Basic Reference Format

The following Referencing Format is adapted from the AMA Manual of Style, 9th edition. If you have questions about referencing an item, please refer to the AMA Manual of Style, 9th ed., located in the DIS/LSS or at the Mansfield Library. There are, however, a couple notable exceptions. This document takes precedence over the AMA Manual of Style, 9th ed.

- Do not use a period between the title of a journal and the year of publication.
- Do not italicize the titles of journal or books.

References are listed in the order that they are first cited in the text. Each reference is assigned a consecutive Arabic number. Each reference is listed once in the bibliography regardless of how many times it is cited in the document. All citations from the same reference use the original reference number. Reference numbers in the text should be superscripted and located after the sentence that contains the fact being referenced. Sentences with multiple references should have the references listed at the end of the sentence or throughout the sentence if each part is from a separate reference. If the sentence mentions the authors’ names, the reference number immediately follows the names.

Examples:
Drug X has been shown to cause green rash with purple spots.\(^1,2\)
Drug Y is used to treat hypertension, congestive heart failure, and arrhythmias.\(^1,3-5\)
Drug Z is compatible with normal saline\(^6\) and dextrose 5% in water.\(^7\)
Smith and Jones\(^11\) found that diet and exercise lead to weight loss.

General Rules:
1. Avoid using abstracts as references. Always use the primary source for your papers when possible.
2. Use authors’/editors’ last name followed by initials. No periods after initials. No titles (ex. MD, PharmD). Do not use the word “and” between names. Separate names with commas.
3. List all authors/editors unless there are more than six. If there are more than six authors/editors, list the first three then use “et al.”
4. Only capitalize the first word, acronyms, and proper nouns in titles of articles and book chapters.
5. Capitalize the first letter of major words (including “is”) in titles and subtitles of books.

Journal Articles:

1. List all authors unless there are more than six. If more than six authors, list first three then “et al.”
   Examples:


2. The journal title is abbreviated according to the style used in Index Medicus. Go to PubMed (pubmed.com), then click on the Journal Database on the left side of the screen and enter the journal name. If you are unsure of a journal's abbreviation, ASK!
   Examples:
   The Journal of the American Medical Association JAMA

3. For journals with continuous pagination, use this format: year;volume:first page-last page. No spaces. Do not omit digits from page numbers. Use the issue number when available.
   Examples:

5. Identify abstracts, letters, and editorials as such at the end of the title.
   Example:

6. Online articles:
   a. For online journals with no page information, use the following format:
      Author(s). Article title. Journal abbreviation year;volume:doc #.
      Example:

   b. For articles published online prior to print publication (and have not yet been printed in an issue of the journal), use this format: Author(s). Article title. Journal abbreviation Year;volume (if known):page numbers (if known). Epub [date].
      Example:
c. For articles originally published **online prior to print publication, but which have been printed**, use the normal format. Do NOT include the Epub date.


**Books and Book Chapters:**

1. FOR ENTIRE BOOKS: list author/editor information (if more than 6 authors/editors, list first 3 then “et al.”), then title of book, edition number (if applicable), city and state (or country) of publication, name of publisher, and year of publication.

   Example:

2. FOR BOOK CHAPTERS: list author information then title of chapter followed by the word “In:” and the book information. Add the page numbers for the **entire** chapter after the publication year.

   Example:

3. FOR ELECTRONIC BOOKS: use the same format for print books and chapters with the addition of the web address and accessed date.

   Example:

**Web documents:**

1. When citing internet documents, provide enough information for others to find the document. The citation should include the author (if known), the title of the page, the date the page was written or updated (**or n.d. if the date is not given**), the name of the web page host, the web address, and the date you accessed the information.

2. If the web page has an author and date listed, use this format: Author. Title (date). Host name Web site. Available at: [URL]. Accessed [date].

   Example:
3. If the document does not have an author/editor listed, then use the basic format: Name of web page (date). Host name Web site. Available at: [URL]. Accessed [date].
   Example:

4. Remove the hyperlink by highlighting the URL, right-click, and select “Remove Hyperlink.” This will make the URL appear (and print) in black without underlining.
   Example:

5. Break a URL that goes to another line after a slash or before a period. Do not insert (or allow your word processing program to insert) a hyphen at the break.
   Example:

6. Write out the date you accessed the page.
   Examples:

7. Use the web address of the EXACT page where the information was found:
   Example:
   NOT: http://www.cdc.gov

**Online Drug Databases:**

1. **Clinical Pharmacology**
   To cite the entire database, use this format:

   To cite an individual monograph, use this format:
2. For **Natural Medicines**, use this format (do not use entire web address):
   Name of document (date). Natural Medicines Web site. Available at:
   
   Example:
   Jimson weed (12/5/2014). Natural Medicines Web site. Available at:
   
   **NOT:** https://naturalmedicines.therapeuticresearch.com/databases/food,-herbs-supplements/professional.aspx?productid=921

3. For **Pharmacist’s Letter** articles accessed online, use the following format:
   Project Leader(s). Title of Detail-Document. Pharmacist’s Letter year month. Detail-Document No.: (insert number). Available at:
   
   Example:

4. **Micromedex.**

   To cite the entire database, use this format:
   Micromedex [database online]. Greenwood Village, CO: IBM Corporation.

   For an individual monograph, use this format:
   Name of Monograph. In: Name of database (electronic version). Greenwood Village,
   Year.

   Example:
   Evening primrose oil. In: DRUGDEX® System [database online]. Greenwood Village,
   Accessed January 23, 2013

5. For **Facts & Comparisons eAnswers**, use the following format:
   [date].

   Example:
   2017.
6. For **Lexi-Comp Online**, use the following format:
   Lexi-Comp Online®, Title of database used, Hudson, Ohio: Lexi-Comp, Inc; Date accessed.
   
   Example:

7. For **Lexi-Comp Mobile**, use the following format:
   Lexi-Comp, Inc. (Title of database used). Lexi-Comp, Inc.; version and/or date accessed.
   
   Example:

8. For **UpToDate**, refer to this web site:

**Other Documents/Sources of Information:**

1. **Package inserts**, even if viewed on-line, should be cited in the following manner:
   Brand name of drug [package insert]. City, state: name of drug company; year month.
   The city and date are located at the end of the insert.
   
   Example:

2. References to **personal communication** should be included in the text. Include the date of the communication, whether the communication was oral or written, and the affiliation of the person.
   
   Example:
   According to the manufacturer (L. Smith, Eli Lilly & Co., oral communication, April 30, 2015), the drug should not be used in pediatric patients.

3. **PDA software** format: Name of company that licensed the software, (name of PDA book or database). Publisher; version and/or date of program accessed.
   
   Example:

4. **Podcast** format: Speaker’s name. Title of podcast episode. Name of podcast. Producer of podcast. Date of podcast.
   If the podcast is available at a specific web address, include the web address as well.
   
   Example: