



the newsletter of the australasian sonographers association

soundeffects
news

Referencing Guidelines

PO Box 356
Dingley Village VIC 3172
P: 03 9552 0000 F: 03 9558 1399
E: editor@a-s-a.com.au
www.a-s-a.com.au

Referencing

Referencing is not only important but is a legal necessity. Articles may not accurately reflect original work and therefore readers should be given the direct reference to the original work. The following is a guideline on how to reference correctly. Referencing does not have to be too time consuming if done correctly initially. Referencing style and format in *soundeffects news* is based on the Uniform Requirements of the International Committee of Medical Journal Editors (ICMJE).

If you have any questions, please contact the editor for guidance.

When in doubt, refer to the Pubmed website, as our referencing style reflects theirs. Found at:
<http://www.ncbi.nlm.nih.gov/sites/entrez?cmd=search&db=pubmed>

Simply copy/paste the journal article title out of the word document into the search line on the website. The results will show how the article should appear as a reference.

In-text referencing

- References should be numbered consecutively in the order in which they are first mentioned in the text. Identify references in text, tables and legends as such: [1].
- References cited in tables or figure legends should be numbered in the sequence established by the first identification in the article's text (regardless of where table appears).
- Quotes: Direct quotes should be used sparingly and only when the way they are worded adds particular emphasis. When using a direct quote, try to keep the person's name close to the text and the quote should be in double quotation marks. E.g. Nicolaides (2002) states "The nuchal..."[1].
- When referring to the work of others in similar fashion but not using direct quotes then: Nicolaides (2002) discusses...[1].
- When generically referring to the work of others then the reference number, e.g. [1] should simply be used at the end of the sentence before the full stop.

End-of-text references

Referencing Terminology

Electronic references (from ISO690-2:1997)

Database: Collection of data objects stored together, in electronic form, according to one schema and made accessible by computer. NOTE - Some databases, or files within a database, may also constitute a monograph or serial publication. In cases where it can be readily determined that a specific electronic document is a monograph or serial, those terms should normally be preferred over the broader term "database".

Monograph: Non-serial bibliographic item, i.e. an item either complete in one part or complete (or intended to be completed) in a finite number of separate parts. [ISO 690:1987]

Serial: Publication, in any medium, issued in successive parts, usually having numeric or chronological designations, and intended to be continued indefinitely. [Adapted from ISO 3297:1986]

Library Definitions of same

Database: a collection of computer records that have a standard format, usually containing Fields that are searchable and allow some electronic manipulation such as sorting or grouping.

Monograph: a scholarly book on a single subject, class of subjects, or person. Within the library field, this term is often used for any non-serial publication. A more specific definition is a lengthy work on a particular subject or person, detailed in treatment and often containing bibliographies.

Serial: any publication issued in successive parts, appearing at intervals, usually regular ones, and, as a rule, intended to be continued indefinitely. The term includes Periodicals, newspapers, annuals, numbered monographic series and the proceedings, transactions and memoirs of societies.

So from this: Use serial for journal articles, monograph for pdf files that open from a website and part of a homepage/ website for anything you read on the website that does not open in another window.

For **soundeffects**, the use of the open or closed database examples in the full-length referencing guidelines would be rare.

Checking References

Journal articles

The website for **PubMed** is the most helpful if clarification for a reference is required. Found at:
<http://www.ncbi.nlm.nih.gov/sites/entrez?cmd=search&db=pubmed>

Copy/paste the journal article title out of the word document into the search line on the website. If this doesn't work then try a combination of the first authors surname and part of the title.

Books

Google or Google Scholar: enter either the name of the book or the publisher's name.

Websites

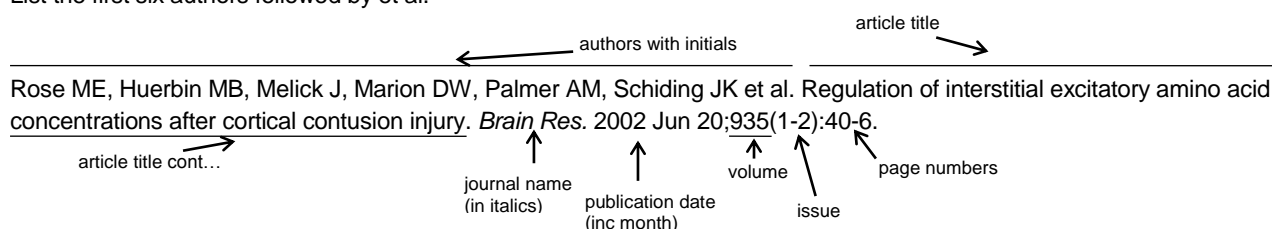
Try the link or part thereof. You will most likely need to "fill in the gaps" of the provided information as these are the references least likely to be written as *soundeffects news* requires

Check every reference even if it seems complete – names are often spelt incorrectly and issue and page numbers are regularly inaccurate.

Style Guide

Journal references

List the first six authors followed by et al.



If the author is an organisation

Diabetes Prevention Program Research Group. Hypertension, insulin, and proinsulin in participants with impaired glucose tolerance. *Hypertension.* 2002 Jun 20;40(5):679-86.

Both personal authors and an organisation as author

Vallancien G, Emberton M, Harving N, van Moorselaar RJ; Alf-One Study Group. Sexual dysfunction in 1,274 European men suffering from lower urinary tract symptoms. *J Urol.* 2003;169(6):2257-61.

Volume with supplement

Geraud G, Spierings EL, Keywood C. Tolerability and safety of frovatriptan with short- and long-term use for treatment of migraine and in comparison with sumatriptan. Headache. 2002;42 Suppl 2:S93-9.

Volume with part

Abend SM, Kulish N. The psychoanalytic method from an epistemological viewpoint. *Int J Psychoanal*. 2002 Jun 20;83(Pt 2):491-5.

Other

If the article was: A type of article indicated as needed; an article containing retraction; an article retracted; an article republished with corrections; an article with published erratum; an article published electronically ahead of the print version, please contact your editor for the correct referencing. If unsure, include all information and enquire with the editor.

Books and other monographs

authors with initials
Breedlove GK, Schorfheide AM. *Adolescent pregnancy*. 2nd edn. Wiczorek RR, editor. White Plains (NY): March of Dimes Education Services; 2001.
Year of publication title of book edition (if required) editor (if required) place of publication publisher

Organisation(s) as author

Royal Adelaide Hospital; University of Adelaide, Department of Clinical Nursing. *Compendium of nursing research and practice development*, 1999-2000. Adelaide (Australia): Adelaide University; 2001.

Other

If the reference was: chapter in a book; conference proceedings; conference paper; scientific or technical report; dissertation; patent, please contact your editor.

Electronic references

CD-ROM

Anderson SC, Poulsen KB. Anderson's electronic atlas of hematology [CD-ROM]. Philadelphia: Lippincott Williams & Wilkins; 2002.

Journal article on the internet

authors with initials article title journal name (in italics)
Abood S. Quality improvement initiative in nursing homes: the ANA acts in an advisory role. *Am J Nurs* [serial on the Internet]. 2002 Jun [cited 2002 Aug 12];102(6):[about 3 p.]. Available from: <http://www.nursingworld.org/AJN/2002/june/Wawatch.htm>
exact URL cont... Journal publication date date accessed on internet volume Approximate length exact URL – turn punctuation over to next line

Monograph on the internet (to be used for pdf files that open from a website in a separate window)

Author (or editor) names (if required) title of document place of publication
Foley KM, Gelband H, editors. Improving palliative care for cancer [monograph on the Internet]. Washington: National Academy Press; 2001 [cited 2002 Jul 9]. Available from: <http://www.nap.edu/books/0309074029/html/>
publisher year of publication date accessed on the internet exact URL: no fullstop at end

Do not include full point at end of references as this may be inferred to be part of the URL. If a web address/URL needs to be broken over two lines, take over the punctuation first (ie don't leave punctuation symbols at the end of the line). Eg:

<http://www.nursingworld.org/AJN/2002/june/Wawatch.htm>

Part of a homepage/website (pages from a website that do not open in a separate window)

home page name
American Medical Association [homepage on the Internet]. Chicago: The Association; c1995-2002 [updated 2001 Aug 23; cited 2002 Aug 12]. AMA Office of Group Practice Liaison; [about 2 screens]. Available from: <http://www.ama-assn.org/ama/pub/category/1736.html>
date accessed on the internet
Exact URL
Location of organisation
organisation name
publication date
date web page was last updated
Approximate length
Exact URL
authors

Other

If the reference was a database on the Internet or part of a database on the Internet, please contact your editor.

Other references

Newspaper article

Tynan T. Medical improvements lower homicide rate: study sees drop in assault rate. The Washington Post. 2002 Aug 12;Sect. A:2 (col. 4).

Dictionary and similar references

Dorland's illustrated medical dictionary. 29th edn. Philadelphia: W.B. Saunders; 2000. p. 675.

Other

If the reference was: a map; legal material; audiovisual material, please contact your editor.

Personal communications

Personal communications should be avoided unless it provides essential information not available from a public source. If cited the name of the person and date of communication is required. The author should obtain written permission and confirmation of accuracy from the source of personal communications.

Further resources

For further information refer to www.icmje.org/index.html under the heading "Manuscript Preparation and Submission" and www.nlm.nih.gov/bsd/uniform_requirements.html.