College of Pharmacy Referencing Format

This guide is how referencing should be done for all assignments unless otherwise noted. If you are trying to cite a reference that is not listed in this document, please contact Dr. Bernknopf and she can help you with that reference. There are several hyperlinks throughout the document. If any of the links are broken (i.e. do not work) please contact Dr. Bernknopf (allisonbernknopf@ferris.edu).

The basis for this format is the AMA Manual of Style. If you are using a citation assistance program (e.g. Zotero), please select this style. Please remember that these are just tools and you should verify that the tool put the reference in the correct format. You may need to tweak the format a bit to make sure that the references are properly formatted in accordance with this guide.

Please note that there are no citations for handouts from your classes. This is because, as a rule, handouts are not acceptable references. You can utilize a handout to get references that are acceptable, but they should not serve as references in your reference list.
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In-text Citation Rules

Citations within the Document (Papers and Handouts)

General note: It will be very rare to actually site a secondary resource (e.g. PubMed, IPA, etc.) in your handouts/presentations. The only time you will do this will be when you are simply pulling the abstract from the site. For PubMed those abstracts come directly from the article so you can site the information as if it is the article but make sure you note that it is only the abstract you are using (see Journal Articles for the rules on how to do this).

**Rule 1:** Citations are superscript numbers that should be numbered in order of appearance within the text.
- Tables, figures, and appendices should be referenced in order of where they are referred to within the text not necessarily where they appear in the document.
- Superscript numbers should be placed at the end of the sentence after the punctuation or at the end of the title of the table/figure/appendix.

**Rule 2:** All Tables, figures, and appendices need to have a reference after the title, even if the section is already cited. This is in addition to citing the information within the body of your paper or handout.

**Example:**

The disease has an overall incidence rate of 10% and a lifetime prevalence of 30%.\textsuperscript{1,2} According to the CDC, Caucasians are twice as likely to develop this disease as compared to African Americans.\textsuperscript{3} Table 1 has a listing of the different incidence rates among various ethnic groups.\textsuperscript{3,4} The complications from this disease are very devastating and can cause permanent disabilities as well as be very expensive to treat.\textsuperscript{5}

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Incidence Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caucasian</td>
<td>20%</td>
</tr>
<tr>
<td>African American</td>
<td>10%</td>
</tr>
<tr>
<td>Latino</td>
<td>2%</td>
</tr>
</tbody>
</table>
Citations for PowerPoint Slides

PowerPoint Slides accompanied by a handout

**Rule:** If your PowerPoint slides are accompanied by a handout, then you can use your numbering system from the handout.
- The superscript numbers should be placed after the title of your slide.
- If you are not titling your slides or you prefer the more conventional method of citing slides, you can always follow the method below (PowerPoint Slides without an Accompanied Handout).
- Key is to be consistent throughout your slides so choose either this method or PowerPoint Slides without an Accompanied Handout method below.
- Cautionary note: This is a method we use here at Ferris.
  - When presenting at meetings, please make sure you follow their referencing format rules.
  - Most organizations will have you reference your slides like the method below (PowerPoint Slides without an Accompanied Handout) but some may have their own rules.
  - If no rules are given then go with the PowerPoint Slides without an Accompanied Handout method.

**Example:**

![Incidence of Disease by Ethnicity](image)
PowerPoint Slides without an Accompanying Handout

Rule: References should be placed at the bottom of the slide and are generally abbreviated to allow for space constraints.
- A reference slide at the end of the presentation should not be used for the references.
- You should include enough information that the individual could find the information on his/her own.

Example:
**Pictures in PowerPoint Slides with Accompanying Handout**

**Rule:** You can reference pictures in the slides that are not part of the handout by creating a picture reference list that is part of your handout.

- This list should be placed after your handout reference list.
- These should be labeled with a P followed by the number (e.g. P1, P2, P3, etc.) and referenced in the appropriate format outlined in the **Pictures** section.
- You would then cite the picture references for the slide after the main references.
- **Cautionary note:** This is a method we use here at Ferris.
  - When presenting at meetings, please make sure you follow their referencing format rules.
  - Most organizations will have you reference your slides like the method below ([PowerPoint Slides without an Accompanied Handout](#)) but some may have their own rules.
  - If no rules are given then go with the [PowerPoint Slides without an Accompanied Handout](#) method.

**Example:**

![Fall Risk](#)

**Fall Risk\(^{1,P1}\)**

- Moderate to severe injury: 20 – 30%

- Fatal falls (2007)
  - 81\% >65 years of age
  - Men 46\% higher rate than women
Pictures in PowerPoint Slides without an Accompanying Handout

**Rule:** A reference should go at the bottom of the slide if the picture/figure came from a source that is different from the content citation.
- You do not need to have a picture citation for an image that you created within PowerPoint.
- You should put in a citation for a picture/figure, even if no attribution is required so that you are consistently referencing pictures/figures throughout the slides.
- **Reference Format:**

  Image by (website or individual). Available from: website. (e.g. Image by Adam Franco. Available from: http://www.flickr.com/photos/adamfranco/229260605/sizes/m/in/photostream/)

**Example 1:**

**Fall Risk**

- Moderate to severe injury: 20 – 30%

- Fatal falls (2007)
  - 81% >65 years of age
  - Men 46% higher rate than women

Example 2:

**Fall Risk**

- Moderate to severe injury: 20 – 30%

- Fatal falls (2007)
  - 81% >65 years of age
  - Men 46% higher rate than women

(CDC. Available from: [https://www.cdc.gov/Features/Falls/](https://www.cdc.gov/Features/Falls/)
General Rules for Referencing Formats

Formatting Notes
- The format for each of the references should be followed as is, including the punctuation used between the parts.
- Hyperlinking should not be used for any part of the reference aside from the URL.
- Special formatting should not be used (exceptions noted below).
  - This means bolding, underlining, or italics.
    - Names of items will be italicized.
    - URLs that are hyperlinked can be underlined.
  - Special characters (e.g. ö) may be used but are not required.

Formatting Authors’ Names
- Authors names should be formatted as last name followed by the first name initial and middle initial(s) (if included).
  - There should be a space after the last name and the initials.
  - There should be no space between the initials.
  - There should be a period after the initials.
  - Example: Bernknopf AC.
- >1 but ≤6 authors
  - There should be a comma between each author.
  - There should be a period after the last author's name.
  - Example: VanLangen K, Girand HL, Bernknopf AC.
- >6 authors
  - List first three authors separated with each author separated by a comma.
  - Add et al. after the third author.
  - Example: Bernknopf AC, Karpinski JP, McKeever AL, et al.
- Special name notations
  - Roman numerals (e.g. III) and junior/senior designations go after the initials.
  - Hyphenated last names should be written as they are shown.
  - Last names with prefixes and particles should contain the prefix or particle with the capitalization as written on the article.
  - Capitalization of the name should be how it appears on the article.
  - Examples:
    - de Galan BE.
    - Van Loo P.
    - Fraumeni JF Jr.
    - Yates JR 3rd.
    - Kenny RP III.
    - DePasse JV.
    - Colon-Gonzalez FJ.
- Group or organization as author
  - Only have a group as the author.
    - Then just use the group name.
    - Name should be written as seen on the resource.
    - Name can include the abbreviation at the end.
  - If there are individual authors and a group, then follow the rules above and add a semicolon after the last name or et al. Then put the group name down followed by a period.
Examples:
- Organization as author: American Diabetes Association
- >1 but ≤6 authors: Bebu I, Braffett BH, Orchard TJ, Lorenzi GM, Lachin JM; DCCT/EDIC Research Group.
- >6 authors: Mokhlesi B, Temple KA, Tjaden, et al; RISE Consortium.

Formatting Titles
- Capitalization
  - Only the first word, proper nouns and acronyms should be capitalized in the title
  - Only proper nouns and acronyms should be capitalized in the subtitle (i.e. the part after the colon)
  - Generic names are not proper nouns
  - Diseases are not proper nouns unless they are named after a person or a place
    - Example 1: Lyme disease is named after Lyme, CT so it is capitalized
    - Example 2: schizophrenia is not named after a person or place so it is not capitalized
- Spelling
  - Spelling should be the same as it appears on the resource
  - Example: Colour should not be changed to color
- Examples
  - Machine learning to refine decision making within a syndromic surveillance service.
  - Poly-substance use and sexual risk behaviours: a cross-sectional comparison of adolescents in mainstream and alternative education settings.

Formatting Names of Items
- Capitalization should be as it appears in the resource
- Spelling
  - Spelling should be the same as it appears on the resource
  - Example: Colour should not be changed to color
- Names of items (e.g. books, journals, newspapers) should be italicized

Formatting Dates
- Dates should be specific to what is found in the resource
  - Dates for electronic resources should be the last update, preferably, or the copyright date found at the bottom of the page
  - Do not use the date when they first started entering data into the database
  - You will see examples of the different resources below. Do not assume that those dates are the correct ones. Use the date posted when you access the information from the resource.
- Date should be formatted as noted here except for journal articles
  - At a minimum, the year should be listed
  - If including more than the year, then the format should be Month day, year
  - When no date is available, put [date unknown] where the date should be using appropriate punctuation before and after as if the date were there

Formatting Places of Publication
- Published in the US
  - Use the city and state that are listed in the front matter
  - If multiple places of publication exist
    - If only one US place listed, use that one
• If multiple US places exist, pick one
  o States should be appropriately abbreviated using the 2 letter abbreviation
    (https://pe.usps.com/text/pub28/28apb.htm)
• Published Outside the US
  o Format just like the US publications regarding the city and punctuation
  o Published in Canada – use the 2 letter province code for the state
    (http://www.comeexplorecanada.com/abbreviations.php)
  o Published in other countries – use the 2 letter country code for the state
    (https://www.nationsonline.org/oneworld/country_code_list.htm)

**Journals**

• At Ferris we allow you to format journal articles that you obtained from the internet as print journals. Note that other places will likely prefer these to be formatted in the Electronic format.

  **This is only allowed if there is also a print version of the journal. If the journal is only available electronically, then you must format it as an electronic journal.**

**Format**

• Print


• Electronic


**Instructions**

• Authors
  o Format according to rules in the Formatting Authors’ Names section
  o If no authors or organizations are credited with writing the article, start the reference with the title.

• Article titles should be formatted as noted above in the Formatting Titles section
  o Subtitles should be included if there is a subtitle for the article
  o If the title ends with a specific punctuation (e.g. ? or !), then replace the period with that specific punctuation
  o **Just using the journal article abstract**
    ▪ Need to specify after the title that you are only using the abstract
    ▪ Title [abstract].

• Journal Abbreviation
  o Journals that have only one name are not abbreviated (e.g. Pharmacotherapy)
  o You can find specific journal abbreviations by using the NLM Catalog
  o If the journal is not indexed, you can use the NLM Catalog to find out how to abbreviate the words by entering them into the search bar individually and seeing how the words are abbreviated in other journals with the same word
  o Articles (e.g. the, a) are not included in the journal abbreviation
• Publication year
  o Formatted according to rules in the Formatting Dates section
  o Should have a semicolon after the year
• Volume, issue and page numbers
  o There should be no spaces after the semicolon at the end of the year, except as noted below
  o Volumes should be included, unless there is no volume listed
  o Issues
    ▪ Should be included when available
    ▪ Include special edition information (e.g. supplement)
  o Page numbers
    ▪ Format: first page, dash, last page
    ▪ Keep any special characters used by the journal (e.g. s22 should not be 22)
    ▪ When pages are not continuous
      * Use a comma to separate the non-continuous pages
      * There should be a space after each comma used
      * Examples:
        ♦ 1-10, 13
        ♦ 1, 3, 8
        ♦ 1, 3-9
    ▪ For journal articles with no page numbers, use the specialized way the journal uses to identify the article (e.g. Article Number)
• Articles published online before they are published in the print journal
  o Still only published online
    ▪ Place a period after the publication date
    ▪ Put the following after the period: [Epub ahead of print].
    ▪ Example: J Endourol. 2019 Apr 25. [Epub ahead of print].
  o Article now published in the print journal
    ▪ Place a period at the end of the entire citation
    ▪ After the period at the end of the citation put the following: Epub date of publication.
• URL
  o Should be the website where the full-text is accessible from (i.e. where the reader can actually access the article)
  o Should include the http:// part
• Accessed date
  o Format according to the rules in the Formatting Dates section
  o Start with Accessed
  o Date should be the date you accessed the article

Examples of Journal Article References


Books

Cautionary Note: Access Pharmacy and Stat!Ref have a “How to Cite This” resource links. These methods are not in the correct format so you should never use these formats for a citation, unless you are told otherwise.

When to cite the entire book versus individual chapters
  o Using more than 2 chapters – cite the entire book
  o Using 1 or 2 chapters – cite the individual book chapters or sections

Entire Books Format

Print books


Electronic books


Instructions

Authors
  o Format according to rules in the Formatting Authors’ Names section
  o If there are individual authors for different chapters
    ▪ Use the editors of the book instead of authors
    ▪ Identify them as the editors
    ▪ Examples
      * Guyatt G, Rennie D, Meade MO, Cook DJ, eds
      * Gabay M, ed.
  o If no authors or organizations are credited with writing the article, start the reference with the book name.

Book names
  o Format according to rules in the Formatting Names of Items section
• Subpart should be included if there is a subpart of the name
• If the name ends with a specific punctuation (e.g. ? or !), then replace the period with that specific punctuation

• **Volume**
  o Only needed if there is a multi-volume book
  o Should format volume as follows: Vol volume number
  o Examples
    ▪ Vol 15
    ▪ Vol IV

• **Edition**
  o No edition should be listed if it is the first edition
  o Should format as follows Edition number ed or other relevant notation as listed in the table below

### Table: Edition Abbreviations

<table>
<thead>
<tr>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edition</td>
<td>ed</td>
</tr>
<tr>
<td>Abbreviated</td>
<td>abbr</td>
</tr>
<tr>
<td>Abridged</td>
<td>abr</td>
</tr>
<tr>
<td>American</td>
<td>Am</td>
</tr>
<tr>
<td>Augmented</td>
<td>augm</td>
</tr>
<tr>
<td>Authorized</td>
<td>authoriz</td>
</tr>
<tr>
<td>English</td>
<td>Engl</td>
</tr>
<tr>
<td>Enlarged</td>
<td>enl</td>
</tr>
<tr>
<td>Expanded</td>
<td>expand</td>
</tr>
<tr>
<td>Illustrated</td>
<td>ill</td>
</tr>
<tr>
<td>Modified</td>
<td>mod</td>
</tr>
<tr>
<td>Original</td>
<td>orig</td>
</tr>
<tr>
<td>Reprint(ed)</td>
<td>repr</td>
</tr>
<tr>
<td>Revised</td>
<td>rev</td>
</tr>
<tr>
<td>Special</td>
<td>spec</td>
</tr>
<tr>
<td>Translation</td>
<td>transl</td>
</tr>
<tr>
<td>Translated</td>
<td>transl</td>
</tr>
</tbody>
</table>

• Examples
  ▪ 2<sup>nd</sup> ed
  ▪ 4<sup>th</sup> rev

• **Publication city and state**
  o Format according to rules in the Formatting Places of Publication section
  o If no place of publication listed
    ▪ Put the following instead of the city, state: [place unknown]
    ▪ Example: Statistics 101. [place unknown].

• **Publisher**
  o Use the name of the publisher listed as the copyright holder or the one next to the city of publication
  o Do not need to include qualifiers like Inc, Ltd, Co

• **Publication Year** – use the latest copyright or printed date listed

• **URL** should be the website where the full-text is accessible from (i.e. where the reader can actually access the article) and should include the http:// part
• Accessed date  
  o Format according to the rules in the Formatting Dates section  
  o Start with Accessed  
  o Date should be the date you accessed the book

Examples of Entire Book References

Book Chapters or Sections  
Format
• Print book chapters

  Publication city, state: Publisher; Publication year:page numbers

• Electronic book chapters

  Publication city, state: Publisher; Publication year:page numbers. URL. Access date.

Instructions
• Authors  
  o Format according to rules the Formatting Authors’ Names section  
  o Books with editors but no individual authors listed – start with the chapter title  
  o Books with authors listed for the whole book, not individual chapters – format according to rules the Formatting Authors’ Names section

• Chapter title and subtitle  
  o Should be formatted as noted above in the Formatting Titles section  
  o Subtitles should be included if there is a subtitle for the article  
  o If the title ends with a specific punctuation (e.g. ? or !), then replace the period with that specific punctuation

• Editors  
  o Books with individual authors for chapters  
    ▪ Editors – format according to rules in the Formatting Authors’ Names section  
    ▪ After the last name or et al, place a comma then eds (use ed if only a single editor).  
  o Books with editors but no individual authors listed  
    ▪ Editor – format according to rules the Formatting Authors’ Names section  
    ▪ After the last name or et al, place a comma then eds (use ed if only a single editor).  
  o Books with only authors listed for whole book and no editors – start with book name after In:  

• Book names  
  o Format according to rules the Formatting Names of Items section
Subpart should be included if there is a subpart of the name
If the name ends with a specific punctuation (e.g. ? or !), then replace the period with that specific punctuation

- **Volume**
  - Only needed if there is a multi-volume book
  - Should format volume as follows: Vol volume number
  - Examples
    - Vol 15
    - Vol IV

- **Edition**
  - No edition should be listed if it is the first edition
  - Use appropriate abbreviation as noted in the Table below

<table>
<thead>
<tr>
<th>Table: Edition Abbreviations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Word</strong></td>
</tr>
<tr>
<td>Edition</td>
</tr>
<tr>
<td>Abbreviated</td>
</tr>
<tr>
<td>Abridged</td>
</tr>
<tr>
<td>American</td>
</tr>
<tr>
<td>Augmented</td>
</tr>
<tr>
<td>Authorized</td>
</tr>
<tr>
<td>English</td>
</tr>
<tr>
<td>Enlarged</td>
</tr>
<tr>
<td>Expanded</td>
</tr>
<tr>
<td>Illustrated</td>
</tr>
<tr>
<td>Modified</td>
</tr>
<tr>
<td>Original</td>
</tr>
<tr>
<td>Reprint(ed)</td>
</tr>
<tr>
<td>Revised</td>
</tr>
<tr>
<td>Special</td>
</tr>
<tr>
<td>Translation</td>
</tr>
<tr>
<td>Translated</td>
</tr>
</tbody>
</table>

- Examples
  - 2nd ed
  - 4th rev

- **Publication city and state**
  - Format according to the rules in the [Formatting Places of Publication](#) section
  - If no place of publication listed
    - Put the following instead of the city, state: [place unknown]
    - Example: Statistics 101. [place unknown].

- **Publisher**
  - Use the name of the publisher listed as the copyright holder or the one that has the city of publication listed
  - Do not need to include qualifiers like Inc, Ltd, Co

- **Publication year and page numbers**
  - Use the latest copyright or printed date listed for the year
  - Place a colon after the year
  - After the colon, with no spaces
    - List the page numbers for the chapter
Examples of Book Chapters


Databases

- Databases store data differently from traditional websites so they need to be formatted differently

- Some databases are just used to store other resources (e.g. Access Pharmacy, Stat!Ref)
  - For these you should just reference the resource within the database not the actual database
  - Examples
    - Using Pharmacotherapy: A Pathophysiologic Approach (Dipiro) should be referenced as a book or book chapter or section, not as part of a the Access Pharmacy database
    - Using a Video from Access Pharmacy should be referenced as a video file

- Examples of databases include: FDA’s Orange Book, Lexicomp, Micromedex, and Facts and Comparisons

Format

Authors. Database [database online]. Publication city, state: Publisher; Publication date or last updated date. URL. Accessed date.

Instructions

- Authors
  - Format according to the rules in the Formatting Authors’ Names section
  - If no specific authors listed – start with the database

- Database
  - Should be capitalized as it appears on the database
  - This should not be italicized
- **Published and updated dates**
  - **Published date**
    - Format according to the rules in the [Formatting Dates](#) above
    - If no publication date noted
      - Put the copyright date found on the bottom of the homepage
      - If no copyright date posted, then don’t put down a date
  - **Updated date**
    - Format according to the rules in the [Formatting Dates](#) above
    - If no updated date is posted, then don’t put down a date
  - If no published or updated date available put the following, including the brackets: [date unknown]

- **URL**
  - Should include the http:// part
  - If using one specific portion of the database – the URL should be to that specific part
  - If using multiple portions of the database – the URL should be to the homepage
  - **Examples**
    - Looked up one drug in Lexicomp then the URL should be to the drug’s monograph page
    - Looked up multiple drugs in Lexicomp or used multiple indexes, then link to the Lexicomp homepage

- **Accessed**
  - Format according to the rules in the [Formatting Dates](#) section
  - Start with Accessed
  - Date should be the date you accessed the database

---

**Examples Databases**


**Websites**

- This is for all the internet sites that do not fit into one of the other categories
- Some organizational internet sites might have multiple types of references
  - **Example 1:** FDA’s Orange Book is a database but the FDA Updates, News and Events would be a website
  - **Example 2:** CDC’s website has the Pink Book that is an electronic book but the information on cancer would be a website

**Entire Websites**

- When to cite the entire website versus website parts
  - Using more than 2 pages from the main homepage – cite the entire website
  - Using 1 or 2 pages from the main homepage or a section of a website (e.g. Drugs section of the FDA website) – cite the part of the website
Format

Authors. Website. URL. Published date. Updated date. Accessed date.

Instructions

- Authors
  - Format according to the rules in the Formatting Authors’ Names section
  - If no specific authors listed – start with the website name
- Website – Should be capitalized as it appears on the website
- URL
  - Should be to the homepage of the website
  - Should include the http:// part
- Published and updated dates
  - Published date
    - Format according to the rules in the Formatting Dates above
    - If no publication date noted
      - Put the copyright date at the bottom of the homepage
      - If no copyright date, then don’t put down a date
  - Updated date
    - Format according to the rules in the Formatting Dates above
    - If no updated date posted, then don’t put down a date
  - If no published or updated date available put the following, including the brackets: [date unknown]
- Accessed
  - Format according to the rules in the Formatting Dates section
  - Start with Accessed
  - Date should be the date you accessed the website

Website Parts

Format

Authors. Page title. Website. URL. Published date. Updated date. Accessed date.

Instructions

- Authors
  - Formatted as noted above in the Formatting Authors’ Names section
  - If no specific authors listed – start with the page title
- Page Title
  - This is the title of the page that is part of the Website (i.e. not the homepage)
  - Format according to the rules in the Formatting Titles section
- Website – Should be capitalized as it appears on the website
- URL
  - Should be to the specific page of the website
  - Should include the http:// part
- Published and updated dates
  - Published date
    - Use the date on the specific page
    - Format according to the rules in the Formatting Dates section
    - If no publication date noted – leave out (do not use the copyright date)
Updated date

- Format according to the rules in the Formatting Dates section
- If no updated date posted, then don’t put down a date
- If no published or updated date available put the following, including the brackets: [date unknown]

Accessed

- Format according to the rules in the Formatting Dates section
- Start with Accessed
- Date should be the date you accessed the website part

Examples Websites


Package Inserts

- At Ferris we allow you to cite the online package inserts the same as the print version since the date on the product label is listed. Therefore, there is no electronic version listed here.
- If you are using a repository site for package inserts (e.g. DailyMed), then the resource should be cited as a database.

Format

Drug [package insert]. City, State abbreviation: Manufacturer; Date

Instructions

- Drug
  - Should not be italicized
  - Should use the full name on the package insert
    - Brand names should just have the brand name listed
    - Branded generic names should just have the brand name listed
    - Generics with no brand name should just have the generic name listed
  - Using the patient package insert information
    - The patient package insert or medication guide is often printed in the same pdf as the HCP package insert but they are two different documents
    - If only using the patient package insert/medication guide piece place [patient package insert] after the drug name
- Publication city and state – Format according to the rules in the Formatting Places of Publication section
- Manufacturer
  - Formatted as it is written on the package insert
  - Do not need to include qualifiers such as Co, Inc, LTD
  - If multiple companies listed, pick either the manufacturer or the marketer
• Date
  o Should be the most current revised date on the label
  o Format according to the rules in the Formatting Dates section

Examples Package Inserts

Legal References
Cases
Format
• US Supreme Court
  First party v second party, Reporter volume number Reporter abbreviation, First page of case (Year of decision).

• US Court of Appeals
  First party v second party, Reporter volume number Reporter abbreviation, First page of case (Deciding circuit court Year of decision).

• US District Court & Claims Courts
  First party v second party, Reporter volume number Reporter abbreviation, First page of case (District abbreviation State abbreviation Year of decision).

• State Courts
  First party v second party, Reporter volume number State reporter abbreviation, First page of case, Regional reporter Page number (Deciding court Year of decision).

Instructions
• Parties
  o Should not be italicized
  o Just include the name of the first person’s last name or first group of the party for both the first part and second party
  o Do not include et al if multiple parties included
  o Do not include the unless it is officially part of the group’s name
• Reporter information – report the volume number and official abbreviation
• First page
  o Cite the first page as listed
  o If no specific page listed, then leave blank
• Specific court
  o Start with the abbreviation for the region (e.g. SD for south district)
  o Use the official abbreviation for the court
• Year of decision – Put the full year that the decision was made in that court

**Examples Legal Cases**
• Addington v Texas, 441 US 418, 426 (1979).
• Doe v Washington University, 780 F Supp 628 (ED Mo 1991).
• Sierra Club v Froehlke, 359 F Supp 1289 (SD Tex 1973).
• Beringer Estate v Princeton Med Ctr, 592 A2d 1251 (NJ Super Ct Law Div 1991)

**US Federal/State Bills and Resolutions**
• This is for bills and resolutions that have not yet passed into law
• Once the bill/resolution is passed into law see the appropriate section below

**Format**
• Federal Bills and Resolutions

  Bill/Resolution name, House/Senate abbreviation Bill/Resolution number, Legislative body number, Session number, Section number (Year of Publication)

• State Bills and Resolutions

  Bill/Resolution name, House/Senate abbreviation Bill/Resolution number, Legislative body number, Session number, Section number (State abbreviation Year of Publication)

**Instructions**
• Bill/Resolution name
  o Should be formatted with capitalization according to the bill
  o If name not available start with the House/Senate abbreviation
• House/Senate abbreviations
  o House = HR
  o Senate = S
• Bill/Resolution number should be the one assigned to the bill or resolution
• Legislative body number should be Congressional number when the bill/resolution was introduced
• Session number should be the one where the bill was introduced
• Section number should be included when available
• State abbreviation should be the two letter code
• Year of publication should be the year the bill or resolution was introduced to Congress

**Examples Bills and Resolutions**
• HR 124, 179th Leg, 1st Sess (PA 1995).

**US Federal/State Statutes and Regulations**

**Format**
• Federal Statutes/Regulations

  Statute/regulation name, Title number Code abbreviation §Section number (Year)
- State Statutes/Regulations
  - Format is specific to the specific states
  - Contact Dr. Bernknopf if you need a format for a state/statute type that is not listed below in the examples

**Instructions**
- Statute/regulation name
  - Should be formatted with capitalization according to the bill
  - If name not available start with the title number
- Title number – use the specific title number of the act
- Code abbreviation
  - US Code = USC
  - Code of Federal Regulations = CFR
  - Other registries/codes will have their own abbreviations
- Section number – use the section number where the act/regulation is found
- Year should be the year that the statute/regulation was enacted

**Examples Statutes/Regulations**

**Newspaper Articles**

**Format**
- Print newspaper articles


- Electronic newspaper articles

  Authors. Article title. *Newspaper name*. Publication date: Newspaper section; Page numbers. URL. Accessed date.

**Instructions**
- Authors
  - Format according to the rules in the Formatting Authors’ Names section
  - If no authors or organizations are credited with writing the article, start the reference with the article title.
- Article titles
  - Format according to the rules in the Formatting Titles section
  - There should just be a period at the end of the title
  - If the title ends with a specific punctuation (e.g. ? or !), then replace the period with that specific punctuation
- Newspaper – Format according to the rules in the Formatting Names of Items section
- Publication date – Format according to the rules in the Formatting Dates section
- Newspaper section
  - Should be included, if applicable
o If no section, then just list the page numbers
- Page numbers – Should be in the format used by the paper
- URL
  o Should be the website where the full-text is accessible from (i.e. where the reader can actually access the article)
  o Should include the http:// part
- Accessed date
  o Start with Accessed
  o Date should be the date you accessed the newspaper article
  o Format according to the rules in the Formatting Dates section

**Example Newspaper Articles**

**Patents**

**Format**


**Instructions**

- Patent holder names
  o Formatted according to the rules in the Formatting Authors’ Names section
  o Inventors come first followed by any assignees
  o Example: Guiliano K, Kapur R, inventors; Cellomics, assignee
- Patent name – Format according to the rules in the Formatting Titles section
- Patent designation and number
  o Should start with the country/system where the patent is held followed by the word patent
  o If the patent is not yet approved, follow the country/system by the words patent application
  o The number of the patent or application should follow the designation
  o Examples:
    - US patent
    - European patent
    - US patent application
- Date
  o Format according to the rules in the Formatting Dates section
  o If approved, use approved date
  o If pending approval, use file date

**Example Patents**

• Amin R, Boncher T, Acevedo O, inventors; Auburn University, Ferris State University, assignees. US patent 9,422,239. August 23, 2016.

Other Media
Audiotapes, Audio Files, Videotapes, DVDs, and Video Files

Format

Author. Name: subpart [type]. Publication city, state: publisher; publication date

Instructions
• Authors
  o Format according to the rules in the Formatting Authors’ Names section
  o If there is not a specific author, then put the performer or organization
  o If the file is part of a larger series (e.g. individual podcast) and there is no author or performer, put the name of the podcast series
  o If no authors or organizations are credited with writing the article, start the reference with the article title.
• Name
  o Format according to the rules in the Formatting Names of Items section
  o Subpart should be included if there is a subtitle for the article
  o If the name ends with a specific punctuation (e.g. ? or !), then put the format after the punctuation
  o Type
    ▪ The specific medium (e.g. DVD, VHS, cassette, MP3, MP4)
    ▪ Should not be italicized
• Publication city and state
  o Format according to the rules in the Formatting Places of Publication section
  o If no place of publication listed
    ▪ Put the following instead of the city, state: [place unknown]
    ▪ Example: Statistics 101. [place unknown].
• Publisher
  o Use the name of the publisher listed as the copyright holder or the one that has the city of publication listed
  o Do not need to include qualifiers like Inc, Ltd, Co
• Publication date – Format according to the rules in the Formatting Dates section

Examples Audiotapes, Audio Files, Videotapes, DVDs, and Video Files
• Ayers S. Terrorism: Medical Response [DVD]. Edgartown, MA: Emergency Film Group; 2002.
• Science Vs. Placebo: Can the Mind Cure You? [podcast]. [place unknown]: Gimlet Media; May 9, 2019.
**Pictures Format**
- **Print**
  Creator. Title [type]. Date created.

- **Electronic**
  Creator. Title [type]. Date created. URL. Accessed Date

**Instructions**
- **Creator**
  - Full name is listed – format according to the rules in the [Formatting Authors’ Names](#) section
  - Creator’s name is a username – put the username as written
  - No creator is listed, start the reference with the Title
- **Title**
  - Format according to the rules in the [Formatting Titles](#) section
  - Examples of types include photograph, illustration, cartoon, wordart
- **Date created** – format according to the rules in the [Formatting Dates](#) section

**Examples Pictures**
- Bernknopf AC. Jacob deGrom gets all star jersey [photograph]. 2015.

**Television and Radio Broadcast Transcript Format**
- Title [transcript]. Program. Broadcaster. Date transcribed.

**Instructions**
- **Titles**
  - Format according to the rules in the [Formatting Titles](#) section
  - Subtitles should be included if there is a subtitle for the article
  - If the name ends with a specific punctuation (e.g. ? or !), then put the [transcript] after the punctuation
- **Program**
  - Should be the series this was a part of
  - Examples: 60 Minutes, Good Morning America
- **Broadcaster**
  - Should be who aired the broadcast
  - Examples: CBS television, National Public Radio
• Date transcribed
  o Should be the date listed on the transcript
  o Format according to the rules in the Formatting Dates section

Examples Television and Radio Broadcast Transcripts

Unpublished Material
• Handouts from professors used during class are not considered acceptable unpublished material so they should not be present in the reference list.

Materials Presented at a Meeting but Not yet Published

Abstracts not Published in a Journal
Format

  Authors. Presentation title. Presentation type presented at: Meeting name; Meeting dates; City, State.

Instructions
• Authors – Format according to the rules in the Formatting Authors’ Names section
• Presentation title
  o Format according to the rules in the Formatting Titles section
  o There should just be a period at the end of the title
  o If the title ends with a specific punctuation (e.g. ? or !), then replace the period with that specific punctuation
• Presentation type
  o Should specify if this is a poster or a presentation followed by presented at:
  o Examples
    ▪ Poster presented at:
    ▪ Paper presented at:
• Meeting name should be the official title of the meeting
• Meeting dates
  o Year – Format according to the rules in the Formatting Dates section
  o If meeting is in multiple months – Format: month 1, dash, month 2
  o Examples
    ▪ May 19-23, 2018
    ▪ May 30-Jun 3, 2018
• City, State – Format according to the rules in the Formatting Places of Publication section

Abstracts Published in a Journal
Format
• Abstracts published in a print journal

  Authors. Presentation title. In: Meeting name. Journal abbreviation. Year;Volume(Issue):pages; Meeting date; City, State abbreviation. Abstract number.
• Abstracts published in an electronic journal

Authors. Presentation title. In: Meeting name. *Journal abbreviation.* Year;Volume(Issue):pages; Meeting date; City, State abbreviation. Abstract number. URL. Accessed Date.

• Authors – Format according to the rules in the [Formatting Authors’ Names](#) section
• Presentation title – Format according to the rules in the [Formatting Titles](#) section
  o There should just be a period at the end of the title
  o If the title ends with a specific punctuation (e.g. ? or !), then replace the period with that specific punctuation
• Presentation type
  o Should specify if this is a poster or a presentation followed by presented at:
  o Examples
    ▪ Poster presented at:
    ▪ Paper presented at:
• Meeting name should be the official title of the meeting
• Journal Abbreviation
  o Journals that have only one name are not abbreviated (e.g. Pharmacotherapy)
  o You can find specific journal abbreviations by using the [NLM Catalog](https://www.ncbi.nlm.nih.gov/nlmcatalog/journals)
  o If the journal is not indexed, you can use the NLM Catalog to find out how to abbreviate the words by entering them into the search bar individually and seeing how the words are abbreviated in other journals with the same word
  o Articles (e.g. the, a) are not included in the journal abbreviation
• Publication year
  o Format according to the rules in the [Formatting Dates](#) section
  o Should have a semicolon after the year
• Volume, issue and page numbers
  o There should be no spaces after the semicolon at the end of the year, except as noted below
  o Volumes should be included, unless there is no volume listed
  o Issues
    ▪ Should be included when available
    ▪ Include special edition information (e.g. supplement)
  o Page numbers
    ▪ Start with the first page, then put a dash, then put the last page
    ▪ Keep any special characters used by the journal (e.g. s22 should not be 22)
    ▪ When pages are not continuous
      * Use a comma to separate the non-continuous pages
      * There should be a space after each comma used
        * Examples:
          ♦ 1-10, 13
          ♦ 1, 3, 8
          ♦ 1, 3-9
  o For journal articles with no page numbers, use the specialized way the journal uses to identify the article (e.g. Article Number)
• Meeting dates
  o Format according to the rules in the [Formatting Dates](#) section
  o If meeting is in multiple months, then should be month 1, dash, month 2
Examples

- May 19-23, 2018
- May 30-Jun 3, 2018

City, State – Format according to the rules in the Formatting Places of Publication section

URL should be the website where the full-text is accessible from (i.e. where the reader can actually access the article) and should include the http:// part

Accessed date
- Start with Accessed
- Date should be the date you accessed the meeting abstract
- Format according to the rules in the Formatting Dates section

Examples Materials Presented at a Meeting but not Yet Published


Materials Accepted for Publication but not Yet Published

- This format is for articles that have not been released as an ePub ahead of print. For the epub ahead of print see the articles published online before print above

Journal Articles

Format


Instructions

- Authors
  - Format according to the rules in the Formatting Authors’ Names section
  - If no authors or organizations are credited with writing the article, start the reference with the title.
- Article
  - Format according to the rules in the Formatting Titles section
  - Subtitles should be included if there is a subtitle for the article
  - If the title ends with a specific punctuation (e.g. ? or !), then replace the period with that specific punctuation
  - Note on just using the abstract from a journal article
    - Need to specify after the title that you are only using the abstract
    - Title [abstract].
- Journal Abbreviation
  - Journals that have only one name are not abbreviated (e.g. Pharmacotherapy)
You can find specific journal abbreviations by using the NLM Catalog (https://www.ncbi.nlm.nih.gov/nlmcatalog/journals)
You can use the NLM Catalog to find out how to abbreviate the words by entering them into the search bar individually and seeing how the words are abbreviated in other journals with the same word
Articles (e.g. the, a) are not included in the journal abbreviation

Books

Format


Instructions

• Authors/Editors
  o Authors should be listed when they wrote the entire book
    ▪ Format according to the rules in the Formatting Authors’ Names section
    ▪ If no authors or organizations are credited with writing the article, start the reference with the title.
  o Editors should be used when individual chapters were written by different authors
    ▪ Format according to the rules in the Formatting Authors’ Names section
    ▪ After the last name or et al, place a comma then editors.

• Book names
  o Format according to the rules in the Formatting Names of Items section
  o Subpart should be included if there is a subpart of the name
  o If the name ends with a specific punctuation (e.g. ? or !), then replace the period with that specific punctuation

• Volume
  o Only needed if there is a multi-volume book
  o Should format volume as follows: Vol volume number
  o Examples
    ▪ Vol 15
    ▪ Vol IV

• Edition
  o No edition should be listed if it is the first edition
  o Should format as follows Edition number ed or other relevant notation as listed in the table below

<table>
<thead>
<tr>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edition</td>
<td>ed</td>
</tr>
<tr>
<td>Abbreviated</td>
<td>abbr</td>
</tr>
<tr>
<td>Abridged</td>
<td>abr</td>
</tr>
<tr>
<td>American</td>
<td>Am</td>
</tr>
<tr>
<td>Augmented</td>
<td>augm</td>
</tr>
<tr>
<td>Authorized</td>
<td>authoriz</td>
</tr>
<tr>
<td>English</td>
<td>Engl</td>
</tr>
<tr>
<td>Enlarged</td>
<td>enl</td>
</tr>
<tr>
<td>Expanded</td>
<td>expand</td>
</tr>
</tbody>
</table>
Examples

- Illustration
  - Word: Illustrated
  - Abbreviation: ill

- Modified
  - Word: Modified
  - Abbreviation: mod

- Original
  - Word: Original
  - Abbreviation: orig

- Reprint(ed)
  - Word: Reprint(ed)
  - Abbreviation: repr

- Revised
  - Word: Revised
  - Abbreviation: rev

- Special
  - Word: Special
  - Abbreviation: spec

- Translation
  - Word: Translation
  - Abbreviation: transl

- Translated
  - Word: Translated
  - Abbreviation: transl

- Examples
  - 2nd ed
  - 4th rev

• Publication city and state
  - Format according to the rules in the Formatting Places of Publication section
  - If no place of publication listed
    - Put the following instead of the city, state: [place unknown]
      - Example: Statistics 101. [place unknown].

• Publisher
  - Use the name of the publisher listed as the copyright holder or the one that has the city of publication listed
  - Do not include qualifiers like Inc, Ltd, Co

Examples Materials Accepted for Publication but not Yet Published

Personal Communication
- This should be used for instances where there is a discussion with an expert or an interview
- This should also be used for instances where pharmaceutical companies provide you with proprietary data that is not published
  - The product label/package insert is considered a published document so it should be referenced as a Package Insert
  - The data from studies on the company’s website, are considered published and should be referenced as a Website or Website Part

Format
- These will not show up in your reference list but rather referred to in the body of the text.
- Discussions/interviews
  - State according to or identify the individual(s) when discussing the information
  - After the name(s) put the type of communication and the date of the communication in parentheses (oral communication, Month Day, Year)
- Written communications (e.g. e-mail, fax)
  - State according to or identify the individual(s) when discussing the information
  - After the names put the type of communication and the date the communication was received in parentheses (written communication, Month Day, Year)
• Proprietary data from the manufacturer
  o State according to the manufacturer when discussing the information (e.g. According to Bristol-Meyers Squibb)
  o After the word manufacturer or company’s name put the following in parentheses
    ▪ Oral communications – Format: (name of individual at manufacturer, oral communication, Month Day, Year)
    ▪ Written communication (e.g. e-mail) – Format: (name of individual who sent the communication, written communication, Month Day, Year)
    ▪ Data on file (e.g. standardized response to an inquiry, study data that is unpublished)
      * Format: (Authors of file, data on file, Month Day, Year)
      * If no authors exist – start with data on file
      * Date should be the date listed on the document. If no date listed then use the date it was received

Examples Personal Communication
• In a discussion with Claire Saadeh, PharmD (oral communication, 2019 Apr 3).....
• According to Kyle Schmidt, PharmD, BCCCP (written communication, 2019 May 5).....
• According to Bristol-Meyers Squibb (data on file, 2019 Apr 5), the loading dose of apixaban....