

## 9 | QUOTING PUBLISHED MATERIAL: REFERENCE FORMATS

“Great discoveries and improvements invariably involve the cooperation of many minds. I may be given credit for having blazed the trail, but when I look at the subsequent developments I feel the credit is due to others rather than to myself.”

*Alexander Graham Bell*

### 9.1 | WHAT CAN GO WRONG WHEN QUOTING PUBLISHED MATERIAL?

References in reports and journal articles serve two main purposes, namely documentation and acknowledgment. In either case, references form a critical part of the manuscript and must therefore undergo close scrutiny by both the author(s) and editor(s). Studies show that 50% to 75% of all quoted literature references contain at least one erroneous item. These errors come about by copying lists of references from previous papers or reports that are likely to contain irregularities. In this way, mistakes are carried over, and verification of the original information becomes difficult. Common deficiencies range from simple typing errors to gross misquoting of titles or author names.

When quoting published material, do not copy down references from citations or databases, however credible, since these usually pay insufficient attention to detail and often contain erroneous author initials, page numbers, or even years of publication. Thus, the only reliable source is the original paper as published in its original journal.

Do bear in mind that any mistake in quoting references will make it difficult to trace the original article, and precious time to completing the manuscript or report will be lost. It is for this reason that authors must pay utmost attention to the exact wording and format of quoted literature references.

## 9.2 | REFERENCE FORMATS AND THE UNIFORM REQUIREMENTS

### 9.2.1 | WHAT STYLE SHOULD I USE?

Styles of handling references vary considerably, and many different formats exist. Some companies create their own internal conventions that may deviate from commonly used journal styles (see also 5.6, Company-Internal Conventions of Style and Format). Whatever reference style is followed, consistency throughout the manuscript (report, journal article, or book) is important.

An effort has been made to harmonize reference formats across journals and other documents to minimize citation errors and facilitate retrieval of quoted material. A small group of editors of general medical journals met informally in 1978 in Vancouver, British Columbia, to establish guidelines for the format of manuscripts submitted to their journals. The group became known as the Vancouver Group. Its requirements for manuscripts, including formats for bibliographic references developed by the National Library of Medicine (NLM), were first published in 1979.

Subsequently, the Vancouver Group expanded and evolved into the International Committee of Medical Journal Editors (ICMJE) which meets annually. The ICMJE has gradually broadened its concerns to include other aspects of scientific reporting, e.g., ethical principles related to publication in biomedical journals (see also 5.5, The “House Style” of Journals). Meanwhile, the ICMJE has produced multiple editions of the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals*, and the guideline is updated regularly. When consulting this important document, please use the current version (available from <http://www.icmje.org>).

### 9.2.2 | USING VANCOUVER STYLE

The *Uniform Requirements* suggest the bibliographic style formats that were developed for uniformity by the NLM. Because of its origin, this reference style is termed Vancouver style. Since Vancouver style continues to gain broad

acceptance, this format is almost always the bibliographic style of choice (see also 5.5, The “House Style” of Journals).

Unless the journal specifies a different convention, references should be numbered consecutively in the order in which they are first mentioned in the text. Identify references in text, tables, and legends by Arabic numerals in parentheses. The titles of journals should be abbreviated according to the style used in *Index Medicus*. Consult the *List of Journals Indexed in Index Medicus*, published annually as a separate publication by the library and as a list in the January issue of *Index Medicus*. The list can also be obtained through the library’s Web site (<http://www.nlm.nih.gov>).

For standard journal articles, list the first six authors followed by et al.:

- Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. *N Engl J Med*. 2002 Jul 25;347(4):284–287.  
Rose ME, Huerbin MB, Melick J, Marion DW, Palmer AM, Schiding JK, et al. Regulation of interstitial excitatory amino acid concentrations after cortical contusion injury. *Brain Res*. 2002;935(1-2):40–46.

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

- Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. *N Engl J Med*. 2002;347:284–287.

If no author is given, state the title and journal details as follows:

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

For volumes or issues with supplements, state “suppl” where appropriate:

- Geraud G, Spierings EL, Keywood C. Tolerability and safety of frovatriptan with short- and long-term use for treatment of migraine and in comparison with sumatriptan. *Headache*. 2002;42 Suppl 2:S93–S99.  
Glaser TA. Integrating clinical trial data into clinical practice. *Neurology*. 2002;58(12 Suppl 7):S6–S12.

Consult the current version of the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals* (available from <http://www.icmje.org>) for more details, e.g., for references without issue or volume, or for articles containing retraction.

The style used for citing books depends on whether personal author(s) or editor(s) as authors are given:

- Murray PR, Rosenthal KS, Kobayashi GS, Pfaller MA. *Medical microbiology*. 4th ed. St. Louis: Mosby; 2002.  
Gilstrap LC 3rd, Cunningham FG, VanDorsten JP, editors. *Operative obstetrics*. 2nd ed. New York: McGraw-Hill; 2002.

The format used for chapters in a book is as follows:

- Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. *The genetic basis of human cancer*. New York: McGraw-Hill; 2002. p. 93–113.

Conference proceedings and conference papers often cause difficulties. Examples are shown below:

- Harnden P, Joffe JK, Jones WG, editors. Germ cell tumours V. Proceedings of the 5th Germ Cell Tumour Conference; 2001 Sep 13–15; Leeds, UK. New York: Springer; 2002.
- Christensen S, Oppacher F. An analysis of Koza's computational effort statistic for genetic programming. In: Foster JA, Lutton E, Miller J, Ryan C, Tettamanzi AG, editors. Genetic programming. EuroGP 2002: Proceedings of the 5th European Conference on Genetic Programming; 2002 Apr 3–5; Kinsdale, Ireland. Berlin: Springer; 2002. p. 182–91.

For details on how to quote a scientific or technical report, dissertation, or patent, consult the current version of the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals* (<http://www.icmje.org>). Similarly, the guidelines provide information on citing other published material, such as dictionaries, newspaper articles, audiovisual material, or legal material.

Avoid citing abstracts or personal communications unless they provide essential information not available from a public source. In this case, the name of the person and date of communication should be cited in parentheses in the text. For scientific articles, authors should obtain written permission and confirmation of accuracy from the source of a personal communication.

Special attention should be paid to the citation of unpublished material. Unpublished material may include abstracts or articles presented at a society meeting (oral presentation or poster presentation) as well as material accepted for publication but not yet published. Unpublished items presented at a meeting should be indicated as such.

- Miller AB. Correlation between leisure activities and school performance in primary school children. Paper presented at: Annual Meeting of the Association of Childhood Psychology; April 16, 2004; London, UK.

Information from manuscripts submitted but not accepted should be cited in the text as “unpublished observations” with written permission from the

source. For references to material accepted for publication but not yet published, the journal title is followed by “in press” or “forthcoming,” depending on the journal’s house style. (Note: NLM prefers “forthcoming” because not all items will be printed.)

Authors should obtain written permission to cite such papers as well as verification that the manuscript has been accepted for publication.

- Tian D, Araki H, Stahl E, Bergelson J, Kreitman M. Signature of balancing selection in *Arabidopsis*. *Proc Natl Acad Sci U S A*. In press 2002.

With the increased exchange of electronic material and the broad acceptance of such information, you can use online designation of articles or other published information if appropriate.

- Abood S. Quality improvement initiative in nursing homes: the ANA acts in an advisory role. *Am J Nurs* [serial on the Internet]. 2002 Jun [cited 2002 Aug 12];102(6):[about 3 p.]. Available from: <http://www.nursingworld.org/AJN/2002/june/Wawatch.htm>

If you cite programs or computer files, the nature of such material should be indicated in square brackets:

- Anderson SC, Poulsen KB. Anderson’s electronic atlas of hematology [CD-ROM]. Philadelphia: Lippincott Williams & Wilkins; 2002.

! For quoting published or unpublished information, consult the journal's house style and follow the reference style consistently. If no specific guidelines are given, use Vancouver style.

### 9.2.3 | REFERENCE MANAGER TOOLS

Nowadays, many authors use a reference manager software to facilitate the formatting of reference lists. Such tools provide the formats for many of the standard reference styles accepted by journals. At the touch of a key, the entire reference list is formatted in a selected style. If your manuscript is rejected by the chosen journal, you can reformat the references to meet the requirements of another journal.

Reference manager tools are very accurate and tend to facilitate the handling of references, but authors must invest the time needed to get familiarized with the system. Moreover, editors and proofreaders must use the same reference manager tools if they wish to make changes to the manuscript.

Example of Styling References (APA reference style, 6th ed.) In text format. In reference list format. 1. Single author. Rokiah (2009) or Dey (1993) dan Lueck (2015).  
Abbreviation for Group. - First time quote: American Psychiatric Association [APA] (2000) or. (American Psychiatric Association [APA], 2000).  
11. Unpublished and Informally Published Works. Blackwell and Conrod (2003). or. How do I format quotations from books or articles written in a foreign language? Do I have to present the quotation in both the original language and in translation, or do I present only a translation?  
In the reference list, translate the title of the foreign-language work into the language you are writing in (here, that's English). Otherwise, the details of the foreign-language source should stay as they were published, to aid in retrievability.  
Most people know how to use quotation marks to identify material directly quoted from a source (That's terrific! the editor cried; Hendrik Willem van Loon once said, "Somewhere in the world there is an epigram for every dilemma"; the first item on the questionnaire was, "How often do you engage in this type of behavior?").  
MLA Quotations. Page 1. Quoting more than one paragraph: In Margaret Atwood's "Death by Landscape," the wilderness conceals Lois's lost friend, Lucy: Maybe if they cut it all down, drained it all away, they might find Lucy's bones, some. time, wherever they are hidden.  
Note: If you have more than three lines of verse, you must use block quotation format. In the above example, every effort is made to reproduce exactly what the poem looks like on the page, even if the poem has unusual spacing, as on line 11.  
Note: If you omit material between sentences (even including several other sentences) and the first quoted portion forms a syntactically complete sentence independent of what follows, place a period at the end of it, then insert three spaced ellipsis points.  
Preparing and Quoting References using the Harvard System. 1. About referencing. Good referencing is an essential part of academic scholarship. It has three functions: i. To acknowledge an intellectual debt to another author where you have drawn on ideas, words, facts, claims or other material from his or her work, either explicitly or implicitly; ii. To support specific facts or claims which you make in your text; iii. To enable the reader to find sources to which you have referred easily and quickly.

City published. Publisher. Pages used. Generally, Harvard Reference List citations follow this format: Last name, First Initial. (Year published). Title. City: Publisher, Page(s).  
Harvard Reference List Citations for Archive Material. Archival materials are information sources that are used to provide evidence of past events. Archival materials are generally collected and housed by organizations, such as universities, libraries, repositories, or historical societies. Examples can include manuscripts, letters, diaries, or any other artifact that the organization decides to collect and house. The structure for archival materials includes: Last name, First initial. (Year published). Title of the material. [format] Name of the university, library, organization, Collection n This material may not be published, reproduced, broadcast, rewritten, or redistributed without permission. Use of this site constitutes acceptance of our terms and conditions of fair use.

MLA Formatting Quotations. Summary: MLA (Modern Language Association) style is most commonly used to write papers and cite sources within the liberal arts and humanities. This resource, updated to reflect the MLA Handbook (8th ed.), offers examples for the general format of MLA research papers, in-text citations, endnotes/footnotes, and the Works Cited page.  
When you directly quote the works of others in your paper, you will format quotations differently depending on their length. Below are some basic guidelines for incorporating quotations into your paper.

Reference Materials. Science Fair Directory. Fun Science Activities. STEM Activities for Kids. Science Camps & Programs. Teachers. Lesson Plans.  
This table describes how to format your research paper using either the MLA or APA guidelines. Be sure to follow any additional instructions that your teacher provides.

MLA Guidelines. APA Guidelines. Paper. Standard size (8.5 x 11" in the U.S.) Page Margins. A references list is a formatted list of all sources you cited within your paper. Any time you quote, paraphrase, summarize, or include information that you've read from an outside source, you must include that source in your references list, correctly formatted in APA style. For help making a References list, view our Annotated References List. For help citing different types of sources, refer to our downloadable formatting guide: See these guides if you need to format an MLA Works Cited page or a Chicago Style Bibliography page. What information goes in an APA References list? Each item in y