

# Appendix C: Reference Formatting

## C.1 Basic Guidelines for References

All sources listed as references must be mentioned at least once in the text, tables, figures, or appendices of the report. A bibliography, by contrast, provides a list of references that pertain to the report subject, but may or may not pertain to specific report text.

If a figure or table in a report uses data from another agency, list which data came from which agency underneath the figure or table.

Use:      Source: Halibut data, IPHC. Sablefish data, ADF&G.

Most of the examples provided in this guide are based on standards set forth by the *Chicago Manual of Style* (CMS 2003) and journals of *The American Fisheries Society* (AFS 2006). The construction of a citation can vary from guide to guide, but the basic and required elements for a complete citation remain the same across guides. These examples are guidelines to providing accurate citation information in an easily identifiable format.

## C.2 Citing Original Data Sources

When referencing historical data, it is the author's responsibility to provide the information so that the reader can find the original source of the data. For data not collected as part of the current report project, the report in which the data were originally collected should be cited. If the source is not a published document, provide an in-text reference to the source, with explanation that identifies the location and authority of that source.

If the report is the first place where data or estimates are published, the author must include a methods section to clarify the data collection and methodology. If the Division of Commercial Fisheries collects weir counts, and the counts are reported in a report covering a different topic, the author must explain the how, when, and where of the weir operations in the methods section, or cite a published report on the project. Original estimates should not be modified; instead the data should be provided with explanation. If a certain aerial survey is believed to be inaccurate because of bad water conditions, do not provide an alternate estimate based on a different method. If there is reason to doubt an estimate, or if the estimate is not comparable to other historical data, do not present the estimate, or present the estimate with a disclaimer footnote. Source information should never be summarized without explanation. Do not mix types of estimates that are not comparable. Do not put estimates of harvest or

effort derived from Statewide Harvest Survey data in the same column with estimates from a creel survey; present the estimates in two separate columns.

## C.3 Standards for Citing Sources Within the Text

### a. Published reports

**Basic text references.** Use the *name year* convention. Use this form after a statement is made referencing the citation.

Use: Arctic grayling are believed to be present (Jones 1989).

**Citation reference occurring within the sentence.** Include only the year of publication within the parenthesis.

Use: Jones (1989) claims that Arctic grayling are present.

**Author's name in the possessive case.** The citation immediately follows the word modified.

Use: Bernard's methods (1989) are the test used to determine if Arctic grayling are present.

**Two coauthors cited.** List both names in the text reference.

Use: Arctic grayling are believed to be present (Jones and Smith 1989).

**Three or more coauthors.** List the primary author followed by et al.

Use: Some investigators thought that no Arctic grayling were present (Jones et al. 1990).

**Multiple reports by the same author in text citations.** Separate the years with a comma; citations to multiple reports by multiple authors are separated by a semicolon.

Use: (Jones 1989, 1992; Smith 1993).

**Multiple authors with the same last name.** Include the author initials in the reference.

Use: Some researchers investigated the Arctic grayling disappearance (D. Jones 1989; E. A. Jones 1989).

**Multiple works by the same author(s).** List the works chronologically by year of publication with the oldest date first, and separate dates with a comma.

Use: Studies indicate that grayling are present (Jones 1996, 1998).

When there are more than two dates included, list them in a series.

Use: Studies indicate that grayling are present (Jones 1996–1998).

**Different reports by the same author in the same year.** Clarify the reports with an alphabetic designation.

Use: (Jones 1989a, 1989b)

**Multiple references to reports with different authors.** Group all citations by the same author chronologically. These grouped citations can be ordered either chronologically or alphabetically at author's choice, but must be consistently ordered within a report.

Use: (Jones and Smith 1989; Alt 1990–1992; Jones 1993)  
(Alt 1990–1992; Jones 1993; Jones and Smith 1989)

**No clearly identifiable author, only an editor.** Cite the editor's name(s) in place of the author.

Use: (Jones 1981)

**A reference to a very specific section of a lengthy book or other document.** Note the pertinent page or pages. The exact format is the author's choice, but must be consistent throughout the report.

Use: (Jessen 1978, equation 5.8, page 128)  
(Jessin 1978: 128)  
(Jessin 1978, page 128)  
(Jessin 1978, pages 128-132)

Otherwise do not include page numbers.

## b. Legal citations

Legal citations have naming conventions. The core of a citation includes the title number, section number, and identifying code number.

Use:	Alaska Statute:	(AS 16.05.020) or (AS.16.5.320(a))
	Alaska Administrative Code:	(5 AAC 56.070)
	U. S. Code:	(42 U.S. Code § 201)
	Code of Federal Regulations:	(43 CFR § 17.8)
	Statutes at Large:	(114 Stat. 3088)

For references to current law, the year is unnecessary. However, for statutory provisions undergoing changes, the date may be necessary. For example, if an author is comparing several versions of the same regulation, (e.g., the Board of Fisheries amends language in an existing regulation), cite the year in the text with the regulation to distinguish the versions.

Regulation summaries published by ADF&G are not listed in the references cited; instead, use a footnote.

Use:

<sup>1</sup> ADF&G. 1991. 1991-1992 Cook Inlet/Prince William Sound commercial fishing regulations. Alaska Department of Fish and Game, Juneau.

A formal Memorandum of Understanding (MOU) is a legal document between multiple parties. The identifying features of the understanding are a listing of the parties, the text, and dated signatures. A citation to a MOU is provided in text, and must include those elements. If no title is provided in the original document, extract one from the subject matter. The first listing of the MOU provides all the details in text (a footnote is more appropriate if there are many parties, or if the title is a somewhat lengthy extrapolation from the subject). It is often helpful to assign an acronym to that entry, so that subsequent references can be abbreviated.

Use: On August 8, 2000, collaborative, regional and interagency-based management was formalized by a Memorandum of Understanding between Norton Sound regional and local organizations, Alaska Department of Fish and Game, and U.S. Fish and Wildlife Service, *Norton Sound Research and Restoration Memorandum of Understanding* (NS MOU). [title, date, and parties]

Alaska Department of Fish and Game strives to coordinate research and management of the species, as per the December 20, 1979 Memorandum of Understanding between the Alaska Board of Fisheries and the North Pacific Fishery Management Council recommending the development of complementary management regimes. [date and parties, but no title]

### c. Personal communications and unpublished documents

Personal communications, unpublished data or reports, and sources not available to the reader should be documented within the text, in a footnote, or as a source note in a table. These are not included in the *References Cited*. In parenthetical citation after the information presented, the terms *personal communication* or *unpublished data*, are used after the name(s) of the persons concerned, following a comma. Avoid *et al.*

**Personal communications.** Citation guidance has been carefully established for a category originally defined as *personal communications*. In its simplest form, this citation format was designed to cover a direct communication of information from a person close to the subject, not otherwise published. That guidance (in text documentation, including all essential information necessary to verify the material) in our age of ready communication using multiple sources, has expanded to cover many new kinds of source material. Among the personal communication format publications identified by *Chicago Manual of Style* are memos, e-mail communications, data files, working papers, letters, meeting presentations, and non peer-reviewed material.

The personal communication citation format should include the credentials, the affiliation of the source, a clear identifier of the kind of material presented, and the date and location of the author or material.

Use: The study was interrupted by the influx of volcanic ash (R. W. Smith, Sport Fish Biologist, ADF&G, Anchorage, personal communication).

In a telephone conversation with the author on November 4, 2006, Sergeant Smith reported that... [within running text]

Note: George Jones, e-mail message to author, December 6, 2004. [Source note in a table]

**Unpublished documents.** Use *unpublished* for reports or papers that are not destined for distribution. Include the location where the information can be accessed. Confirm and provide the location and availability of all the unpublished source documents or data. The citation for an unpublished document must include the following essential components: the author or authority for the information, his or her job title, date, identification of the type of information, and its location.

Unpublished reports and data that are primarily housed in a specific agency location should be included as parenthetical in text citations similar to personal communications.

Use: This problem was identified as early as 1940 (unpublished Bureau of Fisheries manuscript obtained from Jack Helle, Auke Bay Fisheries Lab, Juneau, Alaska).  
(R. Smith, W. Jones, G. Masters, and R. Benton, 2003, unpublished data)

If you are referring to a specific project, cite the project (not the author) in the text, and footnote it. In the footnote, list the project name, project leader, and date and year.

Use: When the weir was removed on July 29 during the Nelson Lagoon commercial salmon fishery project, an estimated 56,000 female sockeye salmon<sup>1</sup> had been counted, meeting the management escapement objective of 50,000–110,000 female fish.

<sup>1</sup> Philip Tschersich, North Alaska Peninsula fishery management biologist. Nelson Lagoon commercial salmon fishery project, unpublished data, 2007.

#### **d. In prep and In press**

**In Prep.** Use *In prep* (italicized with no period after *prep*) to cite ADF&G reports and manuscripts that have been drafted and are intended for publication but are not yet finalized. If it is certain the report will be published, include it in the *References Cited* listing; if publication is uncertain, include it as an in text citation only, using the format of a personal communication.

**In press.** Use *In press* for manuscripts that are approved for publication and are in the printing process. *In press* should not be used for publications forthcoming through the ADF&G publication series because our process is unique and not appropriately described by that phrase. For ADF&G publication series use *In prep*. *In press* is typically used for an article or book, submitted and accepted for formal publication, but that has not yet reached the publication date.

## C.4 Standards for List of References Cited

This is the standard for departmental publications. If you are writing for a specific scientific journal you will need to follow their stated citation standards.

### a. Standard references cited format for ADF&G scientific and technical series publications

1. List references alphabetically by author. When multiple references cited are by the same author(s), order the references alphabetically by author, then chronologically by year of publication, with the oldest date first. When multiple references are cited by the same author(s), have the same title and the same publication year, order the references by the data year in the report title, starting with the oldest first.
2. List author last name, followed by a comma, and author initials or name(s) as they appear in published report. Initials are separated by a single space.
3. List coauthors with initials or name first, followed by last name. Final coauthor is separated by “and,” followed by a period, then one space to lead into publication year.
4. List year of publication. Follow this with one space. If the publication has not yet been published, list the date as *In prep* followed by a period.
5. List title of the report. For titles only the first word, proper nouns, proper adjectives, and the first word of a subtitle after a colon should be capitalized. Follow the title with a period and one space.
6. List publisher followed by a comma, and publication series, followed by a comma.
7. List place of publication, followed by a period. A Division of Commercial Fisheries Regional Information Report will be cited in the following style:

Use: Stewart, R. 2003. Techniques for installing a resistance board weir. Alaska Department of Fish and Game, Division of Commercial Fisheries, Regional Information Report 3A03-26, Anchorage.

A document soon to be published will be cited in the following style:

Use: Wadle, J., G. Spalinger, and J. Dinnocenzo. *In prep*. Kodiak management area herring sac roe fishery harvest strategy for the 2010 season. Alaska Department of Fish and Game, Fishery Management Report, Anchorage.

### b. Sample standard references cited formats

**Periodical.** Weekly or monthly magazines, even if numbered by volume and issue, are usually cited by date only.

Use: McKinnell, S. A., A. J. Thompson, E. A. Black, B. L. Wing, C. M. Gutherie Jr, J. F. Koerner, and J. H. Helle. 1997. Atlantic salmon in the North Pacific. *Aquaculture Research* 28(9): 145–157.

**Periodical with a URL.** When the electronic version is static and based on a print version of an article, the citation does not necessarily require the date of access.

Use: Pritchard, V. L., K. Jones III, and D. E. Cowley. 2007. Genetic diversity within fragmented cut-throat populations. *Transactions of the American Fisheries Society* 136:606-623. <http://afs.allenpress.com/perlserv/?request=get-abstract&doi=10.1577%2FT06-038.1> (Accessed June 2007).

**Reference with agency or governmental department or division as author.** Include state or appropriate country at the end of an agency or university citation address only when needed to locate the city.

Use: USDA (United States Department of Agriculture). 1992. Kenai River landowner's guide. Prepared by the U. S. Department of Agriculture, Soil Conservation Service (SCS) for the Kenai Soil and Water Conservation District, Kenai, Alaska.

**Pages cited within a work, that has an editor and a translator.**

Use: Rumyantsev, A. I., and M. A. Darda. 1970. Summer herring in the eastern Bering Sea. Part V: 409–421 [In] *Soviet fisheries investigations in the northeastern Pacific*. Edited by P. A. Moiseev. Translated by Israel Program for Scientific Translation, Jerusalem, 1972.

**Edited works.**

Use: Humphreys, R. D., S. M. McKinnel, D. Welch, M. Stocker, B. Turriss, F. Dickson, and D. Ware, editors. 1994. Pacific stock Assessment Review Committee (PSARC) annual report for 1993. *Canadian Manuscript, Report of Fisheries and Aquatic Sciences*, No. 2227.

**Work within a publication with editors.**

Use: Eggers, D. M., and D. E. Rogers. 1987. The cycle of runs of sockeye salmon *Oncorhynchus nerka* to the Kvichak River, Bristol Bay, Alaska: cyclic dominance or depensatory fishing? Pages 343–366 [In] H. D. Smith, L. Margolis, and C. C. Wood, editors. *Sockeye salmon *Oncorhynchus nerka* population biology and future management*. Canadian Special Publications of Fisheries and Aquatic Science No. 96, Ottawa.

**Published proceedings/conferences/symposiums.** Volume and number are shown in this citation as well.

Use: Hilborn, R., T. P. Quinn, D. E. Schindler, and D. E. Rogers. 2003. Biocomplexity and fisheries sustainability. *Proceedings of the National Academy of Sciences* 100 (11):6564–6568.

Rusch, D. H., et al., editors. 1998. *Biology and management of Canada geese: Proceedings of the international Canada goose symposium, held April 23–25, 1991, Milwaukee, WI.*

**Dissertations and theses.**

Use: Matlock, G. C. 1984. A Texas red drum management plan. Doctoral dissertation, Texas A&M University, College Station.

**Consultant reports.**

Use: Jones and Stokes Associates Inc. 1987. Southcentral Alaska sport fishing economic study. Final research report, November 1987 (JSA86-0413), Sacramento, CA. Prepared for the Alaska Department of Fish and Game, Division of Sport Fish, Research and Technical Services, Anchorage.

**Books.**

Use: Mayr, E. 1963. Animal species and evolution. The Belknap Press of Harvard University Press, Cambridge, MA.

**Fisheries Rehabilitation, Enhancement and Development Division Reports.**

Use: Alt, K. T. 1979. Inventory and cataloging of sport fish and sport fish waters of western Alaska. Alaska Department of Fish and Game. Federal Aid in Fish Restoration, Annual Performance Report, 1978–1979, Project F-9-11, 20 (G-I-P), Juneau. [http://www.sf.ADF&G.state.ak.us/FedAidpdfs/fredF-9-11\(20\)G-I-P.pdf](http://www.sf.ADF&G.state.ak.us/FedAidpdfs/fredF-9-11(20)G-I-P.pdf)

**C.5 References Cited Format for Electronic Sources**

When including Internet sources the author must consider the constant change in presentation of Web material. Internet citations need to be as thorough as references to paper publications, and should include the following information.

1. Author, editor, or name of institution standing in place of author.
2. Title, including subtitle if there is one.
3. Facts of publication including date.
4. A URL for Internet sources or, for other electronic sources, an indication of the medium consulted (e.g., DVD, CD-ROM).

This combination of information should supply the background necessary to access the source of the citation in the event that the URL is no longer current. If a citation is missing any required information, the convention is to provide clarifying information within square brackets. For Web sites, the date, title or place of production may not be clearly published in the site; however, they may be necessary to clarify the citation. Example: A citation to ADF&G commercial catch statistics published on the Web site may contain the title [2003 preliminary Alaska commercial salmon catches]. The brackets indicate that the information is provided for clarification, and that there is no title bar for the page.

Although an access date is often considered an optional addition to the reference, it is wise to include such date when the material is time sensitive. The access date should be provided parenthetically at the end of the reference, and verified as close to the publication date as possible.

Use: NWT (Northwest Marine Technology). 2003. Mark IV instruction manual automated coded wire tag injector. [www.nmt.us/products/cwt/mkiv/mkiv\\_manual.pdf](http://www.nmt.us/products/cwt/mkiv/mkiv_manual.pdf) (Accessed November 2007).

### a. Uniform resource locators

Avoid editing URLs for style. URLs are case sensitive and punctuation and format has specific meaning within some markup languages.

Online information or documents cited in your publication may, over time, be moved or deleted from the Web. Readers will then be unable to reference your citations. For this reason, online documents cited should also be saved as hard copy and as part of your backup files. If your online source is also available in print, reference the print source instead, as it is more stable.

If a link ceases to exist before publication, include the information parenthetically at the end of the citation.

Use: NWT (Northwest Marine Technology). 2004. Could the coded wire tag affect the navigation and homing of salmonids? <http://www.nmt-inc.com/Applications/CWT/Straying.pdf> (Accessed March 2, 2004, site currently discontinued).

Permanent source identifiers may become a more commonly found element as the availability of electronic sources grows. This will ease electronic source citations—providing a permanent locator for the source. A *DOI*, or *digital object identifier*, is available for some online periodicals and when provided it should be included in the citation.

Use: Fontaine, K. M., J. R. Cooley, and C. Simon. 2007. Evidence for paternal leakage in hybrid ceriodical Cicadas (Hemiptera: *Magicicada* spp.) Department of Ecology and Evolutionary Biology, University of Connecticut, Storrs. [www.plosone.org/article/ fetchArticle.action?articleURI=info:doi/10.1371/journal.pone.0000892](http://www.plosone.org/article/ fetchArticle.action?articleURI=info:doi/10.1371/journal.pone.0000892)

### b. Databases

Start the citation with the author, followed by the year, title of the database edition, place of publication, publisher, URL, access date, and any necessary notes [Notes.]

Use: (ADF&G) Alaska Department of Fish and Game. 2010. Alaska sport fishing survey results, 1996–2008. ADF&G Division of Sport Fish, Alaska Statewide Harvest Survey project. <http://www.sf.ADF&G.state.ak.us/statewide/FishingSurvey/index.cfm> (Accessed April 5, 2010).

When a database contains secure or confidential information, the URL cannot be provided.

Use: Statewide electronic fish ticket database. 1st edition. Alaska Department of Fish and Game, Division of Commercial Fisheries. 1985 to present. (Accessed November 21, 2009). [URL not publicly available as some information is confidential.]