MEDICCC REVIEW
Guidelines for Authors: Citations


Order of elements in a citation

Book and other Monographs
* **authors** -if unknown
start with title
* **title**
@ **content designator**
@ **medium designator**
edition
secondary author
* **place of publication or**
[place unknown]
* **publisher or [publisher**
unknown]
* **date or [date unknown]**
extent
physical description
series
notes

Journal/ Newspaper Articles
* **authors** -if unknown start
with title
* **article title**
content designator
@ **Journal/newspaper title**
edition
medium designator
* **date**
* **volume**
* **issue**
location
physical description
note

* **required**
If you don't have this information you must add a bracketed note in its place. Square brackets indicate that the information is missing or that the material enclosed is not found within the document itself, but has been added by the person doing the citing.

@ **required for electronic/Internet references**

<table>
<thead>
<tr>
<th>Punctuation Examples:</th>
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<tr>
<td><strong>Books:</strong></td>
</tr>
<tr>
<td>Author(s). Title. Edition. Place of publication: Publisher; date. Extent. Notes.</td>
</tr>
<tr>
<td><strong>Journal:</strong></td>
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</tbody>
</table>
*Authors:*

**One Author:** Last Name Fl. (Family/last name and first initials the first and middle name)

**Less than 6 authors:** Last Name Fl, Last Name Fl, Last Name Fl.

**More than 6 authors:** Last Name Fl, Last Name Fl, Last Name Fl, Last Name Fl, Last Name Fl, Last Name Fl, et al.

- Use all last names given for an individual.
- De la Torre is treated as De la Torre
- John Adams III = Adams J 3rd

**Organizational Author:** (From highest to lowest hierarchical order. You need not include all possible elements presented in the publication; the highest you should use should be the one most likely to be known by the readership.)

- National Cancer Institute (US), Division of Cancer Prevention.
- Note: In this case the National Cancer Institute is under the National Institutes of Health which is under the Department of Health and Human Services but the National Cancer Institute has enough name recognition that you don't have to put the whole hierarchy. Also note that “the” is omitted in organization names.
- When citing government agencies in which the nationality is not included in the name of an agency include the country name, ISO code, after the name within parentheses. Ex. Ministry of Public Health (CU). National Academy of Sciences (US).

**Individual AND Organizational Authors:** Last Name Fl, Last Name Fl, Last Name Fl; Name of Organization.

**Title:**

Write out the title as it appears in the original document; capitalize only the first word of the title, proper nouns, proper adjectives, acronyms and initialisms. Use sentence style capitalization for titles in reference lists. Journal and newspaper titles differ in that every word is capitalized.

**(journal and newspaper articles)**

Do not include headers that indicate the section of the issue such as “news” “case report” “clinical study” in the title.

If there is no title: construct one of the first few words of attacks using enough words to make the title meaningful place within square brackets.

A content designator can be added to the end of the title to show various forms, [editorial], [letters to the editor], [abstract].
In journal articles edition information is considered part of the title. Each word is capitalized and surrounded by parentheses. No periods are used in the abbreviations.

- Hosp Practice (Off Ed).
- BMJ (Int Ed).

**Edition:**
Terms such as “final report” or “annual report” following titles of technical reports are edition statements and not part of the title in books and monographs.

- First becomes 1st ed.
- IV becomes 4th ed.

**Secondary Author:**
Put information here about translators or editors.

- Last Name Fl, translator; Last Name Fl, editor.

**Place of Publication:**
City name is Anglicized. To prevent confusion put the ISO state or country code in parentheses.

For Havana it is not necessary to use CU: Havana
For Cuban cities other than Havana use the Spanish name with (CU): Cienfuegos (CU)
If you have to guess place of publication use brackets: [Washington (DC)]
If you have no idea: [place unknown]

**Publisher:**
Copy name exactly is found in the publication omitting only the initial “The” of the name. (From highest to lowest hierarchical order, the highest you should use should be the one most likely to be known by the readership-you don't have to include all)

- National Cancer Institute (US), Division of Cancer Prevention.
- Notes: In this case the National Cancer Institute is under the National Institutes of Health which is under the Department of Health and Human Services but the National Cancer Institute has enough name recognition that you don't have to put the whole hierarchy. Also note that “the” is omitted in organization names.
When citing government agencies in which the nationality is not included in the name of an agency include the country name, ISO code, after the name within parentheses if clarification is needed: Institute of Nephrology (UK). National Academy of Sciences (US).

If more than one publisher: Use the first one given, in largest type or in bold. You can also list the publisher most familiar to the audience of your reference list. Do not list multiple publishers. Joint or co-publishers: use name provided first as the publisher and include the name of the second as a note if desired. “Jointly published by…”

*Date:
1. Year of publication if not found on the title page cover but can be determined from elsewhere in the publication place the date in brackets. [1999]
2. If no year of publication can be determined use the date of copyright: c1999
3. If dates for publication and copyright can both be found, use only the date of pub unless there is more than 3 years difference in between the two.
4. If neither dates can be found put: [date unknown]

A month and day a month or season must be included in the four situations:
1. When citing a journal that has no volume or issue number
2. When citing patents
3. With newspaper articles
4. For date to update/revision and citation when citing electronic publications.

For multiple years of publication separate the first and years by a hyphen: 2004-2005
Month: abbreviate to the first three letters of English name for the month and English and place it after the year.
Multiple month of publication: “1999 Feb” or “1999 Dec- 2000 Jan”
Multiple dates of publication: “2005 March 1-15”
Capitalize names of seasons in English: “Spring” “Fall-Winter”

©Dates: Internet publications
You must cite three dates:
1. Date posted on the Internet (date of publication), or copyright date (Hint: look at the source code on the page. Page→ View Source)
2. Latest date of any update or revision [revised 1995 Jan 3]
*3. The date the person doing the citing actually saw the publication [cited 1999 Jan 12]  
The third is an ABSOLUTE requirement!

**Location:**  
Location shows exactly where the part of the publication that you are citing is located, for example the pages on which a journal article resides or in which a specific chapter of the book is found.

You don't need to write out the whole number twice, only the numbers that change. Ex. 1333-40 *not* 1333-1340, 167-89 *not* 167-189

*(book or monograph)*  
If separate author put after date: “p. 799-801”  
If no separate author after title of the part: “Table 2; p. 79.”

*(journal and newspaper articles)*  
Information placed after the volume or issue number, or year, proceeded by a colon and followed by a period.

- For a Journal article (continuous pagination): the first page of the last page of the article separate by a hyphen: 302-22.
- For a Journal article (non-continuous pagination): for example when articles are up to the advertisement separate the groupings of page numbers by commas and spaces: 345-346, 348-349, 351, 355-357.

Retain letters that precede or follow page numbers, roman numerals as they appear in the publication: “224s-229s” “X-XI”

**Extent of a work:**  
Optional. For books and monographs expressed this is the total number of pages followed by a space and “p.”  
A book that is published more than one physical volume in the number of volumes in place of the number of pages as “3 vol.”  
Audiovisual materials videos slides etc.: “123 slides”, “3 audiocassettes: 6 hrs.” “1 videocassette: 91 min.”

**Series:**  
*(book or monograph)*  
Series information is optional but it can be useful especially when there is a series number. You can also include the names of editors of
the series. Goes after the date of publication and pages and enclosed within parentheses.


Notes:
Optional. Provides information about the publication that enhances the reference or provides clarification or help to locate it.

Examples: Language of publication if not English, if the authors are part of a named groups are working group, committee or task force provide the name here ,the names and dates meetings for a meeting abstract, the name of the library where it is held if not widely available, ISSN or ISBN number.

(book or monograph)
Follows the date of publication, pagination, and series of included in conclude with a period (unless it includes a URL).

(journal and newspaper articles)
Follows location of Journal. There is no required format or punctuation conclude with a period.
International Committee of Medical Journal Editors
Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Sample References

Note on Translation: Translate into English the names of foreign countries and cities, major institutions, international organizations and government ministries.

List of Official Abbreviations for Journal Titles
Abbreviations used should be the ones shown in Index Medicus. You can find the list here: http://www.nlm.nih.gov/bsd/uniform_requirements.html

ISO Codes for Country Names
http://www.iso.org/iso/country_codes/iso_3166_code_lists/english_country_names_and_code_elements.htm

Examples of NLM References Style:
http://www.nlm.nih.gov/bsd/uniform_requirements.html

More examples of how to cite electronic resources:

Articles in Journals

1. Standard journal article

List the first six authors followed by et al. (Note: NLM now lists all authors.)


As an option, if a journal carries continuous pagination throughout a volume (as many medical journals do) the month and issue number may be omitted.


Optional addition of a database's unique identifier for the citation:

More than six authors:


2. Organization as author and government author


3. Both personal authors and an organization as author (This example does not conform to NISO standards.)


4. No author given

21st century heart solution may have a sting in the tail. BMJ. 2002;325(7357):184.

5. Article not in English

(Note: NLM translates the title into English, encloses the translation in square brackets, and adds an abbreviated language designator.)

6. **Volume with supplement**


7. **Issue with supplement**


8. **Volume with part**


9. **Issue with part**


10. **Issue with no volume**


11. **No volume or issue**


12. **Pagination in roman numerals**


13. **Type of article indicated as needed**


14. Article containing retraction


15. Article retracted


16. Article republished with corrections


17. Article with published erratum


18. Article published electronically ahead of the print version


Books and Other Monographs

19. Personal author(s)


20. Editor(s), compiler(s) as author

21. Author(s) and editor(s)


22. Organization(s) as author or government author


Remember: Translate into English the names of foreign countries and cities, major institutions, international organizations and government ministries.


When the author and publishing organization are the same lead with the title:


23. Chapter in a book


24. Conference proceedings

25. Conference paper


26. Scientific or technical report

Issued by funding/sponsoring agency:


Issued by performing agency:


27. Dissertation


28. Patent


Other Published Material

29. Newspaper article

30. **Audiovisual material**


31. **Legal Material**

Public law:

Unenacted bill:

Code of Federal Regulations:

Hearing:

32. **Map**


33. **Dictionary and similar references**


34. **In press**

(Note: NLM prefers "forthcoming" because not all items will be printed.)

Electronic Material

Note: No ending period is used after a URL or other Internet address in a citation unless the address concludes with a forward slash.

35. CD-ROM


36. Journal article on the Internet


37. Monograph on the Internet

Author; Author. Title [monograph on the Internet]. Edition. Secondary Author(s). Place of Publication: Publisher; Date of Publication [Date of Update/Revision; Date of Citation]. Extent. (Series). Available from: URL.


38. Homepage/Web site


39. Part of a homepage/Web site

Author MF; Author ME Title [homepage on the Internet]. Place of Publication: Publisher; Date of Publication [Date of Update/Revision; Date of Citation]. Available from: URL


Standard citation to a homepage:

Government sites:


Association/society sites:

HCMS ON LINE [Internet]. Houston (TX): Harris County Medical Society; [updated 2001 Apr 25; cited 2001 May 1]. Available from: http://www.hcms.org/. System Requirements: Best viewed with Netscape

University sites:
University of Maryland [Internet]. College Park (MD): The University; c2001 [updated 2001 Apr 28; cited 2001 May 1]. Available from: http://www.maryland.edu/.


Commercial sites:


Individual's site:

40. Database on the Internet

Author(s). Title [database on the Internet]. Edition. Place of Publication: Publisher. First date of Publication or copyright [Date of Update/Revision; Date of Citation]. Extent. (Series). Available from: URL.

Open database:

Closed database:

41. Part of a database on the Internet


42. Contribution to a database