There are several ways to cite references. The purpose of this guide is to standardize citation formats within the college. This guide is derived from the *American Medical Association Manual of Style*. Please note that submissions for publication may have different referencing requirements, depending on the journal or publisher.

<table>
<thead>
<tr>
<th>TYPE OF REFERENCE</th>
<th>CITATION EXAMPLES</th>
<th>ADDITIONAL RULES</th>
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</table>
### GUIDELINES


### BOOKS IN PRINT

**Author Last Name First Initial Middle Initial.** *Title of Book.* Edition number. City of publication, State Abbreviation: Name of Publisher; Year.


### E-BOOKS (ELECTRONIC FORMAT)

**Author Last Name First Initial Middle Initial.** Chapter title. In: Editor(s). *Book Title.* Edition number. City of publication, State Abbreviation: Name of Publisher; copyright year:pages. URL. Accessed Month Day, Year.


### GENERAL INTERNET SITES

Authors (if available). Title of specific item cited (if none given then cite name of organization responsible for site). Name of the website. URL. Published Date. Updated Date (if available). Accessed Month day, year.


### ELECTRONIC MEDICAL DATABASES

Site the most specific level of information possible.

### ACCESS PHARMACY OR ACCESS MEDICINE

Do NOT cite AccessPharmacy or AccessMedicine. Cite the specific electronic textbook.

- Most guidelines are published in a journal, so follow the appropriate journal article format.
- If no author information is present, use the organization as the author.
- If editors are given instead of authors, put the editors’ names followed by the “ed” or “eds” (without quotes)
- Italicize the title of the book, but not the title of a specific chapter within a book.
- Capitalize each main word in the title of the entire book. Capitalize only the first letter of the first word in the title/subtitle of a specific chapter within a book.
- A book’s edition number does not need to be spelled out (ie. 8th ed is preferred over eighth edition).
- If the publication location is outside the US, list city and country. (Example: London, England)
- If more than one publisher location appears in the book, list the location that appears first.
- When referencing a specific chapter in a book, use the same format as above but place the chapter “Author’s names. Title of the chapter. In: ” at the beginning of the reference, and add page numbers at the end of the reference. (example #2).

- Do not use a URL that includes “ezproxy”. Use the URLs for the specific databases available.
- Refer to the E-Books section of the citation guide.
3. American Academy of Family Physicians. 14 tips for parents using OTC medicines for your child. Patient Education. Clinical Key Website. Available at: [https://www.clinicalkey.com/#!/content/patient_handout/5-s2.0-pe_AAFP_tips-for-parents_en](https://www.clinicalkey.com/#!/content/patient_handout/5-s2.0-pe_AAFP_tips-for-parents_en) Accessed August 23, 2019. | Not all the information found in Clinical Key is referenced the same way. Always provide the citation for the specific type of resource, which may or may not include Clinical Key. |
|---|---|---|
| **Clinical Pharmacology** | **Drug Monographs**  
**Drug Class Overviews**  
**Entire Database**  
| **Daily Med** | Cite specific package insert, NOT the DailyMed website.  
See Package Inserts on this guide for more instruction | |
| **DynaMed Plus** | **Specific Record**  
**Drug Monograph**  
**Whole Database**  
**Facts and Comparisons**
Name of document. Specific Database/Section. Facts & Comparisons eAnswers. Publisher. Publisher Location. Available at: [http://online.factsandcomparisons.com](http://online.factsandcomparisons.com) Accessed Month day, year.


**Lexicomp Online**
Name of document. Specific Database/Section. Lexicomp. Publisher. Publisher Location. Available at: [http://crlonline.com](http://crlonline.com) Accessed Month day, year.


**Medical Letter**
Title of article. Med Lett Drugs Ther. Year Month Day; Volume(Issue Number): pages.


**Micromedex**


**Natural Medicines**


**Pharmacist’s Letter**

The bottom of each detailed document tells you how to cite that particular document.
### Up to Date

**Author(s).** Title of document. Post TW, ed. UpToDate, Waltham, MA. UpToDate Inc. [https://www.uptodate.com](https://www.uptodate.com) Accessed Month Day, Year.


### Mobile Apps

Content accessed. Database Name and Version *(when applicable)* [device or platform]. Database vendor city, state. Accessed Month day, year.


### Government or Organization Reports, Position Papers, White Papers, etc.


### Package Inserts

Medication Name [package insert]. City, State Abbreviation: Manufacturer’s Name; Year.


### FDA Drug Approval Packages

Type of review. Generic Name (Trade Name®). Center for Drug Evaluation and Research. Food and Drug Administration. Silver Spring, MD. Year.


### Patents

Last name First Initial Middle Initial, inventor(s); Assignee name(s), assignee. Title of patent. Patent number or application number. Month Day, Year of issuance or application.


- These are cited much like journal articles or guidelines.
- If the article appears in print, use the journal article format. If the paper is published on a website, use the web site format.
| --- | --- |
**ITEMS PRESENTED AT A PROFESSIONAL MEETING, BUT NOT FULLY PUBLISHED**

<table>
<thead>
<tr>
<th>Author. Title of presentation/poster/paper.</th>
<th>Presented at: Name of meeting; Date of presentation; Location of meeting.</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zorn J, Snyder J, Koebcke T, Satterblom K. Starting incomes of graduate physician assistants by gender. Poster presented at: The American Academy of Physician Assistant National Conference; June 3, 2011; Las Vegas, NV.</td>
<td></td>
<td>• If it’s a poster or paper presentation, place the word “poster” (or “paper”) before the word “presented.” (without quotes) • If you are referencing an abstract of something that was discussed at a professional meeting, but do not have access to the full presentation or poster, reference as an abstract only.</td>
</tr>
</tbody>
</table>

**PERSONAL COMMUNICATIONS AND OTHER NON-PUBLISHED INFORMATION**

| 1. According to the manufacturer (JD Smith, oral communication, August 20, 2011), the drug became available in Japan in January 2010. | | • Do not include personal communications in the list of references!! In the body of the paper, provide the name of the person with whom you were communicating, the date of the communication, and indicate if the communication was verbal or written. • Place the period at the end of the sentence, outside the parenthesis. |
| 2. Results of an unpublished study conducted by Kinney demonstrate that Mary’s Magic Mouthwash is only stable for five days when refrigerated (G. Kinney, written communication, August 20, 2011). | | |

**RULES FOR CITING:**

ALWAYS cite your assignments, papers, projects, presentations, etc. Anything that is not your own creation or idea must be cited, even if it is freely available and easily accessible on the web. There are 2 parts to citing AMA style:

1. **In-text citations**
   - Use superscript numbers
   - Place citation numbers at the end of sentences outside periods or commas, but inside colons or semicolons. Example:1,5,7,9
   - Do not place spaces between punctuation and citations or between the citations themselves.
   - If the content of an entire paragraph comes from one reference, do not cite every sentence. Only cite the first and the last sentences of the paragraph.
   - Situations where different references apply to only a specific portion of the sentence, reference numbers may be placed within the body of the sentence. For example: Jones and colleagues found that Progenitorivox® was associated with a 4 fold increase in the risk of developing colon cancer,1 while Smith found a 3 fold increase in risk.2
   - Cite references in order used, NOT alphabetically by author’s last name [i.e. your first in-text citation should be 1 followed by 2, 3, and so on].
   - If you use the same reference more than once, repeat the number used when it was first cited.

Example:
One recent study found that approximately 2 out of 3 prescription medications per household were unused.1 The most common reason cited by study participants was discontinuing use because of improvement in their medical condition and/or symptoms. Noncompliance is a major contributing factor to the volume of unused/unwanted medications, costing the United States $100 billion in extra medical expenses.2 According to a 2010 bulletin published by the World Health Organization, only about half of the population takes their medications correctly. Additionally, more than half of prescriptions are prescribed, dispensed, or sold inappropriately, which further contributes to household possession of excess medications.3 Medications left unused in the home pose potential safety concerns. For example, if an elderly patient has multiple medication bottles in their medicine cabinet they are at a greater risk for inadvertently taking the wrong drug or duplicating therapy.4,5 Accidental ingestion is also a concern.5
2. Reference list
   ○ Provide a comprehensive list of references ALL references/resources cited in your paper at the end of a document under the heading References.
   ○ Although citation of the original document is preferred, for simplicity only list sources actually used.
   ○ List references consecutively in numerical order. These numbers must correspond to the superscripted numerals in the text.
   ○ Number references in the order used in the text. [in-text citation 1 = reference 1 on your list]
   ○ Do not tab or indent any lines of a citation. Lines should be SINGLE spaced and aligned:
   ○ Cite the most specific form of your reference/resource as possible (see chart above).
     ➢ Do not give a generic reference to Pubmed, EBSCO, etc. Always provide the citation for the specific journal article.
     ➢ Reference specific monographs within an on-line database (as opposed to the entire database), or a specific chapter within a book (as opposed to the entire book).
     ➢ In general, it is not appropriate to cite class notes.

Citation Managers
   ➢ Citation management tools, such as Mendeley, allow you to import citations from various databases and organize those citations. Visit the Butler University Library’s LibGuide for information on reference managers: http://libguides.butler.edu/citationmanagement