Publication Citation Format and Examples

The citation information should be inclusive enough to allow the article to be found or requested through a library.

Citation information should be sight-verified for complete accuracy before the record is approved. Some common problem areas include:

Author Names – Last name first, no space between author initials, and no “and” before last author
Spacing – There is only one space between elements of the citation
Capitalization – Capitalize proper names in the article title, or the second capital in names such as McMichael. For book titles, capitalize all important words. NOTE: For article titles capitalize only first word and proper names.
Abstract – Insert the word “abstract” in brackets as the last word in the article title if the citation is for an abstract only.
Punctuation – Use the comma or period as shown in the specific format. Be sure to use a period after the journal title, before the volume information. End each citation with a period.
Abbreviations – Do not abbreviate journal titles unless that is what the journal uses for title (e.g., Transactions of the ASABE or The FASEB Journal). Do not abbreviate meeting information. It is acceptable to use Paper No. Use p. (not pp.) to indicate pages.
Pagination – Include complete page numbers (e.g., use 241-252, not 241-52)
Meeting Information – Include as much information as possible, to help differentiate one meeting from another and to help in locating the publication in a library: meeting date and place, editor/compiler if identified, meeting title. In some cases, it may be necessary to include the name of the sponsoring/publishing organization.
Records for Same Meeting – Use a consistent format for all records presented at the same meeting or published in the same source.
Remember that ARIS is not capable of using subscript, superscripts, italic, or underline.

Journal Article:

*Format:
Author last name(s) and initial(s). Year of publication. Article title. Full journal title. Volume(issue):page numbers. (Use issue number if available; issue number should always be used if each issue within the volume restarts page numbering with 1.)

*Examples:


**Abstract:**

**Format:**
Author last name(s) and initial(s). Year of publication. Title of abstract [abstract]. Full title of journal/proceedings. Volume(issue):page number(s). (Paper number or Abstract number can be used in place of page number)

**Examples:**


**Example with Paper/Abstract No.:**


**Example of Abstract with conference information:**
Example of Abstract only available on CD:


Example of Meeting Abstract published in a numbered volume of proceedings:

Proceedings:

Format:
Author last name(s) and initial(s). Year of publication. Title of paper. Title of Proceedings. Volume:Page number(s).

Examples:


Format for Proceedings w/Conference Information:
Author last name(s) and initial(s). Year of publication. Title of paper. In: (editors, if any). Title of Proceedings. Title of Conference (if different from title of Proceedings), Date of Conference, Conference Location. Page number(s).

Examples w/ Conference Information Included:


Example w/different conference title than proceedings:

Format for Proceedings only available on CD:

**Dissertations/Thesis:**

*Format:*  
Author last name and initials. Date of Degree. Title of Dissertation or thesis [Ph.D. Dissertation]. Place of Degree-Granting Institution: Degree-Granting Institution. Number of pages.

*Examples:*  


**Patent:** Patents are not listed as publications on the annual research progress report, but they should be listed in the response to question 7.

*Format:*  
Author last name(s) and initial(s). Date of patent. Title of patent. Patent Number.

*Examples:*  

**Book Chapter:**

*Format:*  
Author last name(s) and initial(s). Year of publication. Title of chapter or part. In: Last name and Initial(s) of Editor(s) of book. Title of Book. Edition information (if any). Place of publication: Publisher. Inclusive page numbers.

*Example:*  


**Book:**

*Format:*
Author last name(s) and initial(s). Year of publication. Title of Book. Place of Publication: Publisher. Number of pages.

*Example:*

*Format for Editor instead of Author:*
Editor last name(s) and initial(s). (Editor(s)). Year of publication. Title of Book. Place of Publication: Publisher. Number of pages.


**Government Report:**

*Format:*
Author last name(s) and initial(s). Year of publication. Title of report. Version (if applicable). Series and number (if applicable). Name of Department, Agency/Bureau, Office, city, state. Additional identifiers (if applicable). Number of pages.

*Example:*

**Electronic Publications (only available on web sites):**

*Format:*
Author last name(s) and initial(s). Year of publication. Title of article. Full journal title [medium]. Volume(issue):page numbers [if available]. Availability information.

*Example:*


Computer Programs/CD-ROM:

Format:
Author last name(s) and initial(s). Year of publication. Name/Title of CD-ROM/Computer Program [medium]. Version. Publication location: Publisher.

Example:


Newsletter:
Newsletters cannot be used as publications on annual research progress reports, but can be added into question 7.


Experiment Station Bulletins:
These cannot be listed as publications on the annual research progress reports, but can be entered into the response for question 7.


**Trade Journals and Magazines:**
These cannot be listed in publications on the annual research progress report, but can be listed in the response for question 7.


**Review of Someone Else’s Article:**
This should not be included on the annual research progress report because it does not report on the research conducted by the reporting project.


**Other (doesn’t fit any category):**
These cannot be listed in publications on the annual research progress report, but can be listed in the response for question 7.


Confidentiality Clause Status
This information is added to the “Details” tab of the Journal Code to serve as additional criteria to select the appropriate Journal Code. The confidentiality clause status (Yes or No) is specific to each journal. This clause states that the publication must be kept confidential until the journal has published it. To determine if a journal has a confidentiality clause, call the journal directly, search the journal’s website, and/or ask the scientist to obtain this information.

Journal codes for recurring meetings, workshops, congresses, symposiums, etc. will be entered without year dates or meeting number designations. For example, “5th International Meeting of Insect Physiologists” will be entered as “International Meeting of Insect Physiologists” and “2004 Proceedings of the Methyl Bromide Emissions Reduction Workshop” will be entered as “Proceedings of the Methyl Bromide Emissions Reduction Workshop”. When the citation is generated, the citation should be modified and the year or number of the meeting added.

Use of Generic Journal Codes
If, at the time of submitting an ARS-115, the name of the publication has not been determined or is not known, use the appropriate generic Journal Code as listed in the Currently Available Generic Journal table below. Generic journal codes should only be used when the publication is not first formal report of original research. Describe the publication in the remarks section of the ARS-115.

   Remarks: “Abstract only to be presented at the USDA, ARS Workshop on Fusarium Head Blight of Wheat, July 4-7, 2004 in St. Louis, MO.”

When a publication results and the name of the publication is known, request the specific journal code (see Requesting a New Journal Code, page 17 of this manual). When the acceptance date is added to the ARS-115, modify the generic code to the newly established specific code.
The generic Journal Codes are confidentiality No by default. If the scientist, organization, or publisher requires confidentiality until published and a generic code is used, check (T) the “Hold from Tektran until Published” box. When you add the publication date and citation, remove the check (T).

### Currently Available Generic Journal Codes

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