Chapter 11. Forthcoming ("in press")
Created: October 10, 2007; Updated: August 11, 2015.

A. Forthcoming Journal Articles

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

B. Forthcoming Books

- Sample Citation and Introduction
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See also:
Chapter 1 Journals
Chapter 2 Books

A. Sample Citation and Introduction to Citing Forthcoming Journal Articles

The general format for a reference to a forthcoming journal article, including punctuation:

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Examples of Citations to Forthcoming Journal Articles

Forthcoming material consists of journal articles or books accepted for publication but not yet published. "Forthcoming" has replaced the former "in press" because changes in the publishing industry make the latter term obsolete.

Do not include as forthcoming those articles that have been submitted for publication but have not yet been accepted for publication. Note that some publishers will not accept references to any form of unpublished items in a reference list.

You may add the affiliation of the first author or additional authors of the article to the citation to facilitate retrieval in the event there is some delay or change in final publication. For journal articles you may also include the exact volume and issue number if known.

For more examples of the components of citations, see Chapter 1A Journal Articles.

Continue to Citation Rules with Examples for Forthcoming Journal Articles.

Continue to Examples of Citations to Forthcoming Journal Articles.

Citation Rules with Examples for Forthcoming Journal Articles

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Author Affiliation (O) | Article Title (R) | Article Type (O) | Journal Title (R) | Edition (R) | Type of Medium (R) | Volume Number (O) | Issue Number (O) | Language (R) | Notes (R)

Author for Forthcoming Articles (required)

General Rules for Author

- List names in the order they will appear in the final document
- Enter surname (family or last name) first for each author/editor
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all authors, regardless of the number
- Separate author names from each other by a comma and a space
- End author/editor information with a period

Specific Rules for Author

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
• Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
• Organizations as author
• No author included
• Options for author names

### Box 1. Surnames with hyphens and other punctuation in them.

- Keep hyphens within surnames
  - Estelle Palmer-Canton *becomes* Palmer-Canton E
  - Ahmed El-Assmy *becomes* El-Assmy A
- Keep particles, such as O', D', and L'
  - Alan D. O'Brien *becomes* O'Brien AD
  - Jacques O. L'Esperance *becomes* L'Esperance JO
  - U. S'adeh *becomes* S'adeh U
- Omit all other punctuation within surnames
  - Charles A. St. James *becomes* St James CA

### Box 2. Other surname rules.

- Keep prefixes in surnames
  - Lama Al Bassit *becomes* Al Bassit L
  - Jiddeke M. van de Kamp *becomes* van de Kamp JM
  - Gerard de Pouvourville *becomes* de Pouvourville G
- Keep compound surnames even if no hyphen appears
  - Sergio Lopez Moreno *becomes* Lopez Moreno S
  - Jaime Mier y Teran *becomes* Mier y Teran J
  - Virginie Halley des Fontaines *becomes* Halley des Fontaines V
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat a letter marked with diacritics or accents as if it were not marked

*Box 2 continues on next page...*
Box 2 continued from previous page.

- Å treated as A
- Ø treated as O
- Ç treated as C
- Ł treated as L
- à treated as a
- ã treated as g
- ñ treated as n
- ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters
  - æ treated as ae
  - œ treated as oe

Box 3. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names
  - Jean-Louis Lagrot becomes Lagrot JL

- Use only the first letter of given names and middle names when they contain a prefix, a preposition, or other particle
  - D'Arcy Hart becomes Hart D
  - W. St. John Patterson becomes Patterson WS
  - De la Broquerie Fortier becomes Fortier D
  - Craig McC. Brooks becomes Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.
  - Ch. Wunderly becomes Wunderly C
  - C. Fr. Erdman becomes Erdman CF

Box 3 continues on next page...
Box 3 continued from previous page.

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter when the original initial is represented by more than one letter
  
  Iu. A. Iakontov becomes Iakontov IuA
  G. Th. Tsakalos becomes Tsakalos GTh

Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors that follow a personal name, such as M.D
  
  James A. Reed, M.D., F.R.C.S. becomes Reed JA
  Katherine Schmidt, Ph.D. becomes Schmidt K
  Robert V. Lang, Major, US Army becomes Lang RV

- Omit rank and honors that precede a name, such as Colonel or Sir
  
  Sir Frances Hildebrand becomes Hildebrand F
  Dr. Kristine Eberhard becomes Eberhard K
  Captain R.C. Williams becomes Williams RC

Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals

  Examples:
  
  Vincent T. DeVita, Jr. becomes DeVita VT Jr
  James G. Jones II becomes Jones JG 2nd
  John A. Adams III becomes Adams JA 3rd
  Henry B. Cooper IV becomes Cooper HB 4th
Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the ALA-LC Romanization Tables.

- Romanize names when they are in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese.
- Capitalize only the first letter of romanized names when the original initial is represented by more than one letter.
  
  Iu. A. Iakontov  becomes  Iakontov IuA
  
  G. Th. Tsakalos  becomes  Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  • Treat a letter marked with diacritics or accents as if it were not marked
    
    Å treated as  A
    
    Ø treated as  O
    
    Ç treated as  C
    
    Ł treated as  L
    
    à treated as  a
    
    ģ treated as  g
    
    Ń treated as  n
    
    ü treated as  u

  • Treat two or more letters printed as a unit (ligated letters) as if they were two letters
    
    æ treated as  ae
    
    œ treated as  oe

Box 7. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may serve as an author.
Box 7 continued from previous page.

- Omit "The" preceding an organizational name
  
  The American Cancer Society becomes American Cancer Society

- If a division or other part of an organization will be included in the publication, give the parts of the name in descending hierarchical order, separated by commas
  
  American Medical Association, Committee on Ethics.
  
  International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.
  
  American College of Surgeons, Committee on Trauma, Ad Hoc Subcommitte on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country within parentheses after the name, using the two-letter ISO country code (see Appendix D)
  
  National Academy of Sciences (US).
  
  Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon
  
  Canadian Association of Orthodontists; Canadian Dental Association.
  
  American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization(s) will appear on the title page of an article as authors, give both, in the order they will appear in the article; separate them by a semicolon
  
  Sugarman J, Getz K, Speckman JL, Byrne MM, Gerson J, Emanuel EJ; Consortium to Evaluate Clinical Research Ethics.
  
  
  Margulies EH; NISC Comparative Sequencing Program; Maduro VV, Thomas PJ, Tomkins JP, Amemiya CT, Luo M, Green ED.

- For names of organizations in languages other than English:
Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they will appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

Istituto di Fisiologia Clinica del CNR.

Universitätsmedizin Berlin.

Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

[Russian Respiratory Society].

Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

[Chinese Medical Society].

Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat a letter marked with diacritics or accents as if it were not marked

\[
\begin{align*}
\text{Å} & \quad \text{treated as} \quad \text{A} \\
\text{Ø} & \quad \text{treated as} \quad \text{O} \\
\text{Ç} & \quad \text{treated as} \quad \text{C} \\
\text{Ł} & \quad \text{treated as} \quad \text{L} \\
\text{à} & \quad \text{treated as} \quad \text{a} \\
\text{ġ} & \quad \text{treated as} \quad \text{g} \\
\text{ñ} & \quad \text{treated as} \quad \text{n}
\end{align*}
\]
Box 7 continued from previous page.

- ü treated as u
- Treat two or more letters printed as a unit (ligated letters) as if they were two letters
  - æ treated as ae
  - œ treated as oe

Box 8. No author included.

- If no person or organization will be given as the author but editors or translators will be given, begin the reference with the names of the editors or translators. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.
  
  Morrison CP, Court FG, editors.
  Walser E, translator.

- If no person or organization will be identified as the author and no editors or translators will be given, begin the reference with the title of the article. Do not use anonymous.
  

Box 9. Options for author names.

The following formats are not NLM practice for citing authors, but they are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon.
  
  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A. Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- The number of authors may be limited to a specific number, such as the first three authors or first six authors, if space is a consideration. Follow the last named author with a comma and "et al." or "and others."
  
Box 9 continued from previous page.

Adler DG, Baron TH, Davila RE, Egan J, Hirota WK, Leighton JA, and others.

- If both individuals and an organization or organizations will appear on the title page of the article as authors, the individuals may be given as the author and the organization listed at the end of the reference as a note


  Authors represent the TRANSBIG Consortium.

Examples for Author

1. Standard citation for a forthcoming article

2. Forthcoming article with optional full first names

3. Forthcoming article with author names showing designation of rank in a family

4. Forthcoming article with authors having compound surnames

5. Forthcoming article with prefixes or particles in author surnames

6. Forthcoming article with no author or editor

Author Affiliation for Forthcoming Articles (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the affiliation
- Place the affiliation in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the parentheses, unless it is the affiliation of the last author, then use a period

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English
Box 10. Abbreviations in affiliations.

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

  Examples:

  - Acad. for Academy
  - Assoc. for Association
  - Co. for Company
  - Coll. for College
  - Corp. for Corporation
  - Dept. for Department
  - Div. for Division
  - Inst. for Institute or Institution
  - Soc. for Society
  - Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

- Be consistent. If you abbreviate a word in one reference, abbreviate the same word in all references.

Box 11. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space

- Insert the e-mail address as it appears in the publication

- Place the e-mail address within the closing parenthesis for the author affiliation

- Do not end an e-mail address with a period

Example:

Box 11 continues on next page...
Box 12. Organizational names for affiliations not in English.

- Give the affiliation of all authors or only the first author

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or two-letter ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses

- For non-English organizational names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.), provide the name in the original language

  Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

  Pinet LM (Departamento de Servicios de Salud de Emergencia, Escuela de Posgrado, Universidad de Maryland, Condado de Baltimore, USA. lpinetl@umbc.edu).

- Romanize (write in the roman alphabet) or translate organizational names if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

  Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucuresti), Burcos T, Ungureanu CD, Zodieru-Popa I.

  Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese)

  Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.
Box 12 continued from previous page.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat a letter marked with diacritics or accents as if it were not marked
    
    \[\begin{align*}
    Å & \text{ treated as } A \\
    Ø & \text{ treated as } O \\
    Ç & \text{ treated as } C \\
    Ł & \text{ treated as } L \\
    à & \text{ treated as } a \\
    ġ & \text{ treated as } g \\
    Ń & \text{ treated as } n \\
    ü & \text{ treated as } u
    \end{align*}\]
  - Treat two or more letters printed as a unit (ligated letters) as if they were two letters
    
    \[\begin{align*}
    æ & \text{ treated as } ae \\
    œ & \text{ treated as } oe
    \end{align*}\]

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name that will be carried on the publication may always be used.

- Place the affiliation in parentheses

Box 13. Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name that will be carried on the publication may always be used.

  Moskva  becomes  Moscow

  Wien  becomes  Vienna

  Italia  becomes  Italy

  Espana  becomes  Spain
Examples for Author Affiliation

7. Forthcoming article with author affiliation

Article Title for Forthcoming Articles (required)

General Rules for Article Title

- Enter the title of an article or book as it will appear in the final document, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless some other form of punctuation such as a question mark, period, or an exclamation point is already present
- Follow non-English titles with a translation, whenever possible; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it or a Type of Medium follows it (see below)

Specific Rules for Article Title

- Article titles not in English
- Article titles in more than one language
- Translated article titles ending in punctuation other than a period
- Article titles containing a Greek letter, chemical formula, or another special character

Box 14. Article titles not in English.

- Translate article titles not in English. Place all translated titles in square brackets. Indicate the language after the journal title.


- Whenever possible, place the original language title or romanized title before the translation
  - Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

  Thallinger C, Joukhadar C. Cytochrom-P450 medierte Arzneimittelinteraktionen mit Antibiotika [Cytochrom-P450 mediated ...]

Box 14 continues on next page...

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat a letter marked with diacritics or accents as if it were not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ţ treated as g
    - ų treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they were two letters
    - æ treated as ae
    - œ treated as oe

Example:


Box 15. Article titles in more than one language.

- If an article title will be provided in English as well as other languages, give the English language version of the article title and indicate all languages of publication after the journal title, separated by commas

Box 15 continued from previous page.

- If an article title will be provided in more than one language and none of them is English, translate the title into English and place the translation within square brackets. Indicate all languages of publication after the journal title, separated by commas.


- As an option, precede the translated title with the original language title


- If an article title is presented in two equal languages, as often occurs in Canadian publications, give both titles in the order in which they will be given in the text, with an equals sign between them. Indicate the particular languages, separated by commas, after the journal title.


Box 16. Translated article titles ending in punctuation other than a period.

- Most article titles end in a period. When a translation of an article title is provided, place it in square brackets. Place the closing period outside the brackets.


  or


Box 16 continues on next page...
Box 16 continued from previous page.

- If a translated article title ends in another form of punctuation, keep that punctuation. Place it within the square brackets and end title information with a period.


  or


Box 17. Article titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of an article title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized.


- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.


  or


Box 17 continues on next page...
If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript within parentheses


or


Examples for Article Title

8. Forthcoming article title beginning with a lower case letter

9. Forthcoming article title containing Greek letters, superscripts, or subscripts

10. Forthcoming article with a title not in English

11. Forthcoming article that is a letter to the editor

Article Type for Forthcoming Articles (optional)

General Rules for Article Type

- An article type alerts the user that the reference is to an abstract or a letter to the editor, not a full article
- Place [abstract] or [letter] after the article title
- Follow the bracketed article type with a period

Specific Rules for Article Type

- Article titles ending in punctuation other than a period
- Article titles not in English

Box 25. Articles titles ending in punctuation other than a period.

- Most journal article titles end in a period. Place [letter] or [abstract] inside the period.
Box 25 continued from previous page.


- If an article title ends in another form of punctuation, keep that punctuation and follow [letter] or [abstract] with a period.


Examples for Article Type

11. Forthcoming article that is a letter to the editor

Journal Title for Forthcoming Articles (required)

General Rules for Journal Title

- Enter a journal title in the original language
- Abbreviate significant words in a journal title (see Abbreviation rules for journal titles below) and omit other words, such as articles, conjunctions, and prepositions
- Capitalize all remaining title words, including abbreviations
- End the journal title with a period unless an Edition statement or a Type of Medium is included (see below)

Box 18. Abbreviation rules for journal titles.

- Abbreviate and capitalize significant words in a journal title and omit other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and, L’.

  The Journal of Biocommunication becomes J Biocommun.

  La Pediatria Medica e Chirurgica becomes Pediatr Med Chir.

  L’Orthodontie Francaise becomes Orthod Fr.

- A list of the abbreviations for common English words used in journal titles is in Appendix A. Other sources for title-word abbreviations are:
  - List of Journals Indexed for MEDLINE
  - PubMed Journals database
  - Appendix B for non-NLM sources

- Do not abbreviate journal titles that consist of a single word or titles written in a character-based language such as Chinese and Japanese

Box 18 continues on next page...
Box 18 continued from previous page.

Virology. remains Virology.

Kansenshogaku Zasshi. remains Kansenshogaku Zasshi.

- Do not include journal subtitles as part of the abbreviated title

  JAMA: the Journal of the American Medical Association becomes JAMA.


- Omit any punctuation found within a title


  Drug-Nutrient Interactions becomes Drug Nutr Interact.

  Women’s Health becomes Womens Health.


- Some bibliographies and online databases show a place of publication after a journal title, such as Clin Toxicol (Phila). This practice is used to show that two or more journal titles with the same name reside in a library collection or database; the name of the city where the journal is published distinguishes the various titles. The city is usually shown in abbreviated format following the same rules as for words in journal titles, as Phila for Philadelphia in the example above. If you use a bibliography or database such as PubMed to help construct your reference and a place name is included, you may keep it if you wish.

- See also Construction of National Library of Medicine Title Abbreviations

Specific Rules for Journal Title

- Abbreviation rules for journal titles
- Non-English journal titles
- Single word journal titles
- Journals appearing in different editions
- Options for journal titles

Box 19. Non-English journal titles.

- For non-English journal titles appearing in the roman alphabet (French, German, Spanish, Italian, etc.), provide the name in the original language. Abbreviate it
according to the Abbreviation rules for journal titles and capitalize all remaining words, including abbreviations. Indicate the language of the article after the journal title.


- For a journal title in a non-roman alphabet:
  - Romanize (write in the roman alphabet) the title if it is in Cyrillic, Greek, Arabic, Hebrew, or Korean. Abbreviate it according to the Abbreviation rules for journal titles and capitalize all remaining words, including abbreviations. Indicate the language of the article after the journal title.
    

  - Romanize titles in a character-based language (Chinese, Japanese). Do not abbreviate any of the words or omit any words; use the capitalization system of the particular language. Indicate the language of the article after the journal title.
    

  - It is not NLM practice, but you may translate journal titles in character-based languages. If you do, abbreviate the title according to the Abbreviation rules for journal titles and indicate the language of the article after the journal title.
    
  - A good authority for romanization is the ALA-LC Romanization Tables.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat a letter marked with diacritics or accents as if it were not marked
    
    Å treated as A
    Ø treated as O
    Ç treated as C
Box 19 continued from previous page.

- Ł treated as L
- à treated as a
- ģ treated as g
- Ņ treated as n
- ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters
  - æ treated as ae
  - œ treated as oe

Box 20. Single word journal titles.

- Do not abbreviate journal titles consisting of a single word, regardless of language.
  - Urology. remains Urology.
  - Harefuah. remains Harefuah.

Box 21. Journals appearing in different editions.

- If a journal is published in more than one edition, include the edition information after the title itself.

- Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and, L’.

- Separate the edition from the title itself by a space and place it in parentheses.

- Do not follow abbreviated words by a period, but end all title information with a period


Box 21 continues on next page...
Box 21 continued from previous page.

- See the Abbreviation rules for editions for further information

Box 22. Options for journal titles.

The following forms are not NLM practice for citing journal titles, but are acceptable options:

- Periods may be placed after each abbreviated word in the title
  

- The title may be written out in full
  
  Journal of Continuing Education in Nursing.

Examples for Journal Title

12. Forthcoming article in a journal title with an edition

13. Forthcoming article in a journal title with a place of publication added

14. Forthcoming article in an Internet journal

Edition for Forthcoming Articles (required)

General Rules for Edition

- Indicate the edition/version being cited after the title if a journal is published in more than one edition or version
- Abbreviate each significant word (see Abbreviation rules for editions below) and omit other words, such as articles, conjunctions, and prepositions
- Capitalize all remaining title words, including abbreviations
- Place the edition statement in parentheses, such as (Br Ed)
- End the edition statement with a period placed outside the parenthesis unless the Type of Medium is included (see below)

Box 23. Abbreviation rules for editions.

- Use the same rules for abbreviating the words in an edition statement as for the words in journal titles because an edition is considered a part of the title in journal citations
- Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and, L’. See

Box 23 continues on next page...
Box 23 continued from previous page.

Appendix A for a list of commonly abbreviated English words in journal titles. Other sources for title word abbreviations are:
- *List of Journals Indexed for MEDLINE*
- PubMed Journals database
- Appendix B for non-NLM sources.

- Separate the edition from the title itself by a space and place it in parentheses.
- Do not follow abbreviated words with a period, but end all title information with a period.

Examples:


Specific Rules for Edition

- Abbreviation rules for editions
- Non-English words for editions

Box 24. Non-English words for editions.

- For non-English edition statements written in the roman alphabet (French, German, Spanish, Italian, etc.):
  - Provide the name in the original language
  - Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: de, der, y, les, and, L’.
  - Sources for word abbreviations are:
    - *List of Journals Indexed for MEDLINE*
    - PubMed Journals database
    - Appendix B for non-NLM sources
Box 24 continued from previous page.

- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with a diacritic or accent as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ĝ treated as g
    - ř treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe
  - Separate the edition from the title itself by a space and place it in parentheses
  - Do not follow abbreviated words with a period, but end all the journal title information with a period

*Examples:*

Tierarztliche Praxis. Ausgabe Klientiere Heimtiere *becomes* Tierarztl Prax (Ausg Klient Heimtiere).


- For an edition statement written in Cyrillic, Greek, Arabic, Hebrew, or Korean
  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables.*

Box 24 continues on next page...
Box 24 continued from previous page.

- Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: de, la, por, der, and L’.

- Sources for word abbreviations are:
  - List of Journals Indexed for MEDLINE
  - PubMed Journals database
  - Appendix B for non-NLM sources

- Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  Example: ĉ or ç becomes c

- Separate the edition from the title proper by a space and place it in parentheses

- Do not follow abbreviated words with a period, but end all journal title information with a period
  Example:
  Pharmakeutikon Deltion. Epistemonike Ekdosis. becomes Pharm Delt (Epistem Ekd).

- For an edition statement written in a character-based language such as Chinese and Japanese.
  - Transliterate the words for edition
  - Do not abbreviate any of the words or omit any words
  - Use the capitalization system of the particular language
  - Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  Examples:
  ō becomes o
  ũ becomes u

Box 24 continues on next page...
Box 24 continued from previous page.

- Separate the edition from the title proper by a space and place it in parentheses
- End all the title information with a period

Example:


- It is not NLM practice, but you may translate such journal titles and their editions. If you do, abbreviate them according to the Abbreviation rules for journal titles.


- Below is a brief list of Non-English words for editions with their abbreviations, if any. (n.a. = not abbreviated)

<table>
<thead>
<tr>
<th>Language</th>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danish</td>
<td>oplag</td>
<td>n.a.</td>
</tr>
<tr>
<td>Dutch</td>
<td>uitgave</td>
<td>Uitg</td>
</tr>
<tr>
<td></td>
<td>editie</td>
<td>Ed</td>
</tr>
<tr>
<td>Finnish</td>
<td>julkaisu</td>
<td>Julk</td>
</tr>
<tr>
<td>French</td>
<td>edition</td>
<td>Ed</td>
</tr>
<tr>
<td>German</td>
<td>Ausgabe</td>
<td>Ausg</td>
</tr>
<tr>
<td>Greek</td>
<td>ekdosis</td>
<td>Ekd</td>
</tr>
<tr>
<td>Italian</td>
<td>edizione</td>
<td>Ed</td>
</tr>
<tr>
<td>Norwegian</td>
<td>publikasjon</td>
<td>Publ</td>
</tr>
<tr>
<td>Portuguese</td>
<td>edicao</td>
<td>Ed</td>
</tr>
<tr>
<td>Russian</td>
<td>izdanie</td>
<td>Izd</td>
</tr>
<tr>
<td>Spanish</td>
<td>edicion</td>
<td>Ed</td>
</tr>
<tr>
<td>Swedish</td>
<td>upplaga</td>
<td>n.a.</td>
</tr>
</tbody>
</table>

Examples for Edition

12. Forthcoming article in a journal title with an edition
Type of Medium for Forthcoming Articles (required)

General Rules for Type of Medium

- Indicate the specific type of medium (videocassette, DVD, CD-ROM, Internet, etc.) following the title when a journal will be published in a non-print format
- Place the name of the medium in square brackets and end with a period, such as [videocassette]. or [Internet].
- See Chapter 16 for articles in audiovisual formats and Chapter 19 for electronic formats for more information

Specific Rules for Type of Medium

- Both an edition and a type of medium

Box 27. Both an edition and a type of medium.

- If a journal has both an edition and a type of medium, follow the title with the edition, then the type of medium.

  Nucl Acids Res (Electron Ed) [CD-ROM].

Examples for Type of Medium

14. Forthcoming article in an Internet journal

Volume Number for Forthcoming Articles (optional)

General Rules for Volume Number

- Omit "volume", "vol.", and similar wording preceding the number
- Use arabic numbers only. For example: convert LX or Sixtieth to 60.
- Separate multiple volumes by a hyphen, such as 5-6 or 42-43
- Do not follow a volume number with any punctuation unless there is no issue number. In that case, follow with a period.

Specific Rules for Volume Number

- Supplements, parts, special numbers to a volume
- Non-English names for volume
- No volume number present

Box 28. Supplements, parts, special numbers to a volume.

A volume will sometimes be published with a further subdivision instead of an issue. These are usually called a supplement, part, or special number.

Box 28 continues on next page...
Box 28 continued from previous page.

- Abbreviate the names for such subdivisions
  
  Supplement = Suppl
  
  Part = Pt
  
  Special Number = Spec No
  
- Place them after the volume number and end with a period. For example:

<table>
<thead>
<tr>
<th>- issue with supplement</th>
<th>- with a part</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 Suppl.</td>
<td>15 Suppl 1 Pt A.</td>
</tr>
<tr>
<td>45 Suppl A.</td>
<td>45 Suppl A Pt 2.</td>
</tr>
<tr>
<td>87 Suppl 1.</td>
<td>87 Suppl 1 Pt 1.</td>
</tr>
<tr>
<td>- issue with part</td>
<td>- with a supplement</td>
</tr>
<tr>
<td>66(Pt 2).</td>
<td>66(Pt 2 Suppl).</td>
</tr>
<tr>
<td>24(Pt A).</td>
<td>124(Pt A Suppl).</td>
</tr>
<tr>
<td>- issue with special number</td>
<td>- with a part</td>
</tr>
<tr>
<td>6 Spec No.</td>
<td>6 Spec No Pt 2.</td>
</tr>
</tbody>
</table>

- Translate names for supplements, parts, and special numbers into English. See the following examples:

<table>
<thead>
<tr>
<th>Language</th>
<th>Suppl</th>
<th>Spec No</th>
<th>Pt</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>supplement</td>
<td>nombre speciale</td>
<td>partie</td>
</tr>
<tr>
<td></td>
<td>annexe</td>
<td></td>
<td>part</td>
</tr>
<tr>
<td>German</td>
<td>Beiblatt</td>
<td>spezielle Zahl</td>
<td>Teil</td>
</tr>
<tr>
<td></td>
<td>Beilage</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Erganzung</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>supplemento</td>
<td>numero speciale</td>
<td>parte</td>
</tr>
<tr>
<td>Russian</td>
<td>prilozenie</td>
<td>specialnaja</td>
<td>cast'</td>
</tr>
<tr>
<td></td>
<td>dopolnenie</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>adjunto</td>
<td>numero especial</td>
<td>parte</td>
</tr>
<tr>
<td></td>
<td>suplemento</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>anejo</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Box 28 continues on next page...
Box 28 continued from previous page.

- If the supplement will be given a name rather than the usual letter or number, abbreviate significant words and omit other words such as articles, conjunctions, and prepositions

  Abstract Supplement  becomes  Abstr Suppl
  Supplement: Dementia  becomes  Suppl Dementia
  Supplement: AIDS in Children  becomes  Suppl AIDS Child

- Use the word abbreviations lists found in Appendix A and Appendix B

  Example: 24 Abstr Suppl.

Box 29. Non-English names for volume.

- See the following list for the words and abbreviations used for volume in a variety of languages:

  aarg. aargang année anno año årg. årgang band bd. bind
  évf. évfolyam g. god god. godina godišté jaarg. jaargang
  jahrg. jahrgang köt. kötet r. ročník rocznik rok sv. svazek
  svезak t. tom tom. tome tomo tomus vol. volumen zv. zväzok zvez
  ek

- Omit these names when creating a citation; use the number only

Box 30. No volume number present.

Occasionally a journal will publish a series of issues without volumes or will publish a supplement, part, or special number to a date of publication rather than to a volume or issue.

- If there are issues only, no volume numbers, follow the journal title with a space and the issue number, placed in parentheses. End with a period.


- If no issue or volume is found, but a supplement, part, or special number to a date of publication is present, follow the journal title with a space and information on the supplement, part, or special number. End with a period.

Examples for Volume Number

15. Forthcoming article with volume and issue predicted

Issue Number for Forthcoming Articles (optional)

General Rules for Issue Number

- Omit "number", "no.", and other wording preceding the number
- Use arabic numbers only. For example: convert IV or Fourth to 4.
- Separate multiple issues by a hyphen, such 2-3
- Place issue information in parentheses
- End issue information with a period

Specific Rules for Issue Number

- Supplements, parts, special numbers to an issue
- Non-English names for issue
- No volume number present
- No issue number present

Box 31. Supplements, parts, special numbers to an issue.

An issue will sometimes be published with a further subdivision, usually called a supplement, part, or special number.

- Abbreviate the names for subdivisions
  
  Supplement = Suppl
  Part = Pt
  Special Number = Spec No

- Place them after the issue number and inside the parentheses. End with a period.

  For example:
  
  - issue with supplement -with a part
    (1 Suppl). (1 Suppl Pt A).
    (12 Suppl A). (12 Suppl A Pt 2).
    (3 Suppl Pt B).
  - issue with part -with a supplement
    (1 Pt 2). (Pt 2 Suppl).
    (Pt A). (Pt A Suppl).
  - issue with special number -with a part

Box 31 continues on next page...
• Translate names for supplements, parts, and special numbers into English. See the following examples:

<table>
<thead>
<tr>
<th>Language</th>
<th>Suppl</th>
<th>Spec No</th>
<th>Pt</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>supplement</td>
<td>nombre spéciale</td>
<td>partie</td>
</tr>
<tr>
<td></td>
<td>annexe</td>
<td></td>
<td>part</td>
</tr>
<tr>
<td>German</td>
<td>Beiblatt</td>
<td>spezielle Zahl</td>
<td>Teil</td>
</tr>
<tr>
<td></td>
<td>Beilage</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Erganzung</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>supplemento</td>
<td>numero speciale</td>
<td>parte</td>
</tr>
<tr>
<td>Russian</td>
<td>prilozenie</td>
<td>specialnaja</td>
<td>cast’</td>
</tr>
<tr>
<td></td>
<td>dopolnenie</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>adjunto</td>
<td>numero especial</td>
<td>parte</td>
</tr>
<tr>
<td></td>
<td>suplemento</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>anejo</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• If the supplement will be given a name rather than the usual letter or number, abbreviate significant words and omit other words such as articles, conjunctions, and prepositions. Place them after the issue number and inside the parentheses.

Abstract Supplement  becomes  Abstr Suppl
Supplement: Dementia  becomes  Suppl Dementia
Supplement: AIDS in Children  becomes  Suppl AIDS Child

Use the word abbreviations lists found in Appendix A and Appendix B

Example: (5 Suppl Dementia).

Box 32. Non-English names for issue.

• See the following list of words and abbreviations used for issue (usually variations on the word number) in a variety of languages:

čís.  číslo  fasc.  fascicle  fascicule  fasciculus  heft  knižka
no.  nommernr.  numer  número  nummer  sveska  sz.  szám
vypusk  zesz.  zeszyt  zošit

Box 32 continues on next page...
Omit these names when creating a citation; use the number only.

**Box 33. No volume number present.**

- If there are issues only, no volume numbers, follow the journal title with a space and the issue number, placed in parentheses. End with a period.


**Box 34. No issue number present.**

- If no issue number, follow the volume number with a period


**Examples for Issue Number**

  15. Forthcoming article with volume and issue predicted

**Language for Forthcoming Articles (required)**

**General Rules for Language**

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

**Specific Rules for Language**

- Articles appearing in more than one language

**Box 35. Articles appearing in more than one language.**

- If an article is written in English as well as other languages, give the English language version of the article title and indicate all languages of publication after the journal title and any volume or issue number


- If an article is written in more than one language and none of them is English, translate into English the version of the title that will appear first and place the
translation in square brackets. Indicate all languages of publication after the journal title and any volume or issue number


• As an option, when an article title is written in two equal languages as often occurs in Canadian publications, give both titles in the order in which they are presented in the text, with an equals sign between them. Indicate the particular languages, separated by a comma, after the journal title and any volume or issue number.


Examples for Language

10. Forthcoming article with a title not in English

Notes for Forthcoming Articles (required)

General Rules for Notes

• Begin with the word Forthcoming
• Enter the year of intended publication, if known
• End with a period

Specific Rules for Notes

• Other types of material to include in notes
• Options for date

Box 36. Other types of material to include in notes.

The notes element may be used to provide any information that the compiler of the reference feels is useful to the user. For example:

• If the article contains a review of the literature and this is not indicated in the title


• If the study on which the article is based was funded or otherwise supported by a particular organization

- If the article will contain a handout or informative material used to explain a procedure or a condition or the contents of a specific article are written in non-technical language for the patient or consumer


- If the author’s manuscript is available electronically


**Box 36a. Options for date.**

It is not NLM policy, but the following is an acceptable option:

The forthcoming date of publication may follow the author names (or title if there are no authors) in the list of references when the name-year system of in-text references is used.

- Use Forthcoming and the year of publication only

  NLM citation:


  Name-year system of citation:
Examples for Notes

16. Forthcoming article with specific date predicted

17. Forthcoming article with no date predicted

18. Forthcoming article with other types of note

Examples of Citations to Forthcoming Journal Articles

1. Standard citation for a forthcoming article


2. Forthcoming article with optional full first names


3. Forthcoming article with author names showing designation of rank in a family


4. Forthcoming article with authors having compound surnames


5. Forthcoming article with prefixes or particles in author surnames


6. Forthcoming article with no author or editor


7. Forthcoming article with author affiliation


8. Forthcoming article title beginning with a lower case letter


9. Forthcoming article title containing Greek letters, superscripts, or subscripts


or


10. Forthcoming article with a title not in English


with optional original title included


11. Forthcoming article that is a letter to the editor


12. **Forthcoming article in a journal title with an edition**


13. **Forthcoming article in a journal title with a place of publication added**


14. **Forthcoming article in an Internet journal**


15. **Forthcoming article with volume and issue predicted**


16. **Forthcoming article with specific date predicted**


17. **Forthcoming article with no date predicted**


18. **Forthcoming article with other types of note**


B. Sample Citation and Introduction to Citing Forthcoming Books

The general format for a reference to a forthcoming book, including punctuation:

```
Authors | Title | Place of Publication
```

Examples of Citations to Forthcoming Books

Forthcoming material consists of journal articles or books accepted for publication but not yet published. "Forthcoming" has replaced the former "in press" because changes in the publishing industry make the latter term obsolete.

Do not include as forthcoming those books that have been submitted for publication but have not yet been accepted for publication. Note that some publishers will not accept references to any form of unpublished items in a reference list.

You may add the affiliation of the first author or additional authors of a book to the citation to facilitate retrieval in the event there is some delay or change in final publication.

For additional examples of the components of citations, see Chapter 2 Books.

Continue to Citation Rules with Examples for Forthcoming Books.

Continue to Examples of Citations to Forthcoming Books.

Citation Rules with Examples for Forthcoming Books

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author/Editor (R) | Author Affiliation (O) | Title (R) | Type of Medium (R) | Edition (R) | Editor and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Language (R) | Notes (R)
Author/Editor for Forthcoming Books (required)

General Rules for Author/Editor

- List names in the order they will appear in the final book
- Enter surname (family or last name) first for each author/editor
- Capitalize surnames and enter spaces in surnames as they will appear in the book on the assumption that the author approved the form used. For example: Van Der Horn or van der Horn; De Wolf or de Wolf or DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all authors/editors, regardless of the number
- Separate author/editor names from each other by a comma and a space
- If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors; see Editor and Other Secondary Authors below if there are authors and editors
- End author/editor information with a period

Specific Rules for Author/Editor

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Non-English words for editor
- Organizations as author
- No author included
- Options for author names

Box 37. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames
  
  Estelle Palmer-Canton  becomes  Palmer-Canton E

  Ahmed El-Assmy  becomes  El-Assmy A

- Keep particles, such as O', D', and L'
  
  Alan D. O'Brien  becomes  O'Brien AD

  James O. L'Esperance  becomes  L'Esperance JO

  U. S'adeh  becomes  S'adeh U

Box 37 continues on next page...
Box 37 continued from previous page.

- Omit all other punctuation in surnames

  Charles A. St. James \textit{becomes} St James CA

Box 38. Other surname rules.

- Keep prefixes in surnames

  Lama Al Bassit \textit{becomes} Al Bassit L

  Jiddeke M. van de Kamp \textit{becomes} van de Kamp JM

  Gerard de Pouvourville \textit{becomes} de Pouvourville G

- Keep compound surnames even if no hyphen appears

  Sergio Lopez Moreno \textit{becomes} Lopez Moreno S

  Jaime Mier y Teran \textit{becomes} Mier y Teran J

  Virginie Halley des Fontaines \textit{becomes} Halley des Fontaines V

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Ł \textit{treated as} L

    à \textit{treated as} a

    Œ \textit{treated as} œ

    Ñ \textit{treated as} ñ

    Ù \textit{treated as} ü

  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters

    æ \textit{treated as} ae

    œ \textit{treated as} oe
**Box 39. Given names containing punctuation, a prefix, a preposition, or particle.**

- Disregard hyphens joining given (first or middle) names
  
  Jean-Louis Lagrot  **becomes**  Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle
  
  D’Arcy Hart  **becomes**  Hart D
  
  W. St. John Patterson  **becomes**  Patterson WS
  
  De la Broquerie Fortier  **becomes**  Fortier D
  
  Craig McC. Brooks  **becomes**  Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.
  
  Ch. Wunderly  **becomes**  Wunderly C
  
  C. Fr. Erdman  **becomes**  Erdman CF

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter
  
  Iu. A. Iakontov  **becomes**  Iakontov IuA
  
  G. Th. Tsakalos  **becomes**  Tsakalos GTh

**Box 40. Degrees, titles, and honors before or after a personal name.**

- Omit degrees, titles, and honors such as M.D. following a personal name
  
  James A. Reed, M.D., F.R.C.S.  **becomes**  Reed JA
  
  Kristine Schmidt, Ph.D.  **becomes**  Schmidt K
  
  Robert V. Lang, Major, US Army  **becomes**  Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name
  
  Sir Frances Hildebrand  **becomes**  Hildebrand F
  
  Dr. Jane Eberhard  **becomes**  Eberhard J
  
  Captain R.C. Williams  **becomes**  Williams RC
Box 41. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals

Examples:

Vincent T. DeVita, Jr.  becomes  DeVita VT Jr
James G. Jones II   becomes   Jones JG 2nd
John A. Adams III  becomes  Adams JA 3rd
Henry B. Cooper IV  becomes  Cooper HB 4th

Box 42. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the ALA-LC Romanization Tables.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

  Iu. A. Iakontov  becomes  Iakontov IuA
  G. Th. Tsakalos  becomes  Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Å  treated as  A
    Ø  treated as  O
    Ç  treated as  C
    Ł  treated as  L
    à  treated as  a

Box 42 continues on next page...
Box 42 continued from previous page.

<table>
<thead>
<tr>
<th>Letter</th>
<th>Treated as</th>
</tr>
</thead>
<tbody>
<tr>
<td>ġ</td>
<td>g</td>
</tr>
<tr>
<td>ŋ</td>
<td>n</td>
</tr>
<tr>
<td>ũ</td>
<td>u</td>
</tr>
</tbody>
</table>

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters:
  - æ treated as ae
  - œ treated as oe

Box 43. Non-English words for editor.

- Translate the word found for editor into English to assist the reader. However, the wording found on the publication may always be used.
- Below is a brief list of non-English words for editor:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
</tr>
<tr>
<td></td>
<td>editeur</td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
</tr>
<tr>
<td></td>
<td>editore</td>
</tr>
<tr>
<td>Russian</td>
<td>redaktor</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
</tr>
<tr>
<td></td>
<td>editor</td>
</tr>
</tbody>
</table>

Box 44. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit "The" preceding an organizational name

  The American Cancer Society becomes American Cancer Society

Box 44 continues on next page...
If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas:

American Medical Association, Committee on Ethics.

International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D):

National Academy of Sciences (US).

Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

Separate two or more different organizations with a semicolon:

Canadian Association of Orthodontists; Canadian Dental Association.

American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

If both individuals and an organization or organizations will appear on the title page of a book as authors, use the names of the individuals as the author and give the organization or organizations at the end of the reference as a note:

Prepared for the International Union of Pure and Applied Chemistry.

For names of organizations in languages other than English:

- Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets:

  Istituto di Fisiologia Clinica del CNR.

  Universitatsmedizin Berlin.

  Nordisk Anaesthesiologisk Forening [Scandinavian Society of Anaesthesiologists].
Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

or

[Russian Respiratory Society].

Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

[Chinese Medical Society].

Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat a letter marked with diacritics or accents as if it were not marked
  
  Å  treated as  A  
  Ø  treated as  O  
  Ç  treated as  C  
  Ł  treated as  L  
  à  treated as  a  
  ġ  treated as  g  
  ñ  treated as  n  
  ü  treated as  u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters
  
  æ  treated as  ae  
  œ  treated as  oe
Box 45. No author included.

- If no person or organization will be given as the author but editors or translators will be given, begin the reference with the names of the editors or translators. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.

  Morrison CP, Court FG, editors.
  Walser E, translator.

- If no person or organization will be identified as the author and no editors or translators will be given, begin the reference with the title of the book. Do not use anonymous.


Box 46. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon.

  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.
  Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."

  Adler DG, Baron TH, Davila RE, and others.

Examples for Author/Editor

1. Standard citation for a forthcoming book
2. Forthcoming book with optional full first names
3. Forthcoming book with designations of family rank in author/editor names
4. Forthcoming book with compound author/editor names
5. Forthcoming book with prefixes or particles in author/editor names
6. Forthcoming book with editor(s) instead of an author
7. Forthcoming book with an organization as the author
8. Forthcoming book with no author

Author Affiliation for Forthcoming Books (optional)

General Rules for Author Affiliation

• Enter the affiliation of all authors or only the first author
• Begin with the department and name of the institution, followed by city and state/Canadian province/country
• Use commas to separate parts of the address
• Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
• Separate the affiliation from its author by a space
• Follow the affiliation with a comma placed outside the parentheses, unless it is the affiliation of the last author, then use a period

Specific Rules for Author Affiliation

• Abbreviations in affiliations
• E-mail address included
• Organizational names for affiliations not in English
• Names for cities and countries not in English

Box 47. Abbreviations in affiliations.

• Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

  Examples:
  
  Acad. for Academy
  Assoc. for Association
  Co. for Company
  Coll. for College
  Corp. for Corporation
  Dept. for Department
  Div. for Division

Box 47 continues on next page...
Box 47 continued from previous page.

Inst. for Institute or Institution
Soc. for Society
Univ. for University

See Appendix C for more abbreviations of commonly used English words.

• Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.

• Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.

• Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 48. E-mail address included.

• Follow the US state, Canadian province, or country of the author with a period and a space
• Insert the e-mail address as it appears in the publication
• Place the e-mail address within the closing parenthesis for the author affiliation
• Do not end an e-mail address with a period

Example:

Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

Box 49. Organizational names for affiliations not in English.

• Give the affiliation of all authors or only the first author

• Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.

Box 49 continues on next page...
Box 49 continued from previous page.

- Provide the name in the original language for non-English organization names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Carpenter AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatría, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

  Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.

  Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I.

  Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese)

  Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat a letter marked with diacritics or accents as if it were not marked:

    Å  treated as  A
    Ø  treated as  O
    Ç  treated as  C
    Ł  treated as  L
    à  treated as  a
    ţ  treated as  g

Box 49 continues on next page...
Box 49 continued from previous page.

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters
  - "ae" treated as "ae"
  - "œ" treated as "oe"

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name that will be carried on the publication may always be used.

Box 50. Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name that will be carried on the publication may always be used.
  - Moskva becomes Moscow
  - Wien becomes Vienna
  - Italia becomes Italy
  - Espana becomes Spain

Examples for Author Affiliation

9. Forthcoming book with author affiliation

Title for Forthcoming Books (required)

General Rules for Title

- Enter the title of an article or book as it will appear in the final document, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless some other form of punctuation such as a question mark, period, or an exclamation point is already present
- Follow non-English titles with a translation, whenever possible; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it or a Type of Medium follows it
Specific Rules for Title

• Titles not in English
• Titles in more than one language
• Titles containing a Greek letter, chemical formula, or another special character

Box 51. Titles not in English.

• Provide the title in the original language for non-English titles found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)


• Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.


• Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.


or


• Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

⚬ Treat a letter marked with diacritics or accents as if it were not marked

Å treated as A
Ø treated as O
Ç treated as C
Ł treated as L
à treated as a

Box 51 continues on next page...
Box 51 continued from previous page.

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters
  - ae treated as ae
  - oe treated as oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization


- Provide an English translation after the original language title if possible; place translations in square brackets


Box 52. Titles in more than one language.

- If a book title is written in several languages, give the title in the first language that will appear on the title page and indicate all languages of publication after the publisher name. Separate the languages by commas and end the list with a period.


- If a book title will be presented in two or more equal languages, as often occurs in Canadian publications, give all titles in the order in which they will appear in the
Box 52 continued from previous page.

- text, with an equals sign between them. Indicate the languages, separated by commas, after the publisher name. End the list with a period.


- If none of the languages is English, follow the title with a translation whenever possible. Place the translation in square brackets.


Box 53. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a book title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

  1,3-dichloro-5,5-dimethylhydantoin.

  von Willebrand factor.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

  Enantioselective synthesis of β-amino acids.

  may become

  Enantioselective synthesis of beta-amino acids.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

  TiO₂ nanoparticles.

  may become

  TiO(2) nanoparticles.


Examples for Title

1. Standard citation for a forthcoming book
10. Forthcoming book with a subtitle
11. Forthcoming book in a language other than English
12. Forthcoming book to be published in multiple languages

Type of Medium for Forthcoming Books (required)

General Rules for Type of Medium

- Indicate the type of medium (videocassette, DVD, Internet, etc.) following the title when a book will be published in a non-print format
- Place the name of the medium in square brackets and end with a period, such as [videocassette]. or [Internet].
- See Chapter 15 for books in audiovisual formats and Chapter 18 for books in electronic formats for more information

Specific Rules for Type of Medium

- Titles not in English
- Titles ending in punctuation other than a period

Box 54. Titles not in English.

- If a translation of a title is provided, place the translation after the original title and place it in square brackets


- If a book will be published in a non-print medium (videocassette, CD-ROM, DVD, Internet, etc.), place the name of the medium in square brackets following the translation

  Etude et traitement de la meningite tuberculeuse [Study and treatment of meningeal tuberculosis] [CD-ROM].

Box 55. Titles ending in punctuation other than a period.

- Most titles of books end in a period. Place the name of the medium (videocassette, CD-ROM, DVD, Internet, etc.) in square brackets inside the period

  Women and medicine [CD-ROM].

Box 55 continues on next page...
Box 55 continued from previous page.

- If a title ends in another form of punctuation, keep that punctuation and follow the name of the medium with a period

  AIDS is over, right? [Internet].

Examples for Type of Medium

13. Forthcoming book in a non-print medium

Edition for Forthcoming Books (required)

General Rules for Edition

- Indicate the edition/version being cited after the title if a book will be published with a statement of edition
- Abbreviate common words (see Abbreviation rules for editions)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period

Specific Rules for Edition

- Abbreviation rules for editions
- Non-English words for editions
- First editions

Box 56. Abbreviation rules for editions.

- Abbreviate common words found in edition statements, if desired:

<table>
<thead>
<tr>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>abbreviated</td>
<td>abbr.</td>
</tr>
<tr>
<td>abridged</td>
<td>abr.</td>
</tr>
<tr>
<td>American</td>
<td>Am.</td>
</tr>
<tr>
<td>augmented</td>
<td>augm.</td>
</tr>
<tr>
<td>authorized</td>
<td>authoriz.</td>
</tr>
<tr>
<td>English</td>
<td>Engl.</td>
</tr>
</tbody>
</table>

Box 56 continues on next page...
Box 56 continued from previous page.

<table>
<thead>
<tr>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>enlarged</td>
<td>enl.</td>
</tr>
<tr>
<td>expanded</td>
<td>expand.</td>
</tr>
<tr>
<td>illustrated</td>
<td>ill.</td>
</tr>
<tr>
<td>modified</td>
<td>mod.</td>
</tr>
<tr>
<td>original</td>
<td>orig.</td>
</tr>
<tr>
<td>reprint(ed)</td>
<td>repr.</td>
</tr>
<tr>
<td>revised</td>
<td>rev.</td>
</tr>
<tr>
<td>special</td>
<td>spec.</td>
</tr>
<tr>
<td>translation</td>
<td>transl.</td>
</tr>
<tr>
<td>translated</td>
<td></td>
</tr>
</tbody>
</table>

- Follow abbreviated words with a period and end all edition information with a period
  
  3rd rev. ed.

  1st Engl. ed.

Box 57. Non-English words for editions.

- For non-English edition statements written in the roman alphabet (French, German, Spanish, Italian, etc.):
  
  ◦ Provide the name in the original language
  
  ◦ Abbreviate common words used in edition statements if the language is a familiar one
  
  ◦ Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words
  
  ◦ Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
    
    ▪ Treat letters marked with diacritics or accents as if they are not marked
      
      Š treated as Š
Box 57 continued from previous page.

Ø treated as O
Ç treated as C
Ł treated as L
à treated as a
ģ treated as g
ń treated as n
ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  æ treated as ae
  œ treated as oe

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- Separate the edition from the title proper by a space

- Retain the punctuation used in the edition statement

- Follow abbreviated words by a period

- End edition information with a period

Examples:

Ed. 1a.

5. ed. interamente riv. e aggiornata.

2. ed. veneta.

Nuova ed.

Seconda ed.

4a ed. rev. e ampliada.

2° ed. ampliada y actualizada.

- For an edition statement written in Cyrillic, Greek, Arabic, Hebrew, or Korean:
• Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the ALA-LC Romanization Tables.

• Abbreviate common words used in edition statements if the language is a familiar one

• Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

• Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  Example: ĉ or ç becomes c

• Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

• Separate the edition from the title proper by a space

• Retain the punctuation used in the edition statement

• Follow abbreviated words by a period

• End all edition information with a period
  Examples:
  
  Izd. 3., perer. i dop.
  2. dopunjeno izd.
  2. ekd. epeux.
  3. ekd.

• For an edition statement written in a character-based language such as Chinese and Japanese:
  
  • Transliterate or translate the words for edition
  
  • Do not abbreviate any of the words or omit any words
  
  • Use the capitalization system of the particular language
Box 57 continued from previous page:

- Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

Examples:

\[ \ddot{o} \text{ becomes } o \]
\[ \ddot{u} \text{ becomes } u \]

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- Separate the edition from the title by a space

- Retain the punctuation used in the edition statement.

- End all edition information with a period

Examples:

Shohan.
Dai 1-han.
Dai 3-pan.
Di 3 ban.
Cai se ban, Xianggang di 1 ban.
Che 6-p’an.

- Below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Edition</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danish</td>
<td>oplag</td>
<td>n.a.</td>
</tr>
<tr>
<td></td>
<td>udgave</td>
<td></td>
</tr>
<tr>
<td>Dutch</td>
<td>uitgave</td>
<td>uitg.</td>
</tr>
<tr>
<td></td>
<td>editie</td>
<td>ed.</td>
</tr>
<tr>
<td>Finnish</td>
<td>julkaisu</td>
<td>julk.</td>
</tr>
<tr>
<td>French</td>
<td>edition</td>
<td>ed.</td>
</tr>
</tbody>
</table>

Box 57 continues on next page...
### Box 57 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Edition</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>German</td>
<td>Ausgabe</td>
<td>Ausg.</td>
</tr>
<tr>
<td></td>
<td>Auflage</td>
<td>Aufl.</td>
</tr>
<tr>
<td>Greek</td>
<td>ekdosis</td>
<td>ekd.</td>
</tr>
<tr>
<td>Italian</td>
<td>edizione</td>
<td>ed.</td>
</tr>
<tr>
<td>Norwegian</td>
<td>publikasjon</td>
<td>publ.</td>
</tr>
<tr>
<td></td>
<td>utgave</td>
<td>utg.</td>
</tr>
<tr>
<td>Portuguese</td>
<td>edicao</td>
<td>ed.</td>
</tr>
<tr>
<td>Russian</td>
<td>izdanie</td>
<td>izd.</td>
</tr>
<tr>
<td></td>
<td>publikacija</td>
<td>publ.</td>
</tr>
<tr>
<td>Spanish</td>
<td>edicion</td>
<td>ed.</td>
</tr>
<tr>
<td></td>
<td>publicacion</td>
<td>publ.</td>
</tr>
<tr>
<td>Swedish</td>
<td>upplaga</td>
<td>n.a.</td>
</tr>
</tbody>
</table>

### Box 58. First editions.

- Do not include any statement of edition if the book to be published will be the first edition

### Examples for Edition


### Editor and other Secondary Authors for Forthcoming Books (optional)

#### General Rules for Editor and other Secondary Authors

- A secondary author modifies the work of the author. Examples include editors, translators, and illustrators.
- Place the names of secondary authors after the title, following any type of medium or edition statement
- Use the same rules for the format of names presented in Author/Editor above
- Follow the last named editor with a comma and the word editor or editors; the last named illustrator with a comma and the word illustrator or illustrators, etc.
- End secondary author information with a period
- If there is no author, move secondary authors such as editors and translators to the author position in the reference
Specific Rules for Editor and other Secondary Authors

- More than one type of secondary author
- Secondary author performing more than one role
- Non-English names for secondary authors
- Organization as editor

Box 59. More than one type of secondary author.
A book may have several types of secondary author.

- List all of them in the order they will be given in the book
- Separate each type of secondary author with the accompanying role by a semicolon
- End secondary author information with a period

Examples:
Smith BC, editor; Carson HT, illustrator.
Graber AF, Longstreet RG, translators; Johnson CT, Marks C, Huston MA, illustrators.

Box 60. Secondary author performing more than one role.
If the same secondary author performs more than one role:

- List all of them in the order they will be given in the book
- Separate the roles by "and"
- End secondary author information with a period

Example:
Jones AB, editor and translator.

Box 61. Non-English names for secondary authors.

- Translate the word for editor, translator, illustrator, or other secondary author into English if possible. However, the wording that will be found on the publication may always be used.
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
Box 61 continued from previous page.

- Treat letters marked with diacritics or accents as if they are not marked
  - Ä  treated as  A
  - Ø  treated as  O
  - Ç  treated as  C
  - Ł  treated as  L
  - à  treated as  a
  - Ġ  treated as  g
  - Ń  treated as  n
  - ü  treated as  u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  - æ  treated as  ae
  - œ  treated as  oe

- Below is a brief list of non-English words for secondary authors:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
<th>Word for Translator</th>
<th>Word for Illustrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
<td>traducteur</td>
<td>illustrateur</td>
</tr>
<tr>
<td></td>
<td>editeur</td>
<td></td>
<td></td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
<td>ubersetzer</td>
<td>erlauterer</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
<td>dolmetscher</td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
<td>tradutore</td>
<td>disegnatore</td>
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<td>curatore</td>
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<td></td>
<td>editore</td>
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<tr>
<td>Russian</td>
<td>redaktor</td>
<td>perevodchik</td>
<td>konstruktor</td>
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<td></td>
<td>izdatel</td>
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<tr>
<td>Spanish</td>
<td>redactor</td>
<td>traductor</td>
<td>ilustrador</td>
</tr>
<tr>
<td></td>
<td>editor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Box 62. Organization as editor.

On rare occasions an organization will be listed as the editor.

Box 62 continues on next page...
Box 62 continued from previous page.

- Follow the instructions for entering the organizational name found under Organizations as author
- Place a comma, space, and the word editor after the organizational name
- End with a period
  Advisory Committee on Existing Chemicals of Environmental Relevance, editor.

Examples for Editor and other Secondary Authors

15. Forthcoming book with secondary authors

Place of Publication for Forthcoming Books (required)

General Rules for Place of Publication

- Place is defined as the city where the book will be published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as London (ON) and London (England)
- Use the anglicized form for a non-US city, such as Vienna for Wien
- End place information with a colon

Specific Rules for Place of Publication

- Non-US cities
- Joint publication
- Multiple places of publication

Box 63. Non-US cities.

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, whenever possible. However, the name as found on the publication may always be used.
Box 63 continued from previous page.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ġ treated as g
    - ı treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe
- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:
  - Montreal (QC):
  - Ottawa (ON):
  - Vancouver (BC):
- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.
  - London:
  - Rome:
  - Paris:
Box 63 continued from previous page.

Madrid:

but

Malaga (Spain): or Malaga (ES):

Basel (Switzerland): or Basel (CH):

Oxford (England): or Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

Box 64. Joint publication.

Two organizations may co-publish a book.

- Use the city of the first organization that will be found on the title page as the place of publication

- Place the name of the second organization as a note at the end of the citation, if desired

  Co-published by the Canadian Medical Association.

- Do not give multiple places as place of publication or include multiple publishers

Box 65. Multiple places of publication.

- If more than one place of publication will appear in the book, use the one that will appear first on the title page or the one that will be set in the largest type or in bold type. Do not give multiple places.

- As an option, if one place is a US city and the other(s) are not, use the US city

Examples for Place of Publication

16. Forthcoming book with geographic qualifier added to place of publication

Publisher for Forthcoming Books (required)

General Rules for Publisher

- Record the name of the publisher as it will appear in the publication, using whatever capitalization and punctuation will be found there

- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
• When a division or other subsidiary part of a publisher will appear in the publication, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
• End publisher information with a period

**Specific Rules for Publisher**

• Abbreviated words in publisher names
• Non-English names for publishers
• Government agencies and other national and international bodies as publisher
• Joint publication
• Multiple publishers

**Box 66. Abbreviated words in publisher names.**

• Abbreviate commonly used words in publisher names, if desired

  *Examples:*
  
  Acad. for Academy
  Assoc. for Association
  Co. for Company
  Coll. for College
  Corp. for Corporation
  Dept. for Department
  Div. for Division
  Inst. for Institute or Institution
  Ltd. for Limited
  Soc. for Society
  Univ. for University

  See Appendix C for more abbreviations of commonly used English words.

• Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

• Follow all abbreviated words with a period
Box 67. Non-English names for publishers.

- Give publisher names appearing in the roman alphabet (French, Spanish, Italian, etc.) in their original language
  
  Rome: Societa Editrice Universo.

  Lisbon: Imprensa Medica.

- Romanize names given in Cyrillic, Greek, Arabic, Hebrew, Korean

  Sofia (Bulgaria): Sofia Medizina i Fizkultura.

- Romanize names or translate names presented in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation will be given in the publication.

  Tokyo: Medikaru Rebyusha.

  Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute].

  Taiyuan (China): Shanxi ke xue ji she chu ban she.

  [Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  - Treat letters marked with diacritics or accents as if they are not marked

    Â treated as A

    Ø treated as O

    Ç treated as C

    Ł treated as L

    à treated as a

    ĝ treated as g

    ņ treated as n

    ü treated as u
Treat two or more letters printed as a unit (ligated letters) as if they are two letters:

- æ treated as ae
- œ treated as oe

- If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.

  Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press].

- If the name of a division of other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest.

  Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero.

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation will be given in the publication.

  Aarhus (Denmark): [Aarhus University Press].

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**Box 68.** Government agencies and other national and international bodies as publisher.

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D).

  National Cancer Institute (US)
  National Society on Alcoholism and Drug Dependence (NZ)
  Royal Society of Medicine Press Ltd. (GB)
  Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor, which disseminates documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency that will issue the book as the publisher and include distributor information as a note, if desired, preceded by "Available from: ".

Box 69. Joint publication.

Two organizations may co-publish a book.

- Use the city of the first organization that will be found on the title page as the place of publication
- Place the name of the second organization as a note at the end of the citation, if desired
  
  Co-published by the Canadian Medical Association.
- Do not give multiple places as place of publication or include multiple publishers

Box 70. Multiple publishers.

- If the name of more than one publisher will be found in a book, use the first one that will appear on the title page as the publisher
- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.
- Do not list multiple publishers. For those publications with joint or co-publishers, use the name that will appear first on the title page as the publisher and include the name of the second as a note if desired. For example, use "Jointly published by the Canadian Pharmacists Association".
- End publisher information with a period

Examples for Publisher

17. Forthcoming book with publisher with subsidiary department/division named

Language for Forthcoming Books (required)

General Rules for Language

- Give the language of publication if other than English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Books appearing in more than one language
Box 71. Books appearing in more than one language.

- If a book is written in several languages, give the title in the first language that will appear on the title page and indicate all languages of publication after the publisher. Separate the languages by commas.


- If a book is written in two or more equal languages, as often occurs in Canadian publications, give all titles in the order in which they will appear on the title page, with an equals sign between them. Indicate the languages, separated by commas, after the publisher.


- If none of the languages is English, follow the title with a translation whenever possible. Place the translation in square brackets.


Examples for Language

11. Forthcoming book in a language other than English

12. Forthcoming book to be published in multiple languages

Notes for Forthcoming Books (required)

General Rules for Notes

- Begin with the word Forthcoming
- Enter the year of intended publication, if known
- End with a period

Specific Rules for Notes

- Other types of material to include in notes
- Options for date
Box 72. Other types of material to include in notes.

The notes element may be used to provide any information that the compiler of the reference feels is useful. Begin by citing the book, then add the note. Some examples of notes are:

- If a book will have supplemental material accompanying it in the form of a videocassette, CD-ROM, DVD, or another medium, begin by citing the book. Add the phrase "Accompanied by: " followed by the number and type of medium.
  
  Accompanied by: 1 CD-ROM.

- If the book is translated or otherwise adapted from another book, give the name of the original

  Originally published in French under the title Decodage Biologique et Destin Familial.

- If the book was sponsored by or prepared for a particular organization, give the name

  Prepared for the International Union of Pure and Applied Chemistry.

- If the book contains material of particular interest to the audience that may not be apparent from the title, describe it

  16 pages of plates, some color.

Box 73. Options for date.

It is not NLM policy, but the following is an acceptable option:

The forthcoming date of publication may follow the author names (or title if there are no authors) in the list of references when the name-year system of in-text references is used.

- Use Forthcoming and the year of publication only

- Place the Forthcoming year after the last named author (or after the title if there is no author), followed by a period

  NLM citation:


Box 73 continues on next page...
Box 73 continued from previous page.

Name-year system of citation:


Examples for Notes

1. Standard citation for a forthcoming book

18. Forthcoming book with no predicted date of publication

Examples of Citations to Forthcoming Books

1. Standard citation for a forthcoming book


2. Forthcoming book with optional full first names


3. Forthcoming book with designations of family rank in author/editor names


4. Forthcoming book with compound author/editor names


5. Forthcoming book with prefixes or particles in author/editor names


6. Forthcoming book with editor(s) instead of an author


7. Forthcoming book with an organization as the author


8. Forthcoming book with no author


9. Forthcoming book with author affiliation


10. Forthcoming book with a subtitle

11. Forthcoming book in a language other than English


with translation


12. Forthcoming book to be published in multiple languages


13. Forthcoming book in a non-print medium


15. Forthcoming book with secondary authors


16. Forthcoming book with geographic qualifier added to place of publication


17. Forthcoming book with publisher with subsidiary department/division named


18. Forthcoming book with no predicted date of publication