National Library of Medicine (NLM) Style Referencing Guidelines

The following document presents a brief overview of the required referencing style for the Resident Project; National Library of Medicine (NLM) style. If a particular type of work that you would like to reference is not included in this list please refer to http://www.nlm.nih.gov/citingmedicine for more details.

This brief overview will cover the following referencing styles:

- Published Works
  - Journal Articles
  - Books
- Unpublished Works
  - Forthcoming or "in-press" Journal Articles
  - Personal Communications
- Material on the Internet
  - Homepages
  - Parts of Web sites or individual pages

Information and examples taken from:

> Patrias K. Citing medicine: the NLM style guide for authors, editors, and publishers [Internet]. 2nd ed. Wendling DL, technical editor. Bethesda (MD): National Library of Medicine (US); 2007 [updated 2009 Oct 21; cited 2010 Oct 21]. Available from: http://www.nlm.nih.gov/citingmedicine

Key Terms

Reference List: Located at the end of the document and presents all the references that contribute to the document.

In-Text References: In the body of the paper, individual references are presented in an abbreviated format that refers back to the reference list at the end of the document.

Citation-sequence system: Numbers are used in the "In-Text Reference" to refer to the reference list. References are number in the order they first appear in the text.

In-Text Reference Formatting

NLM citation style uses a citation-sequence system to present the in-text references. This means that a numbering system is used to provide an abbreviated format of the full reference. The full reference which is linked to the abbreviated format is presented at the end of the document in a list format. References that are presented in the body of your document should be numbered in brackets immediately following the reference material. References in the document will start at 1 and continue with 2, 3 and so on and so forth. The references list at the end of the document will present all referenced material in the ordered they were referenced in the document. For example:
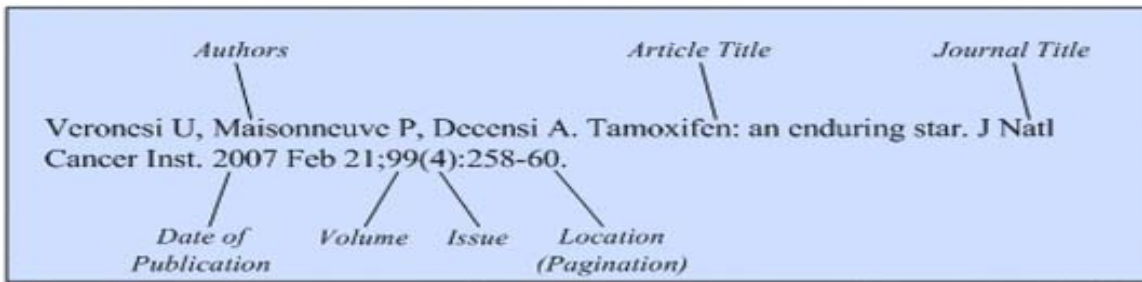
"A questionnaire is a tool that can be used to gather information about a topic of interest (1). Survey delivery is a very critical part of the information gathering process. In order to ensure that a large enough sample is collected a method of survey delivery, such as the Dillman Method (2), could be used."

<div align="center">References</div>

1. Taylor-Powell E. Questionnaire design: Asking questions with a purpose. College Station TX: Division of Cooperative Extension of the University of Wisconsin-Extension; 1998.
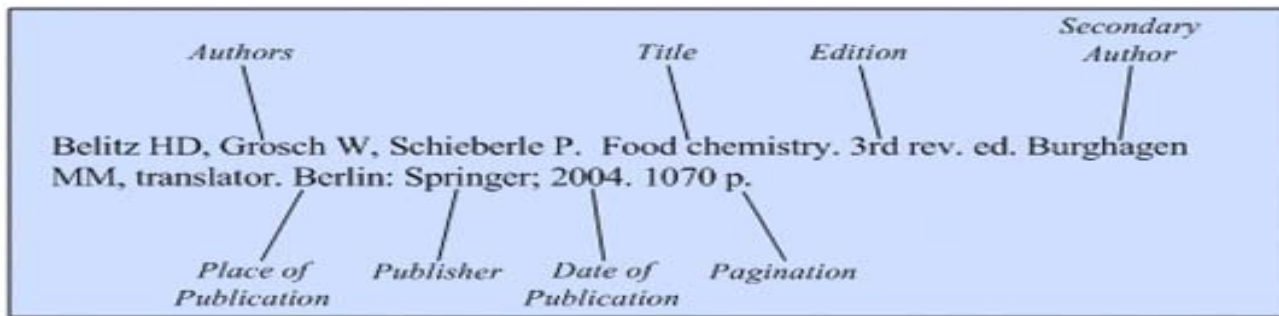
2. Dillman DA, Smyth JD, Christian LM. Internet, mail, and mixed-mode surveys: The tailored design method. 3rd Ed. Hoboken NJ: John Wiley & Sons Inc.; 2009. 457 p.

Citing Published Print Documents – Journal Articles

|	Rules
Author	• List the names in the order they appear in the text with the last name first for each author • Use only initials for the authors first and middle name, to a maximum of two initials • List all authors • Separate the authors listed by a comma and a space • End authors information with a period
Article Title	• Enter the title of the article as it appears in the publication • Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms • Translate non-English titles into English and enclose it in [square brackets] • End the title with a period unless a question mark or exclamation point already ends it
Journal Title	• Enter the journal title in the original language • Cite the journal name as it was published at the time • Use an abbreviated journal title by removing unnecessary words (of, and, the) and using abbreviations for all other significant words • Capitalize title words, including abbreviations • End the journal title with a period unless there is an edition then use a space
Edition	• Indicate the edition/version if the published journal has more than one edition or version • Abbreviate the edition type • Place the edition statement in parentheses (Br Ed) • End the edition statement with a period
Date of Publication	• Include the year, month and day of publication in that order (e.g., 2009 Dec 12) • Convert roman numbers to arabic numbers • Use English names for months and abbreviate them to the first three letters (Jan, Feb, Mar, etc.) • End the date information with a semicolon unless there is no volume or issue, then end with a colon
Volume	• Omit the word "volume" or "vol.", or similar wording preceding the number • Use arabic numbers only • Separate multiple volumes by a hyphen (2-3) • Do not follow the volume number(s) with any punctuation unless there is no issue number or other subdivision to the volume, then follow with a colon
Issue	• Omit any words such as "number", "no." Preceding the number • Use arabic numbers only • Separate multiple issues by a hyphen • Place issue information in parentheses () • End issue information with a colon
Location (Pagination)	• Give the inclusive page numbers on which the article appears • Do not repeat page numbers less they are followed by a letter (e.g., 123-125 becomes 123-5, but 124A-126A is correct) • Include a letter when it preceded the page number (A11-7) • End pagination with a period
Language	• Give the language of the publication if other than English • Capitalize the language name • Follow the language name with a period

Citing Published Print Documents – Books

Authors — Belitz HD, Grosch W, Schieberle P.
Title — Food chemistry.
Edition — 3rd rev. ed.
Secondary Author — Burghagen MM, translator.
Place of Publication — Berlin:
Publisher — Springer;
Date of Publication — 2004.
Pagination — 1070 p.

Belitz HD, Grosch W, Schieberle P. Food chemistry. 3rd rev. ed. Burghagen MM, translator. Berlin: Springer; 2004. 1070 p.

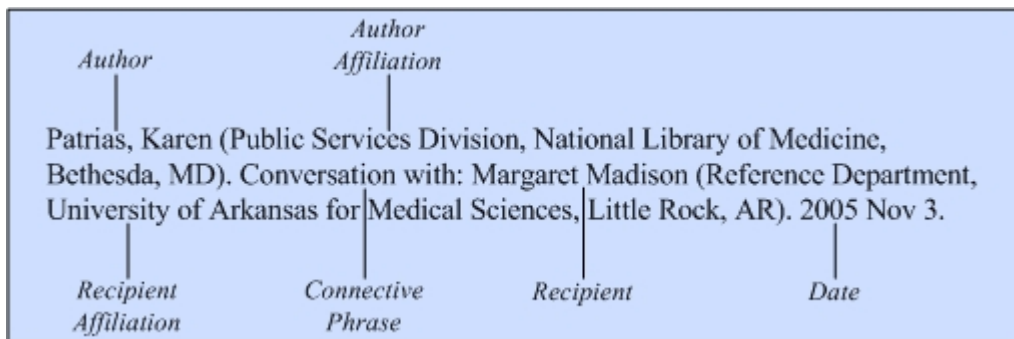|	Rules
Author/Editor	• List the names in the order they appear in the text with the last name first for each author • Use only initials for the authors first and middle name, to a maximum of two initials • List all authors • Separate the authors listed by a comma and a space • If there are no authors, only editors, follow the last named author with a comma and the word editor or editors • End authors/editors information with a period
Book Title	• Enter the title of the book as it appears on the original document, in the original language • Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms • Use a colon followed by a space to separate a title from a subtitle unless other punctuation is already present • Follow non-English titles by a translation in square brackets • End the title with a period unless a question mark or exclamation point already ends it
Edition	• Indicate the edition/version being cited after the title when a book has more than one edition or version • Abbreviate the edition type • Use only arabic numbers • Place the edition statement in parentheses (Br Ed, 3rd.) • End the edition statement with a period
Secondary Author	• A secondary author modifies the work of the author (e.g., editors, translators, and illustrators) • Place the names of the secondary authors after the title and edition statement • Follow the last named secondary author with a comma and the word editor or editors or illustrators • End secondary author information with a period
Place of Publication	• Place is defined as the city where the book was published • Follow US and Canadian cities with the two-letter abbreviation for the state or province • Follow cities in other countries with the name of the country either written out or using the two-letter ISO country code • End place information with a colon
Publisher	• A publisher is the individual or organization issuing the book • Record the name of the publisher as it appears in the publication, using whatever capitalization and punctuation is found there • End publisher information with a semicolon
Date of Publication	• Always give the year of publication • Convert roman numbers to arabic numbers • End the date information with a period
Location (Pagination)	• Provide the total number of pages on which the text of the book appears • Do not count pages for appendices and introductions. • Follow the page total with a space and the letter p • End pagination with a period

Citing Unpublished Material

Forthcoming or "In-press" Journal Articles
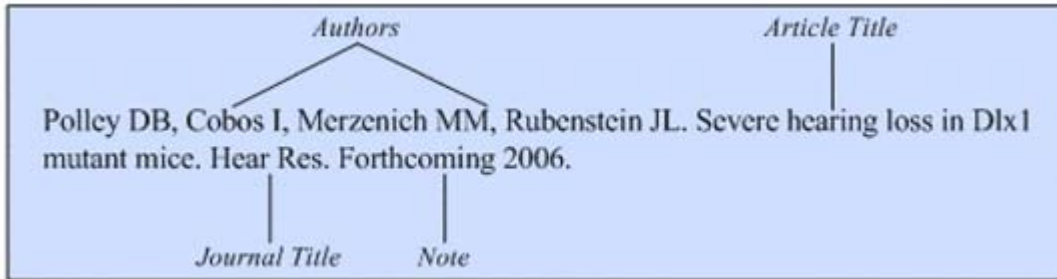
Forthcoming material consists of journal articles or books that have been accepted for publication but have not yet been published. Use all the guidelines for published journal articles (excluding information regarding the volume, issue and pagination bit can be included if the exact information is known). For the Publication Date insert the "Forthcoming (Year)" followed by a period. For books, use the same citation format that was outlined previously and include all known information adding "Forthcoming (Year)" followed by a period.

Personal Communication

	Rules
Author	• Enter the last name first for the person initiating the communication • Enter the first and any middle initials, followed by a period • Separate the authors in the document by a comma and a space • End authors/editors information with a period unless the Author's Affiliation is provided then use a space
Authors Affiliation	• Begin with the department and name of the institution, followed by city and state/province/country • Use commas to separate parts of the affiliation • Place affiliation in parentheses • Separate author and affiliation with a space • Follow the affiliation with a period outside the parenthese
Recipient of Personal Communication	• Following the connective phrase "Conversation with:" (shown above), enter the first name, middle initial (if any) and last name; follow initials with a period • End recipient information with a period unless the Recipient Affiliation is given, then use a space
Recipient Affiliation	• Follow same guidelines as Author Affiliation
Date	• Begin with the year • Use arabic numbers • Include the month after the year (e.g., 2002 Jan) • Use English names for months and abbreviate them to the first three letters • Include the day after the month (e.g., 2002 Jan 19) • End date information with a period

Citing Material on the Internet
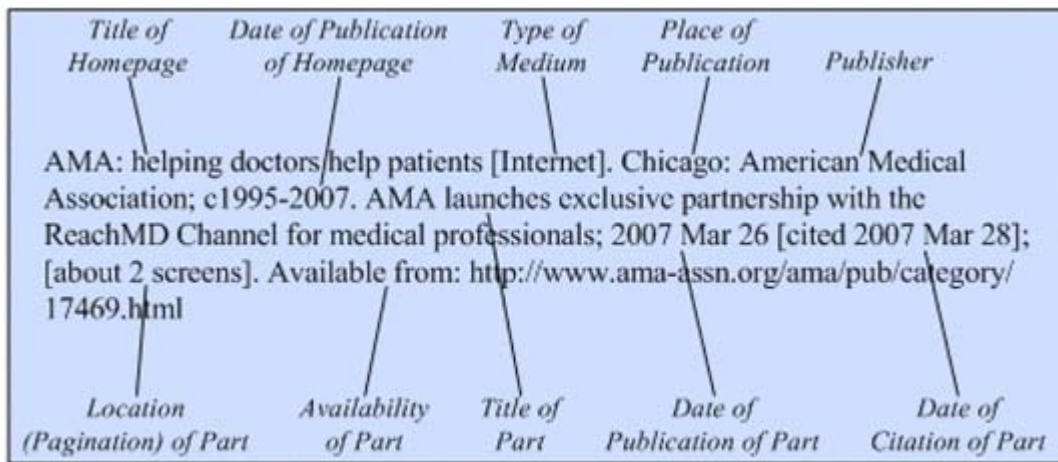
Web sites – Homepages
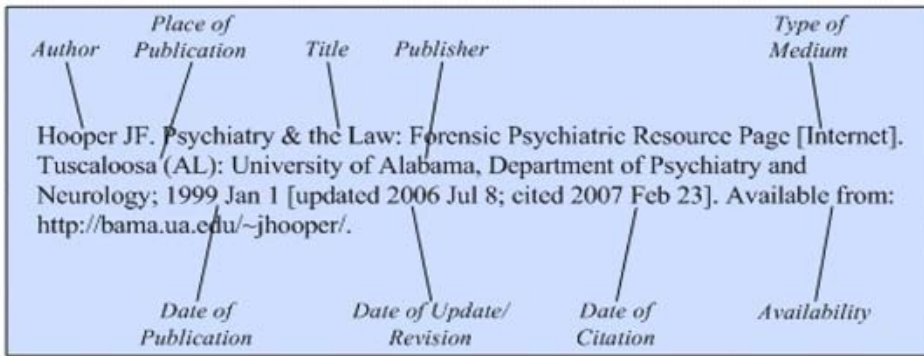
A homepage is the first introductory page of a Web site. A citation to a Web site is made primarily from the information found on a homepage. To cite a homepage you will need to locate the author or organization that is responsible for the homepage, a title, a place of publication, a publisher, and a date of publication. Simply adding a URL or web address is not sufficient. Poorly constructed sites might not contain this information but those doing the citing must work with the information that is provided.

	Rules
Author	- List the names in the order they appear on the site - Enter the last name first followed by the first and one middle initial - Give all authors, regardless of the number - Separate the authors names by a comma and a space - End authors/editors information with a period
Title	- Reproduce the title of a homepage as closely as possible to the wording on the screen, duplicating capitalization, spacing, punctuation, and special characters when possible - Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation is already present - Follow non-English titles with a translation when possible; place the translation in square brackets - End a title with a space
Type of Medium for Homepages	- Place the word Internet in square brackets following the title (e.g., [Internet]) - End with a period placed outside the closing bracket
Edition for Homepages	- Indicate the edition/version being cited when a homepage is published in more than one edition or version - Abbreviate common words (e.g., Edition abbreviated to Ed.) - Express numbers in arabic ordinals (e.g., second becomes 2nd) - End the edition statement with a period
Place of Publication for Homepages	- Place is defined as the city where the homepage is published - Follow US and Canadian cities with the two letter abbreviation for the state or province - Follow cities in other countries with the name of the country using the two letter ISO country code
Publisher for Homepages	- A publisher is defined as the individual or organization issuing the homepage - Record the name of the publisher as it appears on the homepage or opening screen - End publisher information with a semicolon
Date of Publication for Homepages	- Use the date the homepage was first placed on the Internet - Always give the year - Include the month, if provided, using English names and abbreviated using the first three letters - The month should follow the year (e.g., 2001 Jan) - End date information with a space
Date of Update/Revision for Homepages	- Begin update/revision information with a left square bracket - Use the words "updated" or "modified" followed by the date - Always give the year - Include the month and day, if provided, after the year (e.g., 2008 Feb 23) - End update/revision information with a semicolon and a space

Websites – Homepage referencing guidelines, cont.	
Date of Citation for Homepages	- Always include the date the homepage was seen on the Internet - Begin with the word "cited" followed by the year, month and day, in that order (e.g., 2003 Dec 17) - If a update/revision date is provided then close the square bracket after the date of citation - If there is no update/revision provided then place the date of citation information in square brackets - End date information with a period placed outside the closing bracket
Availability for Homepages	- Begin with the phrase "Available from" followed by a colon and a space - Insert the URL in its entirely; do not omit http:// or www, or other beginning components - End with a period only if the URL ends with a slash, otherwise end with no punctuation
Language	- Give the language of publication if not English - Capitalize the language name - Follow the language name with a period

Parts of Web Sites (a specific page or pages)

	Rules
Title of Homepage	• Cite the homepage according the guidelines provided (previous page) but omit the Date of Citation and Availability
Title	• Enter the title of the page as it appears on the Web site • Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation is already present • Follow non-English titles with a translation when possible; place the translation in square brackets • End a title with a semicolon and a space
Date of Publication	• Include if the date differs from the date of the Web site as it appears on the homepage • Always give the year • Include the month, if provided, using English names and abbreviated using the first three letters • The month should follow the year (e.g., 2001 Jan) • End date information with a space
Date of Update/Revision for Web pages	• Begin update/revision information with a left square bracket • Use the words "updated" or "modified" followed by the date • Always give the year • Include the month and day, if provided, after the year (e.g., 2008 Feb 23) • End update/revision information with a semicolon and a space
Date of Citation for Web pages	• Always include the date the homepage was seen on the Internet • Begin with the word "cited" followed by the year, month and day, in that order (e.g., 2003 Dec 17) • If a update/revision date is provided then close the square bracket after the date of citation • If there is no update/revision provided then place the date of citation information in square brackets • End date information with a semicolon placed outside the closing bracket
Availability for Web pages	• Begin with the phrase "Available from" followed by a colon and a space • Insert the URL in its entirely; do not omit http:// or www, or other beginning components • End with a period only if the URL ends with a slash, otherwise end with no punctuation
Language	• Give the language of publication if not English • Capitalize the language name • Follow the language name with a period

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