

# Reference Guide

## Text Reference Citations

Use parenthetical author-date reference form. Please note: the full reference citation must appear in the Reference List (or Bibliography) at the end of the paper. Make sure that the short form matches the Reference List entry; e.g., EIA 1992 for the Reference List entry "Energy Information Administration (EIA). 1992." When an acronym (EIA) is used in the short form, the acronym must be included with the long form.

Do not create a short form that doesn't match the full citation alphabetically. For example, if the full citation is found under "Energy Information Administration," do not use RECS as a short citation.

- All authors' names should be cited in the text, up to three authors. If there are more than three authors, cite first author's name, followed by "et al." For example:

(Smith & Jones 1990) Note "&" and no comma before date.

(Smith, Jones & Clark 1992) Note no comma after "Jones."

(Jones et al. 1991) Note no italics for "et al." and period after "al."

- Multiple cites should be cited in alphabetical (not chronological) order:  
(Jones 1992; Smith 1989; Tenenbaum 1992) Note semicolons between cites.
- Statistics, quotations and other specific information should be cited with a specific page number:  
(Smith 1990, 125-26) Note no "p." for page number and only last two digits given for page numbers over 100.
- Multiple cites for the same author should be listed chronologically, earliest first, with cites for same year distinguished by "a," "b," etc., according to chronology of publication month (see **REFERENCE LIST** in next column):  
(Kelley 1986a, 1986b, 1987) Note commas between cites.  
(Kelley 1986a, 10; 1986b, 13; 1987) Note use of semicolons between cites if page numbers are used.

## Reference List

**List all references (text, table, and figure) alphabetically by author at the end of the paper per style shown below.**

Single-space citations. The first line of each citation should be flush left with the margin. Indent following lines with paragraph indent. Do not number.

Skip one line between citations.

Each citation should include full bibliographical information:

- authors' first and last names (initials may be used instead of first names);
- title of journal article or chapter in book;
- title of journal, book, or monograph;
- book editors; and
- place of publication and publisher with the exception of journals.

Read citation examples below for style, including capitalization, use of italics and quotes, information cited, and spacing.

### ■ Works by the Same Author

- Cite all works by the author alone first: chronologically, earliest first. If there is more than one citation for the same year, use "a," "b," etc., with the date, according to the earliest month of publication; if the chronology is not clear from the publication information, use "a," "b," etc., according to the alphabetical order of the titles.
- For author plus one or more other authors: cite alphabetically according to the names of the second author (and chronologically as above if authors are the same for more than one work). If there is more than one citation for the same year for the same set of authors, use "a," "b," etc., as with a single author, above.
- Do not use "et al." in this reference list. List all authors with each citation.
- **Italics:** Use italics for titles of books, journals, and published monographs. Italics should be used for titles of articles that can "stand alone" as a published work.

- **Page Numbers:** Specific page numbers for statistics, quotations, and other specific information should be included with the reference citation in the text, not in the reference list.

Inclusive page numbers for journal articles and book chapters should be cited in the reference list.

Note that the word “page” or the abbreviation “p.” is not used with page numbers.

- **Abbreviations of Names of States:** Use Chicago Manual of Style abbreviations (not postal service abbreviations). For example, use Mont. instead of MT; Tenn. instead of TN; Calif. instead of CA.

- **Reference List Examples:** Note carefully—the position of authors’ last names; placement of date; punctuation; spacing; capitalization; use of italics and quotation marks; citation of journal volumes, numbers and pages; and type of information given in citation.

## Books

Bleviss, D. 1988. *The New Oil Crisis and Fuel Economy Technologies: Preparing the Light Transportation Industry for the 1990s, Volume I*. New York: Quorum Press.

Burwell, D.G., K. Bartholomew, and D. Gordon. 1990. “Energy and Environmental Research Needs.” *In Transportation, Urban Form, and the Environment*. Special Report 231. Washington, D.C.: Transportation Research Board.

Rashid, M. ed. 1989. *The Complete Guide to D.C.’s Native American Restaurants*. Berkeley, Conn.: Island Press.

## Journal Articles

Abraham, D.L. 1990. “An Analysis of the Effects of Introducing M&M’s to a D.C. Office.” *Washington Gossip* 11 (3): 37-57.

Buchnew, H., and R. Povel. 1982. “The Daimler-Benz Hydride Vehicle Project.” *International Journal of Hydrogen Energy* 7:259-66.

Murphy, L. 1993. “Life at ACEEE: Myth vs. Reality.” *New Yorker* Spring: 119-175.

Note: for the first example, 11=volume, 3=issue number, and 35-57=page numbers. For the third, spring-volume, and 119-185=page number.

## Newspapers

Stone, B. 1991. “Snow: How it Affects D.C. Drivers’ Brains.” *Washington Post Health Magazine*. February 29.

## Published Reports

Davis, S., and P. Hu. 1991. *Transportation Energy Data Book (Draft)*. 11<sup>th</sup> ed. ORNL-6659. Oak Ridge, Tenn: Oak Ridge National Laboratory.

## Draft Reports

Finestkind Consulting, Inc. (Draft). PY2002 Residential Blast Furnace Program Impact Evaluation Report, Study No. 0220 prepared for Southern California Electric Company, Hollywood, CA.

Some reports are circulated as “draft” for the purpose of receiving comments, so they should have the date they were issued for comment:

California Public Utilities Commission. 2005. Road Map for Development of Evaluation Plans for 2006-2008 Energy Efficiency Programs, Draft for Public Comment, March 16.

## Unpublished Papers Presented at a Meeting

DeRissicio, J. 1991. How I Spend My Mornings. Paper presented at the Socioeconomic Energy Research and Analysis Conference, Baltimore, Md., June 27-28.

## Personal Communications

Sweirenga, J. (National Association of Associations). 1991. Personal communication to author. August 12.

## Printed Proceedings

Berkowitz, P., and P. Newman. 1988. “Reinventing the WHEEL: An Integrated Approach to Energy Efficiency in the Rental Housing Sector.” *In Proceedings of the ACEEE 1988 Summer Study on Energy Efficiency in Buildings*, 5:28-32. Washington, D.C.: American Council for an Energy-Efficient Economy.