

Literature Citations

The **FS** style for citing bibliographic **references** is based on ANSI.¹ To simplify, condense, and illustrate the rules outlined in ANSI, we show examples of the most common types of citations used in PNW publications. The examples also account for FS requirements. Some examples are not real but have been created for this guide. If you have an unusual paper that you are not sure how to cite, ask an Editor for help.

Text References

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

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

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

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

(Adams 1980; Endres and Thompson, in press; Petersen 1974)
(Adams **1980**, Endres and **Thompson** 1988, Petersen 1988)
(Jones 1980, 1981)
(Jones 1980, 1981; Jones and others 1971; Miles and Anderson 1979)
(Remington **1982a**, 1982b)

Alphabetizing

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

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

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

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

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

Brown, G.W.; Gahler, **A.R.**; Marston, R.B.
Brown, G.W.; Krygier, J.T.

¹ American National Standards Institute. 1977. American national standard for bibliographic references. ANSI Z39.29. New York. 92 p.

When the author or authors of several entries are the same, arrange the citations chronologically:

Rickard, W.H. 1967.
Rickard, W.H. 1970.
Rickard, W.H. 1985.

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

Rickard, W.H. 1967.
Rickard, W.H. 1985.
Rickard, William H. 1970.

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

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

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

Johnson, A.C. 1978a.
Johnson, Anthony C. 1979.
Johnson, Mary A. 1973.
Johnson, W.C. 1978b.

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

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

For further information on alphabetizing publication lists, including prefixes of family names (for example, du, Von), see the CBE style manual.²

² CBE Style Manual Committee. 1983. CBE style manual: a guide for authors, editors, and publishers in the biological sciences. 5th ed. Bethesda, MD: Council of Biology Editors (p. 50-53). 324 p.

Style and Format

Unpublished references-List only published references (those likely to be available in libraries) in your "Literature Cited" section; mention each in the text. A section titled "References" can replace the "Literature Cited" section if you have many unpublished **works** to cite: it can include unpublished references and personal communications. If you have only a few such items to cite, use footnotes for personal communications or **correspondence**.³ **administrative reports**,⁴ and unpublished **data**,⁵ including manuscripts in **preparation**.⁶ Let readers know where unpublished data are on file. Citations of unpublished material when included in a "References" section, should follow the format used in footnotes 3, 4, and 5, below. Speeches also can be cited in a footnote.⁷

Although unpublished works are not protected by statutory copyright, they are protected by common-law copyright. You must obtain permission to use personal communications, correspondence, or unpublished data from the rights holder (the "author" or originator of the material). For further explanation, see the University of Chicago Press style **manual**⁸ and the **CBE style manual**.⁹ Using only significant published material to substantiate your research is preferred, however.

³ *Example:* Personal **communicaton**. 1991. Stuart Johnson, **silviculturist**, Siuslaw National Forest. **P.O. Box 1148, Corvallis, OR 97339.**

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

⁴ *Example:* Adams, Thomas C. 1984. A trial application of forest residue management guidelines. Portland, OR: U.S. Department of Agriculture, Forest **Service, Pacific** Northwest Forest and Range Experiment Station. 15 p. Administrative report, On file **with:** Biomass and Energy Research Project, Forestry Sciences Laboratory, **Pacific** Northwest Research Station, **P.O. Box 3890**, Portland, OR 972083690.

⁵ Brown, Lee P. June **16, 1928**. Report on Sand Creek beetle control project, season 1928, Crater **National** Forest. **Medford**, OR: Crater National Forest. 7 p. Unpublished report. On file with: Pacific Northwest Research Station, Forestry and Range Sciences Laboratory, 1401 **Gekeler** Lane, La **Grande**, OR. 97850.

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

⁷ Franklin, William. 1988. Remarks to Japan America Society, June 2, 1988. [**Tacoma**, WA: Weyerhaeuser Company.] On file with: Trade Research Unit, **Pacific** Northwest Research Station, 4943 Roosevelt Way N.E., **Seattle**, WA 98105.

⁸ The University of Chicago Press. 1969. A manual of style. 12th **ed.**, rev. Chicago (section **4.20-4.22**). 546 p.

⁹ CBE Style Manual Committee. 1983. CBE style manual: a guide for authors, editors, and publishers in the biological sciences. 5th ed. Bethesda, MD: Council of Biology Editors (p. 87-92). 324 p.

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

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

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

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

Publisher—For the location of the publisher (and the location of a conference), use the two-letter postal abbreviation¹⁰ for the State or Province. Names of countries are not abbreviated, except U.S.S.R. (Even though the U.S.S.R. no longer exists, literature published in that country occasionally will be referenced.) Use names of publishers as given on the publication; that is the way they are identified in library records and bibliographic data bases. When an FS Research Station is the publisher, cite the Station name as it appears on the publication. If an organization is the publisher, give divisions in the order shown on the publication (for example, "College of forest Resources, University of Washington"). Words such as "Company" or "Corporation" may be abbreviated. Names of well-known publishers may be shortened by dropping generic modifiers such as "Company" and "Inc." If a publisher is in a major city (for example, New York, Los Angeles, Seattle), omit the State.

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

¹⁰ **Source** for postal abbreviations: U.S. Government Printing Office. 1984. Style manual. Washington, DC (p. 137). 479 p. (Note: The abbreviation for Yukon Territory is wrong on p. 137; it should be **YT.**)

Directory

A directory is provided here to help you find the examples you need.

The numbers in the directory correspond to the **numbers in parentheses** along the right margin of each page. *Explanatory notes in italic follow* many references.

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- article in, published as supplement to journal issue, 31
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Examples

BOOK OR MONOGRAPH

Abercrombie, Michael; Hickman, C.J.; Johnson, M.L. 1964. A dictionary of biology, Chicago: **Aldine** Publishing Co. 798 p. (1)

Strunk, William J.; White, E.B. 1971. The elements of style. **2d** ed. New York: Macmillan. 78 p. (2)

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

Chapter In Book or Monograph

Beasley, R. Scott. 1979, Assessment of non-point source pollution from forest practices in the south central region. In: Current research, research needs and problems in assessing impact of forest management practices on water quality and utility. Tech. Bull. 328. New York: National Council of the Paper Industry for Air and Stream Improvement: **10-13**. (3)

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

Stoftenberg, **Carl H.**; Ware, Kenneth D.; Marty, Robert J. (and others). 1970. Preparing written study plans. In: Planning research for resource decisions. Ames, IA: Iowa State University Press: 81-88. (4)

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

Stein, William I. 1978. Reforestation evaluation. In: **Cleary**, Brian D.; **Greaves**, Robert D.; **Hermann**, Richard K., **comps.**, eds. Regenerating Oregon's forests: a guide for the regeneration forester. Corvallis, OR: Oregon State University Extension Service: **205-221**. (5)

Reference shows compilers and editors for the larger work.

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

Stein, **William I.** 1978. Reforestation evaluation. In: **Cleary**, Brian D.; Greaves, Robert D.; **Hermann**, Richard K., **comps.**, eds. Regenerating Oregon's forests: a guide for the regeneration forester. Corvallis, OR: Oregon State University Extension Service: 205-221. Chapter 11. (6)

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

Stein, **William I.** 1978. Reforestation evaluation. In: Cleary, Brian D.; Greaves, Robert D.; **Hermann**, Richard K., **comps.**, eds. Regenerating Oregon's forests: a guide for the regeneration forester. Corvallis, OR: Oregon State University Extension Service: chapter **11**. (7)

Stein, William I. 1978. Reforestation evaluation. In: Cleary, Brian D.; Greaves, Robert D.; **Hermann**, Richard K., **comps.**, eds. Regenerating Oregon's forests: a guide for the regeneration forester. Corvallis, OR: Oregon State University Extension Service: **[not paged]**. Chapter 1.1. (8)

All Volumes of Multivolume Work and Article In Specified Volume

Iverson, L.L.; Iverson, S.D.; Snyder, S.H., eds. 1975. Handbook of psychopharmacology. New York: Plenum Press. 6 vol. (9)

Colowick, S.P.; Kaplan, N.O. 1955-63. Methods In enzymology. New York: Academic Press. 6 vol. (10)

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

Zook, Lola M. 1980. Lessons learned-not always by choice. In: Technical communication-the bridge of understanding: Proceedings, 27th international technical communication conference; 1980 May 14-17; Minneapolis, MN. Washington, DC: Society for Technical Communication: W-31 to W-36; Vol. 2. (11)

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

Series, Department of Agriculture

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

Fowells, H.A., comp. 1965. Silvics of forest trees of the United States. Agric. Handb. 271. Washington, DC: U.S. Department of Agriculture. 762 p. (12)

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

Koch, Peter. 1972. Utilization of the southern pines. Agric. Handb. 420. Washington, DC: U.S. Department of Agriculture. 2 vol. (13)

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

Series, Forest Service (WO)

U.S. Department of Agriculture, Forest Service. 1981. Report of the Forest Service: fiscal year 1980 highlights. FS-364. Washington, DC: U.S. Department of Agriculture, Forest Service. 38 p. (14)

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

Series, forest Service (Station or Region)

- Setter, Theodore S. 1987. Timber resource statistics for the Porcupine inventory unit of Alaska, 1978. Resour. Bull. PNW-RB-141. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station. 32 p. (15)

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

- Jackson, George H.; Henley, John W.; Jackson, Willard L. 1963. Log diagraming guide for western softwoods. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Forest and Range Experiment Station. 21 p. (16)

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

- Levitan, Jack S. 1969. Lumber and veneer recovery from Douglas-fir trees in California. San Francisco: U.S. Department of Agriculture, Forest Service, Pacific Southwest Region. 56 p. (17)

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

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

- Martignoni, Mauro E.; Iwai, Paul J. 1977. A catalog of viral diseases of insects and mites. 2d ed. Gen. Tech. Rep. PNW-40. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Forest and Range Experiment Station. 28 p. (18)

- Martignoni, Mauro E.; Iwai, Paul J. 1986. A catalog of viral diseases of insects, mites, and ticks. 4th ed., rev. Gen. Tech. Rep. PNW-195. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station. 50 p. (19)

- U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station. 1987. FIR Program: reforestation research and application in southwestern Oregon [Brochure]. Revised. Portland, OR. [Not paged]. In cooperation with: Oregon State University. (20)

*The publisher is named as author; therefore the publisher's name is not repeated as the publisher. The document cited is a brochure (see "**Brochure** and Leaflet" below); it was not paged. The cooperating organization is named.*

Series of Another Government Agency, **University**, or Organization (that also meets ANSI definition of a monograph)

- Ursic**, S.J. 1979. Sediment contributions from southern forest management practices. In: Pollution control in the forest products industry. Semin. **Publ.** **625/3-79-010**. Cincinnati, OH: U.S. Environmental Protection Agency, Office of Technology Transfer: 53-55. (21)

Reference shows an article within a larger work.

BROCHURE AND LEAFLET

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

- U.S. Department of Agriculture; Forest Service, Pacific Northwest Research Station. 1987. FIR Program: reforestation research and application in southwestern Oregon [Brochure]; Revised. Portland, OR. [Not paged]. In cooperation with: Oregon State University. (22)

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

- Holsten, Edward H.; Werner, Richard A. **[1987]**. Engreaver beetles in Alaska forests [Leaflet]. [Portland, OR]: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station. [Not paged]. (23)

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

JOURNAL OR PERIODICAL ARTICLE

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

- Adams, Lowell. 1947. Food habits of three common Oregon birds in relation to reforestation. *Journal of Wildlife Management*. 11(3): 281-282. (24)

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

- Conner, Richard N. 1979. Minimum standards and forest wildlife management. *Wildlife Society Bulletin*. 7: 293-296. (25)

The journal uses only a volume number.

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

- Bergstrom, Dorothy. 1981. Understanding the habitat needs of anadromous salmonids. *Forestry Research West*. March: 1-6. (26)

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

Bergstrom, Dorothy. 1981. Understanding the habitat needs of anadromous salmonids. Forestry Research West. Fort Collins, CO: U.S. Department of Agriculture, Forest Service, [Rocky Mountain Forest and Range Experiment Station]; March: 1-6. (27)

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

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

Leckenby, Donavin A. 1980. Oregon elk habitat study. Pixel Facts. Moffett Field, CA: National Aeronautics and Space Administration, Ames Research Center; April; 24: [2-4]. (28)

Publisher of Journal Shown

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

Harrington, Constance A.; McElroy, James P.; DeBell, Dean S. 1981. Red alder. Western Wildlands. Missoula, MT: Montana Forestry and Conservation Experiment Station, University of Montana: 7(1): 19-21. (29)

Renkin, Barbara A. 1979. Ethics and publication: the journal as mentor. CBE Views, Washington, DC: Council of Biology Editors; 2(4): 2-7. (30)

Article In Monograph Published as Supplement to Journal Issue

Forsman, Eric D.; Meslow, E. Charles; Wight, Howard M. 1984. Distribution and biology of the spotted owl in Oregon. Wildl. Monogr. 87. Washington, DC: The Wildlife Society. 64 p. Supplement to Journal of Wildlife Management. 48(2): 1984 April. (31)

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

Article In Proceedings Published In Journal

Bull, Evelyn L. 1981. Indirect estimates of abundance of birds. Estimating numbers of terrestrial birds: Proceedings, international symposium; 1980 October 26-31; Asilomar, CA. In: Studies in Avian Biology. Cooper Ornithological Society; 6: 76-80. (32)

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

LEGAL DOCUMENT

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

- Forest and Rangeland Renewable Resources Planning Act. Act of Aug. 17, 1974. 88 Stat. 476, as amended; 16 **U.S.C.** 1600-1614. (33)
- U.S. Laws, Statutes, etc.; Public Law 9-2743. Federal Land Policy and Management Act of 1978. Act of Oct. 21. 1976. 43 U.S.C. 1701 (note). (34)
- U.S. Laws, Statutes, etc.; Public Law 91-190. [S. **1075**], National Environmental Policy Act of 1969. Act of Jan. 1, 1970. [An act to establish a national policy for the environment, to provide for the establishment of a Council of Environmental Quality, and for other purposes.] In its: United States statutes at large, 1969. 42 U.S.C. sec. 4231, et seq. (1970). Washington, DC: U.S. Government Printing Office: 852-856. Vol. 83. (35)
- U.S. Laws, Statutes, etc.; Public Law 94-588. National Forest Management Act of 1976. Act of Oct. 22, 1976. 16 U.S.C. 1800 (1976). (36)

PROCEEDINGS

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

- Dendy, F.E.; Ursic, S.J.; Bowie, A.J. 1979. Sediment sources and yields from upland watersheds in north Mississippi. In: Proceedings of the 1979 Mississippi water resources conference: 1979 February 5-7; Jackson, MS. Jackson, MS: Mississippi State College Press: 49-54. (37)

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

- Ursic, S.J. 1979. Forestry practices and the water resource of the upper Coastal Plain. In: Florida's water resources-implications for forest management: 11th spring symposium of the Florida section of the Society of American Foresters; 1979 January 14-20; Miami. Gainesville, FL: University of Florida Press: 83-91. (38)

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

- Brooks, David J. 1987. Issues in trade modeling: aggregation of **products**. (39)
In: Cardellichio, Peter A.; Adams, Darius M.; Haynes, Richard W., eds.
Forest sector and trade models: theory and applications: Proceedings of
an international symposium; 1987 November 3-4; [Seattle]. Seattle: Center
for International Trade in Forest Products, University of Washington,
College of Forest Resources: 11 H 20.

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

- Martin, Robert E.; Robinson, Dan D.; **Schaeffer**, Wafter H. 1976. Fire in the (40)
Pacific Northwest-perspectives and problems. In: Proceedings, 15th
annual Tall timbers fire ecology conference; 1974 October 15-16;
Portland, OR. Tallahassee, FL: Tall Timbers Research Station; 15: 1-23.

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

- MacLean**, Colin D. 1981. Walk-through inventory: a short-cut substitute for (41)
remeasuring slow-growing inventory plots. In: Arid land resource inven-
tories: developing cost-efficient methods: Proceedings of an international
workshop; 1980 November **30-December** 6; La Paz, Mexico. Gen. Tech.
Rep. WO-28. Washington, DC: U.S. Department of Agriculture, Forest
Service: 389-393.

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

- Gutiérrez**, Ralph J.; Carey, Andrew **B.**, tech. eds. 1985. Ecology and (42)
management of the spotted owl in the Pacific Northwest: Proceedings
of a symposium; 1984 June 19-23; Arcata, CA. **Gen.** Tech. Rep. PNW-185.
Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific
Northwest Forest and Range Experiment Station. 119 p.

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

OTHER

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

Abstract

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

Harrington, Constance A.; Deal, Robert L. 1981. Sitka alder and Douglas-fir mixtures look promising [Abstract]. In: Northwest Science program and abstracts: 54th annual meeting of the Northwest Scientific Association; 1981 March 26-28; Corvallis, OR. [Pullman, WA]: Northwest Scientific Association: 41. (48)

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

Available From NTIS

McKillop, William (Department of Forestry and Resource Management, University of California, Berkeley, CA); Adams, Darius; Haynes, Richard; Geissler, Peter. [n.d.]. Social, economic and environmental effects of rising timber prices. 59 p. Available from: National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161; \$11.50; PB-83-105-387. Written in 1980. (49)

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

Collaboration Shown

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

Wakefield, Pat A.; with Carrara, Larry. 1987. A moose for Jessica. (50)
New York: E.P. Dutton. [Not paged].

Cooperation Shown

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

Thomas, Jack Ward, tech. **ed.** 1979. Wildlife habitats in managed forests: (51)
the Blue Mountains of Oregon and Washington. Agric. Handb. 553.
Washington, DC: U.S. Department of **Agriculture**. 512 p. In cooperation
with: The Wildlife Management Institute; U.S. Department of the Interior,
Bureau of Land Management.

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

Copyright Date Used as Publication Date

G. & C. Merriam Company. c1951. Webster's dictionary of synonyms. (52)
Springfield, MA: G. & C. Merriam Company. 907 p.

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

Corporate Author

U.S. Department of the Interior, **Bureau** of Land Management. 1964. Water (53)
developments: range improvements in Nevada for wildlife, livestock, and
human use. **Reno**, NV: U.S. Department of the Interior, Bureau of Land
Management. 37 p.

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

U.S. Department of the Interior, **Bureau** of Land Management. 1964. Water (54)
developments: range improvements in Nevada for wildlife, livestock, and
human use. **Reno**, NV. 37 p.

In Press

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

Porter, Pamela E.; Meehan, R. [In press]. Seasonal composition of **invertebrates** in several Oregon streams. Res. Pap. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station. (55)

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

Hard, John. [In press]. Comparative success of spruce beetle attacks in pruned and unpruned boles of Lutz spruce. Forest Ecology and Management. (56)

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

Map

Oregon [Topographic]. 1966. Washington, DC: US. Geological Survey. (57)
1: 500,000; **Lambert** conformal conic projection; colored.

World [Political]. 1957 March. Washington, DC: National Geographic Society. (58)
1: **39,283,200**; Van der **Grinten** projection; **41** x 29 in.; colored. Prepared for the National Geographic Magazine.

Microform

Baker, F.T.; Williams, J.H., Jr. 1968 August. Research on automatic **classification**, indexing and extracting: annual progress **report** [Microform]. (59)
Washington, DC: U.S. Office of Naval Research, Information Systems Branch; NONR **4456(00)**. 2 fiche; 24X reduction ratio.

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

U.S. Department of Commerce, Bureau of the Census. 1981. U.S. exports: schedule **B** [Microform]. Washington, DC: U.S. Department of Commerce, Bureau of the Census, Foreign Trade Division. 42X reduction ratio. Monthly. (60)

*Whether the microform is fiche or microprint cards is not known. If the microform were known, that information and the number of fiche or microprint cards would precede "42X reduction ratio" as in the Baker-Williams citation above. The report is issued monthly; **because** a **particular** month is not named, the citation refers to all issues published in 1981.*

Missing Information

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

- Reutebuch, Stephen E.; Murphy, Glen E. 1985. Using a computer-aided planning package to assess the impact of environmental restrictions on harvesting systems, In: Forest operations in politically and environmentally sensitive areas: Proceedings, 8th annual meeting, Council on Forest Engineering; 1985 August 18-22; Tahoe City, CA. [Place of publication unknown]: [Publisher unknown]: 16-25. (61)

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

- Holsten, Edward H.; Werner, Richard A. [1987]. Engraver beetles in Alaska forests [Leaflet]. [Portland, OR]: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station. [Not paged]. (62)

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

- Anon. [n.d.] Summary of research activities at Trout Creek Division, Wind River Experimental Forest. [Place of publication unknown]: [Publisher unknown]. 6 p. On file with: Biomass and Energy Research Unit, Pacific Northwest Research Station, P.O. Box 3890, Portland, OR 97208-3890. (63)

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

More Than Three Authors

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

- Yoakum, J.; Dasmann, W.P.; Sanderson, H.R. [and others]. 1980. Habitat improvement techniques. In: Schemnitz, S.D., ed. Wildlife management techniques manual. Washington, DC: The Wildlife Society: 329-403, (64)

More than four authors are shown on the work,

- Beschta, R.L.; O'Leary, S.J.; Edwards, R.E.; Knoop, K.D. 1981. Sediment and organic matter transport in Oregon Coast Range streams. WRR-70, Corvallis, OR: Oregon State University, Water Resources Institute. 67 p. (65)

The fourth author is named,

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

Franklin, Jerry F.; Spies, Thomas; Perry, David [and others]. [in press]. (66)
Modifying Douglas-fir management regimes for nontimber objectives. in:
Douglas-fir: stand management for the future: Proceedings of the
symposium; 1985 June 18-20; Seattle. Seattle: University of Washington.

*The article has been accepted for **publication** in the proceedings.*

Newspaper Article

Glen Cove [NY] Record-Pilot. 1974. Nassau Trust to open branches. (67)
July 18: 3 (col. 2).

[NY] is added for clarity.

The Oregonian. 1981. Crews contain blazes; lightning ignites more. (68)
August 20; Sect. B: 5 (col. 1).

*Cites an **article** without a byline. Cite as "**The Oregonian 198 1**" in the **text** and "**Literature Cited**," but **alphabetize** under "**O**."*

Burnham, D. 1977. 1 in 4 Americans exposed to hazards on job, study says. (69)
The New York Times. October 3: 1 (col. 2), 22 (col. 1). Washington, DC,
Oct. 2.

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

Part of a Series

Martin, Susan B.; **Platts, William S.** 1981. Effects of mining. Gen. Tech. (70)
Rep. PNW-119. Portland, OR: U.S. Department of Agriculture, Forest
Service, Pacific Northwest Forest and Range Experiment Station. 15 p.
(Meehan, **William R.**, tech. ed.; influence of forest and rangeland man-
agement on anadromous fish habitat in western North America; pt. 8).

*The series the work appears in is shown in parentheses at the end of the **citation**.
Semicolons separate bibliographic groups in the series **statement**.*

Part of a **Work** (Work-Unit **Fraction**)

- Thompson, Richard P.; Jones, J. Greg. 1981. Classifying nonindustrial private **forestland** by tract size. *Journal of Forestry*. **79(5)**: 288-291 (p. 290, table 2). (71)

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

- Bryant, Mason D. 1981. Evaluation of a small diameter baffled culvert for passing juvenile salmonids. Res. Note PNW-384. Portland, OR: U.S. Department of **Agriculture**, Forest Service, Pacific Northwest Forest and Range Experiment Station (p. 3, fig. 2). 8 p. (72)

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

- Howes**, Steve; Hazard, John; **Geist**, J. Michael. 1981. [Untitled]. In: Interim guidelines for sampling soil resource conditions. Portland, OR: U.S. Department of **Agriculture**, Forest Service, Pacific Northwest Region; **R6-WM-066-1981** (p. 1-15). 20 p. (73)

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

Patent

- Harred, J.F.; Knight, **A.R.**; McIntyre, J.S., inventors; Dow Chemical Co., assignee. 1972. Epoxidation process. U.S. patent **3,654,317**. April 4. 2 p. Int. Cl.² **c07D 1/08, 1/12**. (74)

- Titcomb, **S.T.**; Juers, A.A., inventors; International Telephone and Telegraph Corp., assignee. 1974. Reduced calorie bread and method of making same. U.S. patent **3,979,523**. Sept. 7. 4 p. Int. Cl.² **A20D 2/00**. (75)

Publisher With Two or More Locations

- Burges**, A.; Raw, F., eds. 1967. Soil biology. London; New York: Academic Press. 532 p. (76)

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

- Guyer, Michael F.; Lane, Charles E. 1964. Animal biology.. 5th ed. New York: Harper & Row. 789 p. (77)

The title page of the book names three locations for the publisher: New York, Evanston, and London. Because the first shown is a U.S. city, the other locations do not have to be included in the reference.

Recurring Publication

To cite many issues of a recurring publication, give the range of years; indicate in a supplemental note the frequency of publication.

State of California, Division of Forestry. 1973-86. Brushland range **improvement**. Sacramento. Annual. (78)

Library of Congress. 1984-85. National union catalog. Washington, DC. Monthly. (79)

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

Roman Numerals and Ordinals

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

Kline, Robert F. 1961. Economic logging sale layout. In: Pacific Logging Congress loggers handbook. Portland, OR: Pacific Logging Congress: **29-31, 115-125**. Vol. **21**. (80)

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

Thomas, Jack Ward. 1986. Wildlife-habitat modeling--cheers, fears, and introspection. In: Verner, **Jared**; Morrison, Michael L.; Ralph C. John, eds. Wildlife 2000: modeling habitat relationships of terrestrial vertebrates. Madison, WI: The University of Wisconsin Press: xix-xxv. (81)

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

Geist, J. Michael; Edgerton, Paul J. 1984. **Fourwing saltbush** establishment in the Keating uniform shrub garden--first year results. Res. Note PNW-416. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Forest and Range Experiment Station. 8 p. (82)

The ordinal "first" is retained rather than being changed to "1st" because it appears in the title.

Sponsorship Shown

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

Spanner, **M.A.**; Teuber, K.; Acevedo, W. [and others]. 1984. Remote sensing of the leaf area index of temperate coniferous forests. In: Machine processing remotely sensed data: Proceedings of a symposium; 1984 June 12-14; West Lafayette, IN. West **Lafayette**, IN: Purdue University: 362-370. Sponsored by: **Landsat** Application and Remote Sensing. (83)

Cites a work by more than three authors.

Murray, Mayo, ed. 1986. The yield advantages of artificial regeneration at high latitudes: Proceedings of the 6th international workshop on forest regeneration; **1984 August** 10-11; Edmundston, NB. Gen. Tech. Rep. PNW-194. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station. 60 p. Sponsored by: School of Agriculture and Land Resources Management, University of **Alaska-Fairbanks**; Canadian Forestry Service, Ottawa, ON. In cooperation with: School of Agriculture and Land Resources Management, University of **Alaska-Fairbanks**. (84)

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

Subordinate Title

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

- Hoekstra, Thomas W.; Thomas, Jack Ward; Lennartz, Michael R.; **Worley**, (85)
David P. 1981. Managing of Federal lands for production and use of wildlife and fish, in: Sabol, Kenneth, ed. Resource management for the eighties: Transactions, 46th North American wildlife and natural resources conference; 1981 March 21-25; Washington, DC. Washington, DC: Wildlife Management Institute: **336-344**.
- Hall, J.D.; Campbell, H.J. 1966. The effects of logging on the habitat of **coho** (86)
salmon and cutthroat trout in coastal streams. In: Logging and salmon: Proceedings of a forum; 1968 February 8-9; Juneau, AK. Juneau, AK: The American Institute of Fisheries Research Biologists, Alaska District: 5-37.

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

- Darr, David R. 1981. Interactions between domestic and export markets (87)
for softwood lumber and plywood: tests of six hypotheses. Res. Pap. PNW-293. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Forest and Range Experiment Station. 22 p.

Title Reflects More Than One Part

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

- Sartwell**, Charles; Daterman, GE.; Sower, L.L. [and others]. 1980. Mating (88)
disruption with synthetic sex attractants controls damage by *Eucosma sonomana* (Lepidoptera: Tortricidae, Olethreutinae) in *Pinus ponderosa* plantations. 1. Manually applied polyvinyl chloride formulation, Canadian Entomologist. 112: **159-162**.

Translated Title

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

Ruetz, W.F. 1981. Die Pazifische **Edeltanne** nobilis eine **Baumart für höhere Lagen?** Pacific noble fir, a species plantable at higher elevations? **(89)**
Allgemeine Forstzeitschrift. 22: **549-551**.

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

Dietrichson, J. 1967. Klimaskader, **vekstrytme og høydeutvikling**: Climate damage, growth rhythm and height development. Meddelelser **frå** det Norske Skogforsøksvesen. 21: **144-158**. **(90)**

Transliterated Title

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

Ogawa, M. 1977. Role of ecology of mushroom types in forest soil. **(91)**
1: Ecological research methods and their problems. Soil Microbiology.
19: **39-50**. In Japanese.

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

Two or More Publishers

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

Allen, Durward Leon, ed. 1956. Pheasants in North America. Harrisburg, PA: **Stackpole** Company; Washington, DC: Wildlife Management Institute. **71 p.** **(92)**

Electronic material

General information:

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

CD-ROM, diskette, and magnetic tape

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

U.S. Department of Commerce, Bureau of the Census. 1992. Census of population and housing, 1990 [CD-ROM]. Summary tape file 3. Washington, DC.

- The authors of these items frequently are "corporate."
- There is no version number, so we move on to the next piece of information, "Summary tape file 3," which is the series name and number.
- Use en dashes (-) between capital letters.
- Text reference: U.S. Department of Commerce, Bureau of the Census 1992.

Database, online

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

Marshall, K., curator. 2000. Treegenes-forest trees [Database]. ACEDB version 4.7. <http://dendrome.ucdavis.edu/Treegenes/abouttreegenes.html>. (22 August).

- Author has a slightly different title, and one for which there is no abbreviation.
- Show date of access as (August 22) or (22 August). Either form is fine so long as all are consistent.
- Text reference: Marshall 2000.

¹ Walker, J.R.; Taylor, T. 1998. The Columbia guide to online style. New York: Columbia University Press. 218 p.

Homepage

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

U.S. Department of Agriculture, Forest Service. 1998. Urban national forests. <http://www.fs.fed.us/recreation/permits/urban>. [Date accessed unknown].

- Leave the URL for the person doing camera-ready layout to separate. (For information, they're divided before a punctuation mark, no hyphen added.)
- Date accessed goes in parentheses unless it's unknown, as is the case here where that's shown in brackets.
- Text reference: U.S. Department of Agriculture, Forest Service 1998.

Online journal

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

Pastor, J.; Light, S.; Sovell, L. 1998. Sustainability and resilience in boreal regions: sources and consequences of variability. *Conservation Ecology*. 2(1): 16. <http://www.consecol.org/Journal/vol2/iss2/art16>. (24 July 2000).

- This journal uses the article number after the volume and issue numbers (where page numbers from a paper journal usually go).
- Leave the URL for the person doing camera-ready layout to separate.
- The year is added to the access date because it's different from the year of publication.
- Text reference: Pastor and others 1998.

Personal email message

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

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

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

Proceedings on CD-ROM

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

Keep America Growing. [N.d.]. Keep America growing: Conference proceedings [CD-ROM]. [Place of publication unknown]. Additional information at: www.keepamericagrowing.org.

- Corporate author, so name is not repeated in the publisher location.
- Because so much information is missing, the URL is added to aid the reader.
- Text reference: Keep America Growing, n.d.

Published both on paper and online

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

Edson, J.L.; Everett, R.L.; Wenny, D.L.; Henderson, D.M. 1998. Shoot culture of *Astragalus*: toward conserving a threatened genus. In: Botanic gardens micropropagation news. [Location of publisher unknown]: Royal Botanic Gardens, Kew. 2(3): 34-36. <http://www.rbgekew.org.uk/science/micropropagation/bgmnews.html>. [Date accessed unknown].

- Let URL run as is. A line break will be added during camera-ready layout.
- In all citations for electronic documents, date of access is important, so saying we don't have that information is appropriate. The date accessed goes in parentheses unless it's unknown, as is the case here where it's shown in brackets.
- Text reference: Edson and others 1998.

Raettig, T.L. 1999. Trends in key economic and social indicators for Pacific Northwest States and counties. Gen. Tech. Rep. PNW-GTR-474. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station. 30 p. http://www.fs.fed.us/pnw/pubs/gtr_474.pdf (16 August).

- Use this form only if you're citing the online version. If you're citing the paper version, don't add the electronic access information.
- Use en dashes (-) in a combination of figures and capital letters.
- Text reference: Raettig 1999.

Software program, commercial

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

Intuit, Inc. ©1999. TurboTax deluxe. San Diego, CA.

- If the publisher is also the author, omit the publisher at the end.
- The copyright date is used because no other date is given.
- No version number.
- Text reference: Intuit 1999.

Software program, government

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

U.S. Department of Agriculture, Forest Service. 1999. PPHARVEST. Version 2.0.
Portland, OR. Pacific Northwest Research Station.
http://www.fs.fed.us/pnw/data/ppharvst_home.htm. (22 August 2000).

- The year is added to the access date because it is different from the year shown on the software.
- Text reference: U.S. Department of Agriculture, Forest Service 1999.

McGaughey, B. [N.d.]. Stand visualization system. Portland, OR: U.S. Department
of Agriculture, Forest Service, Pacific Northwest Research Station.
<http://forsys.cfr.washington.edu/>. (22 August 2000).

- A date isn't shown for when the material was placed on the Web site, so the year is added to the access date.
- No version number.
- Text reference: McGaughey, n.d.