed as number of screens

9. Part of a Database on the Internet with location (pagination) expressed as number of pages

10. Part of a Database on the Internet with location (pagination) expressed as number of bytes

11. Part of a Database on the Internet with hyperlinks so that the pagination (extent) cannot be provided

Availability for a Part of a Database on the Internet (required)

General Rules for Availability

- Begin with the phrase "Available from" followed by a colon and a space
- Insert the Uniform Resource Locator (URL) for the part in its entirety; do not omit http://, www, or other beginning components
- Use the URL for the entire book if the part does not have its own URL
- End with a period only if the URL ends with a slash, otherwise end with no punctuation

Specific Rules for Availability

- Breaking long URLs
- URLs not directly addressable
- Multiple URLs
Box 84. Breaking long URLs.

- Some URLs (Uniform Resource Locators) are longer than one line.
  - Retain the entire string as found when possible
  - Break a URL at a slash if necessary
  - Do not insert a hyphen or a hard line break into a URL

Box 85. URLs not directly addressable.

The URL as displayed by the Web browser may not always be used to retrieve the part of the database, i.e., it is not directly addressable.

- Always check to see if the URL is directly addressable
- If it is not, provide instructions for locating it from the closest addressable URL

Examples:


Box 86. Multiple URLs.

If more than one URL can be used to locate a part of a database:

- Give the URL you used in locating the part
- As an option, give all known URLs, separated by a space, a semicolon, and a space
Box 86 continued from previous page.

Example:


Examples for Availability

1. Standard part of a database on the Internet with name and number/letter
2. Standard part of a database on the Internet without a name or number/letter
12. Part of a Database on the Internet with a URL not directly addressable

Language of the Part of a Database on the Internet (required)

General Rules for Language

• Give the language of publication if not English
• Capitalize the language name
• Follow the language name with a period

Specific Rules for Language

• Parts appearing in more than one language

Box 87. Parts appearing in more than one language.

• If the title for a part of a database is in several languages:
  ○ Give the title in the first language found on the opening screens
  ○ List all languages of publication after the availability statement
  ○ Capitalize the language names
  ○ Separate the languages by commas
  ○ End the list of languages with a period

• If the title for a part of a database is found with equal text in two or more languages, as often occurs in Canadian publications:
  ○ Give all titles in the order in which they are found on the opening screens
  ○ Place an equals sign with a space before and after between each title
  ○ List the particular languages, separated by commas, after the availability statement
  ○ Capitalize the language names
  ○ End the list of languages with a period

Box 87 continues on next page...
Box 87 continued from previous page.

- If each language has its own URL, give the URL of the language you used. As an option, give the URLs for all languages. Separate them by a space, a semicolon, and a space.


Examples for Language

5. Part of a database on the Internet with a title in a language other than English

Notes for a Part of a Database on the Internet (optional)

General Rules for Notes

- Notes is a collective term for any further useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- System requirements
- Other types of material to include in notes

Box 88. System requirements.

System requirements describe the software and hardware needed to view the database.

- Begin with the phrase "System Requirements" followed by a colon and a space
- Use the publisher’s wording; no standardization is needed
- Separate the types of information with semicolons
- End requirement information with a period

Example:

FlyBase: a Database of *Drosophila* Genes & Genomes [Internet]. Version FB2006_01. Bloomington (IN): Indiana University, 2006 Dec 8 -. Aberration Dmel\Ab(1;?)wm4000; [cited 2007 Feb 27]. Available from: http://flybase.bio.indiana.edu/reports/FBab0023371.html System Requirements: Compatible with Internet Explorer Mac 5.2 and Internet Explorer 6; Internet Explorer 7 is incompatible.
Box 89. Other types of material to include in notes.

The notes element may be used to provide any further information. Begin by citing the database/retrieval system, then add the note. Some examples of notes are:

- Information on any access requirements/limitations
  
  Subscription required to view.

- The name of the organization(s) sponsoring or supporting the database
  
  WormBase is supported by a grant from the National Human Genome Research Institute at the US National Institutes of Health # P41 HG02223 and the British Medical Research Council.

Examples for Notes

13. Part of a Database on the Internet with a note

Examples of Citations to Parts of Databases on the Internet

1. Standard part of a database on the Internet with name and number/letter

Online Archive of American Folk Medicine [Internet]. Los Angeles: Regents of the University of California. 1996 -. Record No. 1928, Cataracts; [cited 2007 Feb 27]; [about 1 screen]. Available from: http://www.folkmed.ucla.edu/FMDetail.cfm?UID=1_928

Pfam [Internet]. Version 21.0. [place unknown]: Wellcome Trust Sanger Institute. [date unknown] -. Accession No. PF03061, 4HBT; [cited 2007 Feb 16]. Available from: http://www.sanger.ac.uk/cgi-bin/Pfam/getacc?PF03061

2. Standard part of a database on the Internet without a name or number/letter


MeSH Browser (2011 MeSH) [Internet]. Bethesda (MD): National Library of Medicine (US), Medical Subject Headings Section. [1999] -. Heart failure, systolic; [cited 2011 Jul]

citation matcher; [cited 2007 Feb 27]; [about 1 screen]. Available from: http://

3. Part of a database on the Internet with a name inferred

WHOSIS: WHO Statistical Information System [Internet]. Geneva: World Health
Organization. c2007 - . [Table], GBD 2000: deaths by age, sex and cause for the year
statistics/gbd1990regionmortality2002.xls

4. Part of a database on the Internet with title containing special scripts/
characters

Current Controlled Trials [Internet]. London: BioMed Central. [date unknown] - .
ISRCTN13256080, A phase II study to investigate the effect of Glivec* (imatinib mesylate,
formerly known as STI571) in patients with inoperable medullary thyroid carcinoma;
2007 Feb 23 [cited 2007 Feb 27]; [about 3 p.]. Available from: http://www.controlled-
trials.com/ISRCTN13256080/.

Gene [Internet]. Bethesda (MD): National Library of Medicine (US), National Center for
Biotechnology Information. [2004] - . ADRA2A adrenergic, alpha-2A-, receptor [Homo
sapiens]; [updated 2011 Jul 31; cited 2011 Aug 1]; [about 5 p.]. Available from: http://

FlyBase: a Database of Drosophila Genes & Genomes [Internet]. Version FB2006_01.
Bloomington (IN): Indiana University. 2006 Dec 8 - . Aberration Dmel\Ab(1;?)w(m4000);
FBab0023371.html

or

FlyBase: a Database of Drosophila Genes & Genomes [Internet]. Version FB2006_01.
Bloomington (IN): Indiana University. 2006 Dec 8 - . Aberration Dmel
\Ab(1;?)w(m4000); [cited 2007 Feb 27]. Available from: http://flybase.bio.indiana.edu/
reports/FBab0023371.html

5. Part of a database on the Internet with a title in a language other than
English

Depenses en Medicaments au Canada: base de donnees sur les depenses nationales de
Tableau A.2, Partie 1, Depenses en medicaments par type, source de financement et en
tant que part des depenses publiques, privees et totales de sante, Canada, de 1985 a 2005;

with translation

6. Part of a database on the Internet with a date of publication separate from the date of the database as a whole


7. Part of a database on the Internet with a date of update/revision


ProQolid: Patient-Reported Outcome and Quality of Life Instruments Database [Internet]. Lyon (France): Mapi Research Institute. c2001 - . QUAlity of Life questionnaire In OSTEoporosis (QUALIOST®); [updated 2007 Jan; cited 2007 Feb 16]; [about 2 screens]. Available from: http://www.proqolid.org/instruments/quality_of_life_questionnaire_in_osteoporosis_qualiost_sup_r_sup

8. Part of a Database on the Internet with location (pagination) expressed as number of screens


9. Part of a Database on the Internet with location (pagination) expressed as number of pages


10. Part of a Database on the Internet with location (pagination) expressed as number of bytes


11. Part of a Database on the Internet with hyperlinks so that the pagination (extent) cannot be provided


12. Part of a Database on the Internet with a URL not directly addressable


13. Part of a Database on the Internet with a note


WormBase: the Biology and Genome of C. elegans [Internet]. Release WS170. [Pasadena (CA)]: California Institute of Technology. c1999 - . Pedigree browser for MSaa; [cited 2007 Feb 1]. Available from: http://www.wormbase.org/db/searches/pedigree?name=MSaa WormBase is supported by a grant from the National Human Genome Research Institute at the US National Institutes of Health # P41 HG02223 and the British Medical Research Council.
C. Sample Citation and Introduction to Citing Contributions to Databases on the Internet

The general format for a reference to a contribution to a database on the Internet, including punctuation:

- without a separate date of publication for the contribution:

  
  **Table:**

<table>
<thead>
<tr>
<th>Author of Contribution</th>
<th>Title of Contribution</th>
<th>Date of Citation</th>
<th>Connective Phrase</th>
<th>Title of Database</th>
</tr>
</thead>
</table>

- with a separate date of publication for the contribution:

  
  **Table:**

<table>
<thead>
<tr>
<th>Authors of Contribution</th>
<th>Title of Contribution</th>
<th>Date of Update/Revision of Contribution</th>
</tr>
</thead>
</table>

- with complete publication information for the contribution (see text below for clarification):
Examples of Citations to Contributions to Databases on the Internet

Contributions are separately identified records, sections, or other portions of Internet databases that are provided by individuals or organizations other than the database builders. They thus have distinct authorship.

There are two types of contributions: those written expressly for the database, such as a review produced for the Cochrane Database of Systematic Reviews, and those written for a primary publication such as a journal or book that is cited in the database. A journal article in a bibliographic database such as PubMed is an example of the latter. The first type of contribution contains only an author and title, and sometimes a date of publication; it has no place of publication, publisher, or other publication information separate from the database. The second type, however, contains full publication information.

A reference should start with the individual or organization with responsibility for the intellectual content of the publication. Begin a reference to a contribution with information about the contribution, followed by the word "In:" and information about the database. Use date of citation and the availability (URL) for the contribution, not the database.

Although directions are provided here for creating citations to items published elsewhere and cited in a database, this format for contributions should rarely be used in a reference list. Unless only information found in the database record is used, articles, books, and other publications should be located directly and cited as their original form. This will also assure that any possible errors introduced in creating the database record will not be continued.

In large bibliographies it is usually not practical to identify the source for each citation, but the overall sources used should be identified in introductory text.
Citation Rules with Examples for Contributions to Databases on the Internet

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Author Affiliation (O) | Title (R) | Publication Information (R) | Date of Update/Revision (R) | Date of Citation (R) | Connective Phrase (R) | Database (R) | Extent (Pagination) (R) | Availability (R) | Acquisition Number (O) | Language (R) | Notes (O)

Author of a Contribution to a Database on the Internet (required)

General Rules for Author

- List names in the order they appear in the text
- Enter surname (family or last name) first for each author
- Capitalize names and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
- Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
- Give all authors, regardless of the number
- Separate author names from each other by a comma and a space
- End author information with a period

Specific Rules for Author

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Organizations as author
- Options for author names

Box 90. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames

Box 90 continues on next page...
Box 90 continued from previous page.

Estelle Palmer-Canton becomes Palmer-Canton E
Ahmed El-Assmy becomes El-Assmy A

- Keep particles, such as O', D', and L'
  Alan D. O'Brien becomes O'Brien AD
  James O. L'Esperance becomes L'Esperance JO
  U. S'adeh becomes S'adeh U

- Omit all other punctuation in surnames
  Charles A. St. James becomes St James CA

Box 91. Other surname rules.

- Keep prefixes in surnames
  Lama Al Bassit becomes Al Bassit L
  Jiddeke M. van de Kamp becomes van de Kamp JM
  Gerard de Pouvourville becomes de Pouvourville G

- Keep compound surnames even if no hyphen appears
  Sergio Lopez Moreno becomes Lopez Moreno S
  Jaime Mier y Teran becomes Mier y Teran J
  Virginie Halley des Fontaines becomes Halley des Fontaines V

  [If you cannot determine from the title page or opening or closing screens whether a surname is compound or is a combination of a middle name and a surname, look at the back of the title page (the copyright page) or elsewhere in the text for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    Å treated as A

Box 91 continues on next page...
Box 91 continued from previous page.

Ø treated as O
Ç treated as C
Ł treated as L
à treated as a
ĝ treated as g
ń treated as n
ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  æ treated as ae
  œ treated as oe

Box 92. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names
  Jean-Louis Lagrot becomes Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle
  D'Arcy Hart becomes Hart D
  W. St. John Patterson becomes Patterson WS
  De la Broquerie Fortier becomes Fortier D
  Craig McC. Brooks becomes Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.
  Ch. Wunderly becomes Wunderly C
  C. Fr. Erdman becomes Erdman CF

Box 92 continues on next page...
Box 92 continued from previous page.

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter
  
  Iu. A. Iakontov becomes Iakontov IuA
  G. Th. Tsakalos becomes Tsakalos GTh

Box 93. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name
  
  James A. Reed, M.D., F.R.C.S. becomes Reed JA
  Kristine Schmidt, Ph.D. becomes Schmidt K
  Robert V. Lang, Major, US Army becomes Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name
  
  Sir Frances Hildebrand becomes Hildebrand F
  Dr. Jane Eberhard becomes Eberhard J
  Captain R.C. Williams becomes Williams RC

Box 94. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation

- Convert roman numerals to arabic ordinals

  Examples:
  
  Vincent T. DeVita, Jr. becomes DeVita VT Jr
  James G. Jones II becomes Jones JG 2nd
  John A. Adams III becomes Adams JA 3rd
  Henry B. Cooper IV becomes Cooper HB 4th
Box 95. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the ALA-LC Romanization Tables.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter
  - Iu. A. Iakontov becomes Iakontov IuA
  - G. Th. Tsakalos becomes Tsakalos GTh
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ã treated as g
    - ñ treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe

Box 96. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may be an author.
• Omit “The” preceding an organization name

  The American Cancer Society becomes American Cancer Society

• If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

  American Medical Association, Committee on Ethics.

  International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

  American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

• When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the two-letter ISO country code (see Appendix D) in parentheses after the name

  National Academy of Sciences (US).

  Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

• Separate two or more different organizations by a semicolon

  Canadian Association of Orthodontists; Canadian Dental Association.

  American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

• If both individuals and an organization or organizations appear on the title page or opening or closing screens of a contribution to a database as authors, use the names of the individuals as the author. Give the organization at the end of the reference as a note, if desired.

• For names of organizations in languages other than English:
  ○ Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Follow a non-English name with a translation when possible. Place all translations in square brackets.

    Istituto di Fisiologia Clinica del CNR.

    Universitätsmedizin Berlin.

    Nordisk Anaesthesiologisk Forening [Scandinavian Society of Anaesthesiologists].
Box 96 continued from previous page.

- Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Follow a non-English name with a translation when possible. Place all translations in square brackets.

  Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].
  
  or
  
  [Russian Respiratory Society].

- Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

  [Chinese Medical Society].

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked
    
    Å  treated as  A
    Ø  treated as  O
    Ç  treated as  C
    Ł  treated as  L
    à  treated as  a
    ĝ  treated as  g
    ñ  treated as  n
    ü  treated as  u
  
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    
    æ  treated as  ae
    œ  treated as  oe
Box 97. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon.

  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.
  Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."

  Adler DG, Baron TH, Davila RE, and others.

Examples for Author

1. Standard contribution to a database on the Internet without a separate date for the item

2. Standard contribution to a database on the Internet with a separate date for the item

3. Standard contribution to a database on the Internet with complete publication information for the item

4. Contribution to a database on the Internet with organization as author

Author Affiliation for a Contribution to a Database on the Internet (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/ Canadian province/country
- Use commas to separate parts of the affiliation
- Place the affiliation in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the closing parenthesis, unless it is the affiliation of the last author, then use a period
Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

Box 98. Abbreviations in affiliations.

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

  Examples:
  
  Acad. for Academy
  Assoc. for Association
  Co. for Company
  Coll. for College
  Corp. for Corporation
  Dept. for Department
  Div. for Division
  Inst. for Institute or Institution
  Soc. for Society
  Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 99. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space

  Box 99 continues on next page...
Box 99 continued from previous page.

- Insert the e-mail address as it appears in the publication
- Do not end an e-mail address with a period
- Place the e-mail address within the closing parenthesis for the author affiliation

Example:

Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

Box 100. Organizational names for affiliations not in English.

Give the affiliations of all authors or only the first author.

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country if non-US. Place the affiliation in parentheses.

- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatría, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I.

Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese)
Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ĝ treated as g
    - ň treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe

- Use the English form of names for cities and countries whenever possible. For example, use Vienna for Wien and use Spain for Espana. However, the name as found on the publication may always be used.

**Box 101. Names for cities and countries not in English.**

- Use the English form for names of cities and countries if possible. However, the name as found on the publication may always be used.
  - Moskva becomes Moscow
  - Wien becomes Vienna
  - Italia becomes Italy
  - Espana becomes Spain
Examples for Author Affiliation

5. Contribution to a database on the Internet with author affiliation

Title of a Contribution to a Database on the Internet (required)

General Rules for Title

- Enter the title of the contribution as it appears in the database, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle unless some other form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it

Specific Rules for Title

- Titles not in English
- Titles in more than one language
- Titles containing a Greek letter, chemical formula, or another special character

Box 102. Titles not in English.

- Translate non-English titles of contributions that are journal articles into English regardless of the original language. Place the translation in square brackets.


Box 102 continues on next page...
Box 102 continued from previous page.

- For non-English titles of contributions in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.) that are not journal articles, provide them in the original language.


- For non-English titles of contributions in Cyrillic, Greek, Arabic, Hebrew, or Korean that are not journal articles, romanize (write in the roman alphabet) them. A good authority for romanization is the ALA-LC Romanization Tables.

  Tsimmerman IA S. Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh zabolevanii: klinicheskie ocherki.

- For non-English titles of contributions in character-based languages (Chinese, Japanese) that are not journal articles, romanize (write in the roman alphabet) or translate them. Place translated titles in square brackets.

  Katsunori K. Anarakushi to keiho.

  or

  Katsunori K. [Euthanasia and criminal law].

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked.

    Å treated as A

    Ø treated as O

    Ç treated as C

    Ł treated as L

    à treated as a

    ţ treated as g

Box 102 continues on next page...
Box 102 continued from previous page.

- ñ treated as n
- ü treated as u
- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe
- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

  Schmitz M. Psychopharmaka: Grundlagen, Standardtherapien und neue Konzepte.
- When possible, provide the original language or romanized title for journal articles before the English translation; for all other titles provide an English translation after the original language title. Place all translations in square brackets.


Box 103. Titles in more than one language.

If a record or another contribution is written with equal text in two or more languages, as often occurs in Canadian publications:
Box 103 continued from previous page.

- Give all titles in the order they are presented on the title page or opening screens
- Place an equals sign surrounded by a space between the titles
- List the languages after the availability statement (URL) and any acquisition number
- Capitalize the language names
- Separate the language names by commas
- End the list of languages with a period

Example:


- If none of the titles is English, follow with a translation when possible. Place the translation in square brackets.

- If each language version has its own URL, give the URL of the language you used. As an option, give the URLs for all languages. Separate them by a space, a semicolon, and a space.

  Available from:
  
  http://www.fao.org/docrep/006/y4962t/y4962t01.htm#bm1..1.3.1 ;
  
  http://www.fao.org/docrep/006/y4962t/y4962t03.htm#bm3..1.3.1 ;
  
  http://www.fao.org/docrep/006/y4962t/y4962t05.htm#bm5..1.3.1 English, French, Spanish.

Box 104. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of the title of a record or other contribution unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

Box 104 continues on next page...
Box 104 continued from previous page.

1,3-dichloro-5,5-dimethylhydantoin: health-based reassessment of administrative occupational exposure limits.

von Willebrand disease.

- Retain special characters in titles when possible

E©UP: European Copyright User Platform

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the available type fonts, substitute the name for the symbol. For example, \( \Omega \) becomes omega.

\( \gamma \)-linolenic acid and its clinical applications.

may become

Gamma-linolenic acid and its clinical applications.

Enantioselective synthesis of \( \beta \)-amino acids.

may become

Enantioselective synthesis of beta-amino acids.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

\( TiO_2 \) nanoparticles.

may become

\( TiO(2) \) nanoparticles.

Examples for Title

1. Standard contribution to a database on the Internet without a separate date for the item

2. Standard contribution to a database on the Internet with a separate date for the item

3. Standard contribution to a database on the Internet with complete publication information for the item

6. Contribution to a database on the Internet with title in a language other than English
Publication Information for a Contribution to a Database on the Internet (required)

General Rules for Publication Information

- If the contribution is an item published elsewhere and cited in the database, provide complete publication information according to the other chapters in this guide, i.e. Chapter 1A for journal articles, Chapter 2 for books, etc.
- If the contribution was written for the database, enter the date of publication (when provided) if it differs from the date of the database as a whole.
- Always give the year of publication.
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month and day of publication, if desired, after the year, such as 2004 May 13.
- Use English names for months and abbreviate them using the first three letters, such as Jan.
- End date information with a space.

Specific Rules for Date of Publication

- Locating the date of publication.
- Multiple years of publication.
- Non-English names for months.
- Seasons instead of months.
- Date of publication and date of copyright.
- No date of publication, but a date of copyright.
- No date of publication or copyright can be found.
- Options for date of publication.

Box 105. Locating the date of publication.

- The location of the date of publication for a contribution that was written for the database may be found:
  - At the top of the contribution
  - Below the author name(s) or the title
  - At the bottom of the contribution
  - In a specific date field

Box 106. Multiple years of publication.

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.
  
  2002-2003

Box 106 continues on next page...
Box 106 continued from previous page.

1997-1998
1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.
  
  1999 Oct-2000 Mar
  2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen
  
  2005 Jan-Feb
  1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Box 107. Non-English names for months.

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them

Examples:
  mayo = May
  luty = Feb
  brezen = Mar

Box 108. Seasons instead of months.

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them

For example:
  balvan = Summer
  outomno = Fall

Box 108 continues on next page...
Box 108 continued from previous page.

hiver = Winter
pomlad = Spring

Box 109. Date of publication and date of copyright.

Some publications have both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the date of publication unless three or more years separate the two dates
- In this situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, "2002, c1997".

This convention alerts a user that the information in the publication is older than the date of publication implies.

Box 110. No date of publication, but a date of copyright.

- A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005.

Carter H, Winstead GA. Study protocol for measuring the effects of work-site exercise on the physical fitness of older workers. c2006 [cited 2007 Mar 9]. In:

Box 111. No date of publication or copyright can be found.

- If neither a date of publication nor a date of copyright can be found, but a date can be estimated because of material in the record, insert a question mark after the estimated date and place date information in square brackets

Bagley TR. Genomic studies of digestive cancers. [2004?] [cited 2007 Mar 9]. In:

- If neither a date of publication nor a date of copyright can be found nor can the date be estimated, use the date of update/revision and/or the date cited

Collins YE, Perkins JT. Current status of non-Hodgkins lymphoma therapy. [modified 2006 Jan 1; cited 2007 Mar 9]. In:

Stern AH, Petersen PF. Global strategy for the prevention of chronic obstructive pulmonary disease. [cited 2006 Nov 3]. In:
Box 112. Options for date of publication.

It is not NLM policy, but the following is an acceptable option:

The date of publication of the contribution may follow the author names in the list of references when the name-year system of in-text references is used.

- Use only the year of publication
- Use (1) the year of copyright, (2) the date of update/revision, or (3) the date of citation, in that order, if there is no publication date
- Place the date followed by a period after the last named author
- Keep the date of update/revision and/or date of citation in their usual position unless they are the only dates available to follow the author(s)
- End the publisher name with a period for contributed books if the date of citation is the only date available to follow the author(s)

NLM citation:


Box 112 continued from previous page.


Name-year system of citation:


Examples for Date of Publication

1. Standard contribution to a database on the Internet without a separate date for the item

2. Standard contribution to a database on the Internet with a separate date for the item

3. Standard contribution to a database on the Internet with complete publication information for the item
Date of Update/Revision for a Contribution to a Database on the Internet (required)

General Rules for Date of Update/Revision

- Contributions to databases may be updated or revised separately from the database as a whole
- Begin update/revision information with a left square bracket
- Use whatever word for update or revision is provided, such as updated or modified
- Always give the year of update/revision
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month and day of update/revision, if provided, after the year, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End update/revision information with a semicolon and a space

Specific Rules for Date of Update/Revision

- Locating the date of update/revision
- Non-English names for months
- Seasons instead of months
- Both a date of update and a date of revision
- Database also has a date of update/revision

Box 113. Locating the date of update/revision.

- Contributions to databases on the Internet may be updated or revised after publication. Look for the date accompanied by such words as updated, modified, revised, reviewed:
  - At the top or bottom of the first screen or the bottom of the last screen of the contribution
  - In a specific field if the contribution is subdivided into fields
  - In the source code for the contribution if it is displayed by the Web browser

Box 114. Non-English names for months.

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them
  Examples:
  mayo = May

Box 114 continues on next page...
Box 114 continued from previous page.

luty = Feb
brezen = Mar

Box 115. Seasons instead of months.

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them

For example:

balvan = Summer
outomno = Fall
hiver = Winter
pomlad = Spring

Box 116. Both a date of update and a date of revision.

Various words are used to show that the content of a contribution has changed. Among them are: updated, modified, revised, reviewed.

- Use the wording supplied in the contribution
- Give all words expressing update/revision with the dates provided, in ascending date order
- Enter dates in the format year month day
- Separate words with their dates by a semicolon and a space

updated 2006 May; modified 2006 Dec;
revised 2005 Dec 5; updated 2007 Mar 5;

- Add the date of citation and put all date information in square brackets
- End date information with a period placed outside the closing bracket

Example:

Box 116 continued from previous page.


Box 117. Database also has a date of update/revision.

- Contributions to databases may be updated or revised separately from the database as a whole. If the database also has a date of update/revision, retain it.

Examples for Date of Update/Revision

7. Contribution to a database on the Internet with date of update/revision

Date of Citation for a Contribution to a Database on the Internet (required)

General Rules for Date of Citation

- Give the date the contribution was seen on the Internet
- Include the year month and day in that order, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- If a Date of Update/Revision is given, place the date of citation after it and follow both dates with a right square bracket
- If no date of update/revision is given, place citation date information in square brackets
- End date information with a period placed outside the closing bracket

Specific Rules for Date of Citation

- Both a date of update/revision and a date of citation

Box 118. Both a date of update/revision and a date of citation.

Various words are used to show that the content of a contribution has been changed. Among them are: updated, modified, revised, reviewed.

- Begin with the date(s) of update/revision in the format year month day
  - Use the wording for update/revision supplied in the contribution
  - Give all words with the dates provided, in ascending date order
  - Separate words by a semicolon and a space

Box 118 continues on next page...
Box 118 continued from previous page.

- End the date(s) of update/revision with a semicolon and a space
- Enter the date cited in the format year month day
- Place all dates of update/revision and date of citation information in one set of square brackets
- End with a period placed outside the closing bracket

Example:


Examples for Date of Citation

1. Standard contribution to a database on the Internet without a separate date for the item
2. Standard contribution to a database on the Internet with a separate date for the item
3. Standard contribution to a database on the Internet with complete publication information for the item

Connective Phrase for a Contribution to a Database on the Internet (required)

General Rules for Connective Phrase

- Place a space and the word "In" after the title (and any dates) of the contribution
- Follow "In" with a colon and a space

Examples for Connective Phrase

1. Standard contribution to a database on the Internet without a separate date for the item
2. Standard contribution to a database on the Internet with a separate date for the item
3. Standard contribution to a database on the Internet with complete publication information for the item
Database on the Internet (required)

General Rules for a Database on the Internet

- For all components except Date of Citation and the Availability (URL), cite according to Chapter 24A Entire Databases/Retrieval Systems on the Internet. For these components elements use the instructions below.

Extent (Pagination) (required)

General Rules for Extent (Pagination)

- If the extent is not provided by the database, calculate the extent as the total number of screens, paragraphs, lines, or bytes of the database record or other contribution, whichever is most practical
- If the extent is calculated, precede the total with the word about and place it in square brackets, such as [about 15 screens]
- If the contribution is printed, precede the page total with the word about and place it in square brackets, such as [about 10 p.]
- If the contribution contains hyperlinks, it is not possible to provide the extent
- End extent information with a period

Specific Rules for Extent (Pagination)

- Extent for items published elsewhere and cited in the database

Box 119. Extent for items published elsewhere and cited in the database.

If the contribution is a journal article or book that was published elsewhere and cited in the database:

- Give the pagination for the item, i.e., the page numbers on which a journal article appears or the total number of pages of a book, as a part of Publication Information
- Use for extent the length of the record for the item as it appears in the database. For example, in the following citation:


  [The article occupies pages 680 through 688 in the journal, but the record for this article in the database takes about 1 screen to display.]
Examples for Extent (Pagination)

8. Contribution to a database on the Internet with extent provided by the database

9. Contribution to a database on the Internet with extent calculated

Availability for a Contribution to a Database on the Internet (required)

General Rules for Availability

• Begin with the phrase "Available from" followed by a colon and a space
• Insert the entire Uniform Resource Locator (URL); do not omit http://, www, or other beginning components
• End with a period only if the URL ends with a slash, otherwise end with no punctuation

Specific Rules for Availability

• Breaking long URLs
• URLs not directly addressable
• Multiple URLs

Box 120. Breaking long URLs.

Some URLs (Uniform Resource Locators) are longer than one line.

• Retain the entire string as found when possible
• Break a URL at a slash if necessary
• Do not insert a hyphen or a hard line break into a URL

Box 121. URLs not directly addressable.

The URL as displayed by the Web browser may not always be used to retrieve the record or other item, i.e., is not directly addressable.

• Always check to see if the URL is directly addressable
• If it is not, provide instructions for locating it from the closest addressable URL

Example:

Available from: http://www.genomic.melb.edu/mdi/ by searching for record number 9934872.

Box 122. Multiple URLs.

If more than one URL can be used to locate a contribution:

Box 122 continues on next page...
Box 122 continued from previous page.

- Give the URL you used in locating the contribution
- As an option, give all known URLs, separated by a space, a semicolon, and a space

Example:

Available from:

http://www.fao.org/nutrdb/006/y4962t/y4962t01.htm#bm1..1.3.1 ;
http://www.fao.org/nutrdb/006/y4962t/y4962t03.htm#bm3..1.3.1 ;
http://www.fao.org/nutrdb/006/y4962t/y4962t05.htm#bm5..1.3.1

Examples for Availability

1. Standard contribution to a database on the Internet without a separate date for the item
2. Standard contribution to a database on the Internet with a separate date for the item
3. Standard contribution to a database on the Internet with complete publication information for the item

Acquisition Number for a Contribution to a Database (optional)

General Rules for Acquisition Number

- Give the record number or other acquisition number assigned to the contribution by the database
- Precede the number with the identifying wording used by the database, such as Record No. or PMID
- Use Acquisition No. if the database does not identify the number
- Follow the wording with a colon and a space, then add the number, such as PMID: 17236284
- End number information with a period

Examples for Acquisition Number

10. Contribution to a database on the Internet with an acquisition number

Language for a Contribution to a Database on the Internet (required)

General Rules for Language

- Give the language of publication of the contribution if not English
- Capitalize the language name
Follow the language name with a period

Specific Rules for Language

Contributions appearing in more than one language

Box 123. Contributions appearing in more than one language.

If a record or another contribution is written with equal text in two or more languages, as often occurs in Canadian publications:

- Give all titles in the order they are presented on the title page or opening screens
- Place an equals sign with a space before and after between the titles
- List the languages after the availability statement (URL) and any acquisition number
- Capitalize the language names
- Separate the language names by commas
- End the list of languages with a period

Example:


- If none of the titles is English, follow with a translation when possible. Place the translation in square brackets.

- If each language version has its own URL, give the URL of the language you used. As an option, give the URLs for all languages. Separate them by a space, a semicolon, and a space.

Available from:

http://www.fao.org/docrep/006/y4962t/y4962t01.htm#bm1..1.3.1 ;
http://www.fao.org/docrep/006/y4962t/y4962t03.htm#bm3..1.3.1 ;
http://www.fao.org/docrep/006/y4962t/y4962t05.htm#bm5..1.3.1 English, French, Spanish.
Examples for Language

6. Contribution to a database on the Internet with title in a language other than English

Notes for a Contribution to a Database on the Internet (optional)

General Rules for Notes

- Notes is a collective term for any further useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- System requirements
- Other types of material to include in notes

Box 124. System requirements.

System requirements describe the software and hardware needed to view the contribution on the database.

- Begin with the phrase "System Requirements" followed by a colon and a space
- Use the publisher’s wording; no standardization is needed
- Separate the types of information with semicolons
- End requirement information with a period

Example:

System Requirements: Windows 95 or higher; 200-megaHertz Pentium or higher; Random Access Memory 128-megabytes or higher; Modem Speed 56 Kilobits per second or higher; 20-MB hard disk space; 17-inch video graphics array; 800 x 600 pixels/high with color 800; Adobe Acrobat Reader 5.0; Internet Explorer 6.0 or higher.

Box 125. Other types of material to include in notes.

The notes element may be used to provide any further information. Begin by citing the contribution and the database, then add the note. Examples of notes are:

- Information on any access requirements/limitations

Box 125 continues on next page...
Box 125 continued from previous page.


The name of the organization(s) sponsoring or supporting the database


Examples for Notes

11. Contribution to a database on the Internet with a note

Examples of Citations to Contributions to Databases on the Internet

1. Standard contribution to a database on the Internet without a separate date for the item


2. Standard contribution to a database on the Internet with a separate date for the item


3. Standard contribution to a database on the Internet with complete publication information for the item

Accession No: OCLC: 30700481.

4. Contribution to a database on the Internet with organization as author


5. Contribution to a database on the Internet with author affiliation


6. Contribution to a database on the Internet with title in a language other than English


7. Contribution to a database on the Internet with date of update/revision


8. Contribution to a database on the Internet with extent provided by the database


9. Contribution to a database on the Internet with extent calculated


10. Contribution to a database on the Internet with an acquisition number


11. Contribution to a database on the Internet with a note


Chapter 25. Web Sites

A. Homepages

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

B. Parts of Web Sites

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

A. Sample Citation and Introduction to Citing Homepages

The general format for a reference to a homepage, including punctuation:

Example of Citations to Homepages

A homepage is the first or introductory page of a Web site (NISO Z39.29). It usually provides a table of contents or index to the contents of the site. Homepages are placed on the Internet by both organizations and individuals for purposes ranging from an effort to provide information about a government agency, a company, an association, or a specific subject, to a means of providing a forum for a personal point of view. Homepages vary greatly in size and complexity, reflecting the Web site which they introduce. A citation to a Web site is made primarily from the information found on a homepage.

The rules for citing homepages are similar to those for Internet books. Locate the author or organization with responsibility for the homepage, a title, a place of publication, a publisher, and a date of publication. Simply adding a Uniform Resource Locator (URL) or other electronic address to a title is not sufficient. Internet sites disappear with great
frequency, and users of a citation must be given some other identifying information if they are to locate sites in the future.

Some elements, however, are more difficult to locate when citing homepages. For example, some poorly constructed sites do not contain dates, and authorship or publishing responsibility may be unclear or absent. The title may also be difficult to discern from a collage of graphics. The person doing the citing can only work with the information provided.

Some elements require expansion for an Internet citation to provide needed information. For example, the date of publication is required in a citation, but most homepages are updated or otherwise modified numerous times after the date of publication, i.e., the date the homepage was first placed on the Internet. The latest date of update/revision should therefore be included along with the date cited, i.e., the date the person doing the citing saw the homepage on the Internet. This is necessary in the volatile Internet environment, where changes can be easily made and a site seen one day may not be the same when viewed the next day. Producing a print or other copy of crucial pages for future reference is strongly recommended.

Note also that it is possible to have Web sites within Web sites. For example, the National Institute on Aging (NIA) is organizationally a part of the National Institutes of Health (NIH). Each of these bodies has its own Web site with a homepage; the NIA site is not considered a part of the NIH site. Similarly, the PubMed database on the NLM site stands alone and is cited as a database, not a part of the NLM site. A URL only reflects server location and should not necessarily be used to indicate hierarchy or subordinate relationships for citation purposes. The basic rule is to cite the most specific identifiable site used.

To cite an entire Web site from the homepage, use the instructions below. To cite only one component of a Web site, such as a specific page or pages, first determine whether or not the component can stand alone and be cited separately. A book or other monograph, a journal, or a database on a Web site should be cited according to the instructions for the particular type of format. Cite a book on a Web site according to Chapter 22, a journal according to Chapter 23, and a database according to Chapter 24.

To use the NLM Web site as an example of components that can be cited separately:

- A book and similar items on the NLM Web site:
  

Cite components of Web sites that cannot stand alone according to Chapter 25B Parts of Web Sites. Examples of these include a disease page from the MedlinePlus site and a press release from the AMA site. Never cite as parts those components with authorship distinct from the authors of the site as a whole. If in doubt about the status of a component, cite it separately using the instructions in the appropriate chapter.

Continue to Citation Rules with Examples for Homepages.

Continue to Examples of Citations to Homepages.

**Citation Rules with Examples for Homepages**

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Author Affiliation (O) | Title (R) | Content Type (O) | Type of Medium (R) | Edition (R) | Editor and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Date of Update/Revision (R) | Date of Citation (R) | Availability (R) | Language (R) | Notes (O)

**Author for Homepages (required)**

**General Rules for Author**

- List names in the order they appear on the site
- Enter surname (family or last name) first for each author
- Capitalize surnames and enter spaces within surnames as they appear on the assumption that the author approved the form used. For example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all authors, regardless of the number
Separate author names from each other by a comma and a space
End author information with a period
See Editor and other Secondary Authors below if there are no authors but editors are named

Specific Rules for Author

- Determining the author
- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Organizations as author
- No author can be found
- Options for author names

Box 1. Determining the author.

Some homepages clearly state the names of the authors of the Web site. When they do not:

- Look at the top, bottom, or sidebar of the first screen or the bottom of the last screen of the homepage
- Do not assume that an individual named as Web master or contact person is the author; he or she most probably is not, especially for sites produced by large organizations
- Do not assume that an individual named in association with a copyright statement, such as "copyright 1997 by John A. Smith" is the author, either
- If the only personal name given in a site is associated with a copyright statement, use that name as the publisher
- Many sites will display an organization's name rather than a person's name. In such cases when the organization appears to be serving as both author and publisher, place the organization in the publisher position.

Box 2. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames
  
  Estelle Palmer-Canton becomes Palmer-Canton E
  
  Ahmed El-Assmy becomes El-Assmy A

- Keep particles, such as O', D', and L'

Box 2 continues on next page...
Alan D. O'Brien becomes O'Brien AD
James O. L'Esperance becomes L'Esperance JO
U. S'adeh becomes S'adeh U

- Omit all other punctuation in surnames
Charles A. St. James becomes St James CA

### Box 3. Other surname rules.

- Keep prefixes in surnames
  
  Lama Al Bassit becomes Al Bassit L
  Jiddeke M. van de Kamp becomes van de Kamp JM
  Gerard de Pouvourville becomes de Pouvourville G

- Keep compound surnames even if no hyphen appears
  
  Sergio Lopez Moreno becomes Lopez Moreno S
  Jaime Mier y Teran becomes Mier y Teran J
  Virginie Halley des Fontaines becomes Halley des Fontaines V

  [If you cannot determine from the homepage or other screens whether a surname is compound or a combination of a middle name and a surname, look elsewhere in the text for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  - Treat letters marked with diacritics or accents as if they are not marked
    
    Å treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a
Box 3 continued from previous page.

- treated as  
- treated as 
- treated as

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - treated as 
  - treated as

Box 4. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names
  - becomes

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle
  - becomes
  - becomes
  - becomes
  - becomes

- Disregard traditional abbreviations of given names. Some non-US publishers use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.
  - becomes
  - becomes

- For non-English names that are been romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter
  - becomes
  - becomes
Box 5. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name
  
  James A. Reed, M.D., F.R.C.S. becomes Reed JA
  
  Kristine Schmidt, Ph.D. becomes Schmidt K
  
  Robert V. Lang, Major, US Army becomes Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name
  
  Sir Frances Hildebrand becomes Hildebrand F
  
  Dr. Jane Eberhard becomes Eberhard J
  
  Captain R.C. Williams becomes Williams RC

Box 6. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation
  
- Convert roman numerals to arabic ordinals
  
  Examples:
  
  Vincent T. DeVita, Jr. becomes DeVita VT Jr
  
  James G. Jones II becomes Jones JG 2nd
  
  John A. Adams III becomes Adams JA 3rd
  
  Henry B. Cooper IV becomes Cooper HB 4th

Box 7. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the ALA-LC Romanization Tables.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese
  
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter
  
  Iu. A. Iakontov becomes Iakontov IuA
  
  G. Th. Tsakalos becomes Tsakalos GTh

Box 7 continues on next page...
Box 7 continued from previous page.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ĝ treated as g
    - ň treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe

Box 8. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit “The” preceding an organizational name
  
  The American Cancer Society becomes American Cancer Society

- If a division or another part of an organization is included on the homepage, give the parts of the name in descending hierarchical order, separated by commas
  
  American Medical Association, Committee on Ethics.

  International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

  American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

Box 8 continues on next page...
When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D):

- National Academy of Sciences (US).
- Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

Separate two or more different organizations by a semicolon:

- Canadian Association of Orthodontists; Canadian Dental Association.
- American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

If both individuals and an organization or organizations appear on the homepage as authors, use the names of the individuals as the author. Give the organization at the end of the reference as a note, if desired:

- Prepared for the International Union of Pure and Applied Chemistry.

For names of organizations not in English:

- Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear on the homepage. Follow a non-English name with a translation when possible. Place all translations in square brackets.
  - Istituto di Fisiologia Clinica del CNR.
  - Universitätsmedizin Berlin.
  - Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

- Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables. Follow a non-English name with a translation when possible. Place all translations in square brackets.
  - Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].
  - or
  - [Russian Respiratory Society].
Box 8 continued from previous page.

- Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.
  
  [Chinese Medical Society].

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  - Treat letters marked with diacritics or accents as if they are not marked
    
    å  treated as  a
    Ø  treated as  O
    Ç  treated as  C
    Ł  treated as  L
    à  treated as  a
    ź  treated as  g
    ñ  treated as  n
    ü  treated as  u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    
    æ  treated as  ae
    œ  treated as  oe

Box 9. No author can be found.

- If no person or organization can be identified as the author, begin the reference with the title of the homepage

- Do not use anonymous

*Example:*

**Box 10. Options for author names.**

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.

  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.
  
  Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."

  
  Adler DG, Baron TH, Davila RE, and others.

**Examples for Author**

1. Standard citation to a homepage
2. Homepage with author(s)
3. Homepage with full author name(s)
4. Homepage with author role indicated
5. Homepage with an organization(s) as author
6. Homepage with no authors or editors
24. Homepage with author and publisher the same

**Author Affiliation for Homepages (optional)**

**General Rules for Author Affiliation**

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the parentheses, unless the affiliation is for the last author, then use a period
Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

Box 11. Abbreviations in affiliations.

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

  Examples:
  
  Acad. for Academy
  Assoc. for Association
  Co. for Company
  Coll. for College
  Corp. for Corporation
  Dept. for Department
  Div. for Division
  Inst. for Institute or Institution
  Soc. for Society
  Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 12. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space

  Box 12 continues on next page...
Box 12 continued from previous page.

- Insert the e-mail address as it appears on the homepage
- Do not end an e-mail address with a period
- Place the e-mail address within the closing parenthesis for the author affiliation

Example:

Uijtdehaage S (David Geffen School of Medicine, University of California, Los Angeles, CA. bas@mednet.ucla.edu), Dennis S (Spencer S. Eccles Health Sciences Library, University of Utah, Salt Lake City, UT. sdennis@lib.med.utah.edu). HEAL: Health Education Assets Library [Internet]. Oakland (CA): Regents of the University of California; c2000-2005 [cited 2007 Feb 20]. Available from: http://www.healcentral.org/.

Box 13. Organizational names for affiliations not in English.

- Give the affiliation of all authors or only the first author

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

- Provide the name in the original language for non-English organization names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

  Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

  Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I.

Box 13 continues on next page...
Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese, etc.)

Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ĝ treated as g
    - ñ treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe

- Use the English form of names for cities and countries when possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the Web site may always be used.
Box 14. Names for cities and countries not in English.

- Use the English form for names of cities and countries if possible. However, the name as found on the Web site may always be used.

  Moskva  becomes  Moscow  
  Wien  becomes  Vienna  
  Italia  becomes  Italy  
  Espana  becomes  Spain

Examples for Author Affiliation

7. Homepage with author affiliation

Title for Homepages (required)

General Rules for Title

- Reproduce the title of a homepage as closely as possible to the wording on the screen, duplicating capitalization, spacing, punctuation, and special characters when possible.
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present.
- Follow non-English titles with a translation when possible; place the translation in square brackets.
- End a title with a space.

Specific Rules for Title

- Determining the title.
- Titles containing a Greek letter, chemical formula, or other special character.
- Titles not in English.
- Titles in more than one language.
- Titles ending in punctuation other than a period.
- No title can be found.

Box 15. Determining the title.

While many homepages clearly state the title of the Web site, some sites do not. When there is no clear title:

- Look for the most prominent (usually the largest) wording on the opening screen.
- Look at the title bar of the Web browser (generally in the top left corner).

Box 15 continues on next page...
Box 15 continued from previous page.

- Look for the title in the source code of the document
- If a title cannot be determined, construct a title by using the first series of words on the screen; place the constructed title in square brackets

Box 16. Titles containing a Greek letter, chemical formula, or another special character.

- Retain special characters in titles when possible
  
  E@UP: European Copyright Focal Point [Internet].
  
  OncoLink™: the Web’s first cancer resource [Internet].
  
  MedConnect: an online resource for medical professionals [Internet].

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.
  
  Synthesis of β-amino acids [Internet].
  
  may become
  
  Synthesis of beta-Amino Acids [Internet].

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses
  
  OncoLink™: the Web’s first cancer resource [Internet].
  
  may become
  
  OncoLink(TM): the Web’s first cancer resource [Internet].

Box 17. Titles not in English.

- Provide the title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)
  
  Societe Francaise de Mycologie Medicale [Internet].

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.
  
  Institut istorii nauki i tekhniki [Internet].

Box 17 continues on next page...
Box 17 continued from previous page.

- Romanize or translate titles in character-based languages (Chinese, Japanese, etc.). Place translated titles in square brackets.

  Anrakushi to keiho [Internet].

  or

  [Euthanasia and criminal law] [Internet].

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  ⚬ Treat letters marked with diacritics or accents as if they are not marked

  Å treated as A

  Ø treated as O

  Ç treated as C

  L treated as L

  å treated as a

  ġ treated as g

  ņ treated as n

  ü treated as u

  ⚬ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

  æ treated as ae

  œ treated as oe

- Use the capitalization found

- Provide an English translation after the original language or romanized title when possible; place translations in square brackets


Box 17 continues on next page...
Box 17 continued from previous page.


Box 18. Titles in more than one language.

- If a homepage title is written in several languages:
  - Give the title in the first language found on the opening screens
  - List all languages of publication after the availability statement
  - Separate the languages by commas
  - End the list of languages with a period
  
  Example:


- If a homepage title is presented with equal text in two or more languages, as often occurs in Canadian publications:
  - Give all titles in the order in which they are found on the opening screens
  - Place an equals sign with a space on either side between each title
  - List the particular languages, separated by commas, after the availability statement
  - End the list with a period
  
  Example:


Box 19. Titles ending in punctuation other than a period.

- Most titles end in a period. Place [Internet] or [homepage on the Internet] inside the period.

Box 19 continues on next page...
Box 19 continued from previous page.


- If a title ends in another form of punctuation, keep that punctuation and follow [Internet] with a period


Box 20. No title can be found.

Occasionally a homepage does not appear to have any title; it simply begins with the text. When this occurs:

- Construct a title from the first few words of the text
- Use enough words to make the constructed title meaningful
- Place the constructed title in square brackets

Examples for Title

8. Homepage with title having a subtitle
9. Homepage with upper/lower case/special characters in the title
10. Homepage with title ending in punctuation other than a period
11. Homepage in a language other than English
12. Homepage published with parallel text in two or more languages
13. Homepage published with optional content type
22. Homepage with title and publisher the same
23. Homepage with title and publisher the same, with publisher name abbreviated

Content Type for Homepages (optional)

General Rules for Content Type

- Use a content type to tell the user the format of the Internet item being cited
- Begin type information with a left square bracket
- Enter the words "homepage on the"
- End content type with space

**Specific Rules for Content Type**

- Titles ending in punctuation other than a period
- Titles not in English

**Box 21. Titles ending in punctuation other than a period.**

- Most titles end in a period. Place [homepage on the Internet] inside the period.
  

- If a title ends in another form of punctuation, keep that punctuation and follow [homepage on the Internet] with a period
  

**Box 22. Titles not in English.**

- If a translation of a title is provided, place it in square brackets

- Place [homepage on the Internet] after the square brackets for the translation

  **Example:**


**Examples for Content Type**

1. Standard citation to a homepage

13. Homepage published with optional content type

**Type of Medium for Homepages (required)**

**General Rules for Type of Medium**

- Place the word Internet in square brackets following the title (and Content Type, if present)
- End with a period placed outside the closing bracket
• Add location information (URL, etc) according to the instructions under Availability below

**Specific Rules for Type of Medium**

• Both a content type and a type of medium
• Titles ending in punctuation other than a period
• Titles not in English

**Box 23. Both a content type and a type of medium.**

• Give the content type (homepage) before the type of medium (Internet)
• Separate them with "on the"
• Place both the content type and type of medium in square brackets
• End with a period

*Examples:*


**Box 24. Titles ending in punctuation other than a period.**

• Most titles end in a period. Place [Internet] or [homepage on the Internet] inside the period.


• If a title ends in another form of punctuation, keep that punctuation and follow [Internet] or [homepage on the Internet] with a period


*Box 24 continues on next page...*
Box 25. Titles not in English.

• If a translation of a title is provided, give the translation after the original language or romanized title and place it in square brackets

• Place Internet in square brackets following the translation

• End with a period

Example:


Examples for Type of Medium

1. Standard citation to a homepage

Edition for Homepages (required)

General Rules for Edition

• Indicate the edition/version being cited after the Type of Medium (and Content Type, if present) when a homepage is published in more than one edition or version

• Abbreviate common words (see Abbreviation rules for editions below)

• Capitalize only the first word of the edition statement, proper nouns, and proper adjectives

• Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.

• End the edition statement with a period


• Abbreviate common words found in edition statements, if desired:

<table>
<thead>
<tr>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>edition</td>
<td>ed.</td>
</tr>
</tbody>
</table>

Box 26 continues on next page...
For additional abbreviations, see ISO 832:1994 - *Rules for the abbreviation of bibliographic terms*.

- Follow abbreviated words with a period and end all edition information with a period
  
  3rd rev. ed.
  
  1st Engl. ed.

- Do not abbreviate the following words used in Internet editions:
  
  version
  
  release
  
  update
  
  level

**Specific Rules for Edition**

- Abbreviation rules for editions
- Non-English words for editions
- Both an edition and a version

**Box 27. Non-English words for editions.**

- For non-English edition statements in the roman alphabet (French, German, Spanish, Italian, etc.):
  - Provide the name in the original language
  - Abbreviate common words used in edition statements if the language is a familiar one
  - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words
  - Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
    - Treat letters marked with a diacritic or accent as if they are not marked
      - Å treated as A
      - Ø treated as O
      - Ç treated as C
      - Ł treated as Ł
      - à treated as a
      - ġ treated as g
      - ñ treated as n
      - ü treated as u
    - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
      - æ treated as ae
      - œ treated as oe
  - Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
  - Separate the edition from the title proper by a space

*Box 27 continues on next page...*
Box 27 continued from previous page.

- Retain the punctuation used in the edition statement
- Follow abbreviated words by a period and end edition information with a period

Examples:

Ed. 1a.

5. ed. interamente riv. e aggiornata.

2. ed. veneta.

Nuova ed.

Seconda ed.

4a ed. rev. e ampliada.

2° ed. ampliada y actualizada.

- For an edition statement in Cyrillic, Greek, Arabic, Hebrew, or Korean:
  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables*.
  - Abbreviate common words used in edition statements if the language is a familiar one
  - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words
  - Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  Examples: è or ç becomes c

  - Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
  - Separate the edition from the title proper by a space
  - Retain the punctuation used in the edition statement

Box 27 continues on next page...
Box 27 continued from previous page.

- Follow abbreviated words by a period and end all edition information with a period

  Examples:

  - Izd. 3., perer. i dop.
  - 2. dopunjeno izd.
  - 2. ekd. epeux.
  - 3. ekd.

- For an edition statement in a character-based language such as Chinese and Japanese:

  - Transliterate or translate the words for edition
  - Do not abbreviate any of the words or omit any words
  - Use the capitalization system of the particular language
  - Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    Examples:

    - ŏ becomes o
    - ŭ becomes u

  - Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

  - Separate the edition from the title by a space
  - Retain the punctuation used in the edition statement
  - End all edition information with a period

    Examples:

    - Shohan.
    - Dai 1-han.
Box 27 continued from previous page.

Dai 3-pan.

Di 3 ban.

Cai se ban, Xianggang di 1 ban.

Che 6-p’an.

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Edition</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danish</td>
<td>oplag</td>
<td>n.a.</td>
</tr>
<tr>
<td></td>
<td>udgave</td>
<td></td>
</tr>
<tr>
<td>Dutch</td>
<td>uitgave</td>
<td>uitg.</td>
</tr>
<tr>
<td></td>
<td>editie</td>
<td>ed.</td>
</tr>
<tr>
<td>Finnish</td>
<td>julkaisu</td>
<td>julk.</td>
</tr>
<tr>
<td>French</td>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>German</td>
<td>Ausgabe</td>
<td>Ausg.</td>
</tr>
<tr>
<td></td>
<td>Auflage</td>
<td>Aufl.</td>
</tr>
<tr>
<td>Greek</td>
<td>ekdosis</td>
<td>ekd.</td>
</tr>
<tr>
<td>Italian</td>
<td>edizione</td>
<td>ed.</td>
</tr>
<tr>
<td>Norwegian</td>
<td>publikasjon</td>
<td>publ.</td>
</tr>
<tr>
<td></td>
<td>utgave</td>
<td>utg.</td>
</tr>
<tr>
<td>Portuguese</td>
<td>edicao</td>
<td>ed.</td>
</tr>
<tr>
<td>Russian</td>
<td>izdanie</td>
<td>izd.</td>
</tr>
<tr>
<td></td>
<td>publikacija</td>
<td>publ.</td>
</tr>
<tr>
<td>Spanish</td>
<td>edicion</td>
<td>ed.</td>
</tr>
<tr>
<td></td>
<td>publicacion</td>
<td>publ.</td>
</tr>
<tr>
<td>Swedish</td>
<td>upplaga</td>
<td>n.a.</td>
</tr>
</tbody>
</table>

Box 28. Both an edition and a version.

- If an edition and a version are present, give both, in the order they are presented, separated by a semicolon and a space


  Windows version; Office ed.
Examples for Edition

14. Homepage with an edition or version

Editor and other Secondary Authors for Homepages (optional)

General Rules for Editor and other Secondary Authors

- A secondary author modifies the work of the author. Examples include editors, translators, producers, and illustrators.
- Place the names of secondary authors after the Type of Medium and any Edition statement
- Use the same rules for the format of names presented in Author above
- Follow the last named editor with a comma and the word editor or editors; the last named illustrator with a comma and the word illustrator or illustrators, etc.
- End secondary author information with a period

Specific Rules for Editor and other Secondary Authors

- More than one type of secondary author
- Secondary author performing more than one role
- Non-English names for secondary authors
- Organization as editor

Box 29. More than one type of secondary author.

A Web site may have several types of secondary author.

- List all of them in the order they are given in the site
- Separate each type of secondary author with the accompanying role by a semicolon
- End secondary author information with a period

Examples:

    Smith BC, editor; Carson HT, illustrator.

    Graber AF, Longstreet RG, translators; Johnson CT, Marks C, Huston MA, illustrators.

Box 30. Secondary author performing more than one role.

If the same secondary author performs more than one role:

- List all of them in the order they are given on the Web site
- Separate the roles by "and"

Box 30 continues on next page...
Box 31. Non-English names for secondary authors.

- Translate the word found for editor, translator, illustrator, or other secondary author into English if possible. However, the wording found on the Web site may always be used.
- If not translated, ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    \[
    \begin{align*}
    \text{Å} & \text{ treated as A} \\
    \text{Ø} & \text{ treated as O} \\
    \text{Ç} & \text{ treated as C} \\
    \text{Ł} & \text{ treated as L} \\
    \text{à} & \text{ treated as a} \\
    \text{ê} & \text{ treated as g} \\
    \text{ñ} & \text{ treated as n} \\
    \text{ü} & \text{ treated as u}
    \end{align*}
    \]
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    \[
    \begin{align*}
    \text{æ} & \text{ treated as ae} \\
    \text{œ} & \text{ treated as oe}
    \end{align*}
    \]
- To assist in identifying secondary authors, below is a brief list of non-English words for them:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
<th>Word for Producer</th>
<th>Word for Translator</th>
<th>Word for Illustrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
<td>producteur</td>
<td>traducteur</td>
<td>illustrateur</td>
</tr>
</tbody>
</table>

Box 31 continues on next page...
Box 31 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
<th>Word for Producer</th>
<th>Word for Translator</th>
<th>Word for Illustrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>German</td>
<td>editeur</td>
<td>produzent</td>
<td>ubersetzer</td>
<td>illustrator</td>
</tr>
<tr>
<td></td>
<td>redakteur</td>
<td>produzentin</td>
<td>dolmetscher</td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
<td>produttore</td>
<td>traduttore</td>
<td>disegnatore</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>editore</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td>redaktor</td>
<td>rezhisser</td>
<td>perevodchik</td>
<td>konstruktor</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
<td>productor</td>
<td>traductor</td>
<td>ilustrador</td>
</tr>
<tr>
<td></td>
<td>editor</td>
<td>productora</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Box 32. Organization as editor.

On rare occasions an organization may be listed as the editor.

- Follow the instructions for entering the organizational name found under Organizations as author.
- Place a comma, space, and the word editor after the organizational name.

Example:

Advisory Committee on Existing Chemicals of Environmental Relevance, editor.

Examples for Editor and other Secondary Authors

15. Homepage with editor(s)

Place of Publication for Homepages (required)

General Rules for Place of Publication

- Place is defined as the city where the homepage is published.
- Follow US and Canadian cities with the two-letter abbreviation for the state or province to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL).
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known
cities or when cities in different locations have the same name, such as Cambridge (MA) and Cambridge (England)

- Use the anglicized form for a non-US city, such as Vienna for Wein
- End place information with a colon

**Specific Rules for Place of Publication**

- Locating the place of publication
- Non-US cities
- Joint publication
- Multiple places of publication
- No place of publication can be found

**Box 33. Locating the place of publication.**

When a homepage does not clearly state the place of publication of the Web site:

- Look at the top, bottom, or sidebar of the first screen or the bottom of the last screen of the homepage
- If it is not in one of these locations, try to obtain it from a link within the site, usually under a "contact us" or similar link
- Look in the source code for the homepage if it is displayed by the Web browser
- If the place cannot be determined from the site itself:
  - Place the name in square brackets if the city can be reasonably inferred. For example, Chicago as the place of publication of a homepage issued by the American Medical Association.
    


- Put the words "place unknown" in square brackets if it is not possible to infer or otherwise locate the city
    

*Box 33 continues on next page...
Box 33 continued from previous page.


Box 34. Non-US cities.

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, if possible. However, the name as found on the Web site may always be used.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ĝ treated as g
    - ň treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:
  - Montreal (QC):

Box 34 continues on next page...
Box 34 continued from previous page.

Ottawa (ON):

Vancouver (BC):

- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.

  London:
  Rome:
  Paris:
  Madrid:

  *but*

  Malaga (Spain): or Malaga (ES):
  Basel (Switzerland): or Basel (CH):
  Oxford (England): or Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

Box 35. Joint publication.

Two or more organizations may co-publish a Web site.

- Use the city of the first organization found on the opening screens as the place of publication


Box 35 continues on next page...
Box 35 continued from previous page.

- Do not give multiple places as place of publication or include multiple publishers

Box 36. Multiple places of publication.

- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.
- An alternative is to use the place of publication and publisher likely to be most familiar to the audience of the reference list. For example, use the place of an American publisher for a US audience and a London publisher for a British one.

Box 37. No place of publication can be found.

- If no place of publication can be found on the opening screens, but one can be found elsewhere on the site or can be reasonably inferred (e.g., Chicago as the place for a publication of the American Medical Association), place the city in square brackets, such as "[Chicago]"


- If no place of publication can be found or inferred, use [place unknown]


Examples for Place of Publication

16. Homepage with well known place of publication

17. Homepage with geographic qualifier added to place of publication for clarity
Publisher for Homepages (required)

General Rules for Publisher

- A publisher is defined as the individual or organization issuing the homepage
- Record the name of the publisher as it appears on the homepage or opening screens, using whatever capitalization and punctuation is found there
- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley"
- When a division or other subsidiary part of a publisher appears in the publication, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a semicolon

Specific Rules for Publisher

- Determining the publisher
- Abbreviated words in publisher names
- Non-English names for publishers
- Government agencies and other national and international bodies as publisher
- Joint publication
- Multiple publishers
- No publisher can be found

Box 38. Determining the publisher.

When a homepage does not clearly state the name of the publisher:

- Look at the top, bottom, or sidebar of the first screen or the bottom of the last screen of the homepage
- Look for the name after a copyright statement, e.g., copyright 2006 by the American Chemical Society
- Try to obtain it from a link within the site, usually under a "contact us" or similar link
- Look in the source code for the homepage if it is displayed by the Web browser
- If wording such as "this site is maintained by XYZ Corporation for ABC Organization" appears, use ABC Organization as the publisher and XYZ Corporation as the distributor. Publisher information is required in a citation; distributor information may be included as a note.

Box 38 continues on next page...
Box 38 continued from previous page.

- If no publisher can be identified, use "publisher unknown" in square brackets
  

**Box 39. Abbreviated words in publisher names.**

- Abbreviate commonly used words in publisher names, if desired

  *Examples:*
  
  Acad. for Academy
  Assoc. for Association
  Co. for Company
  Coll. for College
  Corp. for Corporation
  Dept. for Department
  Div. for Division
  Inst. for Institute or Institution
  Ltd. for Limited
  Soc. for Society
  Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

- Follow all abbreviated words with a period

**Box 40. Non-English names for publishers.**

- Give publisher names in the roman alphabet (French, Spanish, Italian, etc.) in their original language
  
  Rome: Societa Editrice Universo;
Box 40 continued from previous page.

Lisbon: Imprensa Medica;

- Romanize names in Cyrillic, Greek, Arabic, Hebrew, Korean
  Sofia (Bulgaria): Sofia Medizina i Fizkultura;

- Romanize names or translate names in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given on the Web site.
  Tokyo: Medikaru Rebyusha;

  Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute];

  Taiyuan (China): Shanxi ke xue ji she chu ban she;

  [Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized.]

- If the name of a division or another part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest
  Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero;

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ģ treated as g
    - ñ treated as n
    - ü treated as u

Box 40 continues on next page...
Box 40 continued from previous page.

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  
  æ treated as ae
  
  œ treated as oe

- If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.
  
  Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press];

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given on the Web site.
  
  Aarhus (Denmark): [Aarhus University Press];

Box 41. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)
  
  National Cancer Institute (US)
  
  National Society on Alcoholism and Drug Dependence (NZ)
  
  Royal Society of Medicine Press Ltd. (GB)
  
  Royal College of Physicians (AU), Paediatrics & Child Health Division

Box 42. Joint publication.

Two or more organizations may co-publish a Web site.

- Use the first organization appearing as publisher on the opening screens

- Place the name of the other organization(s) as a note at the end of the citation, if desired

- Do not give more than one name as publisher

Examples:
Box 42 continued from previous page.


Box 43. Multiple publishers.

- If more than one publisher is found in a document, use the first one given or the one set in the largest type or bold type
- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.
- Do not list multiple publishers. For publications with joint or co-publishers, use the name given first as the publisher and include the name of the other(s) as a note if desired.
- End publisher information with a semicolon

Examples:


Box 44. No publisher can be found.

- If no publisher can be found, use [publisher unknown]
Examples for Publisher

20. Homepage with publisher having subsidiary division
21. Homepage with government agency or other national body as publisher
22. Homepage with title and publisher the same
23. Homepage with title and publisher the same, with publisher name abbreviated
24. Homepage with author and publisher the same
25. Homepage with joint publication
26. Homepage with unknown publisher

Date of Publication for Homepages (required)

General Rules for Date of Publication

• Use the date the homepage was first placed on the Internet
• Always give the year
• Convert roman numerals to arabic numbers. For example: MM to 2000.
• Include the month, if desired, after the year, such as 2004 May
• Use English names for months and abbreviate them using the first three letters, such as Jan
• End date information with a space

Specific Rules for Date of Publication

• Locating the date of publication
• Multiple years of publication
• Non-English names for months
• Seasons instead of months
• Date of publication and date of copyright
• No date of publication, but a date of copyright
• No date of publication or copyright can be found
• Options for date of publication

Box 45. Locating the date of publication.

Some homepages clearly state the date that the site was placed on the Internet, using such phrases as “first published”, "created", and "began". When they do not:

• Look for the date at the top, bottom, or sidebar of the first screen or the bottom of the homepage

Box 45 continues on next page...
Box 45 continued from previous page.


- Look for a date in the text of a link labeled "About this site", "History", or similar wording

- Look in the source code for the homepage if it is displayed by the Web browser

- If neither a date of publication nor a date of copyright can be found, use the date of update/revision and/or the date cited


  National Center for Infectious Diseases [Internet]. Atlanta: Centers for Disease Control and Prevention (US); [reviewed 2007 Feb 15; cited 2007 Feb 20]. Available from: http://www.cdc.gov/ncidod/index.htm


Box 46. Multiple years of publication.

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

  2002-2003
  1997-1998
  1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

  1999 Oct-2000 Mar
  2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen

  2005 Jan-Feb
Box 46 continued from previous page.

1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Box 47. Non-English names for months.

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them

**Examples:**

- mayo = May
- luty = Feb
- brezen = Mar

Box 48. Seasons instead of months.

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them

**For example:**

- balvan = Summer
- outomno = Fall
- hiver = Winter
- pomlad = Spring

Box 49. Date of publication and date of copyright.

Some homepages display both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the date of publication unless three or more years separate the two dates
- In this situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, "2002, c1997".

Box 49 continues on next page...
Box 49 continued from previous page.

This convention alerts a user that the information in the publication is older than the date of publication implies.

Box 50. **No date of publication, but a date of copyright.**

- A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. If no date of publication can be found, but the homepage contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005.

*Examples:*


Box 51. **No date of publication or copyright can be found.**

- If neither a date of publication nor a date of copyright can be found, use the date of update/revision and/or the date cited


National Center for Infectious Diseases [Internet]. Atlanta: Centers for Disease Control and Prevention (US); [reviewed 2007 Feb 15; cited 2007 Feb 20]. Available from: http://www.cdc.gov/ncidod/index.htm


Box 52. **Options for date of publication.**

It is not NLM policy, but the following is an acceptable option:
The date of publication may follow the author names (or type of medium if there is no author) in the list of references when the name-year system of in-text references is used.

- Use only the year of publication
- Use (1) the date of copyright, (2) the date of update/revision, or (3) the date of citation, in that order, if there is no publication date
- Place the date followed by a period after the last named author (or type of medium if there is no author)
- Keep the date of update/revision and/or date of citation in their usual position unless they are the only dates available to follow the author(s) (or type of medium)
- End the publisher name with a period if it is not followed by a date of update/revision or date of citation

**NLM citation:**


**Name-year system of citation:**
Box 52 continued from previous page.


Examples for Date of Publication

27. Homepage with month(s)/day(s) included in date of publication
28. Homepage with date of copyright instead of date of publication
29. Homepage with multiple years of publication
32. Homepage with no date of publication or copyright

Date of Update/Revision for Homepages (required)

General Rules for Date of Update/Revision

- Homepages are frequently updated or revised after publication dates or copyright dates
- Begin update/revision information with a left square bracket
- Use whatever word for update or revision is provided, such as updated, modified
- Always give the year of update/revision
- Convert roman numerals to arabic numbers. For example: MM to 2000.
• Include the month and day of update/revision, if provided, after the year, such as 2006 May 5
• Use English names for months and abbreviate them using the first three letters, such as Jan
• End update/revision information with a semicolon and a space

Specific Rules for Date of Update/Revision

• Locating the date of update/revision
• Non-English names for months
• Seasons instead of months
• Both a date of update and a date of revision

Box 53. Locating the date of update/revision.

Homepages on the Internet are often updated or revised after first publication. Look for the date accompanied by such words as updated, modified, revised, reviewed:

• At the top, bottom, or sidebar of the first screen or the bottom of the last screen of the homepage
• In the source code for the homepage if it is displayed by the Web browser

Box 54. Non-English names for months.

• Translate names of months into English
• Abbreviate them using the first three letters
• Capitalize them

Examples:

mayo = May
luty = Feb
brezen = Mar

Box 55. Seasons instead of months.

• Translate names of seasons into English
• Capitalize them
• Do not abbreviate them

For example:

balvan = Summer

Box 55 continues on next page...
outomno = Fall
hiver = Winter
pomlad = Spring

**Box 56. Both a date of update and a date of revision.**

Various words are used to show that the content of a Web site has changed. Among them are: updated, modified, revised, reviewed.

- Use the wording supplied on the site
- Give all words expressing update/revision with the dates provided, in ascending date order
- Enter dates in the format year month day
- Separate words with their dates by a semicolon and a space
  
  updated 2006 May; modified 2006 Dec;
  revised 2005 Dec; updated 2006 Mar;

- Add the date of citation and put all date information in square brackets
- End date information with a period placed outside the closing bracket

*Example:*


**Examples for Date of Update/Revision**

30. Homepage with update/revision date

31. Homepage with a date of update and a date of revision

**Date of Citation for Homepages (required)**

**General Rules for Date of Citation**

- Always include the date the homepage was seen on the Internet
- Include the year month and day in that order, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
• If a date of update/revision is given, place the date of citation after it and follow both dates with a right square bracket
• If no date of update/revision is given, place citation date information in square brackets
• End date information with a period placed outside the closing bracket

Specific Rules for Date of Citation

• Both a date of update/revision and a date of citation

**Box 57. Both a date of update/revision and a date of citation.**

Various words are used to show that the content of a homepage has changed. Among them are: updated, modified, revised, reviewed.

• Begin with the date(s) of update/revision in the format year month day
  ◦ Use the wording for update/revision supplied on the site
  ◦ Give all words with the dates provided, in ascending date order
  ◦ Separate words by a semicolon and a space
  ◦ End the date(s) of update/revision with a semicolon and a space

• Enter the date cited in the format year month day

• Place all dates of update/revision and date of citation information in one set of square brackets

• End with a period placed outside the closing bracket

*Example:*


**Examples for Date of Citation**

1. Standard citation to a homepage

30. Homepage with update/revision date

31. Homepage with a date of update and a date of revision

**Availability for Homepages (required)**

**General Rules for Availability**

• Begin with the phrase "Available from" followed by a colon and a space
• Insert the Uniform Resource Locator (URL) in its entirety; do not omit http://, www, or other beginning components
- End with a period only if the URL ends with a slash, otherwise end with no punctuation

**Specific Rules for Availability**

- Breaking long URLs
- Multiple URLs
- URLs not directly addressable

**Box 58. Breaking long URLs.**

Some URLs (Uniform Resource Locators) are longer than one line.

- Retain the entire string as found when possible
- Break a URL at a slash if necessary
- Do not insert a hyphen or a hard line break within a URL

**Box 59. Multiple URLs.**

If more than one URL can be used to locate a homepage:

- Give the URL you used in locating the site
- As an option, give all known URLs, separated by a space, a semicolon, and a space


**Box 60. URLs not directly addressable.**

The URL as displayed by the Web browser may not always be used to retrieve the homepage, i.e., it is not directly addressable.

- Always check to see if the URL is directly addressable
- If it is not, provide instructions for locating it from the closest addressable URL

*Example:*


**Examples for Availability**

1. Standard citation to a homepage
33. Homepage with multiple URLs
Language for Homepages (required)

General Rules for Language

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Homepages appearing in more than one language

**Box 61. Homepages appearing in more than one language.**

- If a homepage is written in several languages:
  - Give the title in the first language found on the homepage
  - List all languages of publication after the Availability statement (URL)
  - Capitalize the language names
  - Separate the language names by commas
  - End the list of languages with a period

  *Example:*


- If a homepage is written with equal text in two or more languages, as often occurs in Canadian publications:
  - Give all titles in the order they are presented on the homepage
  - Separate them with an equals sign surrounded by a space
  - List the languages after the Availability statement (URL)
  - Capitalize the language names
  - Separate the language names by commas
  - End the list of languages with a period

  *Example:*

  Box 61 continues on next page...
Box 61 continued from previous page.


• If each language version has its own URL, give the URL of the language you used. As an option, give the URLs for all languages. Separate them by a space, a semicolon, and a space.


• If none of the titles is English, follow with a translation when possible. Place the translation in square brackets.

Examples for Language

  11. Homepage in a language other than English
  12. Homepage published with parallel text in two or more languages

Notes for Homepages (optional)

General Rules for Notes

• Notes is a collective term for any useful information given after the citation itself
• Complete sentences are not required
• Be brief

Specific Rules for Notes

• System requirements
• Web master name
• Other types of material to include in notes

Box 62. System requirements.

System requirements describe the particular software and hardware needed to view the Web site.

• Begin with the phrase "System Requirements" followed by a colon and a space
• Use the wording supplied by the publisher; no standardization is needed

Box 62 continues on next page...
• Separate the types of information by a semicolon and a space
• End requirement information with a period

*Examples:*


PHA: Pulmonary Hypertension Association [Internet]. Silver Spring (MD): The Association; c2007 [cited 2007 Feb 22]. Available from: http://www.phassociation.org/. System Requirements: PC Windows running Internet Explorer 5.5 or higher or Macintosh Internet Explorer 5.2 or higher; Macromedia Flash Player; Adobe Acrobat Reader 4.0 or higher.

*Box 63. Web master name.*

• If a Web master is given, place the name in natural word after the Availability statement and any language of publication, if desired


*Box 64. Other types of material to include in notes.*

The notes element may be used to provide any further information useful. Begin by citing the homepage, then add the note. Some examples of notes are:

• Information not provided for in the citation rules


• Information on supporting grants or sponsorship

Box 64 continued from previous page.

possible by grants from the National Science Foundation, DUE-0085660 and DUE-0226314, and from the National Library of Medicine, 1 G08 LM007877-01 and 1 G08 LM008054-01.


Examples for Notes

34. Homepage with optional system requirements

35. Homepage with Web master named

36. Homepage with supplemental note included

Examples of Citations to Homepages

1. Standard citation to a homepage


with optional content type


2. Homepage with author(s)


3. Homepage with full author name(s)


4. Homepage with author role indicated


5. Homepage with an organization(s) as author


6. Homepage with no authors or editors


7. Homepage with author affiliation

Uijtdehaage S (David Geffen School of Medicine, University of California, Los Angeles, CA. bas@mednet.ucla.edu), Dennis S (Spencer S. Eccles Health Sciences Library, University of Utah, Salt Lake City, UT. sdennis@lib.med.utah.edu). HEAL: Health Education Assets Library [Internet]. Oakland (CA): Regents of the University of California; c2000-2005 [cited 2007 Feb 20]. Available from: http://www.healcentral.org/.

8. Homepage with title having a subtitle


9. Homepage with upper/lower case/special characters in the title


10. Homepage with title ending in punctuation other than a period


11. Homepage in a language other than English


with translation included


12. Homepage published with parallel text in two or more languages


13. Homepage published with optional content type


14. Homepage with an edition or version


15. Homepage with editor(s)


16. Homepage with well known place of publication


17. Homepage with geographic qualifier added to place of publication for clarity


18. Homepage with place of publication inferred


19. Homepage with unknown place of publication


20. Homepage with publisher having subsidiary division


21. Homepage with government agency or other national body as publisher

CDE Working Group of the Trans-NIH BioMedical Informatics Coordinating Committee (BMIC). Common Data Element (CDE) Resource Portal [Internet]. Bethesda (MD): U.S.


National Center for Infectious Diseases [Internet]. Atlanta: Centers for Disease Control and Prevention (US); [reviewed 2007 Feb 15; cited 2007 Feb 20]. Available from: http://www.cdc.gov/ncidod/index.htm


22. Homepage with title and publisher the same


23. Homepage with title and publisher the same, with publisher name abbreviated


24. Homepage with author and publisher the same


25. Homepage with joint publication

from: http://www.healcentral.org/. Joint publication with the University of Utah and the University of Oklahoma.


26. Homepage with unknown publisher


27. Homepage with month(s)/day(s) included in date of publication


28. Homepage with date of copyright instead of date of publication


29. Homepage with multiple years of publication


30. Homepage with update/revision date


31. Homepage with a date of update and a date of revision


32. Homepage with no date of publication or copyright


33. Homepage with multiple URLs


34. Homepage with optional system requirements


PHA: Pulmonary Hypertension Association [Internet]. Silver Spring (MD): The Association; c2007 [cited 2007 Feb 22]. Available from: http://www.phassociation.org/. System Requirements: PC Windows running Internet Explorer 5.5 or higher or Macintosh Internet Explorer 5.2 or higher; Macromedia Flash Player; Adobe Acrobat Reader 4.0 or higher.

35. Homepage with Web master named


36. Homepage with supplemental note included


Uijtdehaage S, Dennis S. HEAL: Health Education Assets Library [Internet]. Oakland (CA): Regents of the University of California; c2000-2005 [cited 2007 Feb 20]. Available from: http://www.healcentral.org/. This project made possible by grants from the National Science Foundation, DUE-0085660 and DUE-0226314, and from the National Library of Medicine, 1 G08 LM007877-01 and 1 G08 LM008054-01.


B. Sample Citation and Introduction to Citing Parts of Web Sites

The general format for a reference to part of a Web site, including punctuation:
Examples of Citations to Parts of Web Sites

To cite an entire Web site from the homepage, use the instructions in Chapter 25A. To cite only one component of a Web site, such as a specific page or pages, first determine whether or not the component can stand alone and be cited separately. A book or other monograph, a journal, or a database on a Web site should be cited according to the instructions for the particular type of format. Cite a book on a Web site according to Chapter 22, a journal according to Chapter 23, and a database according to Chapter 24.

To use the NLM Web site as an example of components that can be cited separately:

- A book and similar items on the NLM Web site:
  


- An NLM database:
  

- A publication produced by another organization that resides on the NLM site:
  
Components of Web sites that cannot stand alone should be cited according to the instructions presented here. Examples include a disease page from the MedlinePlus site and a press release from the AMA site. Never cite as parts components with authorship distinct from the authors of the site as a whole. Also, be sure that the part is to the Web site as a whole and not to a book or other separately citable component on a site. If in doubt about the status of a component, cite it separately using the instructions in the appropriate chapter.

Note also that it is possible to have Web sites within Web sites. For example, the National Institute on Aging (NIA) is organizationally a part of the National Institutes of Health (NIH). Each of these bodies has its own Web site with a homepage; the NIA site is not considered a part of the NIH site. Similarly, the PubMed database on the NLM site stands alone and is cited as a database, not a part of the NLM site. A URL in reality only reflects server location and should not necessarily be used to indicate hierarchy or subordinate relationships for citation purposes. The basic rule is to cite the most specific identifiable site used.

Because a reference should start with the individual or organization with responsibility for the intellectual content of the publication, begin a reference to a part of a Web site with information about the entire site; follow it with the information about the part.

When citing a part of a print book, the location (pagination) of the part is shown as the numbers of the pages on which the part resides, such as p. 34-6. When citing a part of a Web site, unless the part is in PDF (Portable Document Format), standard page numbers are not available. For non-PDF parts:

- Give location as the total extent of the part.
- Calculate extent by the best means possible, in terms of the number of print pages, screens, paragraphs, or bytes, and place the total in square brackets. Screen size, font used, and printers vary greatly, but the purpose is to give an indication of the length of the part.
- Use the word "about" before the length indicator when the number is calculated.

Web sites frequently contain charts, figures, and other illustrative material reproduced with permission from other sources. Do not cite these as parts using these instructions. Consult the original publication and cite the particular item from there.

Continue to Citation Rules with Examples for Parts of Web Sites.

Continue to Examples of Citations to Parts of Web Sites.

Citation Rules with Examples for Parts of Web Sites

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.
Homepage (R) | Title (R) | Date of Publication (R) | Date of Update/Revision (R) | Date of Citation (R) | Location (Pagination) (R) | Availability (R) | Language (R) | Notes (O)

Homepage on the Internet (required)
- Cite the homepage according to Chapter 25A Homepages but omit the Date of Citation (unless there is no Date of Publication or Date of Update/Revision) and the Availability (URL)

Title for a Part of a Web Site (required)

General Rules for Title
- Enter the title of the part as it appears on the Web site
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle unless some other form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End title information with a semicolon and a space

Specific Rules for Title
- Titles for parts not in English
- Titles for parts in more than one language
- Titles for parts containing a Greek letter, chemical formula, or another special character
- Titles preceded by a name and number
- Part is a video clip, videocast, or podcast
- No title appears

Box 65. Titles for parts not in English.
- Provide the name in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)


- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.
Sotsial'naia rabota v rossii v kontse XIX-nachale XX veka;

- Romanize or translate titles in character-based languages (Chinese, Japanese, etc.). Place the translation in square brackets.

  Anchi eijingu igaku;

  [Annual progression of swine influenza in Seoul];

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

  Presseinformation 2006 (159), Wenn Nervenzellen kontaktscheu sind;

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å  treated as  A
    Ø  treated as  O
    Ç  treated as  C
    Ł  treated as  L
    à  treated as  a
    ģ  treated as  g
    ň  treated as  n
    ü  treated as  u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ  treated as  ae
    œ  treated as  oe

- Provide an English translation, if possible, after the original language or romanized title. Place the translation in square brackets.

  Principaux marqueurs biologiques de l'etat nutritionnel [Principal biological markers of nutritional state];
Box 65 continued from previous page.

Anchi eijingu igaku [Anti-aging medicine];

Box 66. Titles for parts in more than one language.

If the title of the part is presented with equal text in two or more languages, as often occurs in Canadian publications:

- Give all titles in the order in which they are found on the title page or opening screens
- Place an equals sign with a space before and after between the titles
- List all languages, separated by commas, after the Availability (URL)
- End the list with a period

Example:


Box 67. Titles for parts containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of the title of a part unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized
  
n-alkenes on capillary columns with stationary phases of C87 hydrocarbon;
  
von Willebrand factor;
- Retain special characters in titles when possible
  
E©UP: European Copyright User Platform;

Box 67 continues on next page...
Box 67 continued from previous page.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

  Mice exposed to different doses of γ-radiation;
  may become
  Mice exposed to different doses of gamma-radiation;

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

  Glycoprotein mediated transport of NH$_3$ into red blood cells;
  may become
  Glycoprotein mediated transport of NH(3) into red blood cells;

Box 68. Title proceeded by a name and number.

Parts of Web sites may have a name and number in addition to a title. For example, a name such as Table or Figure may precede the title of an illustration, or Press release precede the text of an announcement.

- Provide any name and accompanying number before the title of the part
- Capitalize the first word of the name
- For names of parts not in English, follow the same rules provided under Titles for parts not in English and Titles for parts in more than one language
- To help identify parts in other languages, see the following examples:

<table>
<thead>
<tr>
<th>Language</th>
<th>Table</th>
<th>Figure</th>
<th>Chart</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>Tableau</td>
<td>Figure</td>
<td>Graphique</td>
<td>Section</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Schema</td>
<td></td>
</tr>
<tr>
<td>German</td>
<td>Tabelle</td>
<td>Abbildung</td>
<td>Schaubild</td>
<td>Sektion</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Figur</td>
<td>Diagramm</td>
<td>Abteilung</td>
</tr>
<tr>
<td>Italian</td>
<td>Tabella</td>
<td>Figura</td>
<td>Diagramma</td>
<td>Parte</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Grafico</td>
<td>Sezione</td>
</tr>
<tr>
<td>Russian</td>
<td>Tablitsa</td>
<td>Risunok</td>
<td>Grafik</td>
<td>Sekcija</td>
</tr>
</tbody>
</table>

Box 68 continues on next page...
<table>
<thead>
<tr>
<th>Language</th>
<th>Table</th>
<th>Figure</th>
<th>Chart</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skhema</td>
<td>Otdel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Otdelenie</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>Tabla</td>
<td>Figura</td>
<td>Grafico</td>
<td>Seccion</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Use arabic numbers only. For example: convert VI or Six to 6.
- Follow the name and any accompanying number with a comma and a space

Examples:


- If the part being cited is clearly a table, figure, or similar part but it is not labeled as such, place the name in square brackets and follow it with any identifying number or letter

fruits & veggies - more matters™ [Internet]. [place unknown]: Produce for Better Health Foundation; c2007. [Chart], Ways to get more; [cited 2007 Mar 27]; [about 3 screens]. Available from: http://www.fruitsandveggiesmorematters.org/?page_id=113&iCat=22


NIH SeniorHealth [Internet]. Bethesda (MD): National Institute on Aging (US); 2002 Mar 19 [reviewed 2007 Feb 16]. [Video], Diagnosing Alzheimer's
**Box 68 continued from previous page.**


**Box 69.** **Part is a video clip, videocast, or podcast.**

If a video clip, videocast, or podcast is part of a Web site:

- Place the word Video, Videocast, or Podcast in square brackets before the title
- Follow it with a comma and a space
- Enter the length of the item (number of minutes needed to view/listen) in square brackets after the date of citation

**Examples:**


The Virtual Body = El Cuerpo Virtual [Internet]. [place unknown]: HCA; c2001. [Video], Animated heart; [cited 2007 Feb 21]; [about 5 sec.]. Available from: http://www.medtropolis.com/vbody.asp by selecting heart from the menu. English, Spanish.

**Box 70.** **No title appears.**

Occasionally a part of a Web site does not appear to have a formal title. When this occurs:

- Create a title from the first few words of the text. Use enough words to make the constructed title meaningful.
- Place the created title in square brackets

  - [Waist-hip ratio ranges and sizes for women aged 40 to 59];
  - [Excerpts from "Prescription Pain Medications: Frequently Asked Questions and Answers for Health Care Professionals"];

**Examples for Title**

1. Standard part of a Web site
2. Part of a Web site with name and number
3. Part of a Web site with name added
4. Part of a Web site with title ending in punctuation other than a period
5. Part of a Web site not in English
6. Part of a Web site with equal text in two or more languages

Date of Publication for Parts of Web Sites (required)

General Rules for Date of Publication

• Include if the date differs from the date of the Web site as it appears on the homepage
• Always give the year
• Convert roman numerals to arabic numbers. For example: MM to 2000.
• Include the month, if desired, after the year, such as 2004 May
• Use English names for months and abbreviate them using the first three letters, such as Jan
• End date information with a space

Specific Rules for Date of Publication

• Locating the date of publication
• Multiple years of publication
• Non-English names for months
• Seasons instead of months
• Date of copyright
• No date of publication or copyright can be found

Box 71. Locating the date of publication.

Some Web sites clearly state the date that the part of the site was placed on the Internet, using such phrases as "first published", "created", and "began". When they do not:

• Look for the date at the top, bottom, or sidebar of the first screen of the part or the bottom of the last screen of the part

• Look for the date accompanying a copyright statement. For example: copyright 2006 by the American Chemical Society, © 2006 American Medical Association, c2006 Medical College of Wisconsin, c2000-2007 National Rural Health Association. Be sure, however, that this is the copyright date of the part and not the copyright date of the entire Web site. Many sites place a copyright statement at the bottom of every page.

• Look in the source code for the part if it is displayed by the Web browser

Box 71 continues on next page...
Box 71 continued from previous page.

- If neither a date of publication nor a date of copyright can be found, use the date of update/revision and/or the date cited


Box 72. Multiple years of publication.

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

2002-2003
1997-1998
1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

1999 Oct-2000 Mar
2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen

2005 Jan-Feb
1999 Dec-2000 Jan

Box 72 continues on next page...
Box 72 continued from previous page.

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Box 73. Non-English names for months.

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them
  Examples:
  mayo = May
  luty = Feb
  brezen = Mar

Box 74. Seasons instead of months.

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them
  For example:
  balvan = Summer
  outomno = Fall
  hiver = Winter
  pomlad = Spring

Box 75. Date of copyright.

Some parts of Web sites display a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. Be sure, however, that this is the copyright date of the part and not the copyright date of the entire Web site. Many sites place a copyright statement at the bottom of every page.

- If no date of publication for the part can be found, but the part contains a copyright date, use the date of copyright preceded by the letter "c"; for example c2005
- If the part contains a date of publication and a date of copyright
Box 75 continued from previous page.

- Use only the date of publication unless three or more years separate the two dates. This alerts a user that the information in the publication is older than the date of publication implies.
- In this situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, "2002, c1997".

Box 76. No date of publication or copyright can be found.

- If neither a date of publication nor a date of copyright can be found for the part of a Web site, use the date of update/revision and/or the date cited


Examples for Date of Publication

7. Part of a Web site with a date of publication separate from the date of the Web site

Date of Update/Revision for a Part of a Web Site (required)

General Rules for Date of Update/Revision

- Parts of Web sites may be updated or revised after initial publication
- Begin update/revision information with a left square bracket
- Use whatever word for update or revision is provided, such as updated and modified
• Always give the year of update/revision
• Convert roman numerals to arabic numbers. For example: MM to 2000.
• Include the month and day of update/revision, if provided, after the year, such as 2006 May 5
• Use English names for months and abbreviate them using the first three letters, such as Jan
• End update/revision information with a semicolon and a space

Specific Rules for Date of Update/Revision

• Locating the date of update/revision
• Non-English names for months
• Seasons instead of months
• Both a date of update and a date of revision

Box 77. Locating the date of update/revision.

Parts of Web sites on the Internet are often updated or revised after publication. Look for the date accompanied by such words as updated, modified, revised, reviewed:

• At the top, bottom, or sidebar of the first screen for the part or the bottom of the last screen of the part
• In the source code for the part if it is displayed by the Web browser

Box 78. Non-English names for months.

• Translate names of months into English
• Abbreviate them using the first three letters
• Capitalize them

Examples:
    mayo = May
    luty = Feb
    brezen = Mar

Box 79. Seasons instead of months.

• Translate names of seasons into English
• Capitalize them
• Do not abbreviate them

Box 79 continues on next page...
Box 79 continued from previous page.

For example:

- balvan = Summer
- outomno = Fall
- hiver = Winter
- pomlad = Spring

Box 80. Both a date of update and a date of revision.

Various words are used to show that the content of a part of a Web site has changed. Among them are: updated, modified, revised, reviewed.

- Use the wording on the site
- Give all words with the dates provided, in ascending date order
- Enter dates in year month day format
- Separate words with their dates by a semicolon and a space

Example:


Examples for Date of Update/Revision

8. Part of a Web site with date(s) of update/revision

Date of Citation for a Part of a Web Site (required)

General Rules for Date of Citation

- Always include the date the part of a Web site was seen on the Internet
- Include the year month and day in that order, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- If a date of update/revision is given, place the date of citation after it and follow both dates with a right square bracket
- If no date of update/revision is given, place citation date information in square brackets
- End date information with a semicolon placed outside the closing bracket
Specific Rules for Date of Citation

- Both a date of update/revision and a date of citation

**Box 81. Both a date of update/revision and a date of citation.**

Various words are used to show that the content of a part of a Web site has changed. Among them are: updated, modified, revised, reviewed.

- Begin with the date(s) of update/revision in the year month day format
  - Use the wording for update/revision supplied in the site
  - Give all words with the dates provided, in ascending date order
  - Separate words by a semicolon and a space
  - End the date(s) of update/revision with a semicolon and a space

- Enter the date cited in year month day format

- Place all dates of update/revision and date of citation information in square brackets

- End with a semicolon placed outside the closing bracket

**Examples:**


**Examples for Date of Citation**

1. Standard part of a Web site
8. Part of a Web site with date(s) of update/revision
9. Part of a Web site with date of citation only

**Location (Pagination) for a Part of a Web Site (required)**

**General Rules for Location (Pagination)**

**For parts with standard page numbers such as those in PDF:**

- Begin location with "p." followed by a space
- Enter the page number or numbers on which the part appears. Examples: p. 438 and p. 663-4.
- Do not repeat page numbers unless they are followed by a letter. For example: 126-127 becomes p. 126-7, but p. 126A-127A is correct.
- Include a letter (often S for Supplement or A for Appendix) when it precedes the page number. For example: p. S10-8.
• End location with a period

**For parts without page numbers:**

• Give location as the total number of screens, paragraphs, lines, or bytes of the part, whichever is most practical; precede the total with the word about and place it in square brackets, as [about 15 screens]
• If the part is printed out, precede the page total with the word about and place it in square brackets, as [about 10 p.]
• End location information with a period placed outside the closing bracket

**Specific Rules for Location (Pagination)**

• Roman numerals for page numbers
• No page numbers appear on the pages of the part
• Part is a video clip, videocast, or podcast

**Box 82. Roman numerals for page numbers.**

- Keep roman numerals when they are used as page numbers
- Give roman numerals in upper or lower case, whichever appears in the publication
  
  *Examples:*

  
  Common aquatic invertebrates; [cited 2006 Dec 15]; p. XXI-XXII.

  Classification of lung adenocarcinoma; [cited 2006 Dec 13]; p. xv.

**Box 83. No page numbers appear on the pages of the part.**

• If the part of a Web site in PDF (Portable Document Format) has no page numbers:
  ◦ Count the total numbers of pages of the text
  ◦ Follow the count total by "p."
  ◦ Place the number and "p." in square brackets, such as [12 p.]
  ◦ End page information with a period
    
    *Example:* [20 p.].

• If the part of a Web site is in HTML, XML, or other unpaginated format:
  ◦ Count the number of screens, paragraphs, lines, or bytes, whichever is most practical, or print out the part and count the number of pages
  ◦ Because screen size and type fonts vary, precede the total with the word "about" for all except the number of paragraphs and bytes

*Box 83 continues on next page...*
Box 83 continued from previous page.

- Place the count total and the measure used in square brackets
- End with a period placed outside the closing bracket

Examples:

- [about 6 screens].
- [about 23 p.].
- [10 paragraphs].
- [174 KB].

Box 84. Part is a video clip, videocast, or podcast.

If a video clip, videocast, or podcast is part of a Web site:

- Place the word Video, Videocast, or Podcast in square brackets followed by a comma and a space
- Enter the title of the part, followed by a semicolon and a space
- Give the date of update/revision (if known) and the date of citation in square brackets, separated by a semicolon and a space
- End date information with a semicolon and a space
- Give extent as the number of minutes needed to view/listen, placed in square brackets
- If the number is not supplied on the site, precede the number with the word "about"
- Abbreviate minutes to min. and seconds to sec.
- End with a period placed outside the closing bracket

Example:

The Virtual Body = El Cuerpo Virtual [Internet]. [place unknown]: HCA; c2001. [Video], Animated heart; [cited 2007 Feb 21]; [about 5 sec.]. Available from: http://www.medtropolis.com/vbody.asp by selecting heart from the menu. English, Spanish.

Examples for Location (Pagination)

10. Part of a Web site with traditional page numbers for location (pagination)
11. Part of a Web site with location (pagination) estimated as page numbers
12. Part of a Web site with location (pagination) estimated as number of screens
13. Part of a Web site with location (pagination) shown as number of paragraphs
14. Part of a Web site with location (pagination) shown as number of bytes
15. Part of a Web site with hyperlinks so location (pagination) cannot be provided
16. Part of a Web site that is a video clip

Availability for a Part of a Web Site (required)

General Rules for Availability

- Begin with the phrase "Available from" followed by a colon and a space
- Insert the Uniform Resource Locator (URL) for the part in its entirety; do not omit http://, www, or other beginning components
- Use the URL for the homepage if the part does not have its own URL; check HTML file properties to be sure
- End with a period only if the URL ends with a slash, otherwise end with no punctuation

Specific Rules for Availability

- Breaking long URLs
- URLs not directly addressable
- Multiple URLs

Box 85. Breaking long URLs.

Some URLs (Uniform Resource Locators) are longer than one line.

- Retain the entire string as found when possible
- Break a URL at a slash if necessary
- Do not insert a hyphen or a hard line break within a URL

Box 86. URLs not directly addressable.

The URL as displayed by the Web browser may not always retrieve the part of the Web site, i.e., the part is not directly addressable.

- Always check to see if the URL is directly addressable

Box 86 continues on next page...
Box 86 continued from previous page.

- If it is not, provide instructions for locating it from the closest addressable URL

  Example:

  The Virtual Body = El Cuerpo Virtual [Internet]. [place unknown]: HCA; c2001. [Video], Animated heart; [cited 2007 Feb 21]; [about 5 sec.]. Available from: http://www.medtropolis.com/vbody.asp by selecting heart from the menu. English, Spanish.

Box 87. Multiple URLs.

If more than one URL can be used to locate a part:

- Give the URL you used in locating the part
- As an option, give all known URLs, separated by a space, a semicolon, and a space

  Example:


Examples for Availability

17. Part of a Web site with URL not directly addressable

18. Part of a Web site with multiple URLs

Language for a Part of a Web Site (required)

General Rules for Language

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Parts appearing in more than one language
Box 88. Parts appearing in more than one language.

If a part of a Web site is written with equal text in two or more languages, as often occurs in Canadian publications:

- Give all titles in the order they are presented on the title page or on the opening screens of the part
- Separate the titles with an equals sign with a space before and after
- List the languages after the Availability statement (URL)
- Capitalize the language names
- Separate the language names by commas
- End the list of languages with a period
- If each language version has its own URL, give the URL of the language you used. As an option, give the URLs for all languages. Separate them by a space, a semicolon, and a space.

Example:


Examples for Language

5. Part of a Web site not in English

6. Part of a Web site with equal text in two or more languages

Notes for a Part of a Web Site (optional)

General Rules for Notes

- Notes is a collective term for any useful information given after the citation itself
- Complete sentences are not required
- Be brief
Specific Rules for Notes

- System requirements
- Other types of material to include in notes

Box 89. System requirements.

System requirements describe the particular software and hardware needed to view the Web site.

- Begin with the phrase "System Requirements" followed by a colon and a space
- Use the wording supplied by the publisher; no standardization is needed
- Separate the types of information by a semicolon and a space
- End requirement information with a period

Examples:


Box 90. Other types of material to include in notes.

The notes element may be used to provide any further information useful. Begin by citing the homepage, then add the note. Some examples of notes are:

- Information not provided for in the citation rules
  

- Information on sponsorship
  
Examples for Notes

19. Part of a Web site with optional system requirements

20. Part of a Web site with supplemental note included

Examples of Citations to Parts of Web Sites

1. Standard part of a Web site


2. Part of a Web site with name and number


3. Part of a Web site with name added
fruits & veggies - more matters™ [Internet]. [place unknown]: Produce for Better Health Foundation; c2007. [Chart], Ways to get more; [cited 2007 Mar 27]; [about 3 screens]. Available from: http://www.fruitsandveggiesmorematters.org/?page_id=113&iCat=22
4. Part of a Web site with title ending in punctuation other than a period
5. Part of a Web site not in English
with translation


9. Part of a Web site with date of citation only


10. Part of a Web site with traditional page numbers for location (pagination)


11. Part of a Web site with location (pagination) estimated as page numbers


12. Part of a Web site with location (pagination) estimated as number of screens


13. Part of a Web site with location (pagination) shown as number of paragraphs


14. Part of a Web site with location (pagination) shown as number of bytes


15. Part of a Web site with hyperlinks so location (pagination) cannot be provided


16. Part of a Web site that is a video clip


17. Part of a Web site with URL not directly addressable

The Virtual Body = El Cuerpo Virtual [Internet]. [place unknown]: HCA; c2001. [Video], Animated heart; [cited 2007 Feb 21]; [about 5 sec.]. Available from: http://www.medtropolis.com/vbody.asp by selecting heart from the menu. English, Spanish.

18. Part of a Web site with multiple URLs


19. Part of a Web site with optional system requirements

20. Part of a Web site with supplemental note included


Chapter 26. Electronic Mail and Discussion Forums

Created: October 10, 2007; Updated: August 11, 2015.

A. Electronic Mail

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

B. LISTSERVs and Similar Discussion Lists

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

C. Blogs

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

D. Wikis

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

See also:

Chapter 13 Letters and Other Personal Communication

A. Sample Citation and Introduction to Citing Electronic Mail

The general format for a reference to an electronic mail message, including punctuation:


Examples of Citations to Electronic Mail
Electronic mail or e-mail is a written message sent over communication networks to a single address or to multiple addressees. E-mail systems are maintained by most computer networks, and virtually all online services and Internet service providers have them.

E-mail is a form of personal communication and is not often accepted by editors and others for inclusion in a reference list. Most authorities recommend placing references to e-mail communications within the running text, not as formal end references. The nature and source of the cited information should be identified by an appropriate statement. Place the source information in parentheses, using a term or terms to indicate clearly that the citation is not in the reference list. For example:

…and most of these meningiomas proved to be inoperable (Mar 22, 2007 e-mail from RS Grant to me; unreferenced, see "Notes") while a few….

The author must provide written permission to the publisher from the cited person (if living) or from the cited organization if the message is not accessible to scholars via the e-mail server’s archive. The permission should be a statement in an "Acknowledgments" or a "Notes" section following the text of an article or placed at the end of a book’s main text. These statements may include additional details, such as the reason for the communication.

It is highly recommended that any message being considered for future citation be saved to disk or in print because not all e-mail systems use a standard method of saving or archiving messages.

The rules below apply when an e-mail message is included in a reference list rather than within the text as described above. References to e-mail messages have a formal structure to clearly identify the author (initiator) and the recipient (receiver) of the communication. Because of the lack of other information to include in a citation to an e-mail message, providing the full names for both author and recipient is recommended as well as clarifying notes on content.

For information on citing letters, see Chapter 13. For further examples of formats for author names and titles, see Chapter 1.

Continue to Citation Rules with Examples for Electronic Mail.

Continue to Examples of Citations to Electronic Mail.

**Citation Rules with Examples for Electronic Mail**

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.
Author (R) | Author Affiliation (O) | Title of Message (R) | Content Type (O) | Type of Medium (R) | Connective Phrase (R) | Recipient (R) | Recipient Affiliation (O) | Date (R) | Date of Citation (R) | Extent (Pagination) (O) | Availability (O) | Language (R) | Notes (O)

**Author for Electronic Mail (required)**

**General Rules for Author**

- Enter surname (family or last name) first for the person initiating the communication
- Capitalize surnames and enter spaces in surnames as they appear in the document cited. For example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
- Follow the surname with a comma and a space
- Enter the given (first) name and any middle name or initials; follow initials with periods
- End author information with a period unless the Author Affiliation is given, then use a space

**Specific Rules for Author**

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Organization as author
- Title of author given
- Options for author names

**Box 1. Surnames with hyphens and other punctuation in them.**

- Keep hyphens in surnames
  
  Estelle Palmer-Canton  *becomes*  Palmer-Canton, Estelle
  
  Ahmed El-Assmy  *becomes*  El-Assmy, Ahmed

- Keep particles, such as O', D', and L'
  
  Alan D. O'Brien  *becomes*  O'Brien, Alan D.
  
  James O. L’Esperance  *becomes*  L’Esperance, James O.
  
  U. S’adeh  *becomes*  S’adeh, U.

*Box 1 continues on next page...*
Box 1 continued from previous page.

- Keep all other punctuation in surnames
  
  Charles A. St. James  becomes  St. James, Charles A.

Box 2. Other surname rules.

- Keep prefixes in surnames
  
  Lama Al Bassit  becomes  Al Bassit, Lama
  
  Jiddeke M. van de Kamp  becomes  van de Kamp, Jiddeke M.
  
  Gerard de Pouvourville  becomes  de Pouvourville, Gerard

- Keep compound surnames even if no hyphen appears
  
  Sergio Lopez Moreno  becomes  Lopez Moreno, Sergio
  
  Jaime Mier y Teran  becomes  Mier y Teran, Jaime
  
  Virginie Halley des Fontaines  becomes  Halley des Fontaines, Virginie

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  o  Treat letters marked with diacritics or accents as if they are not marked
    
    Å  treated as  A
    
    Ø  treated as  O
    
    Ç  treated as  C
    
    Ł  treated as  L
    
    à  treated as  a
    
    ğ  treated as  g
    
    ñ  treated as  n
    
    ü  treated as  u

  o  Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    
    æ  treated as  ae
    
    œ  treated as  oe
Box 3. Given names containing punctuation, a prefix, a preposition, or particle.

- Keep hyphens joining given (first or middle) names
  
  Jean-Louis Lagrot  **becomes**  Lagrot, Jean-Louis
  
- Keep prefixes, prepositions, and other particles
  
  D'Arcy Hart  **becomes**  Hart, D'Arcy
  
  W. St. John Patterson  **becomes**  Patterson, William St. John
  
  De la Broquerie Fortier  **becomes**  Fortier, De la Broquerie
  
  Craig McC. Brooks  **becomes**  Brooks, Craig McC.
  
- Keep traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan.

  Ch. Wunderly  **becomes**  Wunderly, Ch.
  
  Charles Fr. Erdman  **becomes**  Erdman, Charles Fr.

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if an initial is represented by more than one letter

  Iu. A. Iakontov  **becomes**  Iakontov, Iu.A.
  
  Georgios Th. Tsakalos  **becomes**  Tsakalos, Georgios Th.

Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name

  James A. Reed, M.D., F.R.C.S.  **becomes**  Reed, James A.
  
  Kristine Schmidt, Ph.D.  **becomes**  Schmidt, Kristine
  
  Robert V. Lang, Major, US Army  **becomes**  Lang, Robert V.

- Omit rank and honors such as Colonel or Sir that precede a name

  Sir Frances Hildebrand  **becomes**  Hildebrand, Frances
  
  Dr. Jane Eberhard  **becomes**  Eberhard, Jane
  
  Captain R.C. Williams  **becomes**  Williams, R.C.
**Box 5. Designations of rank in a family, such as Jr and III.**

- Place family designations of rank after the given (first) name and any middle name or initials
- End initials and Jr or Sr with periods
- Convert roman numerals to arabic ordinals

*Examples:*


James G. Jones II *becomes* Jones, James G. 2nd

John A. Adams III *becomes* Adams, John A. 3rd

Henry B. Cooper IV *becomes* Cooper, Henry B. 4th

**Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).**

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables.*

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

*Examples:*

Iu. A. Iakontov *becomes* Iakontov, Iu.A.

Georgios Th. Tsakalos *becomes* Tsakalos, Georgios Th.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked

<table>
<thead>
<tr>
<th>Diacritic</th>
<th>Treated As</th>
</tr>
</thead>
<tbody>
<tr>
<td>Å</td>
<td>A</td>
</tr>
<tr>
<td>Ø</td>
<td>O</td>
</tr>
<tr>
<td>Ç</td>
<td>C</td>
</tr>
<tr>
<td>Ł</td>
<td>L</td>
</tr>
</tbody>
</table>

*Box 6 continues on next page...*
Box 6 continued from previous page.

- è treated as a
- ĝ treated as g
- ñ treated as n
- ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe

Box 7. Organization as author.

An organization such as a university, society, association, corporation, or government body may be an author.

- Omit "The" preceding an organizational name
  
  The American Cancer Society becomes American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas
  
  American Medical Association, Committee on Ethics.

  International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

  American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)
  
  National Academy of Sciences (US).

  Royal Marsden Hospital (GB).

- For names of organizations in languages other than English:
  
  - Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they
appear in the publication. Follow a non-English name with a translation when possible. Place all translations in square brackets.

Istituto di Fisiologia Clinica del CNR.

Universitatsmedizin Berlin.

Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

- Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables. Follow a non-English name with a translation when possible. Place all translations in square brackets.

Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

or

[Russian Respiratory Society].

- Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

[Chinese Medical Society].

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked
      
      Å treated as A
      Ø treated as O
      Ç treated as C
      Ł treated as L
      à treated as a
      ğ treated as g
      ñ treated as n
      ü treated as u

Box 7 continues on next page...
Box 7 continued from previous page.

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  
  æ treated as ae
  
  œ treated as oe

Box 8. Title of author given.

- If the author’s title is given, place it at the beginning of the affiliation

  Leavitt, Michael O. (Secretary, Department of Health and Human Services, Washington, DC).

Box 9. Options for author names.

The following format is not NLM practice for citing authors of messages, but is an acceptable option:

- Given (first) and middle names of authors may be reduced to initials. See Chapter 1 for instructions on handling names in this format.

  Takagi Y.
  
  Moskowitz MA.

Examples for Author

1. Standard citation to an electronic mail message
2. Electronic mail message with optional initials for author and recipient
3. Electronic mail message with organization as author

Author Affiliation for Electronic Mail (optional)

General Rules for Author Affiliation

- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the parentheses
Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Titles in Affiliations
- Organizational names for affiliations not in English
- Names for cities and countries not in English
- No affiliation found

Box 10. Abbreviations in affiliations.

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

  Examples:
  
  Acad. for Academy
  Assoc. for Association
  Co. for Company
  Coll. for College
  Corp. for Corporation
  Dept. for Department
  Div. for Division
  Inst. for Institute or Institution
  Soc. for Society
  Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.
**Box 11. E-mail address included.**

- Follow the US state, Canadian province, or country of the author with a period and a space
- Insert the e-mail address as it appears in the message
- Do not end an e-mail address with a period
- Place the e-mail address inside the closing parenthesis for the author affiliation

*Example:*

Patrias, Karen (Public Services Division, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov).

**Box 12. Titles in affiliations.**

- If the author’s title is given, place it at the beginning of the affiliation

Leavitt, Michael O. (Secretary, Department of Health and Human Services, Washington, DC).

**Box 13. Organizational names for affiliations not in English.**

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.
- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Carpentier, Antoine F. (Service de Neurologie, Hopital de la Salpetriere, Paris, France).

  Marubini, Ettore (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy).

- Romanize (write in the roman alphabet) or translate organization names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables.*

  Barbulescu, Mihai (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania).

*Box 13 continues on next page...*
• Translate organizational names in character-based languages (Chinese, Japanese)
  Susaki, Kanako (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan).
• Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  ◦ Treat letters marked with diacritics or accents as if they are not marked
    Å treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a
    ğ treated as g
    ı treated as n
    ü treated as u
  ◦ Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    æ treated as ae
    œ treated as oe
• Use the English form of names for cities and countries when possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 14. Names for cities and countries not in English.
• Use the English form for names of cities and countries when possible. However, the name as found on the publication may always be used.
  Moskva becomes Moscow
  Wien becomes Vienna
  Italia becomes Italy

Box 14 continues on next page...
Box 14 continued from previous page.

Espana becomes Spain

Box 15. No affiliation found.

- If no affiliation is found or the affiliation is incomplete but it can be determined from elsewhere in the message or from knowledge of the writer, put the place name in square brackets

  Wolf, Michael R. (University of Southern California, [Los Angeles], CA).

  Gonzales, Roberto ([Harvard Medical School, Boston, MA]).

Examples for Author Affiliation

7. Electronic mail message with affiliations for author and recipient

8. Electronic mail message with position titles for author and recipient included in affiliation

9. Electronic mail message with e-mail addresses included in affiliation

Title of Message for Electronic Mail (required)

General Rules for Title

- Enter the title of the subject line of a message as it appears on the screen, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation when possible; place the translation in square brackets
- End a title with a space

Specific Rules for Title

- Titles containing a Greek letter, chemical formula, or other special character
- Titles not in English
- Titles ending in punctuation other than a period
- No title can be found
Box 16. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a message title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized
  
c-jun/AP-1 activation and the antiproliferative activity of phenethyl isothiocyanate
  
p53 and its downstream proteins as molecular targets of cancer

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.
  
Microglial α7 nicotinic acetylcholine receptors

  or

Microglial alpha7 nicotinic acetylcholine receptors

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript within parentheses
  
Phospholipase C/IP₃ pathway

  or

Phospholipase C/IP(3) pathway

Box 17. Titles not in English.

- Provide the message title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)
  
La recherche sur les embryons [Internet].

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.
  
Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh zabolevanii: klinicheskie ocherki [Internet].

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

Box 17 continues on next page...
Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked
  - Ă treated as A
  - Ø treated as O
  - Ç treated as C
  - Ł treated as L
  - à treated as a
  - ĝ treated as g
  - ň treated as n
  - ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

  Die Bedeutung der deutschen Arztevereine für das wissenschaftliche Leben [Internet].

- Provide an English translation after the original language or romanized title when possible; place translations in square brackets

  Perez-Corrazon R. Consideraciones sobre la regulacion de medicamentos vigente en la Argentina [Issues regarding the legal regulation of drugs in Argentina] [Internet].
Box 18. Titles ending in punctuation other than a period.

- Most message titles end in a period. Place the closing period after the type of medium.
  Backus J. Physician Internet search behavior: detailed study [Internet].
- If a message title ends in another form of punctuation, keep that punctuation and end the type of medium with a period
  Joshua P. AAPC announces a new partnership! [Internet].

Box 19. No title can be found.

Occasionally an author will leave the subject line blank; the message simply begins with the text. When this occurs:

- Construct a title from the first few words of the text
- Use enough words to make the constructed title meaningful
- Place the constructed title in square brackets

Examples for Title

1. Standard citation to an electronic mail message

Content Type for Electronic Mail (optional)

General Rules for Content Type

- Use a content type to describe the format of the item being cited
- Begin type information with a left square bracket
- Enter the words "electronic mail on the"
- End content type with space

Specific Rules for Content Type

- Titles ending in punctuation other than a period
- Titles not in English

Box 20. Titles ending in punctuation other than a period.

- Most message titles end in a period. Place the closing period after the content type and type of medium.
  Backus J. Physician Internet search behavior: detailed study [electronic mail on the Internet].

Box 20 continues on next page...
Box 20 continued from previous page.

- If a message title ends in another form of punctuation, keep that punctuation and end the content type and type of medium with a period

  Joshua PA. AAPC announces a new partnership! [electronic mail on the Internet].

Box 21. Titles not in English.

- If a translation of a title is provided, give the translation after the original or romanized title and place it in square brackets
- Put "electronic mail on the Internet" in square brackets following the translation
- End with a period

  Example:

  Perez-Corrazon R. Consideraciones sobre la regulacion de medicamentos vigente en la Argentina [Issues regarding the legal regulation of drugs in Argentina] [electronic mail on the Internet].

Examples for Content Type

4. Electronic mail message with optional content type

Type of Medium for Electronic Mail (required)

General Rules for Type of Medium

- Place the type of medium in square brackets following the title (and Content Type, if present)
- End with a period placed outside the closing bracket
- Add location information (URL, etc) according to the instructions under Availability below

Specific Rules for Type of Medium

- Both a content type and a type of medium
- Titles ending in punctuation other than a period
- Titles not in English

Box 22. Both a content type and a type of medium.

- Give the content type "electronic mail" before the type of medium separated by "on the"

  Box 22 continues on next page...
Box 22 continued from previous page.

Carlyle RC. Stem-cell-based therapies for heart disease [electronic mail on the Internet].

---

**Box 23. Titles ending in punctuation other than a period.**

- Most message titles end in a period. Place the closing period after the type of medium.
  
  Backus J. Physician Internet search behavior: detailed study [Internet].

- If a message title ends in another form of punctuation, keep that punctuation and end the type of medium with a period
  
  Joshua PA. AAPC announces a new partnership! [Internet].

---

**Box 24. Titles not in English.**

- If a translation of a title is provided, give the translation after the original or romanized title and place it in square brackets

- Put Internet in square brackets following the translation

- End with a period

  **Example:**

  Perez-Corrazon R. Consideraciones sobre la regulacion de medicamentos vigente en la Argentina [Issues regarding the legal regulation of drugs in Argentina] [Internet].

---

**Examples for Type of Medium**

1. Standard citation to an electronic mail message

4. Electronic mail message with optional content type

**Connective Phrase for Electronic Mail (required)**

**General Rules for Connective Phrase**

- Use the phrase "Message to" after the title of the message and the Type of Medium

- Follow the phrase with a colon and a space

**Examples for Connective Phrase**

1. Standard citation to an electronic mail message
Recipient for Electronic Mail (required)

General Rules for Recipient

- Begin with the given (first) name and any middle name or initials of the person receiving the communication; follow initials with periods
- Give the surname (family or last name)
- Capitalize surnames and enter spaces in surnames as they appear in the message. For example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
- Separate multiple recipients with a semicolon and a space
- End recipient information with a period unless the Recipient Affiliation is given, then use a space

Specific Rules for Recipient

- Given names containing punctuation, a prefix, a preposition, or particle
- Surnames with hyphens and other punctuation in them
- Other surname rules
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Titles in recipient names
- Organization as recipient
- Options for recipient names

Box 25. Given names containing punctuation, a prefix, a preposition, or particle.

- Keep hyphens joining given (first or middle) names
  
  Jean-Louis Lagrot

- Keep prefixes, prepositions, or other particles
  
  D’Arcy Hart
  
  W. St. John Patterson
  
  De la Broquerie Fortier
  
  Craig McC. Brooks

- Keep traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan.
  
  Ch. Wunderly

Box 25 continues on next page...
Box 25 continued from previous page.

Charles Fr. Erdman

- For non-English names that are (written in the roman alphabet), capitalize only the first letter if an initial is represented by more than one letter
  
  Iu. A. Iakontov
  
  Georgios Th. Tsakalos

Box 26. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames
  
  Estelle Palmer-Canton
  
  Ahmed El-Assmy

- Keep particles, such as O’, D’, and L’
  
  Alan D. O’Brien
  
  James O. L’Esperance
  
  U. S’adeh

- Keep all other punctuation in surnames
  
  Charles A. St. James

Box 27. Other surname rules.

- Keep prefixes in surnames
  
  Lama Al Bassit
  
  Jiddeke M. van de Kamp
  
  Gerard de Pouvourville

- Keep compound surnames even if no hyphen appears
  
  Sergio Lopez Moreno
  
  Jaime Mier y Teran
  
  Virginie Halley des Fontaines
Box 27 continued from previous page.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - \( \breve{A} \) treated as \( A \)
    - \( \breve{O} \) treated as \( O \)
    - \( \breve{C} \) treated as \( C \)
    - \( \breve{L} \) treated as \( L \)
    - \( \breve{a} \) treated as \( a \)
    - \( \breve{g} \) treated as \( g \)
    - \( \breve{n} \) treated as \( n \)
    - \( \breve{u} \) treated as \( u \)
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - \( \breve{a}e \) treated as \( ae \)
    - \( \breve{o}e \) treated as \( oe \)

Box 28. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name
  - James A. Reed, M.D., F.R.C.S. becomes James A. Reed
  - Kristine Schmidt, Ph.D. becomes Kristine Schmidt
  - Robert V. Lang, Major, US Army becomes Robert V. Lang
- Omit rank and honors such as Colonel or Sir that precede a name
  - Sir Frances Hildebrand becomes Frances Hildebrand
  - Dr. Jane Eberhard becomes Jane Eberhard
  - Captain R.C. Williams becomes R.C. Williams
**Box 29. Designations of rank in a family, such as Jr and III.**

- Place family designations of rank after the surname
- Omit any commas between the surname and the designation
- Follow Jr or Sr with a period
- Convert roman numerals to arabic ordinals

*Examples:*


James G. Jones, II *becomes* James G. Jones 2nd

John A. Adams III *becomes* John A. Adams 3rd

Henry B. Cooper IV *becomes* Henry B. Cooper 4th

**Box 30. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).**

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

  Iu. A. Iakontov

  Georgios Th. Tsakalos

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    \[ \ddot{A} \text{ treated as } A \]

    \[ \ddot{O} \text{ treated as } O \]

    \[ \ddot{C} \text{ treated as } C \]

*Box 30 continues on next page...*
Box 30 continued from previous page.

Ł treated as L
à treated as a
ë treated as g
ń treated as n
ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  æ treated as ae
  œ treated as oe

Box 31. Titles in recipient names.

- If the recipient’s title is given, place it at the beginning of the affiliation, if desired
  Message to: Kenneth P. Moritsugu (Acting Surgeon General, Department of Health and Human Services, Washington, DC).

Box 32. Organization as recipient.

An organization such as a university, society, association, corporation, or governmental body is the recipient of a message.

- Omit "The" preceding an organizational name
  The American Cancer Society becomes American Cancer Society

- If a division or another part of an organization is included, give the parts of the name in hierarchical order, separated by commas
  Committee on Ethics, American Medical Association.
  Organic and Biomolecular Chemistry Division, International Union of Pure and Applied Chemistry.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)
  National Academy of Sciences (US).

Box 32 continues on next page...
Royal Marsden Hospital (GB).

- For names of organizations in languages other than English:
  - Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Follow a non-English name with a translation when possible. Place all translations in square brackets.
    
    Istituto di Fisiologia Clinica del CNR.
    
    Universitätsmedizin Berlin.
    
    Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].
  - Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Follow a non-English name with a translation when possible. Place all translations in square brackets.
    
    Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].
    
    or
    
    [Russian Respiratory Society].
  - Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.
    
    [Chinese Medical Society].
  - Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
    - Treat letters marked with diacritics or accents as if they are not marked
      
      Å treated as A
      Ø treated as O
      Ç treated as C
      Ł treated as L
Box 32 continued from previous page.

- à treated as a
- ĝ treated as g
- ņ treated as n
- ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
- æ treated as ae
- œ treated as oe

Box 33. Options for recipient names.
The following format is not NLM practice for citing recipients, but is an acceptable option:

- Given (first) and middle names of recipients may be reduced to initials. See Chapter 1 for instructions on converting names to initials.
  
  Y Takagi
  MA Moskowitz

Examples for Recipient

2. Electronic mail message with optional initials for author and recipient

5. Electronic mail message with multiple recipients

6. Electronic mail message with group as recipient

Recipient Affiliation for Electronic Mail (optional)

General Rules for Recipient Affiliation

- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a semicolon placed outside the closing parenthesis, unless the affiliation is for the last or only recipient, then use a period
Specific Rules for Recipient Affiliation

- Abbreviations in affiliations
- E-mail address included
- Titles in affiliations
- Organizational names for affiliations not in English
- Names for cities and countries not in English
- No affiliation found

Box 34. Abbreviations in affiliations.

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

  Examples:
  
  Acad. for Academy
  Assoc. for Association
  Co. for Company
  Coll. for College
  Corp. for Corporation
  Dept. for Department
  Div. for Division
  Inst. for Institute or Institution
  Soc. for Society
  Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.
Box 35. E-mail address included.

- Follow the US state, Canadian province, or country of the recipient with a period and a space
- Insert the e-mail address as it appears in the message
- Do not end an e-mail address with a period
- Place the e-mail address within the closing parenthesis for the affiliation

Example:

Message to: Karen Patrias (Public Services Division, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov).

Box 36. Title in affiliations.

- If the recipient’s title is given, place it at the beginning of the affiliation if desired

Message to: Kenneth P. Moritsugu (Acting Surgeon General, Department of Health and Human Services, Washington, DC).

Box 37. Organizational names for affiliations not in English.

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Surround the affiliation with parentheses.

- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Message to: Antoine F. Carpentier (Service de Neurologie, Hopital de la Salpetriere, Paris, France).

- Romanize (write in the roman alphabet) or translate organizational names if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

Message to: Mihai Barbulescu (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania).

- Translate organizational names in character-based languages (Chinese, Japanese)
Message to: Kanako Susaki (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan).

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ĝ treated as g
    - ň treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe
- Use the English form of names for cities and countries when possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

**Box 38. Names for cities and countries not in English.**

- Use the English form for names of cities and countries when possible. However, the name as found on the publication may always be used.
  
  Moskva becomes Moscow
  Wien becomes Vienna
  Italia becomes Italy
  Espana becomes Spain
Box 39. No affiliation found.

- If no affiliation for the recipient is found or the affiliation is incomplete but it can be determined from elsewhere in the message or from knowledge of the recipient, put the place name in square brackets

  Message to: John G. Grant (University of Utah Health Sciences Center, [Salt Lake City], UT).

  Message to: Roberto Gonzales ([Harvard Medical School, Boston, MA]).

Examples for Recipient Affiliation

7. Electronic mail message with affiliations for author and recipient

8. Electronic mail message with position titles for author and recipient included in affiliation

9. Electronic mail message with e-mail addresses included in affiliation

Date for Electronic Mail (required)

General Rules for Date

- Begin with the year the message was sent
- Convert roman numerals to arabic numbers. For example: MMVII to 2007.
- Include the month and day after the year, such as 2007 Apr 30
- Use English names for months and abbreviate them to the first three letters
- End date information with a space

Specific Rules for Date

- Time of the message included
- Formats for dates
- Non-English names for months
- Optional date location

Box 40. Time of the message included.

- Follow the date of the message with a comma and a space
- Give the time in the format hour:minutes, such as 10:15, and a space
- Enter the time as AM or PM
- End with a space

Example:

Box 40 continues on next page...
Box 40 continued from previous page.

Harris, Pat (National Information Standards Organization, Bethesda, MD). ISO standards on bibliographic references to be revised [Internet]. Message to: Karen Patrias (National Library of Medicine, Bethesda, MD). 2005 Jul 07, 4:19 PM [cited 2005 Jul 8]. [about 1 screen].

Box 41. Formats for dates.

- Dates in other countries may appear in a variety of formats
  
  2004/12/02
  30.07.2004
  2004-10-02
  14 June 2004
  15/06/2005

- Enter the year first, then the month and the day, regardless of the format found
  
  5/1/2007 becomes 2007 May 1
  2004/12/02 becomes 2004 Dec 2
  30.07.2004 becomes 2004 Jul 30
  2004-10-02 becomes 2004 Oct 2
  14 June 2004 becomes 2004 Jun 14
  15/06/2005 becomes 2005 Jun 15

- Translate names of months into English and abbreviate them using the first three letters
  
  mayo = May
  luty = Feb
  brezen = Mar

  Example:
  
  22 Marz 2002 becomes 2002 Mar 22
**Box 42. Non-English names for months.**

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them

*Examples:*

- mayo = May
- luty = Feb
- brezen = Mar

**Box 43. Optional date location.**

It is not NLM policy, but the following is an acceptable option:

The date for the message may follow the author name in the list of references when the name-year system of in-text references is used.

- Use the complete date of the communication
- Place the date after the author and any author affiliation, followed by a period and a space
- Keep the date of citation in its standard place

*NL M citation:*


*Name-year system of citation:*


**Examples for Date**

1. Standard citation to an electronic mail message
10. Electronic mail message with time included in date
Date of Citation for Electronic Mail (required)

General Rules for Date of Citation

- Give the date the message was first seen
- Include the year month and day in that order, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- Place citation date information in square brackets
- End citation date information with a period placed outside the closing bracket

Specific Rules for Date of Citation

- Messages not in English

Box 44. Messages not in English.

- Use English names for months and abbreviate them using the first three letters
- Enter the year first, then the month and the day, regardless of the format used in the country of origin

    
    5/1/2007  becomes  2007 May 1
    2004/12/02  becomes  2004 Dec 2
    30.07.2004  becomes  2004 Jul 30
    2004-10-02  becomes  2004 Oct 2
    14 June 2004  becomes  2004 Jun 14
    15/06/2005  becomes  2005 Jun 15

Examples for Date of Citation

1. Standard citation to an electronic mail message

10. Electronic mail message with time included in date

Extent (Pagination) for Electronic Mail (optional)

General Rules for Extent (Pagination)

- Give extent as the total number of screens, paragraphs, lines, or bytes, whichever is most practical
- Precede the total with the word "about" for all except the number of paragraphs and place it in square brackets, as [about 5 screens]
- If the message is printed, precede the page total with the word "about" and place it in square brackets, as [about 3 p.]
• End extent information with a period placed outside the closing bracket

**Specific Rules for Extent (Pagination)**

• Messages containing an attachment

**Box 45. Messages containing an attachment.**

If the message contains an attachment in the form of a file or a video, videocast, or podcast:

• Begin with the phrase "Accompanied by" followed by a colon and a space

• Give the number and type of items

  2 Word files
  1 PowerPoint file
  1 videocast

• End with a period

• Place accompaniment information after the date of citation and any extent provided

*Example:*


**Examples for Extent (Pagination)**

11. Electronic mail message with extent provided

**Availability for Electronic Mail (optional)**

**General Rules for Availability**

• Provide the access address of the archive if the message is archived by the mail server

• Begin with the phrase "Available from" followed by a colon and a space

• Insert the entire Uniform Resource Locator (URL); do not omit FTP, http://, www, or other beginning components

• End with a period only if the URL ends with a slash, otherwise end with no punctuation

**Specific Rules for Availability**

• Breaking long URLs

• URLs not directly addressable
Box 46. Breaking long URLs.

Some URLs (Uniform Resource Locators) are longer than one line.

- Retain the entire string as found when possible
- Break a URL at a slash if necessary
- Do not insert a hyphen or a hard line break within a URL

Box 47. URLs not directly addressable.

The URL as displayed may not always be used to retrieve the message, i.e., it is not directly addressable.

- Always check to see if the URL is directly addressable
- If it is not, provide instructions for locating it from the closest addressable URL

Example:


Language for Electronic Mail (required)

General Rules for Language

- Give the language of the message if not English
- Capitalize the language name
- Follow the language name with a period

Notes for Electronic Mail (optional)

General Rules for Notes

- Notes is a collective term for further information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Messages containing an attachment
- System requirements
- Other types of material to include in notes
**Box 48. Messages containing an attachment.**

If the message contains an attachment in the form of a file or a video, videocast, or podcast:

- Begin with the phrase "Accompanied by" followed by a colon and a space
- Give the number and type of items
  - 2 Word files
  - 1 PowerPoint file
  - 1 videocast
- End with a period
- Place accompaniment information after the date of citation and any extent provided

*Example:*


**Box 49. System requirements.**

System requirements describe the particular software and hardware needed to view the message and/or its attachments.

- Begin with the phrase "System Requirements" followed by a colon and a space
- Use the wording supplied by the author; no standardization is needed
- Separate the types of information by a semicolon and a space
- End requirement information with a period

*Example:*

System Requirements: Internet Explorer version 4.0 or greater; Adobe Reader 7.0.

**Box 50. Other types of material to include in notes.**

Notes is a collective term for any type of information given after the citation itself. Examples include:

- Any restrictions on use of the archived message

*Box 50 continues on next page...*
Box 50 continued from previous page.

Messages restricted to members.

- Explanatory information on the content of the message

Protein Lounge (San Diego, CA). Pathway illustration tool and database [Internet]. Message to: Karen Patrias (National Library of Medicine, Bethesda, MD). 2007 May 1, 2:53 pm [cited 2007 May 2]. [about 2 screens]. Describes ePath3D, a software tool for creating and managing illustrated 3D pathways for publications and presentations.

Examples for Notes

12. Electronic mail message with a note

Examples of Citations to Electronic Mail

Note: The examples below are derived from actual e-mail messages, but the names and addresses have been changed in most cases to preserve privacy.

1. Standard citation to an electronic mail message


2. Electronic mail message with optional initials for author and recipient


3. Electronic mail message with organization as author

Protein Lounge (San Diego, CA). Pathway illustration tool and database [Internet]. Message to: Karen Patrias (National Library of Medicine, Bethesda, MD). 2007 May 1 [cited 2007 May 2]. [about 2 screens].

4. Electronic mail message with optional content type

Protein Lounge (San Diego, CA). Pathway illustration tool and database [electronic mail on the Internet]. Message to: Karen Patrias (National Library of Medicine, Bethesda, MD). 2007 May 1 [cited 2007 May 2]. [about 2 screens].

5. Electronic mail message with multiple recipients

Garner, Patricia. DSL and cable modem costs [Internet]. Message to: Phillip S. Chu; Margaret Lyons. 2006 Apr 23 [cited 2006 Apr 24]. [about 1 screen].
6. Electronic mail message with group as recipient
Zerhouni, Elias A. (Director, National Institutes of Health, Bethesda, MD). NIH Roadmap [Internet]. Message to: NIH staff. 2007 Feb 15 [cited 2007 Feb 15]. [about 3 p.]

7. Electronic mail message with affiliations for author and recipient
Harris, Pat (National Information Standards Organization, Bethesda, MD). ISO standards on bibliographic references to be revised [Internet]. Message to: Karen Patrias (Public Services Division, National Library of Medicine, Bethesda, MD). 2005 Jul 07 [cited 2005 Jul 8]. [about 1 screen].

8. Electronic mail message with position titles for author and recipient included in affiliation
Garner, Patricia (Administrative Officer, National Institute on Aging, Bethesda, MD). DSL and cable modem costs [Internet]. Message to: Phillip S. Chu (Chief, Behavioral and Social Research Program, National Institute on Aging, Bethesda, MD); Margaret Lyons (Chief, Neuroscience and Neuropsychology and Aging Program, Bethesda, MD). 2006 Apr 23 [cited 2006 Apr 24]. [about 1 screen].


9. Electronic mail message with e-mail addresses included in affiliation
Patrias, Karen (National Library of Medicine, Bethesda, MD. patrias@nlm.nih.gov). Presentation for May meeting [Internet]. Message to: Mary Silco (Food and Drug Administration, White Oak, MD. Mary.Silco@fda.hhs.gov). 2007 Feb 7 [cited 2007 Feb 8]. [about 1 screen].

10. Electronic mail message with time included in date
Harris, Pat (National Information Standards Organization, Bethesda, MD). ISO standards on bibliographic references to be revised [Internet]. Message to: Karen Patrias (Public Services Division, National Library of Medicine, Bethesda, MD). 2005 Jul 07, 4:19 PM [cited 2005 Jul 8]. [about 1 screen].

11. Electronic mail message with extent provided
Harris, Pat (National Information Standards Organization, Bethesda, MD). ISO standards on bibliographic references to be revised [Internet]. Message to: Karen Patrias (National Library of Medicine, Bethesda, MD). 2005 Jul 07 [cited 2005 Jul 8]. [about 1 screen].

Zerhouni, Elias A. (Director, National Institutes of Health, Bethesda, MD). NIH Roadmap [Internet]. Message to: NIH staff. 2007 Feb 15 [cited 2007 Feb 15]. [about 3 p.].

12. Electronic mail message with a note


B. Sample Citation and Introduction to Citing LISTSERVs and Similar Discussion Lists

The general format for a reference to a message from a LISTSERV or similar discussion list, including punctuation:

<table>
<thead>
<tr>
<th>Author</th>
<th>Title of Message</th>
<th>Connective Phrase</th>
<th>Title of List</th>
</tr>
</thead>
</table>

Examples of Citations to LISTSERVs and Similar Discussion Lists

LISTSERV is a proprietary name for mailing list software that is a registered trademark of L-Soft International, Inc. However, the term is commonly used as a generic for all mailing list applications.

Mailing lists are usually subject-oriented and provide a forum for member discussion. Individuals join a list and post messages that are sent out to all the list members and receive messages sent by others. Lists may be moderated, i.e., content is filtered before broadcast, or unmoderated.

Like e-mail in general, messages posted to discussion lists are a form of personal communication and are not often accepted by editors and others for inclusion in a reference list. Most authorities recommend placing references to e-mail communications within the running text, not as formal end references. The nature and source of the cited information should be identified by an appropriate statement. Place the source
information in parentheses, using a term or terms to indicate that the citation is not represented in the reference list. For example:

…and many nurses involved with such cases (Mar 22, 2007 posting by RS Grant to the ANPACC Listserv; unreferenced, see "Notes") report…

When a reference to a discussion list message is included in a reference list, the author must provide written permission to the publisher from the cited person (if living) or from the cited organization if the message is not accessible to scholars via the list server’s archive. The permission should be stated in an "Acknowledgments" or "Notes" section that follows the text of an article or is placed at the end of a book’s main text. These statements may include additional details, such as the reason for the communication.

Because all discussion lists do not employ a standard method of saving or archiving messages, it is highly recommended that any message being considered for future citation be saved to disk or in print.

The rules below apply when a posting to a discussion list is included in a reference list rather than within the text as described above. Because of the lack of other information to include in a citation to an e-mail message, providing the full name for the author is recommended as well as clarifying notes on content.

Some discussion lists post messages consisting entirely of referrals to publications for their members. Do not cite these as messages on the list, but locate the original publication and cite it.

To cite an entire LISTSERV or other discussion list rather than a message from one, use the instructions from Chapter 24A for citing an open serial database. See also example 24.

For information on citing letters, see Chapter 13. For further examples of formats for author names, titles, place of publication, and publisher see Chapter 1.

Continue to Citation Rules with Examples for LISTSERVs and Similar Discussion Lists.

Continue to Examples of Citations to LISTSERVs and Similar Discussion Lists.

**Citation Rules with Examples for LISTSERVs and Similar Discussion Lists**

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Author Affiliation (O) | Title for Message (R) | Connective Phrase (R) | Title (R) | Address (O) | Content Type (O) | Type of Medium (R) | Place of Publication (R) | Publisher (R) | Date (R) | Date of Citation (R) | Extent (Pagination) (O) | Availability (O) | Language (R) | Notes (O)
Author of Message for Lists (required)

General Rules for Author

- Enter surname (family or last name) first for the person initiating the communication
- Capitalize surnames and enter spaces in surnames as they appear in the document cited. For example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- End author information with a period unless the Author Affiliation is given, then use a space

Specific Rules for Author

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Organization as author
- Title of author given
- Options for author names

Box 51. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames
  
  Estelle Palmer-Canton  becomes  Palmer-Canton E
  
  Ahmed El-Assmy  becomes  El-Assmy A

- Keep particles, such as O', D', and L'
  
  Alan D. O'Brien  becomes  O'Brien AD
  
  James O. L'Esperance  becomes  L'Esperance JO
  
  U. S'adeh  becomes  S'adeh U

- Omit other punctuation in surnames
  
  Charles A. St. James  becomes  St James CA.
**Box 52. Other surname rules.**

- Keep prefixes in surnames
  
  Lama Al Bassit  *becomes*  Al Bassit L  
  Jiddeke M. van de Kamp  *becomes*  van de Kamp JM  
  Gerard de Pouvourville  *becomes*  de Pouvourville G  

- Keep compound surnames even if no hyphen appears
  
  Sergio Lopez Moreno  *becomes*  Lopez Moreno S  
  Jaime Mier y Teran  *becomes*  Mier y Teran J  
  Virginie Halley des Fontaines  *becomes*  Halley des Fontaines V  

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  - Treat letters marked with diacritics or accents as if they are not marked
    
    Å  *treated as*  A  
    Ø  *treated as*  O  
    Ç  *treated as*  C  
    Ł  *treated as*  L  
    à  *treated as*  a  
    ꞌ  *treated as*  g  
    ñ  *treated as*  n  
    ü  *treated as*  u  

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    
    æ  *treated as*  ae  
    œ  *treated as*  oe  

**Box 53. Given names containing punctuation, a prefix, a preposition, or particle.**

- Disregard hyphens joining given (first or middle) names
Box 53 continued from previous page.

Jean-Louis Lagrot  becomes  Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, preposition, or particle
  
  D’Arcy Hart  becomes  Hart D
  
  W. St. John Patterson  becomes  Patterson WS
  
  De la Broquerie Fortier  becomes  Fortier D
  
  Craig McC. Brooks  becomes  Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan.
  
  Ch. Wunderly  becomes  Wunderly C
  
  Charles Fr. Erdman  becomes  Erdman CF

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if an initial is represented by more than one letter
  
  Iu. A. Iakontov  becomes  Iakontov IuA
  
  Georgios Th. Tsakalos  becomes  Tsakalos GTh

Box 54. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name
  
  James A. Reed, M.D., F.R.C.S. becomes Reed JA
  
  Kristine Schmidt, Ph.D.  becomes  Schmidt K
  
  Robert V. Lang, Major, US Army  becomes  Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name
  
  Sir Frances Hildebrand  becomes  Hildebrand F
  
  Dr. Jane Eberhard  becomes  Eberhard J
  
  Captain R.C. Williams  becomes  Williams RC
**Box 55. Designations of rank in a family, such as Jr and III.**

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals

  *Examples:*
  
  Vincent T. DeVita, Jr.  *becomes*  DeVita VT Jr
  
  James G. Jones II  *becomes*  Jones JG 2nd
  
  John A. Adams III  *becomes*  Adams JA 3rd
  
  Henry B. Cooper IV  *becomes*  Cooper HB 4th

**Box 56. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).**

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables*.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

  Iu. A. Iakontov  *becomes*  Iakontov IuA

- Georgios Th. Tsakalos  *becomes*  Tsakalos GTh

  - Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

    Treat letters marked with diacritics or accents as if they are not marked

    Å  *treated as*  A  
    Ø  *treated as*  O  
    Ç  *treated as*  C  
    Ł  *treated as*  L  
    à  *treated as*  a

*Box 56 continues on next page...*
Box 56 continued from previous page.

- \( \ddot{g} \) treated as \( g \)
- \( \ddot{n} \) treated as \( n \)
- \( \ddot{u} \) treated as \( u \)

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - \( \ddot{ae} \) treated as \( ae \)
  - \( \ddot{oe} \) treated as \( oe \)

Box 57. Organization as author.

An organization such as a university, society, association, corporation, or government body may be an author.

- Omit “The” preceding an organizational name
  - The American Cancer Society becomes American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas
  - American Medical Association, Committee on Ethics.
  - International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.
  - American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)
  - National Academy of Sciences (US).
  - Royal Marsden Hospital (GB).

- For names of organizations in languages other than English:
  - Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they

Box 57 continues on next page...
Box 57 continued from previous page.

appear in the publication. Follow a non-English name with a translation when possible. Place all translations in square brackets.

Istituto di Fisiologia Clinica del CNR.

Universitätsmedizin Berlin.

Nordisk Anaesthesiologisk Forening [Scandinavian Society of Anaesthesiologists].

• Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables. Follow a non-English name with a translation when possible. Place all translations in square brackets.

Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

or

[Russian Respiratory Society].

• Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

[Chinese Medical Society].

• Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  • Treat letters marked with diacritics or accents as if they are not marked

    Å treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a
    ġ treated as g
    Ň treated as n
    ü treated as u

Box 57 continues on next page...
Box 57 continued from previous page.

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  
  æ treated as ae
  
  œ treated as oe

Box 58. Title of author given.

- If the author’s title is given, place it at the beginning of the affiliation

  Leavitt MO (Secretary, Department of Health and Human Services, Washington, DC).

Box 59. Options for author names.

The following format is not NLM practice for citing authors of messages, but is an acceptable option:

- Full first names of authors may be given
  
  o Separate the surname from the given name or initials by a comma and a space
  
  o Follow initials with a period

  Examples:

  Takagi, Yasushi.
  
  Chiarugi, Alberto M.

Examples for Author

1. Standard citation to a message from a LISTSERV or similar discussion list

2. A message from a LISTSERV or similar list with optional full name for author

3. A message from a LISTSERV or similar list with organization as author

4. A message from a LISTSERV or similar list with e-mail address only for author

Author Affiliation for Lists (optional)

General Rules for Author Affiliation

- Begin with the department and name of the institution, followed by city and state/Canadian province/country
• Use commas to separate parts of the address
• Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
• Separate the affiliation from its author by a space
• Follow the affiliation with a comma placed outside the closing parenthesis

Specific Rules for Author Affiliation

• Abbreviations in affiliations
• E-mail address included
• Titles in affiliations
• Organizational names for affiliations not in English
• Names for cities and countries not in English
• No affiliation found

Box 60. Abbreviations in affiliations.

• Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

    **Examples:**
    
    Acad. for Academy
    Assoc. for Association
    Co. for Company
    Coll. for College
    Corp. for Corporation
    Dept. for Department
    Div. for Division
    Inst. for Institute or Institution
    Soc. for Society
    Univ. for University

    See Appendix C for more abbreviations of commonly used English words.

• Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

• Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.
Box 60 continued from previous page.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 61. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space
- Insert the e-mail address as it appears in the message
- Do not end an e-mail address with a period
- Place the e-mail address inside the closing parenthesis for the author affiliation
  
  **Example:**
  
Patrias K (Public Services Division, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov).

Box 62. Titles in affiliations.

- If the author's title is given, place it at the beginning of the affiliation
  
  Leavitt MO (Secretary, Department of Health and Human Services, Washington, DC).

Box 63. Organizational names for affiliations not in English.

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.
  
  - Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)
  
    Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France).

    Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy).

  
  **Box 63 continues on next page...**
Romanize (write in the roman alphabet) or translate organization names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania).

Translate organizational names in character-based languages (Chinese, Japanese)

Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan).

Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked.
  - Å treated as A
  - Ø treated as O
  - Ç treated as C
  - Ł treated as L
  - à treated as a
  - ģ treated as g
  - ň treated as n
  - ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters.
  - æ treated as ae
  - œ treated as oe

- Use the English form of names for cities and countries when possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.
Box 64. Names for cities and countries not in English.

• Use the English form for names of cities and countries when possible. However, the name as found on the publication may always be used.

  Moskva becomes Moscow
  Wien becomes Vienna
  Italia becomes Italy
  Espana becomes Spain

Box 65. No affiliation found.

• If no affiliation is found or the affiliation is incomplete but it can be determined from the message content or from knowledge of the writer, put the place name or other information in square brackets

  Wolf MR (University of Southern California, [Los Angeles], CA).
  Gonzales R ([Harvard Medical School, Boston, MA]).

Examples for Author Affiliation

5. A message from a LISTSERV or similar list with author affiliation

6. A message from a LISTSERV or similar list with position title for author in affiliation

7. A message from a LISTSERV or similar list with e-mail address of author included in affiliation

Title of Message for Lists (required)

General Rules for Title

• Enter the title of the subject line of a message as it appears on the screen, in the original language
• Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
• Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
• Follow non-English titles with a translation when possible; place the translation in square brackets
• End a title with a space
Specific Rules for Title

- Titles with required prefix
- Titles containing a Greek letter, chemical formula, or other special character
- Titles not in English
- Translated titles ending in punctuation other than a period

Box 66. Titles with required prefix.

- Some discussion lists require that a message title begin with a specified subject designation or a category for the type of message, often placed in all capital letters. Retain such prefixes in the title.

  KCarlson@penn.edu. GLAUCOMA: Early vs late intraocular pressure following trabeculectomy. In: OPHTHAL [Internet]. [place unknown]: Internet Ophthalmology; 2007 Apr 27 [cited 2007 May 3]. [about 2 screens].

Box 67. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a message title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

  c-jun/AP-1 activation and the antiproliferative activity of phenethyl isothiocyanate.

  p53 and its downstream proteins as molecular targets of cancer.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

  Microglial α7 nicotinic acetylcholine receptors.

  or

  Microglial alpha7 nicotinic acetylcholine receptors.

- If a title contains superscripts or subscripts than cannot be reproduced with the type fonts available, place the superscript or subscript within parentheses

  Phospholipase C/IP\textsubscript{3} pathway.

  or

  Phospholipase C/IP(3) pathway.
Box 68. Titles not in English.

- Provide the message title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  La recherche sur les embryons. In:

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

  Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh zabolovaniy: klinicheskie ocherki. In:

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

  Anrakushi to keiho. In:

  or

  [Euthanasia and criminal law]. In:

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ĝ treated as g
    - ŋ treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe

Box 68 continues on next page...
Box 68 continued from previous page.

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization
  
  Die Bedeutung der deutschen Arztevereine für das wissenschaftliche Leben. In:

- Provide an English translation after the original language or romanized title when possible; place translations in square brackets
  
  Perez-Corrazon R. Consideraciones sobre la regulacion de medicamentos vigente en la Argentina [Issues regarding the legal regulation of drugs in Argentina]. In:

Box 69. Translated titles ending in punctuation other than a period.

- Give a translation after the original or romanized title

- If a translated message title ends in another form of punctuation, keep that punctuation

- Place the translated title in the square brackets

- End title information with a period.

  Example:

  Michel D. Peut-on se fier aux statistiques fournies par les banques de données emanant du ministere de la sante? [Can we trust clinical statistics from data banks of the National Health Service (NHS)?]. In: archivistes hospitaliers [hospital archivists] (archivistes_hospitaliers@listes.univ-lyon1.fr) [Internet]. Lyon (FR): CISR; 2007 May 2 [cited 2007 May 3]. [about 3 p.]. French.

Examples for Title

8. A message from a LISTSERV or similar list with message title having a subtitle

9. A message from a LISTSERV or similar list with required subject preceding message title

10. A message from a LISTSERV or similar list with list title not in English

Connective Phrase for Lists (required)

General Rules for Connective Phrase

- Use the word "In" after the title of the message
• Follow the word with a colon and a space

**Examples for Connective Phrase**

1. Standard citation to a message from a LISTSERV or similar discussion list

**Title for Lists (required)**

**General Rules for Title**

• Enter the title of the list as it appears on screen, in the original language
• Use the capitalization and punctuation found
• Follow non-English titles with a translation when possible; place the translation in square brackets
• End the title with a space

**Specific Rules for Title**

• Titles containing special characters
• Titles not in English

**Box 70. Titles containing special characters.**

• Retain underlines and other special characters in list titles

  RC_WORLD [Internet].
  HEALTH_2_0 [Internet].

**Box 71. Titles not in English.**

• Provide the list title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  DEUTSCHE-LISTE [Internet].
  archivistes hospitaliers [Internet].

• Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

• Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

• Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

*Box 71 continues on next page...*
Box 71 continued from previous page.

- Treat letters marked with diacritics or accents as if they are not marked
  - Å treated as A
  - Ø treated as O
  - Ç treated as C
  - Ł treated as L
  - à treated as a
  - Ŕ treated as g
  - Ň treated as n
  - ũ treated as u
- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe

- Provide an English translation after the original language or romanized title when possible; place translations in square brackets
  - archivistes hospitaliers [hospital archivists] [Internet].

Examples for Title

1. Standard citation to a message from a LISTSERV or similar discussion list
10. A message from a LISTSERV or similar list with list title not in English
11. A message from a LISTSERV or similar list with optional address for list

Address for List (optional)

General Rules for Address

- Give the e-mail address for the list as provided in the message
- Use the capitalization and punctuation found
- Separate the address from the Title by a space
- Place the address in parenthesis
- Follow the address with a space
Examples for Address

11. A message from a LISTSERV or similar list with optional address for list

Content Type for Lists (optional)

General Rules for Content Type

- Use a content type to describe the format of the item being cited
- Begin type information with a left square bracket
- Enter the words "discussion list on the"
- End content type with space

Specific Rules for Content Type

- Titles not in English

Box 72. Titles not in English.

- If a translation of a list title is provided, give the translation after the original or romanized title and place it in square brackets
- Put "discussion list on the Internet" in square brackets following the translation
- End with a period

Example:

Michel D. Peut-on se fier aux statistiques fournies par les banques de données émanant du ministere de la sante? [Can we trust clinical statistics from data banks of the National Health Service (NHS)?]. In: archivistes hospitaliers [hospital archivists] [discussion list on the Internet]. Lyon (FR): CISR; 2007 May 2 [cited 2007 May 3]. [about 3 p.]. French.

Examples for Content Type

1. Standard citation to a message from a LISTSERV or similar discussion list

12. A message from a LISTSERV or similar list with optional content type

Type of Medium for Lists (required)

General Rules for Type of Medium

- Place the type of medium in square brackets following the title (and Content Type, if present)
- End with a period placed outside the closing bracket

Specific Rules for Type of Medium

- Both a content type and a type of medium
• Titles not in English

**Box 73. Both a content type and a type of medium.**

- Give the content type "discussion list" before the type of medium separated by "on the"


**Box 74. Titles not in English.**

- If a translation of a list title is provided, give the translation after the original or romanized title and place it in square brackets
- Put Internet in square brackets following the translation
- End with a period

  *Example:*

  Michel D. Peut-on se fier aux statistiques fournies par les banques de donnees emanant du ministere de la sante? [Can we trust clinical statistics from data banks of the National Health Service (NHS)?]. In: archivistes hospitaliers [hospital archivists] [Internet]. Lyon (FR): CISR; 2007 May 2 [cited 2007 May 3]. [about 3 p.]. French.

**Examples for Type of Medium**

1. Standard citation to a message from a LISTSERV or similar discussion list

12. A message from a LISTSERV or similar list with optional content type

**Place of Publication for Lists (required)**

**General Rules for Place of Publication**

- Use for place the city of the individual or organization responsible for the list
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as Cambridge (MA) and Cambridge (England)
- Use the anglicized form for a non-US city, such as Vienna for Wien
• End place information with a colon

Specific Rules for Place of Publication

• Locating the place of publication
• Non-US cities
• No place of publication can be found

Box 75. Locating the place of publication.

• Use the Web site of the list to determine place of publication and publisher
  Messages often do not contain information about the place of publication. The e-mail address for the list only reflects server location, which may or may not be the location of the list publisher. For example, the MEDLIB-L list currently resides on a server at the University of Vermont:
  
  MEDLIB-L@LIST.UVM.EDU
  
  but the list is published by the Medical Library Association in Chicago.

Box 76. Non-US cities.

• Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, if possible. However, the name as found on the publication may always be used.

• Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  Treat letters marked with diacritics or accents as if they are not marked
  
  Å treated as A
  Ø treated as O
  Ç treated as C
  Ł treated as L
  à treated as a
  Ŕ treated as g
  ņ treated as n
  ũ treated as u

Box 76 continues on next page...
Treat two or more letters printed as a unit (ligated letters) as if they are two letters

\( \text{æ treated as ae} \)

\( \text{œ treated as oe} \)

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:
  
  Montreal (QC):
  Ottawa (ON):
  Vancouver (BC):

- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.

  London:
  Rome:
  Paris:
  Madrid:
  
  but

  Malaga (Spain): or Malaga (ES):
  Basel (Switzerland): or Basel (CH):
  Oxford (England): or Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

**Box 77. No place of publication can be found.**

- If no place of publication can be found for the list but one can be reasonably inferred (e.g., Chicago as the place for a list of the American Medical Association), place the city in square brackets, such as "[Chicago]"

  [New York]: American Lung Association;
If no place of publication can be found or inferred, use [place unknown]

KCarlson@penn.edu. GLAUCOMA: Early vs late intraocular pressure following trabeculectomy. In: OPHTHAL [Internet]. [place unknown]: Internet Ophthalmology; 2007 Apr 27 [cited 2007 May 3]. [about 2 screens].

Examples for Place of Publication

13. A message from a LISTSERV or similar list with well-known place of publication

14. A message from a LISTSERV or similar list with geographic qualifier added to place of publication for clarity

15. A message from a LISTSERV or similar list with unknown place of publication

Publisher for Lists (required)

General Rules for Publisher

- The publisher is the individual or organization responsible for the list
- Record the name of the publisher as it is found on the screen, using whatever capitalization and punctuation appears
- Abbreviate well-known words in publisher names if desired
- When a division or another subsidiary part of a publisher is provided, enter the publisher name first. For example: University of Texas, Comprehensive Cancer Center.
- End publisher information with a semicolon

Specific Rules for Publisher

- Determining the publisher
- Abbreviated words in publisher names
- Non-English names for publishers
- Government agencies and other national and international bodies as publisher
- No publisher can be found

Box 78. Determining the publisher.

- Use the Web site of the list to determine the publisher

Actual messages often do not contain publishing information. The e-mail address for the list only reflects server location, which may or may not be the location of the list publisher. For example, the MEDLIB-L list currently resides on a server at the University of Vermont:
Box 78 continued from previous page.

MEDLIB-L@LIST.UVM.EDU

but the list is published by the Medical Library Association in Chicago.

Box 79. Abbreviated words in publisher names.

- Abbreviate commonly used words in publisher names, if desired

  Examples:
  
  Acad. for Academy
  Assoc. for Association
  Co. for Company
  Coll. for College
  Corp. for Corporation
  Dept. for Department
  Div. for Division
  Inst. for Institute or Institution
  Ltd. for Limited
  Soc. for Society
  Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

- Follow all abbreviated words with a period

Box 80. Non-English names for publishers.

- Give publisher names in the roman alphabet (French, Spanish, Italian, etc.) in their original language

  Rome: Societa Editrice Universo;

- Romanize names given in Cyrillic, Greek, Arabic, Hebrew, Korean

  Box 80 continues on next page...
Sofia (Bulgaria): Sofia Medizina i Fizkultura;

- Romanize names or translate names in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.
  
  Tokyo: Medikaru Rebyusha;
  
  Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute];
  
  Taiyuan (China): Shanxi ke xue ji she chu ban she;
  
  [Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized]

- If the name of a division or another part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest
  
  Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero;

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  - Treat letters marked with diacritics or accents as if they are not marked
    
    Å treated as A
    
    Ø treated as O
    
    Ç treated as C
    
    Ł treated as L
    
    à treated as a
    
    ĝ treated as g
    
    ň treated as n
    
    ü treated as u
  
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

Box 80 continues on next page...
Box 80 continued from previous page.

æ treated as ae
œ treated as oe

- Follow a non-English name with a translation, if desired. Place all translated publisher names in square brackets.
  Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press];
- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.
  Aarhus (Denmark): [Aarhus University Press];

Box 81. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)
  National Cancer Institute (US)
  National Society on Alcoholism and Drug Dependence (NZ)
  Royal Society of Medicine Press Ltd. (GB)
  Royal College of Physicians (AU), Paediatrics & Child Health Division

Box 82. No publisher can be found.

- If no publisher can be found, use [publisher unknown]

Examples for Publisher

16. A message from a LISTSERV or similar list with publisher having subsidiary division
17. A message from a LISTSERV or similar list published by a government agency

Date for Lists (required)

General Rules for Date

- Begin with the year the message was sent
- Include the month and day after the year, such as 2007 Apr 30
• Use English names for months and abbreviate them to the first three letters
• End date information with a space

**Specific Rules for Date**

• Time of the message included
• Formats for dates
• Non-English names for months
• Optional date location

**Box 83. Time of the message included.**

• Follow the date of the message with a comma and a space
• Give the time in the format hour:minutes using 12-hour time, such as 10:15, and a space
• Enter the time as AM or PM
• End with a space

*Example:*


**Box 84. Formats for dates.**

• Dates in US messages usually appear in the format month day year. For example: 5/1/2007 or April 23, 2007.
• Dates in other countries may appear in a variety of formats
  
  2004/12/02
  30.07.2004
  2004-10-02
  14 June 2004
  15/06/2005

• Enter the year first, then the month and the day, regardless of the format found

  5/1/2007  becomes  2007 May 1
  2004/12/02  becomes  2004 Dec 2

*Box 84 continues on next page...*
Box 84 continued from previous page.

- 30.07.2004 becomes 2004 Jul 30
- 2004-10-02 becomes 2004 Oct 2
- 14 June 2004 becomes 2004 Jun 14
- 15/06/2005 becomes 2005 Jun 15

- Translate names of months into English and abbreviate them using the first three letters
  - mayo = May
  - luty = Feb
  - brezen = Mar

Example:

22 Marz 2002 becomes 2002 Mar 22

Box 85. Non-English names for months.

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them

Examples:

- mayo = May
- luty = Feb
- brezen = Mar

Box 86. Optional date location.

It is not NLM policy, but the following is an acceptable option:

The date for the message may follow the author name in the list of references when the name-year system of in-text references is used.

- Use the complete date of the communication
- Place the date after the author and any author affiliation, followed by a period
- Keep the date of citation in its standard place

Box 86 continues on next page...
Box 86 continued from previous page.

**NLM citation:**


**Name-year system of citation:**


**Examples for Date**

1. Standard citation to a message from a LISTSERV or similar discussion list

18. A message from a LISTSERV or similar list with time included in date

**Date of Citation for Lists (required)**

**General Rules for Date of Citation**

- Give the date the message was first seen
- Include the year month and day in that order, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- Place citation date information in square brackets
- End date information with a period placed outside the closing bracket

**Examples for Date of Citation**

1. Standard citation to a message from a LISTSERV or similar discussion list

**Extent (Pagination) for Lists (optional)**

**General Rules for Extent (Pagination)**

- Give extent as the total number of screens, paragraphs, lines, or bytes, whichever is most practical
- Precede the total with the word "about" for all except the number of paragraphs and place it in square brackets, as [about 5 screens]
- If the message is printed out, precede the page total with the word "about" and place it in square brackets, as [about 3 p.]
- End extent information with a period placed outside the closing bracket
Specific Rules for Extent (Pagination)

- Messages containing an attachment

**Box 87. Messages containing an attachment.**

If the message contains an attachment in the form of a file or a video, videocast, or podcast:

- Begin with the phrase "Accompanied by" followed by a colon and a space
- Give the number and type of items
  
  2 Word files  
  1 PowerPoint file  
  1 videocast  
- Follow the number and type with a comma and the extent of the attachment, if desired
  
  Accompanied by: 1 GIF file, 20KB.  
  Accompanied by: 1 PDF file, 5 p.  
  Accompanied by: 1 videocast, 3 min.
- End with a period
- Place accompanying information after the date of citation and any extent provided

*Example:*


Examples for Extent (Pagination)

19. A message from a LISTSERV or similar list with extent provided

20. A message from a LISTSERV or similar list with accompanying file

Availability for Lists (optional)

General Rules for Availability

- If the message is archived by the mail server, the access address of the archive may be provided
- Begin with the phrase "Available from" followed by a colon and a space
• Insert the entire Uniform Resource Locator (URL); do not omit FTP, http://, www, or other beginning components
• End with a period only if the URL ends with a slash, otherwise end with no punctuation

Specific Rules for Availability

• Breaking long URLs
• URLs not directly addressable

Box 88. Breaking long URLs.

Some URLs (Uniform Resource Locators) are longer than one line.

• Retain the entire string as found when possible
• Break a URL at a slash if necessary
• Do not insert a hyphen or a hard line break within a URL

Box 89. URLs not directly addressable.

The URL as displayed may not always be used to retrieve the message, i.e., it is not directly addressable.

• Always check to see if the URL is directly addressable
• If it is not, provide instructions for locating it from the closest addressable URL

Example:


Examples for Availability

21. A message from a LISTSERV or similar list with archive URL provided

22. A message from a LISTSERV or similar list with archive not directly addressable

Language for Lists (required)

General Rules for Language

• Give the language of the message if not English
• Capitalize the language name
• Follow the language name with a period
Examples for Language

10. A message from a LISTSERV or similar list with list title not in English

Notes for Lists (optional)

General Rules for Notes

• Notes is a collective term for information given after the citation itself
• Complete sentences are not required
• Be brief

Specific Rules for Notes

• Message containing an attachment
• System requirements
• Other types of material to include in notes

Box 90. Messages containing an attachment.

If the message contains an attachment in the form of a file or a video, videocast, or podcast:

• Begin with the phrase "Accompanied by" followed by a colon and a space
• Give the number and type of items
  
  2 Word files
  1 PowerPoint file
  1 videocast
• Follow the number and type with a comma and the extent of the attachment, if desired
  
  Accompanied by: 1 GIF file, 20KB.
  Accompanied by: 1 PDF file, 5 p.
  Accompanied by: 1 videocast, 3 min.
• End with a period
• Place accompanying information after the date of citation and any extent provided

Example:


Box 90 continues on next page...
Box 90 continued from previous page.


Box 91. System requirements.

System requirements describe the software and hardware needed to view the message and/or its attachments.

- Begin with the phrase "System Requirements" followed by a colon and a space
- Use the wording supplied by the author; no standardization is needed
- Separate the types of information by a semicolon and a space
- End requirement information with a period

Example:

System Requirements: Internet Explorer version 4 or greater; Adobe Reader 7.0.

Box 92. Other types of material to include in notes.

Notes is a collective term for any type of information given after the citation itself. Examples include:

- Any restrictions on use of the archived message
  
  Messages are restricted to members and may not be shared without written permission of the author of the message.

- Explanatory information on the content of the message
  

  Davis BF. Albuterol versus levalbuterol for treatment of acute asthma. In: RC_WORLD [Internet]. Indianapolis (IN): IUPUI; 2007 May 2 [cited 2007 Sep 17]. [5 paragraphs]. IUPUI is Indiana University-Purdue University Indianapolis.

Examples for Notes

20. A message from a LISTSERV or similar list with accompanying file
23. A message from a LISTSERV or similar list with a note

Examples of Citations to LISTSERVs and Similar Discussion Lists

Note: The examples below are derived from actual lists, but the names and other components have been changed in most cases to preserve privacy.

1. Standard citation to a message from a LISTSERV or similar discussion list


with optional content type


2. A message from a LISTSERV or similar list with optional full name for author


3. A message from a LISTSERV or similar list with organization as author


4. A message from a LISTSERV or similar list with e-mail address only for author


5. A message from a LISTSERV or similar list with author affiliation


6. A message from a LISTSERV or similar list with position title for author in affiliation

Slack HT (Clinical Administrator, TMD and Orofacial Pain Clinic, College of Dentistry, University of Nebraska Medical Center, Lincoln, NE). Orthodontics for TMD therapy. In: OANDP-L [Internet]. Gainesville (FL): O & P digital Technologies; 2007 Apr 20 [cited 2007 Apr 22]. [about 4 screens].

7. A message from a LISTSERV or similar list with e-mail address of author included in affiliation


8. A message from a LISTSERV or similar list with message title having a subtitle


9. A message from a LISTSERV or similar list with required subject preceding message title

KCarlson@penn.edu. GLAUCOMA: Early vs late intraocular pressure following trabeculectomy. In: OPHTHAL [Internet]. [place unknown]: Internet Ophthalmology; 2007 Apr 27 [cited 2007 May 3]. [about 2 screens].

10. A message from a LISTSERV or similar list with list title not in English


with translation included

Michel D. Peut-on se fier aux statistiques fournies par les banques de données émanant du ministère de la santé? [Could we trust clinical statistics from data banks of the National Health Service (NHS)?]. In: archivistes hospitaliers [hospital archivists] [Internet]. Lyon (FR): CISR; 2007 May 2 [cited 2007 May 3]. [about 3 p.]. French.
11. A message from a LISTSERV or similar list with optional address for list

Davis BF. Albuterol versus levalbuterol for treatment of acute asthma. In: RC_WORLD (LISTSERV@LISTSERV.iupui.edu) [Internet]. Indianapolis (IN): IUPUI; 2007 May 2 [cited 2007 Sep 17]. [5 paragraphs].

Blake M. Summary: librarian handbooks and guidelines. In: MEDLIB-L (MEDLIB-L@LISTSERV.BUFFALO.EDU) [Internet]. Chicago: Medical Library Association; 2007 Apr 27 [cited 2007 Apr 28]. [about 2 screens].

Michel D. Peut-on se fier aux statistiques fournies par les banques de donnees emanant du ministere de la sante? [Could we trust clinical statistics from data banks of the National Health Service (NHS)?]. In: archivistes hospitaliers [hospital archivists] (archivistes_hospitaliers@listes.univ-lyon1.fr) [Internet]. Lyon (FR): CISR; 2007 May 2 [cited 2007 May 3]. [about 3 p.]. French.

12. A message from a LISTSERV or similar list with optional content type


13. A message from a LISTSERV or similar list with well-known place of publication


14. A message from a LISTSERV or similar list with geographic qualifier added to place of publication for clarity


15. A message from a LISTSERV or similar list with unknown place of publication

KCarlson@penn.edu. GLAUCOMA: Early vs late intraocular pressure following trabeculectomy. In: OPHTHAL [Internet]. [place unknown]: Internet Ophthalmology; 2007 Apr 27 [cited 2007 May 3]. [about 2 screens].
16. A message from a LISTSERV or similar list with publisher having subsidiary division


17. A message from a LISTSERV or similar list published by a government agency


18. A message from a LISTSERV or similar list with time included in date


19. A message from a LISTSERV or similar list with extent provided

Davis BF. Albuterol versus levalbuterol for treatment of acute asthma. In: RC_WORLD [Internet]. Indianapolis (IN): IUPUI; 2007 May 2 [cited 2007 Sep 17]. [5 paragraphs].


20. A message from a LISTSERV or similar list with accompanying file

21. A message from a LISTSERV or similar list with archive URL provided


22. A message from a LISTSERV or similar list with archive not directly addressable


23. A message from a LISTSERV or similar list with a note


Davis BF. Albuterol versus levalbuterol for treatment of acute asthma. In: RC_WORLD [Internet]. Indianapolis (IN): IUPUI; 2007 May 2 [cited 2007 Sep 17]. [5 paragraphs]. IUPUI is Indiana University-Purdue University Indianapolis.

24. Entire LISTSERV or similar list


C. Sample Citation and Introduction to Citing Blogs

The general format for a reference to a blog on the Internet, including punctuation:
The general format for a reference to a contribution to a blog, when the contribution is written by someone other than the blog owner, including punctuation:

Examples of Citations to Blogs

Blog is a contraction of Web log. A blog is a publicly available Web site that serves as a personal journal or sounding board for an individual or as an information tool for an organization. The blog owner posts messages and invites comments from readers. Entries or messages are displayed in reverse chronological order and the site is usually updated daily.

In citing a blog, note that:

- The word blog may or may not be a part of the title. If it is not, using the content type "blog" is strongly recommended.
- Many blogs are self-published, with the author and the publisher the same individual.
- Place of publication may be absent. Use the author's city as the place if one is not provided.
- Blogs often omit giving the date the blog began. If no beginning date is found, use the date of the earliest message posted (usually found under Archive) and place it in square brackets.
Many blogs have new content added daily or very frequently. A date of update/revision is therefore not useful and is omitted from a citation.

Look at the opening screen(s), the bottom or closing screens, sidebar, and the source code (viewable through the Web browser), in that order, for authoritative information to use in citing a blog.

**Contributions to a Blog**

To cite an entire blog, use the instructions below. To cite a part of, or a contribution to a blog, examples are provided. For more details, combine the instructions in this chapter with those in Chapter 24B Parts of Databases on the Internet if the item was posted by the blog owner or in Chapter 24C Contributions to Databases on the Internet if the item was written by someone other than the blog owner. See examples 29-30.

Be aware that the message content of many blogs is not moderated. Many blogs also post articles or other documents that were initially published elsewhere. Do not cite these as contributions to a blog. Locate the original and cite that item.

Messages posted to discussion lists like a blog are considered a form of personal communication and are not often accepted by editors or others for inclusion in a reference list. Most authorities recommend placing references to such communications within the running text, not as formal end references. The nature and source of the cited information should be identified by an appropriate statement. Place the source information in parentheses, using a term or terms to indicate that the citation is not represented in the reference list. For example:

…and many nurses involved with such cases (Mar 22, 2007 posting by RS Grant to Nurse Studio Blog; unreferenced, see "Notes") report…

When a reference to a blog posting is included in a reference list, the author must provide written permission to the publisher from the cited person (if living) or from the cited organization. The permission should be a statement in an "Acknowledgments" or a "Notes" section that follows the text of an article or is placed at the end of a book’s main text. Such statements may include additional details, such as the reason for the posting.

It is highly recommended that any message being considered for future citation be saved to disk or in print because blogs may not save or archive messages for retrieval or may withdraw individual messages.

Continue to Citation Rules with Examples for Blogs

Continue to Examples of Citations to Blogs
Citation Rules with Examples for Blogs

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author/Editor (R) | Author Affiliation (O) | Title (R) | Content Type (O) | Type of Medium (R) | Editor and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Date of Citation (R) | Availability (R) | Language (R) | Notes (O)

Author/Editor for Blogs (required)

General Rules for Author/Editor

- List names in the order they appear on the opening screens
- Enter surname (family or last name) first for each author/editor
- Capitalize surnames and enter spaces within surnames as they appear on the assumption that the author approved the form used. For example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all authors/editors, regardless of the number
- Separate author/editor names from each other by a comma and a space
- If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors; see Editor and other Secondary Authors below if there are authors and editors
- End author/editor information with a period

Specific Rules for Author/Editor

- Determining the author
- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Non-English words for editor
- Organizations as author
- No author can be found
- Options for author names
Box 93. Determining the author.

- Look first for the author at the top, bottom, or sidebar of the opening screen(s) of the blog
- Try links such as "About", "Contact", and "My Profile" to find the author
- Look at the messages posted by the blog owner
- Do not assume that an individual named as Web master or Web designer is the author; he or she most probably is not
- Do not assume that an individual named in association with a copyright statement, such as "copyright 1997 by John A. Smith" is the author
- If the only personal name given in a site is associated with a copyright statement, use that name as the publisher

Box 94. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames
  
  Estelle Palmer-Canton  becomes  Palmer-Canton E
  
  Ahmed El-Assmy  becomes  El-Assmy A

- Keep particles, such as O’, D’, and L’
  
  Alan D. O’Brien  becomes  O’Brien AD
  
  James O. L’Esperance  becomes  L’Esperance JO
  
  U. S’adeh  becomes  S’adeh U

- Omit all other punctuation in surnames
  
  Charles A. St. James  becomes  St James CA

Box 95. Other surname rules.

- Keep prefixes in surnames
  
  Lama Al Bassit  becomes  Al Bassit L
  
  Jiddeke M. van de Kamp  becomes  van de Kamp JM
  
  Gerard de Pouvourville  becomes  de Pouvourville G

- Keep compound surnames even if no hyphen appears
  
  Sergio Lopez Moreno  becomes  Lopez Moreno S
  
  Jaime Mier y Teran  becomes  Mier y Teran J

Box 95 continues on next page...
Virginie Halley des Fontaines  becomes  Halley des Fontaines V

[If you cannot determine whether a surname is compound or a combination of a middle name and a surname, look elsewhere in the site for clarification such as an "About" or "My Profile" link. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as  A
    - Ø treated as  O
    - Ç treated as  C
    - Ł treated as  L
    - à treated as  a
    - â treated as  g
    - ě treated as  n
    - ü treated as  u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as  ae
    - œ treated as  oe

Box 95 continued from previous page.

Box 96. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names
  
  Jean-Louis Lagrot  becomes  Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle
  
  D’Arcy Hart  becomes  Hart D
  
  W. St. John Patterson  becomes  Patterson WS

Box 96 continues on next page...
De la Broquerie Fortier becomes Fortier D
Craig McC. Brooks becomes Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.
  
  Ch. Wunderly becomes Wunderly C
  C. Fr. Erdman becomes Erdman CF

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter
  
  Iu. A. Iakontov becomes Iakontov IuA
  G. Th. Tsakalos becomes Tsakalos GTh

Box 97. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name
  
  James A. Reed, M.D., F.R.C.S. becomes Reed JA
  Kristine Schmidt, Ph.D. becomes Schmidt K
  Robert V. Lang, Major, US Army becomes Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name
  
  Sir Frances Hildebrand becomes Hildebrand F
  Dr. Jane Eberhard becomes Eberhard J
  Captain R.C. Williams becomes Williams RC

Box 98. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation

- Convert roman numerals to arabic ordinals
  
  Examples:
  
  Vincent T. DeVita, Jr. becomes DeVita VT Jr
Box 98 continued from previous page.

James G. Jones II  becomes  Jones JG 2nd
John A. Adams III  becomes  Adams JA 3rd
Henry B. Cooper IV  becomes  Cooper HB 4th

Box 99. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the ALA-LC Romanization Tables.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter
  
  Iu. A. Iakontov  becomes  Iakontov IuA

  Georgios Th. Tsakalos  becomes  Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  ◦ Treat letters marked with diacritics or accents as if they are not marked
    
    Å  treated as  A
    Ø  treated as  O
    Ç  treated as  C
    Ł  treated as  L
    à  treated as  a
    ţ  treated as  g
    ň  treated as  n
    ü  treated as  u

  ◦ Treat two or more letters printed as a unit (ligated letters) as if they are two letters

Box 99 continues on next page...
Box 99 continued from previous page.

æ treated as ae
œ treated as oe

Box 100. Non-English words for editor.

- Translate the word found for editor into English when possible. However, the wording found on the publication may always be used.
- To assist in identifying editors, below is a brief list of non-English words for editor:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
</tr>
<tr>
<td></td>
<td>editeur</td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
</tr>
<tr>
<td></td>
<td>editore</td>
</tr>
<tr>
<td>Russian</td>
<td>redaktor</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
</tr>
<tr>
<td></td>
<td>editor</td>
</tr>
</tbody>
</table>

Box 101. Organization as author.

An organization such as a university, society, association, corporation, or government body may be an author.

- Omit "The" preceding an organizational name

  The American Cancer Society becomes American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

  American Medical Association, Committee on Ethics.

  International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

Box 101 continues on next page...
American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)
  
  National Academy of Sciences (US).
  
  Royal Marsden Hospital (GB).

- For names of organizations in languages other than English:
  
  - Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Follow a non-English name with a translation when possible. Place all translations in square brackets.
    
    Istituto di Fisiologia Clinica del CNR.
    
    Universitatsmedizin Berlin.
    
    Nordisk Anaesthesiologisk Forening [Scandinavian Society of Anaesthesiologists].
  
  - Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables. Follow a non-English name with a translation when possible. Place all translations in square brackets.
    
    Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].
    
    or
    
    [Russian Respiratory Society].
  
  - Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.
    
    [Chinese Medical Society].
  
  - Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
Box 101 continued from previous page.

- Treat letters marked with diacritics or accents as if they are not marked
  - Å treated as A
  - Ø treated as O
  - Ç treated as C
  - Ł treated as L
  - à treated as a
  - ġ treated as g
  - ņ treated as n
  - ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ treated as ae
  - œ treated as oe

Box 102. No author can be found.

- If no person or organization can be found as the author but editors are present, begin the reference with the names of the editors. Follow the same rules used for author names, but end the list of names with a comma and editor or editors.


- If no person or organization can be identified as the author and no editors are given, begin the reference with the title of the blog. Do not use anonymous.


Box 103. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options.

Box 103 continues on next page...
Box 103 continued from previous page.

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.
  
  Takagi, Yasushi; Chiarugi, Alberto M.  
  Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."
  
  Adler DG, Baron TH, Davila RE, and others.

Examples for Author/Editor

1. Standard citation to a blog
2. Blog with an individual(s) as author
3. Blog with optional full names for authors/editors
4. Blog with only first name provided for author
5. Blog with only blog name provided for author
6. Blog with an organization as author
7. Blog with editors where there is no author
8. Blog with no authors
9. Part of a blog on the Internet from the blog owner
10. Contribution to a blog on the Internet by someone other than the blog owner

Author Affiliation for Blogs (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
Follow the affiliation with a comma placed outside the closing parenthesis, unless the affiliation is for the last author, then use a period.

**Specific Rules for Author Affiliation**

- Abbreviations in affiliations
- E-mail address included
- Titles in affiliations
- Organizational names for affiliations not in English
- Names for cities and countries not in English
- No affiliation found

### Box 104. Abbreviations in affiliations.

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

  *Examples:*

  - Acad. for Academy
  - Assoc. for Association
  - Co. for Company
  - Coll. for College
  - Corp. for Corporation
  - Dept. for Department
  - Div. for Division
  - Inst. for Institute or Institution
  - Soc. for Society
  - Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.
**Box 105. E-mail address included.**

- Follow the US state, Canadian province, or country of the author with a period and a space
- Insert the e-mail address as it appears in the message
- Do not end an e-mail address with a period
- Place the e-mail address inside the closing parenthesis for the author affiliation

*Example:*

Patrias K (Public Services Division, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov).

**Box 106. Titles in affiliations.**

- If the author’s title is given, place it at the beginning of the affiliation if desired

*Leavitt MO (Secretary, Department of Health and Human Services, Washington, DC).*

**Box 107. Organizational names for affiliations not in English.**

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

*Carpentier AF. (Service de Neurologie, Hopital de la Salpetriere, Paris, France).*

*Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy).*

- Romanize (write in the roman alphabet) or translate organization names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

*Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania).*

*Box 107 continues on next page...*
Box 107 continued from previous page.

- Translate organizational names in character-based languages (Chinese, Japanese)

  Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan).

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    \[ \begin{align*}
    Æ & \quad \text{treated as} \quad A \\
    Ø & \quad \text{treated as} \quad O \\
    Ç & \quad \text{treated as} \quad C \\
    Ł & \quad \text{treated as} \quad L \\
    à & \quad \text{treated as} \quad a \\
    ġ & \quad \text{treated as} \quad g \\
    ň & \quad \text{treated as} \quad n \\
    ü & \quad \text{treated as} \quad u \\
    \end{align*} \]

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    \[ \begin{align*}
    æ & \quad \text{treated as} \quad ae \\
    œ & \quad \text{treated as} \quad oe \\
    \end{align*} \]

- Use the English form of names for cities and countries when possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 108. Names for cities and countries not in English.

- Use the English form for names of cities and countries when possible. However, the name as found on the publication may always be used.

  Moskva becomes Moscow
  Wien becomes Vienna
  Italia becomes Italy

Box 108 continues on next page...
Espana becomes Spain

Box 109. No affiliation found.

- If no affiliation is found or the affiliation is incomplete but it can be determined from the message content or from knowledge of the writer, put the place name or other information in square brackets

  Wolf MR (University of Southern California, [Los Angeles], CA).

  Gonzales R ([Harvard Medical School, Boston, MA]).

Examples for Author Affiliation

9. Blog with author affiliation

Title for Blogs (required)

General Rules for Title

- Reproduce the title of a blog as closely as possible to the wording that appears on the screen, duplicating capitalization, spacing, and punctuation
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a space

Specific Rules for Title

- Determining the title
- Titles not in English
- Titles in more than one language
- Titles ending in punctuation other than a period
- Titles containing a Greek letter, chemical formula, or another special character

Box 110. Determining the title.

Some blogs do not clearly state the title. Use the following sources in the order given:

- Look for the most prominent (usually the largest) wording on the opening screen
- Use the "About" or similar link
- Look at the title bar of the Web browser (generally in the top left corner)
- Look for the title in the source code of the blog if it is displayed by the Web browser

Box 110 continues on next page...
Box 110 continued from previous page.

Box 111. Titles not in English.

- Provide the title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)


- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

  Endotoksikoza Blog [Internet].

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

  Chokaku shogai [blog on the Internet].

  or

  [Hearing impairments] [blog on the Internet].

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å  treated as  A
    Ø  treated as  O
    Ç  treated as  C
    L  treated as  L
    à  treated as  a
    ţ  treated as  g
    ň  treated as  n
    ü  treated as  u

Box 111 continues on next page...
Box 111 continued from previous page.

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  
  Æ treated as ae
  
  œ treated as oe
- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization
- Provide an English translation after the original language or romanized title when possible; place translations in square brackets


Box 112. Titles in more than one language.

- If a blog is written in several languages:
  
  ◦ Give the title in the first language found on the opening screens
  ◦ List all languages of publication after the availability statement
  ◦ Separate the languages by commas
  ◦ End the list of languages with a period

- If a blog has equal text in two or more languages, as may occur on Canadian sites:
  
  ◦ Give all titles in the order in which they are found on the opening screens
  ◦ Place an equals sign with a space on either side between each title
  ◦ List the languages, separated by commas, after the availability statement
  ◦ End the list of languages with a period

  Example:

  Kikanshi kunai choonpa dansoho = Endobronchial ultrasonography
  [blog on the Internet]

Box 113. Titles ending in punctuation other than a period.

- Most titles end in a period. Place [Internet] inside period.

Box 113 continues on next page...
Box 113 continued from previous page.


• If a title ends in another form of punctuation, keep that punctuation and follow [Internet] with a period


Box 114. Titles containing a Greek letter or another special character.

• Reproduce the title of a blog as closely as possible to the wording that appears on the screen, duplicating capitalization, spacing, and punctuation

  eHealth: a blog devoted to ehealth and healthcare information technology [Internet].

  PHARMALOT

  A*L*S Blog

  Emergiblog

• If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

  β-Amino Acids

  may become

  beta-Amino Acids

• If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

  TiO₂ Nanoparticles

  may become

  TiO(2) Nanoparticles

Examples for Title

10. Blog title with a subtitle

11. Blog title with upper/lowercase letters, special characters
12. Blog with title ending in punctuation other than a period
13. Blog in a language other than English

**Content Type for Blogs (optional)**

**General Rules for Content Type**

- Use a content type to alert the user that the reference is to a blog, not to a standard book or Web site
- Begin type information with a left square bracket
- Enter the words "blog on"
- End the content type with space

**Specific Rules for Content Type**

- Titles ending in punctuation other than a period
- Titles not in English

**Box 115. Titles ending in punctuation other than a period.**

- Most titles end in a period. Place the closing period after the content type and type of medium.


- If a title ends in another form of punctuation, keep that punctuation. Place the content type and type of medium in square brackets after the title and end title information with a period.


**Box 116. Titles not in English.**

- If a translation of a title is provided, put the translation in square brackets
- Place the content type and type of medium in square brackets after the translation

  Endotoksikoza [Endotoxicosis] [blog on the Internet].

**Examples for Content Type**

1. Standard citation to a blog
14. Blog published with content type given

**Type of Medium for Blogs (required)**

**General Rules for Type of Medium**

- Place the word "Internet" in square brackets after the title (and Content Type, if present)
- End with a period, placed outside the closing bracket
- Add location information (the URL, etc.) according to the instructions under Availability below

**Specific Rules for Type of Medium**

- Both a content type and a type of medium
- Titles ending in punctuation other than a period
- Titles not in English

**Box 117. Both a content type and a type of medium.**

- Give the content type (blog) and the phrase "on the" before the type of medium (Internet) in one set of square brackets.
  

**Box 118. Titles ending in punctuation other than a period.**

- Most titles end in a period. Place [Internet] before the period.
  

- If a title ends in another form of punctuation, keep that punctuation and follow [Internet] with a period
  

**Box 119. Titles not in English.**

- If a translation of a title is provided, give the translation in square brackets after the original language or romanized title

*Box 119 continues on next page...*
Box 119 continued from previous page.

- Place Internet in square brackets following the translation
- End with a period

Example:


Examples for Type of Medium

1. Standard citation to a blog

14. Blog published with content type given

Editor and other Secondary Authors for Blogs (optional)

General Rules for Editor and other Secondary Authors

- A secondary author modifies the work of the author. Examples include editors, translators, and producers.
- Place the names of secondary authors after the Type of Medium
- Use the same rules for the format of names given in Author/Editor above
- Follow the last named editor with a comma and the word editor or editors; the last named illustrator with a comma and the word illustrator or illustrators, etc.
- End secondary author information with a period
- If there is no author, move secondary authors such as editors and translators to the author position in the reference

Specific Rules for Editor and other Secondary Authors

- More than one type of secondary author
- Secondary author performing more than one role
- Non-English names for secondary authors
- Organization as editor or other secondary author

Box 120. More than one type of secondary author.

A blog may have several types of secondary author.

- List all of them in the order they are given on the opening screens
- Separate each type of secondary author with the accompanying role by a semicolon

Box 120 continues on next page...
Box 120 continued from previous page.

- End secondary author information with a period

  Examples:

  Smith BC, editor; Carson HT, illustrator.

  Graber AF, Longstreet RG, editors; Johnson CT, Marks C, Huston MA, illustrators.

Box 121. Secondary author performing more than one role.

If the same secondary author performs more than one role:

- List all of them in the order they are given in the publication
- Separate the roles by "and"
- End secondary author information with a period

  Example:

  Jones AB, editor and illustrator.

Box 122. Non-English names for secondary authors.

- Translate the word found for editor, translator, illustrator, or other secondary author into English if possible. However, the wording found on the publication may always be used.

- If not translated, ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked

    Á  treated as  A
    Ø  treated as  O
    Ç  treated as  C
    Ł  treated as  L
    à  treated as  a
    ţ  treated as  g

Box 122 continues on next page...
Box 122 continued from previous page.

- Treated as:
  - ñ treated as n
  - ü treated as u
  - æ treated as ae
  - œ treated as oe

- Below is a brief list of non-English words for secondary authors:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Moderator</th>
<th>Word for Editor</th>
<th>Word for Translator</th>
<th>Word for Producer</th>
<th>Word for Illustrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>animateur</td>
<td>redacteur</td>
<td>traducteur</td>
<td>producteur</td>
<td>illustrateur</td>
</tr>
<tr>
<td></td>
<td>moderator</td>
<td>editeur</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>German</td>
<td>diskussionsleiter</td>
<td>redakteur</td>
<td>übersetzer</td>
<td>produzent</td>
<td>illustrator</td>
</tr>
<tr>
<td></td>
<td>koodinator</td>
<td>herausgeber</td>
<td>dolmetscher</td>
<td>produzentin</td>
<td></td>
</tr>
<tr>
<td></td>
<td>moderator</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>moderatore</td>
<td>redattore</td>
<td>tradutore</td>
<td>produtture</td>
<td>disegnatore</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>editore</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td>arbitr</td>
<td>redaktor</td>
<td>perevodchik</td>
<td>rezhisser</td>
<td>konstruktor</td>
</tr>
<tr>
<td></td>
<td>posryedneek</td>
<td>izdatel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>moderador</td>
<td>redactor</td>
<td>traductor</td>
<td>productor</td>
<td>ilustrador</td>
</tr>
<tr>
<td></td>
<td>editor</td>
<td></td>
<td></td>
<td></td>
<td>productora</td>
</tr>
</tbody>
</table>

Box 123. Organization as editor or other secondary author.

An organization may be listed as an editor or other secondary author.

- Follow the instructions for entering the organizational name found under Organizations as author

- Place a comma, space, and the word editor, producer, or other role after the organization name

  Advisory Committee on Existing Chemicals of Environmental Relevance, editor.

Box 123 continues on next page...
Box 123 continued from previous page.

- Separate multiple organizations by a semicolon
  
  International Kidney Society; European Renal Organization, curators.

Examples for Editor and other Secondary Authors

15. Blog with secondary authors

Place of Publication for Blogs (required)

General Rules for Place of Publication

- Use for place of publication the city where the blog is published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code, when citing lesser known cities or when cities in different locations have the same name, such as Cambridge (MA) and Cambridge (England)
- Use the anglicized form for a non-US city, such as Vienna for Wien
- End place information with a colon

Specific Rules for Place of Publication

- Locating the place of publication
- Non-US cities
- No place of publication can be found

Box 124. Locating the place of publication.

- Look at the top, bottom, or sidebar of the opening screens
- If it is not in one of these locations, try to obtain it from a link within the site, usually a "contact us", "about", or similar link
- Look in the source code for the blog if it is displayed by the Web browser
- If the blog is self-published, look for "My Profile" and similar links to determine the location of the author and use that location as the place of publication
- If the place cannot be determined from the site itself:

Box 124 continues on next page...
Box 124 continued from previous page.

- Place the name in square brackets if the city can be reasonably inferred. For example, Chicago as the place of publication of a blog issued by the American Medical Association.


- Put the words "place unknown" in square brackets if it is not possible to infer or otherwise locate the city


Box 125. Non-US cities.

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, when possible. However, the name as found on the publication may always be used.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked
    
    Å treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a
    ţ treated as g
    ť treated as n
    ü treated as u

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

Box 125 continues on next page...
Box 125 continued from previous page.

- æ treated as ae
- œ treated as oe

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:
  - Montreal (QC):
  - Ottawa (ON):
  - Vancouver (BC):

- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.
  - London:
  - Rome:
  - Paris:
  - Madrid:
    - but
  - Malaga (Spain): or Malaga (ES):
  - Basel (Switzerland): or Basel (CH):
  - Oxford (England): or Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

Box 126. No place of publication can be found.

- If no place of publication can be found on the opening screens or elsewhere on the blog site but the place can be reasonably inferred (e.g., Chicago as the place for a blog of the American Medical Association), place the city in square brackets, such as "[Chicago]"


Box 126 continues on next page...
Box 126 continued from previous page.

- If the blog is self-published, use the location of the author as the place of publication


- If no place of publication can be found or inferred, use [place unknown]


Examples for Place of Publication

16. Blog with well known place of publication

17. Blog with geographic qualifier added to place of publication for clarity

18. Blog with place of publication inferred

19. Blog with unknown place of publication

Publisher for Blogs (required)

General Rules for Publisher

- Use for publisher the individual or organization issuing the blog
- Record the name of the publisher as it is found on the title page or opening screens, using whatever capitalization and punctuation appears
- When a division or another subsidiary part of a publisher appears in the publication, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a period

Specific Rules for Publisher

- Determining the publisher
- Abbreviated words in publisher names
- Non-English names for publishers
- Government agencies and other national and international bodies as publisher
- No publisher can be found

Box 127. Determining the publisher.

- Look at the top, bottom, or sidebar of the opening screens

Box 127 continues on next page...
Box 127 continued from previous page.

- Look for the name after a copyright statement, e.g., copyright 2006 by the American Chemical Society or © John Jones

- Try to obtain it from a link within the site, usually under a "contact us", "history", or similar link

- Look in the source code for the blog if it is displayed by the Web browser

- If the blog is self-published:
  - use the full author's name as the publisher
  - if the full author's name cannot be obtained from the site but can be located elsewhere, place the name in square brackets

- If no publisher can be identified, use "publisher unknown" in square brackets

Box 128. Abbreviated words in publisher names.

- Abbreviate commonly used words in publisher names, if desired

  Examples:
  
  Acad. for Academy
  Assoc. for Association
  Co. for Company
  Coll. for College
  Corp. for Corporation
  Dept. for Department

Box 128 continues on next page...
Box 128 continued from previous page.

- Div. for Division
- Inst. for Institute or Institution
- Ltd. for Limited
- Soc. for Society
- Univ. for University

See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.
- Follow all abbreviated words with a period

Box 129. Non-English names for publishers.

- Give publisher names in the roman alphabet (French, Spanish, Italian, etc.) in their original language
  - Rome: Societa Editrice Universo
  - Lisbon: Imprensa Medica

- Romanize names in Cyrillic, Greek, Arabic, Hebrew, Korean
  - Sofia (Bulgaria): Sofia Medizina i Fizkultura

- Romanize names or translate names in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.
  - Tokyo: Medikaru Rebyusha
  - Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute]
  - Taiyuan (China): Shanxi ke xue ji she chu ban she

- If the name of a division of other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest
  - Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero

Box 129 continues on next page...
Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked:
  - Å treated as A
  - Ø treated as O
  - Ç treated as C
  - Ł treated as L
  - à treated as a
  - ĝ treated as g
  - ň treated as n
  - ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters:
  - æ treated as ae
  - œ treated as oe

- If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.

  Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press]

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.

  Aarhus (Denmark): [Aarhus University Press]

**Box 130. Government agencies and other national and international bodies as publisher.**

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

*Box 130 continues on next page...*
Box 130 continued from previous page.

National Cancer Institute (US)
National Society on Alcoholism and Drug Dependence (NZ)
Royal Society of Medicine Press Ltd. (GB)
Royal College of Physicians (AU), Paediatrics & Child Health Division

Box 131. No publisher can be found.

- If the blog is self-published:
  - use the full author’s name as the publisher
    
  - if the full author’s name cannot be obtained from the site but can be located elsewhere, place the name in square brackets
    

- If no publisher can be identified, use "publisher unknown" in square brackets


Examples for Publisher

20. Blog with publisher having subsidiary division
21. Blog with government agency or other national body as publisher
22. Blog with publisher inferred
23. Blog with unknown publisher

Date of Publication for Blogs (required)

General Rules for Date of Publication

- Give the beginning date, i.e., the date the blog was created
- Always give the year
- Convert roman numerals to arabic numbers. For example: MM to 2000.
• Include the month, if desired, after the year, such as 2004 May
• Use English names for months and abbreviate them using the first three letters, such as Jan
• For an open blog, give the beginning date of the blog followed by a hyphen and 3 spaces
• For a closed blog, give the beginning and ending dates, separated by a hyphen with a space before and after
• If the beginning date is not provided, see No beginning date is provided below
• End date information with a space

Box 137. No beginning date is provided.
• If the date the blog began cannot be found but the date of the earliest (and latest if closed) postings to the blog can be determined, place date information in square brackets


• If the neither the beginning date nor the dates of the earliest postings to the blog can be determined, but the blog contains a copyright date or date range, use that date preceded by “c”, as c2007


• If the date cannot be determined by any of the methods listed above, but the date can be estimated because of information found elsewhere, follow the date with a question mark and place date information in square brackets

• If none of the above can locate a date, use "date unknown" in square brackets

Specific Rules for Date of Publication
• Locating the date of publication
• Multiple years of publication
• Non-English names for months
• Date of publication and date of copyright
• No date of publication, but a date of copyright
• No beginning date is provided
• Blog is no longer updated
• Options for date of publication

Box 132. Locating the date of publication.

When a blog does not clearly state the date the blog began (and closed):

• Look for the beginning date in a link titled "About", "My Profile", etc., at the top, bottom, or on the sidebar of the opening screens

• If the beginning date is not stated but the date of the earliest (and latest if closed) postings to the blog can be determined, place date information in square brackets


• If the neither the beginning date of the blog nor the earliest dates of the postings in the blog can be determined, but the blog contains a copyright date or date range, use that date preceded by "c", as c2007


• If the beginning date cannot be determined by any of the methods listed above, but the date can be estimated because of information found elsewhere, follow the date with a question mark and place date information in square brackets

• If none of the above can locate a date, use "date unknown" in square brackets

Box 133. Multiple years of publication.

• For multiple years of publication, separate the first and last years of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

  2002-2003
  1997-1998

Box 133 continues on next page...
Box 133 continued from previous page.

1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

  1999 Oct-2000 Mar
  2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen

  2005 Jan-Feb
  1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Box 134. Non-English names for months.

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them

  Examples:
  mayo = May
  luty = Feb
  brezen = Mar

Box 135. Date of publication and date of copyright.

Some publications have both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the date of publication unless three or more years separates the two dates
- In this situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, "2002, c1997".

This convention alerts a user that the information is older than the date of publication implies.
Box 136. No date of publication, but a date of copyright.

- If no beginning date of publication can be found, use the earliest date of messages posted to the blog, usually found under "Archive"
- If the neither the beginning date of the blog nor the dates of the earliest messages in the blog can be determined but the blog contains a copyright date or date range, use that date preceded by "c", as c2007


Box 138. Blog is no longer updated.

If a blog is closed, i.e., it is no longer posting or receiving comments:

- Give the beginning and ending dates of the blog
- Separate the two dates with a space, hyphen, space
- End date information with a space

Examples:

2005 - 2006
2004 Jan - 2007 Feb
2005 Feb 3 - 2006 Dec 31

Box 139. Options for date of publication.

It is not NLM policy, but the date of publication may follow the author(s) (or title and type of medium if there is no author) in the list of references when the name-year system of in-text references is used.

- Use the date of the earliest messages or of copyright if there is no publication date
- Keep the hyphen following the date when the blog is open
- Include both the beginning and ending years if a blog is closed
- Keep any square brackets surrounding a date

Box 139 continues on next page...
Box 139 continued from previous page.

- Place the date unknown after the author(s) (or title and type of medium if there is no author)
- End date information with a period
- Leave the date of citation in its usual location

**NLM citation:**


**Name-year system of citation:**


**Examples for Date of Publication**

23. Blog with unknown publisher
24. Blog with month/day included in date of publication
25. Blog with multiple years
26. Blog with date of copyright instead of date of publication
27. Blog with date obtained from earliest material in it

Date of Citation for Blogs (required)

General Rules for Date of Citation

• Always include the date the blog was seen on the Internet
• Include the year month and day in that order, such as 2006 May 5
• Use English names for months and abbreviate them using the first three letters, such as Jan
• If a date of update/revision is given, place the date of citation after it and follow both dates with a right square bracket
• If no date of update/revision is given, place citation date information in square brackets
• End date information with a period placed outside the closing bracket

Examples for Date of Citation

1. Standard citation to a blog

Availability for Blogs (required)

General Rules for Availability

• Begin with the phrase "Available from" followed by a colon and a space
• Insert the entire Uniform Resource Locator (URL); do not omit http://, www, or other beginning components
• Provide the specific URL or Permalink for the content if available
• End with a period only if the URL ends with a slash, otherwise end with no punctuation

Specific Rules for Availability

• Breaking long URLs
• URLs not directly addressable

Box 140. Breaking long URLs.

Some URLs (Uniform Resource Locators) are longer than one line.

• Retain the entire string as found when possible
• Break a URL at a slash if necessary
• Do not insert a hyphen or a hard line break into a URL
Box 141. **URLs not directly addressable.**

The URL as displayed by the Web browser may not always be used to retrieve the blog, i.e., it is not directly addressable.

- Always check to see if the URL is directly addressable
- If it is not, provide instructions for locating it from the closest addressable URL

Example:


**Examples for Availability**

1. Standard citation to a blog
29. Part of a blog on the Internet from the blog owner
30. Contribution to a blog on the Internet by someone other than the blog owner

**Language for Blogs (required)**

**General Rules for Language**

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

**Specific Rules for Language**

- Blogs appearing in more than one language

Box 142. **Blogs appearing in more than one language.**

- If the contents of a blog appear in several languages:
  - Give the title in the first language found on the opening screens
  - List all languages of publication after the Availability statement
  - Capitalize the language names
  - Separate the language names by commas
  - End the list of languages with a period
- If the first title is not English, follow with a translation when possible. Place the translation in square brackets.

**Examples for Language**

13. Blog in a language other than English
Notes for Blogs (optional)

General Rules for Notes

- Notes is a collective term for any useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Types of material to include in notes

Box 143. Types of material to include in notes.

The notes element may be used to provide any further information. Begin by citing the blog, then add the note. Examples of notes are:

- System requirements, such the specific software and hardware needed to view and interact with the blog
  
  System Requirements: Windows 95 or higher; 200-megaHertz Pentium or higher; Random Access Memory 128-megabytes or higher; Modem Speed 56 Kilobits per second or higher; 20-MB hard disk space; 17-inch video graphics array; 800 x 600 pixels/high with color; Adobe Acrobat Reader 5.0; Internet Explorer 6.0 or higher.

- Information on access requirements/limitations
  
  Comments accepted from physicians only.

- Explanations of initialisms or acronyms used in the title or publisher name of the blog
  

- The name of the organization(s) sponsoring or supporting the blog
  
  Current support from the National Science Foundation Biological Databases & Informatics Program and MIT's Cell Decision Process Center.

Examples for Notes

28. Blog with supplemental note included
Examples of Citations to Blogs

1. Standard citation to a blog


with optional content type

2. Blog with an individual(s) as author


3. Blog with optional full names for authors/editors


4. Blog with only first name provided for author

5. Blog with only blog name provided for author
6. Blog with an organization as author


7. Blog with editors where there is no author


8. Blog with no authors


9. Blog with author affiliation


10. Blog title with a subtitle


11. Blog title with upper/lowercase letters, special characters


12. Blog with title ending in punctuation other than a period

13. Blog in a language other than English


with translation included

14. Blog published with content type given

15. Blog with secondary authors


16. Blog with well known place of publication


17. Blog with geographic qualifier added to place of publication for clarity


18. Blog with place of publication inferred


19. Blog with unknown place of publication


20. Blog with publisher having subsidiary division

21. Blog with government agency or other national body as publisher

22. Blog with publisher inferred

23. Blog with unknown publisher

24. Blog with month/day included in date of publication


25. Blog with multiple years
26. Blog with date of copyright instead of date of publication


27. Blog with date obtained from earliest material in it


28. Blog with supplemental note included


29. Part of a blog on the Internet from the blog owner


**with author affiliation**


30. Contribution to a blog on the Internet by someone other than the blog owner


with author affiliation


D. Sample Citation and Introduction to Citing Wikis

The general format for a reference to a wiki on the Internet, including punctuation:

<table>
<thead>
<tr>
<th>Title</th>
<th>Type of Medium</th>
<th>Place of Publication</th>
<th>Publisher</th>
<th>Beginning Date</th>
</tr>
</thead>
</table>
Examples of Citations to Wikis

A wiki is a multi-authored or collaborative Web site that permits users to create additional content for the site and to edit existing content. Users may also add comments to content, ask questions, and reply to questions posed by others. The term wiki is derived from the Hawaiian "wiki wiki", which means quick. Wikipedia is perhaps the most widely known general wiki. Most other wikis are devoted to a particular subject, like AIDS Wiki or WIKISURGERY.

To cite a wiki:

- Always begin with the title. If the word wiki is not included, using the content type "wiki" is strongly recommended.
- Enter as secondary authors those named as editors, curators, moderators, and other similar roles.
- Look to the opening screen(s), the sidebar, links from the site, and the source code (viewable through the Web browser), in that order, for authoritative information to use in citing a wiki.
- If publication facts are absent from these sources, look for a link labeled "About this site", "History", or similar wording.

Contributions to a Wiki

To cite an entire wiki, use the instructions below. To cite a contribution to a wiki, combine the instructions in this chapter with those in Chapter 24C Contributions to Databases on the Internet if the contribution has an author named or with Chapter 24B Parts of Databases on the Internet if the contribution has no author named. See also examples 25-26.

Be aware, however, that many wikis are not moderated. Since anyone can post text to most wikis, the validity of the content may be questionable. Even for moderated sites, the content is generally only reviewed after posting and the content may remain online for some time before review. Note also that many wikis post articles or other documents that were initially published elsewhere. Do not cite these as contributions to a wiki. Locate the original and cite that item.

Messages or other content posted to discussion lists including wikis are a form of personal communication and not often accepted by editors or others for inclusion in a reference list. Most authorities recommend placing references to such communications within the running text, not as formal end references. The nature and source of the cited information should be identified by an appropriate statement. Place the source information in parentheses, using a term or terms to indicate that the citation is not represented in the reference list. For example:

…and many nurses involved with such cases (Mar 22, 2007 posting by RS Grant to Nurse Wiki; unreferenced, see "Notes") report…
When a reference to a wiki posting is included in a reference list, the author must provide written permission to the publisher from the cited person (if living) or from the cited organization. The permission should be a statement in an "Acknowledgments" or a "Notes" section that follows the text of an article or is placed at the end of a book’s main text. These statements may include additional details, such as the reason for the posting.

It is highly recommended that any message/content considered for future citation be saved to disk or in print because all wikis may not save or archive message content for retrieval or may withdraw some content.

Continue to Citation Rules with Examples for Wikis.

Continue to Examples of Citations to Wikis.

Citation Rules with Examples for Wikis

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Title (R) | Content Type (O) | Type of Medium (R) | Editor and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Date of Update/Revision (R) | Date of Citation (R) | Availability (R) | Language (R) | Notes (O)

Title for a Wiki (required)

General Rules for Title

- Reproduce the title of a wiki as closely as possible to the wording that appears on the screen, duplicating capitalization, spacing, and punctuation
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a space

Specific Rules for Title

- Determining the title
- Titles not in English
- Titles in more than one language
- Titles ending in punctuation other than a period
- Titles containing a Greek letter or another special character
**Box 144. Determining the title.**

Some wikis do not clearly state the title. Use the following sources in the order given:

- Look for the most prominent (usually the largest) wording on the opening screen
- Use the "About" or similar link
- Look at the title bar of the Web browser (generally in the top left corner)
- Look for the title in the source code of the wiki if it is displayed by the Web browser

**Box 145. Titles not in English.**

- Provide the title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)


- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

  Endotoksikoza [Internet].

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

  Chokaku shogai [Internet].

  or

  [Hearing impairments] [Internet].

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked:
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a

  *Box 145 continues on next page...*
Box 145 continued from previous page.

- `g` treated as `g`
- `ñ` treated as `n`
- `ü` treated as `u`
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - `æ` treated as `ae`
    - `œ` treated as `oe`

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization.
- Provide an English translation after the original language or romanized title when possible; place translations in square brackets.


Box 146. Titles in more than one language.

- If a wiki is written in several languages:
  - Give the title in the first language found on the opening screens
  - List all languages of publication after the availability statement
  - Separate the languages by commas
  - End the list of languages with a period
  - Example:

- If a wiki has equal text in two or more languages, as often occurs in Canadian publications:
  - Give all titles in the order in which they are found on the opening screens
Box 146 continued from previous page.

- Place an equals sign with a space on either side between each title
- List the particular languages, separated by commas, after the availability statement
- End the list of languages with a period

  Example:

  Kikanshi kunai choonpa dansoho = Endobronchial ultrasonography
  [Internet]

Box 147. Titles ending in punctuation other than a period.

- Most titles end in a period. Place [Internet] before the period.


- If a title ends in another form of punctuation, keep that punctuation and follow [Internet] with a period

  Interns Wiki! [Internet].

Box 148. Titles containing a Greek letter or another special character.

- Reproduce the title of a wiki as closely as possible to the wording that appears on the screen, duplicating capitalization, spacing, and punctuation

  xanthusBase
  RxWiki
  WIKISURGERY
  A*L*S Wiki

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

  β-amino acids
  may become
  beta-amino acids
• If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

\[ \text{TiO}_2 \text{ Nanoparticles} \]

\textit{may become}

\[ \text{TiO}(2) \text{ Nanoparticles} \]

**Examples for Title**

1. Standard citation to a Wiki
2. Wiki title with subtitle
3. Wiki title with upper/lowercase letters and symbols
4. Wiki title in a language other than English
5. Wiki in multiple languages

**Content Type for a Wiki (optional)**

**General Rules for Content Type**

• Use a content type to alert the user that the reference is to a wiki, not to a standard book or Web site
• Begin type information with a left square bracket
• Enter the phrase "wiki on the"
• End the content type with space

**Specific Rules for Content Type**

• Titles ending in punctuation other than a period
• Titles not in English

**Box 149. Titles ending in punctuation other than a period.**

• Most titles end in a period. Place the closing period after the content type and type of medium.


*Box 149 continues on next page...*
Box 149 continued from previous page.

- If a title ends in another form of punctuation, keep that punctuation. Place the content type and type of medium in square brackets after the title and end title information with a period.

  Health for You! [wiki on the Internet].

Box 150. Titles not in English.

- If a translation of a title is provided, put it in square brackets
- Place the content type and type of medium in square brackets after the translation

  Endotoksikoza [Endotoxicosis] [wiki on the Internet].

Examples for Content Type

6. Wiki with optional content type

Type of Medium for a Wiki (required)

General Rules for Type of Medium

- Place the word "Internet" in square brackets after the title (and Content Type, if present)
- End with a period, placed outside the closing bracket
- Add location information (the URL, etc.) according to the instructions under Availability below

Specific Rules for Type of Medium

- Both a content type and a type of medium
- Titles ending in punctuation other than a period
- Titles not in English

Box 151. Both a content type and a type of medium.

- Give the content type (wiki) and the phrase "on the" before the type of medium (Internet) in one set of square brackets

Box 152. Titles ending in punctuation other than a period.

- Most titles end in a period. Place [Internet] before the period
  

- If a title ends in another form of punctuation, keep that punctuation and follow [Internet] with a period
  
  Health for You! [Internet].

Box 153. Titles not in English.

- If a translation of a title is provided, give the translation in square brackets after the original language or romanized title

- Place Internet in square brackets following the translation

- End with a period

  Example:


Examples for Type of Medium

1. Standard citation to a Wiki

6. Wiki with optional content type

Editor and other Secondary Authors a Wiki (optional)

General Rules for Editor and other Secondary Authors

- Place the names of secondary authors, such as editors, curators, and moderators, after the Type of Medium

- Use the same rules for the format of names given in Author/Editor above

- Follow the last named editor with a comma and the word editor or editors; the last named curator with a comma and the word curator or curators, etc.

- End secondary author information with a period

Specific Rules for Editor and other Secondary Authors

- Role not named

- More than one type of secondary author
• Secondary author performing more than one role
• Non-English names for secondary authors
• Organization as editor or other secondary author

**Box 154. Role not named.**

• If a name or names are given for the individuals clearly responsible for the wiki’s content but the specific role such as editor or curator is not provided, use the term “moderator” or “moderators”

  Jones J, moderator.

  Phillips SA, Sanger RG, moderators.

• If the same name(s) are given as publisher, do not also give them here as a secondary author

**Box 155. More than one type of secondary author.**

A wiki may have several types of secondary author.

• List all of them in the order they are given on the opening screens
• Separate each type of secondary author with the accompanying role by a semicolon
• End secondary author information with a period

  *Examples:*

  Smith BC, editor; Carson HT, moderator.

  Graber AF, Longstreet RG, moderators; Johnson CT, Marks C, Huston MA, editors.

**Box 156. Secondary author performing more than one role.**

If the same secondary author performs more than one role:

• List all of them in the order they are given in the publication
• Separate the roles by "and"
• End secondary author information with a period

  *Example:*

  Jones AB, editor and moderator.
Box 157. Non-English names for secondary authors.

- Translate the word found for editor, translator, illustrator, or other secondary author into English if possible. However, the wording found on the publication may always be used.

- If not translated, ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ģ treated as g
    - ň treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe

- Below is a brief list of non-English words for secondary authors:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Moderator</th>
<th>Word for Editor</th>
<th>Word for Translator</th>
<th>Word for Producer</th>
<th>Word for Illustrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>animateur</td>
<td>redacteur</td>
<td>traducteur</td>
<td>producteur</td>
<td>illustrateur</td>
</tr>
<tr>
<td></td>
<td>moderateur</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>German</td>
<td>diskussionsleiter</td>
<td>redakteur</td>
<td>ubersetzer</td>
<td>produzent</td>
<td>illustrator</td>
</tr>
<tr>
<td></td>
<td>koodinator</td>
<td>herausgeber</td>
<td>dolmetscher</td>
<td>produzentin</td>
<td></td>
</tr>
<tr>
<td></td>
<td>moderator</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>moderatore</td>
<td>redattore</td>
<td>traduttore</td>
<td>produttore</td>
<td>disegnatore</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>curatore</td>
</tr>
</tbody>
</table>

*Box 157 continues on next page...*
Box 157 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Moderator</th>
<th>Word for Editor</th>
<th>Word for Translator</th>
<th>Word for Producer</th>
<th>Word for Illustrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Russian</td>
<td>arbitr</td>
<td>redaktor</td>
<td>perevodchik</td>
<td>rezhisser</td>
<td>konstruktor</td>
</tr>
<tr>
<td></td>
<td>posryedneek</td>
<td>izdatel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>moderador</td>
<td>redactor</td>
<td>traductor</td>
<td>productor</td>
<td>ilustrador</td>
</tr>
<tr>
<td></td>
<td>editor</td>
<td></td>
<td></td>
<td>productora</td>
<td></td>
</tr>
</tbody>
</table>

Box 158. Organization as editor or other secondary author.

An organization may be listed as an editor or other secondary author.

- Follow the instructions for entering the organizational name found under Organizations as author
- Place a comma, space, and the word editor, producer, or other role after the organization name
  
  Advisory Committee on Existing Chemicals of Environmental Relevance, editor.

- Separate multiple organizations by a semicolon
  
  International Kidney Society; European Renal Organization, curators.

Examples for Editor and other Secondary Authors

7. Wiki with editors or curators named

Place of Publication for a Wiki (required)

General Rules for Place of Publication

- Use for place of publication the city where the wiki is published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province to avoid confusion when citing lesser known cities, or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code, when citing lesser known cities or when cities in different locations have the same name, such as Cambridge (MA) and Cambridge (England)
- Use the anglicized form for a non-US city, such as Vienna for Wien
Specific Rules for Place of Publication

- Locating the place of publication
- Non-US cities
- Joint publication
- Multiple places of publication
- No place of publication can be found

Box 159. Locating the place of publication.

- Look at the top, bottom, or sidebar of the opening screens
- If it is not in one of these locations, try to obtain it from a link within the site, usually under a "contact us", "history", or similar link
- Look in the source code for the wiki if it is displayed by the Web browser
- If the place cannot be determined from the site itself:
  - Place the name in square brackets if the city can be reasonably inferred. For example, Chicago as the place of publication of a wiki issued by the American Medical Association.
    

  - Put the words "place unknown" in square brackets if it is not possible to infer or otherwise locate the city
    

Box 160. Non-US cities.

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, when possible. However, the name as found on the publication may always be used.
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

Box 160 continues on next page...
Box 160 continued from previous page.

- Treat letters marked with diacritics or accents as if they are not marked
  
  Ą  treated as  A
  Ø  treated as  O
  Ç  treated as  C
  Ł  treated as  L
  à  treated as  a
  ǵ  treated as  g
  ň  treated as  n
  ü  treated as  u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  
  æ  treated as  ae
  œ  treated as  oe

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:
  
  Montreal (QC):
  Ottawa (ON):
  Vancouver (BC):

- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.
  
  London:
  Rome:
  Paris:
  Madrid:
  but
  Malaga (Spain): or Malaga (ES):

Box 160 continues on next page...
Box 160 continued from previous page.

Basel (Switzerland): or Basel (CH):

Oxford (England): or Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

Box 161. Joint publication.

Two or more organizations may co-publish a wiki.

- Use the city of the first organization found on the opening screens (or on "contact us", "history", or other links if no place information appears on the opening screens), as the place of publication

- Put the name of the other organization(s) as a note at the end of the citation, if desired


- Do not give multiple places as place of publication or include multiple publishers

Box 162. Multiple places of publication.

- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.

- An alternative is to use the place of publication and publisher likely to be most familiar to the audience of the reference list. For example, use the place of an American publisher for a US audience and a London publisher for a British one.

Box 163. No place of publication can be found.

- If no place of publication can be found on the opening screens or elsewhere on the site but the place can be reasonably inferred (e.g., Chicago as the place for a publication of the American Medical Association), place the city in square brackets, such as "[Chicago]"


Box 163 continues on next page...
Box 163 continued from previous page.

- If no place of publication can be found or inferred, use [place unknown]


Examples for Place of Publication

8. Wiki with well known place of publication
9. Wiki with geographic qualifier added to place of publication for clarity
10. Wiki with place of publication inferred
11. Wiki with unknown place of publication

Publisher for a Wiki (required)

General Rules for Publisher

- Use for publisher the individual or organization issuing the wiki
- Record the name of the publisher as it is found on the title page or opening screens, using whatever capitalization and punctuation appears
- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- When a division or other subsidiary part of a publisher appears in the publication, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a period

Specific Rules for Publisher

- Determining the publisher
- Abbreviated words in publisher names
- Non-English names for publishers
- Government agencies and other national and international bodies as publisher
- Joint publication
- Multiple publishers
- No publisher can be found

Box 164. Determining the publisher.

- Look at the top, bottom, or sidebar of the opening screens
- Look for the name after a copyright statement, e.g., copyright 2006 by the American Chemical Society or © Coastal Research Group

Box 164 continues on next page...
Box 164 continued from previous page.

- Try to obtain it from a link within the site, usually under a "contact us", "history", or similar link
- Look in the source code for the wiki if it is displayed by the Web browser
- If wording such as "this site is maintained by XYZ Corporation for ABC Organization" appears, consider ABC Organization the publisher and XYZ Corporation the distributor. Publisher information is required in a citation; distributor information may be included as a note.
- If no publisher can be identified, use "publisher unknown" in square brackets

Box 165. Abbreviated words in publisher names.

- Abbreviate commonly used words in publisher names, if desired

  Examples:
  
  Acad. for Academy
  Assoc. for Association
  Co. for Company
  Coll. for College
  Corp. for Corporation
  Dept. for Department
  Div. for Division
  Inst. for Institute or Institution
  Ltd. for Limited
  Soc. for Society
  Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

- Follow all abbreviated words with a period
**Box 166. Non-English names for publishers.**

- Give publisher names in the roman alphabet (French, Spanish, Italian, etc.) in their original language
  
  Rome: Societa Editrice Universo
  
  Lisbon: Imprensa Medica

- Romanize names in Cyrillic, Greek, Arabic, Hebrew, Korean
  
  Sofia (Bulgaria): Sofia Medizina i Fizkultura

- Romanize names or translate names in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.
  
  Tokyo: Medikaru Rebyusha
  
  Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute]

  Taiyuan (China): Shanxi ke xue ji she chu ban she

  [Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized]

- If the name of a division of other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest
  
  Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked
    
    Å  treated as  A
    Ø  treated as  O
    Ç  treated as  C
    Ł  treated as  L
    à  treated as  a
Box 166 continued from previous page.

- **Treat two or more letters printed as a unit (ligated letters) as if they are two letters**
  - æ treated as ae
  - œ treated as oe

- Follow a non-English name with a translation, if desired. Place all translated publisher names in square brackets.
  
  Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press]

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.
  
  Aarhus (Denmark): [Aarhus University Press]

---

**Box 167.** **Government agencies and other national and international bodies as publisher.**

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)
  
  National Cancer Institute (US)

  National Society on Alcoholism and Drug Dependence (NZ)

  Royal Society of Medicine Press Ltd. (GB)

  Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor of documents for the publisher. If wording such as "this site is maintained by XYZ Corporation for ABC Agency" appears, consider ABC Agency the publisher and XYZ Corporation the distributor. Publisher information is required in a citation; distributor information may be included as a note.
Box 168. Joint publication.

Two or more organizations may co-publish a wiki.

- Use the name of the first organization found on the opening screens (or on "contact us", "history", or other links if no publisher information appears on the opening screens), as the publisher

- Place the name of the other organization(s) as a note at the end of the citation, if desired

  Example:


- Do not give more than one name as publisher

Box 169. Multiple publishers.

- If more than one publisher is found on the opening screens, use the first one given or the one set in the largest type or bold type

- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.

- Do not list multiple publishers. For those publications with joint or co-publishers, use the name given first as the publisher and include the name(s) of the other(s) as a note if desired.


Box 170. No publisher can be found.

- If no publisher can be found, use [publisher unknown]


Examples for Publisher

12. Wiki with publisher having subsidiary division
13. Wiki with government agency or other national body as publisher
14. Wiki with individual as publisher
15. Wiki with joint publishers
16. Wiki with publisher inferred
17. Wiki with unknown publisher

Date of Publication for a Wiki (required)

General Rules for Date of Publication

• Give the beginning date, i.e., the date the wiki was created
• Always give the year
• Convert roman numerals to arabic numbers. For example: MM to 2000.
• Include the month and day, if desired, after the year, such as 2004 May 6
• Use English names for months and abbreviate them using the first three letters, such as Jan
• End date information with a space

Specific Rules for Date of Publication

• Locating the date of publication
• Multiple years of publication
• Non-English names for months
• Date of publication and date of copyright
• No date of publication, but a date of copyright
• No date of creation is provided
• Wiki is no longer accepting contributions
• Options for date of publication

Box 171. Locating the date of publication.

When wikis do not clearly state the date the wiki began (and closed):

• Look for a link titled "About", "History", etc., at the top, bottom, or on the sidebar of the opening screens

• If the beginning date cannot be found but the date of the earliest (and latest if closed) content posted to the wiki can be determined, place date information in square brackets


Box 171 continues on next page...
Box 171 continued from previous page.

- If the neither the beginning date nor the dates of the earliest content posted to the wiki can be determined but the wiki contains a copyright date or date range, use that date preceded by "c", as c2007


- If the date cannot be determined by any of the methods listed above, but the date can be estimated because of information found elsewhere, follow the date with a question mark and place date information in square brackets


- If none of the above can locate a date, use "date unknown" in square brackets


Box 172. Multiple years of publication.

- For multiple years of publication, separate the first and last years of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

  2002-2003
  1997-1998
  1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

  1999 Oct-2000 Mar
  2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen

  2005 Jan-Feb
  1999 Dec-2000 Jan

Box 172 continues on next page...
Box 172 continued from previous page.

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Box 173. Non-English names for months.

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them

Examples:

- mayo = May
- luty = Feb
- brezen = Mar

Box 174. Date of publication and date of copyright.

Some publications have both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the date of publication unless three or more years separates the two dates
- In this situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, "2002, c1997".

This convention alerts a user that the information is older than the date of publication implies.

Box 175. No date of publication, but a date of copyright.

- If no beginning date of publication can be found, use the earliest date of content/messages posted to the wiki
- If the neither the beginning date of the wiki nor the dates of the earliest content posted to the wiki can be determined, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005


Box 175 continues on next page...
Box 175 continued from previous page.


Box 176. No date of creation is provided.

- If the date the wiki began cannot be determined but the date of the earliest (and latest if closed) messages/content posted to the wiki can be determined, place date information in square brackets


- If the neither the beginning date nor the earliest dates of the content posted to the wiki can be determined but the wiki contains a copyright date or date range, use that date preceded by "c", as c2007


- If the date cannot be determined by any of the methods listed above, but the beginning date can be estimated because of information found elsewhere, follow the date(s) with a question mark and place date information in square brackets


- If none of the above can locate a date, use "date unknown" in square brackets


Box 177. Wiki is no longer accepting contributions.

If a wiki is closed, i.e., it is no longer accepting comments or contributions:

Box 177 continues on next page...
Box 177 continued from previous page.

- Give the beginning and ending dates of the wiki
- Separate the two dates with a space, hyphen, space
- End date information with a space

Examples:

- 2005 - 2006
- 2004 Jan - 2007 Feb
- 2005 Feb 3 - 2006 Dec 31

Box 178. Options for date of publication.

It is not NLM policy, but the date of publication may follow the title and type of medium in the list of references when the name-year system of in-text references is used.

- Use only the year of publication (omitting months and days) or of copyright if there is no publication date
- Keep the hyphen following the date when the wiki is open
- Include both the beginning and ending years if a wiki is closed
- Keep any square brackets surrounding a date
- Use [date unknown] if no date can be determined
- Place the year(s) or [date unknown] after the title and type of medium
- End date information with a period
- Leave any date of update/revision and the date of citation in their usual locations

**NLM citation:**


Examples for Date of Publication

18. Wiki with month/day included in date of publication

19. Wiki with date of copyright instead of date of publication

20. Wiki with date obtained from earliest additions

21. Wiki with date estimated

22. Wiki with unknown beginning date of publication
Date of Update/Revision for a Wiki (required)

General Rules for Date of Update/Revision

- Begin update/revision information with a left square bracket
- Use the word for update or revision provided, such as updated or modified
- Always give the year of update/revision
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month and day of update/revision, if provided, after the year, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End update/revision information with a semicolon and a space

Specific Rules for Date of Update/Revision

- Locating the date of update/revision
- Non-English names for months
- Both a date of update and a date of revision

Box 179. Locating the date of update/revision.

Wikis on the Internet are often updated or revised after initial presentation. Look for the date accompanied by such words as updated, modified, revised, reviewed:

- At the top, bottom, or sidebar of the opening screens
- In the source code for the wiki if it is displayed by the Web browser

Box 180. Non-English names for months.

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them

Examples:

- mayo = May
- luty = Feb
- brezen = Mar
Box 181. Both a date of update and a date of revision.

Various words are used to show that the content of a wiki has been changed, including updated, modified, revised, reviewed.

- Use the wording supplied in the wiki
- Give all words expressing update/revision with the dates provided, in ascending date order
- Enter dates in the format year month day
- Separate words with their dates by a semicolon and a space
  - updated 2006 May; modified 2006 Dec;
  - revised 2005 Dec 5; updated 2006 Mar 30;
- Add the date of citation and place all types of date in one set of square brackets
- End date information with a period placed outside the closing bracket

Example:

New York: Longworth. 2006 - [reviewed 2006 Sep; updated 2006 Dec; cited 2007 Feb 1].

Examples for Date of Update/Revision

23. Wiki with update/revision date

Date of Citation for a Wiki (required)

General Rules for Date of Citation

- Always include the date the wiki was seen on the Internet
- Include the year month and day in that order, such as 2006 May 5
- Use English names for months and abbreviate them using the first three letters, such as Jan
- If a date of update/revision is given, place the date of citation after it and follow both dates with a right square bracket
- If no date of update/revision is given, place citation date information in square brackets
- End date information with a period placed outside the closing bracket

Specific Rules for Date of Citation

- Both a date of update/revision and a date of citation
Box 182. **Both a date of update/revision and a date of citation.**

Various words are used to show that the content of a wiki has been changed, including updated, modified, revised, reviewed.

- Begin with the date(s) of update/revision in the format year month day
  - Use the wording for update/revision supplied in the wiki
  - Give all words with the dates provided, in ascending date order. For example:
    - reviewed 2004 Sep 1; modified 2006 Aug 17;
  - Separate words by a semicolon and a space
  - End the date(s) of update/revision with a semicolon and a space
- Enter the date cited in the format year month day
- Place all dates of update/revision and the date of citation in one set of square brackets
- End with a period placed outside the closing bracket

**Example:**


**Examples for Date of Citation**

1. Standard citation to a Wiki

23. Wiki with update/revision date

**Availability for a Wiki (required)**

**General Rules for Availability**

- Begin with the phrase "Available from" followed by a colon and a space
- Insert the entire Uniform Resource Locator (URL); do not omit http://, www, or other beginning components
- End with a period only if the URL ends with a slash, otherwise end with no punctuation

**Specific Rules for Availability**

- Breaking long URLs
- URLs not directly addressable
• Multiple URLs

**Box 183. Breaking long URLs.**

Some URLs (Uniform Resource Locators) are longer than one line.

- Retain the entire string as found when possible
- Break a URL at a slash if necessary
- Do not insert a hyphen or a hard line break into a URL

**Box 184. URLs not directly addressable.**

The URL as displayed by the Web browser may not always be used to retrieve the wiki, i.e., it is not directly addressable.

- Always check to see if the URL is directly addressable
- If it is not, provide instructions for locating it from the closest addressable URL

  *Example:*


**Box 185. Multiple URLs.**

If more than one URL can be used to locate a wiki:

- Give the URL you used in locating the wiki
- As an option, give all known URLs, separated by a space, a semicolon, and a space

  *Example:*


**Examples for Availability**

1. Standard citation to a Wiki

**Language for a Wiki (required)**

**General Rules for Language**

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period
Specific Rules for Language

- Wikis appearing in more than one language

Box 186. Wikis appearing in more than one language.

- If the contents of a wiki appear in several languages:
  - Give the title in the first language found on the opening screens
  - List all languages of publication after the Availability statement
  - Capitalize the language names
  - Separate the language names by commas
  - End the list of languages with a period

  Example:

- If a wiki has equal text in two or more languages, as often occurs in Canadian publications:
  - Give all titles in the order they are presented on the opening screens
  - Separate them with an equals sign surrounded by a space
  - List all languages of publication after the Availability statement
  - Capitalize the language names
  - Separate the language names by commas
  - End the list of languages with a period

- If each language version has its own URL, give the URL of the language you used. As an option, give the URLs for all languages. Separate them by a space, a semicolon, and a space.


- If no title is in English, follow with a translation when possible. Place the translation in square brackets.
Examples for Language

4. Wiki title in a language other than English
5. Wiki in multiple languages

Notes for a Wiki (optional)

General Rules for Notes

• Notes is a collective term for any further information given after the citation itself
• Complete sentences are not required
• Be brief

Specific Rules for Notes

• System requirements
• Other types of material to include in notes

Box 187. System requirements.

System requirements describe the software and hardware needed to view and interact with the wiki.

• Begin with the phrase "System Requirements" followed by a colon and a space
• Use the publisher’s wording; no standardization is needed
• Separate the types of information with semicolons
• End requirement information with a period

Example:

System Requirements: Windows 95 or higher; 200-megaHertz Pentium or higher; Random Access Memory 128-megabytes or higher; Modem Speed 56 Kilobits per second or higher; 20-MB hard disk space; 17-inch video graphics array; 800 x 600 pixels/high with color; Adobe Acrobat Reader 5.0; Internet Explorer 6.0 or higher.

Box 188. Other types of material to include in notes.

The notes element may be used to provide any further information. Begin by citing the wiki, then add the note. Examples of notes are:

• Names of any previous titles for the wiki

Box 188 continues on next page...
Box 188 continued from previous page.


- Information on any access requirements/limitations


- Explanations of initialisms or acronyms used in the title or publisher name of the wiki


- The name of the organization(s) sponsoring or supporting the wiki


Examples for Notes

24. Wiki with supplemental note included

Examples of Citations to Wikis

1. Standard citation to a Wiki


*with optional content type*

2. Wiki title with subtitle


3. Wiki title with upper/lowercase letters and symbols


4. Wiki title in a language other than English


with translation included


5. Wiki in multiple languages


6. Wiki with optional content type


7. Wiki with editors or curators named


8. Wiki with well known place of publication


9. Wiki with geographic qualifier added to place of publication for clarity


10. Wiki with place of publication inferred

11. Wiki with unknown place of publication


12. Wiki with publisher having subsidiary division


COLAB: an open Collaborative Work Environment (CWE) to support networking among Communities of Practice [Internet]. Washington: General Services Administration (US), Intergovernmental Solutions Division. [date unknown] - [edited 2007 May 1; cited 2007 May 5]. Available from: http://colab.cim3.net/cgi-bin/wiki.pl?WikiHomePage#nid35OA

13. Wiki with government agency or other national body as publisher

COLAB: an open Collaborative Work Environment (CWE) to support networking among Communities of Practice [Internet]. Washington: General Services Administration (US), Intergovernmental Solutions Division. [date unknown] - [edited 2007 May 1; cited 2007 May 5]. Available from: http://colab.cim3.net/cgi-bin/wiki.pl?WikiHomePage#nid35OA

14. Wiki with individual as publisher


15. Wiki with joint publishers


16. Wiki with publisher inferred


17. Wiki with unknown publisher


18. Wiki with month/day included in date of publication


19. Wiki with date of copyright instead of date of publication


20. Wiki with date obtained from earliest additions


21. Wiki with date estimated


22. Wiki with unknown beginning date of publication


COLAB: an open Collaborative Work Environment (CWE) to support networking among Communities of Practice [Internet]. Washington: General Services Administration (US), Intergovernmental Solutions Division. [date unknown] - [edited 2007 May 1; cited 2007 May 5]. Available from: http://colab.cim3.net/cgi-bin/wiki.pl?WikiHomePage#nid35OA


23. Wiki with update/revision date


24. Wiki with supplemental note included


GANFYD stands for Get A Note From Your Doctor.


25. A contribution to a wiki with authorship given


with author affiliation


26. A contribution to a wiki without authorship given

Appendixes
Appendix A. Abbreviations for Commonly Used English Words in Journal Titles

Created: October 10, 2007; Updated: October 2, 2015.

For a comprehensive list of title word abbreviations in many languages, or to search for an abbreviation, use the ISSN International Centre’s LTWA (LTWA stands for List of Title Word Abbreviations, go to Access to the LTWA). The Centre updates this list annually.

When NLM created Citing Medicine, access to the LTWA source was only by subscription. The Centre adds new words and their abbreviations and changes abbreviations of some words over time. Because we do not regularly update the listing here (it was only updated once in 2009) and the LTWA is now free online to search or download, we have decided to remove this list from our publication.

Two general rules originally provided still apply, so we are retaining them here. The first is that you never abbreviate journal titles consisting of a single word, and the second is that you do not abbreviate journal titles in character-based languages.
Appendix B. Additional Sources for Journal Title Abbreviations

Created: October 10, 2007; Updated: October 2, 2015.

ISO 4 (International Organization for Standardization. Information and documentation - rules for the abbreviation of title words and titles of publications. Geneva (Switzerland): The Organization; 1997.) is the recognized authority for abbreviating words in journal titles. The LTWA (List of Title Word Abbreviations) for this standard is maintained by and available as a service from the ISSN International Centre in Paris.

The Source List below is selected alternative sources for journal title abbreviations for titles not found in the NLM Catalog in the Journals referenced in the NCBI databases list. These sources are considered authoritative within their specific area or discipline. Be aware that some do not use the ISO standard as their basis. For example, ISO does not permit abbreviations of the romanized words from titles appearing in character-based languages but some of these sources do permit it.

For abbreviations of individual words in a journal title, see Appendix A: Abbreviations for Commonly Used English Words in Journal Titles. Please note that you may see contradictory abbreviations for some words in titles because journal title abbreviations do not usually change when rules for specific words change.

Source List


CAS: a division of the American Chemical Society [Internet]. Columbus (OH): Chemical Abstracts Service; c2015. CPlus Core Journal Coverage List; [last updated 2014 Mar; cited 2015 April 27]; [about 65 p.]. Available from: http://www.cas.org/content/references/corejournals


Inspec list of journals. London (England): Institution of Engineering and Technology (IET); 2007. 550 p. Later versions are available for purchase and download in XML format through the IET shop


Journal titles and abbreviations (BIOSIS format) [Internet]. Gainesville (FL): University of Florida, Institute of Food and Agricultural Sciences, Entomology and Nematology Department; [cited 2015 April 27]. [about 39 p.]. Available from: http://entnemdept.ifas.ufl.edu/pubs/all_journals.htm


Patton G (National Cancer Institute at Frederick, Frederick, MD), editor. Biological journals and abbreviations [Internet]. Frederick (MD): [publisher unknown]; c1996-2013 [cited 2015 May 18]. Available from: http://home.ncifcrf.gov/research/bja/.
## Appendix C. Abbreviations for Commonly Used English Words in Bibliographic Description

**Created:** October 10, 2007.

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# Appendix D. ISO Country Codes for Selected Countries

Created: October 10, 2007.


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### Appendix E. Two-Letter Abbreviations for Canadian Provinces and Territories and U.S. States and Territories

Created: October 10, 2007.

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Two-Letter Abbreviations for Canadian Provinces and Territories and U.S. States and Territories

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Appendix F. Notes for Citing MEDLINE® / PubMed®

Created: October 10, 2007; Updated: August 11, 2015.

Citing Medicine rules follow the National Information Standards Organization (NISO) recommendations. NLM practice does not always follow NISO standards in MEDLINE/PubMed citations for a variety of reasons.

The following are exceptions to NISO standards and Citing Medicine for ten citation elements found in Chapter 1A Journal Articles and Chapter 23A Journal Articles on the Internet.

1. For Author

MEDLINE/PubMed:

- also shows the full names of authors, when available, in MEDLINE and XML displays (since 2002)
- records the organization names as given in the journal article. There are no standardization rules
- places editor or translator names in the author position of a citation when an author name can’t be found. However, the role of "editor" or "translator" does not follow the name
- makes a distinction between authorship and investigators (also known as collaborators). The latter were implemented in journal citations created in late March 2008 forward; they are individuals who contributed to the research study but are not necessarily authors.

MEDLINE/PubMed does not:

- display ISO country codes following organization names of national bodies that don’t include nationality in the name
- translate non-English organizational names

Return to Chapter 1. Journals / A. Journal Articles / Author, or

Chapter 23. Journals on the Internet / A. Journal Articles on the Internet / Author

2. For Author Affiliation

MEDLINE/PubMed:

- includes the affiliation of the first author only; took the affiliation as given in the article (1988-2013)
- includes "USA" at the end of the affiliation for all US authors (1995-2013)
- includes affiliation for each author if supplied by publisher (December 2013 - )
• includes multiple affiliations for each author or contributor if supplied by publisher (December 2014 - )

**MEDLINE/PubMed does not:**

• standardize the author affiliation field
• add information about the city, state or country of an organization
• change the order of the organization and department. The order is as the publisher gives it in the article.

Return to Chapter 1. Journals / A. Journal Articles / Author Affiliation, or

Chapter 23. Journals on the Internet / A. Journal Articles on the Internet / Author Affiliation

### 3. For Article Title

**MEDLINE/PubMed:**

• displays only the English language title for two or more equal languages, but indicates all languages of publication. Displays the transliterated or vernacular title submitted by the publisher in place of an English translation provided by the human indexer when that English translation is not yet available.
• omits the fonts of superscripts and subscripts when they cannot be reproduced and the meaning is not compromised. For example, H\(^2\)O is commonly recognized as water; however, 10\(^6\) will be displayed as 10(6).
• displays the article title in the case style used by the journal itself, effective June 15, 2015. Prior to this date, NLM edited the journal article title case to be sentence style (capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms) for citations dating from about 1966 forward. Pre-1966 citations were converted from the original print indexes (Cumulated Index Medicus and Current List of Medical Literature) and use the case from the print index.

Return to Chapter 1. Journals / A. Journal Articles / Article Title, or

Chapter 23. Journals on the Internet / A. Journal Articles on the Internet / Article Title

### 4. For Article Type

• MEDLINE/PubMed does not index individual meeting abstracts or book reviews
• Letters to the editor and editorials are indicated only under publication type in the Abstract display, and in the PT field in the MEDLINE view
• Interviews are indicated by publication type in the Abstract display, and in the PT field in the MEDLINE view
• The interviewer's name was included after the article title and introduced with the phrase "Interview by" through 2014. Effective 2015, the interviewee is the first author and the interviewer is the second author.
5. For Journal Title (Journal Title Abbreviation)

After NLM establishes an abbreviation for a title, it usually stays that way in MEDLINE/PubMed, even if the rules change. You may see contradictory abbreviations for some words in titles; for example:

Academy of Management Journal abbreviated as Acad Manage J in 1963

but

Access Management Journal abbreviated as Access Manag J in 2003

6. For Edition

After NLM establishes an abbreviation for a title with an edition, the abbreviation usually stays that way in MEDLINE/PubMed, even if the rules change. You may see contradictory abbreviations for some titles with editions; for example:

Archives of Disease in Childhood. Fetal and Neonatal Edition. was established as Arch Dis Child Fetal Neonatal Ed

but

Arch Dis Child (Fetal Neonatal Ed)

but


7. For Type of Medium

- NLM indexes Internet journals, but does not currently display a type of medium for them in most PubMed displays; however, users may determine the type of medium that NLM used for creating the citation and indexing the article by viewing the PubMed XML format display. The version used is in the XML element <Journal Issue CitedMedium=>. Valid values after the equals sign are Print for the hard copy of a journal, and Internet for the Web-based version.
• NLM does not currently index journals in microform, CD-ROM, DVD, or audiovisual format

Return to Chapter 1. Journals / A. Journal Articles / Type of Medium, or
Chapter 23. Journals on the Internet / A. Journal Articles on the Internet / Type of Medium

8. For Physical Description
• NLM does not currently index journals in microform, CD-ROM, DVD, or audiovisual format

Return to Chapter 1. Journals / A. Journal Articles / Physical Description

9. For Language
• MEDLINE/PubMed displays citation information only in English, but indicates all languages of publication. Translated article titles are shown in brackets to indicate a translation.

Return to Chapter 1. Journals / A. Journal Articles / Language, or
Chapter 23. Journals on the Internet / A. Journal Articles on the Internet / Language

10. For Location (Pagination or Notes)
• MEDLINE/PubMed permits publishers to choose between using traditional pagination or electronic article numbers, or using both. In cases where publishers supply article numbers as electronic location data only (not as pagination), these numbers appear as notes and pagination is absent. The unique identifiers for a citation may also appear as notes.

  ◦ MEDLINE/PubMed example, a publisher-supplied article number for pagination:


  ◦ MEDLINE/PubMed example, publisher-supplied article number as a locator without calling it pagination, no pagination (pii means Publisher Item Identifier):


  ◦ MEDLINE/PubMed example showing the use of article number as both pagination and a note (doi means Digital Object Identifier):

Return to Chapter 23. Journals on the Internet / A. Journal Articles on the Internet / Location (Pagination), or

Appendix. Content Updates

Created: December 21, 2009; Updated: March 17, 2017.

The Content Updates Appendix includes an inventory of the publication's updates and corrections since its publication in October 2007. The most recent updates and corrections appear at the top of the page.

The updates and corrections are organized by:

- **Update** – Highlights updates to the *Citing Medicine* user interface, content delivery, and the NCBI Bookshelf, the internal management system.
- **Change Log** – Identifies the location of the content updates and corrections within the *Citing Medicine* chapter sections and appendixes.

### Change Log for March 17, 2017

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<td>Introduction</td>
<td>Updated Chapter 13 &quot;See Also&quot; reference for the newly renamed Chapter 14: Manuscripts and Preprints.</td>
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<td>C. Preprints: Introduction and Examples</td>
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### Change Log for August 10, 2016

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<td>Changed “ sostavityel” to “ sostavited” in all instances of “Non-English names for secondary authors” for consistency</td>
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<td>2015 Foreword</td>
<td></td>
<td>Added new forward commenting on ANSI/NISO Z39.29 Bibliographic References</td>
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<tr>
<td>Chapter 1A: Journal Articles</td>
<td>Citation Rules with Examples</td>
<td>Corrected information about citing BMJ or British Medical Journal based on publication date in “General Rules for Journal Title”</td>
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<td>Chapter 2A: Entire Books</td>
<td>Citation Rules with Examples</td>
<td>Added example to &quot;39. Book with date of publication and date of copyright”</td>
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<tr>
<td>Chapter 3A: Conference Proceedings</td>
<td>Citation Rules with Examples</td>
<td>Corrected “2003 Apr 30-Mar 2” to “2003 Apr 30-May 2” for “Dates cross months” for “Specific Rules for Date of Conference”</td>
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<tr>
<td>Chapter 3B: Conference Papers</td>
<td>Citation Rules with Examples</td>
<td>Corrected subscripted characters in citation examples for “Titles of papers containing a Greek letter, chemical formula, or another special character” to “Specific Rules for Title”</td>
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<td>Chapter 3C: Parts of Conference Papers</td>
<td>Citation Rules with Examples</td>
<td>Corrected citation in “9. Part of a paper with no page number provided”</td>
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<td>Chapter 4A: Entire Reports</td>
<td>Citation Rules with Examples</td>
<td>Corrected citation for &quot;1. Standard report written and published by the sponsoring organization”</td>
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<td>Chapter 5. Dissertations and Theses</td>
<td>Citation Rules with Examples</td>
<td>Added citation in “Titles not in English”</td>
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<td>Chapter 6A: Entire Bibliographies</td>
<td>Citation Rules with Examples</td>
<td>Corrected punctuation in heading for “5. Bibliography with organization as compiler”</td>
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<td>Chapter 8: Newspaper Articles</td>
<td>Introduction</td>
<td>Corrected punctuation in citation diagram</td>
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| Chapter 8: Newspaper Articles | Citation Rules with Examples | Minor clarification of volume and issue information in “Date of Publication for Newspaper Articles” and “Optional
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<th>Chapter 16B: Journal Titles in Audiovisual Formats</th>
<th>Citation Rules with Examples</th>
<th>Removed an example from “No volume number present” in “Specific Rules for Volume Number” and “No issue number present” in “Specific Rules for Issue Number”</th>
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<tr>
<td>Chapter 17A: Individual Prints and Photographs</td>
<td>Citation Rules with Examples</td>
<td>Removed link to Chapter 16 in “Type of Medium for Individual Prints and Photographs”</td>
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<td>Chapter 18: Books and Other Individual Titles on CD-ROM, DVD, or Disk</td>
<td>Citation Rules with Examples</td>
<td>Added link to “36. Book on CD-ROM, DVD, or disk in more than one medium” to “Extent (Pagination)” and “Physical Description”</td>
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<td>Chapter 20: Databases on CD-ROM, DVD or Disk</td>
<td>Citation Rules with Examples</td>
<td>Corrected example in “22. Database on CD-ROM, DVD, or disk with government agency or other national body as publisher”</td>
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<td>Chapter 21: Computer Programs on CD-ROM, DVD, or Disk</td>
<td>Citation Rules with Examples</td>
<td>Corrected title from “Non-English names for programs” to “Non-English names for months” in “Date of Update/Revision”</td>
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<td>Chapter 22A: Entire Books and Other Individual Titles on the Internet</td>
<td>Citation Rules with Examples</td>
<td>Added examples to “7. Book on the Internet with an organization as author,” “23. Book on the Internet with qualifier added to place of publication for clarity,” and “39. Book on the Internet that is a video, videocast, or podcast”</td>
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<td>Chapter 22B: Parts of Books on the Internet</td>
<td>Citation Rules with Examples</td>
<td>Corrected “End with a semicolon placed outside the closing bracket” in “Both a date of update/revision and a date of citation” in “Specific Rules for Date of Citation” and “Part is a video clip, videocast, or podcast” in “Specific Rules for Name and Number/Letter” and “Specific Rules for Location (Pagination)”</td>
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<td>Chapter 22C: Contributions to Books on the Internet</td>
<td>Citation Rules with Examples</td>
<td>Corrected example in “Both a date of update/revision and a date of citation” in “Specific Rules for Date of Citation”</td>
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<td>Chapter 23A: Journal Articles on the Internet</td>
<td>Citation Rules with Examples</td>
<td>Added examples to “12. Journal article on the Internet not in English,” “15. Journal article on the Internet with optional article type,” “30. Journal article on the Internet with location expressed as standard page numbers,” “34. Journal article on the Internet with location/extent expressed as estimated number of pages,” and “36. Journal article on the Internet with location/extent expressed as an article number”</td>
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<td>Chapter 23B: Journal Titles on the Internet</td>
<td>Citation Rules with Examples</td>
<td>Corrected examples for “Journals appearing in more than one language” in “Specific Rules for Title” and “Specific Rules for Language” and “No issue number present” in “Specific Rules for Issue Number”</td>
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<th>Chapter 24A: Entire Databases/Retrieval Systems on the Internet</th>
<th>Citation Rules with Examples</th>
<th>Corrected acronym for BOND in example for “Other types of material to include in notes” in “Specific Rules for Notes”</th>
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<td>Chapter 24A: Entire Databases/Retrieval Systems on the Internet</td>
<td>Citation Rules with Examples</td>
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<td>Chapters 24B: Part of a Database on the Internet</td>
<td>Citation Rules with Examples</td>
<td>Corrected “date known” to “date unknown” in “Locating the date of publication” and “Locating the date of publication if there is no standard title page”</td>
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<td>Citation Rules with Examples</td>
<td>Added examples to “2. Standard contribution to a database on the Internet with a separate date for the item,” “8. Contribution to a database on the Internet with extent provided by the database,” and “11. Contribution to a database on the Internet with a note”</td>
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<td>Chapter 24C: Contributions to Databases on the Internet</td>
<td>Citation Rules with Examples</td>
<td>Corrected example for “9. Contribution to a database on the Internet with extent calculated”</td>
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<td>Chapter 25A: Homepages</td>
<td>Citation Rules with Examples</td>
<td>Added examples to “5. Homepage with an organization(s) as author,” “20. Homepage published with publisher having subsidiary division,” “21. Homepage with government agency or other national body as publisher,” “27. Homepage with months/days included in date of publication,” “34. Homepage with optional system requirements,” and “36. Homepage with supplemental note included”</td>
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<td>Chapter 25B: Parts of Web Sites</td>
<td>Citation Rules with Examples</td>
<td>Corrected example for “No date of publication or copyright can be found” in “Specific Rules for Date of Publication”</td>
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<td>Citation Rules with Examples</td>
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<td>Citation Rules with Examples</td>
<td>Corrected example in “8. Part of a Web site with date(s) of update/revision”</td>
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<td>Chapter 25B: Parts of Web Sites</td>
<td>Citation Rules with Examples</td>
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<td>Chapter 26C: Blogs</td>
<td>Citation Rules with Examples</td>
<td>Corrected “date known” to “date unknown” in “No beginning date is provided” and “Locating the date of publication”</td>
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<td>Chapter 26D: Wikis</td>
<td>Citation Rules with Examples</td>
<td>Corrected “date known” to “date unknown” in “Locating the date of publication” and “No date of creation is provided”</td>
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<td>Appendix B: Additional Sources for Journal Title Abbreviations</td>
<td></td>
<td>Revised introduction and updated all of the resources in the “Source List”</td>
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<td>Appendix F: Notes for Citing MEDLINE® / PubMed®</td>
<td></td>
<td>Revised “2. For Author Affiliation,” “3. For Article Title,” and “4. For Article Type.” Changed nine to ten citation elements in introduction.</td>
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Change Log for September 15, 2011

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<th>Chapter/Appendix</th>
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<tr>
<td>Chapter 1A: Journal Articles</td>
<td>Citation Rules with Examples</td>
<td>Minor changes for consistency to “Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew) or character-based languages (Chinese, Japanese, Korean)” in “Specific Rules for Authors,” and “Discontinuous page numbers” in “Specific Rules for Location (Pagination)”</td>
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<td>Chapter 1A: Journal Articles</td>
<td>Examples of Citations</td>
<td>Modified citation and added citation to “75. Other types of notes for journal articles”</td>
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<td>Chapter 2D: Contributions to Books</td>
<td>Citation Rules with Examples</td>
<td>Minor changes for consistency to “Other surname rules” in “Specific Rules for Author/Editor”</td>
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<td>Chapter 4A: Entire Reports</td>
<td>Citation Rules with Examples</td>
<td>Minor changes for consistency to “Other surname rules” in “Specific Rules for Author/Editor”</td>
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<td>Chapter 8: Newspaper Articles</td>
<td>Citation Rules with Examples</td>
<td>Minor changes for consistency to “Designations of rank in a family, such as Jr and III” and “Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew) or character-based languages (Chinese, Japanese, Korean)” in “Specific Rules for Authors”</td>
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<tr>
<td>Chapter 12: Papers and Poster Sessions Presented at Meetings</td>
<td>Citation Rules with Examples</td>
<td>Minor changes for consistency to “Designations of rank in a family, such as Jr and III” and “Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew) or character-based languages (Chinese, Japanese, Korean)” in “Specific Rules for Authors”</td>
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<th>Chapter 14A: Individual Manuscripts</th>
<th>Examples of Citations</th>
<th>Added citation to “27. Manuscript with supplemental note included”</th>
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<td>Chapter 16A; Journal Articles in Audiovisual Formats</td>
<td>Citation Rules with Examples</td>
<td>Minor changes for consistency to “Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew) or character-based languages (Chinese, Japanese, Korean)” in “Specific Rules for Authors”</td>
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<td>Chapter 19A: Journal Articles on CD-ROM, DVD, or Disk</td>
<td>Citation Rules with Examples</td>
<td>Minor changes for consistency to “Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew) or character-based languages (Chinese, Japanese, Korean)” in “Specific Rules for Authors”</td>
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<td>Chapter 20: Databases on CD-ROM, DVD, or Disk</td>
<td>Examples of Citations</td>
<td>Added citation to “15. Database on CD-ROM, DVD, or disk with an edition or version”</td>
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<td>Chapter 22: Books and Other Individual Titles on the Internet</td>
<td>Introduction</td>
<td>Revised first paragraph in the introduction.</td>
</tr>
<tr>
<td>Chapter 22A: Entire Books and Other Individual Titles on the Internet</td>
<td>Examples of Citations</td>
<td>Added citation to “39. Book on the Internet that is a video, videocast, or podcast”</td>
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<td>Chapter 22C: Contributions to Books on the Internet</td>
<td>Citation Rules with Examples</td>
<td>Changed semicolon to period in last rule in “General Rules for Date of Citation”</td>
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<tr>
<td>Chapter 23: Journals on the Internet</td>
<td>Table of Contents</td>
<td>Changed link from “Chapter 1C: Entire Journal Titles” to “Chapter 1B Parts of Journal Articles”</td>
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<td>Chapter 23: Journals on the Internet</td>
<td>Introduction</td>
<td>Revised first paragraph in the introduction</td>
</tr>
<tr>
<td>Chapter 23A: Journal Articles on the Internet</td>
<td>Citation Rules with Examples</td>
<td>Minor changes for consistency to “Designations of rank in a family, such as Jr and III” and “Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew) or character-based languages (Chinese, Japanese, Korean)” in “Specific Rules for Authors.” Added link to “43. Part of journal article on the Internet” in “Examples for Article Title,” Removed link to “43. Part of journal article on the Internet” in “Examples for Notes.” Minor correction to the “Non-English journal titles.”</td>
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<td>Chapter 23A: Journals on the Internet</td>
<td>Examples of Citations</td>
<td>Added citations to “21. Journal article on the Internet updated/revised after publication,” “42. Journal article on the Internet with note,” and “43. Part of a journal article on the Internet”</td>
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<th>Chapter 24A: Entire Databases/Retrieval Systems on the Internet</th>
<th>Examples of Citations</th>
<th>Added citations to “1. Standard citation to an open serial database on the Internet,” “11. Database/retrieval system on the Internet title with subtitle,” “18. Database/retrieval system on the Internet with an edition or version,” and “27. Database/retrieval system on the Internet with month/day included in date of publication.” Updated citation in “30. Database/retrieval system on the Internet with date obtained from earliest material in it.”</th>
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<td>Chapter 24B: Parts of Databases on the Internet</td>
<td>Examples of Citations</td>
<td>Added citations to “2. Standard part of a database on the Internet without a name or number/letter” and “4. Part of a database on the Internet with title containing special scripts/characters”</td>
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<td>Chapter 24C: Contributions to Databases on the Internet</td>
<td>Examples of Citations</td>
<td>Added citations to “9. Contribution to a database on the Internet with extent calculated”</td>
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<tr>
<td>Chapter 25A: Homepages</td>
<td>Examples of Citations</td>
<td>Added citations to “6. Homepage with no authors or editors,” “8. Homepage with title having a subtitle,” and “13. Homepage published with optional content type.” Minor correction to citations in “11. Homepage in a language other than English.”</td>
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<td>Chapter 25A: Homepages</td>
<td>Citation Rules with Examples</td>
<td>Minor corrections to citation in “Titles not in English”</td>
</tr>
<tr>
<td>Chapter 25B: Parts of Web Sites</td>
<td>Citation Rules with Examples</td>
<td>Minor correction to citation in “Titles for parts not in English”</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>Part Title</td>
<td>Updated title from “Citing Material on the Internet” to “Citing Material on the Internet (Online)”</td>
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</table>

**Update for May 2010**

A zip file containing the PDF versions of all of the chapters and appendixes was added to *Citing Medicine*. It is available from the “All Chapters” link under the “Download” section on every page of the Web site.

**Update for December 2009**

The Content Updates Appendix was added to *Citing Medicine*.
Change Log for October 21, 2009

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<tr>
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<tr>
<td>Chapter 1: Journals</td>
<td>Introduction</td>
<td>Added paragraph with explanation about journals and magazines as type of periodical.</td>
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<tr>
<td>Chapter 2C: Parts of Books</td>
<td>Examples of Citations</td>
<td>Added notes to the citation examples in “21. Unnamed parts in a book without numbers or letters” and “55. Book with other note included.”</td>
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<td>Chapter 22B: Parts of Books on the Internet</td>
<td>Citation Rules with Examples</td>
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<td>Chapter 22B: Parts of Books on the Internet</td>
<td>Examples of Citations</td>
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<td>Chapter 23: Journals on the Internet</td>
<td>Introduction</td>
<td>Added paragraph with explanation about journals and magazines as type of periodical.</td>
</tr>
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<td>Chapter 23A: Journal Articles on the Internet</td>
<td>Examples of Citations</td>
<td>Corrected DOI information in &quot;3. Journal article on the Internet with many authors (give all).”</td>
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<td>Chapter 24B: Parts of Databases on the Internet</td>
<td>Examples of Citations</td>
<td>Added citation examples to &quot;12. Part of a Database on the Internet with a URL not directly addressable.”</td>
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<td>Chapter 24C: Contributions to Databases on the Internet</td>
<td>Examples of Citations</td>
<td>Added citation example to &quot;2. Standard contribution to a database on the Internet with a separate date for the item.”</td>
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<td>Chapter 25B: Parts of Web Sites</td>
<td>Examples of Citations</td>
<td>Updated citation example for “1. Standard part of a Web site.”</td>
</tr>
<tr>
<td>Appendix A</td>
<td></td>
<td>Revised introduction and updated URLs for “LTWA on-line.”</td>
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<tr>
<td>Appendix B</td>
<td></td>
<td>Revised a resource in the “Source List.”</td>
</tr>
<tr>
<td>Appendix F</td>
<td>10. For Location (Pagination or Notes)</td>
<td>Added information about unique identifiers appearing in notes to the rule and included examples of unique identifiers in the citation examples in “10. For Location (Pagination or Notes)”</td>
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</table>

Update for August 2009

The *Citing Medicine* XML was migrated from the NLM PubMed Central Book DTD to the DTD version of the NCBI Book Tag Set, part of the NLM Journal Archiving and Interchange Tag Suite. An updated version of the *Citing Medicine* user interface – based on the XML changes – was also released.

Change Log for January 14, 2009

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<td>Chapter 1A: Journal Articles</td>
<td>Examples of Citations</td>
<td>Corrected citation examples in “65. Journal article that is a retraction notice” and “71. Journal article with DOI provided.”</td>
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<td>Chapter 2D: Contributions to Books</td>
<td>Examples of Citations</td>
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<td>Chapter 5A: Entire Dissertations and Theses</td>
<td>Citation Rules with Examples</td>
<td>Corrected “General Rules for Place of Publication.”</td>
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<td>Chapter 8: Newspaper Articles</td>
<td>Sample Citations and Introduction</td>
<td>Added paragraph on citing a newspaper article on the Internet.</td>
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<td>Citation Rules with Examples</td>
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<td>Examples of Citations</td>
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<td>Chapter 11A: Forthcoming Journal Articles</td>
<td>Citation Rules with Examples</td>
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<td>Chapter 11A: Forthcoming Journal Articles</td>
<td>Examples of Citations</td>
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<td>Chapter 22A: Entire Books and Other Individual Titles on the Internet</td>
<td>Examples of Citations</td>
<td>Corrected a citation example in “8. Book on the Internet with an organization as author having subsidiary division.”</td>
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<td>Updated citation example for “Article numbers used for location” in “Specific Rules for Location (Pagination).”</td>
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<td>Chapter 23A: Journal Articles on the Internet</td>
<td>Example Citations</td>
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<td>Citation Rules with Examples</td>
<td>Added rule about no authors or editors found to “General Rules for Author/Editor.”</td>
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<td>Examples of Citations</td>
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<td>Examples of Citations</td>
<td>Added citation example to “7. Part of a database on the Internet with a date of update/revision.”</td>
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<td>Chapter 26C: Blogs</td>
<td>Examples of Citations</td>
<td>Minor correction to citation example for “30. Contribution to a blog on the Internet by someone other than the blog owner.”</td>
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<tr>
<td>Appendix A: Abbreviations for Commonly Used English Words in Journal Titles</td>
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<td>Minor corrections.</td>
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<td>Appendix B: Additional Sources for Journal Title Abbreviations</td>
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<td>Appendix F: Notes for Citing MEDLINE® /PubMed®</td>
<td>1. For Author</td>
<td>Added rule about distinguishing authorship from contributor to ”MEDLINE/PubMed” in “1. For Author.”</td>
</tr>
<tr>
<td>Appendix F: Notes for Citing MEDLINE® /PubMed®</td>
<td>5. For Journal Title</td>
<td>Added information to clarify type of medium to ”MEDLINE/PubMed” in “1. For Author” and “5. For Journal Title (Journal Title Abbreviation).”</td>
</tr>
<tr>
<td>Appendix F: Notes for Citing MEDLINE® /PubMed®</td>
<td>10. For Location</td>
<td>Added new section “10. For Location (Pagination or Notes).”</td>
</tr>
</tbody>
</table>

**Change Log for May 7, 2008**

<table>
<thead>
<tr>
<th>Chapter/Appendix</th>
<th>Section Updated</th>
<th>Update/Correction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 1A: Journal Articles</td>
<td>Citation Rules with Examples</td>
<td>Added information about content designator and other article types to the “General Rules for Article Type.”</td>
</tr>
<tr>
<td>Chapter 1A: Journal Articles</td>
<td>Citation Rules with Examples</td>
<td>Added citation examples to ”Options for issues” in “Specific Rules for Issue Number.”</td>
</tr>
<tr>
<td>Chapter 1A: Journal Articles</td>
<td>Citation Rules with Examples</td>
<td>Added rule and citation examples to “Other types of material to include in notes” in “Specific Rules for Notes.”</td>
</tr>
<tr>
<td>----------------------------</td>
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</tr>
<tr>
<td>Chapter 1A: Journal Articles</td>
<td>Examples of Citations</td>
<td>Added citation examples to “24. Journal article with type of article indicated” and “75. Other types of notes for journal articles.”</td>
</tr>
<tr>
<td>Chapter 3C: Parts of Conference Papers</td>
<td>Sample Citation and Introduction</td>
<td>Updated introduction with information about the conference titles for conference proceedings and added an additional citation diagram for a title for the book of proceedings as well as a conference title.</td>
</tr>
<tr>
<td>Chapter 3C: Parts of Conference Papers</td>
<td>Examples of Citations</td>
<td>Updated citation example for “7. Part of a paper with a constructed title.”</td>
</tr>
<tr>
<td>Chapter 15: Books and Other Individual Titles in Audiovisual Formats</td>
<td>Citation Rules with Examples</td>
<td>Changed [videorecording] to [videocassette] in citation example for “Audiovisual titles not in English” in the “Specific Rules for Title.”</td>
</tr>
<tr>
<td>Chapter 15: Books and Other Individual Titles in Audiovisual Formats</td>
<td>Examples of Citations</td>
<td>Changed [videorecording] to [videocassette] in citation example for “24. Audiovisuals with editors when there is no author.”</td>
</tr>
<tr>
<td>Chapter 19A: Journal Articles on CD-ROM, DVD, or Disk</td>
<td>Citation Rules with Examples</td>
<td>Added information about content designator and other article types to the “General Rules for Article Type.”</td>
</tr>
<tr>
<td>Chapter 19A: Journal Articles on CD-ROM, DVD, or Disk</td>
<td>Citation Rules with Examples</td>
<td>Added citation examples to “Options for dates” in “Specific Rules for Date of Publication,” and “Options for issues” in “Specific Rules for Issue Number.”</td>
</tr>
<tr>
<td>Chapter 20: Databases on CD-ROM, DVD, or Disk</td>
<td>Citation Rules with Examples</td>
<td>Added rules and examples to “Titles containing a Greek letter, chemical formula, or another special character” in “Specific Rules for Title.”</td>
</tr>
<tr>
<td>Chapter 23A: Journal Articles on the Internet</td>
<td>Citation Rules with Examples</td>
<td>Added information about content designator and other article types to the “General Rules for Article Type.”</td>
</tr>
<tr>
<td>Chapter 23A: Journal Articles on the Internet</td>
<td>Citation Rules with Examples</td>
<td>Added citation examples to “Options for dates” in “Specific Rules for Date of Publication,” “Options for issues” in “Specific Rules for Issue Number,” and “Other types of material to include in notes” in “Specific Rules for Notes.”</td>
</tr>
<tr>
<td>Chapter 23A: Journal Articles on the Internet</td>
<td>Examples of Citations</td>
<td>Corrected citations for “15. Journal article on the Internet with optional article type” and “42. Journal article on the Internet with note.”</td>
</tr>
<tr>
<td>Chapter 24A: Entire Databases/Retrieval Systems on the Internet</td>
<td>Citation Rules with Examples</td>
<td>Added links to Appendixes D and E to “Organizations as author” in “Specific Rules for Author/Editor.”</td>
</tr>
<tr>
<td>Chapter 24C: Contributions to Databases on the Internet</td>
<td>Citation Rules with Examples</td>
<td>Changed “Extent (Pagination)” from optional to required.</td>
</tr>
<tr>
<td>Chapter 26C: Blogs</td>
<td>Sample Citation and Introduction</td>
<td>Added citation example and information about citing parts of a blog.</td>
</tr>
<tr>
<td>Chapter 26C: Blogs</td>
<td>Citation Rules with Examples</td>
<td>Added links to citation examples to “Author/Editor for Blogs” for “29. Part of a blog on the Internet from the blog owner” and “30. Contribution to a blog on the Internet by someone other than the blog owner.”</td>
</tr>
<tr>
<td>Chapter 26C: Blogs</td>
<td>Citation Rules with Examples</td>
<td>Added rule to “General Rules for Date of Publication” about a closed blog.</td>
</tr>
<tr>
<td>Chapter 26C: Blogs</td>
<td>Citation Rules with Examples</td>
<td>Added rule to “General Rules for Availability for Blogs” about providing a specific URL and a link to the citation example for “1. Standard citation to a blog.”</td>
</tr>
<tr>
<td>Chapter 26C: Blogs</td>
<td>Citation Rules with Examples</td>
<td>Added rules to “General Rules for Date of Publication” and “General Rules for Availability.”</td>
</tr>
<tr>
<td>Chapter 26C: Blogs</td>
<td>Examples of Citations</td>
<td>Added citation examples “29. Part of a blog on the Internet from the blog owner,” and “30. Contribution to a blog on the Internet by someone other than the blog owner.”</td>
</tr>
<tr>
<td>Appendix A: Abbreviations for Commonly Used English Words in Journal Titles</td>
<td>Sample Citation and Introduction</td>
<td>Added information and link for the ISSN International Centre’s “LTWA on-line – Index.”</td>
</tr>
<tr>
<td>Appendix B: Additional Sources for Journal Title Abbreviations</td>
<td>Sample Citation and Introduction</td>
<td>Added information about abbreviations and linked to Appendix A.</td>
</tr>
<tr>
<td>Appendix F: Notes for Citing MEDLINE® / PubMed®</td>
<td>For Article Title</td>
<td>Corrected citation example in “For Article Title.”</td>
</tr>
<tr>
<td>Appendix F: Notes for Citing MEDLINE® / PubMed®</td>
<td>For Article Type</td>
<td>Added information about book reviews, editorials, and interviews in “For Article Type.”</td>
</tr>
</tbody>
</table>
Update for February 2008

Individual PDFs were released for all chapters and appendixes of *Citing Medicine*. Links to the PDF appear next to the chapter title on the Table of Contents page, or to the right of the title in the chapter or appendix.

Update for October 2007

*Citing Medicine* was published on the NCBI Bookshelf.