

Library Trends Style Sheet for Articles

Text

- American spelling throughout, following *Merriam Webster's Collegiate Dictionary, 10th Edition*.
- With the exception of reference material, follow *Chicago Manual of Style, 15th Edition (CMS)*.
- For all reference material, use *Publication Manual of the American Psychological Association, Fifth Edition (APA)*.

Style

- The first paragraph of each article and after each section heading should *not* be indented.

Numbers in Text

- Spell out the **numbers** 1 through 100; always spell out numbers beginning a sentence (*CMS* 9.3, 9.5).
- **Dates**: spell out and use month, day, year style in text.
 - Use commas before and after the year; e.g., “The April 1, 2000, event . . .” (*CMS* 6.46).
- Spell out **centuries** and use lower case; e.g., the twentieth century (*CMS* 9.36).
- Provide **percentages** in numbers and spell out “percent” as follows; e.g., 9 percent (*CMS* 9.19); in tables, use “%” symbol.
- In numbers of one thousand or more, use a comma between groups of three digits, counting from the right; e.g., 1,000; 10,000; 100,000; etc. (*CMS* 9.59).

Vertical Lists

Only use bullets with vertical lists (do not use numbered lists) and **do not indent** (examples, *CMS* 6.128).

When the list completes a sentence, punctuate using sentence-style punctuation. Each item begins with a lower case letter, and no colon follows the introductory statement (*CMS*, 6.129).

EXAMPLE 1:

Reporting for the Development Committee, Jobson reported that

- the fundraising campaign director was being sought;
- the salary for this director, about \$50,000 a year, would be paid out of campaign funds;
- the fundraising campaign would be launched in the spring of 2005.

When the list is introduced by a complete grammatical sentence, use no ending punctuation after the items unless the items themselves consist of complete sentences. Each item begins with a capital letter, and the introductory sentence is followed by a colon (*CMS 6.127*).

EXAMPLE 2 (Items are incomplete sentences and include no end punctuation):

Your application must include the following documents:

- A full résumé
- Three letters of recommendation
- All your diplomas, from high school to graduate school

EXAMPLE 3 (Items are complete sentences and include end punctuation):

The Remote Control Panel can be used if your software cannot send printer commands:

- EconoMode is used to control toner usage.
- The print quality is adjusted by changing the Reduction Enhancement and Print Density settings.
- Image Adapt and Page Protect settings should be changed to manage printer memory.

Punctuation and Capitalization

- Use **serial comma** (comma used immediately before a grammatical conjunction that precedes the last item in a list of two or more items; e.g., “one, two, and three” (*CMS 6.19*).
- Use headline-style capitalization for titles of various works in running text (*CMS 8.167*).

Tables and Figures

Reference all tables and figures in the text but do not capitalize first letter (*CMS 2.30*). **Note:** A *text reference* is addressed to the reader (“table 5,” or “see fig. 3.2”), is run into the text, and will appear in the published version. A *callout* is an instruction, which will not appear in the published work, telling where a table or an illustration is to appear.

Provide and format captions as follows:

Table 1. (or Figure 1.) followed by a space and then the caption.

End Notes

End notes (vs. footnotes) should be used only for substantive information, i.e., do not use notes to merely list a citation or URL. Short-form citations may be used in end notes, with a full citation appearing in the References section.

In-text Citations

- Follow author-date method—do not include suffixes such as “Jr.” (*APA* 3.94):
 - In a recent study of reaction times (Walker, 2000) . . .
 - Walker (2000) compared reaction times . . .
- When a work has **two authors**, always cite both names every time the reference occurs in the text; when a work has **three, four, or five authors**, cite all authors the first time the reference occurs; in subsequent citations, include only the surname of the first author followed by “et al.” and the year if it is the first citation of the reference within a paragraph (see *APA* 3.94 for more detail).
- When a work has **six or more authors**, cite only the surname of the first author followed by “et al.” and the year for the first and subsequent citations. In the reference list, however, provide the surnames and initials of the first six authors and shorten any remaining authors to “et al.” (*APA* 3.94)
- Separate names of co-authors within citations using ampersands, and use semicolons to separate more than one work listed within a citation (*APA* 3.99):
 - Several studies (Balda, 1980; Kamil, 1988; Pepperberg & Funk, 1990) . . .
- To cite a specific part of a source, indicate the page number, figure, table, or equation at the appropriate point in the text. **Always give page numbers for quotations.** Note that the words “page” and “chapter” are abbreviated in such citations (*APA* 3.101):
 - (Cheek & Buss, 1981, p. 332)
 - (Shimamura, 1989, chap. 3)

- When a work has **no** author, cite in text the first few words contained in the References (usually the title) and the year. Use double quotation marks around the title of an article or chapter, and italicize the title of a periodical, book, brochure, or report (*APA* 3.97):
 - The study on free care (“Study Finds,” 1982) . . .
 - The book *College-Bound Seniors* (1979) . . .
- Cite personal communications such as interviews in text only; because they do not provide recoverable data, do not include References (*APA* 3.102):
 - (T.K. Lutes, personal communication, April 18, 2001).

In-text Citations of Electronic Material and Web Sites/URLs

- Use the same format as listed above for information obtained from electronic resources, such as journals.
- When listing a specific document or part of a Web site, **do not list specific URLs within text**; instead, use only a brief parenthetical citation. Include the full URL and date of retrieval in the References section (see “Material from Web sites” on page 6 for examples).
 - Provide page number if available; if not, use paragraph number
 - (*Google Maps*, 2007, p. 3)
 - (*Google Maps*, 2007, §1), in which the symbol § refers to paragraph location
 - If no date is provided on a Web site, use the following format:
 - (*Google Maps*, n.d, p. 3)
 - (*Google Maps*, n.d. §1)
- When citing an entire Web site (but not a specific document on that site), it is sufficient to provide the address of the site in-text or in parentheses; however, the site should not be listed in a note or References.
 - “At <http://www.kidspych.org>, parents can find . . .” (**always use http://**)
 - “Kidspych (<http://www.kidspych.org>) is an interactive web site . . .”

References

Print and Other Resources (APA 4.16)

Books

Author name and initial. (Year of publication). *Title of book*. Place of publication (city, state): name of publisher.

- Gomez, J. (2007). *Print is dead: Books in our digital age*. New York: Palgrave Macmillan.
- Mitchell, T. R. & Larson, J. R., Jr. (1987). *People in organizations: An introduction to organizational behavior* (3rd ed.). New York: McGraw Hill.

Note: Use surnames and initials; use sentence-style capitalization in title, and if it contains a colon, capitalize first word following a colon.

Journal Articles

Author. (Year of publication). Article title. *Journal Title*, *Volume Number* (issue number), inclusive page numbers of article.

- Grimmelmann, J. (2007). The structure of search engine law. *Iowa Law Review*, 93(1), 1–63.

Note: Use “et al.” after sixth author if more exist

Presented Paper (Published)

Author. (Year of publication). Paper title. In *Title of conference proceedings* (page numbers of the contribution). Place of publication (city, state): name of publisher.

- Plaisant, C. (2004). The challenge of information visualization evaluation. In *Proceedings of the Working Conference on Advanced Visual Interfaces* (pp. 109-116). New York: ACM.

If the names of proceedings editors are available, add the names before the proceedings title:

- Deci, E. L., & Ryan, R. M. (1991). A motivational approach to self: Integration in personality. In R. Dienstbeir (Ed.), *Nebraska Symposium on Motivation: Vol. 38. Perspectives on motivation* (pp. 237-288). Lincoln: University of Nebraska Press.

Presented Paper (Unpublished)

Author. (Year, month of presentation). *Title*. Paper presented at Title of meeting, conference, or event, location.

- Koshman, S., & Ahn, J. W. (2009, October). *Adapting an information visualization tool for mobile information retrieval*. Paper presented at the Third Workshop on Human-Computer Interaction and Information Retrieval, Washington, DC.

Unpublished Doctoral Dissertation

Author. (Year of publication). *Dissertation title*. Unpublished doctoral dissertation, (name of university).

- Poste, L. I. (1958). *The development of U.S. protection of libraries and archives in Europe during World War II*. Unpublished doctoral dissertation, University of Chicago.

Chapter in an Edited Book

Author. (Year of publication). Name of chapter. In (first initial and last name of editor) (Ed.), *Title of book* (applicable page numbers). Place of publication (city, state): name of publisher.

- Meyers, D. C. (2000). Toscanini and the NBC Symphony Orchestra. In M. Saffle (Ed.), *Perspectives on American music, 1900-1950* (pp. 45-67). New York: Garland.

Material from Web sites (APA 4.16)

Journal Article

Author. (Year of publication). Article title. *Journal Title*, *Volume Number* (issue number), inclusive page numbers of article. Retrieved (month, day, year), from (URL)

- Newman, P. (2007). Copyright essentials for linguists. *Language Documentation & Conservation*, 4(1), 28–43. Retrieved July 11, 2008, from <http://scholarspace.manoa.hawaii.edu/html/10125/1724/newman.html>

Newspaper Article

Author. (Year, Month Day). Title of article. *Title of Newspaper*. Retrieved (month, day, year), from (URL)

- Parker-Pope, T. (2008, May 6). Psychiatry handbook linked to drug industry. *The New York Times*. Retrieved January 1, 2009, from <http://www.nytimes.com>

Research Report

Author. (Year, month of publication). *Article title*. Retrieved (month, day, year), from (URL)

- National Endowment for the Arts. (2007, May). *To read or not to read*. Research Report #47. Retrieved July 2, 2008, from <http://www.nea.gov/research/ToRead.pdf>

YouTube Video

Name/user. (Year, month day posted). Name of video [Video file]. Video posted to (URL)

- mrderekjohnson. (2006, April 5). Titanic: The sequel [Video file]. Video posted to http://www.youtube.com/watch?v=vD4OnHCRd_4

Blogs/Message Boards

Name of blogger/user. (Year, month day posted). Name of message. Message posted to (URL)

- Hodgkin, A. (2007, November 24). Amazon versus Google for eBooks? Message posted to <http://exacteditions.blogspot.com/2007/11/amazon-versus-google-for-ebooks.htm>

Web document on university program or department Web site

Author. (Year of publication). *Document title*. Retrieved (month, day, year), from (URL)

- Degelman, D., & Harris, M. L. (2000). *APA style essentials*. Retrieved May 18, 2000, from Vanguard University, Department of Psychology Web site: http://www.vanguard.edu/faculty/ddegelman/index.aspx?doc_id=796

Stand-alone Web document (no date)

Author. (no date). *Document title*. Retrieved (month, day, year), from (URL)

- Nielsen, M. E. (n.d.). *Notable people in psychology of religion*. Retrieved August 3, 2001, from <http://www.psywww.com/psyrelig/psyrelpr.htm>

Stand-alone Web document (no author, no date)

Document title. (no date). Retrieved (month, day, year), from (URL)

- *Gender and society*. (n.d.). Retrieved December 3, 2001, from <http://www.trinity.edu/~mkearl/gender.html>

Journal article from database

Author. (Year of publication). Article title. *Journal Title*, Volume Number, inclusive page numbers of article. Retrieved (month, day, year), from (name of database).

- Hien, D., & Honeyman, T. (2000). A closer look at the drug abuse-maternal aggression link. *Journal of Interpersonal Violence*, 15, 503-522. Retrieved May 20, 2000, from ProQuest database.

Abstract from secondary database

Author. (Year of publication). Abstract title. *Journal Title*, Volume Number, inclusive page numbers of abstract. Retrieved (month, day, year), from (name of database).

- Garrity, K., & Degelman, D. (1990). Effect of server introduction on restaurant tipping. *Journal of Applied Social Psychology*, 20, 168-172. Abstract retrieved July 23, 2001, from PsycINFO database.