

# The CERL Author-Date System of References for Technical Publications

CERL Technical Information Branch  
Revised 19 February 99

Technical Resources (TR-I) now uses this format for all CERL technical publications. This author-date format comprises a clear, concise system for citing references in text and on the reference list (bibliography). The system is based on *The Chicago Manual of Style (13th ed)* and the *Government Printing Office Style Manual*, and is similar to the style used in most major scientific and technical style manuals. It requires the least amount of effort by authors, editors, and typists.

*This author-date system supersedes all guidance on footnotes and references found in the CERL Author's Guide dated August 1991.*

## GENERAL

### *In-text (short) formats*

**Basic form.** List the author's last name and the year of publication, not separated by a comma.

(Smith 1978)

**Basic variations.** When a month or full date is required in the short cite, separate the author name from publication date with a comma. This variation may be required when two or more works by the same author, published in the same year, are cited.

(Smith, October 1978)

(Smith, 15 December 1978)

To acknowledge multiple works by same author within the same cite, distinguish them by year or with lower case letters:

(Smith 1978, 1979) or (Smith 1979a, 1979b)

If it is necessary to include a specific page, section, figure, equation, etc., in the in-text cite, use a variation similar to the one specified above for dates.

(Smith 1978, p 74) or (Smith 1978, pp 47-59) or (Smith 1978, ch 3, fig 10)

**Works by two or three authors.** The in-text cite should include the last names of the authors (separated by commas as customary) and the year of publication (not separated by a comma).

(Badenov and Fatale 1959)

(Wynken, Blynkin, and Nodd 1992)

**Works by four or more authors.** The in-text cite should include the last name of the first author followed by the words “et al.” and the year of publication (not separated by a comma):

(Albertson et al. 1967)

**Multiple sources cited in a single in-text reference.** Two or more references cited together in text are separated by semicolons and enclosed in parentheses.

(Light and Gray 1972; Zipursky et al. 1980; Smith, 12 January 1994)

### **Reference list (long) formats**

**Basic form.** List the author, last name first followed by given name or initials; then the book title (in italics) followed by the publisher and date of publication (in parentheses). If citing a page, chapter, figure, etc., follow the parentheses with a comma and close the listing with a period.

Doe, Jane Q., *Forensic Medicine* (Monolith Publications, 1932).

Smith, W.J., *Polycarbonate Materials* (McGraw-Hill, 1978), pp 47-59.

**Works by two, three, or four authors.** List names of authors in the order they appear on the title page; list the first author last-name-first, but list those that follow first-name-first.

Badenov, B., and N. Fatale, *Secret Rocket Fuel* (Pottsylvania Press, 1959).

Wynken, I.M., U.R. Blynkin, and C.S. Nodd, *Common Sleep Disorders* (Van Nostrand Reinhold, 1992), pp 143-159.

Fink, U.R., S. Mundi, L.D. Stephens, and N.E. Howe, *Degrading Electrical Systems* (Millenium Publishing Group, 1984).

**Works by an extraordinary number of authors.** Use the same format specified above for four authors, but follow list of authors with the words “et al.” The definition of “extraordinary” is a judgment call—the real-life example given below has 22 coauthors.

Uzarski, D.R., R.E. Rundus, D.M. Bailey, M.J. Binder et al., *Layaway Procedures for U.S. Army Facilities, Volume I: Decision Criteria and Economics*, TR M-91/23 (USACERL, July 1991).

## **NUMBERED TECHNICAL REPORTS (INTERNAL AND EXTERNAL)**

***In-text (short) formats.*** Use the short formats and variations specified above under “General.”

***Reference list (long) formats.*** Use the long formats and variations specified under “General,” but with one addition: include the publishing agency’s complete report series title and number as shown in the examples below.

Chu, D., and M.R. Imel, *Field Demonstration of the Acceptance Test Procedure for Air Supply and Distribution Systems*, Technical Report [TR] E-90/08/ADA224453 (U.S. Army Construction Engineering Research Laboratory [USACERL], May 1990).

## **ARTICLES FROM JOURNALS OR ANTHOLOGIES**

### ***In-text (short) format***

References in text should include the last names of both authors and the year of publication with **NO** punctuation between them:

(Light and Gray, July 1972)

### ***Reference list (long) format***

Light, P.E., and G.J. Gray, “When Pigs Fly,” *Aviation Week*, vol 5, no. 7 (July 1972).

## **DOCUMENTS THAT LIST NO AUTHORS**

### ***In-text (short) format***

When material lists no individual author, but does list an editor, cite the editor in place of the author.

(Auber 1952)

When the author or editor are not listed by name, and the document is published or sponsored by an organization, cite the organization's name in place of the author's name.

(Federal Reserve Bank 1985)

### **Reference list (long) formats**

Auber, R.M., ed., *Screening Problems* (Smith Press, 1952).

Federal Reserve Bank, *Periodic Interest Rates* (Government Printing Office, 1985).

## **CONFERENCE OR SYMPOSIUM PROCEEDINGS**

### **In-text (short) format**

(Keinholz, Crawley, and Harvey, April 1989)

### **Reference list (long) format**

Keinholz, D.A., E.F. Crawley, and T.J. Harvey, "Very Low Frequency Suspension Systems for Dynamic Testing," *Proceedings of the 30th Structures, Structural Dynamics, and Materials Conference* (American Institute of Aeronautics and Astronautics [AIAA], April 1989), pp 1955-1962.

## **LAWS, REGULATIONS, EXECUTIVE ORDERS, ETC.**

### **Citing from the Code of Federal Regulations in Text:**

(32 CFR 49.1)

### **Citing from the Code of Federal Regulations on Reference List:**

Code of Federal Regulations (CFR), title 32, part 49, section 1.

### **Citing from the Federal Register in Text:**

(33 FR 5495)

### **Citing from the Federal Register on Reference List:**

Federal Register (FR), vol 33, p 5495.

### **Citing from Public Law in Text:**

(PL 101-549, 104 stat 2399)

### **Citing from Public Law on Reference List:**

Public Law (PL) 101-549, 104 stat 2399 (15 November 1990).

### **Citing from U.S. Code in Text:**

(42 USC 7401 to 7671q) Note: This is the U.S. Code affected by PL 101-549.

### **Citing from U.S. Code on Reference List:**

United States Code (USC), title 42, sections 7401 to 7671q (15 November 1990).

**NOTE:** The “common-name rule” may be applied to laws, regulations, and executive orders when it can improve text clarity or readability. To use this rule, cite the reference in text according to the instructions above, but add the following (after a comma): “hereinafter referred to as [common name in italics]”.

Example: (PL 101-549, 104 stat 2399, hereinafter referred to as *The Clean Air Act Amendments of 1990*)

## **MILITARY/DOD DOCUMENTS**

### ***In-text (short) formats***

(Army Regulation [AR] 350-42)

(Engineer Manual [EM] 1110-2-1605)

(Military Standard [MIL-STD]-22000)

(Military Specification [MIL]-T-5955C)

### ***Reference list (long) formats***

Army Regulation [AR] 350-42, *Nuclear, Biological, and Chemical Defense and Chemical Warfare Training* (Headquarters, Department of the Army [HQDA], Washington, DC, 14 October 1988).

Engineer Manual [EM] 1110-2-1695, *Hydraulic Design of Navigation Dams* (Headquarters, U.S. Army Corps of Engineers [HQUSACE], Washington, DC, 12 May 1987).

Military Standard (MIL-STD)-22000, *Requirements for Employing Standard Enclosure Systems* (Department of Defense [DOD], 20 November 1991).

Military Specification (MIL)-T-5955C, *Transmission Systems, Helicopter, General Requirements for VSMF<sup>®</sup>*, revision C (DOD, 17 September 1970).

## UNPUBLISHED SOURCES

Unpublished sources are cited in text only. On first reference, cite the source fully as shown below. If the source is cited more than once, include a “hereinafter called” statement as shown at the end of each example. Then, on subsequent references in text, simply cite the “hereinafter called” short cite.

Note that unpublished sources are *not* included on the reference list at the end of the report—just in text.

**Professional Discussion:** Cite only in text as follows:

(Martin J. Savoie, Principal Investigator, U.S. Army Construction Engineering Research Laboratories, Champaign, IL, professional discussion, 3 May 1994 [hereinafter referred to as “Savoie, 3 May 1994”])

**Telephone Conversation:** Cite only in text as follows:

(Jennifer J. Follis, Assistant Professor, Department of Journalism, University of Illinois at Urbana-Champaign, telephone conversation, 13 April 1994 [hereinafter referred to as “Follis, 13 April 1994”])

**Letter:** Cite only in text as follows:

(John Q. Smith, doctoral candidate, Department of Electronic Engineering, University of Central Iowa, Podunk, IA, letter, 12 January 1994 [hereinafter referred to as “Smith, 12 January 1994”])