The following material is derived from the *AMA Manual of Style: A Guide for Authors and Editors*, 10th ed., Oxford; New York: Oxford Univ. Press, 2007. This Quick Guide is designed to provide guidance on formatting references for the most common types of resources when writing research papers and reports. For other types of resources and additional instructions, please refer directly to Chap. 3 of the text, a copy of which is held in the Touro-Harlem Medical Library's Reference collection at call no. WZ 345 .A511 2007, or, go to the *AMA Manual of Style* website at: https://erms.tourolib.org/database/474

**NOTES IN YOUR TEXT:**

*The Rules*

- Your list of References should be numbered consecutively with Arabic numerals in the order in which they are cited in the text.
- Within the text, tables, or figures, each reference should be cited in consecutive numerical order by means of superscript Arabic numerals.
- If you cite the same reference multiple times in your text, you should *use the same number* each time.

**Text Note Examples:**

- The largest lesion found in the first study\(^2\) was 10 cm.
- In 1976, Hay and Wells\(^8\) described AEC syndrome....
- As reported previously,\(^1,3-8,19\)
- The two largest studies to date included 26 patients\(^5\) and 18 patients\(^3\).
- The pattern of P63 mutations seems to be syndrome specific.\(^11\)

**LISTING YOUR REFERENCES:**

*The Rules:*

- A list of all references should be compiled in consecutive numerical order as cited in your text at the end of the chapter if a book, or at the end of your research report or article. (Not as footnotes at the bottom of the page). You can use the endnotes options in word processing programs.
- If you cite the same reference more than once in your text, you only need to list it once, and do not use abbreviations *ibid* or *op cit*.

**Example of a reference list used at the end of a text:**

References

CITATION RULES WITH EXAMPLES - JOURNALS:

In general for all resources, you should always provide enough information to retrieve the cited material.

In citing journal articles, capitalize the first letter of the first word of the article title, proper names, and abbreviations that are ordinarily capitalized.

For names of journals, abbreviate, capitalize, and italicize names of journals. Abbreviate according to the listing in PubMed’s “Journals in the NCBI Databases” at http://www.ncbi.nlm.nih.gov/nlmcatalog/journals

PRINT JOURNAL ARTICLES: after the journal title, indicate the year of the publication, followed by a semicolon; the volume number and the issue number (in parentheses), followed by a colon; the initial page number, a hyphen, and the final page number, followed by a period, and set without spaces.

Author(s). Article title. Journal Name abbreviation. Year;vol(issue no.):inclusive pages.

Journals with volume but no issue number: use the style shown.


Journals with issue number but no volume: use the style shown.


Journals without volume and issue numbers or newspapers: use the issue date.


Journal article with seven or more authors: include the first three followed by et al.


ONLINE JOURNAL ARTICLES: Begin with the same citation information as for print articles above and ADD the URL and access date, or, preferably, the “doi” number, when available. No accessed date is required with the DOI, making it the last item in the reference.

Journal articles accessed online through the journal publisher’s website:

Author(s). Article title. Journal Name abbreviation. Year;vol(issue no.):inclusive pages. URL. Accessed[date].


Author(s). Article title. Journal Name abbreviation. Year;vol(issue no.):inclusive pages. doi:


Journal articles in a bibliographic database, i.e., when full text is accessed directly from within the database and NOT by a link to the journal publisher's website, e.g., CINAHL Plus:


Journal articles published online ahead of the printed publication (ePub ahead of print):

Author(s). Article Title [published online ahead of print Month day, year]. Journal Name abbreviation. Year;vol(issue No.):inclusive pages. doi:


CITATION RULES WITH EXAMPLES – WEBSITES & DATABASES:

Websites or full-text articles accessed from within a bibliographic database:

Author(s), if given (often, no authors are given.) Title of the specific item cited (if none is given, the name of the organization responsible for the site.) Name of the web site. URL (provide the URL and verify that the link still works as close as possible to publication). Published (date). Updated (date). Accessed [date].


Databases - referencing an entire online database:

Author(s). Title of the database (database online). Publisher’s location (City, State, or, for Canada, City, Province, Country, or, all others, City, Country): publisher’s name; year of publication and/or last update. URL (provide the URL and verify that the link still works as close as possible to publication). Accessed [date].


Referencing information found within an online database:


Government & other organization reports:


Encyclopedia Article:


CITATION RULES WITH EXAMPLES - BOOKS:

For all authors, use the author’s surname followed by initials without periods.

For English-language books, government bulletins, documents, and pamphlets, italicize the titles and capitalize the first letter of each major word.
PRINT: Authors Author(s). Book title. Edition number (if it is the second edition or above.) City, State, (or Country) of publisher. Publisher’s Name, copyright year.

For referencing an entire book with a single author:


Book with more than one but less than six authors: list each author


Book with seven or more authors: include the first three followed by et al,


Book with editor(s):


Chapter in a book: capitalize the first letter of the first word of the chapter title, all proper names, and abbreviations that are ordinarily capitalized. Do not use quotation marks, and give inclusive page numbers for the chapter,


ONLINE: Author(s). Book title. Edition number (if it is the second edition or above.) City, State (or Country) of publisher: Publisher’s Name; copyright year. URL. Accessed [date].

Electronic books: follow the patterns in the above examples AND provide the URL and access date.


Other Helpful Books on Writing, Publishing, and Presenting Research:


