CITE IT WITH STYLE!

How to Cite Government Information Resources Like a Pro

Presented by Bobby Griffith

Government Information Reference Specialist
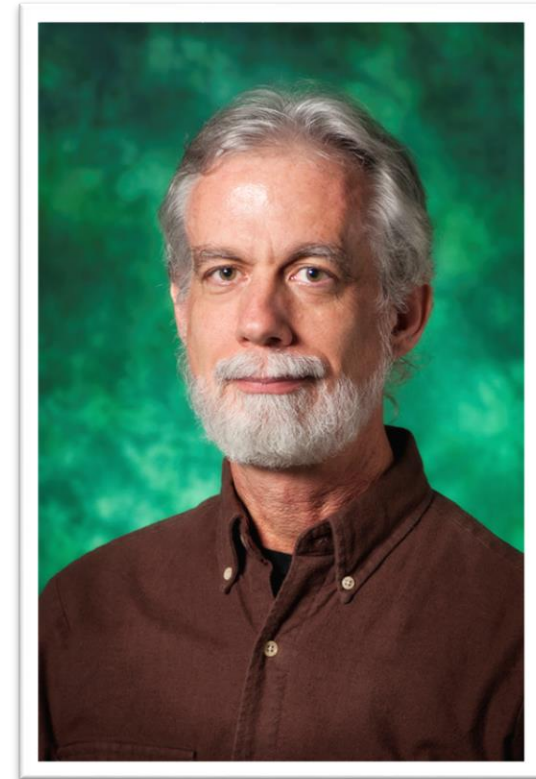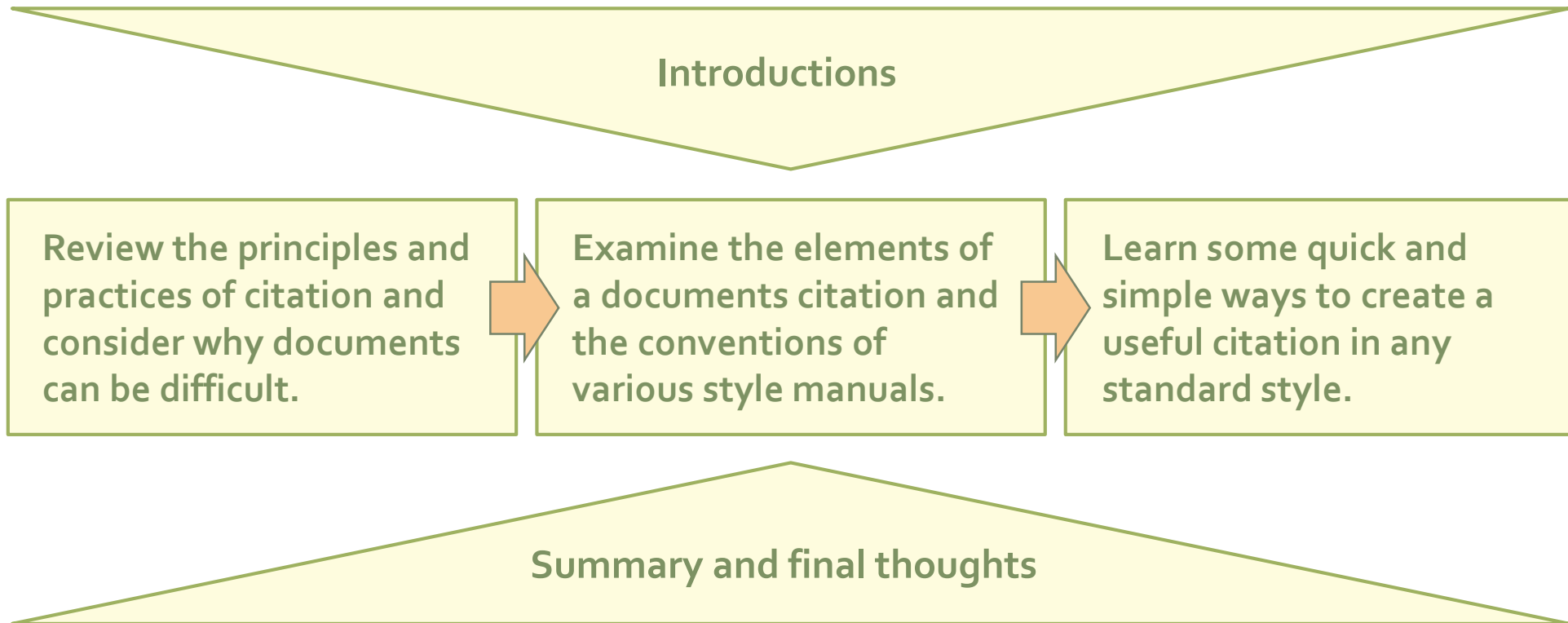
Government Information Connection

Eagle Commons Library

University of North Texas Libraries

bobby.griffith@unt.edu

940-565-2869

Overview

Introductions

| Review the principles and practices of citation and consider why documents can be difficult. | Examine the elements of a documents citation and the conventions of various style manuals. | Learn some quick and simple ways to create a useful citation in any standard style. |

Summary and final thoughts

WHAT IS GOVERNMENT INFORMATION?

Definitions and examples

Government Publications

- Works published by or for government **agencies**
  - Federal
  - State
  - County
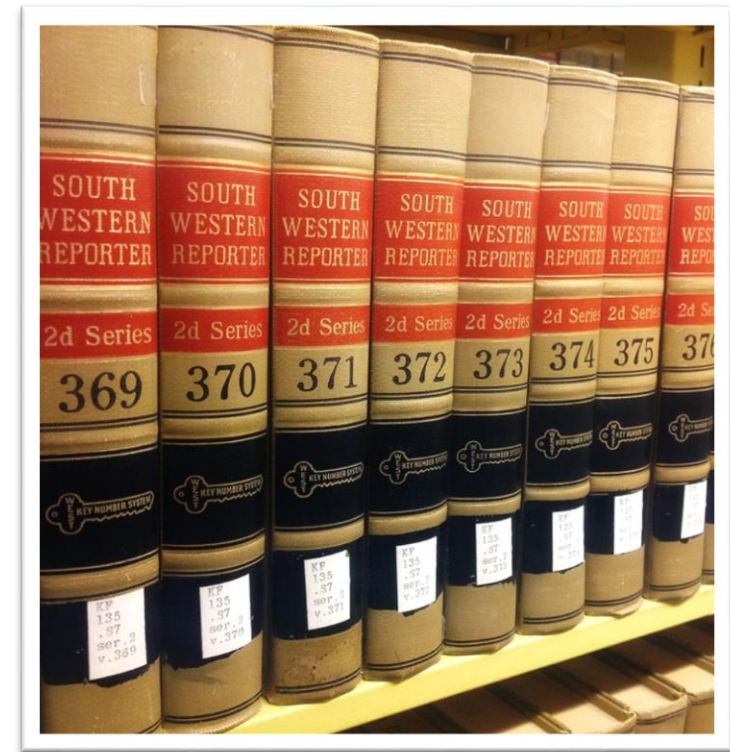 - Municipal
  - Foreign

- Works published by or for governmental or intergovernmental **organizations**
  - International
  - National
  - Regional

Other Sources

- Legal materials

- Maps and other cartographic materials

- Clearinghouse documents (NTIS, ERIC)

- Archival materials

- Unpublished reports ("gray" literature)

- FOIA documents

PURPOSES AND PRINCIPLES OF CITATION

What we are doing and why

Why Cite?

- **Integrity**: Give credit to others for their ideas.

- **Authority**: Support your assertions with respected, reliable sources.

- **Direction**: Help researchers locate your source to verify statements and explore further.

"Because someday the information that someone else wants will be yours."

— Son of Citation Machine®
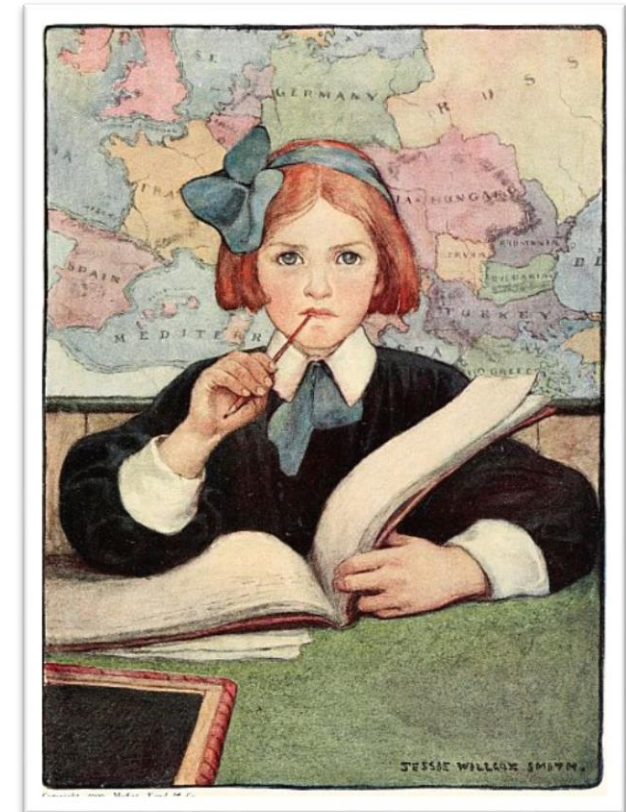
(Illustration: Jesse Willcox Smith, "Then the Scholar, / With eyes severe and hair of formal cut," p.35. In *The Seven Ages of Childhood*, verses by Carolyn Wells. New York: Moffat, Yard and Company, 1909. Available at: Project Gutenberg, gutenberg.org/files/45270/45270-h/45270-h.htm)

Why Citation Forms?

- To spare the writer or editor from having to think about citation form.

- To economize on space and the reader's time.

- To provide information to the reader.

- To minimize distraction.

—Richard A. Posner, "Goodbye to the Bluebook,"
University of Chicago Law Review 53:4 (Autumn 1986)
p. 1344.
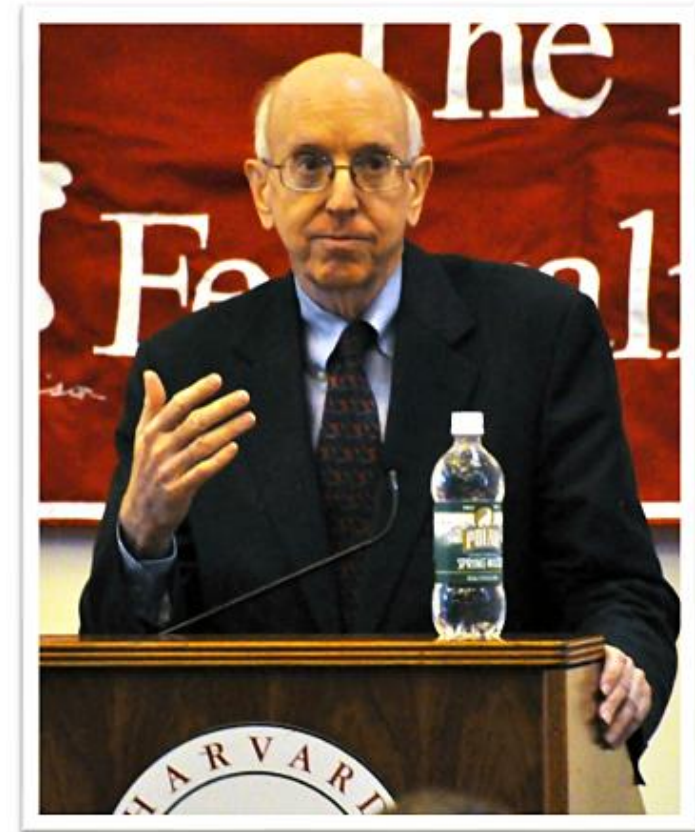
Standard Elements of a Citation

Author. *Title*. Location: Publisher, Date.

- **Who**:   Author (Who wrote this?)

- **What**:   Title (What is it called?)

- **Where**:   Location (Where did it come from?)

- **How**:   Publisher (How was it made?)

- **When**:   Date of Publication (When was it made?)

Documents Are Different

- Non-traditional **publication and distribution** methods.

- Multiple, obscure, or missing **titles**.

- Corporate and personal **authors**.

- Divided **publisher** responsibilities.

- Many obscure and complex **numbers**.

- Multiple, often unconventional **formats**.

- Neglected by standard **style manuals**.

Citation is an Art, Not a Science

- No single correct way to cite a document.

- Purpose → content → format.

- An ideal citation will be **clear**, **concise**, and **consistent** so that it provides useful information to the reader quickly and easily with a minimum of distraction.

(Image: Arthur Rothstein, photographer. *Atlanta University, Atlanta, Georgia. Students in Library Stacks.* March, 1942. Photograph retrieved from the Library of Congress: https://www.loc.gov/item/2017828802/)
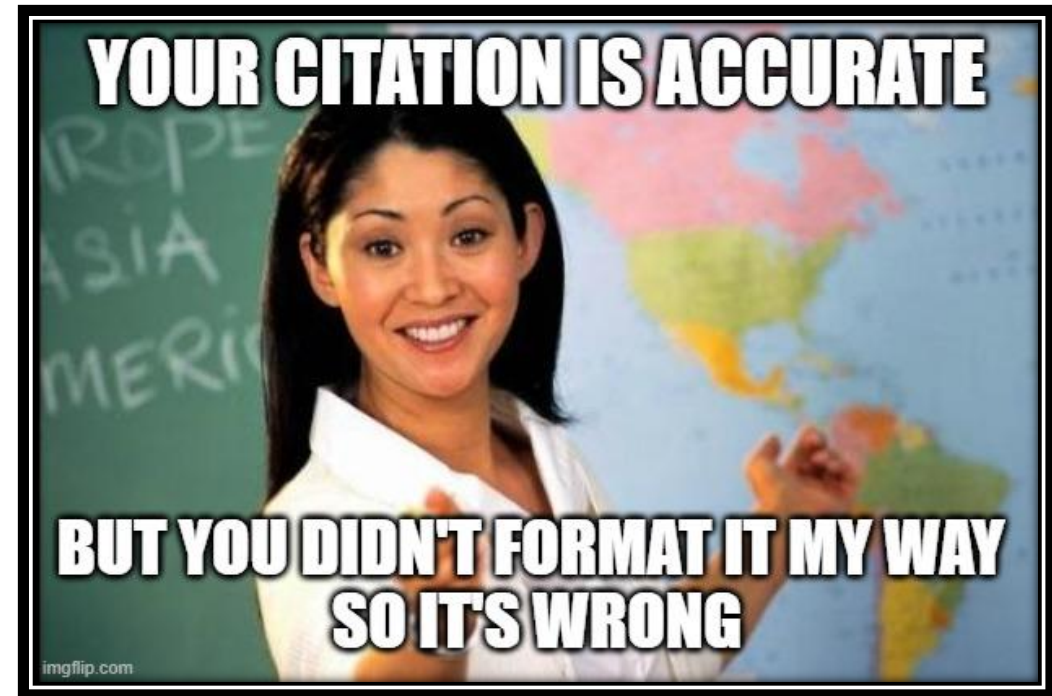
Who's the Decider?

- The writer can seek out guidance
- The librarian can make suggestions
- The style manual can provide standards

But . . .

The final authority for style and format is always the instructor or editor.

(Image created with Imgflp meme generator at https://imgflip.com/memegenerator.)

Get a Grip

If wrestling with documents citations has you in knots, follow these three simple steps to dominate your data and maintain control over your format:

1) **Assemble** the information you need for each element of your citation.

2) **Arrange** this information in a standard citation format developed especially for the peculiar characteristics of government publications.

3) **Adapt** your citation to whichever specific style guide you have been assigned to use.

WRESTLING

AVAL OPERATIONS, U. S. NAVY
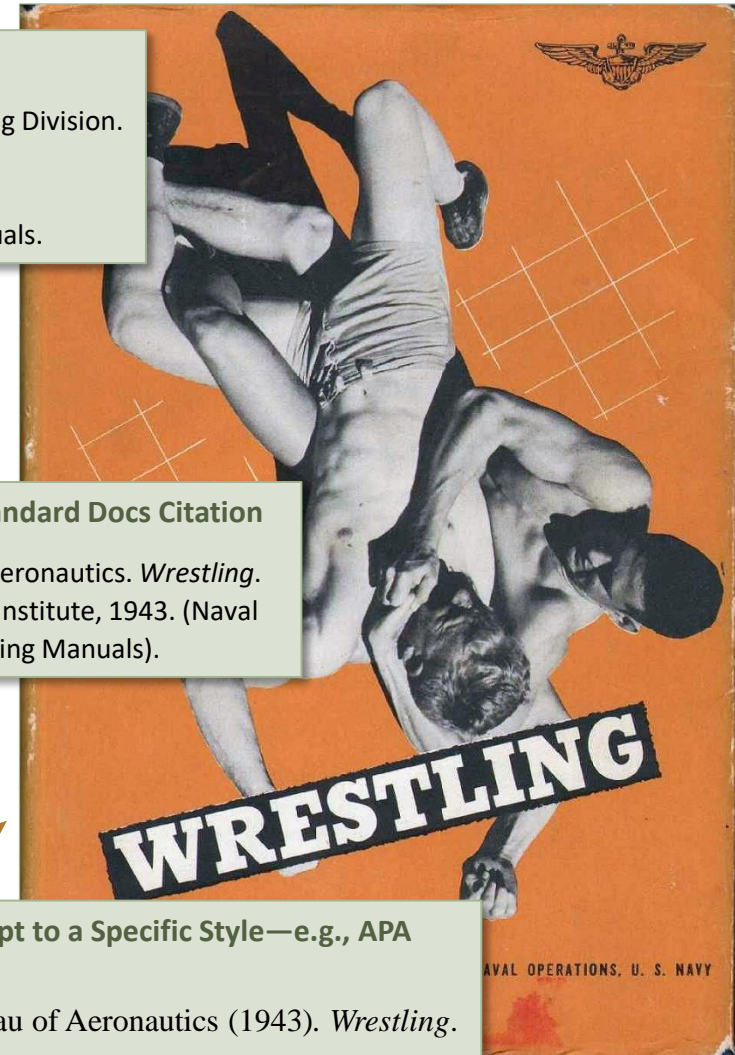
ELEMENTS OF A DOCUMENTS CITATION

Author, title, imprint—and more!

Garner/Smith Style

- Manual: *The Complete Guide to Citing Government Information Resources*, 3rd ed. (2002).

- Used for citing federal, state, foreign, and international government information.

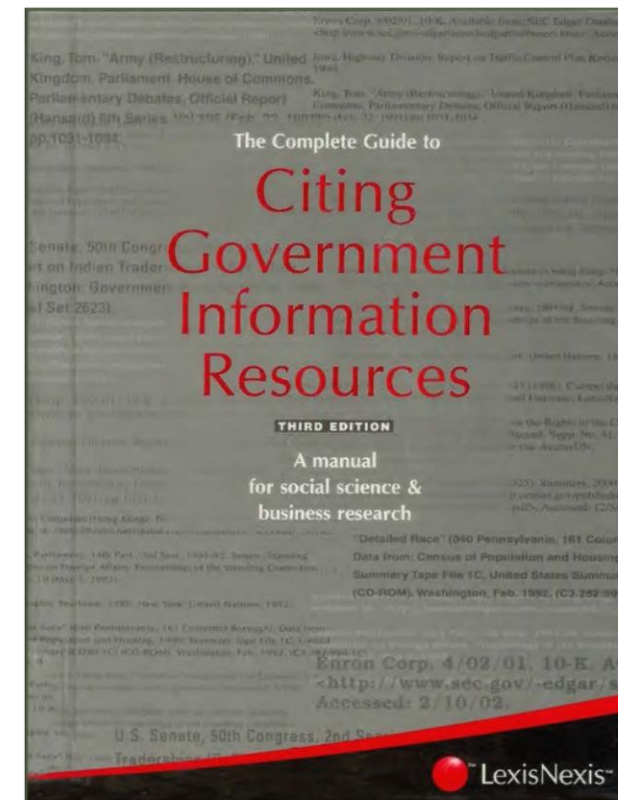- **Most comprehensive guide, but is now rather dated.**

- **Format is based on ANSI/NISO standard.***

- **Organized by citation elements, not by type of work.**

- **Quick Citation Guide gives many specific examples.**

- **Usually needs to be adapted to other styles.**

*National Information Standards Organization. *Bibliographic References*. ANSI/NISO Z39.29-2005. Bethesda, MD: NISO, approved June 9, 2005; reaffirmed May 13, 2010. Available at: https://www.niso.org/publications/ansiniso-z3929-2005-r2010

The Six Boxes

AUTHOR STATEMENT

Geopolitical Entity.
Umbrella Department,
Subagency.

TITLE STATEMENT

Main Title: Subtitle
Volume No., *Volume Title*.

IMPRINT STATEMENT

Place of Publication:
Publisher,
Date of Publication.

PART STATEMENT

Author of Part,
"Title of Part,"
Location in Main Source.

UNIQUE IDENTIFIERS

(Medium/Publication Type).
(Publication/Report No.).
By Personal Author.
Edition statement.

ANYTHING ELSE

(Series Title and No.).
(Notes).
Mode of Electronic Access.

Garner/Smith Order of the Elements

Physical Item:

Geopolitical Designation. Umbrella Department, Subagency. *Main Title: Subtitle*, Vol. No., *Volume Title* (Medium or Publication Type). (Publication or Report Number). By Personal Author. Edition Statement. Place of Publication: Publisher, Date of Publication. (Series). (Note). (SuDoc Number).

Online Item:

Geo/Political Designation. Umbrella Department, Subagency. *Main Title: Subtitle*, Vol. No., *Volume Title* (Medium or Publication Type). (Publication or Report Number). By Personal Author. Edition Statement. (Series). (Note). Available from: Website (Sponsoring Agency), [URL]; Accessed: [Date].
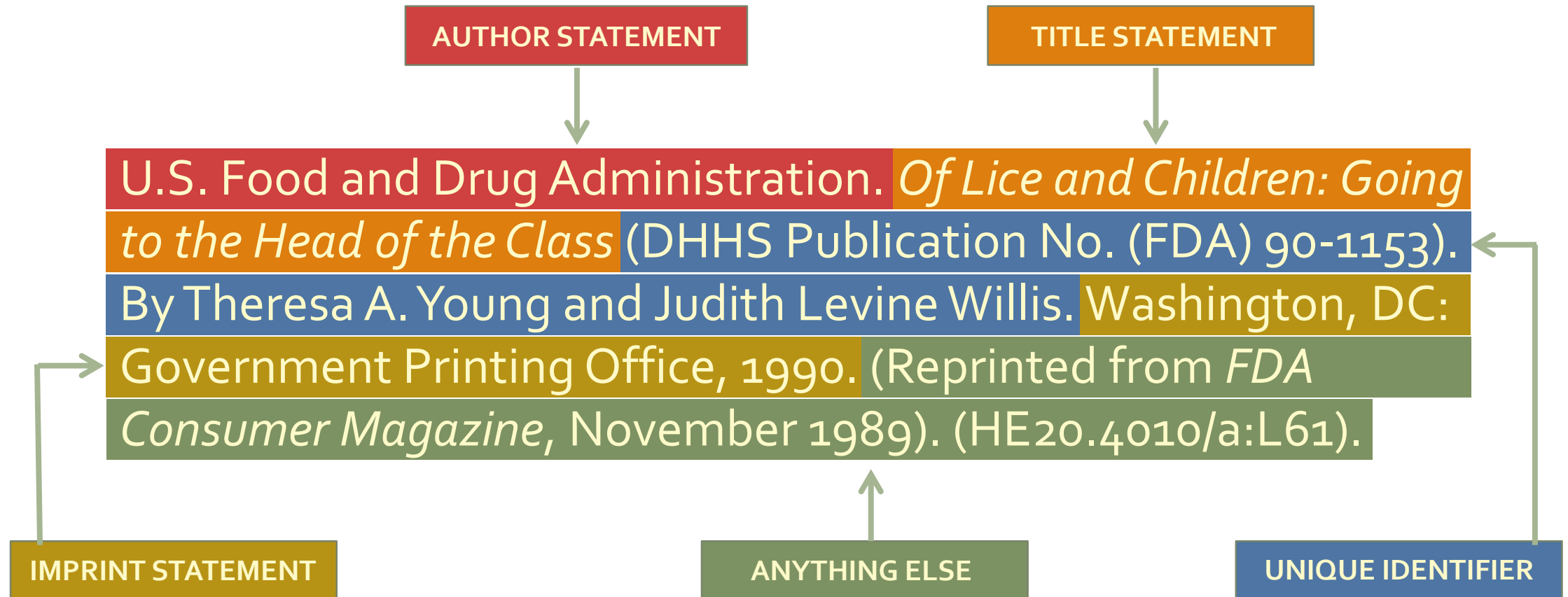
Citation Template

PART →

AUTHOR →

TITLE →

UNIQUE ID →

IMPRINT →

ANYTHING ELSE →

CITATION ELEMENTS	PUBLICATION DATA
1. Author of Part.	
2. "Title: Subtitle of Part,"	
3. Location in Main Source [Table/Page no.]	
4. Linking Word/Phrase [In] [Data from:]	
5. Geopolitical Entity,	
6. Umbrella Department,	
7. Subagency.	
8. *Title: Subtitle.*	
9. Volume Number, *Volume Title.*	
10. (Medium/Publication Type).	
11. (Publication/Report Number).	
12. By Personal Author/Editor.	
13. Edition statement.	
14. Place of Publication:	
15. Publisher,	
16. Date of Publication.	
17. (Series Title and Number).	
18. (Note).	
19. Mode of Electronic Access.	

Garner/Smith Sample Citation

AUTHOR STATEMENT

TITLE STATEMENT

U.S. Food and Drug Administration. *Of Lice and Children: Going to the Head of the Class* (DHHS Publication No. (FDA) 90-1153). By Theresa A. Young and Judith Levine Willis. Washington, DC: Government Printing Office, 1990. (Reprinted from *FDA Consumer Magazine*, November 1989). (HE20.4010/a:L61).

IMPRINT STATEMENT

ANYTHING ELSE

UNIQUE IDENTIFIER

Author Statement

Issuing Agency is almost always considered the author.

Geopolitical Designation:
- Use the common name, followed by a period.
- In a regional publication, put any geopolitical designation after the agency's name.

Umbrella Department and Subagency:
- Give the highest and lowest levels in the hierarchy.
- If the very lowest agency is obscure, you might stop at a level above.
- Well-known agencies don't need the upper-level department.
- If there are multiple agencies, cite the first one as the author.

Personal Author goes in byline after the title unless the work clearly represents a POV other than the agency's.

Author—Examples

Hierarchy: U.S. Department of Labor, Employment Standards Administration.

Well-known Subagency: U.S. Census Bureau.

State: Pennsylvania. House, Committee on Aging and Older Adult Services.

Municipal: Denton, TX. Public Schools.

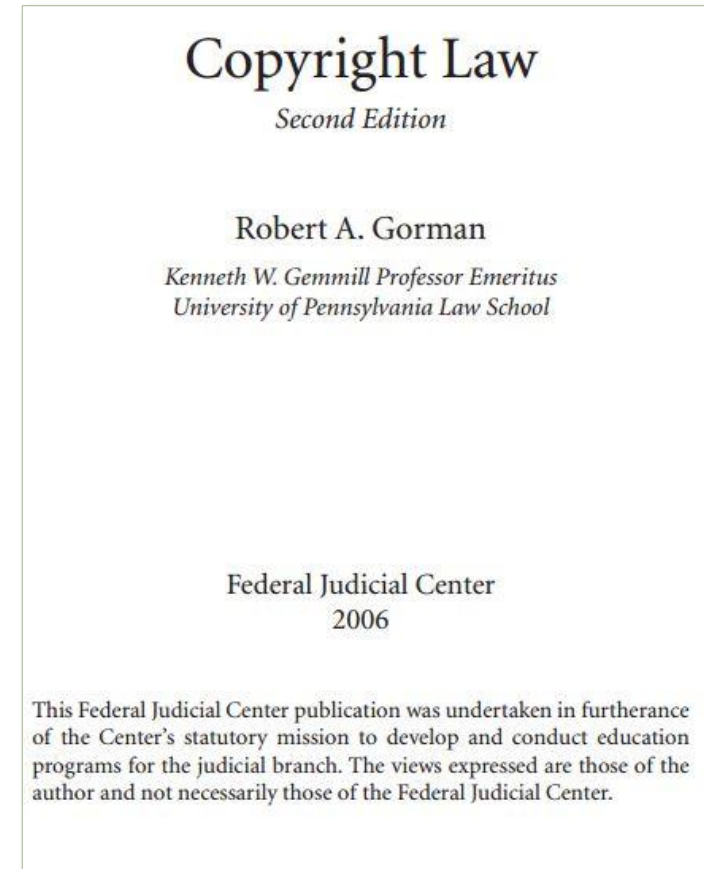**Organization**: Centre Regional Planning Commission (PA).

Personal Author—Examples

First Option (Byline after Title):
U.S. Department of Justice, Federal Judicial Center.
Copyright Law. By Robert A. Gorman. 2nd ed.
Washington: Government Printing Office, 2006.
(JU13.2:L41/2006).

Second Option (Name in Primary Position):
Gorman, Robert A. *Copyright Law.* 2nd ed. Washington:
Federal Judicial Center, 2006. (Distributed by U.S.
Government Printing Office). (JU13.2:L41/2006).

Copyright Law
Second Edition

Robert A. Gorman
Kenneth W. Gemmill Professor Emeritus
University of Pennsylvania Law School

Federal Judicial Center
2006

This Federal Judicial Center publication was undertaken in furtherance of the Center's statutory mission to develop and conduct education programs for the judicial branch. The views expressed are those of the author and not necessarily those of the Federal Judicial Center.

Title Statement

- **Multiple titles**: Use the one on the title page.

- **No title**: Indicate the subject in brackets.

- **CDs and microform**: Take title from document image, not from packaging.

- **Titled volume in a set:** Include set title, plus volume number and title.

- **Project title or series title**: Put in a note at the end of the citation.

- **Popular title**: Put in a note at the end of the citation.

Title—Examples

Volume Title:
U.S. Smithsonian Institution. *Handbook of North American Indians.* William C. Sturtevant, General Editor. Vol. 2, *Indians in Contemporary Society.* Volume edited by Garrick A. Bailey. Washington: Government Printing Office, 2008. (SI1.20/2:2).

Series Title:
U.S. Library of Congress, Federal Research Division. *Colombia: A Country Study.* Edited by Rex A. Hudson. 5th ed. Official U.S. Government edition. Washington: Government Printing Office, 2010. (Area Handbook Series, 550-26). (LC1.60:C71/2010).

Popular Name:
U.S. Department of Justice. *Report on the Investigation into Russian Interference in the 2016 Presidential Election.* By Robert S. Mueller, III. Redacted version. Official U.S. Government edition. Washington: Government Publishing Office, 2019. (Known as: The Mueller Report). (J1.128:R92/OFFICIAL).
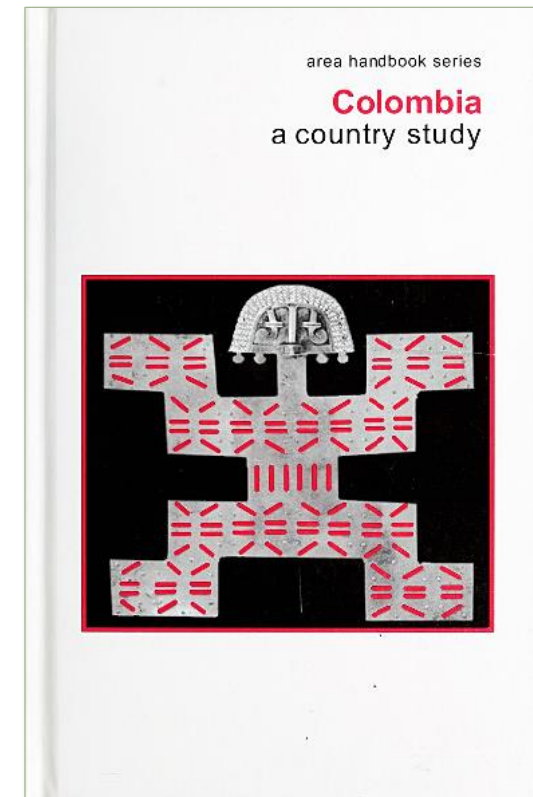
Unique Identifiers

Added after title to distinguish this item from similar works.

Format Statement: Describes the physical nature of the document.
- **Medium**: Material it is made of, such as microfiche, CD, film, or electronic.
- **Publication type**: Genre and layout, such as pamphlet, poster, map, or coloring book.

Publication or Report Number: Identification assigned by the issuing agency.
- Usually includes an agency acronym, such as NASA or OSHA.
- Don't confuse with other numbers such as call number, series number, or contract number.

Edition Statement: Distinguishes different versions of the same publication.
- Use the edition statement as it appears on the document.
- Do not add an edition statement if the title indicates the edition.

Unique Identifiers—Examples

Publication Type:
U.S. National Aeronautics and Space Administration. *Space Travel Hazards* (Game) (NP-2009-2-075-GSFC). [Washington, 2009?]. (NAS1.2:T69/2/KIT).

Publication Number:
U.S. Dept. of Health, Education, and Welfare. National Institutes of Health. *Discovering Yourself in the Brain Age: Journey to the Universe of Inner Space* (Pamphlet) (DHEW Pub. No. (NIH) 72-330). Washington: Government Printing Office, 1973. (HE20.3002:B73/2).

Edition Statement:
Texas State Library. *The CREW Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Public Libraries.* Revised and updated by Belinda Boon from the 1976 *CREW Manual* by Joseph P. Segal. Austin, TX: TSL, 1995.

Imprint Statement

- **Place of Publication**:
  - Use place given on document.
  - If no place given, but you can make a guess, put place in brackets.
  - If you can't make a reasonable guess, use "n.p." for "no place."

- **Publisher**:
  - If GPO is named anywhere in the document, use that as the publisher.
  - If issuing agency is publisher, you don't need to repeat the name in imprint statement. You may leave it out, substitute something like "The Agency," or abbreviate it.

- **Date of Publication**:
  - Use date of printing, not date of title, data, event, or adoption.
  - Might be year, month, or date. Use form that will help locate the document.
  - If item is undated, use the format [by xxxx] based on date stamp, or "n.d." for "no date."

Imprint—Examples

GPO as Publisher:
U.S. Census Bureau. *Statistical Abstract of the United States: 2012*. 131st ed. Washington: Government Printing Office, 2011. (C3.134:2012).

Issuing Agency as Publisher:
City of Denton, TX. *Comprehensive Plan for Human Services.* Prepared by Jim Jones, Director of Community Development, et al. Denton: The City, 1977.

Unknown Place of Publication:
U.S. Dept. of the Treasury, Internal Revenue Service. *Deskercise* (Pamphlet) (IRS Document 6888(9-83)). [Washington?]: IRS, 1983. (T22.2:D46).
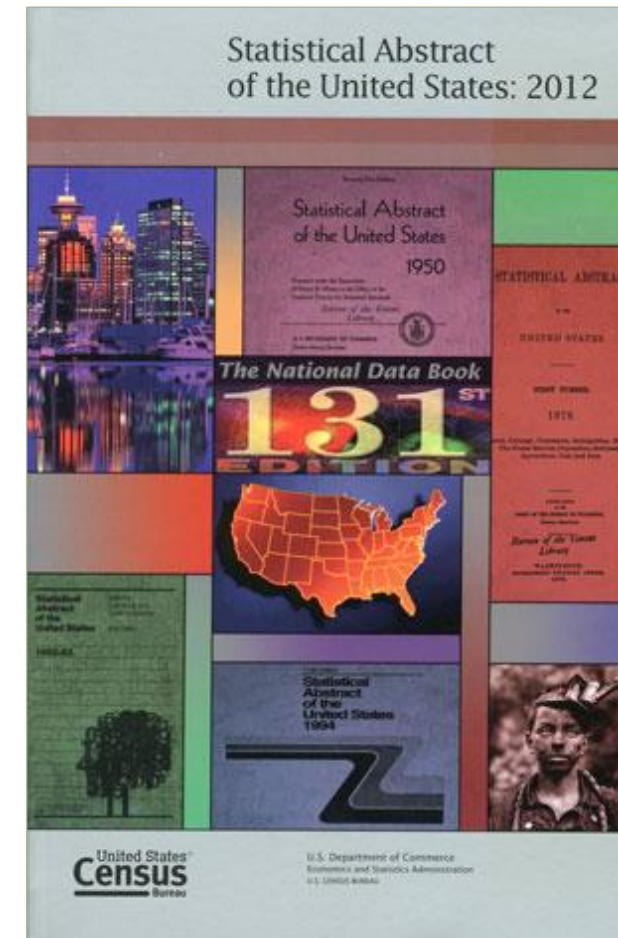
Anything Else

Series Statement: Umbrella title for a group of related publications.
- Identify the series title in a note at the end of the citation.
- Include the series number unless it is included elsewhere in the citation.

Notes: Any information that doesn't fit into the other categories.
- **Required**: Microform set information; Reprint note; Clearinghouse No.; SuDoc No.
- **Optional**: Language; ISBN; Multimedia characteristics; Catalog number.
- **CD/DVD, etc.**: Data format; No. of disks; System requirements; Access software, Print documentation. (Include this data only if it seems important to your readers.)
- Anything else that might seem important. Often there are notes in the catalog record that you might want to include here.

Mode of Access: Information on how to access an online electronic document.

Notes—Examples

Series Statement:

U.S. Dept. of the Interior, Office of the Special Trustee for American Indians. *The Choice* (Comic book). By Rose Red Elk. Illustrated by Matthew Barkhausen. Washington: OST, 2015. (Empowerment $aga, Vol. 1, Issue 6). (I 20.2:EM 7/3/CHOICE).

Microform Set:

Tsujimoto, Joseph I. *Teaching Poetry Writing to Adolescents*. Urbana, IL: ERIC Clearinghouse on Reading and Communication Skills; National Council of Teachers of English, 1988. (ERIC microfiche; ED 295 214).

Mode of Access:

U.S. Dept. of the Interior, U.S. Geological Survey. *Make Your Own Paper Model of a Volcano*. By Tau Rho Alpha and Leslie C. Gordon. Menlo Park, CA: USGS, 1991. (USGS Open-File Report 91-115A). Available at: https://doi.org/10.3133/ofr91115A; Accessed: 7/19/2020.

EMPOWERMENT $AGA
THE CHOICE
VOLUME 1 ISSUE 6
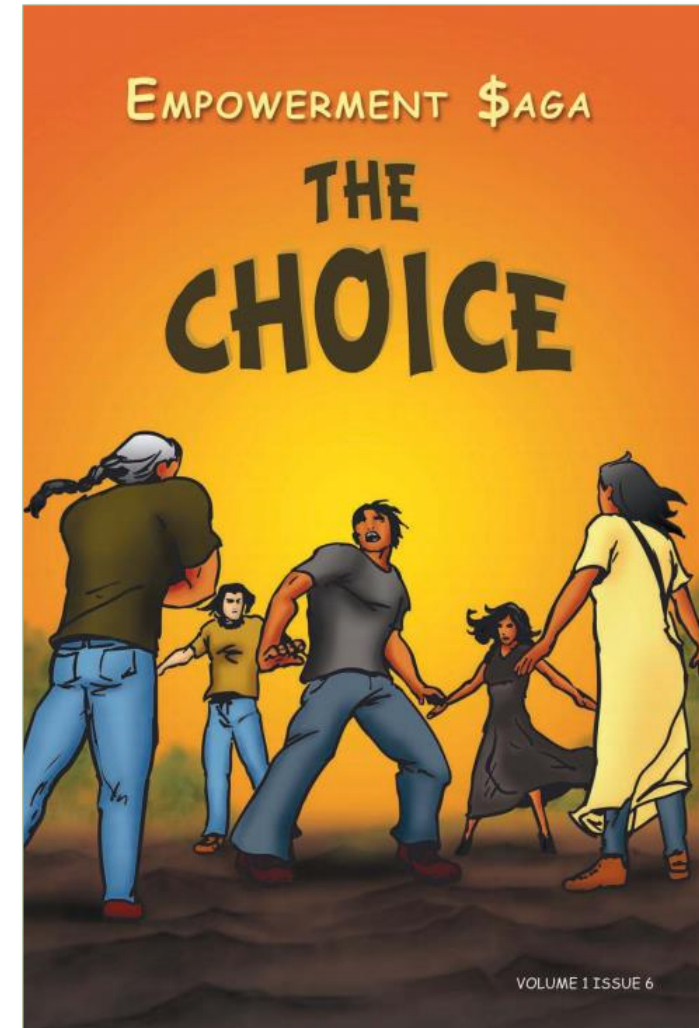
More Notes—Examples

Language:
U.S. Federal Trade Commission. *La familia Rivera evita las estafas de telemercadeo* [Fotonovela]. Washington, 2017. (Available in English). (FT1.2:T23/9/SPAN.).

Film and Video Characteristics:
U.S. National Aeronautics and Space Administration, Marshall Space Flight Center. *Water Recycling 101: Urine* (Video file). June 23, 2017. (1 min., 11 sec., col.). Available at: YouTube, https://www.youtube.com/watch?v=QF1tG6wb82g; Accessed: 7/19/2020.

SuDoc Number:
U.S. Library of Congress, Congressional Research Service. *Respectfully Quoted: A Dictionary of Quotations Requested from the Congressional Research Service.* Edited by Suzy Platt. Washington: Government Printing Office, 1989. (LC14.2:D56).

Part within a Larger Work

Author of Part. "Title of Part," page number or range. In [continue with complete standard citation of the larger work].

Chapter in a Book:
Sendak, Maurice, with Virginia Haviland. "Questions to an Artist Who Is also an Author," pp. 25–45. In U.S. Library of Congress. *The Openhearted Audience: Ten Authors Talk About Writing for Children*. Edited by Virginia Haviland. Washington: Government Printing Office, 1980. (Article reprinted from *Quarterly Journal of the Library of Congress*, 28:4 (October 1971), pp. 262–280). (LC1.2:OP2).

Statistical Table:
"Table 2.36: Agency Hate Crime Reporting by State, 2000," p. 63. In U.S. Dept. of Justice. Federal Bureau of Investigation. *Crime in the United States: 2000.* Washington: Government Printing Office, 2001. (Uniform Crime Reports). (J1.14/7:2000).
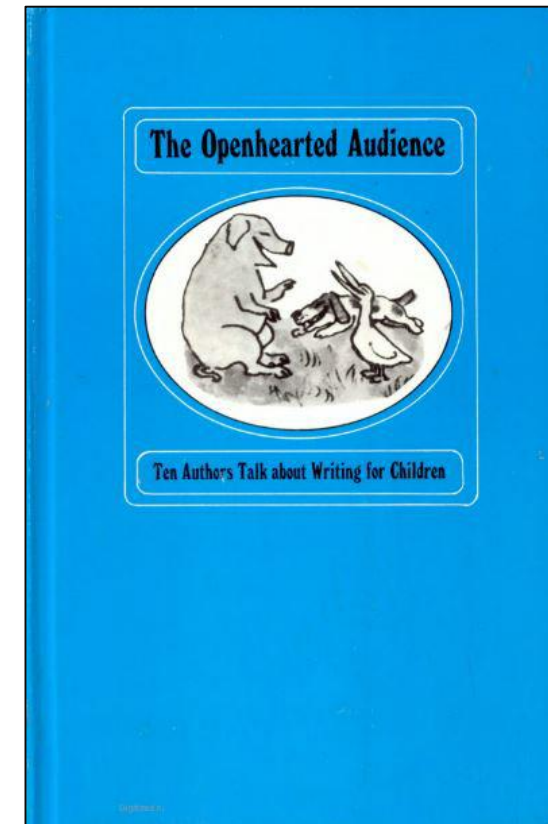
Article in a Periodical

Author of Article. "Article Title," *Periodical Title* volume number:issue number (date) page numbers. (Identification of Issuing Agency if not already apparent).

Vernon, John. "Jim Crow, Meet Lieutenant Robinson: A 1944 Court-Martial," *Prologue: Quarterly of the National Archives and Records Administration* 40:1 (Spring 2008) pp. 36–43. (AE1.111/2:40/1).
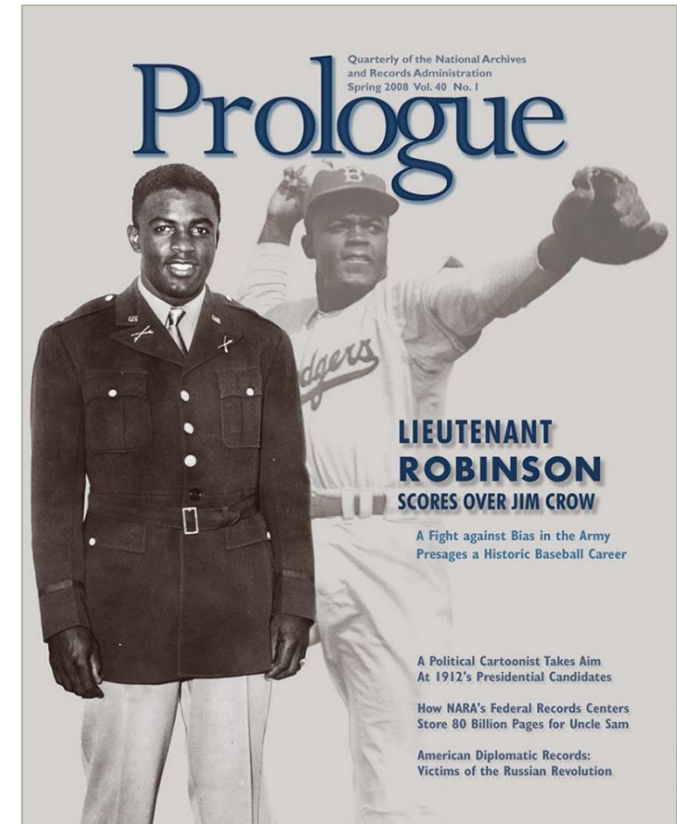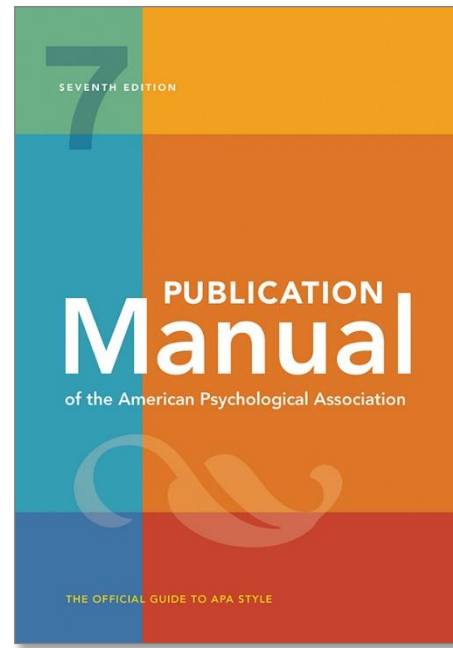
STYLE MANUALS
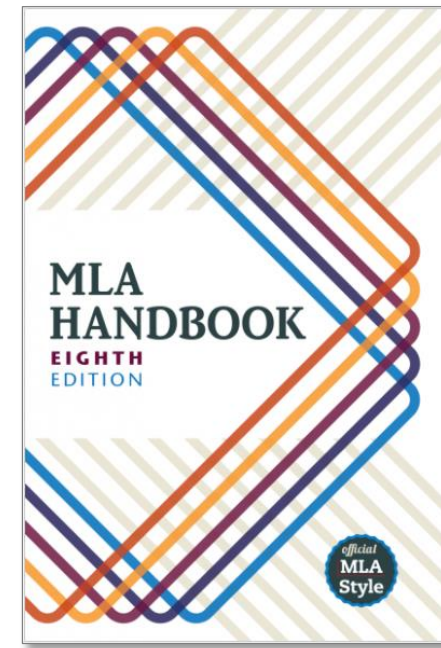
Variations on a theme

Popular General Style Manuals

Chicago

APA

MLA

Chicago Style

- Manual: *The Chicago Manual of Style*, 17th ed. (2017).
- Popular guide to manuscript preparation.
- Used in business and humanities.

- **Two options: Author-Date or Notes-Bibliography; Author-Date style puts date after author's name.**
- **Single space, hanging indent.**
- **Use US abbreviation in author statement.**
- **Series title goes after main title, not in note field.**
- **Use periods between elements. Do not put publication data in parentheses.**
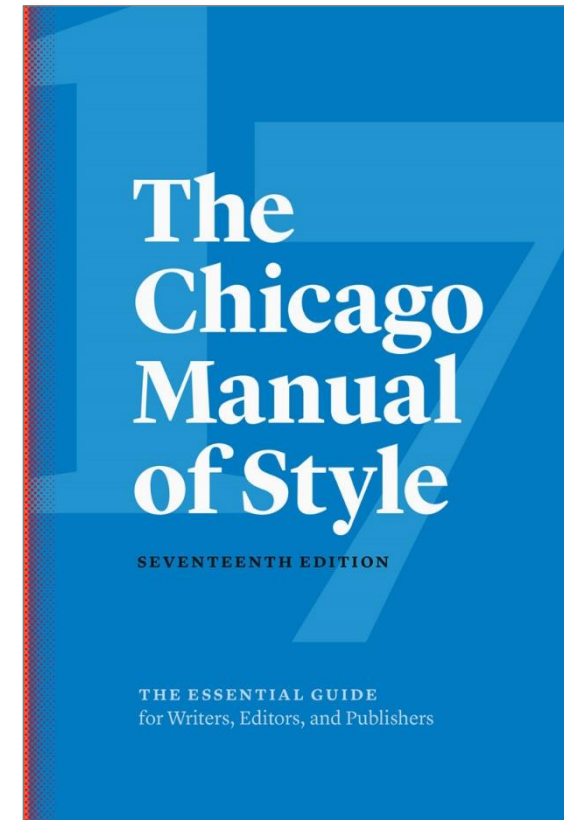
Chicago Style—Example

Geopolitical Unit and Agency. *Title: Subtitle.* Editor, compiler, or translator. Edition. Series title, vol., no. Place of publication: Publisher, year of publication. Notes. URL.

US Department of Health and Human Services. National Institutes of Health. National Cancer Institute. *Taking Part in Cancer Treatment Research Studies*. NIH Publication No. 16-6249. [Bethesda, MD?]: NCI Office of Communications and Public Liaison, 2016. http://purl.fdlp.gov/GPO/gpo115571.
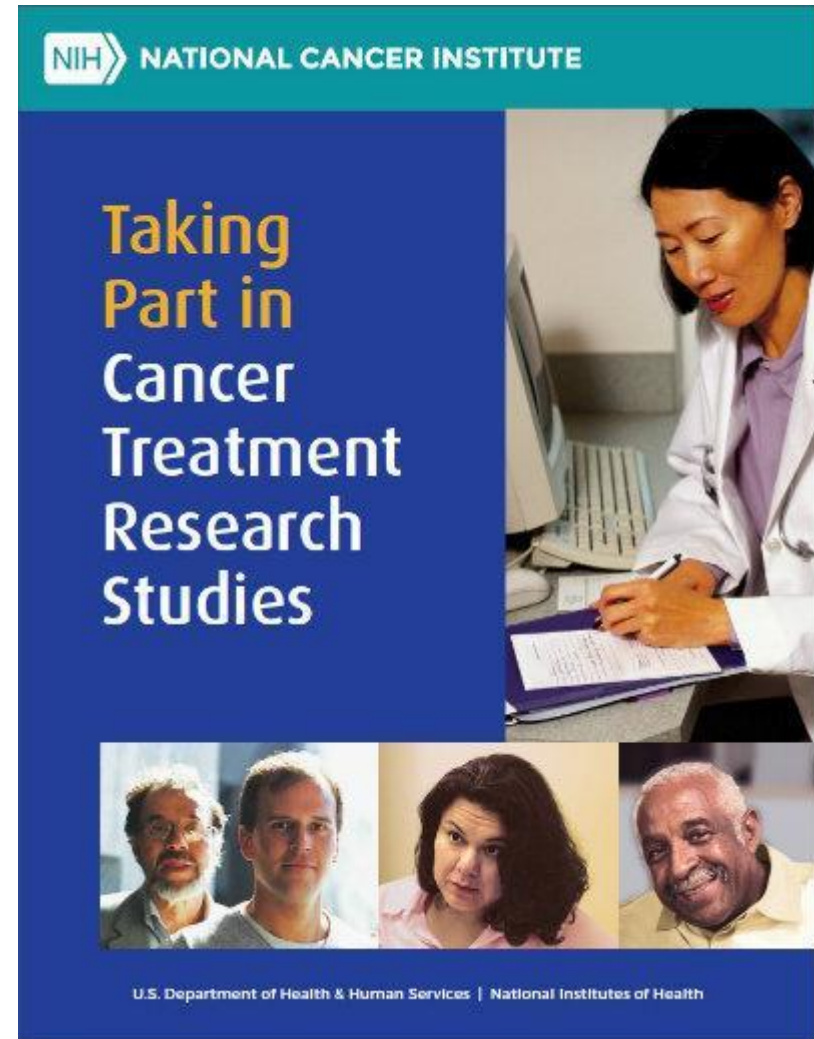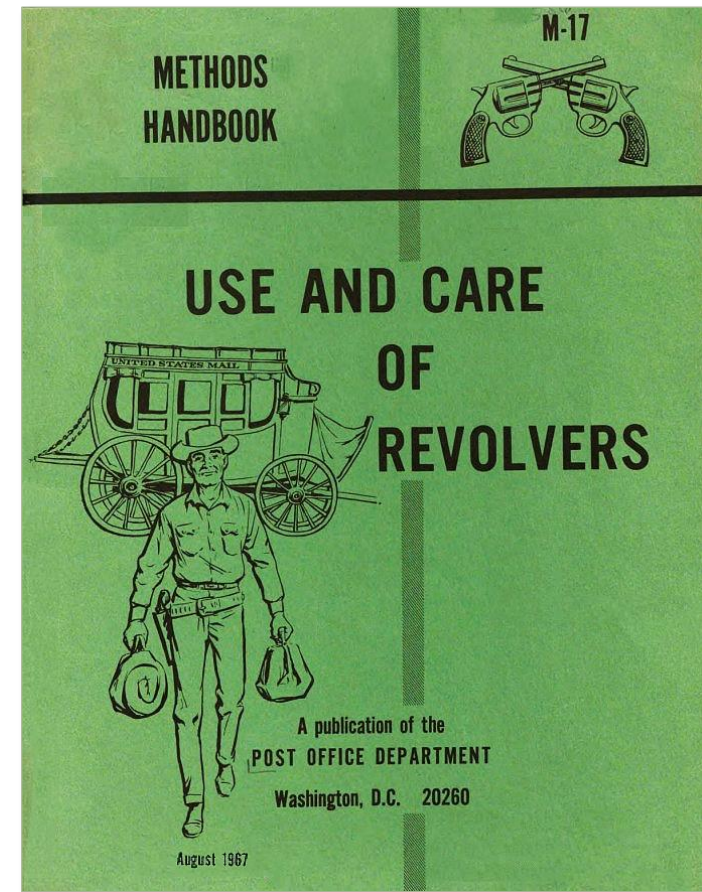
APA Style

- Manual: *Publication Manual of the American Psychological Association*, 7th ed. (2020).
- Used in social sciences and for scientific papers.

- **Use lowest-level agency as author and upper-level agencies as publisher unless confusion would result.**
- **Separate government levels with commas.**
- **Put date in parentheses after author.**
- **Put title in sentence case.**
- **Omit place of publication; omit publisher if same as author.**
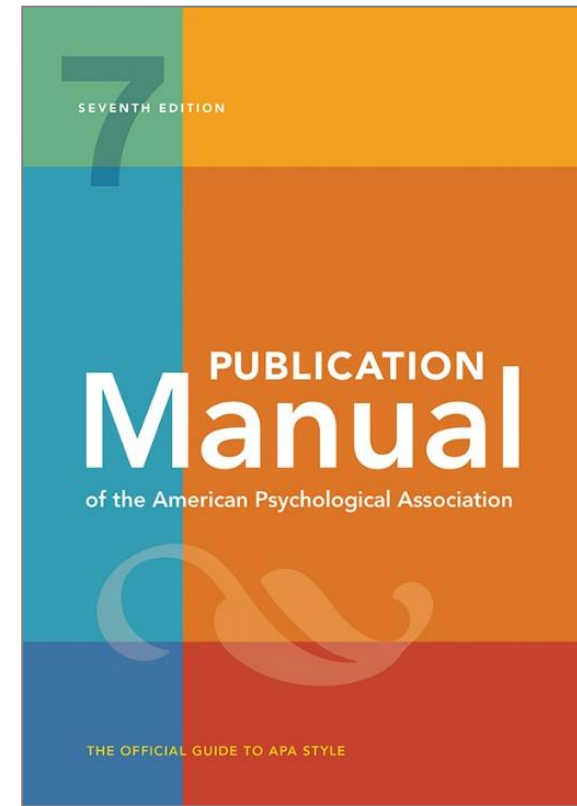
APA Style—Example

Subagency as Issuing Agency. (Date). *Title of work* (Publication No.) [Publication type]. Umbrella Agency as Publisher. DOI or URL.

Bureau of the Chief Postal Inspector. (1967). *Use and care of revolvers*. [Handbook]. U.S. Post Office Department; distributed by U.S. Government Printing Office.

MLA Style

- Manual: *MLA Handbook for Writers of Research Papers*, 8th ed. (2016).

- Used in liberal arts and humanities.

One Template: Every source uses the same template for formatting.

Core Elements: Put information where relevant for your purposes; omit any element that does not apply.

Containers: A source may nest within a container, which may nest within another container. Each container has its core elements.

Other Considerations:
- **Omit the place of publication in book citations.**
- **If the issuing agency is also the publisher, omit the author statement.**
- **Optional information may added at end or where relevant.**

1 Author.
2 Title of source.
3 Title of container,
4 Other contributors,
5 Version,
6 Number,
7 Publisher,
8 Publication date,
9 Location.

MLA Style—Example

Author. "Title." Optional elements. *Title of container*, other contributors, version, number, Publisher, Publication Date, Location. Optional elements. *Title of 2nd container*, Other contributors, version, Number, Publisher, Publication date, Location. Optional elements.

Sousa, John Philip. "The Liberty Bell: March." 1893. *The Complete Marches of John Philip Sousa*, edited and corrected by Jason K. Fettig and Donald Patterson, vol. 3, no. 48, United States Marine Band, 2016. Audio track, full score, and parts. *United States Marines.* marineband.marines.mil/Audio-Resources/The-Complete-Marches-of-John-Philip-Sousa/The-Liberty-Bell-March/. Accessed 28 June 2020.
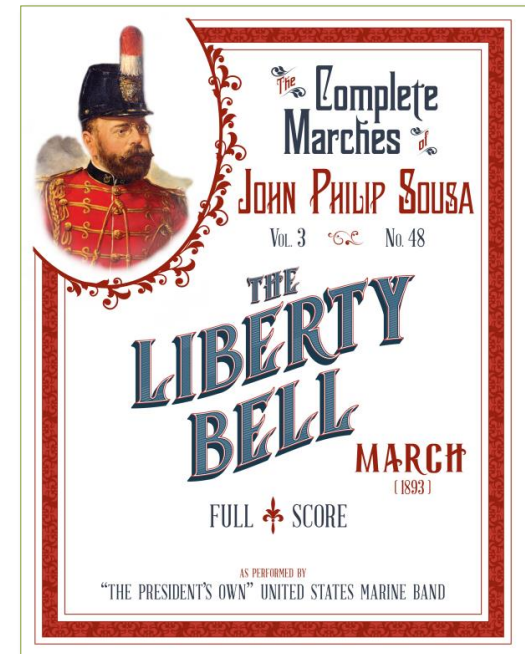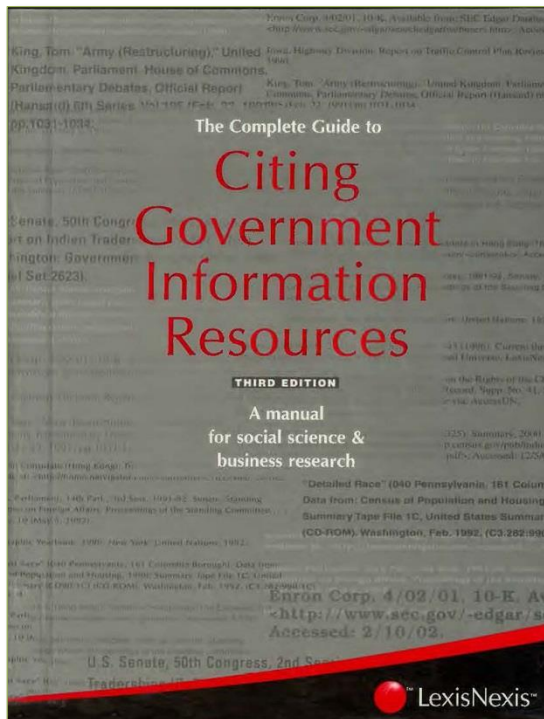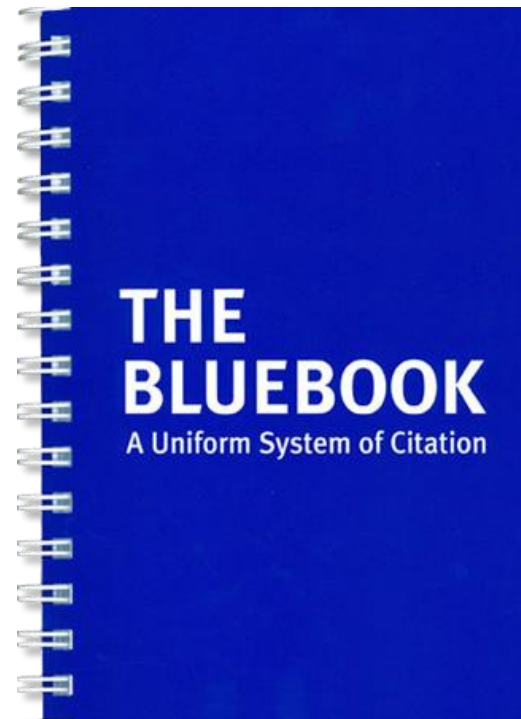
SPECIAL CASES
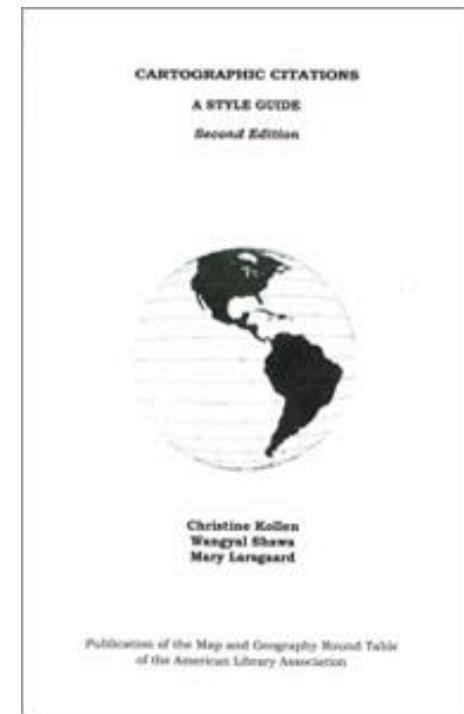
Beyond the standard template

Specialized Style Manuals
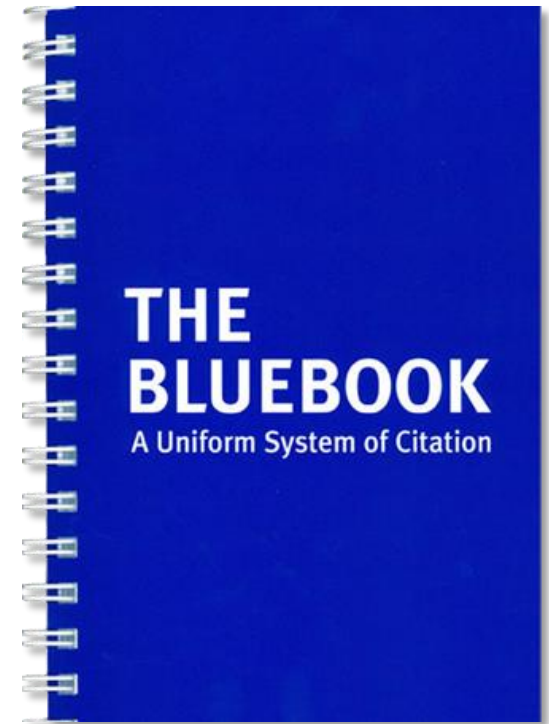
Government Documents

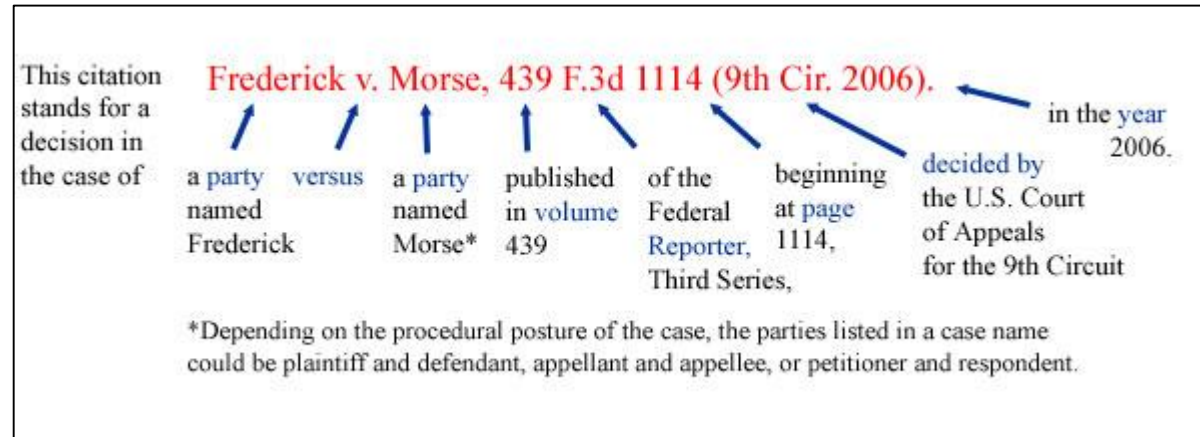**Legal Materials**

Cartographic Works

Citing Legal Materials

- Manual: *The Bluebook: A Uniform System of Citation,* 20th ed. (2015).

- Good online quick citation guides:
  - Tarlton Law Library: tarlton.law.utexas.edu/bluebook-legal-citation/
  - Cornell Legal Information Institute: www.law.cornell.edu/citation/

- Use for citing legal materials, which include constitutions, statutes, regulations, and judicial opinions, as well as other legislative and executive materials such as bills, hearings, executive orders, and administrative decisions.

- Primarily for notes rather than bibliographies.

- APA, MLA, and Chicago defer to *Bluebook* style for legal materials. See Tarlton guide for specific examples.
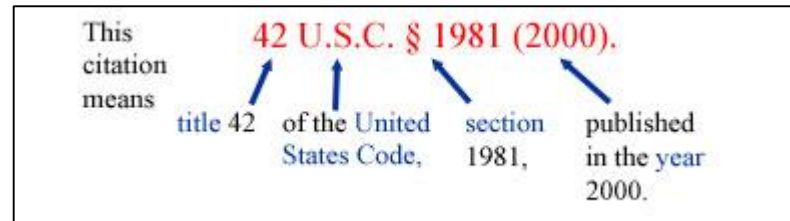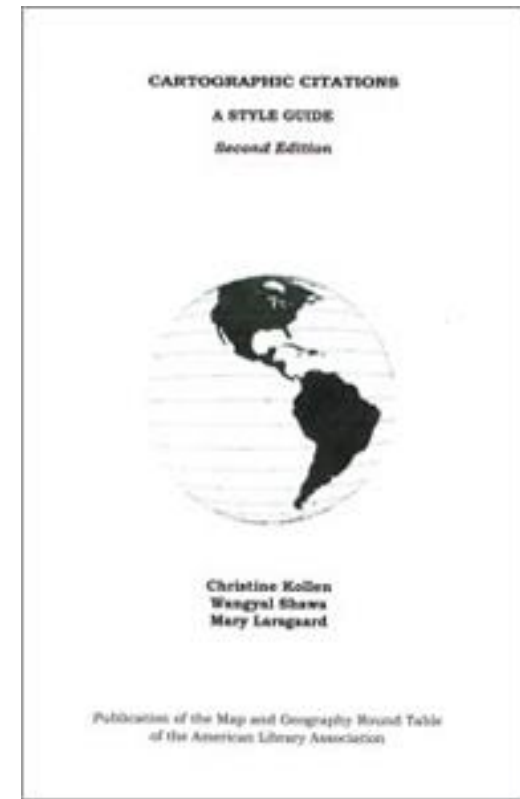
Legal Citation—Examples

Court opinion:

This citation stands for a decision in the case of

Frederick v. Morse, 439 F.3d 1114 (9th Cir. 2006).

a party named Frederick — versus — a party named Morse* — published in volume 439 — of the Federal Reporter, Third Series, — beginning at page 1114, — decided by the U.S. Court of Appeals for the 9th Circuit — in the year 2006.

*Depending on the procedural posture of the case, the parties listed in a case name could be plaintiff and defendant, appellant and appellee, or petitioner and respondent.

Statute:

This citation means

42 U.S.C. § 1981 (2000).

title 42 — of the United States Code, — section 1981, — published in the year 2000.

(Illustrations are from the Georgetown Law Library Bluebook Guide at http://guides.ll.georgetown.edu/bluebook.)

Citing Cartographic Works

- Manual: *Cartographic Citations: A Style Guide*, 2nd ed. (2010).
- Manual is based on Chicago style; may need to be adapted to other styles as well as updated to current Chicago style.

- **Be sure to include the series title/number and scale (or "scale not given") in a note.**

- **Follow templates and examples in the manual to see what other information to include.**

- **A library catalog record can help clarify elements such as author, title, and series statements.**


CARTOGRAPHIC CITATIONS
A STYLE GUIDE
Second Edition

Christine Kollen
Wangyal Shawa
Mary Larsgaard

Publication of the Map and Geography Round Table
of the American Library Association

Cartographic Citation—Examples

Paper Format:

U.S. Geological Survey. *Geologic Map of Tooting Crater, Amazonis Planitia Region of Mars*. By Peter J. Mouginis-Mark. 1:200,000. Scientific Investigations Map 3297. Reston, VA: USGS, 2015. (Prepared for NASA). (I19.91/3:3297).

Online Format:

U.S. Geological Survey. *Geologic Map of Tooting Crater, Amazonis Planitia Region of Mars*. By Peter J. Mouginis-Mark. 1:200,000. Scientific Investigations Map 3297. (Prepared for NASA). "USGS Publications Warehouse." <https://doi.org/10.3133/sim3297> (Accessed May 22, 2016).
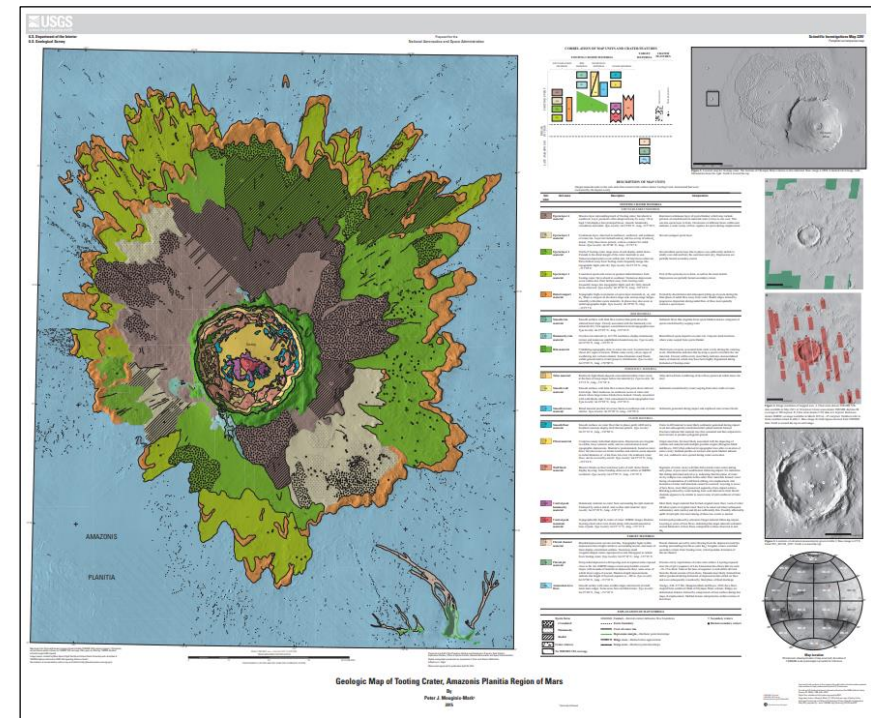
Citing Electronic Documents

Cite the most official, accessible, and permanent form of access:
- If there's a **paper version**: you may cite as a paper document.
- If there's a **DOI or PURL**: cite that instead of a more unstable URL.
- If citing from a **commercial database:** include name of vendor, but not URL.

Mode of Electronic Access Statement (use the most direct link available):
- **Direct link to document or data**: Available at: Name of site or database, URL; Accessed: Date.
- **Commercial database**: Text [or Data] from: Name of database; Accessed: Date.
- **Menu-driven access:** Retrieved from: Database: 1st Menu item: 2nd Menu item; Accessed: Date.
- **Dynamically generated data set**: Data generated using: [Data Extraction System]. Available at: Name of site or database, URL; Accessed: Date.

No imprint statement (unless official version is available in physical format).

Continually updated data: Add update frequency statement after title.

Electronic Citation—Examples

Online Version of Print Publication:
U.S. Institute of Peace. *Abrahamic Alternatives to War: Jewish, Christian, and Muslim Perspectives on Just Peacemaking*. By Susan Thistlethwaite and Glen Stassen, with contributions by Mohammed Abu-Nimer and others. Washington, October 2008. (Special Report 214). Available at: http://purl.access.gpo.gov/GPO/LPS104219; Accessed: 7/21/2020.

Menu-Driven Data Set:
The World Bank. *GNI Per Capita, Atlas Method* (Data file). Last updated July 1, 2020. Retrieved from: World Bank Data: World Development Indicators: Economy, https://data.worldbank.org/indicator/NY.GNP.PCAP.CD; Accessed: 7/29/2020.

Dynamically-Generated Data Set:
"Means of Transportation to Work by Selected Characteristics: Denton County, Texas," Table S0802. In *American Community Survey, 2018 ACS 1-Year Estimates*. Data generated using: Explore Census Data. Available at: U.S. Census Bureau, https://data.census.gov/cedsci/; Accessed: 7/22/2020.

Citing Unpublished Works

Archival Materials:

- Provide author, title or description, date, and type of material.

- Include a note identifying the collection, box number and other identifying numbers, archives name, institutional affiliation, and location.

- Check website or contact archive directly for preferred citation form.

FOIA Documents:

- Provide author and agency affiliation, title or description of document, identifying numbers, date, and number of pages.

- Include identifying numbers, agency you contacted, and how and when you obtained the document.

Internal Documents:

Indicate geopolitical unit and issuing agency, title or description of document, type of material, "n.p." for not published, and date.

Unpublished Works—Examples
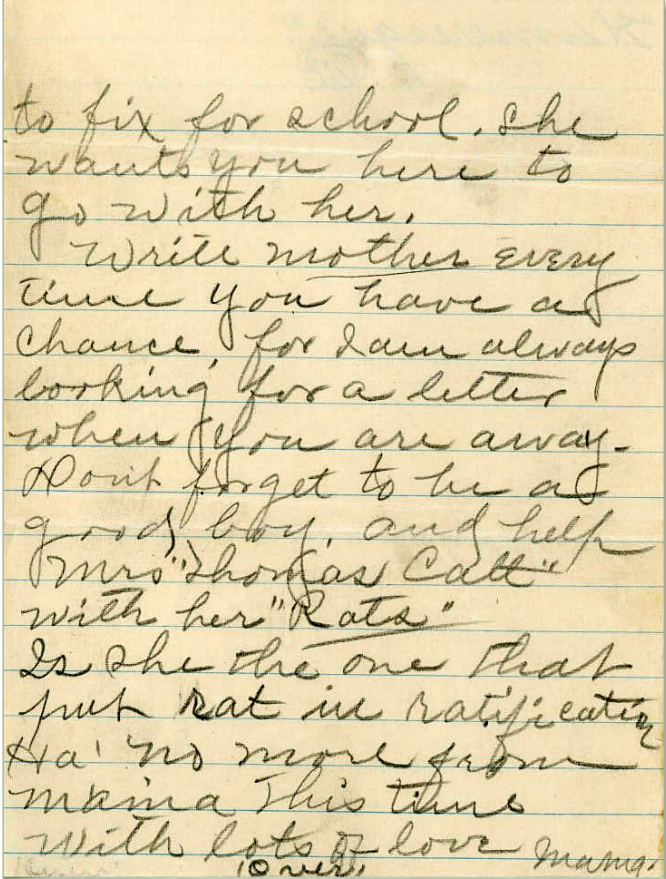
Archival Material:
Burn, Phoebe "Febb" Ensminger. Letter to Harry Burn from Mother. Aug. 17, 1920. (Manuscript). Harry T. Burn Papers; Calvin M. McClung Historical Collection, Knox County Public Library, Knoxville, TN. Available at: https://cmdc.knoxlib.org/digital/collection/p265301coll8/id/699; Accessed: 7/26/2020.

FOIA Request:
Hamilton, Donald R. U.S. Embassy, El Salvador. [Subject: Roatan Island]. Letter to Stephen Dachi, U.S. Information Agency; Mar. 2, 1983. 2 pp. Obtained under the Freedom of Information Act from U.S. Information Agency; requested as "Materials on Radio Marti" May 1983; received June 1983.

Internal Document:
U.S. Dept. of Education. *Investigation into Adolescent Promiscuity* (Mimeo). n.p., 1977.

HINTS, TIPS, AND TRICKS

A few shortcuts

A Few Shortcuts

- **Model Citation:** Similar item may have been cited in an existing publication.

- **Suggested Citation:** Found within document or website.

- **Quick Citation Guide:** Summary and list of sample citations.

- **Citation Generator:** Standalone, in online catalogs, and in research software.

- **Catalog Record:** May make elements of citation easier to identify.

These methods **always require adjustments** to make sure all the elements are included and formatted correctly. **Consult your style manual** for details.

Model Citation

See if someone has already cited this work or something similar that you can use as a model.

U.S. Commission on Civil Rights. (1981). *Who is guarding the guardians?* Washington, DC: Government Printing Office.

U.S. Civil Rights Commission. (1981). *Who's guarding the guardians*. Washington, DC: U.S. Government Printing Office.

United States Commission on Civil Rights (1981), *Who's Guarding the Guardians?*, US Government Printing Office, Washington, DC.

US Civil Rights Commission. 1981. "Who Is Guarding the Guardians? A Report on Police Practices." Vol. Washington, D.C.: U.S. Government Printing Office.

U.S. CIVIL RIGHTS COMMISSION (1981) *Who Is Guarding the Guardians? A Report on Police Practices*. Washington, D.C.: U.S. Civil Rights Commission.

You may find a variety of ways to cite the same item, some more effective than others.

Suggested Citation

- Suggested citations in older documents may be using an obsolete template.

- The specific style chosen may not be what you need, or may not be obvious.

Be sure to adapt the style and format to be consistent with your other citations.

Suggested citation

Blackwell DL, Lucas JW, Clarke TC. Summary health statistics for U.S. adults: National Health Interview Survey, 2012. National Center for Health Statistics. Vital Health Stat 10(260). 2014.

SAFER • HEALTHIER • PEOPLE™

CDC
Monitoring the
Nation's Health

Vital and Health Statistics

February 2014

Series 10, Number 260

Summary Health Statistics for U.S. Adults: National Health Interview Survey, 2012

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Centers for Disease Control and Prevention
National Center for Health Statistics
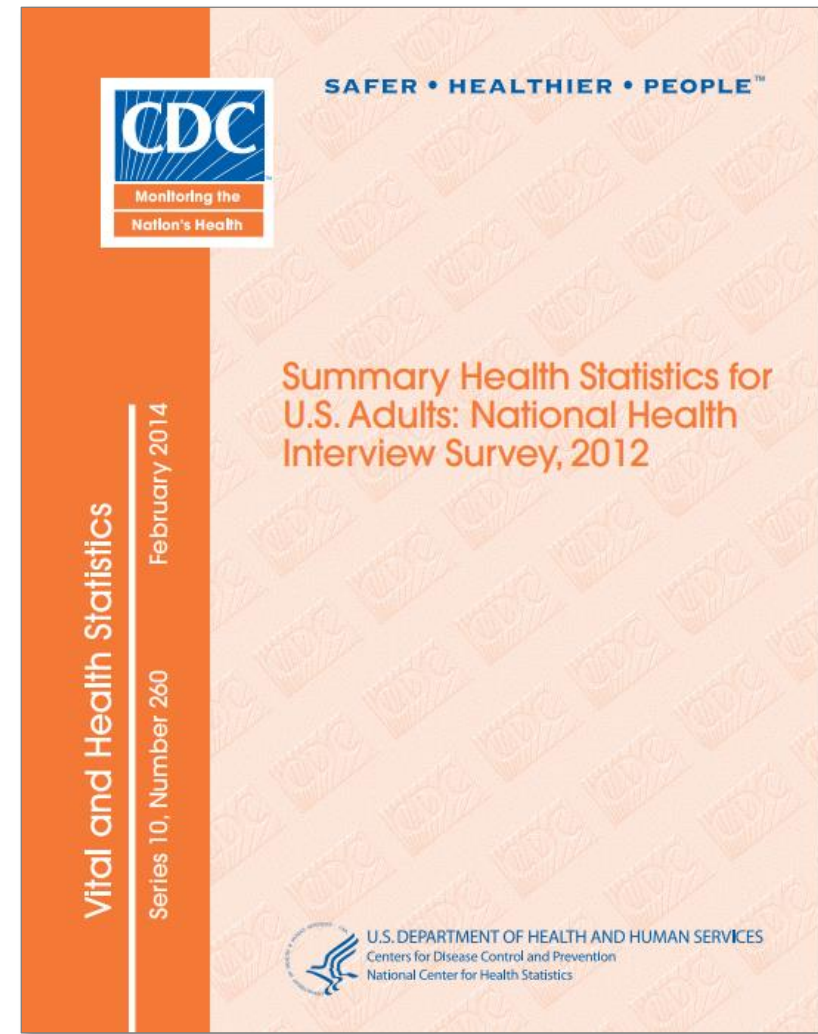
Quick Citation Guide

- Available in paper and online.

- Model citations are provided for a variety of document types.

- May not be based on the latest version of a manual.

- If the manual does not have an example, the models may have been improvised by librarians.

Report by a Government Agency or Other Organization

Organization Name. (Year). *Title of report*. URL.

United States Government Accountability Office. (2019). *Performance and accountability report: Fiscal year 2019*. https://www.gao.gov/assets/710/702715.pdf

Report by Individual Authors at Government Agency or Other Organization

Lastname, F. M., & Lastname, F. M. (Year). *Title of report*. Organization Name. URL.

Palanker, D., Volk, J., Lucia, K., & Thomas, K. (2018). *Mental health parity at risk: Deregulating the individual market and the impact on mental health coverage*. National Alliance on Mental Illness. https://www.nami.org/About-NAMI/Publications-Reports/Public-Policy-Reports/Parity-at-Risk/ParityatRisk.pdf

Citation Generator

1. Choose your style.

2. Select the type of document.

3. Edit and create your citation.

- **Online catalogs** and **reference management software** can also generate citations.

- Often **not** based on the **latest editions**.

- Often **lack information fields** specific to government documents.

- **Results are highly unreliable—**more of a "rough draft."

Catalog Record

Elements of a citation may be easier to identify in a standard catalog record than on the document itself.

Down home healthy : family recipes of Black American chefs

Author:	Leah Chase; Johnny Rivers
Publisher:	[Washington?] : National Institute of Health, National Cancer Institute, ©1993.
Series:	NIH publication, no. 93-3408.
Edition/Format:	Print book : English View all editions and formats
Rating:	☆☆☆☆☆ (not yet rated) 0 with reviews - Be the first.
Subjects	African American cooking. Low-fat diet -- Recipes. Low-fat diet.
More like this	Similar Items

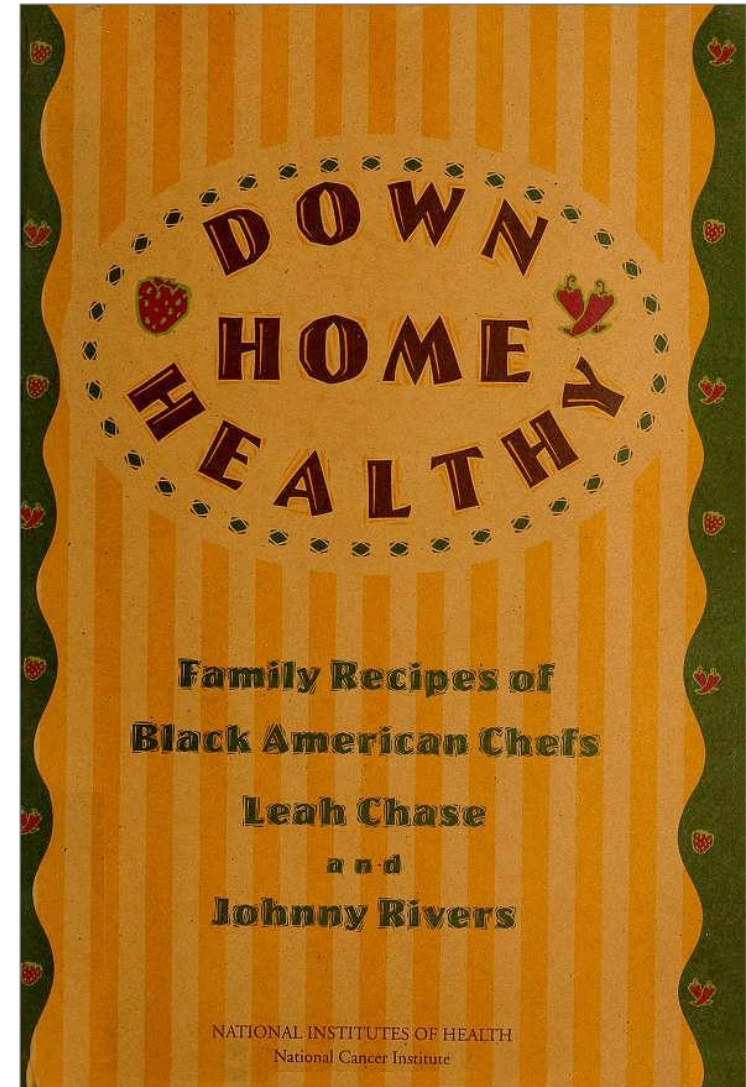|	
OCLC Number:	29454137
Notes:	"February 1993"--Page 4 of cover.
Description:	44 pages : color illustrations ; 26 cm.
Series Title:	NIH publication, no. 93-3408.
Other Titles:	Family recipes of Black American chefs
Responsibility:	by Leah Chase and Johnny Rivers.

Words of Advice

**It Depends**: There is no universally accepted citation format.

One Message, Many Expressions: Elements of a citation are the same; only arrangement and formatting change. Even one style may offer multiple options.

Sometimes You Need to Improvise: Instructions are not always clear or complete.

It Gets Easier with Practice: Knowledge and skills develop with experience.

Go Ask Your Mother: The editor or instructor, not the librarian, is the final authority.

What Really Matters: Are citations clear, concise, and consistent? Can a reader find the document easily and be confident in its usefulness?
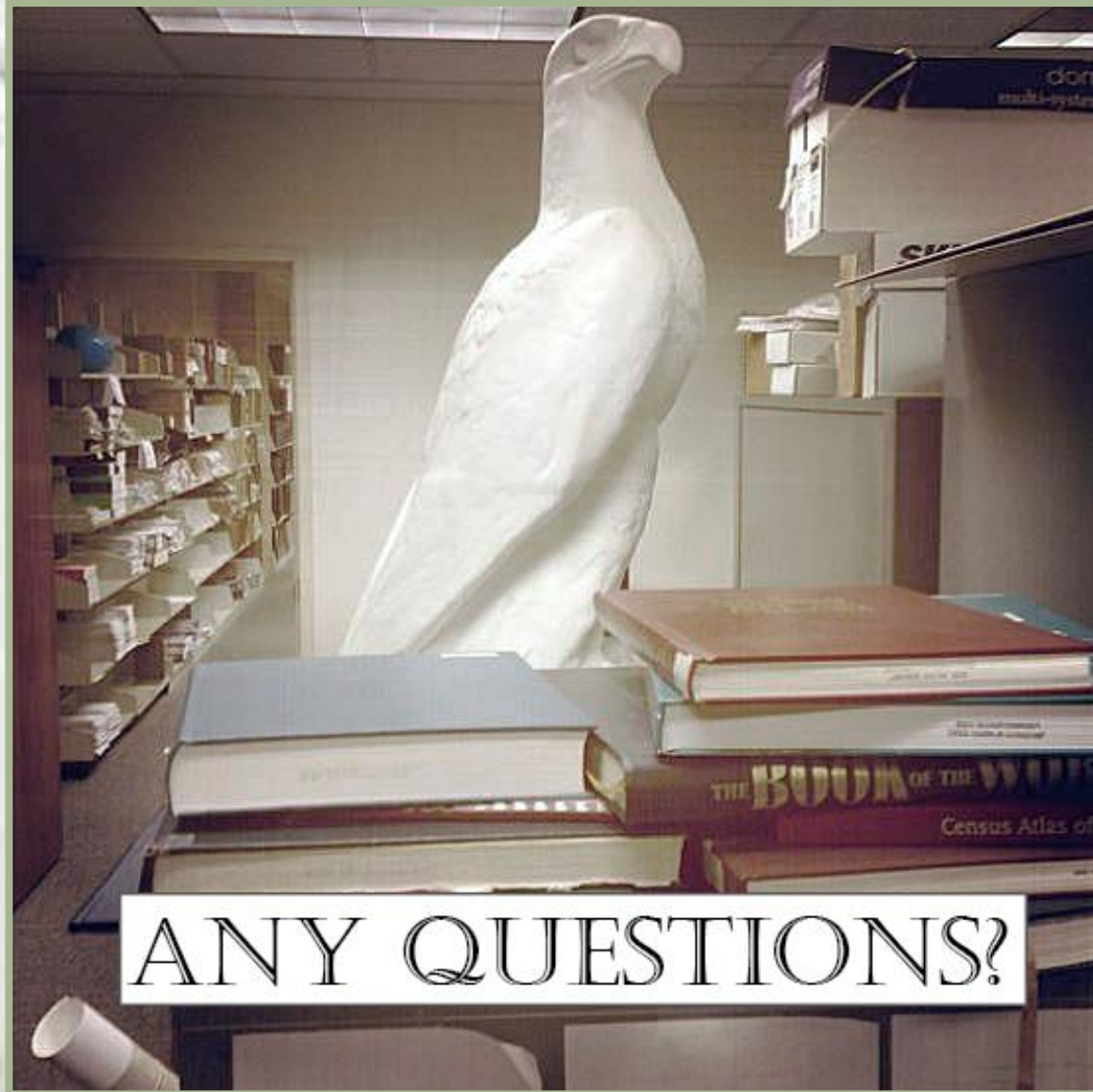
ANY QUESTIONS?

Presented by Bobby Griffith

Government Information Reference Specialist

Government Information Connection

Eagle Commons Library

University of North Texas Libraries

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