CITE IT WITH STYLE!

How to Cite Government Information Resources Like a Pro
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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- Unpublished reports (“gray” literature)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®

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.


(Photo: *Judge Richard Posner at Harvard University*, by chensiyuan, distributed under a CC BY-SA license (https://creativecommons.org/licenses/by-sa/4.0). Available at: Wikimedia Commons, https://commons.wikimedia.org/wiki/File:Richard_Posner_at_Harvard_University.jpg)
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.

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.
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.

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1. **Assemble Data Elements**
   - **Author:** U.S. Navy, Bureau of Aeronautics, Training Division.
   - **Title:** Wrestling.
   - **Imprint:** Annapolis, MD: Naval Institute, ©1943.
   - **Series:** The Naval Aviation Physical Training Manuals.

2. **Arrange into a Standard Docs Citation**

3. **Adapt to a Specific Style—e.g., APA**
     - U.S. Naval Institute.
ELEMENTS OF A DOCUMENTS CITATION

Author, title, imprint—and more!
Garner/Smith Style


• 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.

The Six Boxes

<table>
<thead>
<tr>
<th>AUTHOR STATEMENT</th>
<th>TITLE STATEMENT</th>
<th>IMPRINT STATEMENT</th>
</tr>
</thead>
</table>
| Geopolitical Entity. Umbrella Department, Subagency. | *Main Title: Subtitle*  
Volume No., *Volume Title*. | Place of Publication:  
Publisher,  
Date of Publication. |

<table>
<thead>
<tr>
<th>PART STATEMENT</th>
<th>UNIQUE IDENTIFIERS</th>
<th>ANYTHING ELSE</th>
</tr>
</thead>
</table>
| Author of Part, “Title of Part,” Location in Main Source. | *(Medium/Publication Type).  
(Publication/Report No.).  
By Personal Author.  
Edition statement.* | *(Series Title and No.).  
(Notes).  
Mode of Electronic Access.* |
# Citation Template

**PART**

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).
12. By Personal Author/Editor.
14. Place of Publication:
15. Publisher,
16. Date of Publication.
17. (Series Title and Number).
18. (Note).

**AUTHOR**

**TITLE**

**UNIQUE ID**

**IMPRINT**

**ANYTHING ELSE**
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. 

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

**Series Title:**

**Popular Name:**
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:**

**Publication Number:**

**Edition Statement:**
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:**

**Issuing Agency as Publisher:**

**Unknown Place of Publication:**
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:

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:
More Notes—Examples

Language:

Film and Video Characteristics:

SuDoc Number:
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:

Statistical Table:
STYLE MANUALS

Variations on a theme
Popular General Style Manuals

Chicago

APA

MLA
Chicago Style

- 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


APA Style

• 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.

MLA Style

- 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.
SPECIAL CASES

Beyond the standard template
Specialized Style Manuals

**Government Documents**

**Legal Materials**

**Cartographic Works**
Citing Legal Materials


• 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:**

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

This citation stands for a decision in the case of:
- 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:

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


• 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 Citation—Examples

**Paper Format:**

**Online Format:**
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:

Menu-Driven Data Set:

Dynamically-Generated Data Set:
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:

FOIA Request:

Internal Document:
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.


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
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.
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.
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

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