Chapter 12. Papers and Poster Sessions Presented at Meetings

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- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

See also:

Chapter 3 Conference Publications

Sample Citation and Introduction to Citing Papers and Poster Sessions Presented at Meetings

The general format for a reference to an unpublished conference paper or poster session, including punctuation:

- for a paper:


- for a poster session:
Examples of Citations to Papers and Poster Sessions Presented at Meetings

Papers and poster sessions presented at meetings include both items that were presented but never published and items for which any subsequent publication is unknown. If subsequent publication is known, cite the published form rather than the meeting paper or poster session.

Begin the reference with information on the author(s) and title of the paper or poster session; use the same format as that used for conference papers. See Chapter 3 Conference Publications for details. Use the phrases "Paper presented at:" and "Poster session presented at:" to connect author and title information with meeting information.

Although author affiliation is an optional part of a citation, including it in references to unpublished papers and poster sessions is very helpful to the reader because compilations of papers and poster sessions can be difficult to locate.

Examples provided in this chapter are primarily from material distributed at various conferences. No attempt was made to ascertain whether or not subsequent publication occurred, as would normally be done before citation.

Continue to Citation Rules with Examples for Papers and Poster Sessions Presented at Meetings.

Continue to Examples of Citations to Papers and Poster Sessions Presented at Meetings.

Citation Rules with Examples for Papers and Poster Sessions Presented at Meetings

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Author Affiliation (O) | Title (R) | Connective Phrase (R) | Conference Proceedings (R) | Language (R) | Notes (O)
Author of Paper or Poster Presented (required)

General Rules for Author

- List names in the order they appear in the text
- Enter surname (family or last name) first for each author
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
- Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
- Give all authors, regardless of the number
- Separate author names from each other by a comma and a space
- End author information with a period

Specific Rules for Author

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Options for author names

**Box 1. Surnames with hyphens and other punctuation in them.**

- Keep hyphens in surnames
  
  Estelle Palmer-Canton *becomes* Palmer-Canton E

  Ahmed El-Assmy *becomes* El-Assmy A

- Keep particles, such as O', D', and L'
  
  Alan D. O’Brien *becomes* O’Brien AD

  James O. L’Esperance *becomes* L’Esperance JO

  U. S’adeh *becomes* S’adeh U

- Omit all other punctuation in surnames
  
  Charles A. St. James *becomes* St James CA
Box 2. Other surname rules.

- Keep prefixes in surnames
  
  Lama Al Bassit  becomes  Al Bassit L
  
  Jiddeke M. van de Kamp  becomes  van de Kamp JM
  
  Gerard de Pouvourville  becomes  de Pouvourville G

- Keep compound surnames even if no hyphen appears
  
  Sergio Lopez Moreno  becomes  Lopez Moreno S
  
  Jaime Mier y Teran  becomes  Mier y Teran J
  
  Virginie Halley des Fontaines  becomes  Halley des Fontaines V

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  - Treat a letter marked with diacritics or accents as if it were not marked
    
    Å  treated as  A
    
    Ø  treated as  O
    
    Ç  treated as  C
    
    Ł  treated as  L
    
    à  treated as  a
    
    ĝ  treated as  g
    
    ñ  treated as  n
    
    ü  treated as  u
  
  - Treat two or more letters printed as a unit (ligated letters) as if they were two letters
    
    æ  treated as  ae
    
    œ  treated as  oe

Box 3. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names
Box 3 continued from previous page.

Jean-Louis Lagrot becomes Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle
  
  D’Arcy Hart becomes Hart D
  
  W. St. John Patterson becomes Patterson WS
  
  De la Broquerie Fortier becomes Fortier D
  
  Craig McC. Brooks becomes Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.
  
  Ch. Wunderly becomes Wunderly C
  
  C. Fr. Erdman becomes Erdman CF

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter
  
  Iu. A. Iakontov becomes Iakontov IuA
  
  G. Th. Tsakalos becomes Tsakalos GTh

Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name
  
  James A. Reed, M.D., F.R.C.S. becomes Reed JA
  
  Kristine Schmidt, Ph.D. becomes Schmidt K
  
  Robert V. Lang, Major, US Army becomes Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name
  
  Sir Frances Hildebrand becomes Hildebrand F
  
  Dr. Jane Eberhard becomes Eberhard J
  
  Captain R.C. Williams becomes Williams RC
Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals

Examples:

Vincent T. DeVita, Jr. becomes DeVita VT Jr
James G. Jones II becomes Jones JG 2nd
John A. Adams III becomes Adams JA 3rd
Henry B. Cooper IV becomes Cooper HB 4th

Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the ALA-LC Romanization Tables.

- Romanize names if they are in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

   Iu. A. Iakontov becomes Iakontov IuA
   G. Th. Tsakalos becomes Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat a letter marked with diacritics or accents as if it were not marked

   Å treated as A
   Ø treated as O
   Ç treated as C
   Ł treated as L
   à treated as a

Box 6 continues on next page...
Box 6 continued from previous page.

- ġ treated as g
- ň treated as n
- ü treated as u
- Treat two or more letters printed as a unit (ligated letters) as if they were two letters
  - æ treated as ae
  - œ treated as oe

Box 7. Options for author names.
The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon.
  
  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.
  
  Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."

  
  Adler DG, Baron TH, Davila RE, and others.

Examples for Author

1. Standard paper presented with a separate name for the conference
2. Standard paper presented without a separate name for the conference
3. Standard poster presented with a separate name for the conference
4. Standard poster presented without a separate name for the conference
5. Paper/poster author with optional full name
6. Paper/poster with optional limit to the first six authors
7. Paper/poster author with designation of rank within a family
8. Paper/poster author with a prefix or particle in the surname
9. Paper/poster author with compound surname

10. Paper/poster with both a person and an organization as author

**Author Affiliation for Paper or Poster Presented (optional)**

**General Rules for Author Affiliation**

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the affiliation
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the closing parenthesis, unless it is the affiliation of the last author, then use a period

**Specific Rules for Author Affiliation**

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

**Box 8. Abbreviations in affiliations.**

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

  **Examples:**

  Acad. for Academy  
  Assoc. for Association  
  Co. for Company  
  Coll. for College  
  Corp. for Corporation  
  Dept. for Department  
  Div. for Division  
  Inst. for Institute or Institution

*Box 8 continues on next page...*
Soc. for Society
Univ. for University

See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.
- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.
- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

**Box 9. E-mail address included.**

- Follow the US state, Canadian province, or country of the author with a period and a space
- Insert the e-mail address as it appears in the publication
- Do not end an e-mail address with a period
- Place the e-mail address within the closing parenthesis for the author affiliation

Example:


**Box 10. Organizational names for affiliations not in English.**

- Give the affiliation of all authors or only the first author
- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

*Box 10 continues on next page...*
Box 10 continued from previous page.

- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatría, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

  Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

- Romanize (write in the roman alphabet) or translate organizational names if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

  Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I.

  Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese)

  Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat a letter marked with diacritics or accents as if it were not marked

    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - Ŏ treated as g
Box 10 continued from previous page.

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters
  
  \( \ddot{\text{n}} \) treated as \( n \)
  
  \( \ddot{\text{u}} \) treated as \( u \)

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Box 11. Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name as found on the publication may always be used.
  
  Moskva becomes Moscow
  
  Wien becomes Vienna
  
  Italia becomes Italy
  
  Espana becomes Spain

Examples for Author Affiliation

11. Paper/poster with author affiliation

12. Paper/poster with author affiliation including e-mail address

Title of Paper or Poster Presented (required)

General Rules for Title

- Enter the title of a paper or poster as it appears in the original document
- 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 another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
• End a title with a period unless a question mark or exclamation point already ends it

Specific Rules for Title

• Titles not in English
• Titles containing a Greek letter, chemical formula, or other special character

Box 12. Titles not in English.

• Provide the title in the original language for non-English titles found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)


• Romanize (write in the roman alphabet) titles if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.


• Romanize or translate titles in character-based languages (Chinese, Japanese) and place in square brackets


• Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  ○ Treat a letter marked with diacritics or accents as if it were not marked

    Å treated as A
    Ø treated as O
    Ç treated as C

Box 12 continues on next page...
Box 12 continued from previous page.

- L treated as L
- à treated as a
- ģ treated as g
- ň treated as n
- û treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters:
  - æ treated as ae
  - œ treated as oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of the particular language require other capitalization.

  Morbus Cushing und Prolaktinom [Cushing’s disease and prolactinoma].

- Provide an English translation after the original language title whenever possible and place it in square brackets.


**Box 13. Titles containing a Greek letter, chemical formula, or another special character.**

- Capitalize the first word of a title for a poster or paper unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

  1,3-dichloro-5,5-dimethylhydantoin: health-based reassessment of occupational exposure limits.

  von Willebrand factor and the mechanisms of platelet function.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

  Regulation of BCRP expression by progesterone and 17β-estradiol.

  *may become*

  Regulation of BCRP expression by progesterone and 17beta-estradiol.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

  Pre-operative diagnosis and staging of symptomatic breast disease using $^{99m}$technitium scintimammography.

  *may become*

  Pre-operative diagnosis and staging of symptomatic breast disease using (99m)technitium scintimammography.

  Proinflammatory role for AT$_1$ receptors in the rat synovium.

  *may become*

  Proinflammatory role for AT(1) receptors in the rat synovium.

**Examples for Title**

13. Paper/poster title containing a Greek letter or other special character

14. Paper/poster in a language other than English
Connective Phrase for Paper or Poster Presented (required)

General Rule for Connective Phrase

- Use the words "Paper presented at" or "Poster session presented at" followed by a colon and a space to connect information about the paper or poster with information on the conference proceedings.

Examples for Connective Phrase

1. Standard paper presented with a separate name for the conference
2. Standard paper presented without a separate name for the conference
3. Standard poster presented with a separate name for the conference
4. Standard poster presented without a separate name for the conference

Conference Proceedings for Paper or Poster Presented (required)

Follow the instructions in Chapter 3 to enter proceedings citation information.

Examples for Conference Proceedings

1. Standard paper presented with a separate name for the conference
2. Standard paper presented without a separate name for the conference
3. Standard poster presented with a separate name for the conference
4. Standard poster presented without a separate name for the conference
15. Paper/poster with optional specific location of the conference added

Language for Paper or Poster Presented (required)

General Rules for Language

- Give the language of the paper or poster if not English
- Capitalize the language name
- Follow the language name with a period

Examples for Language

14. Paper/poster in a language other than English

Notes for Paper or Poster Presented (optional)

General Rules for Notes

- Notes is a collective term for any useful information given after the citation itself
- Complete sentences are not required
• Be brief  

Specific Rules for Notes  

• Sponsorship note  
• Other types of material to include in notes

Box 14. Sponsorship note.

• If the conference was sponsored by an organization or organizations that are not evident from the title of the conference, add the organizations as a note


Box 15. Other types of material to include in notes.

The notes element may be used to provide any information that the compiler of the reference feels is useful. Begin by citing the paper or poster, then add the note. Some examples of notes are:

• Clarification of initialisms or acronyms used in the conference title


• Indication that copies of the paper or poster are available from the author

Examples for Notes

16. Paper/poster with sponsorship note

17. Paper/poster with other supplemental note

Examples of Citations to Papers and Poster Sessions Presented at Meetings

1. Standard paper presented with a separate name for the conference


2. Standard paper presented without a separate name for the conference


Thabet A. Clinical value of two serial pulmonary embolism-protocol CT studies performed within ten days. Paper presented at: Annual Scientific Meeting and Postgraduate Course of the American Society of Emergency Radiology; 2006 Sep 27-30; Washington, DC.

3. Standard poster presented with a separate name for the conference


4. Standard poster presented without a separate name for the conference


5. Paper/poster author with optional full name


6. Paper/poster with optional limit to the first six authors


7. Paper/poster author with designation of rank within a family

Hubert JM, Renoult E, Chammas M Jr, Mourey E, Feuillu B, Frimat L, Cormier L, Prevot L, Hestin D, Kessler M. Purely laparoscopic robotic (Da Vinci®) live donor nephrectomy: experience in 37 cases. Poster session presented at: 24th Annual World Congress of Endourology; 2006 Aug 17-20; Cleveland, OH.

8. Paper/poster author with a prefix or particle in the surname

Sarna A, Pujari S, Sengar AK, Garg R, Katke S, van Dam J. Adherence to antiretroviral therapy (ART) and its principal determinants in HIV-infected adults in India. Poster session presented at: NIMH/IAPAC International Conference on HIV Treatment Adherence; 2006 Mar 8-10; Jersey City, NJ.


Fettouh HI, Morsy HA, El Shenoufy A, Agabo H, Fettouh IA. Laparoscopic right donor nephrectomy using non-absorbable locking clips to control the renal vein. Poster session presented at: 24th Annual World Congress of Endourology; 2006 Aug 17-20; Cleveland, OH.

Joseph MA, Harlow SD, LaRosa JH. Ethnic differences in menstrual cycle length and variability in midlife women: The Study of Women’s Health across the Nation (SWAN).
Poster session presented at: 2nd Women’s Health NIH Interdisciplinary Research Symposium; 2005 Oct 20; Bethesda, MD.


Martin M, Del Cacho E, Lopez E, Tuset M, Codina C, Miro JM, Ribas J. Adverse side effects and nonadherence to antiretroviral therapy. Poster session presented at: NIMH/IAPAC International Conference on HIV Treatment Adherence; 2006 Mar 8-10; Jersey City, NJ.

9. Paper/poster author with compound surname

Bryan-Rest LL. The “clear sinus sign” revisited in the multislice CT ERA. Paper presented at: Annual Scientific Meeting and Postgraduate Course of the American Society of Emergency Radiology; 2006 Sep 27-30; Washington, DC.


10. Paper/poster with both a person and an organization as author

Atkinson RP; ARChER Trial Collaborators. Final 1-year composite endpoint results for the ARChER Trials: ACCULINK for revascularization of carotids in high-risk patients. Paper presented at: 129th Annual Meeting of the American Neurological Association; 2004 Oct 3-6; Toronto, ON.

11. Paper/poster with author affiliation

Thabet A (Massachusetts General Hospital, Boston, MA). Clinical value of two serial pulmonary embolism-protocol CT studies performed within ten days. Paper presented at: Annual Scientific Meeting and Postgraduate Course of the American Society of Emergency Radiology; 2006 Sep 27-30; Washington, DC.

Barron D (Leeds Teaching Hospitals, Leeds, UK), Enion DS (Blackburn Royal Infirmary, Blackburn, UK), Bollen SR (Blackburn Royal Infirmary, Blackburn, UK). Femoro-tibial dislocation and the radiologist. Poster session presented at: Annual Scientific Meeting and Postgraduate Course of the American Society of Emergency Radiology; 2006 Sep 27-30; Washington, DC.
12. Paper/poster with author affiliation including e-mail address


13. Paper/poster title containing a Greek letter or other special character

Greek letters may be written out if special fonts are not available

Wang H, Unadkat JD, Mao Q. Regulation of BCRP expression by progesterone and $17\beta$-estradiol. Poster session presented at: 2nd Women's Health NIH Interdisciplinary Research Symposium; 2005 Oct 20; Bethesda, MD.

may become

Wang H, Unadkat JD, Mao Q. Regulation of BCRP expression by progesterone and $17\beta$-estradiol. Poster session presented at: 2nd Women's Health NIH Interdisciplinary Research Symposium; 2005 Oct 20; Bethesda, MD.

Superscripts or subscripts may be enclosed within parentheses if fonts are not available


may become


14. Paper/poster in a language other than English

Villagra F (Hospitales Zarzuela y Monte Principe, Madrid, Spain), Aroca A, Gomez R, Cazzaniga M, Larraya FG, Rodriguez M, Herraiz JJ, Romera G, Soler V, Simo S, Arjona D. Cirugia de la coartacion de aorta (COA) asociada a defectos septales ventriculares (DSV)


with translation


15. Paper/poster with optional specific location of the conference added


16. Paper/poster with sponsorship note


17. Paper/Poster with other supplemental note