Rules for Citing Text (eg. articles, assignments, manuscripts, etc):

- References should be cited in text, tables, and figures in consecutive numerical order by means of superscripted arabic numerals. Cite them in the order they are used, NOT alphabetically by author's last name.
- In general, references should be listed as superscripts at the end of sentences or phrases. Example, 1, 5, 7-9
  - Citations should be placed outside periods or commas, but inside colons or semicolons.
  - Do not place spaces between punctuation and citations or between the citations themselves.
  - If the content of an entire paragraph comes from one reference, do not cite every sentence. Only cite the first and the last sentences of the paragraph.
  - Situations where different references apply to only a specific portion of the sentence, reference numbers may be placed within the body of the sentence. For example: Jones and colleagues found that Progenitorivox® was associated with a 4 fold increase in the risk of developing colon cancer, 1 while Smith found a 3 fold increase in risk. 2

- A list of references should be provided at the end of a document under the heading References.
- The reference list should include ALL references used in the document, listed consecutively in numerical order. These numbers must correspond to the superscripted numerals in the text. Again, references should be numbered in the order used.
- Do not tab or indent any lines of a citation. Lines should be SINGLE spaced and aligned:
- Cite the most specific form of your reference/resource as possible.
  - Do not ever give a generic reference to Pubmed, EBSCO, etc. Always provide the citation for the specific journal article.
  - Articles available electronically should be referenced as journal articles, NOT websites UNLESS the journal is not available in print.
  - When possible, reference a specific monograph within an on-line database (as opposed to the entire database), or a specific chapter within a book (as opposed to the entire book).
  - In general, it is not appropriate to cite class notes.

Journal or Magazine Articles:

- Include all authors unless there are more than six. If 7 or more, list the first three, followed by the phrase “et al.” (Do not put the quotes.)
  - When listing authors names, use the author’s surname followed by initials, without periods.
    - Example: Peak AS, McFarland AT, Jordan JK.
  - If the article is written by a specific organization or group, instead of individual authors, it is acceptable to list the group/organization in the author area (see example #2 below)
- Abbreviate and italicize the names of journals.
  - The official journal abbreviation is usually provided at the end of the abstract or at the bottom of the journal page.
  - Journal abbreviations can be found in PubMed: http://www.ncbi.nlm.nih.gov/nlmcatalog/journals/
    - In the search field type the full journal name
    - In the results, look at the line “NLM Title Abbreviation”
- Only capitalize the first letter of the first word & any proper nouns of an article title. Do NOT capitalize the first letter of all words.
- Do not enclose titles in quotation marks
- Do not place spaces between the year;volume(issue number):pages.
- The DOI (digital object identifier) is a unique alphanumeric string assigned by a publisher when an article is made available electronically. If one is provided, the DOI should be cited immediately following the page number (see examples #1 & 2 below)
- Electronic journals whose articles are only available online should include the URL, published and updated dates, and access date (see example #3 below). However, most journals are available in print AND electronically, so the general journal article format should be followed.
- When referencing articles found in journal supplements, place (Suppl) immediately after the journal volume with the parenthesis (see example #4 below)

General default/traditional format (use this for most all articles that have volume and page numbers):
Author Last Name First Initial Middle Initial. Title of article. Accepted abbreviation of Journal. Year; Volume(Issue No):Page numbers. doi:xx.xxx.
Journal Article Examples:

Magazine Example
Park A. What you need to know about MERS: a dangerous new disease has gone global. *TIME.* 2014;183(21):13.

Journal abstracts:
Generally, you should not use an abstract as a reference. Locate and evaluate the entire article. If you must use an abstract (i.e. only an abstract is available because it was a conference proceeding, the article is written in a different language but has an English abstract, or you cannot obtain the full text article), you need to indicate in your citation that you are referencing an abstract by putting “[abstract]” after the title of the article and before the period separating the article title from the journal. (Do not put the quotes, but do put the brackets.)

Abstract Example
Beaber EF, Buist DS, Barlow WE, Malone KE, Reed SD, Li CI. Recent oral contraceptive use by formulation and breast cancer risk among women 20 to 49 years of age [abstract]. *Cancer Res.* 2014;74(15):4078-89.

Guidelines:
- Citations will vary depending on which guideline you are citing. Check the guideline to see if it dictates how to cite it.
- Guidelines are almost always published in journals, and should be cited following the appropriate format for journal articles. Occasionally, no author information will be present but will be published on behalf of an organization. In these instances, the organization should be used as the author.

Examples:

Government or Organization Reports, Position Papers, White Papers, etc:
- These are cited much like journal articles or guidelines, either in print or on-line.
- If the article appears in print, use the journal article format. If the paper is published on a website, use the website format.

Examples:

Package Inserts:
Medication Name [package insert]. City, State Abbreviation: Manufacturer’s Name; Year.
Example:

FDA Drug Approval Packages:
Type of review. Generic Name (Trade Name®). Center for Drug Evaluation and Research. Food and Drug Administration. Silver Spring, MD. Year.
Example:
**General Internet Sites (not specific databases):**

Use caution when referencing the internet. Many web sites are not appropriate/credible sources. Use only the highest quality sites.

Authors (if indicated). Title of specific item cited (if none given then name of organization responsible for site). Name of the website: URL. Published Date. Updated Date (if available). Accessed: Month day, year.

**Examples:**

**Electronic Medical Information Databases:**

The citation guidelines for individual medical information databases are reflective of the recommendations made by each database publisher, and may differ slightly from the general format cited in other sources.

- Site the most specific level of information possible.
- **Do NOT cite databases that index primary literature (Pubmed, EBSCO, etc.);** rather cite the primary literature (journal) article obtained from the database.
- **Do not use a URL that includes “ezproxy”.** Use the URLs suggested below for the specific databases available. When you log in to Butler’s system and navigate the databases, especially if doing so via the EZ Proxy server, it may give you a URL that is specific to your individual sign-on code which cannot be duplicated by others.

**Clinical Key (formally MD Consult)**

Not all the information found in Clinical Key is referenced the same way!! Always provide the citation for the specific type of resource, which may or may not include Clinical Key.

**For Books, Journals, and Clinics**

Books, journals, and clinics should be cited according to the *American Medical Association’s Manual of Style*. Refer to the COPHS guidelines above when citing a book, journal, or clinic found in Clinical Key. **DO NOT cite Clinical Key!!!**

**For Original First Consult Content**

Authors last names First letter of first names (if available). Title of the material. Type of article, Clinical Key Website. Available at: appropriate URL. Posted Month day, year. Accessed: Month day, year.

**Examples:**

**Clinical Pharmacology**

**Citing drug monograph:**


**Example:**


**If citing content other than a drug monograph:**


**Example:**

DailyMed
Cite specific package inserts, NOT the DailyMed website. See Package Inserts on this guide for more instruction.

Dynamed
Citing a specific record:

Citing a specific drug record:

Citing a specific lab record:
Serum cholesterol measurement. Truven Health Analytics in DynaMed Plus [database online]. EBSCO Information Services.

Citing the whole database:

Facts and Comparisons

Examples:

Lexi-Comp Online
Name of monograph, special topic, or chart. Platform accessed, database accessed, publisher location: publisher; Accessed: Month day, year.

Examples:

Medical Letter
Title of article. Med Lett Drugs Ther. Year Month Day;Volume(Issue Number): pages

Example:

Micromedex

Examples:
Natural Medicines
Accessed: Month day, year.

Examples:

Pharmacist’s Letter
The bottom of each detailed document tells you how to cite that particular document. See examples below on how to cite other content.

Examples:

UpToDate
Author(s). Title of document. In: UpToDate, Post TW (Ed), UpToDate, Waltham, MA. Current year.

Example:
Marion, DW. Diaphragmatic pacing. In: UpToDate, Post TW (Ed), UpToDate, Waltham, MA, 2014.

Handheld programs (PDAs, smartphones/iPhones/iPad, etc.)
Authors, if specified. Content accessed. Database Name and Version (when applicable) [device or platform]. Database vendor city, state. Accessed: Month day, year.

Example:

Online Videos:
Videos may be linked from a journal article or they may be available on the internet in general. Only put the author(s) information if you are certain that person created the video. Do not assume the person who uploads the video is the author.

For videos appearing in a journal article:
Author Last Name First Initial Middle Initial. Title [form of media]. Accepted abbreviation of Journal. Year; Volume(Issue No):Page numbers. Appropriate URL Accessed Date.

Example:

For videos available on a website:
Author Last Name First Initial Middle Initial. Title [form of media]. Website Title. Appropriate URL. Published date. Accessed: Month day, year.

Examples:


Audiotapes, Videotapes, DVDs:
Author Last Name First Initial Middle Initial. Title [form of media]. City, St: Company; Year.

Examples:

Books:
- If editors are given instead of authors, simply put the editors’ names followed by the “ed” or “eds”. (no quotes.)
- Italicize the title of the book, but not the title of a specific chapter within a book.
- Capitalize each main word in the title of the entire book. Capitalize only the first letter of the first word in the title/subtitle of a specific chapter within a book.
- A book’s edition number does not need to be spelled out (ie. 8th ed is preferred over eighth edition).
- If the publication location is outside the United States, list city and country. (Example: London, England) The state name is not necessary if it is part of the publisher’s name.
- If more than one publisher location appears in the book, list the location that appears first.
- When referencing a specific chapter in a book, use the same format as above but place the chapter’s “Author’s names. Title of the chapter. In:” at the beginning of the reference, and add page numbers at the end of the reference. (The AMA suggests putting “p.” before the page numbers.) See second example below.

Author Last Name First Initial Middle Initial. Title of Book. Edition number. City of publication, State Abbreviation: Name of Publisher; Year.

Examples:

Books in electronic format (ebooks)
Author Last Name First Initial Middle Initial. Title of Book. Edition number. City of publication, State Abbreviation: Name of Publisher; Year: Pages. URL. Accessed month day, year.

Examples:

Newspapers:
Author. Title of article. Name of newspaper. Date of publication; Section (if applicable): page(s).

Examples:
If referencing a printed article:

If referencing a newsletter article obtained electronically:
Handouts, Pamphlets, or Brochures
Authors, if specified. (Year of publication). Title of brochure or pamphlet [brochure] or [pamphlet]. Location: Publisher; year. Web address, if accessed on-line. Accessed: Month day, year.

Example:

Items presented at a professional meeting, but not fully published
• If it’s a poster or paper presentation, place the word “poster” (or “paper”) before the word “presented.” (Do not use quotes.)
• If you are referencing an abstract of something that was discussed at a professional meeting, but do not have access to the full presentation or poster, reference as an abstract only.

Use the following general format:
Author. Title of presentation/poster/paper. Presented at: Name of meeting; Date of presentation; Location of meeting.

Examples:

Personal communications and other non-published information
• Personal communication should not routinely be used in professional writing. However, occasionally there are times when citing personal communications may be appropriate.
• Do not include personal communications in the list of references. In the body of the paper, provide the name of the person with whom you were communicating, the date of the communication, and indicate if the communication was verbal or written.
• Place the period at the end of the sentence, outside the parenthesis.

Examples:
According to the manufacturer (JD Smith, oral communication, August 20, 2011), the drug became available in Japan in January 2010.

Results of an unpublished study conducted by Kinney demonstrate that Mary’s Magic Mouthwash is only stable for five days when refrigerated (G. Kinney, written communication, August 20, 2011).