



REFERENCE GUIDE

Department of Health and Human Services
Centers for Disease Control and Prevention
National Institute for Occupational Safety and Health
Education and Information Division

May 2011 (Interim)

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Preface

The reference samples in this guide are presented in the format used for all NIOSH criteria documents, Current Intelligence Bulletins, and Alerts. The format generally conforms with the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals* ([New England Journal of Medicine](#) [1997] 336(4):309–315), which is the standard reference guide used by editors at the Centers for Disease Control and Prevention (CDC). However, instead of listing references by number in order of their citation in the text, NIOSH style is to list them by the author's name and the date of publication. This author-date system is used to ensure accuracy and to facilitate revision at all stages of publication.

The NIOSH Writer-Editor Team is creating an expanded version of the *NIOSH Reference Guide*, which will give many more reference examples. This version serves as an interim document to the expanded version expected for late 2011. The NIOSH Writer-Editor Team is part of the Information Resources and Dissemination Branch (IRDB), Education and Information Division (EID), National Institute for Occupational Safety and Health (NIOSH). Team members contributing to this document include [John Lechlitter](#), team leader, and [Cathy Rotunda](#), [Seleen Collins](#), and [Ellen Galloway](#).

In this interim document, users will find a more user-friendly presentation of information in an expanded and hyperlinked Table of Contents and Index. This document supersedes the *NIOSH Reference Guide* dated June 2008.

For more information

Get information, guidance, and step-by-step instructions on developing a NIOSH communication product from beginning to end at [In2Pub](#), <http://cid.cdc.gov/In2Pub/default.htm>.

In2Pub Publication Steps

1. [Select a Communication Product](#) (click link to begin process)
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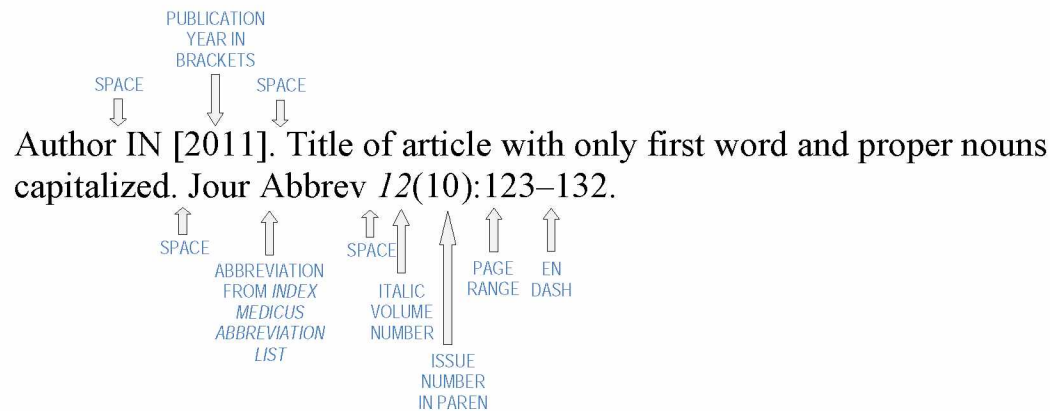
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Reference Guide

Sample references used in this guide include many types of documents and other material cited in NIOSH publications. These references are grouped in five categories: journal articles, books and monographs, legal materials, NIOSH documents, and miscellaneous. Also included is a section describing the proper alphabetical and chronological arrangement of entries in the reference list. A cross-referenced index is provided at the back of the document.

Journal Articles

The basic reference format for journal articles is as follows:



One personal author

Johnson WS [1959]. An investigation into the true exposure of arc welders by means of simultaneous sampling procedures. *Ind Hyg J* 20(1):194–196.

Text citation: [Johnson 1959]

Two personal authors

Kaplan I, Zeligman I [1963]. Urticaria and asthma from acetylene welding. *Arch Dermatol* 88(2):188–189.

Text citation: [Kaplan and Zeligman 1963]

Multiple personal authors

Mussi I, Calzaferri G, Buratti M, Alessio L [1984]. Behavior of plasma and urinary aluminum levels in occupationally exposed subjects. *Int Arch Occup Environ Health* 54(2):155–161.

Text citation: [Mussi et al. 1982]

Note: Include names of all authors in the reference list.

Corporate author

ATS (American Thoracic Society) [1982]. Surveillance for respiratory hazards in the occupational setting. *Am Rev Respir Dis* 126(5):952–956.

Text citation: [ATS 1982].

Anonymous author

Guide to evaluating human exposure of the hand-arm system to vibration [1970]. *Scand J Work Environ Health* 7(1):88–90.

Text citation: [Guide to evaluating human exposure 1970]

Note: Avoid the use of “Anonymous” or “Anon.” Where no individual or corporate author is indicated, begin the reference with the title or a shortened version of the title.

Supplemental issue

Heile RF, Hill DC [1975]. Particulate fume generation in arc welding processes. *Weld J* 54(7)(Suppl):201s–210s.

Editorial

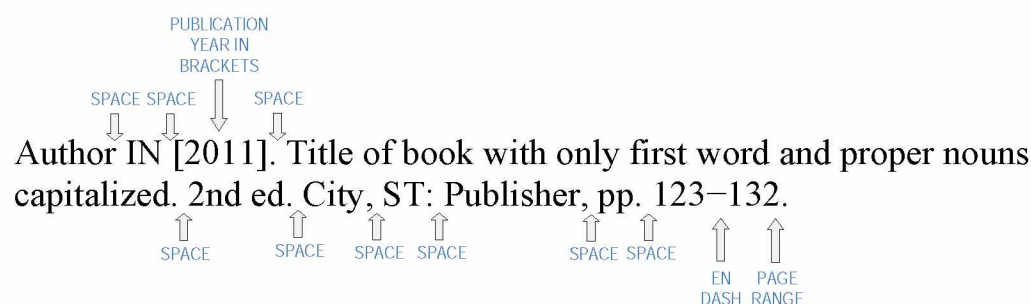
Baker JC [1975]. Hazards of welding (editorial). *Occup Health* 39:63–68.

Letter to the editor

Siegel IM [1947]. Ethylene dichloride [letter to the editor]. *JAMA* 133:557.

Books and Monographs

The basic reference format for books and monographs is as follows:



Use “p.” for one page number and “pp.” for multiple page numbers. If a volume number or specific edition is included, it appears after the title [period, space] and is followed by a period. Volume is abbreviated as Vol., edition is abbreviated as ed., and revised as rev. Ordinal numbers such as first, second, and third are abbreviated as 1st, 2nd, and 3rd. (**Note:** Format for listing authors both in the text and the reference list is the same as for journal articles.)

Personal author(s)

Hamilton A, Hardy HL [1974]. Industrial toxicology. 3rd ed. Acton, MA: Publishing Sciences Group, pp. 375–405.

Text citation: [Hamilton and Hardy 1974]

Editor, compiler, or chairman as author

Hawley GG, ed. [1977]. The condensed chemical dictionary. 9th ed. New York: Van Nostrand Reinhold Company, p. 3.

Text citation: [Hawley 1977]

Brammer AJ, Taylor W, eds. [1982]. Vibration effects on the hand and arm in industry. New York: John Wiley and Sons.

Text citation: [Brammer and Taylor 1982]

Note: When the title is the name of a conference or symposium, it should be capitalized.

Chapter in a book

Dinman BD [1978]. The mode of entry and action of toxic materials. In: Clayton GD, Clayton FE, eds. *Patty's industrial hygiene and toxicology*. 3rd rev. ed. Vol. 1. New York: Wiley-Interscience Publishers, pp. 135–164.

Proceedings paper (published)

Chameaud J, Masse R, Morin M, Lafuma J [1984]. Lung cancer induction by radon daughters in rats. In: Stocker H, ed. *Proceedings of the International Conference on Occupational Radiation Safety in Mining*. Vol. 1. Toronto, Ontario, Canada: Canadian Nuclear Association, pp. 350–353.

Multivolume work

IARC [1983]. IARC monographs on the evaluation of the carcinogenic risk of chemicals to man: miscellaneous pesticides; chlordimeform. Vol. 30. Lyon, France: World Health Organization, International Agency for Research on Cancer, pp. 62–73.

IARC [1971–1999]. IARC monographs on the evaluation of the carcinogenic risk to humans. 70 Vols. Lyon, France: World Health Organization, International Agency for Research on Cancer.

Dissertation or thesis

Lotz WG [1976]. Stimulation of the adrenal axis [dissertation]. Rochester, NY: University of Rochester, Department of Radiation Biology and Biophysics.

Reprinted older book

Ramazzini B [1713 (1964)]. *Diseases of workers*. Translated from the Latin text *De Morbis Artificum* of 1713 by Wilmer Cave Wright. New York: Hafner Publishing Co.

Text citation: [Ramazzini 1713 (1964)]

Legal Citations

The following general rules apply to the use of public laws, U.S. Code, and Code of Federal Regulations. Refer to a public law for historical purposes only, because it does not reflect subsequent changes in an act of Congress. For up-to-date information concerning U.S. laws and the responsibilities of government agencies, refer to the U.S. Code. For up-to-date information concerning the regulatory requirements imposed by a government agency on others, refer to the Code of Federal Regulations.

Public law

A public law reference refers only to the text of the law at the time it was passed. When the public law is cited, include in the text the name of the Act followed by the public law number in parentheses. Do not include it in the reference list.

Sample text citations:

Occupational Safety and Health Act of 1970 (Public Law 91-596)

Federal Mine Safety and Health Act of 1977 (Public Law 95-164)

When referring to an act with no public law number (i.e., an act passed before the 1950s or 1960s), simply cite the full name of the act.

Text citation: Fair Labor Standards Act of 1938

U.S. Code

USC. United States Code. Washington, DC: U.S. Government Printing Office.

Text citation: U.S. laws are generally cited by their appearance in the U.S. Code, not by their public law numbers. A reference to the U.S. Code refers to the current applicable law, including any revisions or amendments that are currently applicable. Include in the text citation the following information in order: the volume, title, or chapter number; the abbreviated name of the code (USC); the section number; and the paragraph or article number(s) of the statute, if applicable.

Sample text citations for commonly cited acts are as follows:

Act	Citation
Occupational Safety and Health Act of 1970	[29 USC* 1900]
Labor Management Relations (Taft-Hartley) Act	[29 USC 185(a)]
Federal Mine Safety and Health Act of 1977	[30 USC 801-962]
The Year 2000 Health Objectives Planning Act	[42 USC 185-246]

The first time USC is used, place an asterisk after it and insert the following footnote:

*United States Code.

Code of Federal Regulations (CFR)

CFR. Code of Federal Regulations. Washington, DC: U.S. Government Printing Office, Office of the Federal Register.

Text citation: Include the title number, section number, and, if desired, the year (in parentheses).

Sample text citation: [29 CFR 1910.1200].

The first time CFR is used, place an asterisk after it and insert the following footnote:

*Code of Federal Regulations. See CFR in references.

Federal Register

54 Fed. Reg. 2641 [1989]. Occupational Safety and Health Administration: air contaminants; final rule. (To be codified at 29 CFR 1910.)

Text citation: Include volume and page number on which the item begins, and year (in parentheses).

Sample text citation: [54 Fed. Reg. 2641(1989)].

The first time Fed. Reg. is used, place an asterisk after it and use the following footnote:

*Federal Register. See Fed. Reg. in references.

Congressional hearings and reports

House of Representatives [1979]. Oversight hearings on asbestos health hazards to school children: hearings on H.R. 1435 and H.R. 1524 before the Subcommittee on Elementary, Secondary, and Vocational Education of the House Committee on Education and Labor, 96th Congress, 1st Session. Washington, DC: U.S. Government Printing Office.

U.S. Senate [1991]. Hearing on S. 353 (Workers' Family Protection Act of 1991) before the Subcommittee on Labor of the Committee on Labor and Human Resources, United States Senate, 102nd Congress, 1st session. Washington, DC: U.S. Government Printing Office.

U.S. Senate [1991]. Report on S. 353 (Workers' Family Protection Act of 1991) by Mr. Kennedy from the Committee on Labor and Human Resources, United States Senate, 102nd Congress, 1st session, Report 102-253, Calendar No. 388.

NIOSH Publications and Databases

Examples of the various types of NIOSH publications and databases are given below. NIOSH should be used as the main author for these, but individual authors or editors listed on the title page or elsewhere in the document should also be listed as follows:

NIOSH [1982]. Vibration white finger disease in U.S. workers using pneumatic chipping and grinding hand tools. Part I. Epidemiology. By Wasserman DE, Taylor W, Behrens V, Samueloff S, Reynolds D. Cincinnati, OH: U.S. Department of Health and Human Services, Centers for Disease Control, National Institute for Occupational Safety and Health, Division of Biomedical and Behavioral Science, DHHS (NIOSH) Publication No. 82-118.

NIOSH publication after April 1971 and before May 1973

NIOSH [1972]. Criteria for a recommended standard: occupational exposure to ultraviolet radiation. By Seiter RE. Cincinnati, OH: U.S. Department of Health, Education, and Welfare, Health Services and Mental Health Administration, National Institute for Occupational Safety and Health, DHEW (NIOSH) Publication No. HSM 73-11009, pp. I-1 to X-21.

NIOSH publication after May 1973 and before May 4, 1980

NIOSH [1976]. List of personal hearing protectors and attenuation data. Cincinnati, OH: U.S. Department of Health, Education, and Welfare, Center for Disease Control, National Institute for Occupational Safety and Health, DHEW (NIOSH) Publication No. 76-120.

Note: Center (not Centers) for Disease Control is used on publications after May 1973 and before May 4, 1980.

NIOSH publication on or after May 4, 1980, and before October 27, 1992

NIOSH [1986]. Criteria for a recommended standard: occupational exposure to hot environments. By Henschel A, Dukes-Dobos FN, Klemme J, Leidel NA. Cincinnati, OH: U.S. Department of Health and Human Services, Centers for Disease Control, National Institute for Occupational Safety and Health, DHHS (NIOSH) Publication No. 86-113.

Note: Centers (not Center) for Disease Control is used on publications on or after May 4, 1980.

NIOSH publication on or after October 27, 1992

NIOSH [1993]. Special NIOSH hazard review: rubber products manufacturing industry. By Rice FL. Cincinnati, OH: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Institute for Occupational Safety and Health, DHHS (NIOSH) Publication No. 93-106.

Note: Centers for Disease Control and Prevention is used on publications on or after October 27, 1992.

NIOSH cancer policy

NIOSH [1995]. NIOSH recommended exposure limit policy, September 1995. In: NIOSH policy statements. Cincinnati, OH: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Institute for Occupational Safety and Health.

NIOSH chemical guideline(s)

NIOSH [1988]. Occupational safety and health guideline for hydroquinone. In: NIOSH. Occupational safety and health guidelines for chemical hazards. Cincinnati, OH: U.S. Department of Health and Human Services, Centers for Disease Control, National Institute for Occupational Safety and Health, DHHS (NIOSH) Publication No. 88-119, Supplement I-OHG.

NIOSH/OSHA [1981]. Occupational health guideline for dimethylformamide. In: NIOSH/OSHA. Occupational health guidelines for chemical hazards. Cincinnati, OH: U.S. Department of Health and Human Services, Centers for Disease Control, National Institute for Occupational Safety and Health, DHHS (NIOSH) Publication No. 81-123.

NIOSH criteria document

NIOSH [2006]. NIOSH criteria for a recommended standard: occupational exposure to refractory ceramic fibers. By Lentz TJ, MacMahon K, Zumwalde R, Doak C. Cincinnati, OH: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Institute for Occupational Safety and Health, DHHS (NIOSH) Publication No. 2006-123.

Note: Substitute a colon for the four dots found in the titles of older criteria documents (for example, “NIOSH criteria for a recommended standard . . . occupational exposure to dioxane” should be “NIOSH criteria for a recommended standard: occupational exposure to dioxane”).

NIOSH Current Intelligence Bulletin

NIOSH [1991]. Current intelligence bulletin 57: violence in the workplace; risk factors and prevention strategies. By Jenkins L. Cincinnati, OH: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Institute for Occupational Safety and Health, DHHS (NIOSH) Publication No. 91-108.

NIOSH Alert

NIOSH [1995]. NIOSH alert: request for assistance in deaths and injuries of adolescent workers. By Castillo DN. Cincinnati, OH: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Institute for Occupational Safety and Health, DHHS (NIOSH) Publication No. 95-125.

NIOSH Hazard Evaluation and Technical Assistance (HETA)

NIOSH [1993]. Hazard evaluation and technical assistance report: Michigan Printers, Chicago, IL. By Burton NC, Malkin R. Cincinnati, OH: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Institute for Occupational Safety and Health, NIOSH HETA Report No. 93-0366-2370, NTIS No. PB-94-163-128.

Note: When 10 or more HHEs are cited, use the name(s) of the project officer(s) instead of NIOSH as the author.

NIOSH Manual of Analytical Methods

One method:

NIOSH [1994]. Amines, aromatic: Method 2002 (supplement issued 5/15/85). In: Eller PM, Cassinelli ME, eds. NIOSH manual of analytical methods. 4th ed. Cincinnati, OH: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Institute for Occupational Safety and Health, DHHS (NIOSH) Publication No. 94-113 [www.cdc.gov/niosh/nmam/].

Entire printed version:

NIOSH [1994]. NIOSH manual of analytical methods (NMAM®). 4th ed. Schlecht PC, O'Connor PF, eds. Cincinnati, OH: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Institute for Occupational Safety and Health, DHHS (NIOSH) Publication 94-113 (August 1994); 1st Supplement Publication 96-135, 2nd Supplement Publication 98-119; 3rd Supplement 2003-154 [www.cdc.gov/niosh/nmam/].

NIOSH Pocket Guide

NIOSH [2005]. NIOSH pocket guide to chemical hazards. Barsan ME, ed. Cincinnati, OH: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Institute for Occupational Safety and Health, DHHS (NIOSH) Publication No. 2005-149.

NIOSH testimony

NIOSH [1984]. Congressional testimony: statement of J. Donald Millar, M.D., Director, National Institute for Occupational Safety and Health, Centers for Disease Control, Department of Health and Human Services, before the Subcommittee on Health and Safety, Committee on Education and Labor, House of Representatives, May 15, 1984. NIOSH policy statements. Cincinnati, OH: U.S. Department of Health and Human Services, Centers for Disease Control, National Institute for Occupational Safety and Health.

NIOSH [1984]. NIOSH testimony to the U.S. Department of Labor: statement of the National Institute for Occupational Safety and Health. Presented at the public hearing on occupational exposure to asbestos, June 21, 1984. NIOSH policy statements. Cincinnati, OH: U.S. Department of Health and Human Services, Centers for Disease Control, National Institute for Occupational Safety and Health.

NIOSH [1988]. NIOSH testimony on the Occupational Safety and Health Administration's proposed rule on air contaminants, August 1, 1988, OSHA Docket No. H-020. NIOSH policy statements. Cincinnati, OH: U.S. Department of Health and Human Services, Centers for Disease Control, National Institute for Occupational Safety and Health.

Note: The docket number should be listed if it appears on the printed copy of the testimony.

NOES database

NIOSH [1983]. National occupational exposure survey (NOES), 1981–83: estimated total and female employees, actual observation and trade-named exposure to product of combustion diesel fuels. Cincinnati, OH: U.S. Department of Health and Human Services, Centers for Disease Control, National Institute for Occupational Safety and Health, Division of Surveillance, Hazard Evaluations, and Field Studies, Surveillance Branch, Hazard Section. Unpublished

database; accession date, 1/1/90.

NOHS database

NIOSH [1974]. National occupational hazard survey (NOHS) database, 1972–74: estimated employees for occupational code 680 (welders, brazers, cutters). Cincinnati, OH: U.S. Department of Health, Education, and Welfare, Center for Disease Control, National Institute for Occupational Safety and Health, Division of Surveillance, Hazard Evaluations, and Field Studies, Surveillance Branch, Hazard Section. Unpublished database.

RTECS database

NIOSH [date of search]. Registry of Toxic Effects of Chemical Substances (RTECS) database: formaldehyde (CAS No. 50-00-0). Cincinnati, OH: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Institute for Occupational Safety and Health.

Electronic Information

CD-ROM (periodically published database)

Reporter M [1996]. Electronic citing guidelines needed. New York Times 13 April, late ed.: New York Times Ondisc. CD-ROM.

CD-ROM (nonperiodical)

NIOSH [2005]. NIOSH pocket guide to chemical hazards. Cincinnati, OH: Department of Health and Human Services, Centers for Disease Control and Prevention, National Institute for Occupational Safety and Health, DHHS (NIOSH) Publication No. 2005-151. CD-ROM.

Database available online

BLS [2002]. Survey of occupational injuries and illnesses. Nonfatal (OSHA recordable) injuries and illnesses. Industry incidence rates and counts. Washington, DC: U.S. Department of Labor, Bureau of Labor Statistics, Safety and Health Statistics Program [www.bls.gov/iif/oshsum.htm].

E-mail

Page M (page@etsuarts.east-tenn-st.edu) [1994]. African dance and Malawi. Private e-mail message to Masankho Banda (mbanda@igc.apc.org), November 28.

International Chemical Safety Cards

IPCS (WHO/International Programme on Chemical Safety) [1993]. International Chemical Safety Card: adipic acid [www.cdc.gov/niosh/ipcs/ipcs0369.html]. Date accessed: January 3, 2000.

Note: Date accessed is optional; we generally omit.

Journal article in electronic format

Morse SS [1995]. Factors in the emergence of infectious diseases. Emerg Infect Dis [serial online] Jan–Mar 1(1):24 screens [www.cdc.gov/ncidod/EID/eid.htm]. Date accessed: June 5, 1996.

Tabular data from BLS

BLS [1996]. Bureau of Labor Statistics homepage
[<http://stats.bls.gov/>]. Tabular data, 1992–96: number and percentage distribution of nonfatal occupational injuries and illnesses involving days away from work, by nature of injury or illness and number of days away from work. Date accessed: 1998.

Videocassettes

LIA [1993]. Controlling lead exposure for stained glass professionals and hobbyists. New York: Lead Industries Association, Inc. Videocassette.

Text citation: [LIA 1993]

Web

The reference format for citations of material from the Internet is as follows:
author or source (such as agency, corporation, or institute) [year of publication].
Title of work or title line of message. In: Title of complete work or title of list/site
[Internet address]. Date accessed: (**Note:** Date accessed is optional, depending on usefulness; it can often be omitted).

Limb P [1992]. African nationalist liberation movements
[http://neal.ctstateu.edu/history/world_history/archives/limb-1.html].
Date accessed: May 1992.

DOL [1998]. Facts on working women: WB world wide conference report [www.dol.gov/dol/wb/public/wwc.htm].

National Safety Council [1999]. General statistics [www.national-safety-council.ie/gstat.htm]. Date accessed: June 3.

Miscellaneous

Use the samples below as guides for the following references and components of references.

Abstract

Frumin AM [1979]. Functional asplenia: demonstration of splenic activity by bone marrow scan. Abstract. Blood 54(Suppl 1):26a.

Association publication

ACGIH [1991]. Asphalt fumes. In: Documentation of the threshold limit values and biological exposure indices. 6th ed. Vol. I. Cincinnati, OH: American Conference of Governmental Industrial Hygienists, pp. 95–96.

ACGIH [1991]. 1990–1991 Threshold limit values for chemical substances and physical agents and biological exposure indices. Cincinnati, OH: American Conference of Governmental Industrial Hygienists.

ANSI [1979]. American national standard: fundamentals governing the design and operation of local exhaust systems. New York: American National Standards Institute, Inc. ANSI Z9.2-1979.

Contract report

CRCS [1984]. Information review: glyoxal. 1R-424. Rockville, MD: CRCS, Inc. EPA contract no. 68-01-6650 for TSCA Interagency Testing Committee.

Foreign document (untranslated)

Hori S [1979]. Some problems regarding Ch'ing rule over southern Sinkiang (in Japanese). Shigaku Zasshi 88(March 1979):1–6.

U.S. government agency (other than NIOSH)

NCI [1978]. National Cancer Institute Carcinogenesis Technical Report Series No. 131: Bioassays of DDT, TDE, and p,p'-DDE for possible carcinogenicity. Bethesda, MD: U.S. Department of Health, Education, and Welfare, National Institutes of Health, National Cancer Institute.

Junior as part of author's name

Weber JB Jr., Anderson O [1995]. Preventing homicides. Washington, DC: Appleby Press.

Magazine article

Roueché B [1971]. Annals of medicine: the Santa Claus culture. The New Yorker Sep 4:66–81.

MMWR article

CDC (Centers for Disease Control and Prevention) [1993]. Notice to readers: NIOSH alert; request for assistance in preventing injuries and deaths from metal-reinforced hydraulic hoses. MMWR 42(36):710.

Text citation: [CDC 1993]

Newsletter article (with no author noted)

Pesticide & Toxic Chemical News [1988]. Chlordimeform cotton tolerances end by December 1990 proposed. Pestic Tox Chem News 16(17):27.

Newspaper article

Shaffer RA [1977]. Advances in chemistry are starting to unlock mysteries of the brain; discoveries could help cure alcoholism and insomnia, explain mental illness. Wall Street Journal, Aug 12; sect. A:2 (col. 1).

NTP report

Melnick RL [1992]. NTP technical report on toxicity studies of diethanolamine administered topically and in drinking water to F344/N rats and B6C3F mice. Research Triangle Park, NC: U.S. Department of Health and Human Services, National Institutes of Health, National Toxicology Program Toxicity Report Series No. 20, DHHS (NIH) Publication No. 92-3343.

Patent

Williams D [2005]. Screwless clip mounted computer drive. U.S. Patent 6,885,550. Washington, DC: U.S. Patent and Trademark Office.

Personal communication—e-mail

Page M (page@etsuarts.east-tenn-st.edu) [1994]. African dance and Malawi. Private e-mail message to Masankho Banda (mbanda@igc.apc.org), November 28.

Personal communication—oral

Cornell R [1990]. Telephone conversation on January 17, 1990, between R. Cornell, Division of Respiratory Disease Studies, and H. Chan, Division of Standards Development and Technology Transfer, National Institute for Occupational Safety and Health, Centers for Disease Control, U.S. Department of Health and Human Services.

Personal communication—written

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Smith J [1987]. Compendium of facts. Washington, DC: U.S. Department of State. Unpublished.

Note: The MMWR and many journals *do not* accept unpublished documents as references.

Unpublished material forthcoming

Schnorr TM, Egilman D, Boeniger MF [forthcoming]. Mortality study of workers exposed to toluene diisocyanate. Cincinnati, OH: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Institute for Occupational Safety and Health, Division of Surveillance, Hazard Evaluation, and Field Studies, Industrywide Studies Branch.

Text citation: [Schnorr et al., forthcoming]

Lillywhite HB, Donald JA [in press]. Pulmonary blood flow regulation in an aquatic snake. Science.

Text citation: [Lillywhite and Donald, in press]

Note: Use *forthcoming* when the document is in the process of publication; use *in press** when it is actually being typeset or printed. If a manuscript is not yet assured of publication, it should be handled as an unpublished document.

*Many journals do not accept unpublished or *in press* documents as references.

Unpublished paper presented at a meeting

Smith AJ [1986]. Psychological effects of air inhalation. Unpublished paper presented at the Ninth Interscience Conference on Chemotherapy, Atlantic City, NJ, October 2.

Note: Do not use the year with the date at the end of the citation.

Style Notes

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Place

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Journal titles should be abbreviated and should be used consistently.

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- Place single-author and double-author entries before multiple-author entries beginning with the same name.

Follow these steps for arranging entries with the same first author and publication date:

- List single-author references first, alphabetized by title.
- List double-author references next, alphabetized by second authors.
- List multiple-author references next, alphabetized by the second, third, and fourth authors, etc.
- Assign a lowercase letter to distinguish works with identical authors and years (and arrange these entries alphabetically by title):

Jones TL [1990a]
Jones TL [1990b]
Smith AJ [1982a]
Smith AJ [1982b]

- Assign a lowercase letter to distinguish et al. references with the same first author:

Smith AJ, Applegate DC, Window SL [1982a]
Smith AJ, Edwards VB, Lilly CB [1982b]

Note: The second and subsequent authors may be different, as in this example. But because the text citation will be Smith et al. for both entries, they should be distinguished with lowercase letters.

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[NIOSH 1982, 1985, 1990]

Same author, multiple references in same year—separate letters by commas, years by semicolon:

[NIOSH 1982a,b; 1985a,b,c]

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