

chapter 16 |

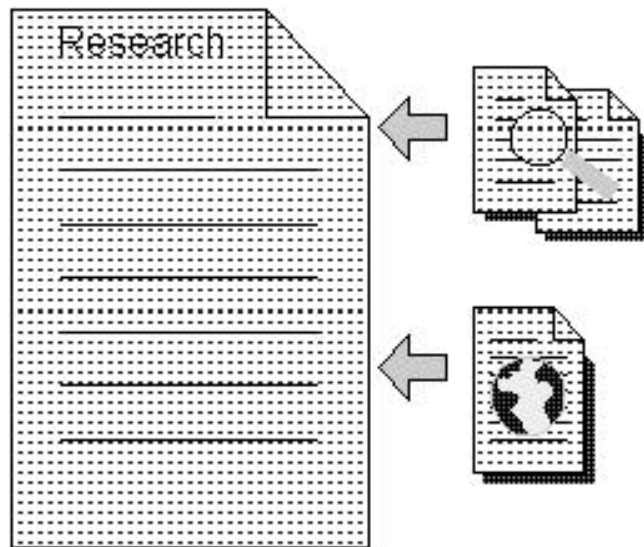
Sharing Your Research on the Web



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To Cite or Not to Cite



To expect a man to retain everything that he has ever read is like expecting him to carry about in his body everything that he has ever eaten.

—Schopenhauer,
Parerga and Paralipomena

“If you draw on outside sources in writing your paper, you must clearly acknowledge those sources.” We want to acknowledge right away that this sentence comes from Jane E. Aaron’s *Little Brown Essential Handbook for Writers*, a styleguide that many students have been assigned, and some have actually read. For more than 500 years, university folks have been citing the books and articles they read to show their peers where they got their statistics, text, images, and ideas, and to encourage these other scholars to go check out the original sources, to make sure they haven’t been distorted, misquoted, or otherwise misinterpreted. That give-and-take between writer and readers is part of the extended conversation within the discipline, so the conventions for making citations reflect many years of scholarly argument in

hundreds of thousands of essays in every discipline. When you enter any field, learning how to cite your sources has long been part of becoming a full-fledged member, a recognized participant—a fellow scholar. But when the Web arrived, with its unusual addresses and its many types of electronic information, the old conventions were knocked for a loop.

First, the Web made wholesale theft of material easy—just copy and paste. Plus research took you all over, and you came back with many items that weren't on library shelves. Citing these nontraditional sources became a headache. To ease the throbbing pain, many of the old standards organizations came up with new conventions for Internet citations. If you are writing a serious academic essay, or just have to turn in a term paper tomorrow, you'll find out more about why you should bother and how to handle Web citations using these new conventions in this chapter.

Superficial the reading of grown men in some sort must ever be; it is only once in a lifetime that we can know the passionate reading of youth.

—Walter Bagehot, *Literary Studies*

You ask why?

No matter where you get information—from print, television, radio, personal e-mails, or from the Web—you should give proper credit. How come? Respect for someone else's intellectual property, enforced by laws against plagiarism and violation of copyright. Your own conscience. The opportunity to join in the conversation of your discipline. And, oh, a few other less noble reasons.

Let's start with the worst reasons for getting your citations right. First, purely mechanical drill sergeants. They impose conditions of behavior and performance not because they understand them, but because they were subjected to them. You know, "I had to cite works that way, so all of my students will have to do the same." Sometimes, these folks get wrapped up in what you might consider insignificant details, such as whether or not you left off a period in your citation of a reference. Can you imagine having your grade lowered a whole letter because of one missing period? It happens.

No furniture so charming as books.

—Sydney Smith

Second, some folks tend to adapt rigid guidelines because they don't feel comfortable operating in a free-floating environment (like the Web). Now, we're not saying that there shouldn't be any guidelines for citations—quite the contrary. However, there are people who think it is virtuous to adhere impeccably to a set of guidelines. These folks have lost touch with the real reason for citation guidelines.

The best motivators are those instructors who really want to train you to “grow up” and write in the style that is acceptable for publication within their field. These folks tend to be creative souls, original thinkers, and concerned teachers who want you to expand your ability to enter into a dance with your audience. They want your shoes spit-shined, your hair freshly combed, and your suit or dress newly pressed. They want you to be able to defend yourself against readers who might doubt what you say, challenge your facts, and demand to know by whose authority you say this or that. These teachers know that in countering these attacks, your citations help you become a member of the discipline.

You say, “Holy smokes, I didn't know that instructors wanted me to use proper citations to become a better person!” The good ones do, and in passing along this long and arduous tradition, they are instilling in you, ever so surreptitiously, a kernel of ethics about communicating your and other people's ideas to a target audience.

Do you recall the story of Hansel and Gretel? They left a trail of breadcrumbs as they went through the woods so that they could find their way home. Unfortunately, some hungry little bird gobbled up all those tasty bits. When you cite your references, you can help the reader trace your train of thought, what ideas you considered, what conclusions you came to, and how you developed original ideas from the research you did. By citing your research materials you are providing paths that a reader can follow to answer questions like, “Where did you get that

Learning is like a great house that requires a great charge to keep it in constant repair.

—Samuel Butler,
Prose Observations

Judgment comes from experience, and great judgment comes from bad experience.

—Robert Packwood

information about jade turtles?” or “Can you prove what you said about eCommerce architecture?”

Citing your sources does keep you out of a courtroom, out of trouble with your educational institution, and out of trouble with your colleagues. But more importantly, particularly when you use the Web and publish on the Web, citations act as links (whether they are hot or not), encouraging a dialogue between you and your readers, allowing them to see where you started, and to follow the path you took, as windy as it may be, to see if they end up where you did or in a new spot.

Source reliability—trust yourself

An essay headed for a traditional journal goes through a number of reviews before being published. But because publishing on the Web only requires a computer with Internet access and a place to post the text (like one of those bulletin boards that many online services offer their users), not all information may be true, authoritative, or even legitimate. When dealing with information you find on the Web, be suspicious:

- Evaluate the reliability of the source before quoting—what if you end up quoting something that was the result of plagiarism or downright false and untrue? Uh, oh.
- Preserve the link back—save a copy of the link back to the site where you found the work just in case you have to produce it or prove that the work you cited was really there.
- Ask permission to reproduce if you intend to quote more than a paragraph or two—you’d be surprised at how many people are willing to give you permission to use their work as long as you give them proper acknowledgement, and if the work is not what it seems to be, more than likely the “author” will be hesitant to give you permission.

Trust your instincts. If you feel the least bit skeptical about the credibility of a work, leave it out, no matter how appealing it is, or how much it bolsters your position.

Styleguides

To figure out how to cite your references correctly, start by choosing the styleguide that your field, department or professor requires. (Just ask!) Then look at the summary of the advice, below, or, if you have time and money, go to the bookstore and get the full guide. Here are the authorities:

- MLA—*The Modern Language Association of America Style Manual*
- APA—*Publication Manual of the American Psychological Association*
- CMS—*The Chicago Manual of Style*, sometimes known as the documentary note or humanities style
- The CBE Manual—The Council of Biology Editors Style Manual
- The ACS Style Guide—Similar to the CBE but written by the American Chemical Society
- *The Bluebook*—Guidelines primarily for legal citations

To spend too much time in studies is sloth.

—Francis Bacon,
“Of Studies,” in *Essays*

Academic journals, publishers, institutions, organizations, and associations may adapt one or more of certain styleguides and come up with their own flavors. So if you are used to chocolate, you might have to switch to strawberry when you switch from one department to another.

Which one do you use if you haven’t been told to use a particular style?

- If you are a student in the Humanities, we suggest the MLA.
- If you are a student in the social sciences, then you should give the APA a whirl.

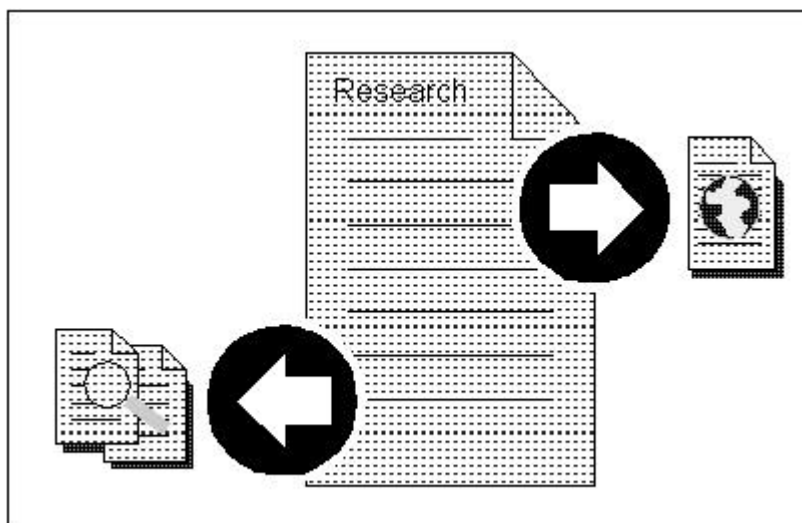
The world itself is a volume larger than all the libraries in it. Learning is a sacred deposit from the experience of ages; but it has not put all future experience on the shelf, or debarred the common herd of mankind from the use of their hands, tongues, eyes, ears or understandings.

—William Hazlitt,
On the Conversation of Authors

- If you are in social sciences, humanities, or physical sciences, you could use the CMS, but their section on citing Web sources in the current edition is rather slim. In fact, they say that they plan to bolster up the section on citing electronic references in their next edition and meanwhile, we suggest that you use the International Organization for Standardization rules for electronic citations. Look at the International Federation of Library Associations and Institutions suggestions, or refer to *Online!*, a guide to online research by Andrew Harnack and Eugene Kleppinger.
- If you are studying the physical sciences, then the CBE is a good choice for you. Note that the CBE doesn't have a thorough section on citing electronic references, but we'll provide you with suggestions on what to do if you have to use the CBE.
- If none of these seem to apply to you, follow the Columbia Online Style, because it is designed to work no matter what discipline you are in.

See: Aaron (2000), Achtert and Gibaldi (1985), American Psychological Association (2001), APAstyle.org (2001), Barber (2000), Council of Biology Editors (1994), Dodd and American Chemical Society (1997), Harnack and Kleppinger (1997), Harvard Law Review (2000), Munger et al (2000), Sammans (1999), University of Chicago (1969), Walker and Rusziewicz (2000), Walker and Taylor (1998).

Electronic Reference Formats



They lard their lean books with the fat of others' works.

—Robert Burton,
"Democritus to the Reader,"
Anatomy of Melancholy

Doing research from your home in your "jammies" with a cup of hot chocolate on a cold winter's night as the snow covers the ice-crusting streets is more than appealing; it's transcendent. OK, maybe that's an exaggeration, but at least you don't have to worry about frostbite. But you do have to worry about citing those works you've gleaned from the Web.

Can the rules for electronic citations be so different from one styleguide to another? Want to guess the answer? You got it! They *are* different. Some are very specific and others take a more generic approach to electronic *citation-ology*. You won't find the word *citation-ology* in any dictionary, but it should be there because some styleguides have elevated citation to an exact science. These offer elaborate formulas that can be applied to

sources you find on the Web. Other styleguides take a much more casual approach.

What the styleguides are wrestling with are the incredible variety of sources available on the Web. You may find useful information at any or all of the following (and each styleguide tells you how to cite these sources a little differently).

Web sites: You're familiar with Web sites.

Online databases: These are just databases available on the Web. Examples include

- The GPO Printing Office database, where you can search for any publication that the U.S. government has put out
- EBSCO Publishing databases that archive academic, biomedical, corporate, government, and other types of information
- The STN Database in Science, Technology, Patents, and Business, where you can search for just about anything in the world related to science and business.

E-mail: You all know what e-mail is, but you might not know that some of the styleguides refer to e-mail communications as electronic letters.

Discussion groups: The Internet provides thousands of discussion groups via e-mail. If you have an idea or a whole article that you want to distribute to all members of a list, you send it as an e-mail to the list address, and it is distributed to all other members. If you are curious about what kinds of discussion groups are available on the Web, visit www.tile.net.

Newsgroups: Newsgroups aren't too different from discussion groups or just plain old personal e-mail. They are online forums for discussion of related topics, accessible by a newsreader (person registered with that particular newsgroup). Some newsgroups allow postings or messages from anyone, while others are moderated (postings are screened). Several University departments have set up newsgroups for specific issues and class use.

*Do what you can where you are
with what you've got.*

—Teddy Roosevelt

Listservs: Software like the original LISTSERV[®] provides a commercial mailing list management system that allows you to subscribe to an electronic mailing list, create a mailing list, or manage a mailing list. Mailing lists are e-mail-based discussion groups. All members that are registered to a particular mailing list receive a copy of every message sent to that list via e-mail.

Chat sessions: These interactive online real-time exchanges of information can be fun and informal, much like a group of friends chatting about some topic. Formal chat sessions often have a moderator who provides information to a group of people and answers questions they may have. A good number of formal chat sessions record the conversation in a transcript, which is later available as a complete record for participants and an archive for people who did not participate in the chat. Keep this distinction in your mind. You'll note that some of the style guides differentiate between retrievable and non-retrievable information.

FTP: Using an ancient and reliable (if a bit daunting) technique for sending files over the Internet, File Transfer Protocol sites post information you can download. FTP is a standardized method for sending unencoded binary files over the Internet. It's more reliable than other methods, such as sending a file as an attachment to an e-mail. You don't have to know the mechanics of how this is done to take advantage of information on FTP sites.

Telnet: If you are researching topics in the physical sciences or mathematics, you may have occasion to go to a Telnet site, using specially designed software that lets your PC emulate a main-frame terminal, so you can log on via the Internet to much more powerful computers and perform tasks as if you were actually working on the remote computer itself.

Gopher: Long ago, in Internet years, there were many treasures to be found in sites where you could "go fer" the info, using Gopher, a tool for organizing and displaying files on Internet servers. A text-based system, Gopher predates the Web. And with the explosion of the graphic-happy Web, most Gopher databases

*We're drowning in information
and starving for knowledge.*

—Rutherford D. Rogers

are being converted to Web sites, easily searchable by Internet search engines. Here's a tidbit for you trivia hounds—Gopher was developed at the University of Minnesota and named after the school's mascot.

In the next section we will give examples of how the APA, The Columbia Online Style, the MLA, the CMS, and the CBE treat citations from each of these sources.

Report Social Science research in APA style

The APA style calls for references to be double-spaced. We're going to show you examples in a single-spaced format. We hope the APA will forgive us.

The APA also allows either a regular paragraph indent or a hanging indent.

Web site—If you want to direct readers to an entire Web site, but not a specific document on that site, all that is needed is the address of the site in the text body.

A great place to research law information is on a Web site called FindLaw (<http://www.findlaw.com>).

You don't need to make an entry in your reference list when you cite an entire Web Site in the text of the document, if you are using the APA Style guide.

Articles or a specific document from a Web site—Documents on the WWW share many of the same elements found in traditional print documents. So, citations are similar to APA guidelines for print material. Here are three examples.

Science is organized knowledge.

—Herbert Spencer

The lecturer should give the audience full reason to believe that all his powers have been exerted for their pleasure and instruction.

—Michael Faraday

An announcement or article from a news service:

American Institute of Petrochemicals. (1999, October 16). AIP public policy action alert: Legislation affects ability to recuperate investment in restoration of drilling sites [Announcement]. Washington, DC: Author. Retrieved June 24, 2000, from the World Wide Web: <http://www.aip.com/ppa/recup.html>

An article with an identified author:

Daza, J. (2001). Technology planning: What small business needs to know. *Technology Today*, 36, 14-15. Retrieved July 15, 2001, from the World Wide Web: <http://www.atc-1.com/technologytip.htm>

An article with no author identified:

From infrastructure to structured cabling: Why spend the extra? (2001, August). *Convergence*, 51, 75-79. Retrieved September 3, 2001 from the World Wide Web: <http://scs.com/news/stc.html>

Online databases—The APA provides a basic retrieval formula for online databases accessed via the Web. If the database does not contain certain aspects that the formula requires, such as item number, just leave them out.

*Such labored nothings in
so strange a style,
Amaze the unlearned and make
the learned smile.*

—Alexander Pope

Author, date, source database, name of database item (in italics or underlined), item number if applicable, retrieval date, WWW, and URL.

Caldwell, P. (2000 October 3). The Scientific and Technical Information Network. Encryption: Predicting the impact on Internet crime. [Online database]. Retrieved March 3, 2001 from the World Wide Web:
http://www.fiz-karlsruhe.de/onlin_db.htm.

E-mail—E-mail communications from individuals should be cited as personal communications. Personal communications are not cited in the reference list according to the APA guidelines—they should be cited in text.

The manner in which the wound should be cleaned depends on the wound classification. (R. P. Chavez personal communication, June 28, 2001).

Discussion groups—The APA makes a distinction between retrievable online postings and non-retrievable postings. Personal e-mail is considered non-retrievable and, as pointed out, needs only to appear in your text. This goes for non-retrievable discussion and newsgroups postings, as well. However, retrievable postings (ones that someone else can find again later) need to be cited as shown in the following example.

Tourbucket, M. (1998). Currency connections. International Currency Discussion List [Online]. Retrieved January 12, 1999 from the World Wide Web: <http://www.icd.edu/finance-dl/15478>

Newsgroups—Newsgroups follow the same rules as discussion groups.

Chat sessions—The same rules for discussion groups, newsgroups, and e-mail apply to chat sessions. If the session is retrievable via a transcript, then you have to cite it. If not, just include it in your text, as you would a personal e-mail.

Lists—The same rules for discussion groups, newsgroups, and e-mail apply. If the e-mail is retrievable, then you have to cite it. If not, just include it in your text, as you would a personal e-mail.

FTP site—Use the same format as you would to cite a Web Page or a specific document from a Web page and insert ftp in place of the *http://www*.

Telnet site—Use the same format as you would to cite a Web page or a specific document from a Web page and insert telnet in place of the *http://www*.

GOPHER site—Use the same format as you would to cite a Web Page or a specific document from a Web page and insert Gopher in place of the *http://www*.

*When you steal from one author,
it's plagiarism; if you steal from
many, it's research.*

—Wilson Mizner

Report humanities and scientific research with Columbia Online Style

The Columbia Guide to Online Style takes a generic, almost intuitive approach to citations. You can use this style for both humanities and scientific work. As you pursue the examples, you'll be happy to see that the citation style pretty much follows the same order... author, title of article/publication, title of work, date work was published, URL, and the date you retrieved the information. There are slight variations, but for the most part, if the information required is not available, then you just skip it. Here are some specific examples of how to cite information from the Web using the Columbia Online Style Guide.

Web site—When you want to cite the entire Web site and neither title nor author of the site is given, start with the site name, the copyright date on the site, if given, the URL, and the date retrieved.

FindLaw, 1994-2001. <http://www.findlaw.com>
[22 May 2001].

If you want to reference a specific page at a site, follow this example:

FindLaw, "FindLaw: Legal Professionals", 1994-2001.
<http://guide.lp.findlaw.com/01topics/> [22 May 2001].

Articles or a specific document from a Web site—Here are examples of how the Columbia Guide to Online Style treats an announcement, an article with an identified author, and an article without an author.

An announcement or article from a news service:

"D.C. Court of Appeals to Hear Oral Argument in the Microsoft Antitrust case." USA Today. <http://www.usatoday.com/washdc/msanti01.htm> [26 Feb. 2001].

An article with an identified author:

Daza, Joyce P. "Technology Planning: What Small Business Needs to Know." *Technology Today*, 36. (2001).
<http://www.atc-1.com/technologytip.htm> [21 June 2001].

An article with no author identified:

"From Infrastructure to Structured Cabling: Why Spend the Extra?". *Convergence*, 51. (2001).
<http://scs.com/news/stc.html> [13 June 2001].

Online databases—The Columbia guideline for citing information retrieved from an online database starts with the author. If there is not an author, start with the title of the information retrieved from the database, follow it with the organization which owns the database, the name of the database, the file if available, and the date retrieved. Note that the URL is not required.

The illiterate of the 21st century will not be those who cannot read and write, but those who cannot learn, unlearn, and relearn.

—Alvin Toffler

Blue, Carolyn L. "Preventing Back Injuries Among Nurses." *Orthopaedic Nursing*, 15.6.(1996): 9-14. InfoTrac SearchBank: Health Reference Center - Academic. File #P196874. (12 Mar. 2001).

E-mail—E-mail communications from individuals should be cited as personal communications and also included in the reference list. This format differs from the APA Style, which excludes e-mails and other non-retrievable postings from the Works Cited list.

Chavez, Rita P. "Wound Care." Personal e-mail (28 June, 2001).

Discussion group—Discussion group information is not treated as a personal communication. It is cited by listing the author, the topic, followed by the discussion list in italics, the originating Web address, and the date received.

Rogacion, Esther. "Issues in Wound Care." WW-R . WW-R@hyporoctes.admin.ubc.edu (19 June 2001).

Newsgroup—The rule for citing information derived from a newsgroup is very similar to citing information from a discussion list. Start with the author and topic, followed by the newsgroup name, the URL, and the date retrieved.

Lieberman, Daniel. "Reply to A Bifurcation of the PRC Proponent." 28 May 2001. news: misc.publicregulatoryissues. <http://www.nmregulatorywatch.com> (29 May 2001).

Chat sessions and list communications—Referencing a chat session or an e-mail from a list service, you follow the same format as for a newsgroup. Even if the chat session is not retrievable, it needs to be cited.

FTP site—First, give the author’s name (if known), the full title (if a short work, show it in quotation marks; if a longer work, show it in italics), and then the document date if available. Follow that with the protocol (“ftp”) and the full FTP address. Finish the citation with the date of retrieval enclosed in parenthesis.

Mathews, Keith. “CALC: Number Theory Calculator.” 22 Jan. 2001. ftp://www.maths.uq.edu.au/pub/krm/calc/ (29 May 2001).

Telnet site—Start with the author’s name or alias. Follow it with the title of the work in quotation marks. Then insert the title of the full work or telnet site in italics, the date of the publication, the protocol (telnet) with the complete telnet address, instructions on how to access it, and finally the date, enclosed in parentheses, that the material was retrieved. Skip anything that you can’t find

Lepkey, Gay. “Selected Railway Photo Listing.” Canadian National Archives. 23 Oct. 2000 telnet://telnet.ncf.carleton.ca: guest, go freeplace (28 May 2001).

GOPHER sites—Most GOPHER sites have gone the way of the typewriter. However, if you stumble across one of these sites, here is how you should cite information retrieved. List the author’s name, if known, the title of the paper or file enclosed in quotation marks, the title of the complete work in italics, and the date of the publication if it is available. Follow this information with the protocol, the address, the search path and in parentheses, the date you accessed the site. Skip information that is missing.

India International Information Programs.

“Global Issues - Biotechnology in Food Production,
Week No. 11 from 5/3/96 to 11/3/97.”

[Gopher://gopher.iiip.org.india: 80/120/gbi/1997/gbi97.11](http://gopher://gopher.iiip.org.india: 80/120/gbi/1997/gbi97.11)

(12 May 2001).

Report Web research in the humanities with MLA Style

Just like the APA, the Modern Language Association calls for references to be double-spaced. It also calls for hanging indents, but recognizes that some HTML editors don't let you easily indent the second line of a Works Cited entry. In this case, the MLA tells you to bullet the first line of an entry as we show it here.

When you document sources from the Web, the MLA suggests that your Works Cited entries contain as much information as you find relevant and available. This is a great approach because sites don't always list authors or dates of publication. Here are the nuggets of information the MLA would like, but recognizes may not be available:

- Name of author, editor, compiler, or translator
- Title of the work in quotation marks
- Title of the book in italics or underlined
- Name of editor, compiler, or translator if not cited earlier, preceded by any appropriate abbreviation, such as *ed.*
- Publication information for any print version
- Title of the scholarly project, database, periodical, or a personal or profession Web site, in italics or underlined
- Version number, volume, issue or other identifying number
- Date of electronic publication or posting or latest update
- Name of any institution or organization sponsoring the site
- Date you retrieved the information
- URL in angle brackets

*Either write something worth reading
or do something worth writing.*

—Benjamin Franklin

So, depending on what you find, you may have Web citations that have as little as the site's title, URL, and date you accessed the site.

Web site—No author, nor title or work:

- FindLaw. 22 May 2001 <<http://www.findlaw.com>>.

If you want to reference a specific page at a site, follow this example:

- FindLaw. "FindLaw: Legal Professionals". 22 May 2001. <<http://guide.lp.findlaw.com/01topics/>>.

Articles or a specific document from a Web site—Here are examples of how the MLA treats an announcement, an article with an identified author and an article without an author. The first date is the date of the article and the second date is the retrieval date.

An announcement or article from a news service:

- "D.C. Court of Appeals to Hear Oral Argument in the Microsoft Antitrust Case." USA Today. 25 Feb. 2001. 26 Feb. 2001 <<http://www.usatoday.com/washdc/msanti01.htm>>.

An article with an identified author:

- Daza, Joyce P. "Technology Planning: What Small Business Needs to Know." Technology Today 13 May 2001. 21 June 2001 <<http://www.atc-1.com/technologytip.htm>>.

An article with no author identified:

- “From Infrastructure to Structured Cabling: Why Spend the Extra?” *Convergence*, 51. 17 August 2000. 13 June 2001
<<http://scs.com/news/stc.html>>.

Online databases—The MLA style’s guideline for citing information retrieved from an online database follows the same format as other citations. Use the list at the beginning of this section to put as much information as possible into the citation.

- Blue, Carolyn L. “Preventing Back Injuries Among Nurses.” *Orthopaedic Nursing*, 15.6. 2 May 1996. InfoTrac SearchBank: Health Reference Center - Academic. 12 Mar. 2001.
<<http://jsr.cc.va.us/wcb/schools/jsrc.htm>>

E-mail—E-mail from individuals should be documented like any other reference.

- Chavez, Rita P. “Wound Care.” E-mail to Nancy Rodgers. 28 June 2000.

Personally I am always ready to learn, although I do not always like being taught.

—Winston Churchill

Discussion group—Discussion group information is cited by listing the author, the title of the posting, the phrase “online posting,” the date of the posting, the forum, date of retrieval and the URL in angle brackets.

- Rogacion, Esther. “Issues in Wound Care.” Online posting. 15 June 2001. Wound Care Forum. 17 May 2001
<<http://www.galileo.admin.uaf.edu/forums/>>.

Newsgroup—To document information posted in a newsgroup discussion, provide the author’s name, subject line in quotation marks, the phrase “online posting,” the date of the posting, the

date of retrieval and the name of the newsgroup with the prefix “news” in angle brackets.

- Lieberman, Daniel. “Reply to A Bifurcation of the PRC Proponent.” Online posting. 28 May 2001. 29 May 2001
<news: misc.publicregulatoryissues>.

Chat sessions—References to a chat session follows the same format as that of a discussion group.

List messages—References to an e-mail from a listserv follows the same format as that of a discussion group.

FTP site—To document a file available for downloading via a site give the author’s name (if known), the title of the document, the size of document, if relevant, in brackets, any print publication information, italicized or underline, date of online publication, if available, date of access, and complete FTP address in angle brackets.

- Mathews, Keith. CALC: Number Theory Calculator. 22 Jan. 2001. 29 May 2001
<ftp://www.maths.uq.edu.au/pub/krm/calc/>.

Telnet site—Start with the author’s name or alias. Follow it with the title of the work in quotation marks. Then insert the date of the publication, date of access and the telnet address in angle brackets with any directions for accessing the document.

- Lepkey, Gay. “Selected Railway Photo Listing.” 23 Oct. 2000. 28 May 2001
<telnet://telnet.ncf.carleton.ca: guest, go freeplace>.

GOPHER sites—List the author’s name, the title of the document in quotation marks, any print publication information, italicized or underlined, the date of the online publication, the retrieval date and the address in angle brackets with any directions for accessing the document. In our example, we don’t have an author, so we start with the title of the article.

- “Global Issues - Biotechnology in Food Production.” India International Information Programs. Week No. 11 from 5/3/96 to 11/3/97. 12 May 2001
<Gopher://gopher.iiip.org.india:80/120/gbi/1997/gbi97.11> .

CBE style for scientific annotation

Writers in mathematics, physical sciences, and the life sciences rely on the *CBE Style Manual*. The CBE has two styles of citation: one using author and date and one using numbers. Regardless of which style you are using, you should provide a list of all sources cited under the title “References.”

Both the name, year, and number style call for a hanging indent style.

Name—Year Style

Olson G. 2000. Limitations of metaphysical thinking.
Los Angeles: Blue Note Publishing. 208p.

Number Style

2. Olson G. 2000. Limitations of metaphysical thinking.
Los Angeles: Blue Note Publishing. 208p.

Man must not check reason by tradition, but contrariwise, must check tradition by reason.

—Leo Tolstoy

The CBE's Scientific Style and Format includes only a few models for electronic sources including how to source a CD-ROM, an online journal article, an online book, and computer software. So the examples you see are "derived" examples. In other words, we've taken the principles presented in the CBE Manual and applied them to cyber citing. A word of caution: If you feel squeamish about using the format in our examples, we recommend you use the Columbia Online Style to document your cyber sources.

Web site—No author or title of work:

FindLaw, 1994-2001. FindLaw home page.

<<http://www.findlaw.com>>. Accessed 2001 May 22.

If you want to reference a specific page at a site, follow this example:

FindLaw, 1994-2001. FindLaw: Legal Professionals

page. <<http://guide.lp.findlaw.com/01topics/>>.

Accessed 2001 May 22.

Articles or a specific document from a Web site—Here are examples of an article with an identified author and an article without an author.

An article with an identified author:

Daza J. 2001 May 12. Technology planning: What small business needs to know. Technology Today.

<<http://www.atc-1.com/technologytip.htm>>.

Accessed 2001 June 12.

An article with no author identified:

From infrastructure to structured cabling: Why spend the extra. 2000 July. *Convergence*, 51.
<<http://scs.com/news/stc.html>>.
Accessed 2001 May 15.

Online databases—Start with the author if there is one, followed by the date the information was first released or updated, the name of the abstract or article, the publication with volume and page numbers, the name of the database, the URL, and the date of access.

Master J.P. 2001 May. Purchasing habits of cyber buyers. *Cyber Psychology* 46:56-68. IDEAL database
<<http://www.europe.idealibrary.com>>.
Accessed 2001 Jun 1.

E-mail—Start with the author's name, followed by the date it was sent, the subject line, type of communication (e-mail, electronic letter, office communication) in square brackets, and the date of access. Note that the date of access may not be the date you first received it. It is the date you actually used it for your research (Weird!).

Panzarella J. 2001 Apr 13. ICBY race
[Personal e-mail]. Accessed 2001 May 4.

Discussion group—Start with the author's name or alias, the date of posting, the title of posting, the URL in angle brackets and the date of access.

Yeffa S. 2001 Jan 14. Orchard care.
<<http://www.farmersgroup.org/news/orchards/html>>.
Accessed 2001 May 12.

The tradition of all the dead generations weighs like an incubus on the brain of the living

—Karl Marx,
The Eighteenth Brumaire of
Louis Bonaparte

Newsgroup—Start with the author’s name, the date of posting, the subject line, the name of the newsgroup in angle brackets, and the date of access.

Carolla F. 2001 Feb 15. Text book for EBUS 540.
<alt.books.reviews >. Accessed 2001 May 30.

If you don’t have an author’s name or an alias, use the author’s e-mail address.

<fc104@hotmail.com> 2001 Feb 15. Text book for
EBUS 540. <alt.books.reviews>. Accessed 2001
May 30.

Chat sessions—Treat these just as you would a newsgroup or discussion group, depending on the information you have available.

List messages—To document this source, provide the author’s name, date of posting, subject line, address, and date of access.

Billings V. 2001 May 30. On strategy formulation class
syllabus. <ebusstrform@bued.bu.ed>.
Accessed 2001 May 31.

FTP site—Provide the following information for documenting a file from an ftp site; name of author or file and size if you have it, date of the publication, title of the document, the address in angle brackets, and the date of access.

Highcountryaspens.gif [427K]. 2001 Apr 5.
<ftp://ftp.ntua.gr/pub/images/highcountryaspens.gif>.
Accessed 2001 May 28.

Brunelli R. 1999. Techniques for teaching mathematics to dyslexic students. Los Angeles: Blue Note Publishing. <ftp://ftp.nau.grad/thesis/brunelli>. Accessed 2001 Feb 12.

Telnet site—Citing a telnet site is very similar to citing an FTP site. Start with the author or agency, then the date of the publication, the title of the document, the address in brackets, with directions for accessing the document, and end with the date of access.

Lepkey G. 2000 Oct 23. Selected railway photo listing. <telnet://telnet.ncf.carleton.ca> login guest, go freeplace. Accessed 2001 April 12.

GOPHER sites—Citing GOPHER sites is almost identical to citing telnet sites. See if you can catch the difference in our example.

Orthodoxy is the Bourbon of the world of thought. It learns not, neither can it forget.

—Thomas Huxley

Jamal T. 1997. Global Issue—Biotechnology in Food Production. India International Information Programs. <Gopher://gopher.iip.org.india: 80/120/gbi/1997/gbi97.11>. Accessed 2001 May 31.

Did you find the difference? You still start with the author and date of publication, but with a GOPHER site you add the agency that sponsors the site. If there was no author listed, the citation would look like this:

India International Information Programs. 1997. Global Issues - Biotechnology in Food Production. <Gopher://gopher.iip.org.india: 80/120/gbi/1997/gbi97.11 >. Accessed 2001 May 31.

OK, that wraps it up for the CBE style suggestions. Let's check out the next one—the CMS.

Chicago Manual of Style for humanities

The CMS has two documentation styles. One is used mainly by scientists and social scientists. It closely resembles the style of the APA Style Guide. The other style, used more in humanities, calls for footnotes or endnotes and an optional bibliography. Our examples are for the humanities style bibliography.

The CMS offers some models for documenting electronic sources, but it isn't as complete as other style manuals. If you must use the CMS, you may have to ask what electronic referencing style you should use. The CMS recommends that you follow the *Online!* style or the International Federation of Library Association and Institutions' recommended styles. Your other option is to follow our derived examples, where we adapt the CMS style to Web citations.

If you choose to use our suggestions, remember to use a hanging indent style, as we showed you with the example in the CBE section.

Web site—Use either the derived CMS or the *Online!* style.

Derived CMS Style

FindLaw, 1994-2001. <http://www.findlaw.com>
(22 May 2001).

Online! Style

FindLaw Home Page. <<http://www.findlaw.com>>
(22 May 2001).

If you want to reference a specific page at a site, follow these examples:

Derived CMS Style

FindLaw, "FindLaw: Legal Professionals," 1994-2001.
<http://guide.lp.findlaw.com/01topics/> (22 May 2001).

Online! Style

FindLaw: Legal Professionals Page.
<<http://www.findlaw.com/lpp.htm>> (22 May 2001).

Articles or a specific document from a Web site—Use the *Online!* style to cite an article with an identified author and an article without an author.

By academic freedom I understand the right to search for truth and to publish and teach what one holds to be true. This right implies also a duty: one must not conceal any part of what one has recognized to be true.

—Albert Einstein

An article with an identified author:

Daza, Joyce. (2001). Technology Planning: "What Small Business Needs to Know." *Technology Today*, 36.
<<http://www.atc-1.com/technologytip.htm>> (12 June 2001).

An article with no author identified:

"From Infrastructure to Structured Cabling: Why Spend the Extra." (2001) *Convergence*, 51.
<<http://scs.com/news/stc.html>> (3 June 2001).

Online databases—*Online!* does not provide specific suggestions on how to source information from online databases. Here is how we suggest you cite an online database to maintain CMS consistency.

Blue, Carolyn L. (1996) "Preventing Back Injuries Among Nurses." *Orthopaedic Nursing*, 15.6: 19-4. InfoTrac SearchBank: Health Reference Center - Academic. File #P196874. (12 Mar. 2001).

E-mail—Even though you may consider e-mail communications from individuals as personal communications, using the CMS derived style, you should include them in the reference list. The author goes first, and the e-mail address is next. This is followed by the topic, the date the e-mail was sent, a notation that it was a personal e-mail, and the date accessed.

Chavez, Rita P. <rpc@qwest.net> "Wound Care." 28 June 2001. Personal e-mail (29 June, 2001).

Discussion group—Discussion group information is not treated as a personal communication. It is cited by listing the author, the topic, followed by the discussion list in italics, the originating Web address, and the date received.

Racion, Ellie. <eracion@spark.net>
"Issues in Wound Care." 19 May 2001.
<<http://www.hyporoctes.admin.ubc.edu>>
(11 June 2001).

Newsgroup—The rule for citing information derived from a newsgroup is very similar to citing information from a discussion list. Start with the author, the author's e-mail address, the topic, followed by the newsgroup name, the URL, and the date retrieved.

Lieberman, Daniel. <dlman@fast.net> "Reply to A Bifurcation of the PRC Proponent." 28 May 2001.
news: misc.publicregulatoryissues.
<http://www.nmregulatorywatch.com> (29 May 2001).

Chat sessions—Use the same guidelines as you would for a discussion group or newsgroup, depending on the information you have available.

List messages—Referencing an e-mail from a LISTSERV® service is exactly the same as for a newsgroup. List the author’s name (if known), the author’s e-mail in angle brackets, the subject line from the posting in quotation marks, the date of posting or publication, the address of the listserv in angle brackets and the date of access in parentheses.

Wilshire, Mary. <mary_wilshire@mailbox.btm.edu>
 “Final Test Preparation.” 25 May 2001.
 <alebus01@btm.edu> [31 May 2001].

*Knowledge without integrity is
 dangerous and dreadful.*

—Samuel Johnson, *Rasselas*

FTP site—First, give the author’s name (if known), the title of the document in quotation marks, the date of the publication if known, the address of the FTP site, the full path to follow to find the document, if necessary, and the date of access.

Mathews, Keith. “CALC: Number Theory Calculator.”
 22 Jan 2001.
 <ftp://maths.uq.edu.au/pub/krm/calc/>
 [29 May 2001].

Telnet site—Here is how to cite information you retrieved from one of these sites. Start with the author’s name or alias. Follow it with the title of the work quotation marks. Then insert the title of the full work or telnet site in italics (or underlined), the date of the publication, the protocol (telnet) with the complete telnet address, and instructions on how to access it, and finally the date, enclosed in parentheses, that the material was retrieved. Skip anything that you can’t find.

Lepkey, Gay. "Selected Railway Photo Listing."
 Canadian National Archives. 23 Oct. 2000
 telnet.ncf.carleton.ca login as guest, go freeplace
 [28 May 2001].

GOPHER sites—You know the drill. Start out with author's name if you know it, the title of the document in quotation marks, the date, print publication information, italicized or underline, the URL in brackets, and the date of access in parentheses.

Jamal, Til. "Global Issues - Biotechnology in Food
 Production." 1997. India International Information
 Programs. <Gopher://gopher.iiip.org.india:
 80/120/gbi/1997/gbi97.11> [31 May 2001]

OK, gang. Now you have the whole enchilada. What you do with it is up to you, but would you mind a few pointers before we leave this chapter?

Before you do your first paper, ask your professor what style you should follow.

- If your professor tells you to follow the CBE or CMS, and you know you will be doing a great deal of research on the Web, point out, ever so gently and respectfully, that the CBE or CMS guides don't currently have sections to cover many of the types of information derived from the Web.
- Show your professor the examples in this book to determine which style is acceptable.
- Crazy idea: Get your first paper done a few days before it is due (perish the thought!). Review the works cited or reference list with the professor to make sure that the two of you are in agreement.

Conventional people are roused to fury by departure from convention, largely because they regard such departure as a criticism of themselves.

—**Bertrand Russell**,
The Conquest of Happiness

It's OK to moan and groan about citations, but we guarantee that sooner or later you'll be so familiar with how to cite your Web references that you won't give it another thought. The format will become second nature to you. And just maybe, as you maneuver through the halls of academia on your way to getting your degree, you'll look back and say, "That wasn't so bad!"

See: Aaron (2000), Achteert and Gibaldi (1985), Barber (2000), Harnack and Kleppinger (1997), Munger et al (2000), University of Chicago (1969), Walker and Rusziewicz (2000), Walker and Todd (1998).