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

### Type of Reference or Resource | Citation Examples | Additional Rules
--- | --- | ---

**JOURNAL ARTICLE**

<table>
<thead>
<tr>
<th>Author Last Name First Initial Middle Initial</th>
<th>Title of article. Accepted abbreviation of Journal. Year; Volume(Issue No):Page numbers. doi:xx.xxx</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beaber EF, Buist DS, Barlow WE, Malone KE, Reed SD, Li CI.</td>
<td>Recent oral contraceptive use by formulation and breast cancer risk among women 20 to 49 years of age [abstract]. <em>Cancer Res</em>. 2014;74(15):4078-89.</td>
</tr>
</tbody>
</table>

- Treat all journal articles as print even if you access it on-line UNLESS the journal is only available electronically
- Electronic journals whose articles are only available online should include the URL, published and updated dates, and access date. (example #3)
- Include all authors unless there are more than six. If 7 or more, list the first 3, followed by the phrase et al. (example #1)
- Only capitalize the first letter of the first word & any proper nouns of an article title.
- Do not place spaces between the year;volume(issue number):pages.
- When referencing articles found in journal supplements, place (Suppl) immediately after the journal volume with the parenthesis (example #4)
- If an article is published online ahead of print, and the print version is not yet available, place [published online Month Day, Year] immediately after the title (example #5)
- If only an abstract is available indicate that you are referencing an abstract by putting [abstract] after the title of the article and before the period separating the article title from the journal (example #6)

**GUIDELINES**

<table>
<thead>
<tr>
<th>Author Last Name First Initial Middle Initial</th>
<th>Title of article. Accepted abbreviation of Journal. Year; Volume(Issue No):Page numbers. doi:xx.xxx</th>
</tr>
</thead>
</table>

- 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.
### General Internet Sites
Authors (if indicated). Title of specific item cited (if none given then 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. Do not use a URL that includes “ezproxy”. Use the URLs for the specific databases available.

### AccessPharmacy or AccessMedicine
Do NOT cite AccessPharmacy or AccessMedicine. Cite the specific electronic textbook. Refer to the Books in electronic format section.

### Clinical Key
First Consult
Authors last names First letter of first names (if available). Title of the material. Type of article, Clinical Key Website. Available at: appropriate URL. Posted Month Day, Year. Accessed Month Day, Year.

**For Books, Journals, and Clinics**
Do NOT cite Clinical Key. Refer to the appropriate section within the COPHS Citation guide when citing a book, journal, or clinic found in Clinical Key.


### Clinical Pharmacology
Citing drug monograph:

Citing content other than a drug monograph:


### DailyMed
Cite specific package insert, NOT the DailyMed website. See Package Inserts on this guide for more instruction.
### DynaMed

Citing a specific record:

Citing a specific drug record:

Citing a specific lab record:

Citing the whole database:

### FACTS AND COMPARISONS


### LEXICOMP ONLINE

Name of monograph, special topic, or chart. Platform accessed, database accessed, publisher location: publisher; 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.

### UPToDATE

**Author(s).** Title of document. In: UpToDate, Post TW (Ed), UpToDate, Waltham, MA. Accessed Month Day, Year.

1. Marion, DW. Diaphragmatic pacing. In: UpToDate, Post TW (Ed), UpToDate, Waltham, MA. Accessed May 7, 2015.

### HANDHELD PROGRAMS (IE. EPOCRATES)

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


### BOOKS

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


### Books in electronic format (ebooks)

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


- 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).

- 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.

### Package Inserts

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

<table>
<thead>
<tr>
<th>Medication Name [package insert]</th>
<th>City, State Abbreviation: Manufacturer’s Name; Year</th>
</tr>
</thead>
</table>

### 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.

<table>
<thead>
<tr>
<th>Generic Name (Trade Name®)</th>
<th>Center for Drug Evaluation and Research. Food and Drug Administration. Silver Spring, MD. Year</th>
</tr>
</thead>
</table>

### 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.

<table>
<thead>
<tr>
<th>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</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Castellano TP, inventor; Pillsbury Winthrop LLP, assignee. Method and apparatus for administering a vaccine or other pharmaceutical. US patent application 20,050,070,876. September 26, 2003.</td>
<td></td>
</tr>
</tbody>
</table>

### Newspapers

Author. Title of article. *Name of newspaper*. Date of publication; Section (if applicable): page(s).

<table>
<thead>
<tr>
<th>Author. Title of article. Name of newspaper. Date of publication; Section (if applicable): page(s)</th>
<th></th>
</tr>
</thead>
</table>

### Press Release

Title of press release [press release]. City, State abbreviation: Organization name; Month Day, Year.

<table>
<thead>
<tr>
<th>Title of press release [press release]. City, State abbreviation: Organization name; Month Day, Year</th>
<th></th>
</tr>
</thead>
</table>

### Online Videos

Videos available on a website: Author Last Name First Initial Middle Initial. Title [form of media]. Website Title. Appropriate URL. Published date. Accessed Month Day, Year.

<table>
<thead>
<tr>
<th>Videos available on a website: Author Last Name First Initial Middle Initial. Title [form of media]. Website Title. Appropriate URL. Published date. Accessed Month Day, Year</th>
<th></th>
</tr>
</thead>
</table>

- Videos may be linked from a journal article or they may be available on the internet in general.
- Only put the author(s) information if you are certain that person created the video. Do not assume the person who uploads the video is the author.
### Videos appearing in a journal article:

<table>
<thead>
<tr>
<th>Author Last Name First Initial Middle Initial</th>
<th>Title [form of media]</th>
<th>Accepted abbreviation of Journal</th>
<th>Year; Volume(Issue No):Page numbers</th>
<th>Appropriate URL</th>
<th>Accessed Date</th>
</tr>
</thead>
</table>

### Webinar

<table>
<thead>
<tr>
<th>Author Last Name, First Initial</th>
<th>Title of webinar [webinar]</th>
<th>Month Day, Year</th>
<th>URL</th>
<th>Accessed date</th>
</tr>
</thead>
</table>

### Audiotapes, Videotapes, DVDs:

<table>
<thead>
<tr>
<th>Author Last Name First Initial Middle Initial</th>
<th>Title [form of media]</th>
<th>City, St: Company; Year.</th>
</tr>
</thead>
</table>

### Handouts, Pamphlets, or Brochures

<table>
<thead>
<tr>
<th>Authors, if specified. (Year of publication)</th>
<th>Title of brochure or pamphlet [brochure] or [pamphlet].</th>
<th>Location: Publisher; year. URL, if accessed on-line.</th>
<th>Accessed Month Day, Year.</th>
</tr>
</thead>
</table>

### Items Presented at a Professional Meeting, But Not Fully Published

<table>
<thead>
<tr>
<th>Author.</th>
<th>Title of presentation/poster/paper. Presented at: Name of meeting; Date of presentation; Location of meeting.</th>
</tr>
</thead>
</table>

### Personal Communications and Other Non-Published Information

<table>
<thead>
<tr>
<th>Author (JD Smith, oral communication, August 20, 2011).</th>
<th>The drug became available in Japan in January 2010.</th>
</tr>
</thead>
<tbody>
<tr>
<td>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).</td>
<td></td>
</tr>
</tbody>
</table>

- 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.

- 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.
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:¹,²,³
   - 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 [ie. 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](http://libguides.butler.edu/citationmanagement)