

## REFERENCE LIST STYLE SHEET

Do not number references; instead, list references alphabetically by first author. References must be complete enough to enable readers to locate the source publications. The requirements for a given reference depend on the type of publication being referenced. The data elements discussed in the following list appear in the general order in which they would appear in a reference list entry; the discussion provides guidance on how they apply to various publication types. The examples that follow illustrate references to various types of publications. No reference will contain all of the items, but each reference must contain all applicable items.

1. **Author(s) or editor(s).** The first author is listed last name first, then the initials of his/her given name(s). Subsequent authors are listed initials first, then last name. Separate multiple authors names with commas, and place “and” before last name. When there are three or more authors, use “et al.” in the text citation (e.g., “Brown et al., 1994”) but list all authors in the reference list. Note that there should not be a space between initials (or in abbreviations, e.g., U.S.) and that “Editor(s)” is abbreviated “Ed(s).” and placed in parentheses, while “edition” is abbreviated “ed.” and placed as a separate element after the title. See Bates and Jackson under “Books and Reports.”
2. **Date.** The year of publication. If the year cannot be ascertained, use “n.d.” (“no date”). If there are two or more items by the same group of authors in the same year, append “a,” “b,” “c,” etc., to the date in both the text citation and the reference list.
3. **Title.** Capitalize all significant words, do not capitalize prepositions, articles, and conjunctions. Leave titles as they appeared in the original publications—do not correct the spelling or hyphenation of words in titles. Titles are either italicized, placed within quotation marks, or typed with no italics or quotation marks, according to the following rules:
  - **Books, collections, and reports.** Italicize titles of separate, free-standing, printed publications, regardless of length. Exceptions: unpublished theses and dissertations, which are placed within quotation marks. Titles generally should be spelled out in full, but abbreviations can be used as long as they are widely accepted in the field.
  - **Journal articles and papers in proceedings and other collections.** Titles of journal articles and other papers within larger publications appear in quotation marks and are spelled out in full.
  - **Statutes, regulations, and computer printouts.** Titles are typed with no underlining or quotation marks.
  - **Foreign language references.** For titles published in other than English, French, and German, use the English translation of the title and state in parentheses the original language (see second example under “Journal Articles”).
4. **Editor of a collective work, when the reference list entry is by the author of a portion of that collection.** See “Chapter or Article in Book or Proceedings” example. Note that no colon follows “In.”
5. **Volume number.** See the Bates and Jackson example under “Books and Reports” and the Kirsch example under “Journal Articles.”
6. **Government or conference report number.** See second example under “Books and Reports.”
7. **Revision or edition number.** See Bates and Jackson in “Books and Reports.”
8. **Publisher.** If the work was contracted for and published by a group other than the authoring agency, add the words “prepared for [name of agency] by [name of preparer].”
9. **Location of publisher.** Generally not needed for journal references. Note that state names are written as U.S. Post Office two-character abbreviations. Use the English-language form of city and country names.
10. **Page numbers.** Give the beginning and ending page numbers for articles within journals, proceedings, and other collective works. If page numbers follow a colon (as is the case when citing a volume number in

a journal reference), leave a space after the colon. If a specific page, section, figure, or table of a publication is referenced, specify this information in text rather than in the reference list. Do not include the total number of pages of books and reports.

## REFERENCE EXAMPLES

### ***Books and Reports***

Bates, R.L., and J.A. Jackson (Eds.). 1987. *Glossary of Geology*. Vol. 2, 3rd ed., rev. and enl. American Geological Institute, Falls Church, VA.

Roberts, P.V., L. Semprini, G.D. Hopkins, D. Grbić-Galić, P.L. McCarty, and M. Reinhard (Eds.). 1989. *In Situ Aquifer Restoration of Chlorinated Aliphatics by Methanotrophic Bacteria*. Technical Report EPA 600/2-89/033. U.S. Environmental Protection Agency, R.S. Kerr Environmental Research Laboratory, Ada, OK.

### ***Chapter or Article in Book or Proceedings***

Atlas, R.M. 1991. "Bioremediation of Fossil Fuel Contaminated Soils." In R.E. Hinchee and R.F. Olfenbittel (Eds.), *In Situ Bioreclamation: Applications and Investigations for Hydrocarbon and Contaminated Site Remediation*, pp. 14-32. Butterworth-Heinemann, Stoneham, MA.

Keyhan, M., D.F. Ackerley, and A. Matin. 2003. "Targets of improvement in bacterial chromate bioremediation." Paper E-06. In: M. Pellei and A. Porta (Eds.), *Remediation of Contaminated Sediments-2003*. Battelle Press, Columbus, OH (CD format).

### ***Journal Articles***

Kirsch, G. 1989. "Die Theorie der Elastizität und die Bedürfnisse der Festigkeitslehre." *Z. des Vereins der deutschen Ingenieure*. 42(28): 797-807.

Made, U.P. 1992. "The Impact of Volcanic Ash Produced by Mt. Fuji, 1888-1988" (in Japanese). *Annals of the Ministry of Science*. 1002(16): 596-670.

Weise, E. 1935. "Proposals for the Future Development of the Berlin Sewage Management Program." *Sewage Works Journal*. 7(11): 129-130.

### ***Theses and Dissertations, Unpublished***

Greene, J.M. 1985. "Biodegradation of Selected Nitramines and Related Pollutants." M.S. Thesis, East Tennessee State University, Johnson City, TN.

### ***Maps***

U.S. Geological Survey. 1967. *Jamestown, Louisiana Quadrangle Map, 1948*. Rev. 1967, scale 1:24,000. U.S. Department of the Interior, Washington, DC.

### ***Court Case***

*Sierra Club V. Hodel*. 1976. 544 F.2d 1036.

### ***Pamphlets, Guides, or Brochures***

U.S. Department of Defense. 1983. *Format Requirements for Scientific and Technical Reports*. MIL-STD-847B.

### ***Statutes and Regulations***

Regulations for Implementing the Procedural Provisions of the National Environmental Policy Act. 40 CFR Parts 1500-1508.

Endangered and Threatened Wildlife and Plants. 50 CFR secs. 17.11 and 17.12. [NOTE: Use sec(s). instead of Part(s) when CFR sections are specified with decimal numbers.]