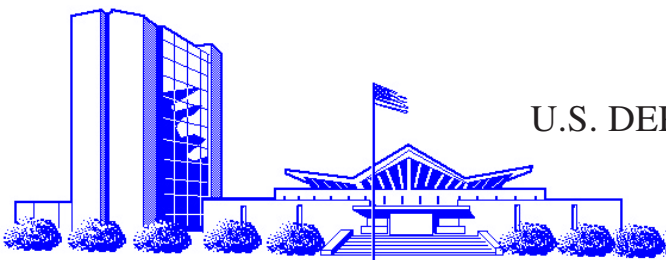


# National Library of Medicine Recommended Formats for Bibliographic Citation

## Supplement: Internet Formats



U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service  
National Institutes of Health



**NATIONAL LIBRARY OF MEDICINE  
RECOMMENDED FORMATS FOR  
BIBLIOGRAPHIC CITATION**

**SUPPLEMENT: Internet Formats**

2001 July

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**U.S. DEPARTMENT OF HEALTH  
AND HUMAN SERVICES**  
Public Health Service  
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## **ACKNOWLEDGEMENTS**

The compiler wishes to thank Twann Dailey, Ruth Hill, and Phyllis Levine of the Reference Section staff for their valuable assistance in locating examples for the various formats used in this publication.

## INTRODUCTION

When the Library published the *National Library of Medicine Recommended Formats for Bibliographic Citation*\* in 1991, the Internet was in its infancy. It was used primarily by the government and academic institutions to exchange research information and data. Now the Internet is an indispensable tool, not only in the workplace but also in schools and homes throughout the world.

This Supplement to the original NLM publication is intended to provide guidance in citing the variety of types of material found on the Internet. Like the original, its audience is authors who are compiling lists of references for their publications, editors who are revising such lists, and librarians and others interested in formatting bibliographic citations. Also like the original, it is not the NLM intention to create a new bibliographic standard with this publication, but rather to apply existing standards to biomedical material. Publications of the National Information Standards Organization (NISO) and the International Standards Organization (ISO) are the primary source for the standards employed (*see* Appendix A).

This Supplement supercedes the previous publication for citing all types of Internet documents. However, the original publication is still useful for citing other types of electronic publications which are not available over the Internet, such as CD-ROMs and computer programs. The user will also find the original volume helpful for finding more details on some of the formats presented here. For example, while citations to Internet monographs as a group are presented in the Supplement, information on some of the specific types of monographs such as technical reports is presented in greater depth in the original.

Note that this publication is intended to be evolutionary in nature. As new types of Internet documents are discovered and as readers submit suggestions, the text will be revised and expanded. Revision/expansion dates will be indicated on the title page. The NLM invites comments and suggestions on the formats presented in this publication and their usefulness.

### Structure

The arrangement of this publication is by type of material being cited, i.e., databases, homepages, etc. For a bibliographic citation or reference to each type of material, it answers the following three questions:

What bibliographic elements (i.e., author, title, etc.) should be present?

What order or sequence should these elements follow?

What punctuation should be used within the elements and to separate them?

Each element is designated as a required (R) or optional (O) part of a citation. Required elements are those necessary to identify an item uniquely; optional items provide the reader with additional information to assist in locating an item and/or deciding if it is worthwhile to obtain an item. Note that a specific element is required only if it pertains to the particular item being cited and if the information for it is readily available within the item or elsewhere on the Internet site. Optional elements should be included in a citation when they are similarly easily obtainable.

The presentation of each type of material concludes with a series of examples illustrating the format recommended. With a few minor exceptions these examples represent actual items found on the Internet. They have been chosen to illustrate application of the formats and their selection does not constitute an endorsement of any publisher, individual, or organization by the NLM.

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\*Patrias, Karen. National Library of Medicine recommended formats for bibliographic citation. Bethesda (MD): The Library; 1991 Apr. Available from: NTIS, Springfield, VA; PB91-182030.





## GUIDELINES FOR CITING INTERNET PUBLICATIONS

### General Guidelines

The basic rules of citing, i.e., what goes into a citation, do not differ markedly for Internet items than for print. There is still an author or organization with responsibility for the item, a title, a place of "publication," a publisher, a date of publication, and the extent of the item (i.e., number of pages or the equivalent). Anyone preparing a citation to an Internet document should attempt to locate all of these elements. Simply adding a Uniform Resource Locator (URL) or other electronic address to a title is not sufficient. Internet sites disappear with great frequency and the user of a citation must be given some other identifying information.

It is true, however, that some elements are more difficult to locate when citing Internet items rather than print. For example, a number of poorly constructed sites do not contain dates, and authorship or publishing responsibility may be unclear or absent. It is also often not easy to ascertain the title from the collage of graphics presented. The person doing the citing must deal with the information provided. Square brackets are a convention used to indicate missing data or for information added for clarification by the person doing the citing. (*See* the sections below dealing with the specific parts of a citation.) NLM hopes that promulgation of citing guidelines such as this will encourage authors to include all the necessary information within their sites.

Some elements require expansion for Internet citation in order to provide useful information to the user. For example, the date of publication is a required element in any citation, but many Internet items are updated or otherwise modified several times after the date of publication. Any date of update/revision should therefore be included in a citation along with the date cited, i.e., the date (and time in some cases) when the person doing the citing saw the item. This is necessary in the volatile electronic environment when changes can be easily made and an item seen one day may not be the same in crucial ways when viewed the next day. For this reason, it is strongly recommended that the user produce a print or other copy when possible for future reference.

Confusion also arises when the person doing the citing thinks that items coming from different types of sources, i.e., are obtainable/viewed by FTP, Gopher, Telnet, or the Web, must be cited differently. The source of an item is not as important as the format of the item, such as a journal or other serial, a monograph, or a database. Just as journal articles are cited differently from books in print publications, they also differ in electronic format. There are, of course, items on the Internet for which there are no print equivalent. Homepages are a good example. In citing all types of material, it is essential that the source location on the Internet in the form of a URL, FTP address, etc., appears in the citation.

Note also that it is possible to have Web sites within Web sites. For example, the National Institute on Aging (NIA) at <http://www.nih.gov/nia/> is organizationally a part of the National Institutes of Health (NIH) at <http://www.nih.gov/>. Each of these bodies has its own Web site with a homepage; the NIA site is not considered a part of the NIH site. A URL in reality only reflects server location and should not necessarily be used to indicate hierarchy or subordinate relationships for citation purposes. The basic rule is to cite the most specific organizationally identifiable part.

### Guidelines for Specific Parts of a Citation

Overall guidelines are presented here. The individual sections for the specific formats, e.g., monographs, serials, etc., should also be consulted for further details of citation.

**Authors** - While there are monographs and journal articles on the Internet which clearly state the names of the authors, most sites -- particularly homepages -- do not. Do not assume that an individual named as Webmaster or contact person is the author; he/she most probably is not, especially for homepages produced by large organizations. Some sites will give a name in association with a copyright statement, such as "copyright

1997 by John A. Smith.” It is not safe to assume that this individual is the author, either. If the only personal name given in a site is associated with a copyright statement, use that individual’s name as the publisher. Most sites will display an organization’s name rather than a person’s name. In such cases when the organization appears to be serving as both author and publisher, place the organization in the publisher position. (*See* this section below.) Regardless, do not use the word “anonymous” in a citation if an author cannot be determined.

If a personal author is present, NLM style is to use the last name followed by up to two initials, such as “Smith JA.” It is also correct to use the full first name, such as “Smith, John A.”

**Titles** - Monographs on the Internet will usually display clearly identifiable titles, and serials will have both the title of the article and the title of the journal. Homepages, on the other hand, may display only the name of the organization responsible for the site. If so, this name becomes the title. Some basic rules to follow for identifying wording as a title are:

- (1) look for what is the most prominent (usually the largest) wording on the screen
- (2) look for wording followed by a copyright or registered trademark symbol ( © or ™ )
- (3) look at the title bar of the Web browser (generally in the top left corner)
- (4) look for the title in the source code of the document

If a title cannot be determined, construct a title by using the first series of words on the screen as a title.

Once you have determined the title, its format is dependent on the type of document. For monograph and serial titles, follow the rules for print publications, capitalizing only the first word and proper nouns (or other conventions of the particular language for non-English works). However, an exception is made when special characters or non-standard typographic features are present, in which case the title should approximate the way it appears on the screen, as the journal title “Psicologia.com.” Journal titles are generally abbreviated in the same manner that they would be for print, e.g., Online Journal of Current Clinical Trials becomes Online J Curr Clin Trials. ISO-4 of the International Standards Organization is the source used for abbreviations. *See* Appendix B for a list of abbreviations for common English words used in journal titles.

For all other types of Internet material, such as homepages and databases, reproduce the title for citation purposes as closely as possible to the wording which appears on the screen, duplicating capitalization, spacing, and punctuation. This may include all capital letters or all lower case letters, capital letters within words, and run-together words. Some examples are: netLibrary and medicinebydesign.

**Content/Medium Designators** - It is standard practice in a citation to indicate to the user that a publication is not in print format by following the title with a word describing what the specific non-print medium is, i.e., a medium designator. This is to alert the user that special equipment is needed to read it. The appropriate medium designator is placed in brackets. Thus a book on microfilm would have “[microfilm]” following its title. Similarly, “[Internet]” is a medium designator. It is an optional, but recommended, practice to combine a content designator with a medium designator. Content designators indicate the nature of a work. Examples of this combination are “[serial on videocassette]” and “[homepage on the Internet].”

**Edition** - Most electronic publications, with the exception of monographs and databases, will not have an edition statement. Some with print counterparts will say “Internet edition.” Other words used to express edition in the electronic world include “version,” “release,” “level,” and “update,” such as “version 5.1” or “third update.” Regardless of the particular wording, any indication of edition should be included in a citation. Occasionally both an edition and a version or release will be given; use both.

The words for edition are often abbreviated in a citation, as “ed.” or “vers.” Numbers should be converted to arabic, such that “third” becomes “3rd” and “first” becomes “1st,” etc.

**Place of Publication** - This is defined as the city in which the individual or the organization issuing or sponsoring the publication resides. In the case of the Internet, the place would be the location of the Web or other site. This information is usually found at the bottom of a homepage, but may also be at the top of the first screen or at the end of a document. If it is not in one of these locations, it may be obtained from a linkage within the site, usually under a “contact us” or similar link. There are two options if the place cannot be determined from the site:

- (1) if the city can be reasonably inferred, the city is placed in brackets (for example, Bethesda as the place of publication of a report issued by the National Cancer Institute)
- (2) if it is not possible to infer the city, the words “place unknown” are put in brackets

It is NLM style (following ISO 690) to cite the city followed by the two-letter state abbreviation in parentheses, e.g., “Bethesda (MD)” or “[Bethesda (MD)]” if inferred. Foreign places are cited as “Frankfurt (Germany)” or “Frankfurt (DE),” the latter using the International Standard Organization two-character country code. State or country information is generally omitted if the place is very well known; thus it is “New York” not “New York (NY)” and “Paris” not “Paris (FR).”

**Publisher** - The advent of the Internet and other online sources has stretched the definition of “publication” and “publisher.” However, in electronic terms a publisher is defined as the individual or organization which produces or sponsors the site. As with the place of publication, this information is usually found at the bottom of a homepage, at the top or on a sidebar of the first screen, or the end of a document. The publisher may also be identified by looking for the organization named after a copyright statement, e.g., copyright 1997 by the American Chemical Society. If wording such as “this site is maintained by XYZ Corporation for ABC Organization” appears, ABC Organization is considered the publisher and XYZ the distributor. Publisher information is required in a citation; distributor information may be included as a note.

A publisher name is generally given in a citation as it appears on the screen, with whatever capitalization and punctuation is used. If the title of a site such as a homepage and the name of the organization which sponsors it are the same, it is an option to give the name in an abbreviated form as publisher. For example, if the “University of Maryland” is the title of the homepage, it may be abbreviated to “The University” as publisher. If no publisher can be determined, the words “publisher unknown” are used in the citation, in brackets.

**Dates** - Because of the volatile nature of electronic publications, there are three dates of importance in citing them:

- (1) the date the publication was placed on the Internet, or alternatively, was copyrighted
- (2) the latest date any update or revision occurred
- (3) the date the person doing the citing actually saw the publication

The date of publication must always be included in a citation. The date of copyright should be included only if the date of publication is absent or it differs from the date of publication, e.g., 2000, c1998. Note that a copyright date is always preceded by the letter “c.”

Unfortunately, the dates of publication and the dates of any update or revision are often absent from an electronic site, making the third date all the more important. One way to determine a date for an Internet document is to use the Web browser to view the document page information or source. Webmasters who do not put a date in the online display may put one in the source document, either at the top or bottom. Error correction or other changes to electronic publications may occur between scheduled or advertised updates or revisions and these dates of update/revision may not be known. It is therefore required that the date the electronic publication is actually seen is included in a citation.

Dates should be expressed in the format of “year month day.” For the date of publication, an example would be “1995 Jan 3.” For any dates of update or revision and the date of citation, the format may be the same, such as “[updated 1996 Feb 4; cited 1997 Nov 4],” or may be abbreviated, such as “[updated 1996/02/04; cited 1997/11/04].” Various words may be found on an Internet site to express the fact that a document has been updated or revised, such as amended, modified, reviewed. Use whatever wording is provided by the site. Note that the dates of update/revision and citation are always placed in brackets. As mentioned above, the date of citation must always be included in a reference.

**Location** – Location, called pagination in the print world, indicates the exact position of a document such as a journal article within a larger publication, i.e., the journal issue. It is also used to specify the position of a chapter in a book or of a chart or graph which is being cited. This location is usually expressed in terms of page numbers, as “p. 15-22.” While traditional page numbers are often found on the Internet, its nonlinear nature has caused many Internet serial publishers to adopt a document number scheme for an article, either in addition to a volume and/or issue number or as the only numeration. Regardless of how these document numbers are used, they should be placed in a citation in the Location element. For example:

- with a volume and issue

Pediatrics 2000 Nov;106(5):e70. [e70 is the document number]

- without a volume or issue

Online J Curr Clin Trials 1999:Doc No 134.

Use whatever wording for “document number” is supplied by the serial and abbreviate it according to standard practice. In the first example above, the serial has supplied no wording, simply using the “e” to indicate “electronic.” As an option, an indication of the length of the article may be included after the document number in the Extent element (*see below*). If this length is not stated within the document itself, it should be placed in brackets:

Pediatrics 2000 Nov;106(5):e70. [about 2 p.].

Online J Curr Clin Trials 1999:Doc No 134. [about 10 paragraphs].

If an Internet document displays neither page numbers nor document numbers, the extent or length of the item (*see below*) being cited should always be included in a citation.

**Extent**- This is the length of the item being cited, usually expressed by the total number of pages of a print item or the number of minutes of run time for an audiovisual. Although the extent of an item is an optional element in any citation, the length of a document provides useful information for the user. For example, a ten page journal article would be viewed as substantive, whereas a ten page book probably would not.

Many electronic monographs lack traditional page numbers and homepages are non-linear, often having innumerable hypertext links. For publications other than homepages, extent is therefore usually shown in terms of the number of screens, lines, paragraphs, or bytes. Alternatively, if an electronic document is printed out, it may be expressed in the traditional number of pages. Unless the length is supplied by the publisher, which sometimes occurs when a list of items with their size is presented to the user for assistance with downloading or when the item being cited is a PDF document, the extent is calculated by the best means possible and placed in brackets, such as [about 5 screens], [10 paragraphs], [about 21 p.], [332K bytes]. Of course screen size, font used, and printers vary greatly, but the purpose is to give the user of the citation an indication of the length of an item. Note that when the number is approximated, the word “about” appears before the length indicator.

**Availability Statement** - This is the location at which an electronic document may be found, expressed in terms of an FTP, Telnet, Gopher, or Web address. Some examples include:

Available from: Telnet to dialog.com

Available from: [http://www.nlm.nih.gov/pubs/cbm/dental\\_caries.html](http://www.nlm.nih.gov/pubs/cbm/dental_caries.html)

For Internet addresses, the location displayed by the Web browser is usually the one to use. Sometimes, however, a site found by a hyperlink may not be addressable directly. It is therefore good practice to verify the address before including it in a citation.

No ending period is used after a URL or other Internet address in a citation unless it concludes with a slash (“/”). This is because the period may interfere with a hyperlink. For example:

<http://www.nlm.nih.gov/pubs/cbm/osteoporosis.html> *but* <http://www.nlm.nih.gov/>.

**Notes** - This part of a citation has no specified format or punctuation and is not required. Its purpose is to give the reader useful information not provided elsewhere in a citation. Examples of the types of information to be included in notes are: any special viewing requirements, such as a particular Web browser, version of a browser, or software; the name and e-mail address of the Webmaster or other contact individual; additional information about the publisher such as the street address; or information about the creation of a publication, such as if it were created for a particular conference or to commemorate an event.

Finally, although this publication permits a number of variations in format, the user should be consistent in applying it throughout a list of references. For example, a user may elect to use authors' full first names or initials. Whatever the format, it should be applied to all the citations. The user may also wish to consider any application or intended audience of the citations being formatted. For example, this guide requires only the city as the place of publication, but addition of the state abbreviation may be useful for a foreign audience.



## 1. Monographs

A monograph, commonly called a book, is any work complete in one volume or in a finite number of volumes or over a finite period of time. Monographs on the Internet are often electronic versions of large printed texts, such as textbooks, manuals, or technical reports, but may also be smaller works such as a brochure, single-page fact sheet, or brief treatise. Size is not relevant to the definition. Increasingly monographs are being written directly for the Internet in order to take full advantage of the ability to hyperlink, to include complex graphics, and to run multimedia such as film clips and sound. An Internet monograph may be static, that is fixed in time and unchanged since publication, or may be updated or otherwise revised over time. Some producers of Internet monographs permit or otherwise welcome comments or expert opinion from readers and incorporate these comments into the text. Major revisions may be announced as new editions, but more minor additions and changes such as those to add comments, to correct typographical errors, or to update hypertext links may not be announced.

While all monographs have certain elements in common for citation purposes, such as author, title, publisher information, and date, specific types of monographs have additional elements. For example, citation to a technical report should include report and contract numbers and citation to a bibliography should include the time period covered as well as the number of references included. Examples of citation to Internet monographs are included at the end of each part of this section, but the reader is referred to the full *Recommended Formats* publication for more detail regarding these specific types.

### A. Entire Monographs

To cite a monograph as a whole, use the instructions below. If you wish to cite only a portion of a monograph, such as a chapter or table, *see* B. Parts of Monographs or C. Contributions to Monographs.

R/O	Elements (in order of appearance)	Format:
R	Author(s)/Editors	Individual(s) responsible for writing or editing the Internet monograph; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; if editors are present, the last named editor is followed by a comma and the word "editor(s)" or "ed(s)."; organizations may also be authors, as "National Library of Medicine (US)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Public Services Division"; note, as in this example, that qualifying information such as country may be used parenthetically to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may follow the name, in brackets, as "[Finnish Medical Society]"; all authors/editors may be used or only the first or the first three followed by "et al." or "and others" if space is a consideration; if an organization serves as both author <u>and</u> publisher ( <i>see</i> the Publisher element below), the name is omitted here as author unless there are multiple organizations serving as authors; if the publication shows both an author and a separate editor,

place the editor after any edition statement (*see* Secondary Author below); if no person or organization with responsibility for the monograph can be determined, this element shall be omitted (the use of "anonymous" is not recommended); *see also* the Notes element below

- |   |                     |  |
|---|---------------------|--|
| O | Author Affiliation  | Department and name of the author's institution, followed by the city and state/country, and e-mail address if available, may be given in parentheses, as "(Department of Psychology, University of Pittsburgh, Pittsburgh, PA. smitha@pitt.edu)"; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Leningrad State University"; English names are used for locations, as "Rome" for "Roma"; common words such as "Department" and "University" may be abbreviated, as "Dept." and "Univ."; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries); affiliation of all authors or only the first may be given, with the affiliation following each name |
| R | Title               | Titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; as with titles of print documents, capitalize only the first word and proper nouns (or other conventions of the particular language) of the title, unless special characters or other non-standard typographic features are present, in which case the title should be reproduced as closely as possible to the way it appears on the screen   |
| O | Content Designator  | The word "monograph" may be placed in brackets after the title, combined with the Medium Designator below.   |
| R | Medium Designator   | "Internet" is placed in brackets after the title, as "[Internet]"; it may be combined with the Content Designator above, as "[monograph on the Internet]"  |
| R | Edition             | Statement relating to an edition of an Internet monograph that contains differences from other editions; such words as "edition", "issue", "version", "release", "level", "update" are used, as "Version 5.1" or "Level 3.4"; more traditional words as "Revised Edition" may also appear, and may be abbreviated, as "Rev. ed."; arabic numbers are used, so that "Version IV" becomes "Version 4" and "Third Update" becomes "3rd update"; if an edition <u>and</u> a version or update appear, list them both, in the order given   |
| O | Secondary Author(s) | The names of editors, translators, or other individuals or organizations responsible for adapting or modifying the work of the primary author(s); names appearing in non-roman alphabets are romanized; the name, given surname first, is followed by the specific role played, as "Smith, John, editor" or "Jones, Danile E., translator"; if more than one secondary author or type of secondary author appears, as both an editor and a translator, they are given in the order in which they   |



appear in the publication; note that the name of Webmasters and organizations that host Web sites for others are placed in the Notes below

R	Place of Publication	City where published; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries); if more than one location appears, the more prominent is used or else the first appearing; if no place is found on the opening screens or elsewhere on the site but it can be reasonably inferred (e.g., Chicago as the place of publication of a product of the American Medical Association), the place name is given in brackets, as "[Chicago]"; if no place can be determined, the words "place unknown" are given in brackets
R	Publisher	The firm or organization responsible for issuing the Internet monograph; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Mexican Academy of Surgery"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "Harvard University, Graduate School of Public Health"; common words as "University" may be abbreviated, as "Univ."; if no publisher can be identified, the words "publisher unknown" are placed in brackets
R	Date of Publication/ Date of Copyright	The year of publication, followed by the month, if given, as "1988 Jan"; English names are used for months; names of months may be abbreviated to the first 3 letters; if no date is found on the opening screens or elsewhere on the site but it can be determined from some other source, brackets are placed around it, as "[1988 Jan]"; if no date of publication can be determined, the date of copyright may be used, preceded by "c", as "c1999"; if both a date of publication and date of copyright appear, only the date of publication is required unless the two dates widely differ, such as "2000, c1998"; if neither a date of publication or copyright can be determined, the date of update/revision and/or the date of citation are used ( <i>see</i> below)
R	Date of Update/Revision	Internet monographs are frequently updated on a regular or irregular basis or may be revised between editions or versions; the date of the last update (or of the particular update being cited) should be given, surrounded by brackets; if date information is not found within the monograph itself, the Web browser's source or page information feature may provide it; this date is combined with the Date of Citation below, as "[updated 1990 Jan; cited 1999 Mar 3]" or "[rev. 1990 Mar 1; cited 1991 Jan 10]"
R	Date of Citation	Error correction or other changes to Internet monographs may occur between scheduled or advertised updates/

revisions or the dates of updates/revisions may not be known; it is therefore required that the date the Internet monograph was actually seen should be given, as "[cited 1990 Dec 3]"; this date should be combined with any date of update or revision (*see above*)

- O      Extent                      The extent of the monograph, such as 640KB or 40 screens, or if traditional page numbers are given, the total number, as 105 p. ; if this information is calculated or otherwise estimated rather than supplied on the Internet site, it should be placed in brackets, as “[about 10 screens]”
- O      Series                         The series name is given in its original language, surrounded by parentheses; names appearing in non-roman alphabets are romanized; the name is followed by the volume and/or number, if present, given in arabic numbers, as “(Web monographs in virology; no. 10)”; capitalize only the first word and proper nouns (or other conventions of the particular language)
- R      Availability                    The Uniform Resource Locator (URL), telnet, or FTP address, etc., where the monograph may be found, preceded by the phrase “Available from:”
- O      Language                        Language of the screen displays of the Internet monograph may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see Appendix C*)
- O      Notes                             Information concerning system requirements may be placed here (there is no specific wording prescribed - wording as supplied at the site may be used); system requirements include the specific Web browser and version on which the Internet monograph is designed to run; the software needed to view, such as Adobe Acrobat or Real Player; and the kind and characteristics of any required or recommended peripherals, as speakers; to reduce ambiguity, it is suggested that the words "System Requirements:" precede this information, as "System Requirements: Netscape 4.0 or higher; Adobe Acrobat Reader 3.0; Real Player 7; color monitor; speakers"; if programmers, developers, Webmasters, or others associated with production of the monograph appear in acknowledgements or other areas on the site, they may be listed here along with their role, as “John Smith, webmaster”; other information of interest to the reader may also be placed here, such as the name and source of any corresponding CD-ROM or print version available and the ISBN.
-

**Order of the elements of a citation, with punctuation, for Entire Monographs:**

Author (Author Affiliation); Author (Author Affiliation). Title [Content Designator Medium Designator]. Edition. Secondary Author(s). Place of Publication: Publisher; Date of Publication [Date of Update/Revision; Date of Citation]. Extent. (Series). Availability. (Language). Notes.

**Application of this format, including recommended punctuation, is illustrated on the following pages.**

## EXAMPLES OF CITATIONS TO INTERNET MONOGRAPHS

### 1. Standard citation:

Lawrence, Ruth A. A review of the medical benefits and contraindications to breastfeeding in the United States [Internet]. Arlington (VA): National Center for Education in Maternal and Child Health; 1997 Oct [cited 2000 Apr 24]. 40 p. Available from: <http://www.ncemch.org/pubs/PDFs/breastfeedingTIB.pdf>

#### - with optional initials for author

Lawrence RA. A review of the medical benefits and contraindications to breastfeeding in the United States [Internet]. Arlington (VA): National Center for Education in Maternal and Child Health; 1997 Oct [cited 2000 Apr 24]. 40 p. Available from: <http://www.ncemch.org/pubs/PDFs/breastfeedingTIB.pdf>

#### - with optional content designator

Lawrence, Ruth A. A review of the medical benefits and contraindications to breastfeeding in the United States [monograph on the Internet]. Arlington (VA): National Center for Education in Maternal and Child Health; 1997 Oct [cited 2000 Apr 24]. 40 p. Available from: <http://www.ncemch.org/pubs/PDFs/breastfeedingTIB.pdf>

### 2. Personal author, with author address:

Johnson, Keith A. (Harvard Medical School, Boston, MA. [keith@bwh.harvard.edu](mailto:keith@bwh.harvard.edu)); Becker, J. Alex (Massachusetts Institute of Technology, Cambridge, MA. [jabecker@mit.edu](mailto:jabecker@mit.edu)). The whole brain atlas [Internet]. Boston: Harvard Medical School; c1995-99 [modified 1999 Jan 12; cited 2001 Mar 7]. Available from: <http://www.med.harvard.edu/AANLIB/home.html>

### 3. Organization as author, but not also the publisher:

Institute of Medicine, Food and Nutrition Board. Dietary reference intakes: a risk assessment model for establishing upper intake levels for nutrients [Internet]. Washington: National Academy Press; 1998 [modified 2000 Apr 22; cited 2000 Apr 24]. Available from: <http://books.nap.edu/books/0309063485/html/index.html>

Dietary Guidelines Alliance. Reaching consumers with meaningful health messages: a handbook for nutrition and food communicators [Internet]. Beltsville (MD): National Agricultural Library (US), Food and Nutrition Information Center; c1996 [modified 1998 Mar 25; cited 2000 Apr 24]. Available from: <http://www.nal.usda.gov/fnic/consumer/index.html>

### 4. Multiple organizations as author:

National Agricultural Library (US), Animal Welfare Information Center; National Institutes of Health (US), Office of Animal Care and Use. Nonhuman primate management plan [Internet]. Bethesda (MD): The Institute; 1991 Jan 22 [modified 1999 Nov 20; cited 2001 Mar 1]. Available from: <http://oacu.od.nih.gov/regs/primate/primex.htm>

### 5. Editors:

Beers, Mark H.; Berkow, Robert, editors. The Merck manual of diagnosis and therapy [Internet]. 17th ed. Whitehouse Station (NJ): Merck & Co., Inc.; c1999 [cited 2001 Apr 12]. Available from: <http://www.merck.com/pubs/mmanual/>. Also available in paper copy from the publisher.

## 6. No author or editors:

A citizen's guide to food recovery [Internet]. Rev. ed. [Washington]: Department of Agriculture (US); 1999 Feb [modified 2000 Oct 18; cited 2000 Dec 19]. 70 p. Available from: <http://www.fns.usda.gov/fns/MENU/gleaning/SUPPORT/CitzGuide/foodrec.pdf> System Requirements: Adobe Acrobat.

1998 state of Maryland crime control and prevention strategy [Internet]. Baltimore (MD): Governor's Office of Crime Control & Prevention; c1999 [modified 2000 Apr 18; cited 2000 Dec 19]. Available from: <http://www.cesar.umd.edu/www2root/goccp/Plan/1998plan.html>

Hardin meta directory of Internet health resources [Internet]. Iowa City (IA): University of Iowa, Hardin Library for the Health Sciences; [updated 2001 Apr 25; cited 2001 Apr 30]. Available from: <http://www.lib.uiowa.edu/hardin/md/index.html>

A systematic review of the interventions for the prevention and treatment of obesity, and the maintenance of weight loss [Internet]. York (UK): University of York, NHS Centre for Reviews and Dissemination; 1997 [modified 2000 Apr 13; cited 2000 Apr 25]. 199 p. Available from: <http://www.york.ac.uk/inst/crd/obesity.htm> System Requirements: Microsoft Word.

## 7. Edition:

Graber, Mark A.; Toth Peter P.; Herting, Robert L. Jr. University of Iowa family practice handbook [Internet]. 3rd ed. Iowa City (IA): University of Iowa College of Medicine, Department of Family Medicine; 1997 Jul, c1992-2000 [modified 2000 Nov 28; cited 2001 Mar 7]. Available from: <http://www.vh.org/Providers/ClinRef/FPHandbook/FPContents.html>

Richardson, Michael L. Approaches to differential diagnosis in musculoskeletal imaging [Internet]. Version 2.0. Seattle (WA): University of Washington School of Medicine; c2000 [updated 2001 Jan 24; cited 2001 Mar 28]. Available from: <http://www.rad.washington.edu/mskbook/index.html>

Berkow, Robert; Beers, Mark H.; Fletcher, Andrew J.; Bogin, Robert M., editors. The Merck manual [Internet]. Home ed. Interactive version. Whitehouse Station (NJ): Merck & co., Inc.; c1995-2001 [cited 2001 Jun 30]. Available from: <http://www.merckhomeedition.com/>. System Requirements: Realplayer G2+, Netscape 4.06+, Explorer 4.1+, or Opera 5.0+.

## 8. Place of publication inferred:

Strasburger VC. Children, adolescents, and the media: five crucial issues [Internet]. [Minneapolis]: University of Minnesota, Children Youth and Family Consortium Electronic Clearinghouse; 1993 [modified 1999 Nov 30; cited 2000 Apr 19]. Available from: <http://www.cyfc.umn.edu/Documents/C/B/CB1030.html>

## 9. Place of publication unknown:

The Cochrane handbook [Internet]. [place unknown]: Australasian Cochrane centre; 1997 Mar [updated 1997 Jun 20; cited 1997 Nov 6]. 680 Kb. Available from: [http://som/finders.edu.au/fusa/cochrane/hbook.htm](http://som.finders.edu.au/fusa/cochrane/hbook.htm)

## 10. Publisher with subsidiary division:

Meier, Paula P. Breastfeeding your premature baby [Internet]. Columbus (OH): Abbott Laboratories, Inc., Ross Products Division; c1997 [modified 1999 Jan 28; cited 2000 Dec 19]. [about 13 screens]. Available from: [http://www2.medsch.wisc.edu/childrenshosp/parents\\_of\\_preemies/brfeed.html](http://www2.medsch.wisc.edu/childrenshosp/parents_of_preemies/brfeed.html)

**11. Foreign publisher:**

Thorer, Heida; Volf, Nadia. Acupuncture after alcohol consumption: a sham controlled assessment [Internet]. Warrington (Cheshire, UK): British Medical Acupuncture Society; [modified 1997 June 3; cited 1997 Nov 4]. Available from: <http://users.aol.com/acubmas/alcohol.htm> Originally presented at the BMAS annual meeting in London, October 1966.

**12. Date of publication and revision date:**

A citizen's guide to food recovery [Internet]. Rev. ed. [Washington]: Department of Agriculture (US); 1999 Feb [modified 2000 Oct 18; cited 2000 Dec 19]. 70 p. Available from: <http://www.fns.usda.gov/fns/MENU/gleaning/SUPPORT/CitzGuide/foodrec.pdf> System Requirements: Adobe Acrobat.

**13. Copyright date:**

Allen, Timothy F. The encyclopedia of pure materia medica [Internet]. France: Homeopathe International; c2000 [cited 2001 Apr 5]. Available from: <http://homeoint.org/allen/index.htm>

**14. Date of publication and date of copyright:**

Earl, Robert; Woteki, Catherine E., editors. Iron deficiency anemia: recommended guidelines for the prevention, detection, and management among U.S. children and women of childbearing age [Internet]. Washington: National Academy Press; 1993, c1994 [modified 2000 Apr 22; cited 2000 Apr 24]. 126 p. Available from: <http://www.nap.edu/books/0309049873/html/index.html>

**15. No date of publication or copyright:**

Butts, Jeffrey. Youth violence: perception versus reality [Internet]. Washington: The Urban Institute; [modified 2000 May; cited 2000 Oct 24]. [about 5 p.]. Available from: [http://www.urban.org/crime/module/butts/youth\\_violence.html](http://www.urban.org/crime/module/butts/youth_violence.html)

**16. Extent estimated:**

Skeletal dysplasias [Internet]. [Seattle (WA)]: Michael L. Richardson; c 1994 [revised 1994 Aug 6; cited 1997 Nov 6]. [about 10 p.]. Available from: <http://www.rad.washington.edu/Books/Approach/Dysplasia.html>

**17. Series:**

Nord, Mark; Jemison, Kyle; Bickel, Gary. Prevalence of food insecurity and hunger, by state, 1996-1998 [Internet]. Washington: Department of Agriculture (US), Economic Research Service, Food and Rural Economics Division; 1999 Sep [modified 2000 Nov 20; cited 2000 Dec 19]. 20 p. (Food assistance and nutrition research report; no. 2). Available from: <http://www.ers.usda.gov/epubs/pdf/fanrr2/fanrr2.pdf> System Requirements: Adobe Acrobat.

Treatment for drug exposed women and their children [Internet]. Bethesda (MD): National Institute on Drug Abuse (US); 1996 [cited 2001 Mar 12]. 640 K. (NIDA research monograph; no. 166). Available from: <http://165.112.78.61/pdf/monographs/monograph166/download.html> Also available from: NTIS, Springfield, VA; PB96-179106.

**18. Foreign language:**

Crawford, Richard L., compiler. Bases de datos seleccionadas sobre estudios de los recursos biomedicos, farmaceuticos y veterinarios de animales [Selected Web sites for biomedical, pharmaceutical, veterinary, and animal sciences] [bibliography on the Internet]. Beltsville (MD): National Agricultural Library (US); 1998 Sep [updated 2000 Nov 22; cited 2001 Mar 1]. [about 37 p.]. (AWIC series; 98-02). Available from: <http://www.nal.usda.gov/awic/pubs/awic9801span.htm> (Spa).

**19. Conference publication:**

Strategy Development Workshop for Public Education on Weight and Obesity [Internet]. Summary report; 1992 Sep 24-25; Bethesda, MD. Bethesda (MD): National Heart, Lung, and Blood Institute (US), Office of Prevention, Education, and Control; [modified 1999 Oct 12; cited 2000 Apr 24]. [about 156 p.]. Available from: <http://www.nhlbi.nih.gov/health/prof/heart/obesity/wtob.txt>

Bashook, Philip G.; Miller, Stephen H.; Parboosingh, John; Horowitz, Sheldon D., editors. Credentialing physician specialists: a world perspective [Internet]. Proceedings; 2000 Jun 8-10; Chicago. [Evanston (IL)]: The Royal College of Physicians and Surgeons of Canada; American Board of Medical Specialties, Research and Education Foundation; [cited 2001 Apr 27]. 221 p. Available from: <http://www.abms.org/Downloads/Credentialing%20Physician%20Specialists.pdf> System Requirements: Adobe Acrobat.

1st Internet Conference: Photochemistry and Photobiology; 1997 Nov 17-Dec 12 [Internet]. Birkenhead (Merseyside, UK): Emedia Science Ltd; c1997-2001 [cited 2001 Mar 8]. Available from: <http://www.netsci-journal.com/97v3/default.htm>

**20. Technical report:**

Hamilton, William L., et al. (Abt Associates, Inc., Cambridge, MA). Household food security in the United States in 1995: technical report of the Food Security and Measurement Project [Internet]. Alexandria (VA): Department of Agriculture (US), Food and Consumer Service, Office of Analysis and Education; 1997 Sep [modified 2000 Nov 20; cited 2000 Dec 19]. Contract No.: 53-3198-5-028. 115 p. Available from: [http://www.fns.usda.gov/oane/MENU/Published/fsp/files/tech\\_rpt.pdf](http://www.fns.usda.gov/oane/MENU/Published/fsp/files/tech_rpt.pdf) System Requirements: Adobe Acrobat.

**21. Bibliography:**

Glock, Martha; Horowitz, Alice M.; Canto, Maria T., compilers. Diagnosis and management of dental caries [bibliography on the Internet]. Bethesda (MD): National Library of Medicine (US); 2001 Feb [cited 2001 Apr 5]. (Current bibliographies in medicine; no. 2001-1). 1592 citations from January 1980 through December 2000. Available from: [http://www.nlm.nih.gov/pubs/cbm/dental\\_caries.html](http://www.nlm.nih.gov/pubs/cbm/dental_caries.html)

Mich, Melinda; Chrisman, Noel, compilers. Resource bibliography in cross cultural nursing [bibliography on the Internet]. Seattle (WA): University of Washington, Health Sciences Libraries; 1995 Autumn [updated 1996 Mar 12; cited 2001 Mar 28]. Available from: <http://healthlinks.washington.edu/clinical/ethnomed/resbib.html>

**22. Dictionary:**

Cambridge dictionaries online [Internet]. Cambridge (UK): Cambridge University Press; c2000 [cited 2001 Mar 28]. Available from: <http://dictionary.cambridge.org/>.

**23. Encyclopedia:**

Irwin, Roy J; van Mouwerik, Mark; Stevens, Lynette; Seese, Marion Dubler; Basham, Wendy, compilers and editors. Environmental contaminants encyclopedia [Internet]. Fort Collins (CO): The National Park Service (US), Water Resources Divisions, Water Operations Branch; 1998 Feb [updated 1999 May 4; cited 2001 Mar 28]. Available from: <http://www.nature.nps.gov/toxic/index.html> System Requirements: Adobe Acrobat Reader.



## B. Parts of Monographs

These are components of a monograph which can be separately identified, such as one volume within a multivolume set, a chapter, section, appendix, figure, chart, or graph, and which have not been written by anyone other than the author(s)/editor(s) of the monograph itself. Video clips and other media are also being seen as parts of Internet monographs. When citing a part, citation is made to the monograph and information about the part follows.

For components of monographs which have been contributed by others, *see* C. Contributions to Monographs.

R/O	Elements (in order of appearance)	Format:
R	Author(s)/Editors(s)	Individual(s) responsible for writing or editing the Internet monograph; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; if editors are present, the last named editor is followed by a comma and the word "editor(s)" or "ed(s)."; organizations may also be authors, as "National Library of Medicine (US)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Public Services Division"; note, as in this example, that qualifying information such as country may be used parenthetically to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may follow the name, in brackets, as "[Finnish Medical Society]"; all authors/editors may be used or only the first or the first three followed by "et al." or "and others" if space is a consideration; if an organization serves as both author <u>and</u> publisher ( <i>see</i> the Publisher element below), the name is omitted here as author unless there are multiple organizations serving as authors; if the publication shows both an author and a separate editor, place the editor after any edition statement ( <i>see</i> Secondary Author below); if no person or organization with responsibility for the monograph can be determined, this element shall be omitted (the use of "anonymous" is not recommended); <i>see also</i> the Notes element below
O	Author Affiliation	Department and name of the author's institution, followed by the city and state/country, and e-mail address if available, may be given in parentheses, as "(Department of Psychology, University of Pittsburgh, Pittsburgh, PA. smitha@pitt.edu)"; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Leningrad State University"; English names are used for locations, as "Rome" for "Roma"; common words such as "Department" and "University" may be abbreviated, as "Dept." and "Univ."; names of states/countries may be abbreviated

according to accepted standards (ISO 3166 is recommended for countries); affiliation of all authors or only the first may be given, with the affiliation following each name

- |   |                      |   |
|---|----------------------|---|
| R | Title                | Titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; as with titles of print documents, capitalize only the first word and proper nouns (or other conventions of the particular language) of the title, unless special characters or other non-standard typographic features are present, in which case the title should be reproduced as closely as possible to the way it appears on the screen  |
| O | Content Designator   | The word "monograph" may be placed in brackets after the title, combined with the Medium Designator below.  |
| R | Medium Designator    | "Internet" is placed in brackets after the title, as [Internet]. It may be combined with the Content Designator above, as "[monograph on the Internet]"   |
| R | Edition              | Statement relating to an edition of an Internet monograph that contains differences from other editions; such words as "edition", "issue", "version", "release", "level", "update" are used, as "Version 5.1" or "Level 3.4"; more traditional words as "Revised Edition" may also appear, and may be abbreviated, as "Rev. ed."; arabic numbers are used, so that "Version IV" becomes "Version 4" and "Third Update" becomes "3rd update"; if an edition <u>and</u> a version or update appear, list them both, in the order given  |
| O | Secondary Author(s)  | The names of editors, translators, or other individuals or organizations responsible for adapting or modifying the work of the primary author(s); names appearing in non-roman alphabets is romanized; the name, given surname first, is followed by the specific role played, as "Smith, John, editor" or Jones, Danile E., translator"; if more than one secondary author or type of secondary author appears, as both an editor and a translator, they are given in the order in which they appear in the publication; note that the name of Webmasters and organizations that host Web sites for others are placed in the Notes below   |
| R | Place of Publication | City where published; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries); if more than one location appears, the more prominent is used or else the first appearing; if no place is found on the opening screens or elsewhere on the site but it can be reasonably inferred (e.g., Chicago as the place of publication of a product of the American Medical Association), the place name is given in brackets, as "[Chicago]"; if no place can be determined, the words "place unknown" are given in brackets |

R	Publisher	The firm or organization responsible for issuing the Internet monograph; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Mexican Academy of Surgery"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "Harvard University, Graduate School of Public Health"; common words as "University" may be abbreviated, as "Univ."; if no publisher can be identified, the words "publisher unknown" are placed in brackets
R	Date of Publication/ Date of Copyright	The year of publication, followed by the month, if given, as "1988 Jan"; English names are used for months; names of months may be abbreviated to the first 3 letters; if no date is found on the opening screens or elsewhere on the site but it can be determined from some other source, brackets are placed around it, as "[1988 Jan]"; if no date of publication can be determined, the date of copyright may be used, preceded by "c", as "c1999"; if both a date of publication and date of copyright appear, only the date of publication is required unless the two dates widely differ, such as "2000, c1998"; if neither a date of publication nor copyright can be determined, the date of update/revision and/or the date of citation are used ( <i>see</i> below)
R	Date of Update/Revision	Internet monographs are frequently updated on a regular or irregular basis or may be revised between editions or versions; the date of the last update (or of the particular update being cited) should be given, surrounded by brackets; if date information is not found within the monograph itself, the Web browser's source or page information feature may provide it; this date is combined with the Date of Citation below, as "[updated 1990 Jan; cited 1999 Mar 3]" or "[rev. 1990 Mar 1; cited 1991 Jan 10]"
R	Date of Citation	Error correction or other changes to Internet monographs may occur between scheduled or advertised updates/ revisions or the dates of updates/revisions may not be known; it is therefore required that the date the Internet monograph was actually seen should be given, as "[cited 1990 Dec 3]"; this date should be combined with any date of update or revision ( <i>see</i> above)
R	Numeration of Part	If the part being cited is a chapter, section, appendix, figure, etc., it is identified as such with any accompanying number or letter, as "Chapter 2", "Appendix B", "Figure 5"; numbers are given in arabic, such that "Part II" becomes "Part 2"
R	Title of Part	If the section or chapter being cited has a distinct title, it is given following the numeration, as "Chapter 1, Immunologic aspects"; titles appearing in non-roman alphabets are romanized; capitalize only the first word and proper nouns (or other conventions of the particular language); if the part is a video or other type of media, the

type follows the title in brackets, as “[video]”

- O      Location/Extent of Part      The location of the part within the host monograph may be given, as "screen 2 of 10 screens" or "lines 100-50"; where this is not feasible, such as in large documents with hypertext links, the extent of the part in terms of the total number of screens, lines, or paragraphs may be given instead, in brackets, as "[about 2 screens]", "[about 54 lines]" or “[about 10 paragraphs]”; video and other types of media are usually expressed in terms of run time, as “[about 30 sec.]”
- O      Series      The series name is given in its original language, surrounded by parentheses; names appearing in non-roman alphabets are romanized; the name is followed by the volume and/or number, if present, given in arabic numbers, as “(Web monographs in microbiology; no. 10)”; capitalize only the first word and proper nouns (or other conventions of the particular language)
- R      Availability of Part      The Uniform Resource Locator (URL), telnet, or FTP address, etc., where the part of the monograph may be found, preceded by the phrase “Available from:”; if the part does not have its own address, that of the host monograph may be used
- O      Language      Language of the screen displays of the Internet monograph may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)
- O      Notes      Information concerning system requirements may be placed here (there is no specific wording prescribed - wording as supplied at the site may be used); system requirements include the specific Web browser and version on which the Internet monograph is designed to run; the software needed to view, such as Adobe Acrobat or Real Player; and the kind and characteristics of any required or recommended peripherals, as speakers; to reduce ambiguity, it is suggested that the words "System Requirements:" precede this information, as "System Requirements: Netscape 4.0 or higher; Adobe Acrobat Reader 3.0; Real Player 7; color monitor; speakers"; if programmers, developers, Webmasters, or others associated with production of the monograph appear in acknowledgements or other areas on the site, they may be listed here along with their role, as “John Smith, webmaster”; other information of interest to the reader may also be placed here, such as the name and source of any corresponding CD-ROM or print version available and the ISBN.
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**Order of the elements of a citation, with punctuation, for Parts of Monographs:**

Author of Monograph (Author Affiliation); Author of Monograph (Author Affiliation). Title of Monograph [Content Designator Medium Designator]. Edition. Secondary Author. Place of Publication: Publisher; Date of Publication [Date of Update/Revision; Date of Citation]. Numeration of Part, Title of Part; Location/Extent of Part. (Series). Availability of Part. (Language). Notes.

**Application of this format, including recommended punctuation, is illustrated on the following pages.**

## EXAMPLES OF CITATIONS TO PARTS OF INTERNET MONOGRAPHS

### 1. Standard citation to a part, with traditional page numbers for location:

Inhalent abuse [Internet]. Bethesda (MD): National Institute on Drug Abuse (US); 1994 [revised 2000 Jul; cited 2001 Mar 1]. How can inhalent abuse be recognized; p. 5. (NIH pub. no.; 00-3818). Available from: <http://165.112.78.61/ResearchReports/Inhalants/RRInhalants.pdf> System Requirements: Adobe Acrobat.

#### - with optional content designator

Inhalent abuse [monograph on the Internet]. Bethesda (MD): National Institute on Drug Abuse (US); 1994 [revised 2000 Jul; cited 2001 Mar 1]. How can inhalent abuse be recognized; p. 5. (NIH pub. no.; 00-3818). Available from: <http://165.112.78.61/ResearchReports/Inhalants/RRInhalants.pdf> System Requirements: Adobe Acrobat.

### 2. Part with extent estimated:

Berkow R, Fletcher AJ, Beers MH, Lohnde AR, editors. The Merck manual of diagnosis and therapy [Internet]. Internet ed. Whitehouse Station (NJ): Merck & Co., Inc.; c1996-97 [cited 1997 Nov 12]. Section 126, Neoplasms: prostate diagnosis; [about 26 lines]. Available from: <http://www.merck.com/pubs/mmanual/html/iimleiec.htm> Also available in paper copy from the publisher.

Smith, Cynthia P., compiler. Animal welfare and ethics resources for youth and college agricultural educators [bibliography on the Internet]. Beltsville (MD): National Agricultural Library (US), Animal Welfare Information Center; 2000 Sep [modified 2001 Apr 27; cited 2001 Apr 30]. Livestock ethics; [about 5 p.]. Available from: <http://www.nal.usda.gov/awic/pubs/ethics.htm#eth>

Hardin meta directory of Internet health resources [Internet]. Iowa City (IA): University of Iowa, Hardin Library for the Health Sciences; [updated 2001 Mar 12; cited 2001 Apr 30]. Alzheimer's disease; [about 2 screens]. Available from: <http://www.lib.uiowa.edu/hardin/md/alzheimer.html>

### 3. Chapter:

National Agricultural Library (US), Animal Welfare Information Center; National Institutes of Health (US), Office of Animal care and Use. Nonhuman primate management plan [Internet]. Bethesda (MD): The Institute; 1991 Jan 22 [modified 1999 Nov 20; cited 2001 Mar 1]. Chapter 3, Potential environmental enrichment options for nonhuman primates; [about 8 p.]. Available from: <http://oacu.od.nih.gov/regs/primate/ch3.htm>

### 4. Table, within a chapter:

Marques, Paul R. Factors to consider when using hair as a cocaine-exposure measure for mothers or newborns. In: Rahdert, Elizabeth R., editor. Treatment for drug-exposed women and children: advances in research methodology [Internet]. Rockville (MD): National Institute on Drug Abuse (US), Division of Clinical and Services Research; 1996 [cited 2001 Mar 1]. Table 1, Correlation coefficients among cocaine-exposure estimates; p. 191. Available from: [http://www.nida.nih.gov/pdf/monographs/monograph166/183\\_197.pdf](http://www.nida.nih.gov/pdf/monographs/monograph166/183_197.pdf)

### 5. Photograph:

The Urbana atlas of pathology [Internet]. Urbana (IL): University of Illinois College of Medicine at Urbana-Champaign; c1994-97 [modified 1997 Nov 4; cited 2001 Apr 24]. Image No. 034, Left ventricular hypertrophy, heart; [about 1 screen]. Available from: [http://www.med.uiuc.edu/PathAtlasf/WWW\\_CV\\_Images/V2767.html](http://www.med.uiuc.edu/PathAtlasf/WWW_CV_Images/V2767.html)

**6. Figure:**

Beers, Mark H.; Berkow, Robert, editors. The Merck manual of diagnosis and therapy [Internet]. 17th ed. Whitehouse Station (NJ): Merck & Co.; c1995-2001 [cited 2001 May 27]. **Figure 197-2, Diagram of physical findings in a patient with aortic stenosis and mitral**; [about 1 screen]. Available from: <http://www.merck.com/pubs/mmanual/figures/197fig2.htm>

**7. Video clip:**

Berkow, Robert; Beers, Mark H.; Fletcher, Andrew J.; Bogin, Robert M., editors. The Merck manual [Internet]. Home ed. Interactive version. Whitehouse Station (NJ): Merck & Co., Inc.; c1995-2001 [cited 2001 Jun 30]. **Postural draining and percussion [video]; 43.9 sec.** Available from: <http://www.merckhomeedition.com/interactive/data/s04/c031/0403113.htm> System Requirements: Realplayer G2+, Netscape 4.06+, Explorer 4.1+, or Opera 5.0+.

Portnoy, Harold D., editor. Decompressive lumbar laminectomy for spinal stenosis [Internet]. [place unknown]: YourSurgery.Com; c1998-2001 [cited 2001 Jun 5]. **Compressed nerve root [video]; [about 3 sec.]**. Available from: <http://www.yoursurgery.com/data/Procedures/stenosis/animation/stenosis.mov>

**8. Appendix:**

National Agricultural Library (US), Animal Welfare Information Center; National Institutes of Health (US), Office of Animal care and Use. Nonhuman primate management plan [Internet]. Bethesda (MD): The Institute; 1991 Jan 22 [modified 1999 Nov 20; cited 2001 Mar 1]. **Appendix 4, Facility nonhuman primate enrichment plan; [about 4 screens]**. Available from: <http://oacu.od.nih.gov/regs/primate/appendix.htm#4>

**9. Dictionary entry:**

BioTech life science dictionary [Internet]. [Bloomington (IN)]: Indiana University, BioTechResources; c1995-97 [cited 1999 Dec 3]. **Polytene; [about 5 lines]**. Available from: <http://biotech.chem.indiana.edu/search/dict-search.phtml?title=polytene/>.

Cambridge dictionaries online [Internet]. Cambridge (UK): Cambridge University Press; c2000 [cited 2001 Mar 3]. **Autism; [about 1 screen]**. Available from: [http://dictionary.cambridge.org/define.asp?key=autism\\*1+0](http://dictionary.cambridge.org/define.asp?key=autism*1+0)

Morris, Christopher, editor. Academic Press dictionary of science and technology [Internet]. Orlando (FL): Harcourt, Inc.; [modified 1999 Mar 25; cited 2001 Mar 28]. **Anomia; [about 1 screen]**. Available from: <http://www.harcourt.com/dictionary/>.





### C. Contributions to Monographs

These are components of a monograph which can be separately identified, such as a volume, chapter, section, or appendix, and which have been contributed to the monograph by someone other than the author(s)/editor(s) of the monograph itself. A common example is a text which has overall editors but in which each chapter has been written by a different author. When citing a contribution, citation is made to the contribution, followed by information about the monograph.

For components of monographs which have not been contributed by others, *see* B. Parts of Monographs.

<b>R/O</b>	<b>Elements</b> (in order of appearance)	<b>Format:</b>
R	Author(s) of Contribution	Individual(s) responsible for writing the contribution to the Internet monograph; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; organizations may also be authors, as "National Library of Medicine (US)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Public Services Division"; note, as in this example, that qualifying information such as country may be used parenthetically to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may follow the name, in brackets, as "[Finnish Medical Society]"; all authors may be used or only the first or the first three if space is a consideration, followed by "et al." or "and others"; if the contribution shows both an author and a separate editor, place the editor after any edition statement ( <i>see</i> Secondary Author below); <i>see also</i> the Notes element below
O	Author Affiliation	Department and name of the author's institution, followed by the city and state/country, and e-mail address if available, may be given in parentheses, as "(Department of Psychology, University of Pittsburgh, Pittsburgh, PA. smitha@pitt.edu)"; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Leningrad State University"; English names are used for locations, as "Rome" for "Roma"; common words such as "Department" and "University" may be abbreviated, as "Dept." and "Univ."; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries); affiliation of all authors or only the first may be given, with the affiliation following each name
R	Title of Contribution	Titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; otherwise, capitalize only the first word and proper nouns (or other conventions of the particular language) of the title; if the

contribution is a video or other type of media, the type follows the title in brackets, as “[video]”

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|---|-----------------------------------|--|
| R | Connective Phrase                 | The word “In: “ is used to connect information about the contribution to information about the monograph itself  |
| R | Author(s)/Editors(s) of Monograph | Individual(s) responsible for writing or editing the Internet monograph; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; if editors are present, the last named editor is followed by a comma and the word "editor(s)" or "ed(s)."; organizations may also be authors, as "National Library of Medicine (US)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Public Services Division"; note, as in this example, that qualifying information such as country may be used parenthetically to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may follow the name, in brackets, as "[Finnish Medical Society]"; all authors/editors may be used or only the first or the first three followed by "et al." or “and others” if space is a consideration; if an organization serves as both author <u>and</u> publisher ( <i>see</i> the Publisher element below), the name is omitted here as author unless there are multiple organizations serving as authors; if the publication shows both an author and a separate editor, place the editor after any edition statement ( <i>see</i> Secondary Author below; if no person or organization with responsibility for the monograph can be determined, this element shall be omitted (the use of "anonymous" is not recommended); <i>see also</i> the Notes element below |
| O | Author Affiliation                | Department and name of the author's institution, followed by the city and state/country, and e-mail address if available, may be given in parentheses, as "(Department of Psychology, University of Pittsburgh, Pittsburgh, PA. smitha@pitt.edu)"; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Leningrad State University"; English names are used for locations, as “Rome” for "Roma"; common words such as "Department" and "University" may be abbreviated, as "Dept." and “Univ.”; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries); affiliation of all authors or only the first may be given, with the affiliation following each name   |
| R | Title                             | Titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; as with titles of print documents, capitalize only the first word and proper nouns (or other conventions of the particular language) of the title, unless special characters or other non-standard typographic features are present, in which case the title should be   |

reproduced as closely as possible to the way it appears on the screen

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|---|----------------------|---|
| O | Content Designator   | The word "monograph" may be placed in brackets after the title, combined with the Medium Designator below.  |
| R | Medium Designator    | "Internet" is placed in brackets after the title, as [Internet]. It may be combined with the Content Designator above, as "[monograph on the Internet]"   |
| R | Edition              | Statement relating to an edition of an Internet monograph that contains differences from other editions; such words as "edition", "issue", "version", "release", "level", "update" are used, as "Version 5.1" or "Level 3.4"; more traditional words as "Revised Edition" may also appear, and may be abbreviated, as "Rev. ed."; arabic numbers are used, so that "Version IV" becomes "Version 4" and "Third Update" becomes "3rd update"; if an edition <u>and</u> a version or update appear, list them both, in the order given  |
| O | Secondary Author(s)  | The names of editors, translators, or other individuals or organizations responsible for adapting or modifying the work of the primary author(s); names appearing in non-roman alphabets are romanized; the name, given surname first, is followed by the specific role played, as "Smith, John, editor" or Jones, Danile E., translator"; if more than one secondary author or type of secondary author appears, as both an editor and a translator, they are given in the order in which they appear in the publication; note that the name of Webmasters and organizations that host Web sites for others are placed in the Notes below  |
| R | Place of Publication | City where published; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries); if more than one location appears, the more prominent is used or else the first appearing; if no place is found on the opening screens or elsewhere on the site but it can be reasonably inferred (e.g., Chicago as the place of publication of a product of the American Medical Association), the place name is given in brackets, as "[Chicago]"; if no place can be determined, the words "place unknown" are given in brackets |
| R | Publisher            | The firm or organization responsible for issuing the Internet monograph; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Mexican Academy of Surgery"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "Harvard University, Graduate School of Public Health"; common words as "University" may be abbreviated, as "Univ."; if no publisher can be identified, the words "publisher unknown" are placed in brackets   |

R	Date of Publication/ Date of Copyright	The year of publication, followed by the month, if given, as "1988 Jan"; English names are used for months; names of months may be abbreviated to the first 3 letters; if no date is found on the opening screens or elsewhere on the site but it can be determined from some other source, brackets are placed around it, as "[1988 Jan]"; if no date of publication can be determined, the date of copyright may be used, preceded by "c", as "c1999"; if both a date of publication and date of copyright appear, only the date of publication is required unless the two dates widely differ, such as "2000, c1998"; if neither a date of publication or copyright can be determined, the date of update/revision and/or the date of citation are used ( <i>see below</i> )
R	Date of Update/Revision	Internet monographs are frequently updated on a regular or irregular basis or may be revised between editions or versions; the date of the last update (or of the particular update being cited) should be given, surrounded by brackets; if date information is not found within the monograph itself, the Web browser's source or page information feature may provide it; this date is combined with the Date of Citation below, as "[updated 1990 Jan; cited 1999 Mar 3]" or "[rev. 1990 Mar 1; cited 1991 Jan 10]"
R	Date of Citation	Error correction or other changes to Internet monographs may occur between scheduled or advertised updates/ revisions or the dates of updates/revisions may not be known; it is therefore required that the date the Internet monograph was actually seen should be given, as "[cited 1990 Dec 3]"; this date should be combined with any date of update or revision ( <i>see above</i> )
O	Location/Extent of the Contribution	The location of the contribution within the host monograph may be given, as "screen 2 of 10 screens" or "lines 100-50", or if traditional page numbers are given, "p. 25-9; where this is not feasible, such as in large documents with hypertext links, the total number of screens, lines, paragraphs, or printed pages of the contribution may be given instead, in brackets, as "[about 2 screens]", "[about 54 lines]", "[about 10 paragraphs]", "[about 3 p.]"; video and other types of media are usually expressed in terms of run time, as "[about 30 sec.]"
O	Series	The series name is given in its original language, surrounded by brackets; names appearing in non-roman alphabets are romanized; the name is followed by the volume and/or number, if present, given in arabic numbers, as "(Web monographs in microbiology; no. 10)"; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Availability of the Contribution	The Uniform Resource Locator (URL), telnet or FTP address, etc., where the contribution may be found, preceded by the phrase "Available from: "; if the contribution does not have its own address, that of the host monograph may be used

- O Language Language of the screen displays of the Internet monograph may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)
  - O Notes Information concerning system requirements may be placed here (there is no specific wording prescribed - wording as supplied at the site may be used); system requirements include the specific Web browser and version on which the Internet monograph is designed to run; the software needed to view, such as Adobe Acrobat or Real Player; and the kind and characteristics of any required or recommended peripherals, as speakers; to reduce ambiguity, it is suggested that the words "System Requirements:" precede this information, as "System Requirements: Netscape 4.0 or higher; Adobe Acrobat Reader 3.0; Real Player 7; color monitor; speakers"; if programmers, developers, Webmasters, or others associated with production of the monograph appear in acknowledgements or other areas on the site, they may be listed here along with their role, as "John Smith, webmaster"; other information of interest to the reader may also be placed here, such as the name and source of any corresponding CD-ROM or print version available
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**Order of the elements of a citation, with punctuation, for Contributions to Monographs:**

Author of the Contribution (Author Affiliation); Author of the Contribution (Author Affiliation). Title of the Contribution. In: Author(s) and/or Editor(s) of the Monograph (Author Affiliation). Title of the Monograph [Content Designator Medium Designator]. Edition. Secondary Author. Place of Publication: Publisher; Date of Publication [Date of Update/Revision; Date of Citation]. Location/Extent of the Contribution. (Series). Availability of the Contribution. (Language). Notes.

**Application of this format, including recommended punctuation, is illustrated on the following pages.**

## EXAMPLES OF CONTRIBUTIONS TO INTERNET MONOGRAPHS

### 1. Standard citation to a chapter, with traditional page numbers:

Monath, Thomas P. Dengue: the risk to developed and developing countries. In: Roizman, Bernard, editor. Infectious diseases in an age of change: the impact of human ecology and behavior on disease transmission [Internet]. Washington: National Academy Press; 1995 [modified 2001 Mar 2; cited 2000 Apr 4]. p. 43-58. Available from: <http://books.nap.edu/books/0309051363/html/43.html#pagetop>

#### - with optional content designator

Monath, Thomas P. Dengue: the risk to developed and developing countries. In: Roizman, Bernard, editor. Infectious diseases in an age of change: the impact of human ecology and behavior on disease transmission [monograph on the Internet]. Washington: National Academy Press; 1995 [modified 2001 Mar 2; cited 2000 Apr 4]. p. 43-58. Available from: <http://books.nap.edu/books/0309051363/html/43.html#pagetop>

### 2. Chapter, with author address:

Marques, Paul R. (National Public Services Research Institute, Landover, MD. [marques@pire.org](mailto:marques@pire.org)). Factors to consider when using hair as a cocaine-exposure measure for mothers or newborns. In: Treatment for drug exposed women and their children [Internet]. Bethesda (MD): National Institute on Drug Abuse (US); 1996 [cited 2001 Mar 12]. (NIDA research monograph; no. 166). p. 183-97. Available from: [http://www.nida.nih.gov/pdf/monographs/monogearth166/183\\_197.pdf](http://www.nida.nih.gov/pdf/monographs/monogearth166/183_197.pdf) System Requirements: Adobe Acrobat.

### 3. Conference paper in published proceedings:

Coles, Colin. Developing our intuitive knowing: an alternative approach to the assessment of doctors. In: Bashook, Philip G.; Miller, Stephen H.; Parboosingh, John; Horowitz, Sheldon D., editors. Credentialing physician specialists: a world perspective [Internet]. Proceedings; 2000 Jun 8-10; Chicago. [Evanston (IL)]: The Royal College of Physicians and Surgeons of Canada; American Board of Medical Specialties, Research and Education Foundation; [cited 2001 Apr 27]. p. 103-18. Available from: <http://www.abms.org/Downloads/Credentialing%20Physician%20Specialists.pdf> System Requirements: Adobe Acrobat.

### 4. Video clip from conference paper:

Bessaud, Jean-Christophe; Hersch, Roger D. The Visible Human slice sequence animation Web server. In: Banvard, Richard A., editor. The 3rd Visible Human Project Conference Proceedings [Internet]; 2000 Oct 5-6; Bethesda, MD. Bethesda (MD): National Library of Medicine (US); [updated 2001 Jul 2; cited 2001 Jul 6]. Movie 2, Upper part of the alimentary canal of the Visible Man [video]; [9 sec.]. Available from: <http://www.nlm.nih.gov/research/visible/vhpconf2000/AUTHORS/BESSAUD/MOVIINDX.HTM>

### 5. Signed encyclopedia article, with extent estimated:

Dobzhansky, Theodosius; Robinson, Arthur. The physical basis of heredity. In: Encyclopedia Britannica [Internet]. Chicago: Britannica.com Inc.; c1999-2000 [cited 2000 Mar 17]. [about 22 paragraphs]. Available from: <http://britannica.com/bcom/eb/article/3/0,5716,120933+1+111157,00.html>

## 2. Serials (Journals)

A serial is any work issued in successive physical pieces or parts and intended to be continued indefinitely. Serials include what are termed journals, magazines, or periodicals; newspapers; or annals, proceedings, or transactions. A serial may be published regularly or irregularly, but usually has a continuing numbering system such as a volume or issue number, or may employ a chronological scheme, e.g., monthly. Each of these volumes, issues, or chronological units is customarily composed of individual parts called articles or papers, which have their own authors.

As with monographs, serials on the Internet may be electronic versions of printed serials or may be created expressly for the Internet. An Internet version may be the equivalent of a print serial or it may differ in the inclusion of such items as large graphs or data files which are impractical to provide in print, or may include additional text which, for whatever reason, was not deemed suitable for the print version. A recent practice is to publish the Internet version in advance of the print counterpart in order to make the contents available more quickly to the intended audience. A number of Internet serials lack the traditional volume and issue numbers, providing instead an article number or often simply a date. Internet serials may also be static, that is fixed in time and unchanged since publication, or may be updated or otherwise revised over time.

### A. Entire Serials

To cite a serial as a whole, use the instructions below. This would be most appropriate in a bibliography or other source list when it is desirable to make the reader aware of the existence of a particular serial and when and by whom it is or was published.

If you wish to cite an article from a serial, *see* B. Serial Articles; if you wish to cite only a portion of a serial article, such as a chapter or table, *see* C. Parts of Serial Articles.

R/O	Elements (in order of appearance)	Format:
R	Title	Name of the serial; titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; titles are written out in full, without abbreviation and with all significant words capitalized, as "Digital Journal of Ophthalmology"; if special characters or other non-standard typographic features are present, reproduce the title as closely as possible to the way it appears on the screen
O	Content Designator	The word "serial" may be placed in brackets after the title, combined with the Medium Designator below
R	Medium Designator	"Internet" is placed in brackets after the title, as "[Internet]"; it may be combined with the Content Designator above, as "[serial on the Internet]"
R	Edition	Statement relating to an edition of a serial that contains differences from other editions; such words as "edition", "issue", "version", "release", "level", "update" are used, as "Version 5.1" or "Level 3.4"; more traditional words as "Revised Edition" or "Third Update" may also appear, and

may be abbreviated, as "Rev. ed." and "3rd update"; arabic numbers are used; if an edition and a version or update appear, list them both, in the order given

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|---|---|--|
| O | Editor                                    | The name of the editor of the journal may be placed here; surname is given first, followed by up to two initials (the first name may also be given in full); names appearing in non-roman alphabets are romanized; the name is followed by the role played, as "editor" or "editor-in-chief"   |
| R | Place of Publication                      | City where published; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - <i>see</i> Appendix A); if more than one location appears, the more prominent is used or else the first appearing; if no place is found on the opening screen(s) or in an accompanying manual but it can be reasonably inferred (e.g., Philadelphia (PA) as the place of publication of a product of the Institute for Scientific Information), the place name is given in brackets, as "[Philadelphia (PA)]"; if no place can be determined, the words "place unknown" are given in brackets  |
| R | Publisher                                 | The firm or organization responsible for issuing the serial; names appearing in non-roman alphabets are romanized or names may be translated, as "Mexican Academy of Surgery"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "University of North Carolina, Carolina Population Center"; common words as "University" may be abbreviated, as "Univ."; if no publisher can be identified, the words "publisher unknown" are placed in brackets   |
| R | Date of Publication/<br>Date of Copyright | The beginning and ending dates during which the serial was published on the Internet, including the volume and issue number if present, as "Vol. 10, 1994 - Vol. 15, 1999" or "Vol. 51, No. 1, Jan 1993 - Vol. 56, No. 12, Dec 1998"; if the serial is still being published, the beginning date is followed by a dash, as "Vol. 60, 1999 - "; some Internet serials lack volume and issue numbers and instead use sequential article or document numbers with a date of publication; use the wording provided with the particular serial; common words may be abbreviated, as "Doc. No. 1, 2000"; if no wording is provided, the words "Item No." may be used; English names are used for months; names of months may be abbreviated to the first 3 letters; if no date of publication can be identified, the date of copyright may be used, preceded by "c", as "c2001"; if no date of publication or copyright can be determined, the words "date unknown" are placed in brackets |
| R | Date of Citation                          | Because serials on the Internet are highly volatile, it is required that the date the serial was actually seen should be given in brackets, as "[cited 2000 Dec 30]"   |



R	Availability	The Uniform Resource Locator (URL), telnet or FTP address, etc., where the serial may be found, preceded by the phrase "Available from:"
O	Language	Language of the screen displays, documentation, etc., of the serials may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others ( <i>see</i> Appendix C)
O	Notes	Information concerning system requirements may be placed here (there is no specific wording prescribed - wording as supplied at the site may be used); system requirements include the specific Web browser and version on which the Internet serial is designed to run; the software needed to view, such as Adobe Acrobat or Real Player; and the kind and characteristics of any required or recommended peripherals, as speakers; to reduce ambiguity, it is suggested that the words "System Requirements:" precede this information, as "System Requirements: Netscape 4.0 or higher; Adobe Acrobat Reader 3.0; Real Player 7; color monitor; speakers"; if programmers, developers, Webmasters, or others associated with production of the serial appear in acknowledgements or other areas on the site, they may be listed here along with their role, as "John Smith, webmaster"; other information of interest to the reader may also be placed here, such as the name and source of any corresponding CD-ROM or print version available and the ISSN.

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**Order of the elements of a citation, with punctuation, for Entire Serials:**

Title [Content Designator Medium Designator]. Edition. Editor. Place of Publication: Publisher. Date of Publication [Date of Citation]. Availability. (Language). Notes.

**Application of this format, including recommended punctuation, is illustrated on the following pages.**

## EXAMPLES OF INTERNET SERIAL TITLES

### 1. Standard citation to an open serial:

Digital Journal of Ophthalmology [Internet]. Boston: Harvard Medical School, Massachusetts Eye and Ear Infirmary. Vol. 1, No. 1, 1997 - [cited 2001 Apr 1]. Available from: <http://www.djo.harvard.edu/>.

#### - with optional content designator

Digital Journal of Ophthalmology [serial on the Internet]. Boston: Harvard Medical School, Massachusetts Eye and Ear Infirmary. Vol. 1, No. 1, 1997 - [cited 2001 May 1]. Available from: <http://www.djo.harvard.edu/>.

### 2. Open serial with subtitle:

E-biomed: The Journal of Regenerative Medicine [Internet]. Larchmont (NY): Mary Ann Liebert, Inc. Vol. 1, 2000- [cited 2001 May 4]. Available from: <http://alidoro.catchword.com/vl=27402811/cl=11/nw=1/rpsv/catchword/mal/15248909/contp1-1.htm> By subscription only.

### 3. Open serial with editor included:

The Electronic Journal of Human Sexuality [Internet]. Hall, David S., senior editor. San Francisco: Institute for Advanced Study of Human Sexuality. Vol. 1, 1998- [cited 2001 Mar 5]. Available from: <http://www.ejhs.org/>.

### 4. Open serial publisher with subsidiary division:

JMIR: Journal of Medical Internet Research [Internet]. Heidelberg (Germany): University of Heidelberg, Department of Clinical Social Medicine. Vol. 1, No. 1, Aug 1999- [cited 2001 Feb 4]. Available from: <http://www.jmir.org/>.

### 5. Open serial with issue but without volume:

AIDS Book Review Journal [Internet]. Chicago: University of Illinois at Chicago. No. 1, Mar 1993- [cited 2001 Apr 30]. Available from: <http://www.uic.edu/depts/lib/aidsbkrv/>.

### 6. Open serial without volume or issue, but date:

Online Journal of Issues in Nursing [Internet]. Kent (OH): Kent State University School of Nursing. c1996- [cited 1998 Mar 12]. Available from: <http://www.ana.org/ojin/>. Published in partnership with the American Nurses Association.

### 7. Open serial without volume, issue, or date:

AHA News Now: The Daily Report for Health Care Executives [Internet]. San Francisco: Health Forum. [date unknown] - [cited 2001 May 4]. Available from: <http://www.ahanews.com/>. Published daily.

### 8. Open serial with article numbers:

Neurology & Clinical Neurophysiology [Internet]. Cambridge (MA): The MIT Press. Vol. 2000, Article 1A, Apr 2000- [cited 2001 May 5]. Available from: <http://mitpress.mit.edu/e-journals/NCN/>.

**9. Open serial with registration/subscription note:**

HeartWeb [Internet]. Irvington (NY): Amadeus Multimedia Technologies, Ltd. Vol. 1, Oct 1966- [cited 2001 Apr 4]. Available from: <http://www.heartweb.org/>. **Registration required.**

**10. Open serial in a foreign language:**

Psicologia.com: Revista Electronica de Psicologia [Internet]. Palmanova (Mallorca): InterSalud. Vol.1, No. 1, Jul 1997- [cited 2001 Mar 6]. Available from: <http://www.psiquiatria.com/psicologia/>. **(Spa).**

**11. Closed serial:**

CHGE Newsletter [Internet]. Boston: Harvard Medical School, Center for Health and the Global Environment. Vol. 2, No. 1, Mar 3, 1997 - Vol. 3, No. 1, Feb. 1998 [cited 2001 Apr 5]. Available from: <http://www.med.harvard.edu/chge/back-v2n1.htm> Continued by: Quarterly Review.

Alzheimer's Disease Review [Internet]. Lexington (KY): University of Kentucky, Sanders-Brown Center on Aging. Vol. 1, 1996 - Vol. 4, 1999 [cited 2001 Feb 3]. Available from: <http://www.coa.uky.edu/ADReview/>. Review articles are now being published in the Journal of Alzheimer's Disease, <http://www.j-alz.com/>.

The Online Journal of Current Clinical Trials [Internet]. New York: Chapman & Hall. Doc. No. 1, 1992 – Doc. No. 200-201, 1996 [cited 2001 May 3]. Available from: <http://www.oclc.org/firstsearch/>. Subscription required.



## B. Serial Articles

R/O	Elements (in order of appearance)	Format:
R	Author(s)	Author(s) of the article; surname is given first, followed by up to 2 initials (the first name may be given in full); names appearing in non-roman alphabets are romanized; all authors are given; occasionally an organization will perform the role of author, as "American Medical Association"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "American Medical Association, Committee on Ethics"; names of organizations appearing in non-roman alphabets are romanized; a translation may be given following the name, in brackets, as "[Finnish Medical Society]"; all authors may be used (as is NLM practice) or only the first or first three followed by "et al." or "and others" if space is a consideration; if no person or organization with responsibility for the article can be determined, this element shall be omitted (the use of "anonymous" is not recommended)
O	Author Affiliation	Department and name of institution, followed by city and state/country, and e-mail address if available, are given in parentheses, as "(Department of Psychology, University of Pittsburgh, Pittsburgh, PA. smitha@pitt.edu)"; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Leningrad State University"; English names are used for locations, as "Moscow" for "Moskva"; common words such as "Department" and "University" may be abbreviated, as "Dept." and "Univ."; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - <i>see</i> Appendix A); affiliation of all authors or only the first may be given, with the affiliation following each name
R	Article Title	Article titles are given in their original language; those appearing in non-roman alphabets are romanized if from the Cyrillic or Greek and translated if from Oriental characters; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
O	Article Type	If the article is identified as an editorial, letter, news, or abstract, this identification may follow the title in brackets, as "[editorial]"
R	Serial Title	Name of the serial; titles are given in their original language; those appearing non-roman alphabets are romanized; capitalize only the first word and proper nouns (or other conventions of the particular language) of the title unless

special characters or other non-standard typographic features are present, in which case the title should be reproduced as closely as possible to the way it appears on the screen; most serial titles may be written out in full or abbreviated according to ISO 4 (*see* Appendix B), but note that newspaper titles are never abbreviated

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|---|---|---|
| O | Content Designator                        | The word "serial" may be placed in brackets after the serial title, combined with the Medium Designator below   |
| R | Medium Designator                         | "Internet" is placed in brackets after the serial title, as "[Internet]"; it may be combined with the Content Designator above, as "[serial on the Internet]"   |
| R | Edition                                   | Statement relating to an edition of a serial that contains differences from other editions; such words as "edition", "issue", "version", "release", "level", "update" are used, as "Version 5.1" or "Level 3.4"; more traditional words as "Revised Edition" or "Third Update" may also appear, and may be abbreviated, as "Rev. ed." and "3rd update"; arabic numbers are used; if an edition <u>and</u> a version or update appear, list them both, in the order given  |
| R | Date of Publication/<br>Date of Copyright | The year, month, and day of publication of the article are given; a single year is written in full, as "1994"; if a publication covers multiple years, the second of the two years is shortened to the last 2 digits, as "1994-95"; months are abbreviated by the first 3 letters, as "Jan"; seasons are not abbreviated, as "Summer"; English names are used for months and seasons; multiple months or seasons are separated by a dash, as "Jan-Feb" or "Fall-Winter"; days appear after the month, as "Jan 2"; multiple days may appear, as "Apr 11-15" or "Jan 31-Feb 4"; if no date of publication can be identified, the date of copyright may be used, preceded by "c", as "c2000"   |
| R | Date of Update/Revision/Issuance          | Internet serials are often updated, revised, or re-issued on a more or less regular basis; for example, the system host of an Internet serial may periodically rebuild files for program upgrades and the like; because each of these re-releases has the potential to change the serial as it is viewed, it is required that the latest date of update or revision, if known, should be given in brackets following the date of publication; this if update/revision date information cannot be found within the article, the Web browser source or page information feature may provide it; this date is combined with the Date of Citation below, as "[updated 1992 Nov 3; cited 2000 Jan 4]" or "[issued 1999 Jan 5; cited 1999 Mar 9]" |
| R | Date of Citation                          | Error correction or other changes to Internet serials may occur at any time and many are transparent to the user; it is therefore required that the date the Internet serial was actually seen should be given in brackets, as "[cited 1990 Dec 3]"; this date should be combined with any date of update/revision ( <i>see</i> above)  |

R	Supplement/Part/Special Number to Date	Indicated by "Suppl", "Pt", or "Spec No"; if a number or letter is present, it is included, as "Pt A"; arabic numbers only are used, as "Suppl 1" for "Suppl I"; when these are issued without reference to a volume or issue number, they follow the date, as "1999 Feb [cited 2001 May 1];Suppl 1" or "2000 [cited 2001 Apr 5];Spec No 3"
R	Volume	Number of the volume; arabic numbers only are used; e.g., convert "LX" or "Sixtieth" to "60"
R	Supplement/Part/Special Number to Volume	Indicated by "Suppl", "Pt", or "Spec No"; if a number or letter is present, it is included, as "Pt A"; arabic numbers only are used, as "Suppl 1" for "Suppl I"
R	Issue	Number of the issue; arabic numbers only are used; e.g., convert "IV" or "Fourth" to "4"; if the number provided with an article is not identified as a volume or issue but instead is a sequential article or other document number, use the wording provided with the particular serial; common words may be abbreviated, as "Doc No 1"; if no wording is provided, the words "Item No" may be used
R	Supplement/Part/Special Number to Issue	Indicated by "Suppl", "Pt", or "Spec No"; if a number or letter is present, it is included, as "Suppl A"; arabic numbers only are used, as "Pt 2" for "Pt II"
R	Location/Extent of Article	Location of the article within the host serial; because many Internet serials lack the traditional page numbers, this location may be expressed in terms of screens or lines, as "screens 3-4 of 100 screens" or "lines 100-50"; where these screen numbers or line numbers are not displayed by the system or where actually counting the screens or lines would not be feasible because of the size of the system, the extent of the article expressed in terms of the total number of screens, lines, paragraphs, etc., on which the article appears may be given, surrounded by brackets, as "[about 5 screens]", "[about 106 lines]", "[about 12 paragraphs]"; when page numbers are present, the inclusive pages on which the article appears should be given; numbers are not repeated, e.g., pages 123-124 become "123-4"; if the page number is preceded or followed by a letter (often "S" for Supplement" or "A" for "Appendix"), the letter is included, as S10-2 or 124A-126A (note that repeating numbers are retained when the letter follows the page number)
R	Availability of the Article	The Uniform Resource Locator (URL), telnet or FTP address, etc., where the serial article may be found, preceded by the phrase "Available from:"
O	Language	Language of the screen displays for Internet article may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others ( <i>see</i> Appendix C)

- O Notes
- Information concerning system requirements may be placed here (there is no specific wording prescribed - wording as supplied with the serial may be used); system requirements include the specific Web browser and version on which the Internet serial is designed to run; the software needed to view, such as Adobe Acrobat or Real Player; and the kind and characteristics of any required or recommended peripherals, as speakers; to reduce ambiguity, it is suggested that the words "System Requirements:" precede this information, as "System Requirements: Netscape 4.0 or higher; Adobe Acrobat Reader 3.0; Real Player 7; color monitor; speakers"; if programmers, developers, Webmasters, or others associated with production of the serial appear in acknowledgements or other areas on the site, they may be listed here along with their role, as "John Smith, webmaster"; other information of interest to the reader may also be placed here, such as the name and source of any corresponding CD-ROM or print version available and the ISSN.
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**Order of the elements of a citation, with punctuation, for a Serial Article:**

Author of the Article (Author Affiliation); Author of the Article (Author Affiliation). Article Title [Article Type]. Serial Title [Content Designator Medium Designator]. Edition. Date of Publication [Date of Update/Revision; Date of Citation]; Volume Supplement/Part/Special Number to Volume(Issue Supplement/Part/Special Number to Issue):Location/Extent. Availability of the Article. (Language). Notes.

**Application of this format, including recommended punctuation, is illustrated on the following pages.**



## EXAMPLES OF INTERNET SERIAL ARTICLES:

### 1. Standard reference with volume, issue, and pages:

Tong V, Abbott FS, Mbofana S, Walker MJ. In vitro investigation of the hepatic extraction of RSD1070, a novel antiarrhythmic compound. J Pharm Pharm Sci [Internet]. 2001 [cited 2001 May 3];4(1):15-23. Available from: [http://www.ualberta.ca/~csps/JPPS4\(1\)/F.Abbott/RSD1070.pdf](http://www.ualberta.ca/~csps/JPPS4(1)/F.Abbott/RSD1070.pdf)

#### - with optional full names for authors

Tong, Vincent; Abbott, Frank S.; Mbofana, Salome; Walker, Michael J. In vitro investigation of the hepatic extraction of RSD1070, a novel antiarrhythmic compound. J Pharm Pharm Sci [Internet]. 2001 [cited 2001 May 3];4(1):15-23. Available from: [http://www.ualberta.ca/~csps/JPPS4\(1\)/F.Abbott/RSD1070.pdf](http://www.ualberta.ca/~csps/JPPS4(1)/F.Abbott/RSD1070.pdf)

#### - with journal title written out in full

Tong V, Abbott FS, Mbofana S, Walker MJ. In vitro investigation of the hepatic extraction of RSD1070, a novel antiarrhythmic compound. Journal of Pharmacy & Pharmaceutical Sciences [Internet]. 2001 [cited 2001 May 3];4(1):15-23. Available from: [http://www.ualberta.ca/~csps/JPPS4\(1\)/F.Abbott/RSD1070.pdf](http://www.ualberta.ca/~csps/JPPS4(1)/F.Abbott/RSD1070.pdf)

#### - with optional content designator

Tong V, Abbott FS, Mbofana S, Walker MJ. In vitro investigation of the hepatic extraction of RSD1070, a novel antiarrhythmic compound. J Pharm Pharm Sci [serial on the Internet]. 2001 [cited 2001 May 3];4(1):15-23. Available from: [http://www.ualberta.ca/~csps/JPPS4\(1\)/F.Abbott/RSD1070.pdf](http://www.ualberta.ca/~csps/JPPS4(1)/F.Abbott/RSD1070.pdf)

### 2. No author:

Methods for voluntary weight loss and control. NIH Technol Assess Statement [Internet] 1992 Mar 30 - Apr 1 [cited 2000 Apr 14];(10):[about 27 p.]. Available from: [http://odp.od.nih.gov/consensus/ta/010/010\\_statement.htm](http://odp.od.nih.gov/consensus/ta/010/010_statement.htm)

### 3. Author address included:

Moser C (Institute for Advanced Study of Human Sexuality, San Francisco, CA. docx2@ix.netcom.com). The effect of sildenafil citrate on middle-aged "normal" men. Electron J Hum Sex [Internet]. 2001 Mar 9 [cited 2001 Apr 25];4:[about 5 p.]. Available from: <http://www.ejhs.org/volume4/Moser/body.htm>

Dubal DB (Department of Physiology, College of Medicine, University of Kentucky, Lexington, KY), Wilson ME, Wise PM. Estradiol: a protective and trophic factor in the brain. Alzheimers Dis Rev [Internet]. 1999 [cited 2001 Apr 28];4:1-9. Available from: <http://www.coa.uky.edu/ADReview/Vol4/estrogen.pdf>

Lyubarsky AL (F. M. Kirby Center and Department of Ophthalmology, University of Pennsylvania, Philadelphia, PA), Chen CK (Department of Ophthalmology and Human Genetics, University of Utah, Salt Lake City, UT), Naarendorp F (Department of Psychology, Northeastern University, Boston, MA), Zhang X (Department of Biochemistry, Baylor College of Medicine, Houston, TX), Wensel T (Department of Biochemistry, Baylor College of Medicine, Houston, TX), Simon MI (Division of Biology, California Institute of Technology, Pasadena, CA), Pugh EN Jr (F. M. Kirby Center and Department of Ophthalmology, University of Pennsylvania, Philadelphia, PA). RGS9-1 is required for normal inactivation of mouse cone phototransduction. Mol Vis [Internet]. 2001 [cited 2001 May 3];7:71-8. Available from: <http://www.molvis.org/molvis/pdf.cgi?Lyubarsky,7,11>

#### 4. Volume and issue, but location/extent (pagination) estimated:

Ganz PA. Menopause and breast cancer. *Innov Breast Cancer Care* [Internet]. 1997 Apr [cited 1997 Nov 4];2(3):[about 10 p.]. Available from: [http://www.meniscus.com/bcc/Art2\\_23.html](http://www.meniscus.com/bcc/Art2_23.html)

Cruz AA , Coelho RP, Lucchesi MC. Upper eyelid shape and position in the association of graves' disease and myasthenia gravis. *Digital J Ophthalmol* [Internet]. 2000 [modified 2000 May 10; cited 2001 Mar 5];6(1):[about 6 paragraphs]. Available from: <http://www.djo.harvard.edu/meei/OA/Cruz/OA.html>

Zweibel SL. X-rays on the Web. *Heartweb* [Internet]. 1997 Nov [modified 1998 Oct 6; cited 2001 Mar 4];3(1):[about 3 screens]. Available from: <http://www.heartweb.org/heartweb/1197/xray.htm>

#### 5. Volume and issue, but document number for location (pagination):

Kubik L, Darowski A, Cholewa M, Ostrowski M. Effect of ischemia on ventricular late potentials in postinfarction patients with and without ventricular tachycardia. *Heartweb* [Internet]. 1996 Nov [cited 2001 Jun 23];2(1):Art No 96110014. Available from: <http://www.heartweb.org/heartweb/1196/latepot0001.htm>

Zozulya S, Echeverri F, Nguyen T. The human olfactory receptor repertoire. *Genome Biol* [Internet]. 2001 [cited 2001 Jun 8];2(6):research0018.1-0018.12. Available from: <http://genomebiology.com/2001/2/6/research/0018/>.

#### 6. Volume and issue, but document number for location, and extent estimated:

Tambouris E , Williams MH, Makropoulos C. Co-operative health information networks in Europe: experiences from Greece and Scotland. *J Med Internet Res* [Internet]. 2000 [cited 2001 Apr 25];2(2):e11 [about 8 p.]. Available from: <http://www.jmir.org/2000/2/e11/index.htm>

#### 7. No volume, only issue:

Golden I . Homeopathic disease prevention. *Homeopat Online* [Internet]. 1998 [updated 2000 Apr 30; cited 2000 Dec 11];(6):[about 5 p.]. Available from: <http://www.lyghtforce.com/HomeopathyOnline/text/golden.htm>

#### 8. No volume or issue, but document number:

Aoki TT, Grecu EO, Arcangeli MA, Meisenheimer R. Effect of intensive insulin therapy on abnormal circadian blood pressure pattern in patients with type I diabetes mellitus. *Online J Curr Clin Trials* [Internet]. 1995 Dec 15 [cited 2001 Jan 4]:Doc No 199. Available from: <http://www.oclc.org/firstsearch/>. Subscription required.

#### 9. No volume, issue, or document number:

Pushkar RN. The nurse practitioner role in psychiatric nursing: expanding advanced practice through the NP role. *Online J Issues Nurs* [Internet]. 1996 Jun 21 [cited 1997 Nov 3]:[29K bytes]. Available from: [http://www.ana.org/ojin/tpc1/tpc1\\_2.htm](http://www.ana.org/ojin/tpc1/tpc1_2.htm)

Hicks GT. AHA's HIPAA effort: money from Hill, changes from Bush administration. *AHA News* [Internet]. 2001 Apr 23 [cited 2001 May 10]:[16 paragraphs]. Available from: <http://www.ahanews.com/asp/ArticleDisplay.asp?PubID=2&ArticleID=14191>

**10. Note on access added:**

Starzyk KA, Salafia CM. A perinatal pathology view of preterm labor. *Medscape Womens Health* [Internet]. 2000 Nov [cited 2001 Feb 5];5(6):E1. Available from: <http://womenshealth.medscape.com/medscape/WomensHealth/journal/public/wh.journal.html> **Registration required for access.**

**11. Foreign language article:**

Diaz Curiel J (Centro de Salud León Felipe, San Claudio, Madrid, Spain. [jdiazcum@correo.com.es](mailto:jdiazcum@correo.com.es)). Acontecimientos vitales y ajuste psicosocial en pacientes con artritis reumatoide juvenil [Psychosocial adjustment in patients with juvenile rheumatoid arthritis]. *Psicologia.com* [Internet]. 2001 [cited 2001 Apr 28];5(1):[7 p.]. Available from: <http://www.psiquiatria.com/psicologia/revista/51/2941/?++interactivo> (Spa).

**- with translated title only**

Diaz Curiel J (Centro de Salud León Felipe, San Claudio, Madrid, Spain. [jdiazcum@correo.com.es](mailto:jdiazcum@correo.com.es)). [Psychosocial adjustment in patients with juvenile rheumatoid arthritis]. *Psicologia.com* [Internet]. 2001 [cited 2001 Apr 28];5(1):[7 p.]. Available from: <http://www.psiquiatria.com/psicologia/revista/51/2941/?++interactivo> (Spa).

**12. Newspaper article:**

Connolly C. Deaths from heart disease, cancer, AIDS declined in '99. *The Washington Post Online* [Internet]. 2001 Jun 27 [cited 2001 Jun 28]:A03. [about 31 paragraphs]. Available from: <http://www.washingtonpost.com/wp-dyn-articles/A48806-2001Jun26.html>

Sattins may lower protein linked to heart disease. *The New York Times on the Web* [Internet]. 2001 Jun 27 [cited 2001 Jun 28]:[about 13 paragraphs]. Available from: <http://www.nytimes.com/reuters/health/health-statin-heart.html?searchpv=reuters>



## C. Parts of Serial Articles

These are parts of an article which can be separately identified, such as a section, figure, chart, or graph. Videos or other types of media may also be cited as parts. When citing a part, citation is made to the article first and information about the part follows.

<b>R/O</b>	<b>Elements</b> (in order of appearance)	<b>Format:</b>
R	Author(s)	Author(s) of the article; surname is given first, followed by up to 2 initials (the first name may be given in full); names appearing in non-roman alphabets are romanized; all authors are given; occasionally an organization will perform the role of author, as "American Medical Association"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "American Medical Association, Committee on Ethics"; names of organizations appearing in non-roman alphabets are romanized; a translation may be given following the name, in brackets, as "[Finnish Medical Society]"; all authors may be used (as is NLM practice) or only the first or first three followed by "et al." or "and others" if space is a consideration; if no person or organization with responsibility for the article can be determined, this element shall be omitted (the use of "anonymous" is not recommended)
O	Author Affiliation	Department and name of institution, followed by city and state/country, and e-mail address if available, are given in parentheses, as "(Department of Psychology, University of Pittsburgh, Pittsburgh, PA. smitha@pitt.edu)"; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Leningrad State University"; English names are used for locations, as "Moscow" for "Moskva"; common words such as "Department" and "University" may be abbreviated, as "Dept." and "Univ."; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - <i>see</i> Appendix A); affiliation of all authors or only the first may be given, with the affiliation following each name
R	Article Title	Article titles are given in their original language; those appearing in non-roman alphabets are romanized if from the Cyrillic or Greek and translated if from Oriental characters; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
O	Article Type	If the article is identified as an editorial, letter, news, or abstract, this identification may follow the title in brackets, as "[editorial]"

R	Serial Title	Name of the serial; titles are given in their original language; those appearing non-roman alphabets are romanized; capitalize only the first word and proper nouns (or other conventions of the particular language) of the title unless special characters or other non-standard typographic features are present, in which case the title should be reproduced as closely as possible to the way it appears on the screen; most serial titles may be written out in full or abbreviated according to ISO 4 ( <i>see</i> Appendix B), but note that newspaper titles are never abbreviated
O	Content Designator	The word "serial" may be placed in brackets after the serial title, combined with the Medium Designator below
R	Medium Designator	"Internet" is placed in brackets after the serial title, as "[Internet]"; it may be combined with the Content Designator above, as "[serial on the Internet]"
R	Edition	Statement relating to an edition of a serial that contains differences from other editions; such words as "edition", "issue", "version", "release", "level", "update" are used, as "Version 5.1" or "Level 3.4"; more traditional words as "Revised Edition" or "Third Update" may also appear, and may be abbreviated, as "Rev. ed." and "3rd update"; arabic numbers are used; if an edition <u>and</u> a version or update appear, list them both, in the order given
R	Date of Publication/ Date of Copyright	The year, month, and day of publication of the article are given; a single year is written in full, as "1994"; if a publication covers multiple years, the second of the two years is shortened to the last 2 digits, as "1994-95"; months are abbreviated by the first 3 letters, as "Jan"; seasons are not abbreviated, as "Summer"; English names are used for months and seasons; multiple months or seasons are separated by a dash, as "Jan-Feb" or "Fall-Winter"; days appear after the month, as "Jan 2"; multiple days may appear, as "Apr 11-15" or "Jan 31-Feb 4"; if no date of publication can be identified, the date of copyright may be used, preceded by "c", as "c2000"
R	Date of Update/Revision/Issuance	Internet serials are often updated, revised, or re-issued on a more or less regular basis; for example, the system host of an Internet serial may periodically rebuild files for program upgrades and the like; because each of these re-releases has the potential to change the serial as it is viewed, it is required that the latest date of update or revision, if known, should be given in brackets following the date of publication; this if update/revision date information cannot be found within the article, the Web browser source or page information feature may provide it; this date is combined with the Date of Citation below, as "[updated 1992 Nov 3; cited 2000 Jan 4]" or "[issued 1999 Jan 5; cited 1999 Mar 9]"

R	Date of Citation	Error correction or other changes to Internet serials may occur at any time and many are transparent to the user; it is therefore required that the date the Internet serial was actually seen should be given in brackets, as "[cited 1990 Dec 3]"; this date should be combined with any date of update/revision ( <i>see above</i> )
R	Supplement/Part/Special Number to Date	Indicated by "Suppl", "Pt", or "Spec No"; if a number or letter is present, it is included, as "Pt A"; arabic numbers only are used, as "Suppl 1" for "Suppl I"; when these are issued without reference to a volume or issue number, they follow the date, as as "1999 Feb [cited 2001 May 1];Suppl 1" or "2000 [cited 2001 Apr 5];Spec No 3"
R	Volume	Number of the volume; arabic numbers only are used; e.g., convert "LX" or "Sixtieth" to "60"
R	Supplement/Part/Special Number to Volume	Indicated by "Suppl", "Pt", or "Spec No"; if a number or letter is present, it is included, as "Pt A"; arabic numbers only are used, as "Suppl 1" for "Suppl I"
R	Issue	Number of the issue; arabic numbers only are used; e.g., convert "IV" or "Fourth" to "4"; if the number provided with an article is not identified as a volume or issue but instead is a sequential article or other document number, use the wording provided with the particular serial; common words may be abbreviated, as "Doc No 1"; if no wording is provided, the words "Item No" may be used
R	Supplement/Part/Special Number to Issue	Indicated by "Suppl", "Pt", or "Spec No"; if a number or letter is present, it is included, as "Suppl A"; arabic numbers only are used, as "Pt 2" for "Pt II"
R	Location/Extent of Article	Location of the article within the host serial; because many Internet serials lack the traditional page numbers, this location may be expressed in terms of screens or lines, as "screens 3-4 of 100 screens" or "lines 100-50"; where these screen numbers or line numbers are not displayed by the system or where actually counting the screens or lines would not be feasible because of the size of the system, the extent of the article expressed in terms of the total number of screens, lines, paragraphs, etc., on which the article appears may be given, surrounded by brackets, as "[about 5 screens]", "[about 106 lines]", "[about 12 paragraphs]"; when page numbers are present, the inclusive pages on which the article appears should be given; numbers are not repeated, e.g., pages 123-124 become "123-4"; if the page number is preceded or followed by a letter (often "S" for Supplement" or "A" for "Appendix"), the letter is included, as S10-2 or 124A-126A (note that repeating numbers are retained when the letter follows the page number)
R	Title of Part	If a part of an Internet serial article is being referenced, such as a section or table, it is identified as such with any accompanying number (given in arabic) or letter, as "Section

B" or "Table 3"; if the section or table has a distinct title, it is given following the numeration, as "Table 3, Rate of growth per year"; titles appearing in non-roman alphabets are romanized; capitalize only the first word and proper nouns (or other conventions of the particular language); if the part is a video or other type of media, the type follows the title in brackets, as "[video]"

- |   |                         |   |
|---|-------------------------|---|
| R | Location/Extent of Part | The location of the part within the serial article may be given, as "screen 2 of 10 screens" or "lines 100-50"; where this is not feasible, such as in large documents with hypertext links, the total number of screens, lines, or paragraphs of the part may be given instead, in brackets, as "[about 2 screens]", "[about 54 lines]" or "[about 10 paragraphs]"; video and other types of media are usually expressed in terms of run time, as "[about 30 sec.]"  |
| R | Availability of Part    | The Uniform Resource Locator (URL), telnet or FTP address, etc., where the part of the serial article may be found, preceded by the phrase "Available from: "; if the part does not have a unique address, use that of the parent article   |
| O | Language                | Language of the screen displays for serial article may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others ( <i>see Appendix C</i> )  |
| O | Notes                   | Information concerning system requirements may be placed here (there is no specific wording prescribed - wording as supplied with the serial may be used); system requirements include the specific Web browser and version on which the Internet serial is designed to run; the software needed to view, such as Adobe Acrobat or Real Player; and the kind and characteristics of any required or recommended peripherals, as speakers; to reduce ambiguity, it is suggested that the words "System Requirements:" precede this information, as "System Requirements: Netscape 4.0 or higher; Adobe Acrobat Reader 3.0; Real Player 7; color monitor; speakers"; if programmers, developers, Webmasters, or others associated with production of the serial appear in acknowledgements or other areas on the site, they may be listed here along with their role, as "John Smith, webmaster"; other information of interest to the reader may also be placed here, such as the name and source of any corresponding CD-ROM or print version available and the ISSN. |
-



**Order of the elements of a citation, with punctuation, for a Part of a Serial Article:**

Author of the Article (Author Affiliation); Author of the Article (Author Affiliation). Article Title [Article Type]. Serial Title [Content Designator Medium Designator]. Edition. Date of Publication [Date of Update/Revision; Date of Citation]; Volume Supplement/Part/Special Number to Volume(Issue Supplement/Part/Special Number to Issue): Location/Extent. Title of Part; Location/Extent of Part. Availability of Part. (Language). Notes.

**Application of this format, including recommended punctuation, is illustrated on the following pages.**

## EXAMPLES OF PARTS OF INTERNET SERIAL ARTICLES

### 1. Standard citation to a part with traditional page numbers:

Tong V, Abbott FS, Mbofana S, Walker MJ. In vitro investigation of the hepatic extraction of RSD1070, a novel antiarrhythmic compound. *J Pharm Pharm Sci* [Internet]. 2001 [cited 2001 May 3];4(1):15-23. Table 3, Predicted hepatic clearance and hepatic extraction ratio values from microsomal intrinsic clearance values analyzed by enzyme kinetic method; p. 21. Available from: [http://www.ualberta.ca/~csp/JPPS4\(1\)/F.Abbott/RSD1070.pdf](http://www.ualberta.ca/~csp/JPPS4(1)/F.Abbott/RSD1070.pdf)

#### - with optional full author names

Tong, Vincent; Abbott, Frank S.; Mbofana, Salome; Walker, Michael J. In vitro investigation of the hepatic extraction of RSD1070, a novel antiarrhythmic compound. *J Pharm Pharm Sci* [Internet]. 2001 [cited 2001 May 3];4(1):15-23. Table 3, Predicted hepatic clearance and hepatic extraction ratio values from microsomal intrinsic clearance values analyzed by enzyme kinetic method; p. 21 Available from: [http://www.ualberta.ca/~csp/JPPS4\(1\)/F.Abbott/RSD1070.pdf](http://www.ualberta.ca/~csp/JPPS4(1)/F.Abbott/RSD1070.pdf)

#### - with optional content designator

Tong V, Abbott FS, Mbofana S, Walker MJ. In vitro investigation of the hepatic extraction of RSD1070, a novel antiarrhythmic compound. *J Pharm Pharm Sci* [serial on the Internet]. 2001 [cited 2001 May 3];4(1):15-23. Table 3, Predicted hepatic clearance and hepatic extraction ratio values from microsomal intrinsic clearance values analyzed by enzyme kinetic method; p. 21. Available from: [http://www.ualberta.ca/~csp/JPPS4\(1\)/F.Abbott/RSD1070.pdf](http://www.ualberta.ca/~csp/JPPS4(1)/F.Abbott/RSD1070.pdf)

### 2. Part with location/extent estimated:

Liang YL, Shiel LM, Teede H, Kotsopoulos D, McNeil J, Cameron JD, McGrath BP. Effects of blood pressure, smoking, and their interaction on carotid artery structure and function. *Hypertension* [Internet]. 2001 [cited 2001 Feb 15];37(6):[about 10 p.]. Table 1, Characteristics of the study population; [about 1 screen]. Available from: <http://hyper.ahajournals.org/cgi/content/full/37/1/6/T1>

Khorovets A (MD Anderson Cancer Center, The University of Texas, Houston, TX). What is an electrocardiogram (ECG)? *Internet J Health* [Internet]. 2000 [cited 2001 Mar 5];1(2):[about 4 p.]. Image 2, Recording an ECG from a patient; [about 1 screen]. Available from: <http://www.ispub.com/journals/IJH/Vol1N2/ekg.html>

Tambouris E, Williams MH, Makropoulos C. Co-operative health information networks in Europe: experiences from Greece and Scotland. *J Med Internet Res* [Internet]. 2000 [modified 2001 Apr 7; cited 2001 Apr 25];2(2):e11. Figure 1, The diabetes application; [about 1 p.]. Available from: <http://www.jmir.org/2000/2/e11/fig2.jpg>

### 3. Video clip:

Zhuomei L, Joseph D, Bugnard E, Zaal KJ, Ralston E. Golgi complex reorganization during muscle differentiation: visualization in living cells and mechanism. *Mol Biol Cell* [Internet]. 2001 Apr [cited 2001 Jun 23];12(4):795-808. Figure 2, Golgi complex dynamics in C2 myoblasts and during fusion [video]; [about 30 sec.] Available from: <http://www.molbiolcell.org/content/vol12/issue4/images/data/795/F2/DC1/>. System Requirements: RealPlayer Basic or Quicktime Player required to view.

### 3. Databases/Retrieval Systems

A database is a collection of individual records that most often have been standardized as to both format and content. The records in a database are usually related by a common denominator such as subject matter or the source of the material included in them. Most databases can be divided into two broad categories, text-oriented and number-oriented. Text-oriented databases are generally bibliographic or full-text, where each record consists of a bibliographic citation to a publication or the complete text of a document. Number-oriented databases cover a wide variety of types, including statistical, time series, and transactional. Like monographs and serials, databases on the Internet may have corresponding versions in other formats such as print or CD-ROM and may be fixed in time or updated on a regular or irregular basis. Updates or other revisions to databases are not always apparent to the user. The date a change was made to an individual record may be provided in the record itself but system-wide revisions may be transparent.

A retrieval system is an online or Internet-based system which provides access to the contents of multiple databases or files, usually providing a common search mechanism or command language across the databases or files. System providers may allow users to select an individual database for access or permit all or subsets of all of the databases to be searched in one operation. Updates and revisions to Internet retrieval systems may be labeled as new versions, releases, or editions. This is particularly true of commercial systems which carry copyright dates, but may not hold for government-sponsored or other non-commercial ones. Citations to databases and retrieval systems have been combined in this section because they have a number of elements in common.

#### A. Entire Databases/Retrieval Systems

To cite a database or retrieval system as a whole, use the instructions below. This would be most appropriate in a bibliography or other source list when it is desirable to make the reader aware of the existence of a particular database or system and by whom it is or was produced.

If you wish to cite an individual record or other portion of a database or system, *see* B. Parts of Databases/Retrieval Systems or C. Contributions to Databases/Retrieval Systems

R/O	Elements (in order of appearance)	Format:
R	Author(s)	Individual(s) responsible for designing/compiling the database or retrieval system; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; organizations may also be authors, as "National Library of Medicine (US)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Office of Computer and Communications Systems"; note, as in this example, that qualifying information such as country may be used parenthetically to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may follow the name, in brackets, as "[Finnish Medical Society]"; all authors may be used or only the first or the first three followed by "et al." or "and others" if space is a consideration; if an organization serves

as both author and publisher (*see* Publisher element below), the name is omitted here as author unless there are multiple organizations serving as authors; if no person or organization with responsibility for the database can be determined, this element shall be omitted (the use of anonymous is not recommended); *see also* the Notes element below

- |   |                      |  |
|---|----------------------|--|
| R | Title                | Name of the database/system; titles are given in their original language; names appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; names are reproduced as closely as possible to the way they appear on the opening screen of the database/system, including any special characters or spellings or other non-standard typographic features, as "DialogClassic Web"   |
| O | Content Designator   | The word "database" or "retrieval system" may be placed in brackets after the title, combined with the Medium Designator below   |
| R | Medium Designator    | "Internet" is placed in brackets after the title, as [Internet]. It may be combined with the Content Designator above, as "[database on the Internet]"   |
| R | Edition              | Statement relating to an edition of a database/system that contains differences from other editions; such words as "edition", "issue", "version", "release", "level", "update" are used, as "Version 5.1" or "Level 3.4"; more traditional words as "Revised Edition" or "Third Update" may also appear, and may be abbreviated, as "Rev. ed." and "3rd update"; arabic numbers are used, i.e., convert "X" to "10"; if an edition <u>and</u> a version or update appear, list them both, in the order given   |
| R | Place of Publication | City where published; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - <i>see</i> Appendix A); if more than one location appears, the more prominent is used or else the first appearing; if no place is found on the opening screen or elsewhere on the site but it can be reasonably inferred (e.g., Philadelphia (PA) as the place of publication of a product of the Institute for Scientific Information), the place name is given in brackets, as "[Philadelphia (PA)]"; if no place can be determined, the words "place unknown" are given in brackets |
| R | Publisher            | The firm or organization responsible for issuing the database/retrieval system; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Mexican Academy of Surgery"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest,   |

as "University of North Carolina, Carolina Population Center"; common words as "University" may be abbreviated, as "Univ."; if no publisher can be identified, the words "publisher unknown" are placed in brackets

R	Date of Publication/ Date of Copyright	<p>The year of publication, followed by the month, if given, as "1988 Jan"; English names are used for months; names of months may be abbreviated to the first 3 letters; dates should be taken from the opening screen(s) of the database or the retrieval system or elsewhere on the site; if no date of publication can be found, use the date of copyright, preceded by "c", as "c2000"; if neither date of publication or copyright can be found, follow these instructions:</p> <ul style="list-style-type: none"> <li>- <u>if a database/system being cited is open</u>, i.e., records are still being added, the beginning date of the database should be given followed by a dash, as "1966 - "; if the beginning date is not found on the opening screen(s) of the database/system or cannot be found elsewhere on the site, the date of the earliest citation in a bibliographic database/system or the date of the earliest data in a non-bibliographic database/system may be used, surrounded by brackets, as "[1966]- "; if the date of the earliest citation or data cannot be determined, the words "date unknown" are used, in brackets, as "[date unknown]- "</li> <li>- <u>if a database/system being cited is closed</u>, i.e., records are no longer being added, the beginning and ending dates should be given, as "1975 - 1985"; if the beginning and ending dates are not found on the opening screen(s) or elsewhere on the site, the dates of the earliest and latest citations in a bibliographic database/system or the dates of the earliest and latest data in a non-bibliographic database/system may be used, surrounded by brackets, as "[1975 - 1986]"; if the date of the earliest and latest citations or data cannot be determined, the words "date unknown" are used, in brackets, as "[date unknown]"</li> </ul>
R	Date of Update/Revision	<p>Internet databases and systems are frequently updated on a regular basis or may be revised between editions or versions; the date of the last update (or of the particular update being cited) should be given, surrounded by brackets; if the date of update/revision cannot be found within the database/system itself, the Web browser source or page information feature may provide it; this date is combined with the Date of Citation below, as "[updated 1990 Jan; cited 1999 Mar 3]" or "[rev. 1990 Mar 1; cited 1991 Jan 10]"</p>
R	Date of Citation	<p>Error correction or other changes to databases and systems may occur between scheduled or advertised updates/revisions or the dates of updates/revisions may not be known; it is therefore required that the date the database or system was actually seen should be given, as "[cited 1990 Dec 3]"; this date should be combined with any date of update or revision (<i>see</i> above)</p>
O	Extent	<p>The total physical size of the database/system, expressed in</p>

such terms as the total number of bytes or the total number of records in a database

- O Series The series name is given in its original language, surrounded by parentheses; names appearing in non-roman alphabets are romanized; the name is followed by the volume and/or number, if present, given in arabic numbers; capitalize only the first word and proper nouns (or other conventions of the particular language)
- R Availability The Uniform Resource Locator (URL), telnet or FTP address, etc., where the database or retrieval system may be found, preceded by the phrase "Available from:"
- O Language Language of the screen displays of the database or retrieval system may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)
- O Notes Information concerning system requirements may be placed here (there is no specific wording prescribed - wording as supplied with the database/system documentation may be used); system requirements include the specific Web browser and version on which the Internet database/system is designed to run; the software needed to view, such as Adobe Acrobat or Real Player; and the kind and characteristics of any required or recommended peripherals, such as speakers; to reduce ambiguity, it is suggested that the words "System Requirements:" precede this information, as "System Requirements: Netscape 4.0 or higher; Adobe Acrobat Reader 3.0; Real Player 7; color monitor; speakers"; if computer programmers or others associated with production of the database/system appear in acknowledgements or other areas on the site, they may be listed here after the word "Credits:"; other types of information useful to the reader could include any planned schedule of updating

**Order of the elements of a citation, with punctuation, for an Entire Database/Retrieval System:**

Author(s). Title [Content Designator Medium Designator]. Edition. Place of Publication: Publisher. Date of Publication [Date of Update/Revision; Date of Citation]. Extent. (Series). Availability. (Language). Notes.

**Application of this format, including recommended punctuation, is illustrated on the following pages.**

## EXAMPLES OF ENTIRE INTERNET DATABASES/RETRIEVAL SYSTEMS

### 1. Standard citation to an open database, with beginning date provided:

Prevention News Update Database [Internet]. Rockville (MD): Centers for Disease Control and Prevention (US), National Prevention Information Network. 1988 Jun - [cited 2001 Apr 12]. Available from: <http://www.cdcnpin.org/db/public/dnmain.htm>

#### - with optional content designator

Prevention News Update Database [database on the Internet]. Rockville (MD): Centers for Disease Control and Prevention (US), National Prevention Information Network. 1988 Jun - [cited 2001 Apr 12]. Available from: <http://www.cdcnpin.org/db/public/dnmain.htm>

### 2. Standard citation to an open retrieval system:

Ovid [Internet]. New York: Ovid Technologies, Inc. c2000-2001 - [cited 2001 May 3]. Available from: <http://gateway.ovid.com/>. Subscription required.

#### - with optional content designator

Ovid [retrieval system on the Internet]. New York: Ovid Technologies, Inc. c2000-2001 - [cited 2001 May 3]. Available from: <http://gateway.ovid.com/>. Subscription required.

### 3. Open database with copyright date in place of date of publication:

Who's Certified [Internet]. Evanston (IL): The American Board of Medical Specialists. c2000 - [cited 2001 Mar 8]. Available from: <http://www.abms.org/newsearch.asp>

Pulse Generator Database [Internet]. Irvington (NY): Amadeus Multimedia Technology, Inc.; c1995-98 - [updated 2000 Sep 19; cited 2001 Jun 23]. Available from: <http://www.heartweb.org/heartweb/pulsegen.htm> Searchable by manufacturer, model, and x-ray code.

### 4. Open database with beginning date obtained from earliest citation in database/system:

MEDLINE [Internet]. Bethesda (MD): National Library of Medicine (US). [1960] - [cited 2001 Apr 12]. Available from: <http://pubmed.gov/>.

### 5. Open database with date unknown:

The WorldWideWeb Acronym and Abbreviation Server [Internet]. Dublin (Ireland): University College Cork. [date unknown] - [updated 2001 Apr 23; cited 2001 Apr 27]. Available from: <http://www.ucc.ie/info/net/acronyms/index.html>

### 6. Retrieval system with edition:

DialogWeb [Internet]. Version 2.1. Cary (NC): The Dialog Corporation. c1997-2000 - [cited 2001 May 5]. Available from: <http://www.dialogweb.com/>.

**7. Open database with content/update note added:**

Resources and Services Database [Internet]. Rockville (MD); CDC National Prevention Information Network (US), Information Sciences Department. 1987 - [cited 2001 Mar 16]. Available from: <http://www.cdcnpin.org/db/public/rsmain.htm> Descriptions of more than 19,000 organizations that provide services related to HIV/AIDS, STDs, and TB.

CancerNet [Internet]. Bethesda (MD): National Cancer Institute (US), Office of Cancer Communications. [date unknown] - [updated 2001 Mar 30; cited 2001 Apr 5]. Available from: <http://www.cancernet.gov/pdq.html> Updated monthly.

**8. Closed databases/retrieval system:**

Jablonski, Stanley. Online Multiple Congenital Anomaly/Mental Retardation (MCA/MR) Syndromes [Internet]. Bethesda (MD): National Library of Medicine (US), Medical Subject Headings Section. c1999 [updated 2000 Sep 28; cited 2001 Mar 8]. Available from: [http://www.nlm.nih.gov/mesh/jablonski/syndrome\\_title.html](http://www.nlm.nih.gov/mesh/jablonski/syndrome_title.html)

MedMARx [Internet]. Rockville (MD): The United States Pharmacopeial Convention. c2001 [updated 1999 Aug 6; cited 2001 Mar 3]. Available from: <http://www.usp.org/reporting/medmarx/index2.htm> Summary of 1999 information submitted to MedMARx, a national database for hospital medication error reporting.



## B. Parts of Databases/Retrieval Systems

Parts are separately identified sections or portions of databases or retrieval systems, such as individual records. Parts are identified by their title, if present, and may have a record or item number. They generally are constructed by the database/system builders and do not have distinct authorship. In citing a part of an Internet database or retrieval system, citation is made first to the database/system and information about the part follows it.

Contributions are separately identified sections or portions of databases/retrieval systems that are provided by individuals or organizations other than the database builders and thus have distinct authorship. Examples of contributions are citations to journal articles residing in a bibliographic database. *See C. Contributions to Databases/Retrieval Systems.*

<b>R/O</b>	<b>Elements</b> (in order of appearance)	<b>Format:</b>
R	Author(s)	Individual(s) responsible for designing/compiling the database or retrieval system; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; organizations may also be authors, as "National Library of Medicine (US)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Office of Computer and Communications Systems"; note, as in this example, that qualifying information such as country may be used parenthetically to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may follow the name, in brackets, as "[Finnish Medical Society]"; all authors may be used or only the first or the first three followed by "et al." or "and others" if space is a consideration; if an organization serves as both author <u>and</u> publisher ( <i>see</i> Publisher element below), the name is omitted here as author unless there are multiple organizations serving as authors; if no person or organization with responsibility for the database can be determined, this element shall be omitted (the use of anonymous is not recommended); <i>see also</i> the Notes element below
R	Title	Name of the database/system; titles are given in their original language; names appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; names are reproduced as closely as possible to the way they appear on the opening screen of the database/system, including any special characters or spellings or other non-standard typographic features, as "DialogClassic Web"
O	Content Designator	The word "database" or "retrieval system" may be placed in brackets after the title, combined with the Medium Designator below

R	Medium Designator	“Internet” is placed in brackets after the tile, as [Internet]. It may be combined with the Content Designator above, as “[database on the Internet]”
R	Edition	Statement relating to an edition of a database/system that contains differences from other editions; such words as "edition", "issue", "version", "release", "level", "update" are used, as "Version 5.1" or "Level 3.4"; more traditional words as "Revised Edition" or "Third Update" may also appear, and may be abbreviated, as "Rev. ed." and "3rd update"; arabic numbers are used, i.e., convert “X” to “10”; if an edition <u>and</u> a version or update appear, list them both, in the order given
R	Place of Publication	City where published; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - see Appendix A); if more than one location appears, the more prominent is used or else the first appearing; if no place is found on the opening screen or elsewhere on the site but it can be reasonably inferred (e.g., Philadelphia (PA) as the place of publication of a product of the Institute for Scientific Information), the place name is given in brackets, as "[Philadelphia (PA)]"; if no place can be determined, the words "place unknown" are given in brackets
R	Publisher	The firm or organization responsible for issuing the database/retrieval system; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Mexican Academy of Surgery"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "University of North Carolina, Carolina Population Center"; common words as "University" may be abbreviated, as "Univ."; if no publisher can be identified, the words "publisher unknown" are placed in brackets
R	Date of Publication/ Date of Copyright	The year of publication, followed by the month, if given, as "1988 Jan"; English names are used for months; names of months may be abbreviated to the first 3 letters; dates should be taken from the opening screen(s) of the database or the retrieval system or elsewhere on the site; if no date of publication can be found, use the date of copyright, preceded by “c”, as “c2000” or “c1998-2001”; if a database/system being cited is open, i.e., records are still being added, the publication or copyright date should be followed by a dash, as "1966 - "; if no dates can be determined, use the Date of Update/Revision or the Date of Citation below
R	Date of Update/Revision	Internet databases and systems are frequently updated on a regular basis or may be revised between editions or versions;

the date of the last update (or of the particular update being cited) should be given, surrounded by brackets; if the date of update/revision cannot be found within the database/system itself, the Web browser source or page information feature may provide it; this date is combined with the Date of Citation below, as "[updated 1990 Jan; cited 1999 Mar 3]" or "[rev. 1990 Mar 1; cited 1991 Jan 10]"

- |   |                         |   |
|---|-------------------------|---|
| R | Date of Citation        | Error correction or other changes to databases and systems may occur between scheduled or advertised updates/ revisions or the dates of updates/revisions may not be known; it is therefore required that the date the database or system was actually seen should be given, as "[cited 1990 Dec 3]"; this date should be combined with any date of update or revision ( <i>see above</i> )   |
| R | Title of Part           | If a part of an Internet database/system is being referenced, such as a record or section, it is identified as such with any accompanying number (given in arabic) or letter, as "Record 1234" or "Section B"; if the section or record has a distinct title, it is given following the numeration, as "Section 4, Immunology"; titles appearing in non-roman alphabets are romanized; capitalize only the first word and proper nouns (or other conventions of the particular language)  |
| R | Numeration of Part      | A record number or other unique number may be assigned to the part; this number may be preceded by the words used by the database/system to describe it, as "unique identifier" or "ID number"  |
| O | Location/Extent of Part | Because the specific location of a record or other part of a database or retrieval system is usually not feasible to ascertain, the total number of lines, screens, pages or bytes of the part may be given instead, in brackets, as "[about 2 screens]", "[about 54 lines]", or "[about 15 p.]"  |
| R | Availability of Part    | The Uniform Resource Locator (URL), telnet or FTP address, etc., where the part of the database or retrieval system may be found, preceded by the phrase "Available from: "; if the part does not have its own address, use the address of the host database/system; if the part has a unique identifier or other identifying record number, this is placed after the address along with any accompanying wording provided by the database/system, as "Accession No.: 122345" or "PMID: 11286785"; words may be abbreviated according to accepted standards |
| O | Language                | Language of the screen displays of the database or retrieval system may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others ( <i>see Appendix C</i> )   |
| O | Notes                   | Information concerning system requirements may be placed here (there is no specific wording prescribed - wording as supplied with the database/system documentation may be  |

used); system requirements include the specific Web browser and version on which the Internet database/system is designed to run; the software needed to view, such as Adobe Acrobat or Real Player; and the kind and characteristics of any required or recommended peripherals, such as speakers; to reduce ambiguity, it is suggested that the words "System Requirements:" precede this information, as "System Requirements: Netscape 4.0 or higher; Adobe Acrobat Reader 3.0; Real Player 7; color monitor; speakers"; if computer programmers or others associated with production of the database/system appear in acknowledgements or other areas on the site, they may be listed here after the word "Credits:"; other types of information useful to the reader could include any planned schedule of updating

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**Order of the elements of a citation, with punctuation, for a Part of a Database/Retrieval System:**

Author(s). Title of Database/Retrieval System [Content Designator Medium Designator]. Edition. Place of Publication: Publisher; Date of Publication [Date of Update/Revision; Date of Citation]. Title of Part; Numeration of Part; Location/Extent of Part. Availability of Part. (Language). Notes.

**Application of this format, including recommended punctuation, is illustrated on the following pages.**

## EXAMPLES OF PARTS OF INTERNET DATABASES/RETRIEVAL SYSTEMS

### 1. Standard citation with a numbered part, with date of publication:

MeSH Browser [Internet]. Bethesda (MD): National Library of Medicine (US); 2001- [updated 2001 Apr 5; cited 2001 Apr 10]. Meta-analysis; unique ID: D015201; [about 3 p.]. Available from: <http://www.nlm.nih.gov/mesh/MBrowser.html>

#### - with optional content designator

MeSH Browser [database on the Internet]. Bethesda (MD): National Library of Medicine (US); 2001- [updated 2001 Apr 5; cited 2001 Apr 10]. Meta-analysis; unique ID: D015201; [about 3 p.]. Available from: <http://www.nlm.nih.gov/mesh/MBrowser.html>

### 2. Numbered part, without date of publication:

Protein [Internet]. Bethesda (MD): National Library of Medicine (US), National Center for Biotechnology Information; [cited 2001 Apr 15]. Amino acid transporter system A1 [Homo sapiens]; PID: g14714927; [about 2 screens]. Available from: [http://www.pubmed.gov/entrez/query.fcgi?cmd=Retrieve&db=Protein&list\\_uids=14714927&dopt=GenPept](http://www.pubmed.gov/entrez/query.fcgi?cmd=Retrieve&db=Protein&list_uids=14714927&dopt=GenPept)

### 3. Unnumbered part, with date of publication:

Resources and Services Database [Internet]. Rockville (MD); CDC National Prevention Information Network, Information Sciences Department; 1987 - [cited 2001 Mar 16]. American Foundation for AIDs Research; [about 2 screens]. Available from: <http://www.cdcnpin.org/db/public/rsmain.htm>

### 4. Unnumbered part, with date of copyright:

Pulse Generator Database [Internet]. Irvington (NY): Amadeus Multimedia Technology, Inc.; c1995-98 - [updated 2000 Sep 19; cited 2001 Jun 23]. Biotronik model 104B; [about 2 screens]. Available from: <http://www.heartweb.org/heartweb/pulsegen.htm> Searchable by manufacturer, model, and x-ray code.

Jablonski, Stanley. Online Multiple Congenital Anomaly/Mental Retardation (MCA/MR) Syndromes [Internet]. Bethesda (MD): National Library of Medicine (US), Medical Subject Headings Section; c1999 [updated 2000 Sep 28; cited 2001 Mar 8]. Alport syndrome; [about 1 paragraph]. Available from: [http://www.nlm.nih.gov/mesh/jablonski/syndrome\\_title.html](http://www.nlm.nih.gov/mesh/jablonski/syndrome_title.html)

### 5. Unnumbered part, without date of publication:

PDQ [Internet]. Bethesda (MD): National Cancer Institute (US); [updated 2001 Apr; cited 2001 May 1]. Screening for breast cancer; [about 23 p.]. Available from: [http://www.cancernet.gov/cgi-bin/srchcgi.exe?DBID=pdq&TYPE=search&SFMT=pdq\\_statement/1/0/0&Z208=208\\_04723H](http://www.cancernet.gov/cgi-bin/srchcgi.exe?DBID=pdq&TYPE=search&SFMT=pdq_statement/1/0/0&Z208=208_04723H)

Nutrition Education for Diverse Audiences [Internet]. Urbana (IL): University of Illinois Cooperative Extension Service, Illinet Department; [updated 2000 Nov 28; cited 2001 Apr 25]. Diabetes mellitus EFNEP lesson; [about 1 screen]. Available from: [http://www.aces.uiuc.edu/~necd/inter2\\_search.cgi?ind=854148396](http://www.aces.uiuc.edu/~necd/inter2_search.cgi?ind=854148396)

CancerNet [Internet]. Bethesda (MD): National Cancer Institute (US); [modified 2001 May; cited 2001 May 10]. Ovarian epithelial cancer (PDQ): treatment – patients; [about 5 p.]. Available from: [http://www.cancernet.gov/cgi-bin/srchcgi.exe?DBID=pdq&TYPE=search&SFMT=pdq\\_statement/1/0/0&Z208=208\\_00950P](http://www.cancernet.gov/cgi-bin/srchcgi.exe?DBID=pdq&TYPE=search&SFMT=pdq_statement/1/0/0&Z208=208_00950P)



### C. Contributions to Databases/Retrieval Systems

Contributions are separately identified sections or portions of databases or systems that are provided by individuals or organizations other than the database builders and thus have distinct authorship. Examples of contributions are citations to journal articles residing in a bibliographic database or the complete text of monographs residing within a retrieval system. When citing a contribution, citation is made to the contribution, followed by information about the source database or retrieval system.

Note, however, that this format for contributions should rarely be used in a reference list. Whenever possible material should be read and therefore cited in its original format. Thus a journal article should not be cited from PubMed or any other database but from the full text, whether found in hard copy or on the Internet. In large bibliographies it is usually not practical to identify the source for each citation, but the overall sources used should be identified within any introductory text.

For components which have not been contributed by others, *see* B. Parts of Databases/Retrieval Systems.

<b>R/O</b>	<b>Elements</b> (in order of appearance)	<b>Format:</b>
R	Author(s) of Contribution	Author(s) of the contribution to the database/system; surname is given first followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; if no author can be identified, this element shall be eliminated (the use of "anonymous" is not recommended)
O	Author Affiliation	Department and name of the author's institution, followed by the city and state/country, and e-mail address if available, may be given in parentheses, as "(Department of Psychology, University of Pittsburgh, Pittsburgh, PA. smitha@pitt.edu)"; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Leningrad State University"; English names are used for locations, as "Rome" for "Roma"; common words such as "Department" and "University" may be abbreviated, as "Dept." and "Univ."; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries); affiliation of all authors or only the first may be given, with the affiliation following each name
R	Title of Contribution	Title of the contribution to the database/system; titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Source of Contribution	Details of publication for the contribution to the database/system, such as the source of a journal article (name of the

journal, date, volume, pagination) or book (place of publication, publisher, date of publication); guidelines presented in section 1 Monographs and section 2A. Serial Articles should be used for the format of this publication information

- |   |  |   |
|---|--|---|
| R | Connective Phrase                              | The word "In:" is used to connect the author and title of the contribution with information on the database/system  |
| R | Author(s) of the Database/<br>Retrieval System | Individual(s) responsible for designing/compiling the database or retrieval system; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; organizations may also be authors, as "National Library of Medicine (US)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Library of Medicine (US), Office of Computer and Communications Systems"; note, as in this example, that qualifying information such as country may be used parenthetically to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may follow the name, in brackets, as "[Finnish Medical Society]"; all authors may be used or only the first or the first three followed by "et al." or "and others" if space is a consideration; if an organization serves as both author <u>and</u> publisher ( <i>see</i> Publisher element below), the name is omitted here as author unless there are multiple organizations serving as authors; if no person or organization with responsibility for the database can be determined, this element shall be omitted (the use of anonymous is not recommended); <i>see also</i> the Notes element below |
| O | Author Affiliation                             | Department and name of the author's institution, followed by the city and state/country, and e-mail address if available, may be given in parentheses, as "(Department of Psychology, University of Pittsburgh, Pittsburgh, PA. smitha@pitt.edu)"; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Leningrad State University"; English names are used for locations, as "Rome" for "Roma"; common words such as "Department" and "University" may be abbreviated, as "Dept." and "Univ."; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries); affiliation of all authors or only the first may be given, with the affiliation following each name  |
| R | Title  | Name of the database/system; titles are given in their original language; names appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; names are reproduced as closely as possible to the way they appear on the opening screen of the database/system, including any special characters or spellings or other non-standard typographic features, as "DialogClassic Web"  |



O	Content Designator	The word "database" or "retrieval system" may be placed in brackets after the title, combined with the Medium Designator below
R	Medium Designator	"Internet" is placed in brackets after the title, as [Internet]. It may be combined with the Content Designator above, as "[database on the Internet]"
R	Edition	Statement relating to an edition of a database/system that contains differences from other editions; such words as "edition", "issue", "version", "release", "level", "update" are used, as "Version 5.1" or "Level 3.4"; more traditional words as "Revised Edition" or "Third Update" may also appear, and may be abbreviated, as "Rev. ed." and "3rd update"; arabic numbers are used, i.e., convert "X" to "10"; if an edition <u>and</u> a version or update appear, list them both, in the order given
R	Place of Publication	City where published; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - see Appendix A); if more than one location appears, the more prominent is used or else the first appearing; if no place is found on the opening screen or elsewhere on the site but it can be reasonably inferred (e.g., Philadelphia (PA) as the place of publication of a product of the Institute for Scientific Information), the place name is given in brackets, as "[Philadelphia (PA)]"; if no place can be determined, the words "place unknown" are given in brackets
R	Publisher	The firm or organization responsible for issuing the database/retrieval system; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Mexican Academy of Surgery"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "University of North Carolina, Carolina Population Center"; common words as "University" may be abbreviated, as "Univ."; if no publisher can be identified, the words "publisher unknown" are placed in brackets
R	Date of Publication/ Date of Copyright	The year of publication, followed by the month, if given, as "1988 Jan"; English names are used for months; names of months may be abbreviated to the first 3 letters; dates should be taken from the opening screen(s) of the database or the retrieval system or elsewhere on the site; if no date of publication can be found, use the date of copyright, preceded by "c", as "c2000" or "c1998-2001"; if a database/system being cited is open, i.e., records are still being added, the publication or copyright date should be followed by a dash, as "1966 - "; if no dates can be determined, use the Date of Update/Revision or the Date of Citation below

- R      Date of Update/Revision      Internet databases and systems are frequently updated on a regular basis or may be revised between editions or versions; the date of the last update (or of the particular update being cited) should be given, surrounded by brackets; if the date of update/revision cannot be found within the database/system itself, the Web browser source or page information feature may provide it; this date is combined with the Date of Citation below, as "[updated 1990 Jan; cited 1999 Mar 3]" or "[rev. 1990 Mar 1; cited 1991 Jan 10]"
- R      Date of Citation      Error correction or other changes to databases and systems may occur between scheduled or advertised updates/revisions or the dates of updates/revisions may not be known; it is therefore required that the date the database or system was actually seen should be given, as "[cited 1990 Dec 3]"; this date should be combined with any date of update or revision (*see* above)
- R      Location/Extent of the Contribution      Because the specific location of a contribution within a database or retrieval system is usually not feasible to ascertain, the total number of lines, screens, or bytes of the contribution may be given instead, in brackets, as "[about 2 screens]", "[about 54 lines]", or "[150 bytes]"
- R      Availability of the Contribution      The Uniform Resource Locator (URL), telnet or FTP address, etc., where the contribution to the database or retrieval system may be found, preceded by the phrase "Available from: "; if the contribution does not have its own address, use that of the host database/system; if the contribution has a unique identifier or other identifying record number, this is placed after the address along with any accompanying wording provided by the database/system, as "Accession No.: 122345" or "PMID: 11286785"; words may be abbreviated according to accepted standards
- O      Language      Language of the screen displays of the database or retrieval system may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others (*see* Appendix C)
- O      Notes      Information concerning system requirements may be placed here (there is no specific wording prescribed - wording as supplied with the database/system documentation may be used); system requirements include the specific Web browser and version on which the Internet database/system is designed to run; the software needed to view, such as Adobe Acrobat or Real Player; and the kind and characteristics of any required or recommended peripherals, such as speakers; to reduce ambiguity, it is suggested that the words "System Requirements:" precede this information, as "System Requirements: Netscape 4.0 or higher; Adobe Acrobat Reader 3.0; Real Player 7; color monitor; speakers"; if computer programmers or others associated with production of the database/system appear in acknowledgements or other areas

on the site, they may be listed here after the word "Credits:"; other types of information useful to the reader could include any planned schedule of updating

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**Order of the elements of a citation, with punctuation, for a Contribution to a Database/Retrieval System:**

Author of the Contribution (Author Affiliation); Author of the Contribution (Author Affiliation). Title of the Contribution. Source of Contribution. Connective Phrase: Author(s) of the Database/Retrieval System (Author Affiliation). Title of the Database/Retrieval System [Content Designator Medium Designator]. Edition. Place of Publication: Publisher; Date of Publication [Date of Update/Revision; Date of Citation]. Location/Extent of the Contribution. Availability of the Contribution. (Language). Notes.

**Application of this format, including recommended punctuation, is illustrated on the following pages.**

## EXAMPLES OF CONTRIBUTIONS TO INTERNET DATABASES/RETRIEVAL SYSTEMS

### 1. Standard citation, with numbered contribution and date of publication of source database/system:

Franz MJ. Nutrition: can it give athletes with diabetes a boost? *Diabetes Educ* 1991 May-Jun;17(3):163-72. In: *Agricola* [Internet]. Beltsville (MD): National Agricultural Library (US); 1970- [modified 2000 May 1; cited 2000 Jun 3]. [about 2 screens]. Available from: <http://www.nal.usda.gov/ag98/>; Accession No.: FNI91001444.

#### - with optional content designator

Franz MJ. Nutrition: can it give athletes with diabetes a boost? *Diabetes Educ* 1991 May-Jun;17(3):163-72. In: *Agricola* [database on the Internet]. Beltsville (MD): National Agricultural Library (US); 1970- [modified 2000 May 1; cited 2000 Jun 3]. [about 2 screens]. Available from: <http://www.nal.usda.gov/ag98/>; Accession No.: FNI91001444.

### 2. Numbered contribution with date of copyright of source database/system:

Rey E, Treluyer JM, Pons G. Pharmacokinetic optimization of benzodiazepine therapy for acute seizures: focus on delivery routes. *Clin Pharmacokinet* 1999 Jun;36:409-24. In: *International Pharmaceutical Abstracts* [Internet]. Bethesda (MD): American Society of Health-System Pharmacists; c2001- [cited 2001 Apr 4]. [about 48 lines]. Available from: <http://www.dialog.com/>; Accession No.: 37-04616.

### 3. Numbered contribution without date of publication of source database/system:

McAlister FA, Lawson FM, Teo KK, Armstrong PW. A systematic review of randomized trials of disease management programs in heart failure. *Am J Med*. 2001 Apr 1;110(5):378-84. In: *PubMed* [Internet]. Bethesda (MD): National Library of Medicine (US); [cited 2001 Apr 9]. [about 1 screen]. Available from: <http://www.ncbi.nlm.nih.gov/PubMed/>; PMID: 11286953.

### 4. Unnumbered contribution:

Hofmeyr GJ, Kulier R. Abdominal decompression in normal pregnancy. In: *The Cochrane Database of Systematic Reviews* [Internet]. Oxford: Update Software; 2001- [cited 2001 May 5]. [about 7 p.]. Available from: [http://www.cochranelibrary.com/CLIB/CLIBINET.EXE?S=0&Q=994616834&U=&A=3&B=0&E=0&R=0&F=&H=&D=1&L=1&N=25&M=1081&C=5&T=\\*](http://www.cochranelibrary.com/CLIB/CLIBINET.EXE?S=0&Q=994616834&U=&A=3&B=0&E=0&R=0&F=&H=&D=1&L=1&N=25&M=1081&C=5&T=*)

## 4. Homepages

A homepage is defined as the first or introductory page of a Web site and usually provides a table of contents or index to the contents of the site. Homepages are placed on the Internet by both organizations and individuals for a variety of purposes, ranging from an effort to provide detailed information about a government agency, a company, an association, or a subject to a means of providing a forum for a personal point of view. Homepages also vary greatly in size and complexity, reflecting the Web site which they introduce. A citation to a Web site is made primarily from the information found on a homepage.

To cite a homepage, use the instructions below. If you wish to cite only a portion of a Web site, cite the portion or segment according to the instructions for the particular type of format, e.g., cite a monograph in a Web site according to section 1. Monographs, a serial according to section 2. Serials, and a database according to section 3. Databases/retrieval Systems.

<b>R/O</b>	<b>Elements</b> (in order of appearance)	<b>Format:</b>
R	Author(s)	Individual(s) responsible for writing or preparing the Internet homepage; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized; organizations may also be authors, as "National Institutes of Health (US)"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "National Institutes of Health (US), Office of the Director"; note, as in this example, that qualifying information such as country may be used parenthetically to reduce ambiguity; names of organizations appearing in non-roman alphabets are romanized; a translation may follow the name, in brackets, as "[Finnish Medical Society]"; all authors/editors may be used or only the first or the first three followed by "et al." or "and others" if space is a consideration; if an organization serves as both author <u>and</u> publisher ( <i>see</i> the Publisher element below), the name is omitted here as author unless there are multiple organizations serving as authors; if the name of the organization is also the title of the homepage, it is omitted here as author; if no person or organization with responsibility for the homepage can be determined, this element shall be omitted (the use of "anonymous" is not recommended); <i>see also</i> the Notes element below
O	Author Affiliation	Department and name of the author's institution, followed by the city and state/country, and e-mail address if available, may be given in parentheses, as "(Department of Psychology, University of Pittsburgh, Pittsburgh, PA. smithA@pitt.edu)"; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Leningrad State University"; English names are used for locations, as "Rome" for "Roma"; common words such as "Department" and "University" may be abbreviated, as "Dept." and "Univ."; names of states/countries may be abbreviated

according to accepted standards (ISO 3166 is recommended for countries); affiliation of all authors or only the first may be given, with the affiliation following each name

R	Title	Titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; names are reproduced as closely as possible to the way they appear on the opening screen of the homepage, including any special characters or spellings or other non-standard typographic features, as "BioMedNet"; <u>note</u> : omit "Welcome to" and similar phrases that appear before titles
O	Content Designator	The word "homepage" may be placed in brackets after the title, combined with the Medium Designator below.
R	Medium Designator	"Internet" is placed in brackets after the title, as [Internet]. It may be combined with the Content Designator above, as "[homepage on the Internet]"
R	Place of Publication	City where published; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries); if more than one location appears, the more prominent is used or else the first appearing; if no place is found on the opening screens or elsewhere on the site but it can be reasonably inferred (e.g., Chicago as the place of publication of a product of the American Medical Association), the place name is given in brackets, as "[Chicago]"; if no place can be determined, the words "place unknown" are given in brackets
R	Publisher	The firm or organization responsible for issuing the Internet homepage; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Mexican Academy of Surgery"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "Harvard University, Graduate School of Public Health"; common words as "University" may be abbreviated, as "Univ."; if the name of the publishing organization is also the title of the homepage, the name may be abbreviated here as publisher, e.g., if "University of Maryland" is the title, it may be abbreviated to "The University" as publisher; if no publisher can be identified, the words "publisher unknown" are placed in brackets
R	Date of Publication/ Date of Copyright	The year of publication, followed by the month, if given, as "1998 Jan"; English names are used for months; names of months may be abbreviated to the first 3 letters; if no date is found on the opening screens or elsewhere on the site but it can be determined from some other source, brackets are placed around it, as "[1988 Jan]"; if no date of publication

can be determined, the date of copyright may be used, preceded by "c", as "c1999"; if no date of publication or of copyright can be found, use the Date of Update/Revision and/or the Date of Citation below

- |   |                         |  |
|---|-------------------------|--|
| R | Date of Update/Revision | Internet homepages are frequently updated on a regular basis or may be revised between editions or versions; the date of the last update (or of the particular update being cited) should be given, surrounded by brackets; this date is combined with the Date of Citation below, as "[updated 1990 Jan; cited 1999 Mar 3]" or "[rev. 1990 Mar 1; cited 1991 Jan 10]"   |
| R | Date of Citation        | Error correction or other changes to Internet homepages may occur between scheduled or advertised updates/ revisions or the dates of updates/revisions may not be known; it is therefore required that the date the Internet homepage was actually seen should be given, as "[cited 1990 Dec 3]"; this date should be combined with any date of update or revision ( <i>see above</i> )  |
| R | Availability            | The Uniform Resource Locator (URL) where the homepage may be found, preceded by the phrase "Available from:"   |
| O | Language                | Language of the screen displays of the Internet homepage may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others ( <i>see Appendix C</i> )   |
| O | Notes                   | Information concerning system requirements may be placed here (there is no specific wording prescribed - wording as supplied at the site may be used); system requirements include the specific Web browser and version on which the Internet monograph is designed to run; the software needed to view, such as Adobe Acrobat or Real Player; and the kind and characteristics of any required or recommended peripherals, as speakers; to reduce ambiguity, it is suggested that the words "System Requirements:" precede this information, as "System Requirements: Netscape 4.0 or higher; Adobe Acrobat Reader 3.0; Real Player 7; color monitor; speakers"; if programmers, developers, Webmasters, or others associated with production of the monograph appear in acknowledgements or other areas on the site, they may be listed here along with their role, as "John Smith, webmaster"; other information of interest to the reader may also be placed here, such as the name of any organization which funds, sponsors, or provides graphics for the site |
-

**Order of the elements of a citation, with punctuation, to a Homepage:**

Author (Author Affiliation); Author (Author Affiliation). Title [Content Designator Medium Designator].  
Place of Publication: Publisher; Date of Publication [Date of Update/Revision; Date of Citation].  
Availability. (Language). Notes.

**Application of this format, including recommended punctuation, is illustrated on the following pages.**



## EXAMPLES OF INTERNET HOMEPAGES

### 1. Standard citation to a homepage:

Hypertension, Dialysis & Clinical Nephrology [Internet]. Hinsdale (IL): Medtext, Inc.; c1995-2001 [cited 2001 Mar 8]. Available from: <http://www.medtext.com/hdcn.htm>

#### - with optional content designator

Hypertension, Dialysis & Clinical Nephrology [homepage on the Internet]. Hinsdale (IL): Medtext, Inc.; c1995-2001 [cited 2001 Mar 8]. Available from: <http://www.medtext.com/hdcn.htm>

### 2. Government sites:

Animal Welfare Information Center [Internet]. Beltsville (MD): National Agricultural Library (US); [updated 2001 Mar 1; cited 2001 Mar 2]. Available from: <http://www.nal.usda.gov/awic/>.

MEDLINEplus [Internet]. Bethesda (MD): National Library of Medicine (US); [updated 2000 Apr 7; cited 2000 Apr 18]. Available from: <http://medlineplus.gov/>.

THOMAS: legislative information on the Internet [Internet]. Washington: Library of Congress (US); [updated 2001 Apr 25; cited 2001 Apr 27]. Available from: <http://thomas.loc.gov/>.

### 3. Association/society sites:

NursingWorld [Internet]. Version 3.2. Washington: American Nurses Association; c1995-2001 [cited 2001 Mar 12]. Available from: <http://www.ana.org/>.

The AAMC's Academic Medicine Web Site [Internet]. Washington: Association of American Medical Colleges; c1995-97 [cited 1997 Nov 4]. Available from: <http://www.aamc.org/>.

PsycPORT.com [Internet]. Washington: American Psychological Association; c2000 [cited 2000 Mar 7]. Available from: <http://www.psycPORT.com/>.

HCMS ON LINE [Internet]. Houston (TX): Harris County Medical Society; [updated 2001 Apr 25; cited 2001 May 1]. Available from: <http://www.hcms.org/>. System Requirements: Best viewed with Netscape 4.

### 4. University sites:

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

Virtual Hospital: the apprentice's assistant [Internet]. Iowa City: University of Iowa; c1992-1999 [modified 1999 Nov 23; cited 2000 Mar 7]. Available from: <http://www.vh.org/>.

### 5. Commercial sites:

HIMA: Health Industry Manufacturers Association [Internet]. Washington: The Association; 1999 [cited 1999 Dec 2]. Available from: <http://www.himanet.com/>. HIMA is now AdvaMed, the Advanced Medical Technology Association.

Doctor's Guide to the Internet [Internet]. [place unknown]: P\S\L Consulting Group Inc.; c2000 [cited 2001 Apr 10]. Available from: <http://www.pslgroup.com/DOCGUIDE.HTM>

ScienceDirect [Internet]. [New York]: ScienceDirect; c2000 [cited 2000 Dec 19]. Available from: <http://www.sciencedirect.com/>.

#### **6. Individual's site:**

Steve Dunn's Cancer Guide [Internet]. Boulder (CO): Steve Dunn; c1995-2001 [updated 2001 May 5; cited 2001 May 15]. Available from: <http://www.cancerguide.org/>.

## 5. Electronic Mail

Electronic mail or e-mail is a written message transmitted over communication networks to a single address or to multiple addressees. E-mail systems are maintained by most computer networks, and virtually all online services and Internet service providers have them.

E-mail is considered a form of personal communication and therefore is not often accepted by editors and others for inclusion in a reference list. Because all e-mail systems do not employ a standard method of saving or archiving messages, it is highly recommended that any message being considered for future citation be saved to disk or in print.

<b>R/O</b>	<b>Elements</b> (in order of appearance)	<b>Format:</b>
R	Author(s) of Message	Name of the individual(s) initiating the mail message; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized
O	Author Affiliation	Department and name of the author's institution, followed by the city, state/country, and e-mail address may be given in parentheses, as "(Department of Psychology, University of Pittsburgh, Pittsburgh, PA. smitha@pitt.edu)"; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Leningrad State University"; English names are used for locations, as "Rome" for "Roma"; common words such as "Department" and "University" may be abbreviated, as "Dept." and "Univ."; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - <i>see</i> Appendix A)
R	Title of Message	The subject line of the message; titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language) of the message title
O	Content Designator	The words "electronic mail" may be placed in brackets after the title, combined with the Medium Designator below
R	Medium Designator	"Internet" is place in brackets after the title, as "[Internet]"; it may be combined with the Content Designator above, as "[electronic mail on the Internet]"
R	Connective Phrase	The words "Message to:" are used to connect the author and title of the message with the recipient of the message
R	Message Recipient	Name of the individual or organization receiving the message; names are given in natural word order, as "John C. Smith" or "MEDLARS Management Section, National

		Library of Medicine"; names appearing in non-roman alphabets are romanized
O	Recipient Affiliation	Department and name of the recipient's institution, followed by the city, state/country, and e-mail address may be given in parentheses, as "(Biohazards Testing Division, Sigma Corporation, Denver, CO. ljones@sigmacorp.com)"; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Leningrad State University"; English names are used for locations, as "Rome" for "Roma"; common words such as "Department" and "University" may be abbreviated, as "Dept." and "Univ."; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - <i>see</i> Appendix A)
R	Date of Publication	The date on which the message was sent, including the year, month, day, and time, as "1990 Feb 12, 3:05 pm" or "1990 Feb 12, 13:05"; English names are used for months; names of months may be abbreviated to the first 3 letters
O	Extent	The total length of the message may be given; this is usually expressed in terms of the number of screens, pages, or paragraphs; since the size of these varies with the font and equipment used, the number is placed in brackets, as "[about 2 screens]", "[about 54 lines]", "[about 5 paragraphs]"; if readily available, an unambiguous length may also be used, as "50 words"
O	Availability	If the message has been archived by the mail server, the access address of the archive may be provided in terms of the URL, telnet, or FTP address; the address is preceded by the phrase "Available from:"
O	Language	Language of the message may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others ( <i>see</i> Appendix C)
O	Notes	Additional information of interest to the user may be placed here, such as any background on the sender or reason for the message

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**Order of the elements of a citation, with punctuation, for Electronic Mail:**

Author of Message (Author Affiliation); Author of Message (Author Affiliation). Title of Message [Content Designator Medium Designator]. Message to: Message Recipient (Recipient Affiliation). Date of Publication [Date of Citation]. Extent. Availability. (Language). Notes.

**Application of this format, including recommended punctuation, is illustrated on the following pages.**

## EXAMPLES OF ELECTRONIC MAIL MESSAGES

**Note:** The examples that follow are taken from actual messages, but the names and addresses have been changed in most cases to preserve privacy.

### 1. Standard citation:

Harris, Pat. New Z39.50 resource [Internet]. Message to: Karen Patrias. 1998 Feb 27, 1:18 pm [cited 1998 Feb 28]. [about 2 screens].

#### - with optional initials for author

Harris P. New Z39.50 resource [Internet]. Message to: Karen Patrias. 1998 Feb 27, 1:18 pm [cited 1998 Feb 28]. [about 2 screens].

#### - with optional content designator

Harris, Pat. New Z39.50 resource [electronic mail on the Internet]. Message to: Karen Patrias. 1998 Feb 27, 1:18 pm [cited 1998 Feb 28]. [about 2 screens].

### 2. Author and recipient addresses included:

Burns, Edwin (Center for Toxicology and Environmental Health, Little Rock, AR, burnse@cteh.uams.edu). Availability of documents from 2,4-D study [Internet]. Message to: Margaret Brennan (Headquarters Library, Environmental Protection Agency, Washington, DC, mbrennan@lib.epa.gov). 2001 Mar 23, 1:34 pm [cited 2001 Mar 24]. [about 5 paragraphs].

### 3. Actual extent provided:

Zigler, Mary. New health education Web site [Internet]. Message to: Robert Carey. 1999 Aug 5, 3:56 pm [cited 1999 Aug 6]. 22 words.

### 4. Informational note included:

Conrad, Robert (Biology Department, University of Maryland, College Park, MD, robert.conrad@bio.umd.edu). Confirmation of test results [Internet]. Message to: Michael Zilensky (National Institute of Standards and Technology, Gaithersburg, MD). 2001 Jan 30, 14:45 [cited 2001 Jan 30]. [about 10 lines]. Test of biodegradable compound 2245.



## 6. Discussion Lists

Internet discussion lists use electronic mail to transmit messages from a sender to the members of the group or list. Discussion lists are called by a variety of names, including LISTSERVs, newsgroups, forums, or bulletin boards. In most cases it is necessary to subscribe to the list in order to send or receive messages and there may be some conditions, such as membership in a profession, to belong.

Like e-mail in general, a message from a discussion list is considered a form of personal communication and therefore is not often accepted by editors and others for inclusion in a reference list. Because all discussion lists do not employ a standard method of saving or archiving messages, it is highly recommended that any message being considered for future citation be saved to disk or in print.

<b>R/O</b>	<b>Elements</b> (in order of appearance)	<b>Format:</b>
R	Author of Message	Name of the individual initiating the mail message to the Discussion list; surname is given first, followed by first name and initials (the first name may be abbreviated to an initial); names appearing in non-roman alphabets are romanized
O	Author Affiliation	Department and name of the author's institution, followed by the city, state/country, and e-mail address may be given in parentheses, as "(Department of Psychology, University of Pittsburgh, Pittsburgh, PA. smitha@pitt.edu)"; names of organizations appearing in non-roman alphabets are romanized or names may be translated, as "Leningrad State University"; English names are used for locations, as "Rome" for "Roma"; common words such as "Department" and "University" may be abbreviated, as "Dept." and "Univ."; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - see Appendix A)
R	Title of Message	The subject line of the message; titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original with brackets surrounding it; capitalize only the first word and proper nouns (or other conventions of the particular language)
R	Connective Phrase	The word "In:" is used connect information about the message with details of the host system
R	Title of List	Name of discussion list; titles are given in their original language; those appearing in non-roman alphabets are romanized; a translation may follow the original, with brackets surrounding it; names of lists are reproduced as closely as possible to the way they appear on the screen, including any special characters or spellings or other non-standard typographic features, as "MEDLIB-L"

O	Content Designator	Words indicating the particular type of discussion list, such as LISTSERV, may be placed in brackets after the title, or the words "discussion list" may be used; these are combined with the Medium Designator below.
R	Medium Designator	"Internet" is placed in brackets after the title, as "[Internet]"; it may be combined with the Content Designator above, as "[discussion list on the Internet]"
R	Place of Publication	City from which the discussion list is issued; followed by the state or country if needed for clarification, as "Rome (NY)"; English names are used for locations, as "Vienna" for "Wien"; names of states/countries may be abbreviated according to accepted standards (ISO 3166 is recommended for countries - see Appendix A); if no place is found on the opening screen(s) but it can be reasonably inferred (e.g., Chicago (IL) as the place of a product of the American Medical Association), or it can be determined from some other source, the place name is given in brackets, as "[Chicago (IL)]"; note that the place of publication is rarely displayed with the message, but since subscription of some type is necessary for most discussion lists, the place should be known to the sender or recipient; if no place can be determined, the words "place unknown" are given in brackets
R	Publisher	The firm/organization, or individual responsible for the discussion list; names of individuals are given in natural word order, as "James Smith"; names of organizations/individuals appearing in non-roman alphabets are romanized or names of organizations may be translated, as "Mexican Academy of Surgery"; if a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, as "George Washington University, School of Medicine and Health Sciences"; common words as "University" may be abbreviated, as "Univ."; if the name of the individual or organization does not appear on the message from the list, but can be determined from some other source, the name is placed in brackets, as "[John A. Jones]" or "[University of Pittsburgh]"; names appearing in non-roman alphabets are romanized; note that the publisher name is rarely displayed with the message, but since subscription of some type is necessary for most discussion lists, the place should be known to the sender or recipient; if no place can be determined, the words "publisher unknown" are given in brackets
R	Date of Publication	The date on which the message was sent to the list, including the year, month, day, and time, as "1990 Feb 12, 3:05 pm" or "1990 Feb 12, 13:05"; English names are used for months; names of months may be abbreviated to the first 3 letters
O	Numeration of Message	If a unique number is assigned to the message by the list, this number may be given, as "Message No.: DGJA-1234-6766"



O	Extent of Message	The total length of the message may be given; this is usually expressed in terms of the number of screens, pages, or paragraphs; since the size of these varies with the font and equipment used, the number is placed in brackets, as "[about 2 screens]", "[about 54 lines]", "[about 5 paragraphs]"; if readily available, an unambiguous length may also be used, as "50 words"
R	Availability	The e-mail address by which the discussion list may be accessed should be given; this is preceded by the words "Available from:", as Available from: MEDLIB-L@LISTSERV.ACSU.BUFFALO.EDU; if the messages have been archived by the list owner, the access address of the archive may also be provided in terms of the URL, telnet, or FTP address
O	Language	Language of the message may be provided if other than English; indicated by the first 3 letters of the name except for Japanese (which is "Jpn") and a few others ( <i>see</i> Appendix C)
O	Notes	Background information of interest to the user may be placed here, such as the name and e-mail address of the Webmaster for the list

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**Order of the elements of a citation, with punctuation, for a Discussion List:**

Author of Message (Author Affiliation). Title of Message. In: Title of List [Content Designator Medium Designator]. Place of Publication: Publisher; Date of Publication [Date of Citation]. Numeration of Message. Extent. Availability. (Language). Notes.

**Application of this format, including recommended punctuation, is illustrated on the following pages.**

## EXAMPLES OF DISCUSSION LIST MESSAGES

**Note:** The examples that follow are taken from actual messages, but the names and addresses have been changed in most cases to preserve privacy.

### 1. Standard message:

Smith, John. WebMD. In: MEDLIB-L [Internet]. [Chicago (IL): Medical Library Association]; 1998 Feb 23, 10:27am [cited 1998 Feb 24]. [about 5 paragraphs]. Available from: MEDLIB-L@LISTSERV.ACSU.BUFFALO.EDU

#### - with optional initials for author

Smith J. WebMD. In: MEDLIB-L [Internet]. [Chicago (IL): Medical Library Association]; 1998 Feb 23, 10:27am [cited 1998 Feb 24]. [about 5 paragraphs]. Available from: MEDLIB-L@LISTSERV.ACSU.BUFFALO.EDU

#### - with optional content designator

Smith, John . WebMD. In: MEDLIB-L [discussion list on the Internet]. [Chicago (IL): Medical Library Association]; 1998 Feb 23, 10:27am [cited 1998 Feb 24]. [about 5 paragraphs]. Available from: MEDLIB-L@LISTSERV.ACSU.BUFFALO.EDU

### 2. Author address provided:

Manis, David (National Institute for Dental and Craniofacial Research, Bethesda, MD. ManisD@od42.nidr.nih.gov). Food nutrition labels. In: NIFL-HEALTH [Internet]. [Washington: National Institute for Literacy]; 1999 Dec 23, 10:24:37 [cited 1999 Dec 30]. [about 7 lines]. Available from: nifl-health@literacy.nifl.gov

Brown, Christine (RSNA Technical Assistance Project, Arlington, VA. CBrown@rsna.org). North Carolina Website. In: DIGITALDIVIDE [Internet]. [Washington: Benton Foundation]; 2001 Jan 17, 6:14 pm [cited 2001 Jan 18]. [about 3 paragraphs]. Available from: digitaldivide@list.benton.org

Conrad, Jane (Iowa State University, Ames, IA. jane.conrad@lib.iastate.edu). Eclectic librarian. In: INTERCAT [Internet]. [Dublin (OH): OCLC Online Computer Library Center, Inc.]; 2001 Jan 14, 2:06 pm [cited 2001 Jan 16]. [about 2 p.]. Available from: INTERCAT@OCLC.ORG

### 3. List with archive:

Rooyer, Laura (State University of New York, Albany. lrooyer@suny.net). Routing BRM. In: DOCLINE-L [Internet]. [Bethesda (MD)]; National Library of Medicine (US); 2001 Apr 2, 21:17:35 [cited 2001 Apr 2]. [about 2 paragraphs]. Available from: DOCLINE-L@LIST.NIH.GOV Archives available from: <http://list.nih.gov/archives/docline-l.html>

## **APPENDIX A**

### **List of Sources Consulted:**

- American national standard for bibliographic references. New York: American National Standards Institute; 1977. (ANSI Z39.29-1977).
- Codes for the representation of names of countries and their subdivisions – Part 1: Country codes. Geneva: International Organization for Standardization; 1997. (ISO 3166-1:1997).
- Documentation - bibliographic references - content, form and structure. Geneva: International Organization for Standardization; 1987. (ISO 690:1987).
- Documentation - bibliographic references - Part 2: Electronic documents or parts thereof. Geneva: International Organization for Standardization; 1997. (ISO 690-2:1997).
- Information and documentation – Bibliographic description and references – Rules for the abbreviation of bibliographic terms. Geneva: International Organization for Standardization; 1994. (ISO 832:1994).
- Information and documentation -- Rules for the abbreviation of title words and titles of publications. Geneva: International Organization for Standardization; 1997. (ISO 4:1997).
- List of journals indexed in Index Medicus. Bethesda (MD): National Library of Medicine (US); 2001. (NIH publication; 01-267). Available from: U.S. Government Printing Office, Washington, DC; HE 20.3612/4. Re-issued annually. Expanded version called “List of Serials Indexed for Online Users, 2000” available from: <http://www.nlm.nih.gov/tsd/serials/lsiou.html>
- MEDLARS indexing manual. Bethesda (MD): National Library of Medicine (US), Bibliographic Services Division, Index Section; 1984. Revised annually.



## APPENDIX B

### Commonly Abbreviated English Words: Part 1. In Journal Titles

Words that are not abbreviated are indicated by "n.a." in this list.

**Note:** Journal titles consisting of a single word are never abbreviated.

#### A

Abdominal = Abdom  
Abstracts = Abstr  
Academic = Acad  
Academy = Acad  
Acids = n.a.  
Accident(s) = Accid  
Accounts = Acc  
Action = n.a.  
Addiction(s) = Addict  
Addictive = Addict  
Adhesion = Adhes  
Adhesive = Adhes  
Administration = Adm  
Adolescent = Adolesc  
Advancement = Adv  
Advance(s) = Adv  
Adverse = n.a.  
Affairs = Aff  
African = Afr  
Agents = n.a.  
Aging = n.a.  
Agricultural = Agric  
Alabama = Ala  
Alaska = Alsk  
Allergology = Allergol  
Allergy = n.a.  
Alternative = Altern  
Altitude = Alt  
Alzheimer's = Alzheimers  
Ambulatory = Ambul  
American = Am  
Amino = n.a.  
Amyotrophic = Amyotroph  
Analysis = Anal  
Analytical = Anal  
Anatomic = Anat  
Anatomy = Anat  
Andrology = Androl  
Anesthesia = Anesth  
Animal(s) = Anim  
Ankle = n.a.  
Annals = Ann

Annual = Annu  
Antibiotic(s) = Antibiot  
Antimicrobial = Antimicrob  
Antioxidants = Antioxid  
Antiviral = Antivir  
Apheresis = Apher  
Applied = Appl  
Archives = Arch  
Arizona = Ariz  
Arkansas = Ark  
Artery = n.a.  
Arthritis = n.a.  
Arthroscopy = Arthrosc  
Artificial = Artif  
Asian = n.a.  
Assessment = Assess  
Assisted = Assist  
Association = Assoc  
Assurance = Assur  
Atherosclerosis = Atheroscler  
Atlas = n.a.  
Audiology = Audiol  
Australia(n) = Aust  
Author = n.a.  
Autonomic = Auton  
Aware = n.a.

#### B

Bacteriology = Bacteriol  
Basic = n.a.  
Behavior(al) = Behav  
Benchmarks = n.a.  
Biochemical = Biochem  
Bioconjugate = Bioconjug  
Bioelectronics = Bioelectron  
Bioengineering = Bioeng  
Bioethics = Bioeth  
Biography = Biogr  
Bioinformatics = Bioinform  
Biological = Biol  
Biology = Biol  
Biomarkers = n.a.  
Biomechanics = Biomech

Biomedical = Biomed  
Biomedicine = Biomed  
Biomolecular = Biomol  
Binocular = Binocul  
Bioorganic = Bioorg  
Biopharmaceutical(s) = Biopharm  
Biophysics = Biophys  
Bipolar = n.a.  
Bioresource = Bioresour  
Bioscience = Biosci  
Biosensors = Biosens  
Biosphere = Biosph  
Biostatistics = Biostat  
Biotechnic = Biotech  
Biotechnology = Biotechnol  
Biotherapy = Biother  
Blood = n.a.  
Bowel = n.a.  
Brain = n.a.  
Brazilian = Braz  
Breast = n.a.  
Brief = n.a.  
Briefing(s) = Brief  
British = Br  
Bulletin = Bull

## C

California = Calif  
Canada = Can  
Canadian = Can  
Cancer = n.a.  
Capillary = n.a.  
Capitation = n.a.  
Carbohydrate = Carbohydr  
Cardiac = Card  
Cardiology = Cardiol  
Cardiothoracic = Cardiothorac  
Cardiovascular = Cardiovasc  
Care = n.a.  
Cartilage = n.a.  
Causes = n.a.  
Cell(s) = n.a.  
Cellular = Cell  
Center = Cent  
Cerebral = Cereb  
Cerebrovascular = Cerebrovasc  
Change = n.a.  
Channels = n.a.  
Chemistry = Chem  
Chemotherapy = Chemother  
Children = Child  
Chinese = Chin  
Chromosome = n.a.

Chronicle(s) = Chron  
Circulation = Circ  
Clinical = Clin  
Clinics = Clin  
Club = n.a.  
Coagulation = Coagul  
Cognition = Cogn  
Cognitive = Cogn  
College = Coll  
Colorado = Colo  
Combinatorial = Comb  
Communicable = Commun  
Communication = Commun  
Community = n.a.  
Comparative = Comp  
Complementary = Complement  
Complications = n.a.  
Computation = Comput  
Computer = Comput  
Computing = Comput  
Computerized = Comput  
Conference = Conf  
Connecticut = Conn  
Connection = Connect  
Consciousness = Conscious  
Contact = n.a.  
Continuing = Contin  
Contamination = Contam  
Contemporary = Contemp  
Contraceptive = Contracept  
Contribution(s) = Contrib  
Control = n.a.  
Coronary = Coron  
Cortex = n.a.  
Cosmetic = Cosmet  
Council = Counc  
Counseling = Couns  
Craniofacial = Craniofac  
Craniomaxillofacial = Craniomaxillofac  
Creative = Creat  
Critical = Crit  
Croatian = Croat  
Crystallography = Crystallogr  
Cutaneous = Cutan  
Cultural = Cult  
Current = Curr  
Cycle = n.a.  
Cytokine = n.a.

## D

Data = n.a.  
Death = n.a.  
Decision(s) = Decis

Delaware = Del  
Delivery = Deliv  
Dementias = Demen  
Demographic(s) = Demogr  
Demography = Demogr  
Densitometry = Densitom  
Dermatitis = Dermat  
Dermatological = Dermatol  
Dermatology = Dermatol  
Design = Des  
Development(s) = Dev  
Developmental = Dev  
Diabetes = n.a.  
Diabetologica = Diabetol  
Diagnosis = Diagn  
Diagnostic = Diagn  
Dialog = n.a.  
Dialysis = Dial  
Dietetic = Diet  
Dietitian(s) = Dietit  
Differentiation = Differ  
Digest = Dig  
Digestive = Dig  
Direction(s) = Dir  
Disability = Disabil  
Discussions = Discuss  
Discovery = Discov  
Disease(s) = Dis  
Disorder(s) = Disord  
Diversity = Divers  
Domestic = Domest  
Down's = Downs  
Drug(s) = n.a.  
Dynamics = Dyn  
Dysfunction = Dysfunct  
Dysmorphology = Dymorphol

## **E**

East = n.a.  
Eastern = East  
Eating = Eat  
Ecology = Ecol  
Economics = Econ  
Editor = Ed  
Education = Educ  
Educational = Educ  
Effective = Eff  
Egyptian = Egypt  
Elbow = n.a.  
Electrocardiology = Electrocardiol  
Electromyography = Electromyogr  
Electron = n.a.  
Electrophysiology = Electrophysiol

Electrophoresis = Electrophor  
Embryology = Embryol  
Emergency = Emerg  
Endocrine = Endocr  
Endocrinology = Endocrinol  
Endodontic = Endod  
Endoscopy = Endosc  
Endotoxin = n.a.  
Engineering = Eng  
Entomology = Entomol  
Environment(al) = Environ  
Epidemiology = Epidemiol  
Epileptic = n.a.  
Ergonomics = Ergon  
European = Eur  
Ethics = n.a.  
Ethnicity = Ethn  
Eukaryotic = Eukaryot  
Evaluation = Eval  
Evidence = Evid  
Evidence-based = Evid Based  
Evolution = Evol  
Excellence = Excell  
Exercise = Exerc  
Exotic = Exot  
Expectations = Expect  
Experimental = Exp  
Expert = n.a.  
Expression = Expr  
Exposure = Expo

## **F**

Facial = n.a.  
Facilities = Facil  
Faculty = Fac  
Failure = Fail  
Family = Fam  
Federal = Fed  
Federation = Fed  
Fertility = Fertil  
Fetal = n.a.  
Fibrinolysis = n.a.  
Financing = Financ  
Floor = n.a.  
Florida = Fla  
Food = n.a.  
Formosan = Formos  
Forum = n.a.  
Foundation = Found  
French = Fr  
Frontiers = Front  
Function = Funct  
Fundamental = Fundam

Future = n.a.

## G

Gait = n.a.

Gastroenterology = Gastroenterol

Gastrointestinal = Gastrointest

Gazette = Gaz

Gender = Gend

Gene = n.a.

General = Gen

Genetics = Genet

Genome = n.a.

Genomics = n.a.

Georgia = Ga

Geriatric(s) = Geriatr

German = Ger

Gerontology = Gerontol

Glaucoma = n.a.

Gravitational = Gravit

Growth = n.a.

Guide = n.a.

Guideline = Guidel

Gynaecology = Gynaecol

Gynecology = Gynecol

## H

Haematology = Haematol

Hand = n.a.

Harvard = Harv

Hawaii = n.a.

Hazardous = Hazard

Health = n.a.

Healthcare = Healthc

Heart = n.a.

Hematology = Hematol

Hemorheology = Hemorheol

Hemostasis = Hemost

Hepatitis = Hepat

Hepatology = Hepatol

Heredity = Hered

Histochemistry = Histochem

History = Hist

Holistic = Holist

Hormone = Horm

Hospice = Hosp

Hospital = Hosp

Hotline = n.a.

Human = Hum

Hygiene = Hyg

Hyperbaric = Hyperb

Hypertension = Hypertens

## I

Idaho = Ida

Illinois = Ill

Imaging = n.a.

Immunity = Immun

Immunogenetics = Immunogenet

Immunohistochemistry = Immunohistochem

Immunology = Immunol

Implant(s) = n.a.

Implantology = Implantol

Incorporating = Inc

Indiana = n.a.

Indoor = n.a.

Industrial = Ind

Infection = Infect

Infectious = Infect

Inflammation = Inflamm

Inflammatory = Inflamm

Informatics = Inform

Information = Inf

Initiative = Initiat

Injury = Inj

Inorganic = Inorg

Inquiry = Inq

Insect = n.a.

Institute = Inst

Integrative = Integr

Intellectual = Intellect

Intelligent = Intell

Intensive = n.a.

Interdisciplinary = Interdiscip

Internal = Intern

International = Int

Internet = n.a.

Interventional = Interv

Invertebrate = Invert

Investigation(s) = Investig

Investigational = Investig

In vitro = In Vitr

Iowa = n.a.

Island(er) = Isl

Isotopes = n.a.

Israel = Isr

Issue(s) = n.a.

## J

Japanese = Jpn

Joint = Jt

Journal = J

## K

Kansas = Kans

Kentucky = Ky

Kinesiology = Kinesiolog



Kinetics = Kinet

## L

Laboratory = Lab  
Laparoscopic = Laparosc  
Laparoscopy = Laparosc  
Laryngology = Laryngol  
Laser = n.a.  
Lateral = n.a.  
Latinoamerican = Latinoam  
Leadership = Leadersh  
Learning = Learn  
Legal = Leg  
Legislation = Legis  
Letter(s) = Lett  
Leukocyte = Leukoc  
Library = Lib  
Life = n.a.  
Lifelines = n.a.  
Lifetime = n.a.  
Lipidology = Lipidol  
Literature = Lit  
Liver = n.a.  
Living = n.a.  
Louisiana = La

## M

Magnetic = Magn  
Maine = n.a.  
Maltreatment = Maltreat  
Mammalian = Mamm  
Mammary = n.a.  
Managed = Manag  
Management = Manag  
Manual = Man  
Mapping = Mapp  
Marrow = n.a.  
Maryland = Md  
Mass = n.a.  
Massachusetts = Mass  
Materials = Mater  
Maternal = Matern  
Matters = n.a.  
Maxillofacial = Maxillofac  
Measurement = Meas  
Mechanisms = Mech  
Mediators = n.a.  
Medica = Med  
Medical = Med  
Medicare = n.a.  
Medicinal = Med  
Medicine = Med  
Mediterranean = Mediterr

Meeting = Meet  
Melanoma = n.a.  
Membrane = Membr  
Memory = Mem  
Men's = Mens  
Mental = Ment  
Metabolic = Metab  
Methods = n.a.  
Michigan = Mich  
Microbiology = Microbiol  
Microcirculation = Microcirc  
Microscopy = Microsc  
Midwifery = n.a.  
Military = Milit  
Minnesota = Minn  
Minority = Minor  
Mississippi = Miss  
Missouri = Mo  
Modern = Mod  
Molecular = Mol  
Molecules = Mol  
Monitoring = Monit  
Monograph = Monogr  
Montana = Mont  
Morphology = Morphol  
Mother = n.a.  
Motility = Motil  
Motor = n.a.  
Movement = Move  
Multiple = Mult  
Muscle = n.a.  
Musculoskeletal = Musculoskelet

## N

Nation(s) = n.a.  
National = Natl  
Natural = Nat  
Nature = Nat  
Nebraska = Nebr  
Neonatology = Neonatal  
Neoplasia = n.a.  
Nephrology = Nephrol  
Network = Netw  
Neural = n.a.  
Neurobiology = Neurobiol  
Neuroimaging = n.a.  
Neurologic = Neurol  
Neurology = Neurol  
Neurootology = Neurootol  
Neuropathology = Neuropathol  
Neuropsychology = Neuropsychol  
Neuropsychopharmacology =  
Neuropsychopharmacol

Neurorehabilitation = Neurorehabil  
Neuroscience = Neurosci  
Neurosurgery = Neurosurg  
Neurosurgical = Neurosurg  
Neurovirology = Neurovirol  
Nevada = Nev  
New = n.a.  
New Hampshire = N H  
New Jersey = N J  
New Mexico = N M  
New York = N Y  
New Zealand = N Z  
News = n.a.  
Newsletter = NewsL  
Nicotine = n.a.  
Nigerian = Niger  
Noninvasive = n.a.  
North = n.a.  
North America = North Am  
North Carolina = N C  
North Dakota = N D  
Northern = North  
Notes = n.a.  
Nuclear = Nucl  
Nucleic = n.a.  
Nurse = n.a.  
Nursing = Nurs  
Nutrition(al) = Nutr

## **O**

Obesity = Obes  
Obstetric = Obstet  
Occasional = Occas  
Occupation(al) = Occup  
Ocular = Ocul  
Office = Off  
Official = Off  
Ohio = n.a.  
Oklahoma = Okla  
Oncology = Oncol  
Operational = Oper  
Operative = Oper  
Ophthalmic = n.a.  
Ophthalmology = Ophthalmol  
Opinion = Opin  
Optics = Opt  
Options = n.a.  
Optometry = Optom  
Oral = n.a.  
Oregon = Or  
Organic = Org  
Organization = Organ  
Orthodontic(s) = Orthod

Osteoarthritis = n.a.  
Osteoporosis = Osteoporos  
Orthopedic = Orthop  
Otolaryngology = Otolaryngol  
Otorhinolaryngology = Otorhinolaryngol  
Outcome(s) = n.a.  
Outlook = n.a.

## **P**

Pacific = Pac  
Palate = n.a.  
Palliative = Palliat  
Pancreatic = Pancreat  
Papers = Pap  
Parasitology = Parasitol  
Pathology = Pathol  
Patient = n.a.  
Paediatrica = Paediatr  
Pediatric = Pediatr  
Pelvic = n.a.  
Pennsylvania = Pa  
People = n.a.  
Peptide = Pept  
Performance = Perform  
Periodontal = n.a.  
Periodontology = Periodontol  
Perioperative = Perioper  
Peripheral = Peripher  
Perspectives = Perspect  
Pest = n.a.  
Pharmaceutical = Pharm  
Pharmacy = Pharm  
Pharmacoepidemiology = Pharmacoepidemiol  
Pharmacology = Pharmacol  
Pharmacotherapy = Pharmacother  
Philanthropy = Philanthr  
Phylogenetics = Phylogenet  
Philosophy = Philos  
Photodermatology = Photodermatol  
Photoimmunology = Photoimmunol  
Photomedicine = Photomed  
Physical = Phys  
Physician = n.a.  
Physics = Phys  
Physiological = Physiol  
Physiology = Physiol  
Physiotherapy = Physiother  
Place = n.a.  
Planning = Plann  
Plant = n.a.  
Plasmas = n.a.  
Plastic = Plast  
Policy = n.a.

Pollution = Pollut  
Poor = n.a.  
Population = Popul  
Positive = Posit  
Postgraduate = Postgrad  
Posture = n.a.  
Practice = Pract  
Practitioner(s) = Pract  
Pregnancy = n.a.  
Prehospital = Prehosp  
Pressure = Press  
Prevention = Prev  
Preventive = Prev  
Previews = n.a.  
Primary = Prim  
Problems = Probl  
Proceedings = Proc  
Profession(al) = Prof  
Programs = n.a.  
Progress = Prog  
Proliferation = Prolif  
Promotion = Promot  
Prosthodontics = Prosthodont  
Protein = n.a.  
Protocol(s) = Protoc  
Provider = Provid  
Psychiatric = Psychiatr  
Psychiatry = n.a.  
Psychologist = Psychol  
Psychology = Psychol  
Psychonomic = Psychon  
Psychopharmacology = Psychopharmacol  
Public = n.a.  
Publication = Publ  
Puerto Rico = P R  
Pulmonary = Pulm  
Purification = Purif

## Q

Qualitative = Qual  
Quality = Qual  
Quarterly = Q

## R

Radiation = Radiat  
Radiology = Radiol  
Radiopharmaceuticals = Radiopharm  
Radiotherapy = Radiother  
Reaction(s) = React  
Reader = Read  
Receptors = n.a.  
Reconstructive = Reconstr  
Record = Rec

Redox = n.a.  
Regeneration = Regen  
Register = Regist  
Regulation(s) = Regul  
Rehabilitation = Rehabil  
Related = Relat  
Renal = Ren  
Repair = n.a.  
Replacement = Replace  
Report(s) = Rep  
Reproduction = Reprod  
Reproductive = Reprod  
Research(er) = Res  
Resistance = Resist  
Resonance = Reson  
Respiratory = Respir  
Resume = n.a.  
Retardation = Retard  
Retinal = Retin  
Review(s) = Rev  
Rheumatic = Rheum  
Rheumatism = Rheum  
Rheumatology = Rheumatol  
Rhode Island = R I  
Rights = n.a.  
Risk = n.a.  
Romanian = Rom  
Roumanian = Roum  
Royal = n.a.  
Rural = n.a.

## S

Safety = Saf  
Scandinavian = Scand  
School = Sch  
Science(s) = Sci  
Sclerosis = Scler  
Screening = Screen  
Seminar(s) = Semin  
Sequence = Seq  
Series = Ser  
Service(s) = Serv  
Sex = n.a.  
Sexual = Sex  
Shoulder = n.a.  
Signalling = Signal  
Skin = n.a.  
Sleep = n.a.  
Smooth = n.a.  
Social = Soc  
Society = Soc  
Sociology = Sociol  
Solid = n.a.

South = n.a.  
South Africa = S Afr  
South Carolina = S C  
South Dakota = S D  
Southern = South  
Space = n.a.  
Special = Spec  
Specific = Specif  
Spectrometry = Spectrom  
Spectrum = Spectr  
Spine = n.a.  
Sport(s) = n.a.  
Standard(s) = Stand  
State(s) = n.a.  
Statistical = Stat  
Statistics = Stat  
Stem = n.a.  
Steroid = n.a.  
Strabismus = n.a.  
Strategies = Strateg  
Stress = n.a.  
Structure(al) = Struct  
Studies = Stud  
Study = n.a.  
Substances = Subst  
Supplement = Suppl  
Support = n.a.  
Supportive = Support  
Surgery = Surg  
Surgical = Surg  
Surveillance = Surveill  
Survey = Surv  
Swiss = n.a.  
Symposium = Symp  
Syndrome = Syndr  
System(s) = Syst  
Systematic = Syst

## T

Targeting = Target  
Targets = n.a.  
Technical = Tech  
Technique = Tech  
Technology = Technol  
Telecare = n.a.  
Telehealth = n.a.  
Telemedicine = Telemed  
Tennessee = Tenn  
Testing = Test  
Texas = Tex  
Therapeutic(s) = Ther  
Theoretical = Theor  
Therapeutic = Ther

Therapy = Ther  
Thoracic = Thorac  
Thrombolysis = n.a.  
Thrombosis = Thromb  
Tinnitus = n.a.  
Tissue = n.a.  
Tobacco = Tob  
Today = n.a.  
Tomorrow = n.a.  
Topics = Top  
Toxic = Tox  
Toxicological = Toxicol  
Toxicology = Toxicol  
Toxin(s) = n.a.  
Training = Train  
Transactions = Trans  
Transfusion = Transfus  
Transgenic = n.a.  
Transition = Transit  
Transplant = Transpl  
Transplantation = Transplant  
Trauma = n.a.  
Traumatology = Traumatol  
Travel = n.a.  
Treatment = Treat  
Trends = n.a.  
Tropical = Trop  
Tubercuolsis = Tuberc  
Tumor = n.a.  
Twin = n.a.

## U

Ultrasonic(s) = Ultrason  
Ultrasound = n.a.  
Ultrastructure = Ultrastruct  
Undersea = n.a.  
Underserved = n.a.  
University = Univ  
Update = n.a.  
Urogynecology = Urogynecol  
Urological = Urol  
Urology = Urol  
Utah = n.a.

## V

Valve = n.a.  
Vascular = Vasc  
Vector = n.a.  
Venereology = Venereol  
Vermont = Vt  
Vestibular = Vestib  
Veterinary = Vet  
Viability = n.a.

Virginia = Va  
Virology = Virol  
Vision = Vis

## **W**

Washington = Wash  
Watch = n.a.  
Water = n.a.  
Weight = n.a.  
West = n.a.  
West Virginia = W V  
Western = West  
Wilderness = n.a.  
Wisconsin = Wis  
Women's = Womens  
Workshop = n.a.  
World = n.a.  
Wound = n.a.  
Wyoming = Wyo

## **Y**

Young = n.a.

## **Z**

Zoology = Zool

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\* Source: ISO 4



## APPENDIX B

### Commonly Abbreviated English Words: Part 2. In Bibliographic Description

abridged = abr.  
abstract = abstr.  
academy = acad.  
adaptation = adapt.  
American = Amer.  
and others = et al.  
annotation = annot.  
annual = annu.  
association = assoc.  
augmented = augm.  
authorized = authoriz.

biannual = biannu.  
bibliography = bibliogr.  
bimonthly = bimonth.  
biography = biogr.  
brochure = broch.  
bulletin = bull.

catalog = cat.  
centimeter = cm.  
chapter = chap.  
commission = commiss.  
company = co.  
compiler = comp.  
conference = conf.  
column = col.  
corporation = corp.

department = dept.  
diagram = diagr.  
dictionary = dict.  
director = dir.  
directory = dir.  
dissertation = diss.  
distribution = dist.  
division = div.  
Doctor = Dr.  
document = doc.

edition = ed.  
editor = ed.  
encyclopedia = encycl.  
English = Engl.  
enlarged = enl.  
European = Europ.  
executive = exec.

explanation = expl.  
extract = extr.

facsimile = facs.  
faculty = fac.  
figure = fig.  
foundation = found.  
frontispiece = front.

gazette = gaz.  
government = gov.

handbook = handb.

illustration = ill.  
illustrator = ill.  
impression = impr.  
inch = in.  
inclusive = incl.  
incomplete = incompl.

index = ind.  
information = inform.  
institute = inst.  
international = intern.  
introduction = introd.  
invariable = invar.

laboratory = lab.  
library = libr.  
literature = lit.

manual = man.  
manuscript = ms.  
meeting = meet.  
microfiche = mfiche.  
microfilm = mf.  
millimeter = mm.  
miscellaneous = misc.  
modified = mod.  
monograph = monogr.  
monthly = month.

national = nat.  
new series = n.s.  
newspaper = newsp.  
notice = not.

number = no.

observation = observ.  
original = orig.

page = p.  
pamphlet = pamph.  
paperback = pbk.  
part = pt.  
periodical = period.  
photography = phot.  
picture = pict.  
portrait = portr.  
posthumous = posth.  
preface = pref.  
preliminary = prelim.  
preparation = prep  
preprint = prepr.  
printed = print.  
proceedings = proc.  
professor = prof.  
program = progr.  
pseudonym = pseud.  
publication = publ.  
publisher = publ.

quarterly = quart.

reference = ref.  
reprint = repr.  
reproduction = reprod.  
responsible = resp.  
revised = rev.

scientific = sci.  
section = sect.  
separate = sep.  
series = ser.  
session = sess.  
society = soc.  
special = spec.  
successor = success.  
summary = summ.  
supplement = suppl.  
symposium = symp.

table = tab.  
translation = transl.  
translator = transl.  
transliteration = translit.

university = univ.

volume = vol.

year = y.  
yearbook = yb.



## **APPENDIX C**

### **Languages Which Are Not Abbreviated By The First Three Letters Of The Name:**

BAQ = Basque

CAI = Central American Indian

ENM = Middle English

GRC = Ancient Greek

JPN = Japanese

LAV = Latvian

MLA = Malagasy

NAI = North American Indian

ROH = Rhaeto-Romance

RUM = Romanian

SCC = Serbo-Croatian (Cyrillic)

SCR = Serbo-Croatian (Roman)

SNH = Singhalese

