Chapter 4. Scientific and Technical Reports

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- Citation Rules with Examples
- Examples

B. Parts of Reports

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

A. Sample Citation and Introduction to Citing Entire Reports

The general format for a reference to a report, including punctuation:

- written and published by the sponsoring organization:

  Authors
  Title
  Place of Publication
  Publisher


  Report Number
  Date of Publication
  Total Number of Pages

- written by the performing organization and published by the sponsoring organization:

Examples of Citations to Entire Reports

A technical report, also called a scientific report, is defined by NISO Z39.29 as "A separately issued record of research results, research in progress, or other technical studies". Governmental agencies, usually at the federal or state level, issue most technical reports, but reports also originate from universities and other types of research institutions. Technical reports share many characteristics with the books described in Chapter 2 and its subsections. The major differences in citing them are in their authorship, the provision of sponsorship information, and the inclusion of any report, contract, and grant numbers.

In citing a technical report, it is important to identify both the sponsoring organization (i.e., the organization that funded the research), and the performing organization (i.e., the organization that conducted the research), and to determine which of them actually published the report. In some cases, the same organization both sponsors and performs the research. For example, the National Cancer Institute has intramural scientists and may publish their work in report format. Often, however, the sponsoring organization provides funds to another organization that actually performs the research. These funds are disbursed through grants and contracts. When this occurs, either the sponsoring organization or the performing organization may publish the report. Thus, there are three possible scenarios for publication of a technical report. It may be:
• Written and published by the sponsoring organization.
• Written by the performing organization and published by the sponsoring organization.
• Written and published by the performing organization.

Some technical reports will have the same type of edition statement found in books, such as "2nd ed." However, most technical reports use such wording as "Annual Report," "Final Report" and "Interim Report" to express edition. The time period covered by the report is also often included in the edition statement. For example, Final report 15 Mar 2004-31 Jan 2005.

A citation to a technical report must always include any report numbers provided in the publication, and contract and grant numbers should also be included. Begin with the report number, if present, then follow with any contract or grant number. Precede all of these numbers with the appropriate phrase identifying them, such as "Report No.: ".

US government technical reports are usually distributed by the National Technical Information Service (NTIS) or the US Government Printing Office (GPO) rather than the agency issuing the report. Adding distributor information to a citation, including any accession number provided, can aid the user in obtaining a copy of the report. Note that NTIS and GPO are distributors, not publishers. See the information under Notes below for further information on including distributor information.

The chief source for information about a report is its title page. The back of the title page, called the verso or copyright page, and the cover of the report are additional sources of authoritative information not found on the title page. Many reports also carry a "Report Documentation Page" (Standard Form 298), inserted either after the verso or at the back of the document. See NISO Z39.18 Scientific and Technical Reports and NISO Z39.23 Standard Technical Report Number Format and Creation for further details (both available from NISO).

See also Chapter 18 and Chapter 22 for information on citing technical reports published in CD-ROM or on the Internet.

Continue to Citation Rules with Examples for Entire Reports.

Continue to Examples of Citations to Entire Reports.

**Citation Rules with Examples for Entire Reports**

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/Editor (R) | Author Affiliation (O) | Title (R) | Type of Medium (R) | Edition (R) | Editor and Other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Pagination (O) | Physical Description (O) | Series (O) | Report Number (R) | Contract Number or Grant Number (O) | Language (R) | Notes (O)
Author/Editor for Reports (required)

General Rules for Author/Editor

- List names in the order they appear in the text
- Enter surname (family or last name) first for each author/editor
- 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 KH or van der Horn KH; De Wolf F or de Wolf F or DeWolf F.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all authors/editors, regardless of the number
- Separate author/editor names from each other by a comma and a space
- If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors; see Editor and Other Secondary Authors below if there are authors and editors
- End author/editor information with a period

Specific Rules for Author/Editor

- 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)
- Non-English words for editor
- Organizations as author
- No author can be found
- 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

Box 1 continues on next page...
Box 1 continued from previous page.

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

  [If you cannot determine from the title page whether a surname is compound or a combination of a middle name and a surname, look at the back of the title page (the copyright page) or elsewhere in the text for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- 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 letters marked with diacritics or accents as if they are not marked

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

Box 2 continues on next page...
Box 2 continued from previous page.

- ź treated as n
- ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are 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
  - 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 are 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
Box 4 continued from previous page.

- 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
  - Captain R.C. Williams  becomes  Williams RC
  - Dr. Jane Eberhard  becomes  Eberhard J

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

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

- 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 letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - 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 are two letters
    - æ treated as ae
    - ĕ treated as oe

Box 7. Non-English words for editor.

- Translate the word found for editor into English. However, the wording found on the publication may always be used.
- To assist in identifying editors, below is a brief list of non-English words for editor:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
</tr>
<tr>
<td></td>
<td>editeur</td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
</tr>
<tr>
<td></td>
<td>editore</td>
</tr>
</tbody>
</table>

Box 7 continues on next page...
Box 7 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Russian</td>
<td>redaktor</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
</tr>
<tr>
<td></td>
<td>editor</td>
</tr>
</tbody>
</table>

Box 8. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit "The" preceding an organization name

  The American Cancer Society becomes American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

  American Medical Association, Committee on Ethics.

  International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

  American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

  National Academy of Sciences (US).

  Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

  Canadian Association of Orthodontists; Canadian Dental Association.

  American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization or organizations appear on the title page of a report as authors, use the names of the individuals as the author. Give the organization name as a note, if desired.
Box 8 continued from previous page.

- For names of organizations in languages other than English:
  - Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.
    - Istituto di Fisiologia Clinica del CNR.
    - Universitatsmedizin Berlin.
    - Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].
  - Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.
    - Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].
      
    or
    
    [Russian Respiratory Society].
  - Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.
    - [Chinese Medical Society].
  - 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 letters marked with diacritics or accents as if they are not marked
      
      Å treated as A
      Ø treated as O
      Ç treated as C
      Ł treated as L
      à treated as a
Box 8 continued from previous page.

- ģ 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 are two letters
  - æ treated as ae
  - òe treated as oe

Box 9. No author can be found.

- If no person or organization can be found as the author but editors or translators are present, begin the reference with the names of the editors or translators. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.
  
  Morrison CP, Court FG, editors.
  
  Walser E, translator.

- If no person or organization can be identified as the author and no editors or translators are given, begin the reference with the title of the report. Do not use anonymous.
  

Box 10. 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 used. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.
  
  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.
  
  Mann, Frederick D.; Swartz, Mary N.; Little, R.T.
Box 10 continued from previous page.

- 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/Editor

1. Standard report written and published by the sponsoring organization
2. Standard report written by the performing organization and published by the sponsoring organization
3. Standard report written and published by the performing organization
4. Report with optional full given names
5. Report with optional limit to the first three authors (use "et al" or "and others")
6. Report with a designation of family rank in the author name
7. Report with author and translator
8. Report with authors and an editor
9. Report with editors instead of authors
10. Report with editors and translators
11. Report with an organization as the author or editor
12. Report with government agency as the author
13. Report with authors from both the performing and sponsoring organizations
14. Report with no author provided

Author Affiliation for Reports (optional)

General Rules for Author Affiliation

- Provide the affiliation for reports authored by the performing organization unless the performing organization is also the publisher
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
• Enter address information after the last named author unless authors represent more than one organization; see Authors from more than one organization below
• 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

**Box 15. Authors from more than one organization.**

Reports may be collaborative efforts among more than one organization.

• Use a semicolon followed by a space to separate groups of authors from different organizations
• Include the address of each author or group of authors

*Example:*

Thompson LA, Chhikara RS (School of Natural and Applied Sciences, University of Houston, Clear Lake, TX); Conklin J (Lyndon B. Johnson Space Center, Houston, TX).

**Specific Rules for Author Affiliation**

• E-mail address given
• Abbreviations in affiliations
• Organizational names for affiliations not in English
• Names for cities and countries not in English
• Authors from more than one organization

**Box 11. E-mail address given.**

• 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:*

de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).
Box 12. 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  
  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 13. Organizational names for affiliations not in English.

- Provide the affiliation for reports authored by the performing organization unless the performing organization is also the publisher.

- Place the affiliation after the last author unless the authors represent more than one organization (see Authors from more than one organization below).

- 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. Use commas to separate the parts of the address. Place the address in parentheses.
Box 13 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).

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

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

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

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

  Susaki K, Bandoh S (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan).

- 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 letters marked with diacritics or accents as if they are not marked

    Å treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a
    ğ treated as g
    ň treated as n
    ü treated as u
Box 13 continued from previous page.

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

- 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 14. Names for cities and countries not in English.

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

  Moskva becomes Moscow
  
  Wien becomes Vienna
  
  Italia becomes Italy
  
  Espana becomes Spain

Examples for Author Affiliation

2. Standard report written by the performing organization and published by the sponsoring organization

13. Report with authors from both the performing and sponsoring organizations

Title for Reports (required)

General Rules for Report Title

- Enter the title of a report as it appears in 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 some other form of punctuation such as a question mark, period, or an exclamation point is already present
- Translate titles not in English into English, whenever possible; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it or a Type of Medium follows it
Specific Rules for Report Title

- Titles not in English
- Titles in more than one language
- Titles containing a Greek letter, chemical formula, or another special character

Box 16. Titles not in English.

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

  Contreras A, Drabo Y, Shimp L, de Quinteros P, Linares MA. 
  L’opérationnalisation a l’échelle des pratiques familiales clés en matière de sante et de nutrition de l’enfant: le role du changement des comportements. 

- 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). Place translated titles in square brackets.


  or


- Provide an English translation after the original language one whenever possible; place translations in square brackets.

Box 16 continues on next page...


- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ê treated as e
    - ñ treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe
Box 17. Titles in more than one language.

- If a report is written in several languages:
  - Give the title in the first language found on the title page
  - List all languages of publication after the pagination and any report, contract, or grant numbers
  - Separate the languages by a comma and a space
  - End the list of languages with a period

  Example:

- If a report is presented in two or more equal languages, as often occurs in Canadian publications:
  - Give all titles in the order they are given in the text, with an equals sign between them
  - List all languages after the pagination and any report, contract, or grant numbers
  - Separate the languages by a comma and a space
  - End the list of languages with a period

  Examples:

If none of the languages is English, follow the titles with a translation whenever possible. Place the translation in square brackets.


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

alpha-Methyldopa sesquihydrate (feed studies).

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

If a report 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.

Lindane (γ-hexachlorocyclohexane): health-based recommended occupational exposure limit.

or

Lindane (gamma-hexachlorocyclohexane): health-based recommended occupational exposure limit.

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

Autoradiographic localization of [125I]-ricin in lungs and trachea of mice following an aerosol inhalation exposure.
or

Autoradiographic localization of [(125)I]-ricin in lungs and trachea of mice following an aerosol inhalation exposure.

**Examples for Report Title**

15. Report in a language other than English

16. Report in two or more equal languages

17. Report with a title containing a chemical formula, Greek letter, or other special character

18. Report in a microform

**Type of Medium for Reports (required)**

**General Rules for Type of Medium**

- Indicate the specific type of medium (microfiche, ultrafiche, microfilm, microcard, etc.) following the title when a report is published in a microform
- Place the name of the medium in square brackets and end with a period, such as [microfiche].
- Add information about the medium according to the instructions under Physical Description below
- See Chapter 15 for reports in audiovisual formats and Chapter 18 and Chapter 22 for reports in electronic formats

**Specific Rules for Type of Medium**

- Report titles ending in punctuation other than a period
- Report titles not in English

**Box 19. Titles ending in punctuation other than a period.**

- Most report titles end in a period. Place [microfiche], [microfilm], or [microcard] inside the period.


- If a title ends in another form of punctuation, keep that punctuation and follow [microfiche], [microfilm], or [microcard] with a period

  Box 19 continues on next page...
Box 19 continued from previous page.

Is peripheral benzodiazepine receptor (PBR) gene expression involved in breast cancer suppression by dietary soybean protein? [microfiche].

Box 20. Titles not in English.

- If a translation of a title is provided, give the translation after the original title and place it in square brackets
  
  Travaux scientifiques des chercheurs du service de sante des armees [Scientific works of research workers of the army health service].

- If a report is in a microform (microfiche, microfile, microcard, etc.), place the specific name of the microform after the square brackets for the translation

  Untersuchungen zur Abtrennung von Schwermetallen aus Grubenwaessern mittels Mikroorganismen [Investigation of separation of heavy metals from mine water by microbes] [microfiche].

Examples for Type of Medium

18. Report in a microform

Edition for Reports (required)

General Rules for Edition

- Indicate the edition/version being cited after the title (and type of medium if present) when a report is published in more than one edition or version
- Abbreviate common words (see Abbreviation rules for editions below)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period


- Abbreviate common words found in edition statements:

<table>
<thead>
<tr>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>abbreviated</td>
<td>abbr.</td>
</tr>
</tbody>
</table>

Box 21 continues on next page...
### Box 21 continued from previous page.

<table>
<thead>
<tr>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>abridged</td>
<td>abr.</td>
</tr>
<tr>
<td>American</td>
<td>Am.</td>
</tr>
<tr>
<td>augmented</td>
<td>augm.</td>
</tr>
<tr>
<td>authorized</td>
<td>authoriz.</td>
</tr>
<tr>
<td>English</td>
<td>Engl.</td>
</tr>
<tr>
<td>enlarged</td>
<td>enl.</td>
</tr>
<tr>
<td>expanded</td>
<td>expand.</td>
</tr>
<tr>
<td>illustrated</td>
<td>ill.</td>
</tr>
<tr>
<td>modified</td>
<td>mod.</td>
</tr>
<tr>
<td>original</td>
<td>orig.</td>
</tr>
<tr>
<td>reprint(ed)</td>
<td>repr.</td>
</tr>
<tr>
<td>revised</td>
<td>rev.</td>
</tr>
<tr>
<td>special</td>
<td>spec.</td>
</tr>
<tr>
<td>translation</td>
<td>transl.</td>
</tr>
<tr>
<td>translated</td>
<td>transl.</td>
</tr>
</tbody>
</table>

For additional abbreviations, see ISO 832:1994 - *Rules for the abbreviation of bibliographic terms*.

- Follow abbreviated words with a period and end all edition information with a period
  
  3rd rev. ed.
  
  1st Engl. ed.

### Specific Rules for Edition

- Abbreviation rules for editions
- Editions with dates
- Non-English words for editions

### Box 22. Editions with dates.

Report titles are frequently followed by phrases such as "Annual report", "Interim report", and "Final report". These are considered editions.

*Box 22 continues on next page...*
Box 22 continued from previous page.

- If such phrases are followed by a date or date range, include these dates as part of the edition statement
- Enter the dates in whatever format is found
- Place a period at the end of date information

Examples:
- Report for 8 Jan 03-30 Mar 03.

Box 23. Non-English words for editions.

- For non-English edition statements written in the roman alphabet (French, German, Spanish, Italian, etc.):
  - Provide the name in the original language
  - Abbreviate common words used in edition statements if the language is a familiar one
  - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words
  - Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
  - Separate the edition from the title proper by a space
  - Retain the punctuation used in the edition statement
  - End the edition information with a period

Examples:
- Edicion 1a.
- 5. ed. interamente riv. e aggiornata.
Box 23 continued from previous page.

2. ed. veneta.

Nuova ed.

Seconda ed.

4a ed. rev. e ampliada.

2ª ed. ampliada y actualizada.

- For an edition statement written in Cyrillic, Greek, Arabic, Hebrew, or Korean:
  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables*.
  - Abbreviate common words used in edition statements if the language is a familiar one
  - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words
  - Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
  - Separate the edition from the title proper by a space
  - Retain the punctuation used in the edition statement
  - Follow abbreviated words with a period and end all edition information with a period

*Examples:*

Izd. 3., perer. i dop.

2. dopunjeno izd.

2. ekd. epeux.

3. ekd.

- For an edition statement written in a character-based language such as Chinese and Japanese:
  - Transliterate or translate the words for edition
  - Do not abbreviate any of the words or omit any words

*Box 23 continues on next page...*
Box 23 continued from previous page.

- Use the capitalization system of the particular language
- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
- Separate the edition from the title by a space
- Retain the punctuation used in the edition statement
- End all edition information with a period

Examples:

Shohan.
Dai 1-han.
Dai 3-pan.
Di 3 ban.
Cai se ban, Xianggang di 1 ban.
Che 6-p’an.

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Edition</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danish</td>
<td>oplag</td>
<td>n.a.</td>
</tr>
<tr>
<td></td>
<td>udgave</td>
<td></td>
</tr>
<tr>
<td>Dutch</td>
<td>uitgave</td>
<td>uitg.</td>
</tr>
<tr>
<td></td>
<td>editie</td>
<td>ed.</td>
</tr>
<tr>
<td>Finnish</td>
<td>julkaisu</td>
<td>julk.</td>
</tr>
<tr>
<td>French</td>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>German</td>
<td>Ausgabe</td>
<td>Ausg.</td>
</tr>
<tr>
<td></td>
<td>Auflage</td>
<td>Aufl.</td>
</tr>
<tr>
<td>Greek</td>
<td>ekdosis</td>
<td>ekd.</td>
</tr>
<tr>
<td>Italian</td>
<td>edizione</td>
<td>ed.</td>
</tr>
<tr>
<td>Norwegian</td>
<td>publikasjon</td>
<td>publ.</td>
</tr>
<tr>
<td></td>
<td>utgave</td>
<td>utg.</td>
</tr>
</tbody>
</table>
Box 23 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Edition</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portuguese</td>
<td>edicao</td>
<td>ed.</td>
</tr>
<tr>
<td>Russian</td>
<td>izdanie</td>
<td>izd.</td>
</tr>
<tr>
<td></td>
<td>publikacija</td>
<td>publ.</td>
</tr>
<tr>
<td>Spanish</td>
<td>edicion</td>
<td>ed.</td>
</tr>
<tr>
<td></td>
<td>publicacion</td>
<td>publ.</td>
</tr>
<tr>
<td>Swedish</td>
<td>upplaga</td>
<td>n.a.</td>
</tr>
</tbody>
</table>

Examples for Edition


Editor and other Secondary Authors for Reports (optional)

General Rules for Editor and other Secondary Authors

- A secondary author modifies the work of the author. Examples include editors, translators, and illustrators.
- Place the names of secondary authors after the title, following any Type of Medium and Edition statement
- Use the same rules for the format of names presented in Author above
- Follow the last named editor with a comma and the word editor or editors; the last named illustrator with a comma and the word illustrator or illustrators, etc.
- End secondary author information with a period
- If there is no author, move secondary authors such as editors and translators to the author position in the reference

Specific Rules for Editor and other Secondary Authors

- More than one type of secondary author
- Secondary author performing more than one role
- Organization as editor
- Non-English names for secondary authors

Box 24. More than one type of secondary author.

A report may have several types of secondary author.

- List all of them in the order they are given in the publication
- Separate each type of author and the accompanying role by a semicolon

Box 24 continues on next page...
Box 24 continued from previous page.

- End secondary author information with a period
  
  *Examples:*
  
  Smith BC, editor; Carson HT, illustrator.
  
  Graber AF, Longstreet RG, translators; Johnson CT, Marks C, Huston MA, illustrators.

Box 25. **Secondary author performing more than one role.**

A secondary author may perform more than one role.

- List all of them in the order they are given in the publication
- Separate the roles by "and"
- End secondary author information with a period

  *Example:*
  
  Jones AB, editor and translator.

Box 26. **Organization as editor.**

On rare occasions an organization is listed as the editor.

- Follow the instructions for entering the organization name found under Organizations as author
- Place a comma, space, and the word editor after the organization name


Box 27. **Non-English names for secondary authors.**

- Translate the word found for editor, translator, illustrator, or other secondary author into English if possible to assist the reader. However, the wording found on the publication may always be used.
- To assist in identifying secondary authors, below is a brief list of non-English words for them:

*Box 27 continues on next page...*
<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
<th>Word for Translator</th>
<th>Word for Illustrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
<td>traducteur</td>
<td>illustrateur</td>
</tr>
<tr>
<td></td>
<td>editeur</td>
<td></td>
<td></td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
<td>ubersetzer</td>
<td>erlauterer</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
<td>dolmetscher</td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
<td>tradutore</td>
<td>disegnatore</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>editore</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td>redaktor</td>
<td>perevodchik</td>
<td>konstruktor</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
<td>traductor</td>
<td>ilustrador</td>
</tr>
<tr>
<td></td>
<td>editor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Examples for Editor and other Secondary Authors

8. Report with authors and an editor
9. Report with editors instead of authors
10. Report with editors and translators
11. Report with an organization as the author or editor

Place of Publication for Reports (required)

General Rules for Place of Publication

- Place is defined as the city where the report was published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as London (ON) and London (England)
- Use the anglicized form for a non-US city, such as Vienna for Wein
- End place information with a colon

Specific Rules for Place of Publication

- Non-US cities
• Joint publication
• Multiple places of publication
• No place of publication can be found

**Box 28. Non-US cities.**

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva. However, the name as found on the publication may always be used.

- Follow Canadian cities with the two-letter abbreviation for the name of the province, placed in parentheses:
  
  Montreal (QC):
  
  Ottawa (ON):
  
  Vancouver (BC):

- If the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.
  
  London:
  
  Rome:
  
  Paris:
  
  Madrid:

  *but*

  Malaga (Spain): *or* Malaga (ES):
  
  Basel (Switzerland): *or* Basel (CH):
  
  Oxford (England): *or* Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

**Box 29. Joint publication.**

- Two organizations may co-publish a report.

- Use the city of the first organization found in the publisher position on the title page (or on the back of the title page if no publisher information appears on the title page) as the place of publication

*Box 29 continues on next page...*
Box 29 continued from previous page.

• Place the name of the second organization as a note at the end of the citation, if desired

  Example:


• Do not give multiple places as place of publication or include multiple publishers

Box 30. Multiple places of publication.

• If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.

• As an option, if one place is a US city and the other(s) are not, use the US city

Box 31. No place of publication can be found.

• If no place of publication can be found on the title page or its verso (back), but one can be found elsewhere in the publication or can be reasonably inferred (e.g., Washington as the place for a publication of the Department of Health and Human Services), place the city in square brackets, such as "[Washington]"

  [Deakin West (Australia)]: National Rural Health Alliance (AU); 1998 Feb. 74 p.

• If no place of publication can be found or inferred, use [place unknown]

  [place unknown]: Western Health Foundation; 1985.

Examples for Place of Publication

20. Report place of publication with geographic qualifier added for clarity

21. Report with place of publication inferred
Publisher for Reports (required)

General Rules for Publisher

• Record the name of the publisher as it appears in the publication, using whatever
capitalization and punctuation is found there
• When a division or other subsidiary part of a publisher appears in the publication,
enter the publisher name first. For example: Harvard Medical School, Department of Genetics.
• End publisher information with a semicolon

Specific Rules for Publisher

• Abbreviated words in publisher names
• Non-English publishers
• Government agencies and other national and international bodies as publisher
• Joint publication
• Multiple publishers
• No publisher can be found

Box 32. Abbreviated words in publisher names.

• Commonly used words in names may be abbreviated, if desired

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
Ltd. for Limited
Soc. for Society
Univ. for University

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

Box 32 continues on next page...
Box 32 continued from previous page.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.
- Follow all abbreviated words with a period

Box 33. Non-English publishers.

- Give publisher names appearing in the roman alphabet (French, Spanish, Italian, etc.) in their original language
  
  Montreal (QC): Agence d'Evaluation des Technologies et des Modes d'Intervention en Sante;

  Rome: Istituto Superiore de Sanita;

- Romanize names given in Cyrillic, Greek, Arabic, Hebrew, Korean
  
  Moscow: Rossiiskaya Akademiya Nauk, Institut Sotsial'no-ekonomicheskikh Problemy Narodonaseleniya;

- Romanize names or translate names presented in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.
  
  Tokyo: Tokyo-to Kenko Anzen Kenkyu Senta;

  Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute];

  Peking (China): Mei tan gong ye bu zhi ye yi xue yan jiu suo;

  [Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized.]

- If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.
  
  Tokyo: Tokyo-to Kenko Anzen Kenkyu Senta [Tokyo Metropolitan Institute of Public Health];

- If the name of a division or other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest
  
  Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero;

Box 33 continues on next page...
Box 33 continued from previous page.

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.

  Tokyo: [Tokyo Metropolitan Institute of Public Health];

Box 34. Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

  National Cancer Institute (US)
  National Society on Alcoholism and Drug Dependence (NZ)
  Royal Society of Medicine (GB)
  Royal College of Physicians (AU), Paediatrics & Child Health Division

  but


- Do not confuse the publisher with the distributor, who disseminates documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency that issued the publication as the publisher and include distributor information as a note, preceded by the phrase "Available from: ".


Box 35. Joint publication.

Two organizations may co-publish a report.

Box 35 continues on next page...
Box 35 continued from previous page.

- Use the first organization appearing in the publisher position on the title page or the verso (back) of the title page as the publisher

- Place the name of the second organization as a note at the end of the citation, if desired


- Do not give more than one name as publisher

Box 36. Multiple publishers.

- If more than one publisher is found in a report, use the first one given or the one set in the largest type or bold type

- Do not list multiple publishers. For those publications with joint or co-publishers, use the name given first as the publisher and include the name of the second as a note if desired. For example, use "Jointly published by …" or "Joint publication of …".


- End publisher information with a semicolon

Box 37. No publisher can be found.

- If no publisher can be found, use [publisher unknown]

  Rome: [publisher unknown]; 1971.
Examples for Publisher

22. Report with publisher with subsidiary division
23. Report with governmental or national agency as publisher
24. Report with joint publication

Date of Publication for Reports (required)

General Rules for Date of Publication

- Always give the year of publication
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month of publication, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them to the first three letters, such as Jan
- End date information with a period

Specific Rules for Date of Publication

- Multiple years of publication
- Non-English names for months
- Seasons instead of months
- No date of publication, but a date of copyright
- No date of publication can be found
- Options for date of publication

Box 38. Multiple years of publication.

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.
  
  2002-2003
  1997-1998
  1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.
  
  1999 Oct-2000 Mar
  2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen
  
  2005 Jan-Feb

Box 38 continues on next page...
Box 38 continued from previous page.

1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Box 39. Non-English names for months.

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them
  
  For example:

  mayo = May
  luty = Feb
  brezen = Mar

Box 40. Seasons instead of months.

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them
  
  For example:

  balvan = Summer
  outomno = Fall
  hiver = Winter
  pomlad = Spring

Box 41. No date of publication, but a date of copyright.

Reports by US government agencies are not copyrighted, but reports issued by the agencies of other countries and those published by performing organizations may be copyrighted. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

Box 41 continues on next page...
Box 41 continued from previous page.

- If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005

Examples:


Box 42. No date of publication can be found.

- Reports by US government agencies are not copyrighted, but reports issued by the agencies of other countries and those published by performing organizations may be copyrighted.

- If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005

Plymouth Meeting (PA): ECRI; c2005.


- If neither a date of publication nor a date of copyright can be found, but a date can be estimated because of material contained in the report or in accompanying material, insert a question mark after the estimated date and place date information in square brackets

Los Angeles (CA): California Student Health Project; [1967?].

Box 43. Options for date of publication.

It is not NLM policy, but the following is an acceptable option:

The date of publication may follow the author names in the list of references when the name-year system of in-text references is used.

- Use the year of publication only

Box 43 continues on next page...
Box 43 continued from previous page.

- Place the year after the last named author, followed by a period
- End publisher information with a period

**NLM citation:**


**Name-year system of citation:**


Examples for Date of Publication

25. Report with year and month of publication
26. Report with no date of publication, but a date of copyright

Pagination for Reports (optional)

**General Rules for Pagination**

- Provide the total number of pages on which the text of the report appears
- Do not count pages for such items as introductory material, appendixes, and indexes unless they are included in the pagination of the text
- Follow the page total with a space and the letter p
- For reports published in more than one physical volume, cite the total number of volumes instead of the number of pages, such as 4 vol.
- End pagination information with a period

**Specific Rules for Pagination**

- Roman numerals for pages
- No numbers appear on the pages of the report

**Box 44. Roman numerals for pages.**

If all of the pages (not just the introductory pages) of a report have roman numerals instead of the usual arabic numbers:

- Convert the roman numeral on the last page of the text to an arabic number

*Box 44 continues on next page*...
Box 44 continued from previous page.

• Follow the number by "p."
• Place the number and "p." in square brackets, such as [12 p.]
• End page information with a period

Example: [20 p.].

Box 45. No numbers appear on the pages of the report.

Occasionally, a report will have no numbers on its pages. If the entire publication has no page numbers:

• Count the total number of pages of the text
• Express the total as leaves, not pages
• End with a period

Example: 37 leaves.

Examples for Pagination

27. Report with volumes instead of page numbers
28. No page numbers appear on the report

Physical Description for Reports (optional)

General Rules for Physical Description

• Give information on the physical characteristics if a report is published in a microform (microfilm, microfiche, etc.), such as 3 microfiche: black & white, 2 x 4 in. Such information will help the reader select the appropriate equipment with which to view the microform.

Specific Rules for Physical Description

• Language for describing physical characteristics

Box 46. Language for describing physical characteristics.

If a report is published on microfiche, microfilm, or microcards:

• Begin with information on the number and type of physical pieces, followed by a colon and a space

Box 46 continues on next page...
Box 46 continued from previous page.

5 microfiche:
3 reels: [of microfilm]
1 microcard:

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches. Separate types of information by commas.

Typical words used include:
- color
- black & white
- positive
- negative
- 4 x 6 in. (standard microfiche size)
- 3 x 5 in. (standard microcard size)
- 35 mm. (a standard microfilm size)
- 16 mm. (a standard microfilm size)

Examples of complete physical description statements:
- 3 microfiche: color, positive, 4 x 6 in.
- 5 microcards: black & white, 3 x 5 in.
- 1 reel: black & white, negative, 35 mm.

Examples for Physical Description

18. Report in a microform

Series for Reports (optional)

General Rules for Series

- Begin with the name of the series
- Capitalize only the first word and proper nouns
- Follow the name with any numbers provided. For example, vol. 3 for a volume or no. 12 for an issue number.
- Separate the title and the number by a semicolon and a space
- Place series information in parentheses
• End series information with a period, placed outside the closing parenthesis

**Specific Rules for Series**

• Multiple series

**Box 47. Multiple series.**

• If a report has more than one series, list them in the order found on the report

• Separate the two series statements with a semicolon and a space

• End series information with a period, placed outside the closing parenthesis of the last series

  *Example:*


**Examples for Series**

29. Report in a series

31. Report and other numbers and a series

**Report Number for Reports (required)**

**General Rules for Report Number**

• Give the report number as it appears on the publication, using whatever capitalization and punctuation are found there

• Precede the number with the wording Report No.: and a space

• End the number with a period

**Specific Rules for Report Number**

• Grant or contract number as well as report number

**Box 48. Grant or contract number as well as report number.**

• If both a report number and a grant or contract number are found, give the report number first


*Box 48 continues on next page...*
Box 48 continued from previous page.


- If both a contract number and a grant number are provided, give them in the order found on the report


  Report No.: CPFH 13515cr982. Grant No.: OTR-G-1702. Contract No.: DPE-0632 00-1029-00.

Examples for Report Number

30. Report with report, contract, and grant numbers

31. Report with numbers and a series

Contract Number or Grant Number for Reports (optional)

General Rules for Contract Number or Grant Number

- Give the contract or grant number as it appears on the publication, using whatever capitalization and punctuation are found there
- Precede the number with the wording Contract No.: or Grant No.: and a space
- End the number with a period

Specific Rules for Contract Number or Grant Number

- Report number as well as grant or contract number
- Both a contract number and a grant number
- Multiple contract or grant numbers

Box 49. Report number as well as grant or contract number.

- If both a report number and a grant or contract number are found, give the report number first


Box 50. Both a contract number and a grant number.

- If both a contract and a grant number are provided, give them in the order found on the report

Box 50 continues on next page...
Box 50 continued from previous page.

Grant No.: 044640. Contract No.: N01-oD-42139.
Contract No.: AID/dpe-C-1028. Grant No.: AID/pha-G-1198.

Box 51. Multiple contract or grant numbers.

- If more than one contract or grant number are found, give them both in the order they appear in the report, separated by a semicolon

  Grant No.: NASA NCC10-52; Grant No: NASA NAG10-291.
  Contract No.: DPE-3004-00-A-2018-00; Contract No.: DPE-3004-00-A-6057-00.

Examples for Contract Number or Grant Number

30. Report with report, contract, and grant numbers

31. Report with numbers and a series

Language for Reports (required)

General Rules for Language

- Give the language of publication if other than English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Reports appearing in more than one language

Box 52. Reports appearing in more than one language.

- If a report is written in several languages:
  - Give the title in the first language found on the title page
  - List all languages of publication after the pagination and any report, contract, or grant numbers
  - Separate the languages by a comma and a space
  - End the list of languages with a period

  Example:
Box 52 continued from previous page.


- If a report is presented in two or more equal languages, as often occurs in Canadian publications:
  - Give all titles in the order they are given in the text, with an equals sign between them
  - List all languages after the pagination and any report, contract, or grant numbers
  - Separate the languages by a comma and a space
  - End the list of languages with a period

*Examples:*


- If none of the languages is English, follow the titles with a translation whenever possible. Place the translation in square brackets.


Box 52 continued from previous page.


Examples for Language

15. Report in a language other than English
16. Report in two or more equal languages

Notes for Reports (optional)

General Rules for Notes

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

Specific Rules for Notes

- Reports available from NTIS or GPO
- Reports accompanied by a videocassette, CD-ROM, DVD, etc.
- Other types of material to include in notes

Box 53. Reports available from NTIS or GPO.

Most US government agency publications are distributed not by the agency but by either the US Government Printing Office (GPO) or the National Technical Information Service (NTIS).

- Begin by citing the report, including any report, contract, or grant numbers
- Enter the phrase "Available from:" and follow it with a space
- Give the name of the distributor, followed by the city and state, then a semicolon and a space
- Add the accession number of the report
- End with a period

Examples:

Ewing RE, Flournoy L, Wall J, Wild J, Crooks R (Texas Engineering Experiment Station, College Station, TX). Disaster Relief and Emergency

Box 53 continues on next page...
Box 53 continued from previous page.


Box 54. Reports accompanied by a videocassette, CD-ROM, DVD, etc.

- If a report has supplemental material accompanying it in the form of a videocassette, CD-ROM, DVD, or another medium, begin by citing the report. Add the phrase "Accompanied by:" followed by a space and the number and type of the medium.


Box 55. 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 to the reader. Begin by citing the report, then add the note. Some examples of notes are:

- If the report was sponsored by or prepared for an organization or organizations other than the publisher, give the name(s)

  Gostin LO, Hodge JG Jr (Georgetown University Law Center, Center for Law and the Public’s Health, Washington, DC). State public health law assessment
Box 55 continued from previous page.


- If the report is translated or otherwise adapted from another publication, give the name of the original


- If the report is not a common one, give the name of a library or other archive where it may be found. Begin with the phrase "Located at" followed by a colon and a space.


- If the report contains material of particular interest to the audience that may not be apparent from the title, describe it

  Rosenbaum S, Kamoie B, Collins C, Zuvekas A. Analysis of CareFirst's performance as a charitable not-for-profit health insurance company in the National Capital Area: report to the DC Appleseed Center for Law and Justice. Washington: George Washington University Medical Center, School of Public Health and Health Services, Center for Health Services and Policy; 2003 Oct. 62 p. This analysis focuses particularly on the District of Columbia and Northern Virginia.

Examples for Notes

32. Reports available from NTIS or GPO

33. Report with sponsorship note

34. Report accompanied by another medium

35. Report with other types of notes
Examples of Citations to Entire Reports

1. Standard report written and published by the sponsoring organization


2. Standard report written by the performing organization and published by the sponsoring organization


3. Standard report written and published by the performing organization


4. Report with optional full given names


Price, Kay; Brown, Lyn Hepburn; Reddin, Edith. Agency nurses and careworkers putting quality use of medicines into action: Quality Use of Medicines Evaluation Program. Final
report. Adelaide (Australia): University of South Australia, Centre for Research into Nursing and Health Care; 2002. 275 p.

5. Report with optional limit to the first three authors (use "et al" or "and others")


6. Report with a designation of family rank in the author name


7. Report with author and translator


8. Report with authors and an editor


9. Report with editors instead of authors


Newberry SJ, editor (Southern California/RAND Evidence-based Practice Center, Los Angeles, CA). Effects of omega-3 fatty acids on lipids and glycemic control in type II

10. Report with editors and translators


11. Report with an organization as the author or editor

Task Force on Accreditation of Health Professions Education. Strategies for change and improvement: the report of the Task Force on Accreditation of Health Professions Education. San Francisco: University of California, San Francisco, Center for the Health Professions; 1999 Jun. 86 p.


12. Report with government agency as the author


13. Report with authors from both the performing and sponsoring organizations

Thompson LA, Chhikara RS (School of Natural and Applied Sciences, University of Houston, Clear Lake, TX); Conklin J (Lyndon B. Johnson Space Center, Houston, TX).

14. Report with no author provided


15. Report in a language other than English


with translation


16. Report in two or more equal languages


Euler M. Genitale Verstummelung von Mädchen und Frauen: Situationsbericht aus dem Sudan = Female genital mutilation: a report on the present situation in Sudan =

with translation included


17. Report with a title containing a chemical formula, Greek letter, or other special character

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


or


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

Doebler JA. Autoradiographic localization of [125]I-ricin in lungs and trachea of mice following an aerosol inhalation exposure. Aberdeen Proving Ground (MD): Army Medical Research Institute of Chemical Defense (US); 1996. 8 p. Report No.: USAMRICD-TR; 96-03.

or

Doebler JA. Autoradiographic localization of [(125)I]-ricin in lungs and trachea of mice following an aerosol inhalation exposure. Aberdeen Proving Ground (MD): Army Medical Research Institute of Chemical Defense (US); 1996. 8 p. Report No.: USAMRICD-TR; 96-03.

18. Report in a microform


20. Report place of publication with geographic qualifier added for clarity


21. Report with place of publication inferred

Griffith University, Faculty of Nursing and Health (Queensland, Australia). Advanced nursing practice for rural and remote Australia: final report to the National Rural Health Alliance Inc. [Deakin West (Australia)]: National Rural Health Alliance (AU); 1998 Feb. 74 p.

22. Report with publisher with subsidiary division


23. Report with governmental or national agency as publisher


24. Report with joint publication


25. Report with year and month of publication


26. Report with no date of publication, but a date of copyright


27. Report with volumes instead of page numbers


28. No page numbers appear on the report


29. Report in a series

Department of Health and Human Services (US), Agency for Healthcare Research and Quality, User Liaison Program; 2000. 35 p. (AHRQ publication; no. 00-0014).


30. Report with report, contract, and grant numbers


Thompson LA, Chhikara RS (School of Natural and Applied Sciences, University of Houston, Clear Lake, TX); Conklin J (Lyndon B. Johnson Space Center, Houston, TX). Cox proportional hazards models for modeling the time to onset of decompression sickness in hypobaric environments. Houston (TX): National Aeronautics and Space Administration (US), Lyndon B. Johnson Space Center; 2003 Mar. 39 p. Report No.: NASA/TP-2003-210791. Grant No.: NASA 9-1083.

31. Report with numbers and a series


32. Reports available from NTIS or GPO


33. Report with sponsorship note


34. Report accompanied by another medium


35. Report with other types of notes

Rosenbaum S, Kamoie B, Collins C, Zuvekas A. Analysis of CareFirst’s performance as a charitable not-for-profit health insurance company in the National Capital Area: report to the DC Appleseed Center for Law and Justice. Washington: George Washington University Medical Center, School of Public Health and Health Services, Center for Health Services and Policy; 2003 Oct. 62 p. This analysis focuses particularly on the District of Columbia and Northern Virginia.

B. Sample Citation and Introduction to Citing Parts of Reports

The general format for a reference to a part of a report, including punctuation:
Examples of Citations to Parts of Reports

Rather than citing a report as a whole, separately identified portions of a report may be cited. Chapters, sections, tables, charts, graphs, photographs, appendixes, and the like are considered parts of reports when they are written or compiled by the authors of the report.

In general, most modern texts have standardized to three types of parts: figures, tables, and appendixes. However, other names may be found for parts, including chapter, section, chart, graph, box, and photograph. Because a reference should start with the individual or organization with responsibility for the intellectual content of the publication, begin a reference to a part of a report with the report itself, then follow it with the information about the part. See Chapter 2C Parts of Books for further details on citing parts.

For instructions on citing one volume of a report published in multiple volumes, see Chapter 2B Individual Volumes of Books (Chapter 2B(1) Individual Volumes With a Separate Title but Without Separate Authors/Editors or Chapter 2B(2) Individual Volumes With a Separate Title and Separate Authors/Editors) and examples 7-8 below.

Reports may contain charts, figures, and other illustrative material that have been reproduced with permission from other sources. Do not cite these as parts using the instructions presented here. Consult the original publication and cite the particular item from there.

Continue to Citation Rules with Examples for Parts of Reports.

Continue to Examples of Citations to Parts of Reports.

Citation Rules with Examples for Parts of Reports

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.

Report (R) | Name and Number/Letter (R) | Title (R) | Location (Pagination) (R)
Report (required)

- Cite the report according to Chapter 4A Entire Reports

Name and Number/Letter of the Part for a Report (required)

General Rules for Name and Number/Letter

- Enter the name of the part, such as Chapter, Table, Figure, or Appendix
- Do not abbreviate names. For example, convert Fig. to Figure.
- Follow the name with any accompanying number or letter, such as Chapter 12, Table 2, Figure 3.1, or Appendix A
- Use arabic numbers only. For example: convert VI or Six to 6.
- End name and number/letter information with a comma

Specific Rules for Name and Number/Letter

- Non-English names for parts
- No letter or number follows the name
- No name appears

Box 56. Non-English names for parts.

- Provide the name in the original language for non-English names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)
  - Tabelle 5.3
  - Figura 10a
  - Chapitre 2
- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.
  - Risunok 6
  - Parartema 4
- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.
  - Ichiran-hiyo 3 or [Table 3, ]
- Provide an English translation, if possible, after the original language title, placed in square brackets

Box 56 continues on next page...
Box 56 continued from previous page.


- Ignore diacritics, accents, and special characters in words. 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
    - Ń 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
- To help identify parts in other languages, see the following examples:

<table>
<thead>
<tr>
<th>Language</th>
<th>Chapter</th>
<th>Table</th>
<th>Figure</th>
<th>Appendix</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>Chapitre</td>
<td>Tableau</td>
<td>Figure</td>
<td>Appendice</td>
<td>Section</td>
</tr>
<tr>
<td>German</td>
<td>Kapitel</td>
<td>Tabelle</td>
<td>Abbildung</td>
<td>Anhang</td>
<td>Sektion</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Figur</td>
<td>Appendix</td>
<td>Abteilung</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Zusatz</td>
</tr>
<tr>
<td>Italian</td>
<td>Capitolo</td>
<td>Tabella</td>
<td>Figura</td>
<td>Appendice</td>
<td>Parte</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sezione</td>
</tr>
<tr>
<td>Russian</td>
<td>Glava</td>
<td>Tablitsa</td>
<td>Risunok</td>
<td>Prilozenie</td>
<td>Sekcija</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Otdel</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Otdelenie</td>
</tr>
</tbody>
</table>

Box 56 continues on next page...
Box 56 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Chapter</th>
<th>Table</th>
<th>Figure</th>
<th>Appendix</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish</td>
<td>Capitulo</td>
<td>Tabla</td>
<td>Figura</td>
<td>Apendice</td>
<td>Seccion</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Parte</td>
</tr>
</tbody>
</table>

Box 57. **No letter or number follows the name.**

- Occasionally, an author will label a part as simply "Table", "Figure", "Appendix", or another name without following the name with any letter or number. In this case, give whatever name is used for the part and follow it with a comma and the title.

  Appendix, Timetable of human prenatal development 1 to 6 weeks; p. 516-7.

Box 58. **No name appears.**

- If the part being cited is clearly a table, figure, or appendix or similar part but it is not labeled as such, place the name within square brackets and follow it with any identifying number or letter

  [Figure], Protein binding and drug disposition; p. 212.

- If the part being cited is not a table, figure, or appendix and has no other identifying name such as "section", begin with the title of the part

  Data and calculations required for a life table; p. 146.

  Sialography; p. 1029-30.

**Examples for Name and Number/Letter**

1. Chapter in a report
2. Table in a report
3. Figure in a report
4. Appendix to a report
5. Other part of a report, with name and number/letter
6. Other part of a report, without name or number/letter
7. One volume of a report
8. Part of one volume of a report
9. Part of a report in language other than English
Title of the Part for a Report (required)

General Rules for Title

- Enter the title of the part as it appears in the report
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- End title information with a semicolon and a space

Specific Rules for Title

- Non-English titles for parts
- Titles containing a Greek letter, chemical formula, or other special character
- No title appears

Box 59. Non-English titles for parts.

- Provide the name in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)
  
  Tabla 10, Etiologia de la esplenomegalia secundaria a procesos infecciosos; p. 109. Spanish.

  Chapitre 4, Le virage de la jouissance; p. 91-102. French.

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

  Risunok 2, Tendentsii smertnosti i prodolzhitel'nosti zhizni naseleniya Ukrainy v poslevoennyi period; p. 53. Russian.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place the translation in square brackets.


- Provide an English translation, if possible, after the original language title. Place the translation in square brackets.

  Tableau 5, Principaux marqueurs biologiques de l'etat nutritionnel [Table 5, Principal biological markers of nutritional state]; p. 33. French.


Box 59 continues on next page...
Box 59 continued from previous page.

- Ignore diacritics, accents, and special characters in words. 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.
    
    Ā treated as A  
    Œ treated as O  
    Ç treated as C  
    Ł treated as L  
    à treated as a  
    ę treated as g  
    Ń treated as n  
    ü treated as n  
  
  - 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 60. Titles containing a Greek letter, chemical formula, or other special character.

- Capitalize the first word of the title of a part unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized
  
  Figure 10, n-alkenes on capillary columns with stationary phases of C87 hydrocarbon, Apiezon L, CW-20M; p. 374.

- 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.
  
  Figure 3, Influence of seed extract of Syzygium Cumini (Jamun) on mice exposed to different doses of γ-radiation; p. 566.

  *may become*

Box 60 continues on next page...
Box 60 continued from previous page.

Figure 3, Influence of seed extract of Syzygium Cumini (Jamun) on mice exposed to different doses of gamma-radiation; p. 566.

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

  Table 4, Glycoprotein mediated transport of NH\textsuperscript{3} into red blood cells; p. 149.

  \textit{may become}

  Table 4, Glycoprotein mediated transport of NH(3) into red blood cells; p. 149.

Box 61. No title appears.

Occasionally a part does not have a formal title, only a legend (explanatory text) for the table, figure, appendix, or other part. When this occurs:

- Create a title from the first few words of the text. Use enough words to make the constructed title meaningful.

- Place the created title within square brackets

  Table, [Waist-hip ratio ranges and the sample sizes for women aged 40 to 59]; p. 72.


Examples for Title

1. Chapter in a report
2. Table in a report
3. Figure in a report
4. Appendix to a report
5. Other part of a report, with name and number/letter
6. Other part of a report, without name or number/letter
7. One volume of a report
8. Part of one volume of a report
9. Part of a report in language other than English
Location (Pagination) of the Part for a Report (required)

General Rules for Location (Pagination)

- Begin location with "p." followed by a space
- Enter the page number or numbers on which the part appears. Examples: p. 438 and p. 663-4.
- Do not repeat page numbers unless they are followed by a letter. For example: 126-127 becomes p. 126-7, but p. 126A-127A is correct.
- Include a letter (often S for Supplement or A for Appendix) when it precedes the page number. For example: p. S10-8.
- End page information with a period

Specific Rules for Location (Pagination)

- Roman numerals for page numbers
- Part paginated separately
- No page numbers appear on the pages of the part

Box 62. Roman numerals for page numbers.

- Contrary to the practice with volume and issue numbers, keep roman numerals when they are used as page numbers
- Give roman numerals in upper or lower case, whichever appears in the publication
  
  Appendix 2, Common aquatic invertebrates; p. XXI-XXII.
  
  Table 8, Classification of lung adenocarcinoma; p. xv.

Box 63. Part paginated separately.

- A part such as an appendix or a group of tables may be given its own pagination and begin anew with page one. When this occurs, give the total number of pages of the part you wish to cite, placed in square brackets, such as [5 p.].
  
  Appendix 3C, Description of model output tables and graphs; [7 p.].

Box 64. No page numbers appear on the pages of the part.

Occasionally, a table, figure, appendix, or another part will appear on a page that is not numbered.
Box 64 continued from previous page.

- If only the part to be cited has no page numbers, identify the location in relation to numbered pages. For example: preceding p. 17 or following p. 503. Place such phrases in square brackets.

  Figure 5, Modeling the risk of in-hospital death following lung resection; [preceding p. 55].

  Appendix, Patient questionnaire; [following p. 17].

- If the entire report has no page numbers or the part cannot be easily located in relation to numbered pages, give the total number of pages of the part you wish to cite, placed in square brackets, such as [5 p.]

  Table, Checklist of symptoms; [1 p.].

Examples for Location (Pagination)

1. Chapter in a report
2. Table in a report
3. Figure in a report
4. Appendix to a report
5. Other part of a report, with name and number/letter
6. Other part of a report, without name or number/letter
7. One volume of a report
8. Part of one volume of a report

Examples of Citations to Parts of Reports

1. Chapter in a report


2. Table in a report

Beckles GL, Thompson-Reid PE, editors. Diabetes & women’s health across the life stages: a public health perspective. Atlanta (GA): Centers for Disease Control and Prevention (US), National Center for Chronic Disease Prevention and Health Promotion, Division of Diabetes Translation; 2001. Table 5-1, Prevalence (%) of diagnosed and undiagnosed...
diabetes among adults aged 45-64 years, by race/Hispanic origin- United States, 1986-97; p. 108.

Thompson LA, Chhikara RS (School of Natural and Applied Sciences, University of Houston, Clear Lake, TX); Conklin J (Lyndon B. Johnson Space Center, Houston, TX). Cox proportional hazards models for modeling the time to onset of decompression sickness in hypobaric environments. Houston (TX): National Aeronautics and Space Administration (US), Lyndon B. Johnson Space Center; 2003 Mar. Report No.: NASA/TP-2003-210791. Grant No.: NASA 9-1083. Table 1b, Proportion of DCS by P2 and EXER; p. 5.


3. Figure in a report

Grady SJ. A national survey of methyl tert-butyl ether and other volatile organic compounds in drinking-water sources: results of the random survey. East Hartford (CT): Geological Survey (US); 2003. Report No.: USGSWRI024079. Figure 5, Concentrations of naphthalene in all source-water and field quality-control samples analyzed for the Random Survey, plotted sequentially by date and time of analysis; p. 18.

Townsend FF. The Federal response to Hurricane Katrina: lessons learned. Washington: The White House; 2006 Feb. Figure 1.2, Hurricane Katrina compared to hurricanes Ivan, Andrew, and Camille; p. 7.


4. Appendix to a report


5. Other part of a report, with name and number/letter


6. Other part of a report, without name or number/letter


7. One volume of a report


8. Part of one volume of a report


9. Part of a report in language other than English