**Checklist for References**

For further information, see the handout “Checklist for References” on Moodle.

Please check off the following and turn this form in with any written material that you turn in. You should continue to use this form for all written materials, even after you leave Louisiana Tech. More information about these errors can be found in the document below on references. Also see the [**BAD EXAMPLES**](#BadExamples) at the end.

1. [ ]  All of the references in the List of References are explicitly [**cited in my report**](#CitedReferences)**.**
2. [ ]  All of the citations in my report appear in the [**List of References**](#ListofReferences).
3. [ ]  All [**journal references include**](#JournalArticles) 1. a complete list of the authors, 2. the title of the article, 3. the name of the journal, 4. the volume number, 5. the page numbers of the article and 6. the year of the article.
4. [ ]  All [**references of book chapters**](#CollectedArticles) include 1. a complete list of the authors, 2. the title of the chapter, 3. the editor(s) of the book, 4. the name of the book, 5. the publishing company of the book, 6. the copyright date of the book, and 7. the page numbers of the article.
5. [ ]  All [**textbooks**](#Textbooks) include 1. a complete list of the authors, 2. the title of the book, 3. the publishing company of the book, 4. the copyright date of the book, and 5. the page numbers of the article.
6. [ ]  All [**conference proceedings**](#ConferenceProceedings) references include 1. a complete list of the authors, 2. the title of the article or abstract, 3. the name of the proceedings (usually including the location of the conference), 4. the page numbers of the article or abstract and 5. the year of the conference.
7. [ ]  No references are cited as [**web pages**](#WebPages). I.e. www.ucsb.edu/Roberts/Physiol265/ekg is not an acceptable reference. If the web page is a pdf of a published research article, you should cite it as a journal article, not as a web page. Otherwise, you *must* find an alternative source.
8. [ ]  If references are cited by number (i.e. “Johnson et al.23 stated that …), the numbers follow a [**consistent sequence**](#NumberSequence). E.g., articles are numbered according to the first time they appear and are sorted on the reference page in that order.
9. [ ]  If references are cited by [**date of publication**](#ReferenceByDate) (i.e. “Johnson et al. (1999) stated that …), they are sorted alphabetically by first author and date on the reference page.
10. [ ]  Authors are referred to in the text by their [**last name**](#LastName) only. I.e. “Johnson et al. (1999) stated that …,” not “Howard Johnson et al. (1999) stated that…” or “H. Johnson et al. (1999) stated that ….”
11. [ ]  I have placed any text copied word-for-word from a source in [**quotations**](#Quotations). I realize that to copy any text word-for-word without a proper reference and without using quotations is *plagiarism*.
12. [ ]  I have used direct quotes from sources [**sparingly**](#SubjectiveOpinion) (or not at all).
13. [ ]  I have correctly written “[et al.](#etal)” with no period after “et” and a period after “al.”
14. [ ]  If this is an article for a specific journal, I have read the “instructions to authors” for that journal and followed the instructions accordingly with respect to citations.

**References:**

1. Any reference that is listed in the reference section must be cited in the text of your dissertation, thesis, practicum, proposal or journal article. *You must not include a reference to a book or article simply because it is related to what you are discussing. It must be explicitly referred to in your text.*
2. Similarly, if a reference is cited in your report, it must be included in the list of references with a complete citation.
3. Use references primarily to back up *specific statements* you make, not to back up entire paragraphs.
4. You may use whichever reference format is appropriate for your field of research. However, your references must follow a *consistent form* and they must include the following:
5. For references to journal articles
6. A complete list of the authors of the article
7. The title of the article
8. The name of the journal
9. The volume of the journal
10. The page numbers of the article
11. The year of the article

*Example 1:* Nussbaum SG, Jacobson RR and Coles BW, “A new method for measurement of trace elements,” Arcane Journal, 12:456-469, 2001.

*Example 2:* Nussbaum Stan G., Jacobson Robert R. and Coles Brian W., “A new method for measurement of trace elements,” Journal of Arcane Systems, Vol. 12, pp. 456-469, 2001.

*Do not* cite some references like Example one and others like Example 2. Note: Consistent citation of references will take some effort on your part. If you take references from several places, it is not likely that they will all have the same format. References from different on line catalogues will be cited differently. References that you borrow from someone else’s proposal will be cited in yet another way. *It is your responsibility to ensure that your work has a consistent, uniform form.*

1. For references to chapters in books of collected articles
	1. A complete list of the authors of the article
	2. The title of the article
	3. The name of the editor of the book
	4. The title of the book
	5. The name of the series (if applicable)
	6. The publisher of the book
	7. The city of the publisher
	8. The page numbers of the article
	9. The volume of the book (if applicable)
	10. The year the book was published

*Example of a Book from a Series:*

Paulson WD and Jones SA, “Hemodynamics of the Hemodialysis Access: Implications for Clinical Management,” in Ronco C and Levin NW eds, Hemodialysis Vascular Access and Peritoneal Dialysis Access, Contributions in Nephrology, Basel, Karger, New York, 142:238-253, 2003.

*Where the following are identified:*

**Authors:** Paulson WD and Jones SA,

**Title of the Chapter:** Hemodynamics of the Hemodialysis Access: Implications for Clinical Management

**Editors:** Ronco C and Levin NW eds

**Name of Book:** Hemodialysis Vascular Access and Peritoneal Dialysis Access

**Name of Series:** Contributions in Nephrology

**Publisher of the Book:** Basel, Karger

**City:** New York

**Volume of the Series:** 142

**Pages of the Chapter:** 238-253

**Year of Publication of the Book:** 2003

Example of a Book that is not from a Series:

Grevious MA, Loth F, Jones SA, Arslan N, Curi M, Schwartz LB, and Bassiouny HS, "Technical considerations in the construction of vascular anastomoses," in J Moore, ed. Biomedical Technology and Devices Handbook, CRC Press, New York, 1-17, 2003.

*Where the following are identified:*

**Authors:** Grevious MA, Loth F, Jones SA, Arslan N, Curi M, Schwartz LB, and Bassiouny HS

**Title of the Chapter:** Technical considerations in the construction of vascular anastomoses

**Editor:** J Moore

**Title of the Book:** Biomedical Technology and Devices Handbook

**Publisher of the Book:** CRC Press

**City:** New York

**Pages of the Chapter:** 1-17

**Year of Publication of the Book:** 2003

1. For references to textbooks
	* + 1. The author of the book
			2. The title of the book
			3. The publisher of the book
			4. The city where the publisher resides
			5. The page numbers being referenced
			6. The year the book was published
	1. For references to conference proceedings and abstracts
		* + 1. A complete list of the authors of the article
				2. The title of the article
				3. The name of the proceedings (usually including the location)
				4. The page number of the article or abstract
				5. The year of the conference
2. Citations within your text must be appropriate to the format for the citations at the end of the work. An example of the “author, date” format would be:

“Nussbaum et al. (1990) state that …,” or “Myocardial infarction is the result of coronary artery thrombosis (Nussbaum et al., 1990).”

1. Reference authors by last name. I.e. do not say “Richard Nussbaum et al. (1990) state that ….” Instead say “Nussbaum et al. (1990) state that ….”
2. For numbered references, citations must be made in the order of the list of references. I.e., do not cite the reference numbered 14 before the reference numbered 9. Example: “Nussbaum et al.7 and Hodge et al.8 showed that …” or “Nussbaum et al.[7] and Hodge et al.[8] showed that ….”
3. If you are citing references by date, alphabetize the list of references by first author and data. For example, Nussbaum (1994) will appear before Nussbaum (1995). If the same authors publish more than one article in the same year, then they can be referenced by date and a following letter. For example, “Nussbaum (1994a)” comes before “Nussbaum (1994b).”
4. Remember that “et al.” is an abbreviation for “et alii,” so there is a period after al., but not after et.
5. Avoid long quotes from an article. Remember that you are digesting the information from a variety of articles to make a point in your thesis. Quotations are effective in scientific literature only when the information quoted is a matter of opinion on the part of the author. Consider the following examples:
	1. Fredrick et al. (1992) have shown that layer-by-layer assembly can be used to coat bacteria. (effective)
	2. Frederick et al. (1992) have shown that, “when the bacteria were successfully coated with carbon nanotubes careful consideration of the isoelectric point of the polyions in the layer-by-layer process was important.” (not effective)
	3. Frederick et al. (1992) say that layer-by-layer assembly is better than any other method for coating microparticles. (problematic)
	4. According to Frederick et al. (1992), “Layer-by-layer assembly is the best technique for coating microparticles.” (effective)

Form a. is the standard method for citing verifiable information. Form b. is not effective because the quotes tend to put distance between you and the authors; it suggests that, “The authors made this statement, but I am only quoting them. I do not have enough confidence to take responsibility for their statements.” Additionally, the sentence content and structure that were used by the authors may not be appropriate for the point that you are trying to make; excessive detail is needed if the quote is to include both key phrases, “bacteria were successfully coated,” and “layer-by-layer.” Form c. is problematic because the statement is subjective. Here you need to put some distance between yourself and the authors’ opinion. Thus, form d. is more appropriate for this statement.

1. It follows from the above discussion that you should use direct quotations only when quote a subjective opinion. Thus, direct quotes should be used sparingly, if at all.
2. You must never include a piece of an article (even one sentence) without putting quotations around it and citing the reference from which it came. *Failure to do so is called plagiarism and is* ***illegal***. The statement that “The author said everything that was important to my background section and I did not feel that I could say it any better,” is not a valid excuse for stealing another person’s work. Furthermore, such an attitude indicates that you are not properly digesting the material and its unique relevance to your own research project.
3. Citations should be mainly journal articles with occasional references to published proceedings or abstracts.
4. *References to the* *world wide web are not to be used!* If the web page is a pdf of an article that is published from a refereed journal, then you can cite the journal article. Otherwise, you must find an alternative source for the statement you wish to cite. There are two good reasons for this requirement. 1) Web pages are not refereed, so there is no immediate way of determining their truthfulness. 2) Web pages are volatile. If someone goes back to the same site 1 year from now, or even earlier, there is no guarantee that the same information will be there. Students are often tempted to cite the notes from professors’ courses that are cited on the web. The information found in such notes can usually be found in standard textbooks on the subject, so it should not be difficult to find a textbook in the library that is suitable for citation. Students may also wish to cite material on the web site of a company, such as one which manufactures a piece of equipment used in the study. Most of this information will be available in publications produced during the development of the product or in the product’s user’s manual. In either case it is better to cite the published work or the user’s manual directly.

**Bad Examples**

Below are some examples of poor citation technique. Be aware that failure to follow the above guidelines may mean that the next set of bad examples will be from your own work.

*Poor Book Citations:*

Nourie, T., Brown, C., Niskala, Roy., *Introduction to Numerical Control in Manufacturing.* First ed. 1969: American Society of Tool and Manufacturing Engineers.

Errors:

1. First two authors are cited by “last name, first initials,” but the last author is cited as “last name, first name.”
2. There is a period after the last author’s first name.
3. Publisher’s city is not included.

Sandvik, *Spring Designer's Guide*.

Errors:

1. No initials for the author’s name.
2. No publisher
3. No city
4. No date

*Poor Book Chapter Citations:*

Kendall, C.J., *Parasitic Power Collection in Shoe Mounted Devices*, in *Department of Physics and Media Laboratory*. 1998, Massachusetts Institute of Technology.

Errors:

1. No editor
2. No city

*Poor Journal Article Citations:*

1. Gunter, G., Kirstein, M., and Erbel, R., Microgenerators for Energy Autarkic Pacemakers and Defibrillators: Fact or Fiction? Herz, 2001. 26: p. 64-68.
2. Michael W.Ellis, M.R.V.S., and Douglas J.Nelson, Fuel Cell Systems: Efficient, Flexible Energy Conversion for the 21st Century. IEEE Journal, 2001. 89(12): p. 1808-1818.
3. V.T.Inman et al., Time Dimensions of Gait Cycle, in Human Walking, R.a. Gamble, Editor. 1981, Williams and Wilkins: Baltimore. p. 26.

Errors:

1. Different formats between author lists (last name first in 1, first name first in 2; initials in 1, full first name in 2).
2. No space between initials and last name in 2.
3. Different punctuation between article title and journal name (comma in 1, period in 2)
4. For a range of pages, pp. should be used, not p.
5. Degree (M.R.V.S) should not be given after first author’s name in 2.
6. V.T.Inman is missing space between the initials and the last name in 3.
7. The complete author list must be given in 3, not just the first author followed by “et al.”
8. To be consistent with 1, the author in 3 should be “Inman, V.T.”
9. Lower case letter in the editor’s second intitial in 3 (R.a. Gamble).

*Poor Citation within the Text:*

Mitcheson [53] et al. describe a motion-driven micro power generator in a non-resonant mode.

Error: Citation number should not be between the first author and “et al.”

Arterial disease is the primary cause of death in the western world [2], and