

Taylor & Francis Style Sheet	
Own Style (based on standard style 3: double column, ranged left)	
Journal title and acronym	Plant Ecology & Diversity TPED
Trim size	UK A4
Catchline	<i>Plant Ecology & Diversity</i> Vol. X, No. X, Month 2008, 1–3 top of page 1, ranged left
Footline	ISSN 1755-0874 print/ISSN 1755-1668online © 2008 Botanical Society of Scotland and Taylor & Francis DOI: 10.1080/XXXXXXXXXXXXXXXXXXXXX http://www.informaworld.com (live link) bottom of page 1, ranged left
Running heads	(<i>verso</i>) <i>J. Smith and P. Jones</i> or <i>J. Smith</i> et al. if 3 or more authors. If J.B. Smith then initials are closed up (<i>recto</i>) <i>Short running title</i> position left and right of pages
Logo	Taylor & Francis Lamp of Learning (top right)
Article type (when needed)	RESEARCH ARTICLE bold caps, ranged left
Title	Bold, first word and proper nouns cap only ranged left
Authors	An Author and Another Author (initials closed up if J.B. Smith) ranged left
Affiliation	^a <i>Department, University, City, Country</i> ; ^b <i>Department, University, City, Country</i> ranged left
Received dates	(<i>Received 20 July 2005; final version received 17 August 2006</i>) After affiliation, ranged left
Abstract	Text smaller, indented both sides ranged left Structured abstract, including the following heads: Background: Aims: Methods: Results: Conclusions: Headings within the abstract are not indented.
Keywords	Keywords: word; another word; lower case except names Position aligned with abstract, same size as abstract
Correspondence details	Given as footnote on page 1* *Corresponding author. Email: xxxxxxxx ranged left, no indent. Postal address not needed. If there is only one author, use *Email: xxxxxxxx
Headings	A. Bold initial cap only B. <i>Italic initial cap only</i>

	<p><i>C. Italic initial cap only.</i> Text runs on</p> <p>All ranged left, numbers to be included if supplied, no indent below. No capitals after semi-colons</p>
Paragraphs	Indented
Tables	<p>(Table 1) in text.</p> <p>Table 1. Title initial cap only. (ranged left above table)</p> <p>Note: This is a note. (ranged left under table)</p>
Figures	<p>(Figure 1) in text.</p> <p>Figure 1. Caption initial cap only. (ranged left under figure)</p> <p>Note: This is a note. (ranged left under figure)</p>
Displayed quotations	Indented left and right, smaller font (over 40 words, or when appropriate)
Lists	<p>(1) for numbered lists</p> <p>Bullets if wanted</p>
Equations	<p>Equation (1) in text</p> <p>Centred</p>
Acknowledgements	<p>A heading. Goes before notes, bio notes and refs</p> <p>Text smaller</p>
Notes	<p>Notes (A heading)</p> <ol style="list-style-type: none"> 1. This is a note. 2. This is another note. <p>Text smaller</p>
Notes on contributors Required for this journal	<p>Notes on contributors (A heading)</p> <p>First author details.</p> <p>Line space</p> <p>Second author details.</p> <p>Goes after Acknowledgements, before refs</p> <p>Text smaller</p>
Appendix	<p>Appendix 1. Title if given (A heading)</p> <p>Goes after refs</p> <p>Text smaller</p>
Spelling preferences	British spelling
Punctuation	<p>Initials (e.g. US, NJ, BBC) do not have full points between them.</p> <p>For names of article authors and in references, no space between initials (J.P. Smith, Smith, J.P. or Smith JP depending on reference style).</p> <p>No capitals after a semi-colon</p> <p>Use double quotes for a direct quotation (and single quotes within if required); single quotes for adding emphasis/first mention of new terms etc.</p> <p>Use c. as abbreviation for circa, and vs. for versus.</p> <p><i>P</i> should be upper case and italicised for results of statistical tests. <i>n</i> should be used for sample sizes.</p>

Dashes	Spaced en rules for parenthetical dashes Use en rule between spans of numbers (e.g. 20–40), including page numbers in references
Numbers and units	Numbers: spell out one to nine, then 10, 1000, 10,000 10% (except at start of sentence) Units: follow author No space between value and %. Space between all other values and units (including °C) and also before and after all < and > signs.
Dates	4 October 2005 in the twenty-first century in the 1970s
Contents page	<p>JOURNAL TITLE Volume 100 Number 1 December 2007 logo SPECIAL ISSUE TITLE GUEST EDITOR</p> <hr/> <p>CONTENTS Editorial Title of editorial</p> <p>Articles Title of article <i>Author, Author and Author</i> All ranged left, page numbers ranged right</p>
Editorial	<p>Editorial (as title) If editorial has a title, use EDITORIAL (section heading) Title of editorial</p> <p style="text-align: right;">Editor Name <i>Affiliation if wanted</i></p>
Other article types	Follow style for main articles
Book reviews	<p>BOOK REVIEWS (as section heading) Book title: all bold, by Author and Author /edited by Author, Cambridge, Harvard University Press, 2003, xliii + 584 pp., US\$28.95 (paperback), ISBN 0-95-445440-6</p> <p style="text-align: right;">Reviewer's Name <i>Affiliation</i> <i>Email</i> (c) year, Author Name</p>

	<p>References go before reviewer details Next review follows after a space No copyright line on first page of reviews</p>
Volume contents and index	<p>Author index (as title) Author index set double-column</p>
Erratum	<p>Erratum (as title) Include catchline and article title of original text.</p>
Obituary	<p>OBITUARY (section heading) Name and dates if given (as title)</p> <p style="text-align: right;"> <i>Author Name</i> <i>Affiliation</i> <i>Email</i></p>
Reference Style	<p>Please follow Style C but with modifications – full journal titles and no punctuation after journal title, no issue numbers.</p>

Taylor & Francis Reference Style C

CSE Name-Year Modified

CSE citations are widely used for scientific journals and are based on international principles adopted by the National Library of Medicine. There are three major systems for referring to a reference within the text.

This one is the name-year system, where in-text references consist of the surname of the author or authors and the year of publication of the document. There are several advantages of this system. It is easier to add and delete references. Authors are recognized in the text, and the date provided with the author name may provide useful information for the reader. Also, since the reference list is arranged alphabetically by author, it is easy to locate works by specific authors. The main disadvantage of this system relates to the numerous rules that must be followed to form an in-text reference. Also, long strings of in-text references interrupt the text and may be irritating to the reader.

This guide is based on *Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers*, 7th edition, 2006. Note that examples in the CSE manual follow the citation-name system, so need to be converted if you are using the name-year system.

EndNote for Windows and Macintosh is a valuable all-in-one tool used by researchers, scholarly writers, and students to search online bibliographic databases, organize their references, and create bibliographies instantly. There is now an EndNote output style available if you have access to the software in your library (please visit <http://www.endnote.com/support/enstyles.asp> and look for TF-C CSE Name-Year).

1. [How to cite references in your text](#)
2. [How to organize the reference list](#)
3. [Audiovisual material](#)
4. [Book](#)
5. [Conference paper, proceedings, poster session](#)
6. [Database](#)
7. [Dissertation or thesis](#)
8. [Internet](#)
9. [Journal article](#)
10. [Newspaper or magazine article](#)
11. [Personal communication](#)
12. [Technical report](#)
13. [Unpublished work](#)

1. How to cite references in your text.

In the name-year system, in-text references consist of the surname of the author or authors and the year of publication of the document. Enclose the name and year in parentheses. There is no punctuation between name and year. If more than one reference is being cited, they should be cited in chronological order.

In-text reference: The NIH has called for a change in smallpox vaccination policy (Fauci 2002) that ...

End reference: Fauci AS. 2002. Smallpox vaccination policy—the need for dialogue. *New England Journal of Medicine* 346:1319–1320.

(This system is widely known as the ‘Harvard system’ because it was developed at Harvard’s zoological laboratory, but this appellation is ambiguous because there are other styles also known as ‘Harvard’, e.g. the references used in publications of the Harvard Law Review Association.)

Work cited near author’s name

If works by the same author or author group are cited close to a mention of the author’s name in the text and there is no uncertainty as to author identification, the in-text reference may be limited to the publication year.

When Chen’s studies (1990, 1992a, 1992b, 1994) are examined closely ...

Placement

An in-text reference should immediately follow the word, title or phrase to which it is directly relevant, rather than appearing at the end of long clauses or sentences. Separate in-text references from adjacent text by single spaces before and after them, except when they are followed by a punctuation mark. This separation is to facilitate locating the reference.

The most recent report (Slack 2002) on the use of ...

When several in-text references occur at the same point, give them in chronological order separated by semicolons. Sequence by month those published in the same year or, if this information is not available, alphabetically by author names.

... and the main contributors (Dawson and Briggs 1974; Dawson and Jones 1974; Smith AL 1978; Smith GT 1978; Smith et al. 1978; Tyndall et al. 1978; Zymgomoski 1978; Brown 1980) established ...

In-text references in tables and figures

In-text references in tables are usually most appropriately put in footnotes. If in-text references must appear within the field of a table, use a separate column or row for them and supply an appropriate heading to identify them.

Multiple works by the same author

Distinguish works by the same author published in different years by placing the years in chronological sequence, separated by a comma.

Smith’s studies of arbovirus infections (Smith 1970, 1975) have shown that ...

For two or more works published by the same author in the same year, add an alphabetic designator to the year (both for the in-text reference and the end reference).

In-text reference: Cold hardiness in cereals (Andrews 1960a,b) is affected by ...

The sequence is preferably determined by the sequence of publication of the works, but if this cannot be determined, order alphabetically by article title.

Authors with the same surname

When the authors of two works published in the same year have the same surname, include their initials in the in-text reference and separate the two in-text references by a semicolon and a space.

In-text reference: earlier commentary on animal experimentation (Dawson J 1986; Dawson M 1986) showed ...

Two authors

Give both names in the in-text reference, separated by 'and'.

In-text reference: ... and the most recent work on albuterol administration (Mazan and Hoffman 2001) is ...

End reference: Mazan MR, Hoffman AM. 2001. Effects of aerosolized albuterol. *American Journal of Veterinary Research* 62:1812–1817.

In the end reference, the two names are separated by a comma.

Three or more authors

Give only the first author's name followed by et al. (not in italics) and the year.

... but later studies (Ito et al. 1999) established that ...

If the first author's names and the years of publication are identical for several references, include enough co-author names to eliminate ambiguity.

(Martinez, Fuentes, et al. 1990) or (Martinez, Fuentes, Ortiz, et al. 1990)

Organization as author

If the organization's name occurs several times in the document, a shortened form of the name may be created by using the initial letter of each part of the name or a readily recognizable abbreviation. For clarity, the abbreviation appears as the initial element in the end reference, within square brackets.

In-text reference: The landmark report on legalized abortion (IOM 1975) was ...

End reference: [IOM] Institute of Medicine (US). 1975. Legalized abortion and the public health; report of a study by a committee of the Institute of Medicine. Washington (DC): National Academy of Sciences.

If the name is only used once or twice, the full name can be retained.

In-text reference: The landmark report on legalized abortion (Institute of Medicine 1975) was ...

Works with no author

If the authorship cannot be determined, do not use 'anonymous'. Begin the in-text reference with the first word or first few words of the title (just enough to distinguish it from other titles in the reference list), followed by an ellipsis.

In-text reference: Drug dosage recommendations for elderly patients (Handbook ... 2000) depart from ...

End reference: Handbook of geriatric drug therapy. 2000. Springhouse (PA): Springhouse.

Citations including a page reference

If the page reference follows on from the rest of the citation, include the page number following a comma after the publication year:

He stated, 'this was not an advisable situation' (Smith 1992, 47) to be in.

If the page reference doesn't follow on from the citation, include 'p.' or 'pp.'

He stated (Smith 1992) 'this was not an advisable situation' (p. 47) to be in.

Works with more than one date

This can happen with journals whose volumes span calendar years, books with several volumes, and electronic documents. For the in-text reference, give the first and last years of publication, separated by an en-dash.

In-text reference: (Johnson and Becker 1995–1999)

End reference: Johnson KA, Becker JA. 1995–1999. The whole brain atlas [Internet]. Boston (MA): Harvard Medical School; modified 1999 Jan 12; cited 2001 Mar 7]. Available from: <http://www.med.harvard.edu/AANLIB/home.html>

In electronic publications for which a date of publication, a date of copyright, a date of modification, and a date of citation may be available, include only one of those dates in the in-text reference in the following order of preference: (1) date of publication; (2) date of copyright; (3) date of modification, update or revision; and (4) date of citation.

In-text reference: (Handel et al. [cited 2002])

In-text reference: (Morris [mod 1999])

End reference: Handel A, Cross GH, Little CD. [cited 2002 Jun 5]. Imaging of the spine [Internet]. New York (NY): Mazel. Available from: <http://www.mazel.com/>.

End reference: Morris C, editor. [modified 1999 Mar 25]. Academic Press dictionary of science and technology [Internet]. Orlando (FL): Harcourt, Inc.; [cited 2001 Mar 28]. Available from: <http://www.harcourt.com/dictionary/>.

Because both dates of modification or revision and dates of citation are within square brackets in the reference list, they also appear within square brackets in the in-text reference.

2. How to organize the reference list.

At the end of a document, list the references to sources that have been cited within the text, including those found in tables and figures, under the heading 'References'.

Place references in alphabetical order by author. Alphabetical sequence is determined by the first author's surname (family name) and then, if necessary, by letter-by-letter alphabetical sequencing determined by the initials of the first author and the beginning letters of any following surnames.

Author names (extra guidance on alphabetization)

Treat particles such as 'de', 'la', 'van', 'van de' and 'von' as part of the surname. Alphabetize according to the first letter regardless of nationality unless contradictory author preference is stated in the publication.

Carter A

de la Salle KL

Gatlin BG

ten Asbroek AH

van de Kamp J

Enter initial elements of surnames (e.g. Mc, St) as they are written, not in terms of the full name that they represent.

Ignore apostrophes within surnames for the purposes of alphabetization, so M'Veigh would be ordered as if it were Mveigh and A'Amar as if it were Aamar.

Ignore diacritics, accents and special characters for the purposes of alphabetization. So Å would be treated as A, Ø as O, Ü as U. (This rule ignores some conventions used in non-English languages, but can be justified in terms of simplifying things for English-language publications.)

When organizations serve as authors, drop 'The' in the name.

When initials have been used for an organization as the in-text reference, order the reference by the full name, not the initials.

[ACS] American Chemical Society

[ABU] Australian Biochemical Union

No author

If no authors are present, order items by title, following these principles:

Ignore 'a', 'an' and 'the' at the beginning of a title. Order initials in document titles as if they were words, not by the full name. Thus, 'The CAS Registry' would go before 'Chemical Abstracts Service'. Order a title beginning with a number as if it were written out.

Same author

Order by year in ascending order.

Smith A. 1990. Three new approaches. New York (NY): Lippincott;

Smith A. 1995. New approaches to staining. New York (NY): Putnam.

If there are several items with the same first author, alone or with co-authors, present items by a single author before items with co-authors, regardless of title. In such a grouping, give the multi-author publications in alphabetical order by the second author's surname, regardless of the number of authors.

Smith A. 1999. New approaches to staining.

Smith A. 2001. History repeats itself.

Smith A, Jones B. 2004. Down's syndrome.

Smith A, Jones B, Carson C. 2000. Alzheimer disease.

Smith A, Martin G. 2001. Cutting corners.

What to include

Include only references you have seen. When it is not possible to see an original document, cite the source of your information on it; do not cite the original assuming that the secondary source is correct.

References to documents where accessibility is less reliable (e.g. unpublished works, papers presented at meetings, personal communication, conversations, in-house documents, 'trade' documents such as catalogues and instruction manuals, websites) are not always needed in the reference list.

The proliferation of 'citable' items on the Internet has brought forth the new issue of citing the version of the document seen. The print and Internet versions of documents may appear identical in content but may in fact differ in significant ways. When producing a reference for a document, you must always cite the specific version seen; therefore, do not cite the print version when only the electronic version was seen.

Missing and added information

Use square brackets to show any information that you have added, e.g. the English translation of a title, the physical format of a document, the date of citation for an Internet document.

If a required element of a reference cannot be provided, use square brackets to indicate this

[place unknown]: Association of Refinery Workers; 1961.

Rome (Italy): [publisher unknown]; 1935.

3. Audiovisual material.

Book in audiovisual format

Author(s). Date. Title of audiovisual [medium designator]. Edition. Place of publication: publisher. Physical description. Notes.

Johnson D, editor. c2002. Surgical techniques in orthopaedics [videodisc]. Rosemont (IL): American Academy of Orthopaedic Surgeons. 1 videodisc: sound, color, 12 in.

Journal article in audiovisual format

Author(s) of article. Date. Title of article. Title of journal (edition) [medium designator]. Volume(issue): location. Physical description. Notes.

4. Book.

General format

Author(s). Date. Title. Edition. Place of publication: publisher.

Schott J, Priest J. 2002. Leading antenatal classes: a practical guide. 2nd ed. Boston (MA): Books for Midwives.

Book in electronic format (e.g. CD-ROM)

Author(s). Date. Title of book [medium designator]. Edition. Place of publication: publisher.

Book on the Internet

Author(s). Date of publication. Title of book [medium designator]. Edition. Place of publication: publisher; [date updated; date cited]. Notes.

Author name

When there 2–10 authors, list all of them. If more than 10, list the first 10 followed by 'et al.'. Separate the surname and initials by a space; separate successive author names from each other by a comma and a space. Follow the last item with a full stop (period) unless there are more than 10 authors, or if an editor or other types of secondary author is serving as the author. In these cases, follow the last author with a comma and 'et al.'.

Takagi Y, Harada J, Chiarugi A, Moskowitz MA.

Jones AR, Smith KR, Williams AB, Carter F, White RY, Little RT, Kane TR, Larosa J, Swartz MN, et al.

Matthews DD, Bellenir K, editors.

No author

If neither an organizational or personal author or editor can be found, begin the reference with the title of the book. The use of 'anonymous' is not permitted.

Directory of AIDS resources in the metropolitan Washington area. 1998. Washington (DC): WTTG Television.

Editor, translator, etc. as author

If secondary authors are given in addition to the primary author, this element is optional. Place the secondary author after the title of the work, followed by a comma and the role. If there is more than one, separate by a semicolon.

Martin EW. Hazards of medication. Ruskin A, Napke E, editors.

Richer PM. Artistic anatomy. Hale RB, translator and editor.

Luzikow VN. Mitochondrial biogenesis and breakdown. Galkin AV, translator; Roodyn DB, editor.

If the work only has an editor, place the name in the author position.

Diener HC, Wilkinson M, editors. Drug-induced headache.

Organization as author

Advanced Life Support Group. 2001. Acute medical emergencies: the practical approach. London (England): BMJ Books.

Punctuation of title

Capitalize only the first word of the title, proper nouns and acronyms. If the title begins with a Greek letter, chemical formula or another special character that might lose its meaning if capitalized, retain the lowercase. End the title with a full stop (period) unless another form of punctuation is already present. For non-English titles, retain the conventions of the particular language regarding capitalization. Whenever possible, include an English translation within square brackets.

Lindner UK, Raftopoulo A. c2001. EKG in Notfallen [EKG in emergencies]. 2nd ed. Berlin (Germany): Springer-Verlag. German.

Form of title

Record the book title exactly as they appear in the publication. There are three exceptions to this rule:

1. For a title in Cyrillic, Greek, Arabic or Hebrew, romanize the title. If Chinese, Japanese, etc. romanize and translate the title. Place all translated titles in square brackets.

Gomez Lavin C, Zapata Garcia R. c2000. Psiquiatría, salud mental y trabajo social [Psychiatry, mental health and social work]. Pamplona (Spain): Ediciones Eunate. Spanish.

Iudin SV, Kiku PF. 2002. Gigienicheskie aspekty rasprostranennosti onkologicheskikh zabolevanii [Public health aspects of the incidence of oncologic diseases]. Vladivostok (Russia): Dal'nauka Russian.

Sun Y, Liu C. 1999. [Practical remedies for diabetes]. Beijing (China): Ren min wei sheng chu ban she. Chinese.

2. If a title contains a Greek letter or some other symbol that cannot be reproduced with the fonts available, substitute the word for the symbol (e.g. Ω becomes omega).
3. If a title is presented in two languages, give both titles with an equals sign between them.

Edition

If a book has been published in more than one edition, an edition statement is a required part of the reference. Place edition information after the title.

8th ed.

New rev. ed.

3rd Am. ed.

Place of publication

Do not list multiple cities. Use the one most likely to be useful to readers. Prefer the anglicized version of the city (e.g. Rome instead of Roma). Follow US and Canadian cities with the two-letter abbreviation for the state or province, so London Ontario becomes London (ON). Follow cities in other countries with the name of the country. These go in parentheses after the city.

New York (NY) or New York (if city is well known and cannot be confused)

Boca Raton (FL)

London or London (England) or London (GB) or London (UK) (as found on the publication)

For consistency within a reference list treat each occurrence of a city the same. If no place of publication can be found, use [place unknown]. If one can be inferred, place the city within square brackets.

Publisher

Record the name as it appears in the publication, omitting an initial 'The'. Well-known publisher names may be abbreviated, so J.B. Lippincott Company would become 'Lippincott'. If more than one publisher is listed, use the first one given, or the one likely to be most familiar to readers. 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 ('Jointly published by ...'). End publisher information with a full stop (period). Give publisher names in their original language but romanize them if Cyrillic, Greek, Arabic or Hebrew, and or translate them if Chinese, Japanese, etc. Place translated names within square brackets. If the name of a division is included in the publisher information, give the names in descending hierarchical order.

Tartuskii Universitet [Tartu University]

Institut d'Etudes du Massif Central, Centre d'Histoire des Entreprises et des Communautés

University of Pennsylvania, Department of Psychology

Elsevier Science, Biomedical Division

In citing organizations that are national bodies, if a nationality is not included with the name, place the ISO two-letter country code after the name, within parentheses (ISO list is available at www.iso.org).

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

Date

The year of publication is required for all references. If the publication date includes a month, this may be included. Place the month after the year, abbreviated to three letters. For multiple years of publication, separate the first and last years with an en dash. If date information cannot be found, use the year of copyright, preceded by 'c', as 'c2002'. If neither can be found, use [date unknown].

Volume number

Use when citing one volume of a multivolume work.

Parenteral nutrition. Vol. 2, Clinical nutrition.

Book series

A series title may be included but is not required.

Ambudkar SV, Gottesmann MM, editors. c1998. ABC transporters: biochemical, cellular, and molecular aspects. San Diego (CA): Academic Press (Methods in enzymology; vol 292).

Extent (pagination)

This is an optional element for a book reference but may be useful. Cite as '340 p.' If the book is more than one volume, cite the total number of volumes instead of the number of pages (e.g. '4 vol.'). For books in audiovisual format, e.g. an audiocassette or videocassette, express content as '1 videocassette', '56 slides'.

Chapter, part, contribution

A part of a book is one written by the author or one of the authors. If written by someone else, it is a contribution. Begin a reference to a part of a book with the book itself. Begin a reference to a contribution with information on the contribution, followed by the word 'In:'.

Part

Shakelford RT. 1978. Surgery of the alimentary tract. Philadelphia (PA): W.B. Saunders. Chapter 2, Esophagoscopy; p. 29–40.

Sissons HA, Murray RO. 1984. Orthopaedic diagnosis. Berlin (Germany): Springer-Verlag. Figure 1.3, Stress fractures of the spine; p. 236.

Contribution

Hazeltine WA. 1990. AIDS. In: The encyclopedia Americana. International ed. Danbury (CT): Grolier Incorporated. p. 365–366.

Location (pagination)

Give first and last page of chapter separated by an en dash. If the chapter has a separate author, place the page information after the date, preceded by p. and a space. Follow with a full stop (period).

Todd JK. c2000. Streptococcus pneumoniae. In: Behrmann RE, Kliegman RM, Jenson HB, editors. Nelson textbook of pediatrics. 16th ed. Philadelphia (PA): W.B Saunders. p. 799–801.

5. Conference paper, proceedings, poster session.

Paper

Conference papers are cited in the same way as contributions to books.

Author(s) of paper. Date. Title of paper. In: Editor(s) Title of book. Number and name of conference; date of conference; place of conference. Place of publication: publisher. Page numbers. Location. Notes.

Unpublished paper or poster session

Author(s) of paper. Date of conference. Title of paper. Paper/Poster session presented at: Title of conference. Number and name of conference; place of conference.

Antani S, Long SR. 2003. Anatomical shape representation in spine x-ray images. Paper presented at: VIIP 2003. Proceedings of the 3rd IASTED International Conference on Visualization; Benalmadena, Spain.

Proceedings

Editor(s). Date. Title of book. Number and name of conference; date of conference; place of conference. Place of publication: publisher. Page numbers.

Antonioli GE, editor. c1997. Pacemaker leads 1997. Proceedings of the 3rd International Symposium on Pacemaker Leads; 1997 Sep 11–13; Ferrara, Italy. Bologna (Italy): Monducchi Editore. p. 243–245.

6. Database.

Database in electronic format

Author(s). Beginning date–ending date. Title of database [medium designator]. Edition. Place of publication: publisher. Physical description. Notes.

7. Dissertation or thesis.

Author(s). Date. Title of dissertation or thesis [content designator]. Place of publication: publisher; date.

Lutz M. 1989. 1903: American nervousness and the economy of cultural change [dissertation]. [Stanford (CA)]: Stanford University.

Oviedo S. 1995. Adolescent pregnancy [master's thesis]. [Denton (TX)]: University of North Texas.

(In these examples the place of publication is not given but inferred, so is given in square brackets.)

8. Internet.

The basic rules for citing Internet material do not differ markedly from what is required for print. There is still an author, title, place of publication, publisher, date of publication and extent. Do not simply add a URL to the title. In citing Internet documents, three dates are important: (1) the date the document was posted on the Internet or was copyrighted; (2) the latest date of any update or revision; and (3) the date the person doing the citing actually saw the publication.

Homepage

Title of homepage [medium designator]. Date of publication. Edition. Place of publication: publisher; [date updated; date cited]. Notes.

APSnet: plant pathology online [Internet]. c1994–2005. St Paul (MN): American Phytopathological Association; [cited 2005 Jun 20]. Available from: <http://www.apsnet.org/>

The notes component of a reference has no specified format or punctuation and is not required. Its purpose is to give the reader useful information not provided elsewhere. However, availability information is a required part of all citations to the Internet. For Internet addresses, the location displayed by the Web browser is usually the one to use. Verify the address before including it in a citation. No ending full stop (period) is

used after a URL or other Internet address in a citation unless it concludes with a forward slash. Other types of information that may be included in notes are the language of the item, any special viewing requirements, and the DOI.

9. Journal article.

General format

Author(s). Date. Article title. Journal title volume(issue):location.

Smart N, Fang ZY, Marwick TH. 2003. A practical guide to exercise training for heart failure patients. *Journal of Cardiac Failure* 9(1):49–58.

Journal article in electronic format (e.g. CD-ROM)

Author(s). Date. Article title. Journal title (edition) [medium designator]. Volume:location. Physical description. Notes.

Journal article on the Internet

Author(s) of article. Date of publication. Title of article. Title of journal (edition) [medium designator]. [date updated; date cited];volume:location. Notes.

Savage E, Ramsay M. 2005. Mumps outbreaks in 2004. *BMJ* [Internet]. [cited 2005 May 31];330:1119–1120. Available from: <http://bmj.bmjournals.com/cgi/reprint/330/7500/1119>
doi:10.1136/bmj.330.7500.1119

Article title

A content designator may be placed at the end of a title, e.g. for an editorial, letter to the editor, news, or meeting abstract.

Weil MH. 2003. Cardiopulmonary resuscitation: one size does not fit all [editorial]. *Circulation*. 107:794.

Capitalize only the first word of the title and proper nouns or acronyms. If the first word is a Greek letter, chemical formula or other special character that would lose meaning if capitalized, retain the lowercase. For titles not in English, follow the conventions of the particular language.

Journal title

Full journal titles should be given.

Volume and issue number

Only the volume number is required – no issue numbers to be included. Follow volume information with a colon unless there is also issue information.

Volume supplement or part

Auris Nasus Larynx. 2003 Feb;30 Suppl:S57–S60.

Location (pagination)

Give the first and last page of the article, separated by an en-dash. Place after the volume and/or issue and precede it with a colon.

Cho YW, Cecka KM. Organ procurement organization and transplant center effects. *Clinical Transplant* 1996:427–441.

10. Newspaper or magazine article.

Names of newspapers are never abbreviated, although a leading 'The' may be dropped if desired. Always provide the full date of publication. If there is no author, begin the reference with the title.

General format

Author(s). Date. Title of article. Title of newspaper (edition). Section:beginning page of article (column no.).

Weiss R. 2003 Apr 11. Study shows problems in cloning people. Washington Post (Home Ed.). Sect. A:12 (col. 1).

11. Personal communication.

CSE recommends placing references to personal communications such as letters and conversations within the 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 within parentheses.

... and most of the meningiomas proved to be inoperable (2003 letter from RS Grant to me; unreferenced, see 'Notes') while a few were not.

The author must provide written permission from the cited person (if living) or from the cited organization if it is carried in a document such as an internal memo that is not accessible to scholars. The permission should be acknowledged in an Acknowledgements or Notes section.

12. Technical report.

Author(s). Date. Title of report. Edition. place of publication: publisher. Extent. Report No.: Notes.

13. Unpublished work.

Forthcoming material

Forthcoming material consists of journal articles or books that have been accepted for publication but not yet published. 'Forthcoming' has replaced 'in press' because changes in the publishing industry have made the later term obsolete.

Forthcoming journal article

Author(s). Forthcoming date. Article title. Journal title.

Farley T, Galves A, Dickinson LM. Forthcoming 2005 Jul. Stress, coping, and health. Journal of Immigrant Health.

You may include the volume and issue number if known.

Forthcoming book

Author(s). Forthcoming date. Title. Edition. Place of publication: publisher.

Unpublished manuscript

Author(s). Date. Title. Physical description. Notes.

Stearns AA. 1864. Armory Square Hospital nursing diary. 70 leaves. Located at: History of Medicine Division. National Library of Medicine, Bethesda, MD; MS B 372.

Manuscript collection

Author(s). Date. Title. Physical description. Notes.

Axelrod J. 1919–1998. The Julius Axelrod papers. 22 boxes. Located at: Modern Manuscripts Collection, History of Medicine Division. National Library of Medicine, Bethesda, MD; MS C 494.