

A Guide to Appropriately Citing Resources

The Ohio State University College of Pharmacy

While proper citation format does not seem by many to be an important skill, it is imperative to cite appropriately. Proper citations assure your colleagues of the integrity of your work, allow readers of your work to locate a source for further research, and protect you from accusations of plagiarism or questions related to validity of your statements.

There exist a variety of guidelines, styles, and formats available that may direct the “correct” method for citing resources. The truth of the matter is that there is not one method that is ultimately “correct”. However, there are basic premises which all citation formats follow. The purpose of this guide is to provide you with some helpful tips for navigating this process, with a focus on these basic premises. This guide will discuss basic expectations related to citing resources as they relate to expectations for all assignments submitted at The Ohio State University College of Pharmacy.

Included in this guide are the following topics:*

- Resources for citation style and format
- Citation guidelines for non-traditional sources (e.g., online, lecture notes)
- Instructions for using in-text citations and citing power point slides
- Rubric for evaluating citations

Resources for Citation Style and Format

For the purposes of assignments submitted at The Ohio State University College of Pharmacy, the source that should guide your citation style is:

Patrias K. Citing Medicine: The National Library of Medicine Style Guide for Authors, Editors, and Publishers. 2nd Ed. Bethesda (MD): National Library of Medicine (US); 2007 [cited 2010 Sept 7]. Available from:
<http://www.ncbi.nlm.nih.gov/bookshelf/br.fcgi?book=citmed>

This source is available in a hard copy book and online, hosted by the National Library of Medicine, National Institutes of Health. This book is organized by type of resource, including books, journal articles, and online or web-based materials. Please use this resource as the guideline for citing literature you access and apply to any assignment, including cases, papers, or projects.

As you use this guide, pay attention to order of information, formatting related to capitalizing words, as well as punctuation such as periods, commas, and semicolons. BE CONSISTENT throughout your bibliography regarding formatting of your resources.

**When submitting a manuscript for publication, be sure to check the journal's requirements related to format of in-text citations and citing sources in the bibliography.*

Citation Guidelines for Non-traditional Sources

Questions often arise about how to interpret certain chapters in this book listed above: “Citing Medicine”. Often confusion arises in determining in what category a citation should fit into according to the text. Please find the following table helpful in categorizing various sources according to the text.

Type of Source	Chapter in “Citing Medicine”	Notes for further clarification
Lecture notes* Letter, email, or conversation with individual or company (i.e., response to inquiry from drug company)	Citing Unpublished Materials: Chapter 13, Letters and other personal communication	<ul style="list-style-type: none"> • Lecture notes or conversation: Use the sample citation provided for “other personal communication” (use “letter” sample for a letter or email) • Lecture notes: “Connective phrase” = lecture for • “Recipient” = PharmD class of [anticipated year of graduation]
AHFS textbook	Citing Published Print Documents: Chapter 2, Books; a. Entire Books, click on “examples” and go to #13	Please use the following: AHFS drug information. Name of drug. Bethesda (MD): American Society of Health Systems Pharmacists; 2010. p. xxxx-xxxx.
Package Insert	Not available in “Citing Medicine”. Please use following: Drug name [package insert]. Place of publication: Manufacturer; publication year.	
Online drug or medical databases	Citing Material on the Internet: Chapter 24, Databases/Retrieval Systems on the Internet	<p><i>Pharmacist’s Letter Detail Documents</i> are considered Online journal articles and should be cited as such.</p> <p>Additional examples and notes provided below.</p>
Online books	Citing Material on the Internet: Chapter 22, Books and Other Individual Titles on the Internet	
Online journals	Citing Material on the Internet: Chapter 23, Journals on the Internet	
Web site	Citing Material on the Internet: Chapter 25, Web Sites	

*Lecture notes should ONLY be cited if the material can be considered the lecturer’s professional opinion, perspective, or original research. If the information presented by the lecturer was shared from an original resource, it is appropriate to locate that resource, gather information directly from the source, and cite the original source.

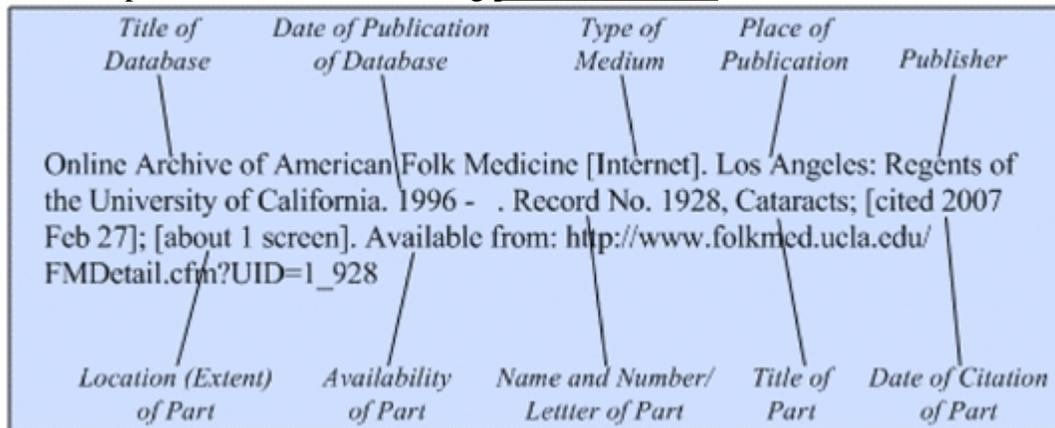
Other Helpful Tips for Citing Online Materials

- In order to identify in “Citing Medicine” the correct citation format to follow for any Online resource (book, database, or journal), first determine the following:
 - Is the system open or closed? A closed system has an end date, while an open system has a start date, but is continually updated and is ongoing and active. Most sources you access will be open.
 - Are you citing the entire resource or a part of the resource? In most cases, you will be accessing information from part of the resource (i.e., one chapter or section).

Find information such as *Place of Publication*, *Publisher*, and *Date of Publication* in the “About Us”, “Legal Notice”, “Editorial”, or “Contact Us” tabs located at bottom of web pages or on the “Home” page of retrieval system. When listing URL link where the system is available, include the entire URL.

Online Drug or Medical Databases

An example citation format for citing part of a database is included below.



*NOTE: All items listed in this example are required, except (if not found or listed with resource): *Name and Number/Letter of Part*, and *Location (Extent) of Part*. Micromedex, Lexi-Comp, and Drug Facts and Comparisons provide a guide for citation format:

- **Lexi-Comp and Micromedex** include multiple databases in a single interface. You must indicate in which database the information appears. Examples include:

Temozolomide. Lexi-Drugs Online [Internet]. Hudson (OH) : Lexi-Comp, Inc. 1978-2010 [cited 2010 Nov 2]. Available from: <http://online.lexi.com/crlsql/servlet/crlonline>.

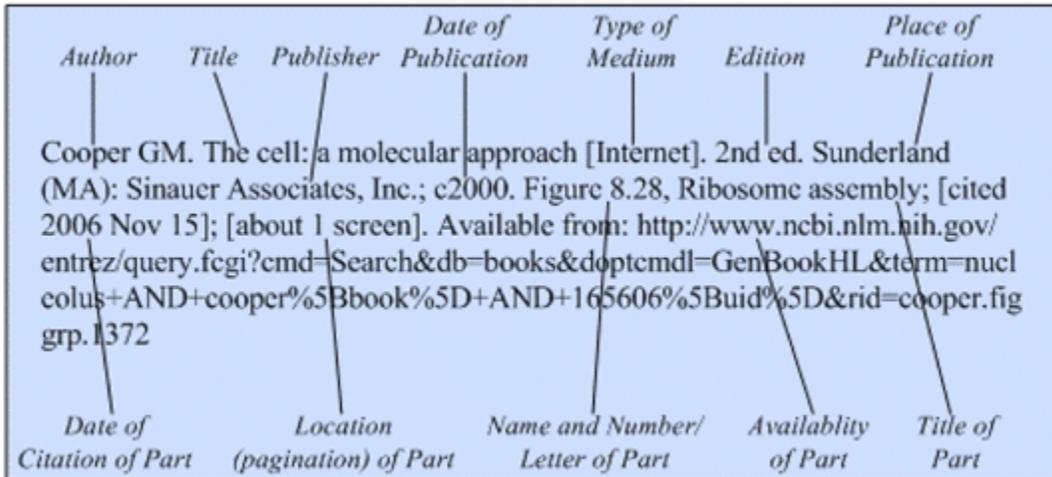
Temozolomide. Drugdex Evaluations [Internet]. New York: Thomson Reuters. [2010 May 13 [cited 2010 Nov 2]. Available from: http://www.thomsonhc.com/hcs/librarian/ND_T/HCS/ND_PR/Main/CS/99340D/DUPLICATI ONSHIELDSYNC/014B91/ND_PG/PRIH/ND_B/HCS/SBK/2/ND_P/Main/PFActionId/hcs.common.RetrieveDocumentCommon/DocId/0419/ContentSetId/31/SearchTerm/temozolomide%20/SearchOption/BeginWith.

- **Citing Facts and Comparisons:**

Monograph name. Facts & Comparisons 4.0. St. Louis, MO: Wolters Kluwer Health Inc; copyright date. Accessed [date, if known].

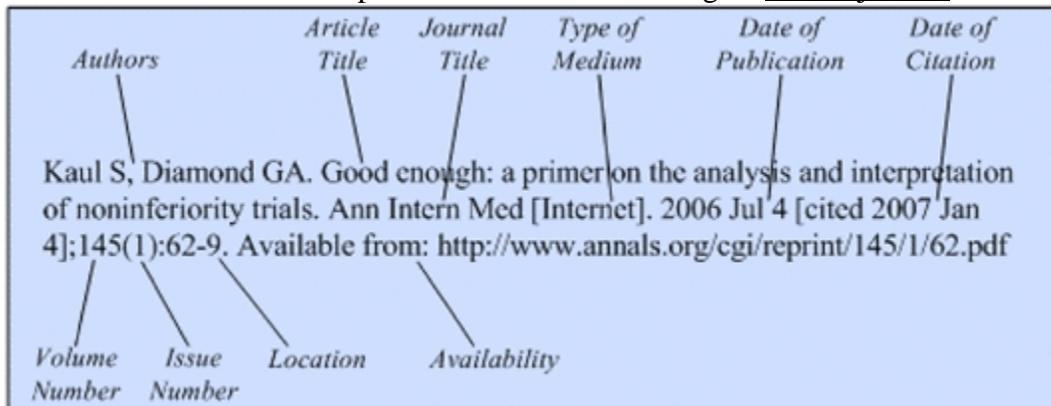
Online Books

An example citation for citing part of an Online book is included below.



*NOTE: All items listed in this example are required, except (if not found or listed with resource): *Name and Number/Letter of Part*, and *Location (pagination) of Part*.

Online Journals - An example citation format for citing an Online journal is included below.



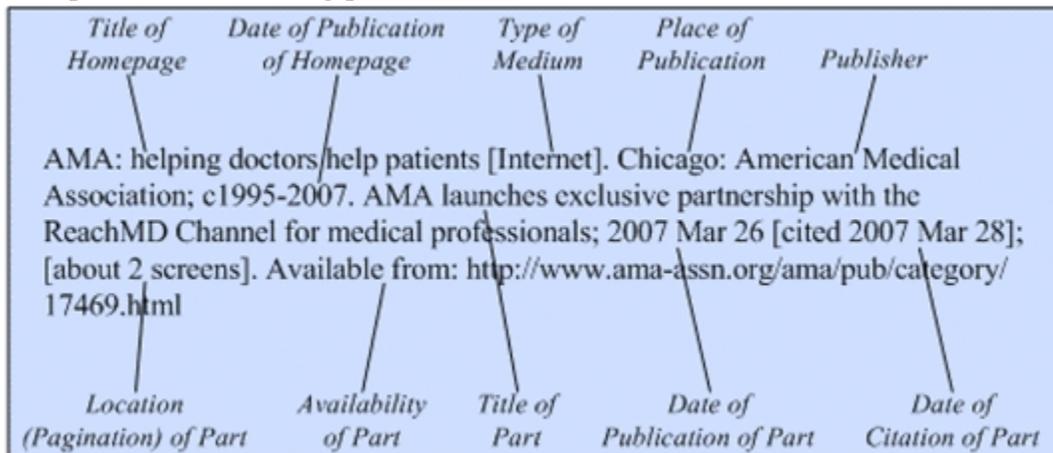
*NOTE: If you access a journal article from the web that is not available in print, this is an appropriate method of citing the source. If the article is available in print as well as on the web, it is preferred to format the citation as is described in "Citing Medicine": Citing Published Print Documents; Chapter 1, Journals. Use correct journal abbreviations found on PubMed (search "Journals").

Web Sites

A main source of confusion on citing web sites relates to locating on the site information to include in the citation. The text "Citing Medicine" provides information on how to cite web sites. Before we go into how to cite a web site, it is key to define a web site vs. an online database or book. A web site:

- Could be found and accessed by using a general search engine such as Google or Yahoo
- Can be accessed without a password or special institutional access
- Has a homepage as well as information that can be accessed by clicking through pages within the site or opening pdf documents

As with other online source citing, you must determine if you are citing the homepage of a web site or a part of the web site. In most cases, you will cite part of the web site. An example citation for citing part of a web site is included below.



*NOTE: All items listed in this example are required, except: *Location (pagination) of Part*.

In-Text and Power Point Citations

In-Text Citations

Various formats are recommended related to how to conduct in-text citations. For any assignment completed and submitted at The Ohio State University College of Pharmacy, please follow these basic rules:

- Number your citations in the order they appear in your paper, sequentially.
- Put the numbers corresponding to sources in parenthesis or super scripted.
- List the citations in the bibliography at the end of your paper in the order of appearance in the narrative.
- When you cite a reference previously cited in the paper, do not renumber it; use the previous number.
- You may include the numbers in parenthesis with the following intents:
 - At the end of a statement, inside the period to relate directly to that statement
 - At the end of a paragraph or group of sentences, outside the period to relate to the previous statements
 - Within a sentence, after a phrase, to relate directly to that phrase

Power Point Citations

Be sure to provide a bibliography to accompany any power point presentation you provide. You will always need to do some degree of research to prepare a formal presentation; the results of this research that are integrated into your presentation should be available to your audience either as bibliography slides at the conclusion of your presentation or as a separate document provided to participants.

Here are the basic expectations for citing resources in power point:

- Follow “Citing Medicine” for formatting citations in the bibliography
- If you are presenting information directly derived from an individual work, such as a figure, table, picture, diagram, model, or definition, provide an abbreviated citation as a footnote on the individual slide.
 - An abbreviated citation should include, in this order:
 - First author (et al, if more than one author)
 - Source of work (journal title)
 - Year published
 - Volume and section
 - Page numbers

Example abbreviated citation: Kaul S. Ann Intern Med. 2006;145:62-9.

- Be sure to get copyright permission before including any figures, pictures, diagrams that are copied and pasted onto your slides and presented outside of an educational environment (i.e., when you are no longer a student).

Notes

References:

- 1 Patrias K. Citing Medicine: The National Library of Medicine Style Guide for Authors, Editors, and Publishers. 2nd Ed. Bethesda (MD): National Library of Medicine (US); 2007 [cited 2010 Sept 7]. Available from: <http://www.ncbi.nlm.nih.gov/bookshelf/br.fcgi?book=citmed>
- 2 International Committee of Medical Journal Editors [homepage on the Internet]. Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication [26 Oct 2010] Available from: <http://www.ICMJE.org>.

Rubric for Evaluating Literature Citations

	Points Possible	Points Obtained	Comments
Punctuation correctly employed			
Citation includes all relevant and required information			
Citation organized correctly with information in correct order			
Sources categorized correctly; thus, cited according to appropriate format based on type			
Journal titles abbreviated appropriately, with consistent format			
Bibliography lists citations in order of appearance in narrative			
In-text citations correctly formatted and sequential			
Footnote citations on power point slides used correctly			
Total	/		Comments:

Rubric for Evaluating Literature Citations – Instructor Guide

It is anticipated that all instructors will utilize this rubric to evaluate citations and attribute 5-10% of assignment's total point value to citing appropriately. Each instructor will determine point values based on the individual assignment. These rubric items may be adapted and used individually or as a whole, based on which items apply to the assignment to which they are being applied. Suggestions on ways to deduct points based on these rubric items are provided below.

	Points Possible	Points Obtained	Comments
Punctuation correctly employed			Deduct points if periods, commas, semicolons, or capitalization used incorrectly
Citation includes all relevant and required information			Deduct points if missing any required element for the type of source cited
Citation organized correctly with information in correct order			Deduct points if incorrect order of information for type of source cited
Sources categorized correctly; thus, cited according to appropriate format based on type			Deduct points if incorrectly categorized and cited (Example: Lexi-Comp CRL cited as a “web site” instead of “part of a database/retrieval system”)
Journal titles abbreviated appropriately, with consistent format			Abbreviations available in PubMed “Journals” or “Citing Medicine” text; deduct points if format for journals not consistent
Bibliography lists citations in order of appearance in narrative			
In-text citations correctly formatted and sequential			
Footnote citations on power point slides used correctly			Deduct points if footnote citations absent, when appropriate, or not cited or abbreviated correctly
Total	/		Comments: