

Literature Cited

Alphabetizing the "Literature Cited" section:

- Single-author citations come before multiple-author citations that begin with the same name.

Foster, D.R. 1992.
Foster, D.R.; Boose, E.R. 1988.

- If author or authors of several entries are identical, arrange the citations chronologically.

Ward, D.E.; Hardy, C.C. 1986.
Ward, D.E.; Hardy, C.C. 1989.

- If author(s) and year are identical for two or more entries, arrange alphabetically by the first letter in the title and add a lower-case letter to the year. "In press" items are listed after items that show a year of publication.

Agee, J.K. 1991a. Evaluation of catastrophic....
Agee, J.K. 1991b. Fire history of....

Forman, R.T.T. 1995a. Land mosaics....
Forman, R.T.T. 1995b. Some general....
Forman, R.T.T. 2000.
Forman, R.T.T. [In press].

- Citations by the same senior author with different coauthors are alphabetized by the last names of the junior authors.

Cochran, P.H.; Barrett, J.W. 1993.
Cochran, P.H.; Barrett, J.W. 1998.
Cochran, P.H.; Dahms, W.G. 1998.
Cochran, P.H.; Geist, J.M.; Clemens, D.L. [and others]. 1994.
Cochran, P.H.; Seidel, K.W. 1999.

- If senior authors' last names are the same but junior authors' names differ and the year of publication is the same for all citations, the lower-case letter is added to the year to distinguish them in the text.

Miller, J.A.; Anderson, A.B.; Franks, M.B. 1995a.
Miller, J.A.; Smith, W.A.; Williams, A. 1995b.
Miller, R.A.; Franks, M.B.; Mitchell, S.J. 1995c.

- Watch for tricky initials.

Knight, R.L.; Gutzwiller, K.J., eds. 1995.
Knight, R.R.; Blanchard, B.M.; Eberhardt, L.L. 1988.
Mattson, D.J.; Herrero, S.; Wright, G.; Pease, C.M. 1996a.
Mattson, D.J.; Herrero, S.; Wright, R.G.; Pease, C.M. 1996b.

Text references:

- References in the text are alphabetical, not chronological, when shown parenthetically.
- Note punctuation for various situations; items are separated by commas unless there are internal commas, and then a semicolon is used (see Forman, Cochran, and USDA lines below).
- Note lower case for "n.d." and "in press" in text references (see Forman and Cochran lines below).

- “And others” items are given after two-author items (Neary line, below).

(Foster 1992, Foster and Boose 1988)
 (Ward and Hardy 1986, 1989)
 (Forman 2000; Ward and Hardy 1986, 1989; McGauhey, n.d.)
 (Cochran and Barrett 1993; Cochran and Dahms 1998; Forman, in press)
 (Edson and others 1998, Huff and Brown 1998, NEPA 1969)
 (USDA FS 1991; van Hees 1995a, 1995b)
 (Neary and Swift 1987, Neary and others 1986) or (Neary and Swift 1987, Neary et al. 1986)

- Specific page numbers can be included in the text reference, but total page numbers are used in citations.
 (Smith 1980: 23)

Basics of constructing a literature citation:

- All material for a citation is taken from the cover and title page of the original document being cited.
- Use initials for given names of authors.
- You may choose to use all authors of multi-author works, or use “[and others]” or “[et al.]” following the third author for any paper having five or more authors. Be consistent throughout paper. There is no punctuation before the opening bracket and a period goes outside the closing bracket. If other Latin is used in your paper (e.g., i.e., etc.), then use “[et al.]” in place of “[and others].”
- Use “Anonymous” only as a last resort; if the publisher is known, use that as the author. Anonymous references go at the start of the “Literature Cited” section and in chronological order if more than one.
- Capitalize only the first word and proper nouns in titles of publications or papers. If you wonder if something should be capped, it probably shouldn’t. The trend in English is to less capitalization.
- If in the title on the original document changes of font were used to indicate a subtitle, use a colon or dash (in that order of preference) to show those differences in your citation.
- Use two-letter postal codes for states, the District of Columbia, and Canadian provinces.
- Spell out names of all countries except the old U.S.S.R.
- Major cities that cannot be confused do not require postal codes or country names; e.g., Amsterdam or San Francisco. But to distinguish which Moscow, either “ID” or “Russia” must be given.
- Use brackets [] in a citation to show supplied information; i.e., a piece of information not shown on the cover or title page, but you know it and have added it to help the reader.
- If a piece of information is unknown, that must be documented in the citation within brackets.

Typing the “Literature Cited” section:

- Flush left, ragged right. (The hanging indent style will be added at layout.)
- **Bold** the authors and date.
- One (1) extra return to separate citations.
- Punctuation goes outside parentheses and brackets.
- One (1) space after any punctuation mark.
- No spaces in abbreviations that include periods; e.g., U.S.C., U.S. Department of Agriculture.
- All hard copy submitted to CAP printed on one side only of the paper and with **a full double-space**.

Frequently used and simple citations

Journal (text reference: Mills and others 1998 or Mills et al. 1998)

Mills., T.J.; Everest, F.J.; Janik, P. [and others]. 1998. Science-management collaboration: lessons from the revision of the Tongass National Forest plan. *Western Journal of Applied Forestry*. 13(3): 90-96.

Proceedings, entire (text reference: Leavengood and Swan 1998)

Leavengood, S.; Swan, L., eds. 1998. Proceedings, western juniper forum '97. Gen. Tech. Rep. PNW-GTR-432. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station. 97 p. **2**

Proceedings, paper in (text reference: Bates 1998)

Bates, J. 1998. Small mammal and bird inventories. In: Leavengood, S.; Swan, L., eds. Proceedings, western juniper forum '97. Gen. Tech. Rep. PNW-GTR-432. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station: 29-30. **3**

Station publication (text reference: Franklin and Dyrness 1973, Sohngen and Haynes 1994)

Franklin, J.F.; Dyrness, T.C. 1973. Natural vegetation of Oregon and Washington. Gen. Tech. Rep. PNW-8. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Forest and Range Experiment Station. 417 p. **4**

Sohngen, B.L.; Haynes, R.W. 1994. The "great" price spike of '93: an analysis of lumber and stumpage prices in the Pacific Northwest. Res. Pap. PNW-RP-476. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station. 20 p. **5**

FEMAT report (text reference: FEMAT 1993)

Forest Ecosystem Management Assessment Team [FEMAT]. 1993. Forest ecosystem management: an ecological, economic, and social assessment. Portland, OR: U.S. Department of Agriculture; U.S. Department of the Interior [and others]. [Irregular pagination]. **6**

- The correct name is Department of the Interior.

ROD and standards and guidelines (also example of **corporate author**; text reference: USDA and USDI 1994)

U.S. Department of Agriculture, Forest Service; U.S. Department of the Interior, Bureau of Land Management. 1994. Record of decision for amendments to Forest Service and Bureau of Land Management planning documents within the range of the northern spotted owl. [Place of publication unknown]. 74 p. [plus attachment A: standards and guidelines]. **7**

SAS (text reference: SAS 2000)

SAS Institute. 2000. The SAS system: SAS OnlineDoc®, Version 8, HTML format [CD-ROM]. Cary, NC. **8**

Other citations

Abstract

Mailly, D.; Kimmins, J.P.; Busing, R.T. 1999. Disturbance and succession in a coniferous forest of northwestern North America: simulations with Dryades, a spatial gap model [Abstract]. In: International Society for Ecological Modeling: 1999 annual meeting, North America chapter. [Denmark]: [International Society for Ecological Modeling]: 24. **9**

- “Abstract” is a “medium designator.” It goes in brackets at the end of the title and before the period. Other medium designators include “Brochure,” “Leaflet,” “Map,” “Poster,” and “Note.”
- “1999” is included because it is part of the title.
- Country where publication took place is known and supplied (it apparently isn’t on the cover or title page so it’s in brackets). We still don’t know the city, but adding “[City of publication unknown]” is not necessary.
- See also “Proceedings,” below.
- Text reference: Maily and others 1999 **or** Maily et al. 1999.

Book (See also “Edition” and “Multipart Work.”)

Bilby, R.E.; Bisson, P.A. 1998. Function and distribution of large woody debris. In: Kantor, S., ed. River ecology and management: lessons from the Pacific coastal ecoregion. Washington, DC: Springer-Verlag: 324-346. Chapter 13. 10

- Item is in a book with an editor.
- Title and subtitle are separated by a colon. No capital letter after the colon unless the first word is a proper noun or begins a question. See also items 43 and 80.
- “DC,” without periods, is a postal code.
- Inclusive page numbers are given because only part of the book is being cited. Inclusive page numbers follow a colon and a space.
- Chapter in a book is being cited. The chapter number goes at the end of the citation, but it’s not required if page numbers are given. “Chapter” may be spelled out or abbreviated “Chap.” Just be consistent.
- Text reference: Bilby and Bisson 1998.

Bormann, B.T.; Martin, J.R.; Wagner, F.H. [and others]. 1999. **Adaptive management.** In: Johnson, N.C.; Mark, A.J.; Sexton, W.T.; Szaro, R., eds. **Ecological stewardship: a common reference for ecosystem management.** Oxford, England: Elsevier Sciences Ltd.: 505-534. 11

- Item is in a book with multiple authors, in this case more than five, so we use the first three and add “and others” or “et al.” Alternatively, you may use all authors if you do so consistently throughout.
- All country names are spelled out (except U.S.S.R.).
- Text reference: Bormann and others 1999 **or** Bormann et al. 1999.

Ott, R. 1998. Alaska’s Copper River Delta. Seattle: University of Washington Press. 160 p. In association with: Artists for Nature Foundation, The Netherlands. 12

- Entire book is being cited, so total page numbers are needed.
- Who this was done “In association with” probably will not help in finding this item in a retrieval system, so we recommend not including it. Occasionally, though, politics rears its ugly head and such things must be inserted to keep peace. If you must, this is how to do it. “In cooperation with” and “Sponsored by” are in the same category.

Plafker, G.; Lajoie, K.R.; Rubin, M. 1991. Determining recurrence intervals of great subduction zone earthquakes in southern Alaska by radiocarbon dating. In: Taylor, R.E.; Long, A.; Kra, R.S., eds. Radiocarbon after four decades: an interdisciplinary perspective. New York: Springer-Verlag: 436-453. 13

- “New York,” to most of the world, means “New York City,” so the state “New York” is not needed.

Scherer, M.D. 1984. The ichthyoplankton of Cape Cod Bay, Massachusetts. In: Davis, J.D., ed. Lecture notes on coastal and estuarine studies: observations on the ecology and biology of western Cape Cod Bay, Massachusetts. Berlin, West Germany; New York: Springer-Verlag: 151-190. 14

- Use the country given on the published document; don't try to update based on current geography or politics.
- See items 86 and 87 for multiple publishers and locations.

Stankey, G.H.; McCool, S.F.; Clark, R.N.; Brown, P.J. 1999. Institutional and organizational challenges to managing natural resources for recreation: a social learning model. In: Jackson, E.L.; Burton, T.L., eds. Leisure studies: prospects for the **twenty-first** century. State College, PA: Venture Publishing: 435-450. Chapter 26. **15**

- "Twenty-first" is spelled out because it is spelled out in the title on the publication. See also items 78 and 85 for more information on ordinals (uptown name for "st" and "th" numbers).

Brochure

Bull, E.L.; Blumton, A.K. 1993. Spring Creek great gray owl management area [Brochure]. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station. **16**

- "Brochure" is a medium designator. Punctuation for the end of the title goes after the closing bracket.

U.S. Department of Agriculture, Forest Service. 1998. H.J. Andrews Experimental Forest [Brochure]. Portland, OR: Pacific Northwest Research Station. **17**

- Because the author is a corporate name, it does not have to be repeated as the publisher. Just the agency name goes there.
- Text reference: USDA FS 1998 or USDA Forest Service 1998, just be consistent.

Edition

CBE Style Manual Committee. 1983. CBE style manual. **5th ed.** Bethesda, MD: Council of Biology Editors. 324 p. **18**

- Edition numbers go after the title. If something is merely revised and not shown as a new edition, the abbreviation "Rev." would go in the same location. If it were both a new edition **and** revised it would be **5th ed., rev.**
- Edition numbers are given as numerals.
- Text reference: CBE 1983.

Electronic material

General information:

- Figuring out how to cite electronic materials is a work in progress. The WO and GPO eventually may dictate other formats, but until further notice, PNW will follow (with slight modifications) the Columbia University guide.¹
- General formats are given first followed by any examples.
- Let URLs run normally without inserting breaks at the end of the line. These will be taken care of by the person doing the camera-ready layout.
- **Publication date** may need to include the day and month (unlike citations for paper-published items) to be useful. Use judgment on what would be needed to find the cited item.
 - o If you need to add the month and day to the publication date, put the year first and the date in parentheses: 2000 (February 8) **or** 2000 (8 February).
 - o Text reference: Last name(s) or corporate name year.

¹ Walker, J.R.; Taylor, T. 1998. The Columbia guide to online style. New York: Columbia University Press. 218 p.

- **Date accessed** may be either *day month* or *month day*, just be consistent throughout. If the year when you accessed the item is different from the year of “publication,” add the year.
- Don’t use all numbers for dates (i.e., months); different cultures read the order differently.

CD-ROM, diskette, and magnetic tape

Author(s). Year. Title of item [medium designator]. Version or file number if given. Series name if appropriate. Location of publisher: Publisher.

U.S. Department of Commerce, Bureau of the Census. 1992. Census of population and housing, 1990 [CD-ROM]. **Summary tape file 3.** Washington, DC. **19**

- The authors of these items frequently are “corporate” (see items 39 and 40).
- There is no version number, so we move on to the next piece of information, “Summary tape file 3,” which is the series name and number.
- Text reference: U.S. Department of Commerce, Bureau of the Census 1992—UNLESS in your paper you’ve already named this agency in full and then said you’re going to refer to it as, for example, “Census Bureau.” Then your text reference would be: Census Bureau 1992.

CD-ROM proceedings

Authors(s). Year. Title of paper. In: Editor(s), eds. Title of proceedings [CD-ROM]. Version or file number if given. Location of publisher: Publisher.

Keep America Growing. [N.d.] Keep America growing: conference proceedings [CD-ROM]. [Place of publication unknown]. Additional information at: www.keepamericagrowing.org. **20**

- Corporate author, so name is not repeated in the publisher location.
- Because so much information is missing, the URL is added to aid the reader.

Database, online

Author(s). Year. Title of database [Database or other medium designator in brackets]. Version number. URL. (Date accessed).

Marshall, K., curator. 2000. Treegenes—forest trees [Database]. ACEDB version 4.7. <http://dendrome.ucdavis.edu/Treegenes/abouttreegenes.html>. (22 August). **21**

- Author has a slightly different title, and one for which there is no abbreviation.
- Show date of access as (August 22) or (22 August). Either form is fine so long as all are consistent.

Email message See “Unpublished items”

- PNW permits “email” or “e-mail,” just be consistent.

Author. Year. Title of message from the subject box. **Email address** (date of message).

- Personal email should not be in the “Literature Cited” section but in a footnote. We’ve put it here to keep all electronic items together.
- Use **only** corporate (work) email addresses. **Publishing someone’s personal email address is equivalent to publishing their home address or phone number; don’t do it.** If the message you’re citing was received from a personal mailbox, substitute “Personal email” for the email address.

Senter, M.J. 2000. More about citations for electronic refs. msenter@fs.fed.us. (10 July). 22

Homepage

Name of owner. Year. Title of the page. URL. (Date accessed).

U.S. Department of Agriculture, Forest Service. 1998. Urban national forests. 23
<http://www.fs.fed.us/recreation/permits/urban>. [Date accessed unknown].

- Leave the URL for the person doing camera-ready layout to divide. (For info., they're divided *before* a punctuation mark, no hyphen added.)
- Date accessed goes in parentheses unless it's unknown, as is the case here where that's shown in brackets.
- Text reference: USDA FS 1998.

Online journal

Author(s). Year. Title of paper. Name of online journal. Vol. no.(issue no.). URL. (Date accessed).

Pastor, J.; Light, S.; Sovell, L. 1998. Sustainability and resilience in boreal regions: sources and consequences of variability. *Conservation Ecology*. 2(1): 16. 24
<http://www.consecol.org/Journal/vol2/iss2/art16>. (24 July 2000).

- This journal uses the article number after the volume and issue numbers (where page numbers from a paper journal usually go). Seems like it could be useful, so we've stuck it in too.
- Leave the URL for the person doing camera-ready layout to divide.
- The year is added to the access date because it's different from the year of publication.

Published both on paper and online:

Author(s). Year. Title. Location of publisher: Publisher. Pages. URL. (Date accessed).

Edson, J.L.; Everett, R.L.; Wenny, D.L.; Henderson, D.M. 1998. Shoot culture of *Astragalus*: toward conserving a threatened genus. In: Botanic gardens micropropagation news. [Location of publisher unknown]: Royal Botanic Gardens, Kew. 2(3): 34-36. 25
<http://www.rbgekew.org.uk/science/micropropagation/bgmnews.html>. [Date accessed unknown].

- Let URL run as is. A line break will be added during camera-ready layout.
- In all citations for electronic documents, date of access is important, so saying we don't have that information is appropriate. The date accessed goes in parentheses unless it's unknown, as is the case here where it's shown in brackets.

Raettig, T.L. 1999. Trends in key economic and social indicators for Pacific Northwest states and counties. Gen. Tech. Rep. PNW-GTR-474. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station. 30 p. http://www.fs.fed.us/pnw/pubs/gtr_474.pdf. (16 August). 26

- Use this form only if you're citing the online version. If you're citing the paper version, don't add the electronic access information.

Software program, commercial

Author(s). Year. Title of program. Version number. Location of publisher: Publisher.

Intuit, Inc. ©1999. TurboTax deluxe. San Diego, CA. 27

- If the publisher is also the author, omit the publisher at the end (see items 39 and 40).
- The copyright date is used because no other date is given.
- No version number.
- Text reference: Intuit 1999.

Software program, government

Author(s) or agency name. Year. Title of program. Version number. Location of publisher: Publisher if not the same as the author. URL. (Date accessed).

U.S. Department of Agriculture, Forest Service. 1999. PPHARVEST. Version 2.0. Portland, OR. Pacific Northwest Research Station. http://www.fs.fed.us/pnw/data/ppharvst_home.htm. (22 August 2000). 28

- The year is added to the access date because it is different from the year shown on the software.

McGaughey, B. [N.d.] Stand visualization system. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station. <http://forsys.cfr.washington.edu/>. (22 August 2000). 29

- A date isn't shown for when the material was placed on the Web site, so the year is added to the access date.
- No version number.

Government document (other than Station; see "Station publications," below)

Busing, R.; Rimar, K.; Stolte, K.W.; Stohlgren, T.J. 1999. Vegetation pilot field methods guide: vegetation diversity and structure of down woody debris fuel loading. In: Forest health monitoring. Research Triangle Park, NC: National Forest Health Monitoring Program, [U.S. Department of Agriculture, Forest Service, Southern Research Station]. 30

- The department and agency names were not on the original document, so are added in brackets.
- Pages are not known, but we're not drawing attention to that.

City of Cordova. 1991. Report: 1991 overall economic development plan. Cordova, AK: Department of Planning. 43 p. 31

- This is called a "report" in the title, but it's a published document so the citation is done like a plain vanilla government paper (as opposed to a true report, which usually isn't published; see items 111 and 112 for those).
- Text reference: City of Cordova 1991.

Copstead, R. 1997. An annotated bibliography. 9777 1816-SDTDC. San Dimas, CA: U.S. Department of Agriculture, Forest Service, San Dimas Technology Development Center, Technology and Development Program. 154 p. 32

- Publication number follows the title.

Crisafulli, C.J.; Hawkins, C.P. 1998. Ecosystem recovery following a catastrophic disturbance: lessons learned from Mount St. Helens. In: Mac, M.J.; Opler, P.A.; Puckett Haecker, C.E.; Doran, P.D., eds. Status and trends of the Nation's biological resources. Reston, VA: U.S. Department of the Interior, U.S. Geological Survey: 23-26, 35. 33

- Inclusive pages are not consecutive.

Hagle, S.K.; Byler, J.W.; Jeheber-Matthews, S. [and others]. 1992. Root disease in the Coeur d'Alene River basin: an assessment. Missoula, MT: U.S. Department of Agriculture, Forest Service, Northern Region. 23 p. **34**

- For five or more authors for the paper: you may choose to use three names and then “and others” (or “et al.”) or use all names. Be consistent with this choice throughout paper.
- Use the names of FS regions; not numbers. If only the number is given on the original document, put the name in brackets after the it: Region 1 [Northern Region]. See also item 80.

Huff, M.H.; Brown, M. 1998. Four years of bird count monitoring in late-successional conifer forests and riparian areas from Pacific Northwest national forests, interim results. Sandy, OR: [U.S. Department of Agriculture, Forest Service], Mount Hood National Forest. 142 p. **35**

- The department and agency were not shown on the cover or title page of the published item. We know this information (or should) so have supplied it in the citation.
- Punctuation always goes outside the brackets.
- “Fort,” “county,” “point,” and “port” are not abbreviated. “Saint” (St.) and “Sainte” (Ste.) are. “Mount” may be abbreviated (Mt.), where needed to save space in a table.

Kissinger, E. 1995. Kuiu Island/Rocky Pass blowdown stands [GIS polygon map]. Petersburg, AK: U.S. Department of Agriculture, Forest Service, Alaska Region, Tongass National Forest, Stikine Area. **36**

- A medium designator is given in brackets. Items handled similarly include leaflets, brochures, and abstracts.
- Punctuation is outside the closing bracket.

Morrison, D.J.; Wallis, G.W.; Weir, L.C. 1988. Control of *Armillaria* and *Phellinus* root diseases: 20-year results from the Skimikin stump removal experiment. Inf. Rep. BC-X-302. Victoria, BC: Canadian Forestry Service, Pacific Forestry Centre. 16 p. **37**

- All series' names are abbreviated.
- Canadian provinces have two-letter postal codes. Don't add “Canada”; it's unnecessary. Province codes are as follows: BC, AB, SK, MB, ON, PQ, NB, NS, NF, NT, and YT.
- Follow spellings used on original documents.

Nelson-Dean, J.; Druliner, P., eds. 1999. Central Cascades Adaptive Management Area: winter 1999. Eugene, OR: [U.S. Department of Agriculture, Forest Service], Willamette National Forest. 13 p. **38**

- “Eds.,” “tech. eds.,” “tech. coords.,” and “comps.” are shown after the authors' names and are separated from the names by a comma. These terms are always abbreviated and lower-case.
- Missing information is shown within a set of brackets.
- Text reference: Nelson-Dean and Druliner 1999.

U.S. Department of Agriculture, Forest Service. 1985. National forest log scaling handbook. FSH 2409.11 Amend. 6. Washington, DC. **39**

U.S. Department of Agriculture, Forest Service. 1991. National forest cubic scaling handbook. FSH 2401.11 Amend. 2409.11a-91-1. Washington, DC. **40**

- Sections of FS manuals and handbooks can be included in the “Literature Cited” section.
- Author and publisher are the same (called a corporate author), so nothing needs to be added after the location of the publisher.
- Text references: USDA FS 1985 and USDA FS 1991, respectively.

In press

Forman, R.T.T. [In press]. Road ecology, density and effect zone: state-of-the-science—effects of forest roads on water and sediment routing. *Bulletin of the Ecological Society of America*. 41

- Item is “in press” until it’s published; do not use both “in press” and a year of publication.
- Two subtitles. A colon and a dash (in that order) are used to separate them.
- Journal name can be given **only** after a paper is accepted for publication. Until it is accepted, it’s “in preparation” and belongs in a footnote. See “Unpublished Items,” below.
- For an “in press” Station publication, see item 93.
- Text reference: Forman, in press.

Journal

Ben-David, M.; Hanley, T.A.; Schell, D.M. 1998. Fertilization of terrestrial vegetation by spawning Pacific salmon: the role of flooding and predator activity. *Oikos*. 83: 47-55. 42

- Title and subtitle are separated by a colon. No capital letter after the colon unless the first word is a proper noun or begins a question.
- Journal names are spelled out and followed by a period.
- Journal uses only a volume number.

Tiedemann, A.R.; Klemmedson, J.O.; Bull, E.L. 2000. Solution of forest health problems with prescribed fire: Are forest productivity and wildlife at risk? *Forest Ecology and Management*. 127: 1-18. 43

- When a subtitle is phrased as a question, the first word of the subtitle (after the colon) is capitalized. If the first word does not begin a question and it is not a proper noun, it begins with a lower-case letter.

Carey, A.B.; Calhoun, J.M.; Dick, B. [and others]. 1999. Reverse technology transfer: obtaining feedback from managers. *Western Journal of Applied Forestry*. 14(3): 153-163. 44

- Journal names are spelled out, including prepositions and articles.
- Journal uses issue numbers.

Griffiths, R.P.; Homann, P.S.; Riley, R. 1998. Denitrification enzyme activity of Douglas-fir and red alder forest soils of the Pacific Northwest. *Soil Biology and Biochemistry*. 30(8/9): 1147-1157. 45

- Journal has a double issue number.

Parrish, D.L.; Behnke, R.J.; Gephard, S.R. [and others]. 1998. Why aren’t there more Atlantic salmon (*Salmo salar*)? *Canadian Journal of Fisheries and Aquatic Sciences*. 55(Suppl. 1): 281-287. 46

- Five or more authors for the paper; use 3 names and then “and others” or “et al.”
- Title of the paper is a question. Use the question mark as shown; don’t add a period.
- Rather than having an issue number, the item is called a supplement. That information goes where the issue number normally would go.

Torgersen, T.R. 2001. Defoliators in eastern Oregon and Washington. *Northwest Science*. 75(Spec. issue): 11-20. 47

- Special issues are treated the same as supplements.

Stonedahl, G.J.; Lattin, J.D.; Razafimahatratra, V. 1997. Review of the *Eurychlopterella* complex of 48

genera, including the description of a new genus from Mexico (Heteroptera: Miridae: Deraeocorinae). *Novitates*. New York: American Museum of Natural History. May(3198): 1-33.

- Because the journal is not widely known, the location of the publisher and the publisher are given.
- “New York” means New York City; see item 13.
- The issue number is quite large, which is unusual but doesn’t change how the citation is done.

Nauman, R.S.; Olson, D.H.; Ellenburg, L.L.; Hansen, B.P. 1999. *Plethodon dunni* (Dunn’s salamander): reproduction [Note]. *Herpetological Review*. 30(2): 89. **49**

- A medium designator.

Language other than English

Fourmanoir, P. 1976. Formes post-larvaires et juvéniles de poissons côtiers pris au chalut pelagique dans le sud-ouest Pacifique. *Cahiers de Pacifique*. 19: 47-88. **50**

Thurow, F. 1966. Beitrage zur Biologie und Bestandkunde des Atlantischen Lachses (*Salmo salar* L.) in der Ostsee. *Berichte der Deutschen Wissenschaftlichen Kommission für Meeresforschung*. 18(3/4): 223-379. **51**

Ruiz, B.I., ed. 2002. Manual de reforestación para América tropical [Reforestation manual for tropical America]. Gen. Tech. Rep. IITF-GTR-18. San Juan, PR: U.S. Department of Agriculture, Forest Service, International Institute of Tropical Forestry. 206 p. **52**

- These items were published in French, German, and Spanish, respectively, and the authors citing them used those versions.
- Follow the rules of the original language for capitalization and spelling. Not using diacritical marks is a misspelling of the word.
- If you can supply a translation of the title (we would hope so if it was used as a reference), add the English translation in brackets.
- Do not translate journal names.

Sasaki, R. 1978. The results of recovery of tagged fish and several biological informations of masu salmon, *Onchorhynchus masou* (Brevoort), migrating to the Shakotan waters. In: Materials of the Research Council for Masu Salmon in the Sea of Japan. [Place of publication unknown]: [Publisher unknown]. In Japanese. **53**

- The original document is in a language that does not use the Roman alphabet, so a note is placed at the end of the citation saying what language the original is in. Brackets are not needed.
- The translation sounds as if a nonnative English speaker provided it. It’s fine as is, and “[sic]” does not need to be added. In a few cases, “[sic]” will be necessary for clarity or to let the reader know a dreaded typo hasn’t been committed.
- “Sic” (in brackets but not in italics and not capitalized) should be used cautiously.

Laws

Alaska Native Claim Settlement Act [ANSCA] of 1971; 85 Stat. 688; 43 U.S.C. 1601 et seq. **54**

Clean Air Act of 1970; 42 U.S.C. s/s 7401 et seq. **55**

Clean Air Act of 1970, as amended August 1977; 42 U.S.C. s/s 7401 et seq. **56**

Clean Water Act of 1977; 33 U.S.C. s/s 1251 et seq. **57**

Endangered Species Act of 1973 [ESA]; 16 U.S.C. 1531-1536, 1538-1540.	58
Forest and Rangeland Renewable Resources Planning Act of 1974 [RPA]; 16 U.S.C. 1601 (note).	59
National Environmental Policy Act of 1969 [NEPA]; 42 U.S.C. 4321 et seq.	60
National Forest Management Act of 1976 [NFMA]; Act of October 22, 1976; 16 U.S.C. 1600.	61
Occupational Safety and Health Act of 1970 [OSHA]; 29 U.S.C. 651 et seq.	62
Wilderness Act of 1964; 16 U.S.C. 1121 (note), 1131-1136.	63

- Text references: ANSCA 1971, Clean Air Act 1970, ESA 1973, RPA 1974, etc.

Map

Author(s). Year. Name of map [Type of map]. Place of publication: Publisher.

Jefferson, T., cartog. 1776. World map [Political]. Washington, DC: National Geographic Society.	64
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- The map shows an author, or here a cartographer (by the way, this item not factually accurate).
- Take the title directly from the map; they can be cryptic.
- Type of map (medium designator) goes in brackets at the end of the title.
- Text reference: Jefferson 1776.
- See also item 36.

National Geographic Society. 1999. World map [Political]. Washington, DC.	65
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- Publisher is shown as author so the name is not repeated after place of publication.
- Text reference: National Geographic Society 1999.

Wells, F.G.; Peck, D.L. 1961. Geologic map of Oregon west of the 121 st meridian [1:500,000]. Misc. Geol. Investig. Map I-325. [Place of publication unknown]: U.S. Department of the Interior, U.S. Geological Survey.	66
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- If a scale is included, it goes in the same location as a medium designator. If both are included, show as [1:500,000] [Geologic].

Missing information

- Information is **missing** if it's not given on the cover or title page of the original document.
- Missing information is accounted for in brackets.
- Normal punctuation is used after the closing bracket.
 - o [N.d].
 - o [Place of publication unknown]:
 - o [Publisher unknown] (period or colon follows, depending on whether page numbers are total or inclusive, respectively)
 - o [Volume and issue unknown]:
 - o [Pages unknown].

Multipart work (ICBEMP, Tongass, LOGS, Chugach) (See also “Volumes and Parts” below)

General information:

- “Multipart work” means that several related documents were published in a relatively short time, each with its own title and publication number.
- Sometimes the parts will be identified by a number—Roman or Arabic—or a letter (Part A), but they can take several different forms as shown in the examples.
- Frequently there’s a title for the whole group and a technical coordinator or technical editor overseeing the whole undertaking.
- Items like this also can be published in volumes, so there is some overlap. See items 18, 97-100.

Wisdom, M.J.; Holthausen, R.S.; Wales, B.C. [et al.]. 2000. Source habitats for terrestrial vertebrates of focus in the interior Columbia basin: broad-scale trends and management implications. Gen. Tech. Rep. PNW-GTR-485. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station; U.S. Department of the Interior, Bureau of Land Management. 3 vol. (Quigley, T.M., tech. ed.; Interior Columbia Basin Ecosystem Management Project: scientific assessment) **67**

- Citing the entire vertebrate habitat assessment (three volumes), which was issued under one GTR number.
- Who the overseer is, their title, and the series title are included in parentheses. This may be useful information for a reader interested in the subject at hand.
- Two publishers in the same location are separated by a semicolon.
- Inside the parentheses, a semicolon separates “tech. ed.” from the title.
- Only proper nouns are capped, which looks odd for the title given in parentheses in this example, but it is correct.
- Final period to end the citation is outside the closing parenthesis.

Lee, D.C.; Sedell, J.R.; Rieman, B.E. [and others]. 1997. Broadscale assessment of aquatic species and habitats. In: Quigley, T.M.; Arbelbide, S.J., tech eds. An assessment of ecosystem components in the interior Columbia basin and portions of the Klamath and Great Basins. Gen. Tech. Rep. PNW-GTR-405. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station; U.S. Department of the Interior, Bureau of Land Management: 1057-1496. Chap. 4. Vol. 3. (Quigley, T.M., tech. ed.; the Interior Columbia Basin Ecosystem Management Project: scientific assessment) **68**

- Citing one chapter from the CRB assessment.
- Inclusive page numbers follow a colon and space.
- Both chapter and volume numbers given. They may be spelled out or abbreviated (be consistent throughout).

Iverson, G.C.; René, B. 1997. Conceptual approaches for maintaining well-distributed, viable wildlife populations: a resource assessment. In: Julin, K.R., comp. Assessments of wildlife viability, old-growth timber volume estimates, forested wetlands, and slope stability. Gen. Tech. Rep. PNW-GTR-392. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station: 1-23. (Shaw, C.G., III, tech. coord.; Conservation and resource assessments for the Tongass land management plan revision) **69**

- Use diacritical marks where needed.
- Paper within one of the Tongass documents.
- Appellations such as “Jr.,” “Sr.,” “III,” and “IV” are placed after the initials and separated from them with a comma.
- Inclusive page numbers given for the article being cited.

Curtis, R.O. 1992. Levels-of-growing-stock cooperative study in Douglas-fir; report no. 11—Stampede **70**

Creek; a 20-year progress report. Res. Pap. PNW-RP-442. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station. 47 p.

- Paper is part of a series as indicated in the title by “report no. 11.”
- Title has three subtitles; a colon, dash, and colon are used, in that order, to separate them.
- The title of the group of papers is incorporated into the title for each paper, and there also is no designated coordinator of the effort, so nothing is added in parentheses at the end.

Newsletter

Ottmar, R.D. 1998. Photo series developed for major natural fuel types of the United States. In: The fuels profile: a newsletter of the Great Basin fuels committee. [Ogden, UT]: U.S. Department of Agriculture, Forest Service, [Intermountain Region]. 1(1): 1, 4-5. **71**

- The FS region’s location and name are not given so are supplied in brackets.
- Inclusive page numbers are not consecutive.

Newspaper

Stout, D. 1996. Brooklyn trees to be felled to stop invading beetles. New York Times. December 21; Sect. B: 3. **72**

- Article has a byline.
- “The” in name of newspaper (masthead says *The New York Times*) is omitted.
- Section and page numbers are shown. It’s appropriate to include a column number, but that wasn’t done here and it isn’t critical to finding the item. If a column were included, the highlighted part would read December 21; Sect. B: 3 (col. 4).
- Text reference: Stout 1996.

Oakland Tribune. 1923. Oakland hills’ forest mantle all hand made. July 15. **73**

- Were Oakland a less prominent city or one with a common name (e.g., Springfield), the author would be shown as *Oakland [CA] Tribune*. Do this for Canadian provinces too.
- Alphabetize under “Oakland.”
- Section, page, and column identification should occur after “July 15”; for older items, this kind of information may not be available. Don’t go overboard in using “[Sect. unknown]: [Page unknown],” especially if the reason seems obvious (like the age of the article).
- Text reference: Oakland Tribune 1923.

Nesbitt, J. 2000. A changing policy: fight fire with fire. Portland Oregonian. August 11; Sect. A: A21 (col. 1-4). **74**

- The article had a byline, but the same article would be cited as follows if it did not.

Portland Oregonian. 2000. A changing policy: fight fire with fire. August 11; Sect. A: A21 (col. 1-4). **75**

- “Portland” is added before *Oregonian* because this is not a nationally distributed paper (e.g., *Wall Street Journal*).
- Alphabetize under Portland.
- If the article carried over to another page, the last part would read Sect. A: A21 (col.1-4), A22 (col. 1).
- Text reference: Portland Oregonian 2000.

Patent

Author(s), inventors. Year (month day). Title [if there is one]. U.S. patent number.

Quigley, T.M.; Tiedemann, A.R.; Thomas, J.W., inventors. 1995 (April 25). Method and apparatus for controlling animals with electronic fencing. U.S. Patent 5,408,956. **76**

- Text reference: Quigley and others 1995 or Quigley et al. 1995.

Proceedings

Author(s). Year. Title. In: Editor(s), eds. Title of proceedings. Pub. no. if there is one. Location of publisher: Publisher: pages.

- Something will have to be added after the title of the proceedings if the title doesn't show that the document is a proceedings. Examples below illustrate this.
- Show only the location of the publisher. We've dropped location of meeting and meeting dates.
- For posters presented at a meeting, **see item 107**.
- For proceedings on CD-ROM **see item 20**.

Benda, L.; Johnson, A.; Reeves, G.; Krammer, M. 1998. A disturbance based framework for considering natural environments and forestry impacts in southeast Alaska [Abstract]. In: Proceedings: American Fisheries Society, Alaska Chapter. [Place of publication unknown]: American Fisheries Society: 117. **77**

- An abstract published in a proceedings.
- The title of the larger work says it is a proceedings, so nothing else is added.

Froelich, H.A.; McNabb, D.H. 1984. Minimizing soil compaction in Pacific Northwest forests. In: Stone, E.L., ed. Forest soils and treatment impacts: Proceedings, 6th North American forest soils conference. Knoxville, TN: University of Tennessee, Department of Forestry, Fisheries, and Wildlife: 159-192. **78**

- Paper is in a proceedings with an editor.
- The title of the larger work doesn't say this is a proceedings. An *identifier* is added after a colon at the end of the title. Doesn't matter what it's called; just capitalize the first word of it and any proper nouns.
- Number of the proceedings (6th in this case) can be in Arabic numerals, whether it was written out or in Roman numerals on the original. That's because it's not part of the title, so we can tinker with it.
- Page numbers are inclusive and preceded by a colon and space.

Hayes, J.L.; Raffa, K.L., tech. coords. 1999. Proceedings of a workshop on bark beetle genetics: current status of research. Gen. Tech. Rep. PNW-GTR-466. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station. 63 p. **79**

- Citing an entire proceedings, and the title says that's what it is.
- Proceedings is published as a Station GTR (only series that proceedings can be published in).

Ingham, E.R.; Thies, W.G.; Luoma, D.L. [and others]. 1991. Bioresponse of nontarget organisms resulting from the use of chloropicrin to control laminated root rot. Part 2: Evaluation of bioresponses. In: Marsh, M., ed. Pesticides in natural systems: How can their effects be monitored? Proceedings of a conference. Seattle: U.S. Environmental Protection Agency, Air and Toxics Division, Region 10: 85-90. **80**

- Cited paper is one of two parts. A colon goes after "Part 2" and the next word is capped.
- Paper is in a proceedings with an editor.

- A question mark occurs at the end of the proceedings' title. Because this is a strong piece of punctuation (an exclamation mark is in the same category), a colon is not needed before the word "Proceedings." One punctuation mark is enough.
- Because the subtitle is a question, the first word is capped.
- The title of the larger work doesn't say it's a proceedings, so that was added (*identifier*).
- "Seattle" does not need "WA" included because, courtesy of Starbucks and Mr. Gates, just about everybody knows where it is.
- The region is shown as a number because EPA doesn't name their regions. (**See item 71** for Forest Service region.)

Jacoby, G.C.; D'Arrigo, R.D.; Juday, G.P. 1997. Climate change and effects on tree growth as evidenced by tree-ring data from Alaska. In: Sustainable development of boreal forests: Proceedings of the 7th conference of the International Boreal Forest Research Association. **Moscow, Russia:** Federal Forest Service of Russia: 199-206. **81**

- The title of the larger work includes a lot of information about the meeting, so nothing has to be added.
- "Russia" is shown because Moscow is the name of more than one city.

Kennedy, R.E.; Cohen, W.B.; Takao, G. 1998. A BRDF-related brightness gradient in AVIRIS imagery: lessons from an empirical compensation method. In: Green, R.O., ed. Summaries of the 7th JPL airborne Earth science workshop: **AVIRIS workshop**. JPL Publ. 97-21. Pasadena, CA: National Aeronautics and Space Administration, Jet Propulsion Laboratory, California Institute of Technology: 225-231. Vol. 1. **82**

- The subtitle (*AVIRIS workshop*) of the larger work tells us enough to know what this is. Nothing else is needed.
- The proceedings is in volumes, each volume with a subtitle.

Lowell, E.C.; Funck, J.; Brunner, C. 2000. **Small diameter** trees in the Pacific Northwest: a resource for dimension lumber or cut-stock? In: Gazo, R., ed. Issues related to handling the influx of **small-diameter** timber in western North America: Proceedings of Forest Products Society annual meeting, **Softwood Lumber Technical Interest Group**. Madison, WI: Forest Products Society: 15-20. **83**

- "Small diameter" is not hyphenated in the paper's title, but it is in the proceedings' title. Each is correct because titles are transcribed exactly as shown on the original document.
- Can include the group name, or not. It's a judgment call unless it actually was part of the title.

McGee, K.E. 1998. Effects of forest roads on surface and subsurface flow paths in southern southeast Alaska. In: 1998 fall meeting: American Geophysical Union. [Place of publication unknown]: [Publisher unknown]. **Published as a supplement to Eos, Transactions of the American Geophysical Union. 79(45): F352.** **84**

- "Fall meeting" says enough for the reader to know that this is a proceedings.
- Because so much information is missing, a note is added to help the reader find the item. This does not go in brackets.

Moffett, J.L.; Besag, J. 1996. Spatial and probabilistic classification of forest structures using LandsatTM data. In: Spatial accuracy assessment in resources and environmental sciences: 2nd international symposium. Gen. Tech. Rep. RM-GTR-277. Fort Collins, CO: U.S. Department of Agriculture, Forest Service, Rocky Mountain Forest and Range Experiment Station: 493-500. **85**

- Symbols for "trademarked," "copyrighted," and "registered" must be used if they were included in the title of the document being cited. They're found under `Insert > Symbol > Special Characters`. See also SAS citation in "Frequently used and simple citations."

- Subtitle of the greater work says this is the result of a symposium.

Publisher, multiple and in multiple locations

Isaacson, D.; Brookes, M.H., tech. coords. 1999. Weed biocontrol: extended abstracts from the 1997 interagency noxious-weed symposium. FHTET-98-12. Morgantown, WV: U.S. Department of Agriculture, Forest Service, Forest Health Technology Enterprise Team; Salem, OR: Oregon Department of Agriculture. 59 p. 86

- Semicolon separates information about two different publishers in two locations.

Wright, P.J. 1996. Is there a conflict between sandeel fisheries and seabirds? a case study at Shetland. In: Greenstreet, S.P.R.; Tasker, M.L., eds. Aquatic predators and their prey: Royal Society of Edinburgh conference. Oxford, England; Cambridge, MA: Blackwell Scientific Publications: 20: 154-164. 87

- Question mark separates the title from the subtitle. A colon is not added because two punctuation marks are not used together.
- The “a” beginning the subtitle is not capped because it is not a proper noun and is not the beginning of a question.
- One publisher has two (or more) locations. The first one shown in the document is in England, so both it and the first U.S. location are given. Had the U.S. location been shown first, it would be the only one shown in the citation.
- See also the FEMAT citation (item 6) for two publishers in the same location.

Recurring publication

Western Pine Association. 1946-65. Inland price summary. Portland, OR. Annual. 88

- Citing several issues of a document. **See also item 92.**
- The publisher is the same as the author (called a corporate author) so is not repeated after *Portland, OR*.
- Frequency of publication (here, annually) is shown at the end.
- Text reference: Western Pine Association 1946-65.

Station publication (see items 4-5, 30-40)

Seidel, K.W. 1985. Growth response of suppressed true fir and mountain hemlock after release. Res. Pap. PNW-344. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Forest and Range Experiment Station. 22 p. 89

- Series identifier is abbreviated.
- The format for publication numbers has changed over the years. Probably will again. Use the publication number as shown on the original document because that’s the number that will be recorded in a retrieval system.
- The PNW Station’s name changed in 1986. Be sure to give the publisher’s name accurately because, again, that’s how the item will be recorded in a retrieval system.
- Franklin and Dyness (1973) (item 4) is another example of use of the old name and numbering system.

Hanowski, J.M.; Niemi, G.J. 1995. Experimental design considerations for establishing an off-road, habitat specific bird monitoring program using point counts. In: Ralph, C.J.; Sauer, J.R.; Droege, S., tech. eds. Monitoring bird populations by point counts. Gen. Tech. Rep. PSW-GTR-149. Albany, CA: U.S. Department of Agriculture, Forest Service, Pacific Southwest Research Station: 145-150. 90

- Paper is in a GTR with technical editors. Those titles are always abbreviated.
- Pages are the inclusive ones that the particular paper is on. Inclusive page numbers are preceded by a colon and space.

Warren, D.D. 2000. Production, prices, employment, and trade in Northwest forest industries, all quarters 1998. Resour. Bull. PNW-RB-231. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station. 171 p. **91**

- Citation is for one issue of *Production, prices*. See next item.

Warren, D.D. 1995-97. Production, prices, employment, and trade in Northwest forest industries. Resour. Bull. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station. Quarterly. **92**

- To cite several issues of the same publication (a recurring publication), give the range of years for the date and show frequency of publication at the end.
- Were the range of years across a change in century, they would be 1998-2003 (to show the change in century) or 2000-2001 (to avoid multiple ciphers [pompous name for zeroes] together).
- Text reference: Warren 1995-97.

Vance, N.C.; Borsting, M.; Pilz, D. [In press]. Species information guide to special forest products in the Pacific Northwest. Gen. Tech. Rep. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station. **93**

- An “In press” Station publication.
- A Station publication is considered “in press” when the program manager signs the manuscript approval form. Before that, the manuscript is “in preparation” (see items 103-105).
- Just the abbreviation for the series is shown. Numbers are not assigned until late in the preparation process, so are not immediately available.
- Text reference: Vance and others, in press **or** Vance et al., in press.

Thesis

Brett, T.A. 1997. Habitat associations of woodpeckers at multiple scales in managed forests of the southern Oregon Cascades. Corvallis, OR: Oregon State University. 95 p. M.S. thesis. **94**

Deal, R.L. 1999. The effects of partial cutting on stand structure and growth, and forest plant communities of western hemlock-Sitka spruce stands in southeast Alaska. Corvallis, OR: Oregon State University. 191 p. Ph.D. dissertation. **95**

- Degree notation goes at the end of the citation.

Video

Author(s). Year. Title [Video recording]. Location of publisher: Publisher. X tape cassette(s); XX min. **96**

U.S. Department of Agriculture, Forest Service. 2002. Winging northward: a shorebird's journey [Video]. Cordova, AK: Cordova Ranger District Copper River International Migratory Bird Initiative.

- Author of a video recording often will be an agency or a company (corporate author), not a person.
- Medium designator needs to be added at the end of the title.
- If author and publisher are the same, omit the second reference in the “Publisher” location.
- Number of cassettes should be shown.

- Total running time, if known, goes at the end. It can be expressed in minutes (min) or hours (hr), as appropriate.

Volumes and parts

Clark, D.W. 1984. Contemporary Pacific Eskimo. In: Damas, D., ed. Handbook of North American Indians: Arctic. Washington, DC: Smithsonian Institution. Vol. 5. **97**

- Only one volume of at least a five-volume work is being cited, and that volume has a title. The first word after the colon is capitalized because it is a proper noun.
- “Volume” may be spelled out or abbreviated. Be consistent throughout.
- No page numbers are given. Adding “[Page numbers unknown]” seems a useless endeavor because finding the item in a retrieval system usually isn’t contingent on size. The number of pages can be useful information for the reader, though, so they should be included whenever possible. “[Irregular pagination]” and “[Not paged]” also can be useful notes about pages (shown in FEMAT citation--item 6).

Iverson, L.L.; Iverson, D.D.; Snyder, S.H., eds. 1975. Handbook of psychopharmacology. New York: Plenum Press. 6 vol. **98**

- Citing all volumes of a multivolume work.
- Text reference: Iverson and others 1975 **or** Iverson et al. 1975.

Zook, L.M. 1980. Lessons learned—not always by choice. In: Technical communication: the bridge to understanding: Proceedings, 27th international technical communication conference. Washington, DC: Society for Technical Communication: W-31 to W-36. Vol. 2. **99**

- Unconventional page numbers already have a hyphen in them so “to” is used to separate them.
- The article being cited is in volume 2, and the different volumes do not have individual titles.
- See also “Proceedings.”

Burns, R.M.; Honkala, B.H., tech. coords. 1990. Silvics of North America. 2: Hardwoods. Agric. Handb. 654. Washington, DC: U.S. Department of Agriculture, Forest Service. 877 p. **100**

- This item is part of a work in two volumes, both having the same agriculture handbook number.
- The volume number is shown on the document with an Arabic numeral.
- Volume number is part of the title, so it is not repeated at the end of the citation.

Tully, O.; Oceidigh, P. 1989. The ichthyoneuston of Galway Bay, (Ireland). I: The seasonal, diel and spatial distribution of larval, post-larval and juvenile fish. Marine Biology (Berlin). 101(1): 27-41. **101**

- The part number is shown on the document with a Roman numeral.
- Occasionally a journal name will give a location in parentheses. This usually occurs because a journal by the same name is published elsewhere. This should be included in the journal name.

Unpublished items

General information:

- If you've turned to this section, then you are using an unpublished reference to substantiate something in your paper. That's fine, but because these items aren't available in a retrieval system, you need to give the reader enough information to find them. The reader has a right to see anything you've used to back up a statement in your paper.
- Unpublished items belong in footnotes.
- If you have a high percentage of unpublished references, they may be placed in the literature citations; the number 1 heading of the section then changes to "References" (because not everything is truly "in the literature"). This is an alternative only and should not be the first choice.
- Examples given below are in a format that can be used both as footnotes and in a "References" section with only one change for the latter: **bold the author(s) and date** for use in "References."
- Because the footnotes have been designed so that you can use them in a references section, something must be included for the date; "[n.d.]" does the job when no other date is given.
- In a personal communication, including the individual's title is a good idea to show the person's credentials.
- Remember that permission is needed to use personal communications, unpublished data, materials in preparation, etc. That permission must be in writing and the documentation **submitted with** the manuscript to your program manager.

Email See item 22.

Letter

Robertson, F.D. 1992 (4 June). Letter to Regional Foresters and Station Directors. Ecosystem management of national forests and grasslands. On file with: Forestry Sciences Laboratory, 2770 Sherwood Lane, Suite 2A, Juneau, AK 99802-1628. 102

- Permission to use this letter is not needed because it is in the public domain. If the letter were from someone other than a government employee or from a government employee not acting in their official capacity, permission would be needed from the writer to use it. That documentation is sent with the manuscript to your program manager.
- If this were in a references section rather than a footnote, **Robertson, F.D. 1992 (4 June)** would be in bold; text reference: Robertson 1992.

Manuscript in preparation

Birdsey, R.A.; Alig, R.; Adams, D. [N.d.]. Mitigation options in the forest sector to reduce emissions of enhance sinks of greenhouse gases. **Manuscript in preparation**. On file with: R. Alig, Pacific Northwest Research Station, 3200 SW Jefferson Way, Corvallis, OR 97331. 103

- Manuscript is a work in progress so has no date.
- Manuscript has not been submitted to and accepted by an outlet (including PNW).
- Location is given where the document can be reviewed; here, it's the address of the second author.
- If in a references section, text reference would be Birdsey and others, n.d. **or** Birdsey et al., n.d.

Farr, W.A.; McClellan, M.H. [N.d.]. Size and age structure of trees in the old-growth forests of southeast Alaska. Manuscript in preparation. 104

- McClellan is the author of the PNW paper in which this footnote appears. For that reason, it seems unnecessary to add his address here when it will be on the inside front cover.
- If in a references section, text reference would be Farr and McClellan, n.d.

Miller, R. [N.d.]. **Manuscript in preparation**. On file with: Rick Miller, Eastern Oregon Agricultural Research Center, SR-1, 4.51, Highway 205, Burns, OR 97720. 105

- Document does not yet have a title.

Manuscript submitted to outlet

See items 103-105.

Manuscript accepted by outlet

- See item 41.

Personal communication (see item 22 for personal email)

Davidson, D. 1999. Personal communication. **Soil scientist**, Chugach National Forest, 3301 C Street, Suite 300, Anchorage, AK 99503-3998.

106

- Show the person's title to establish credentials.

Poster

Eberhart, J.L.; Luoma, D.L.; Pilz, D.P. [and others]. 1999. Effects of harvest techniques on American matsutake (*Tricholoma magnivelare*) [Poster]. In: 9th international congress of mycology; **1999 August; Sydney, Australia**.

107

- Posters aren't published, so there is no publication date or publisher. For that reason, the date and location of the meeting are included.

Report or data

General information:

- Usually a less formal document than other printed materials.
- Likely done for an agency by another agency or a contractor.
- Few copies made and those mostly for administrative use.
- Not in a library retrieval system, but usually retrievable from somebody's filing system or sock drawer.
- Order of parts slightly different from other citations.

Garvey, T. **1996. Unpublished data and map** from Chichagof Island blowdown study. On file with: USDA Forest Service, Chugach National Forest, Chatham Area Office, 204 Siginaka Way, Sitka, AK 99835.

108

- The item shows a date even though it's unpublished.

Gordon, J.C.; Gorman, B.T.; Wyatt, V. [and others]. 1991. Report of the Copper River Science Commission. 28 p. **Unpublished report**. On file with: USDA Forest Service, Pacific Northwest Research Station, Forestry Sciences Laboratory, 3200 SW Jefferson Way, Corvallis, OR 97331.

109

Leukering, T.; Carter, M. 2000. Monitoring Montana's birds: a plan for count-based monitoring. 16 p. **Unpublished document**. On file with: Colorado Bird Observatory, 13401 Piccadilly Road, Brighton, CO 80601.

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- No date on the report.
- For reports, we're really talking more about where it was prepared than a true publisher. Here, that information was supplied so is in brackets.
- What the item is ("final report") is shown after the publisher and a semicolon.
- Don't use "no." before the agreement number. Most folks can see pretty well that a number follows.
- Text reference: Blatner and others, n.d. **or** Blatner et al., n.d.
- If you know where it is on file, add that information.

Garman, S.L.; Cole, E.K. 1999. Vertebrate habitat relationships data bank (VHRDB). [Place of publication unknown]: [Publisher unknown]; final report; agreement H952-A1-0101-29. Submitted to: USGS Biological Resources Division, Forest and Rangeland Ecosystem Science Center, Corvallis, OR.

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- The initials *VHRDB* are shown in parentheses because they are part of the title. If they had been added by the creator of the citation, they would be in brackets (see FEMAT citation—item 6).
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