The goal of writing a citation in a bibliography is to provide enough information to uniquely describe the item so that someone else from some other location can find it.

Assumptions:
This decision tree assumes that you
1. are looking at something you want to cite;
2. can distinguish between an author and an editor or a book that is part of a series and one that is not part of a series;
3. are not citing government documents or presentations or computer software.

Directions: Start by reading the first question. Answer it with either a yes or no. Then follow the directions. Eventually you will be directed to a page with the style you need to use and examples with notes.

General questions:

1. Does the item to be cited provide the name of an author or authors?
   Yes? Go to question 11.
   No? Go to question 2.

2. Is the item a web page?
   Yes? See the format on page 9. (web pages)
   No? Go to question 3.

3. Is the item from a database?
   (e.g., Aldrich Catalog, NIST, Reaxys, SciFinder, SDBS, Web of Science, etc.)
   Yes? Go to question 41.
   No? Go to question 4.

4. Does the item to be cited provide the name of an inventor or inventors?
   Yes? See the format on page 6. (patents)
   No? Go to question 5.

5. Look at the table of contents: Does it provide the name of an author or authors?
   Yes? Go to question 33.
   No? Go to question 6.
6. Look at the title page: Does it provide the name or an editor or editors?  
   Yes? See the format on page 14. (books – with editors but no authors)  
   No? Ask for help or consult the ACS Style Guide.

**Periodical questions:**

11. Is the item to be cited from a periodical (aka – journal, magazine, or serial)?  
   Yes? Go to question 12.  
   No? Go to question 21.

12. Does the article have a six-digit page number?  
   Yes? See the format on page 5. (journal article)  
   No? Go to question 13.

13. Is the article in the first issue (issue one) of a volume?  
   Yes? Go to question 14.  
   No? Go to question 15.

14. Does the article have footnotes or endnotes?  
   Yes? See the format on page 5. (journal article)  
   No? See the format on page 4. (magazine article)

15. Does the page number in the issue begin with one?  
   Yes? See the format on page 4. (magazine article)  
   No? See the format on page 5. (journal article)

**Web question:**

21. Is the item a web page?  
   Yes? See the format on page 9. (web page)  
   No? Go to question 31.

**Book questions:**

31. Is the item from a book?  
   Yes? Go to question 32.  
   No? Ask for help or consult the ACS Style Guide.
32. Do the chapters in the book have authors?
   Yes? Go to question 33.
   No? Go to question 34.

33. Is this book part of a series?
   Yes? See the format on page 13. (book series – chapter authors & book editors)
   No? See the format on page 12. (book – chapter authors & book editors)

34. Is this book part of a series?
   Yes? See the format on page 11. (book series – book authors & no editors)
   No? See the format on page 10. (book – book authors & no editors)

Database question:

41. Does the database require a subscription?
   Yes? See the format on page 7. (Database – not free)
      (e.g., Reaxys, SciFinder, Web of Science, etc.)
   No? See the format on page 8. (Database – free)
      (e.g., Aldrich Catalog, NIST, SDBS, etc.)
Magazine Article [RefWorks Magazine Article]

You are looking at a magazine article. How do you quickly determine the difference between a magazine and a journal? Here are two ways that describe 95% of the magazines.

- Magazines have lots of advertising.
- Each issue of a magazine starts at page number one.
- Most magazine articles do not have a bibliography.

Here is the ACS style for references from a magazine:

Author 1; Author 2; Author 3. Title of Article. Title of Magazine, Complete Date, Inclusive Pagination.

Notes for the class:
1. If an article has more than three authors then you may use the names of the first three followed by et al. to the author portion of the citation.

Examples:


Verify the following in RefWorks:

Ref Type select Magazine Article

Pub Year add <month> or <day month> or <season> before the system provided year

Changes to make in Bibliography
Date – no bold
Volume – don’t show it
Journal Article [RefWorks Journal Article]

You are looking at a journal article. How do you quickly determine the difference between a journal and a magazine? Here are some differences:

- Journals don’t have much advertising.
- If the journal has page numbers, then the page number does not start at one until you get to issue one. (Some journals have article numbers rather than page numbers).
- Journal articles have a bibliography.

Here is the ACS style for references from a journal:

**Author 1; Author 2; Author 3. Title of Article. Journal Title Year, Volume, Inclusive Pagination.**

**Notes:**
1. If an article has more than three authors then you may use the names of the first three followed by et al. to the author portion of the citation.
2. Some journals do not have page numbers but article numbers. Substitute the article number for the inclusive pagination.

**Examples:**


Wann, Derek A.; Gronde, Ingo; Foerster, Thomas; et al. Highly asymmetric coordination of trimethylsilyl groups to tetrazole and triazole rings: an experimental and computational study in gaseous and crystalline phases. *Dalton Transactions* 2008, No. 29, 3817-3823.

Verify the following in RefWorks:

- Ref Type selected is Journal Article
Patent [RefWorks Patent]

Patents are intellectual property. Many countries issue patents. The same product or process or design can be patented in multiple countries.

Here is the ACS style for references for a patent:

Inventor 1; Inventor 2; Inventor 3. Title of Patent. Patent Type Patent Number. Date.

Notes:
1. Patent type includes the name of the issuing organization – usually a country or international body – and if it is an application.
2. If a patent has more than three inventors then you may use the names of the first three followed by et al. to the inventor portion of the citation.
3. The date is the issue date of the patent or the application date of the patent application.

Examples:


Verify the following in RefWorks:

Ref Type selected is Patent

State/Country is a two letter code for the country

Pub Year add <day of month> <month> preceding the system supplied year.
**Database (not free) [RefWorks Web Page]**

These are databases that require a subscription to access them. They are the ones that contain facts, such as Reaxys or SciFinder Web. If the database points you to the primary literature then you will want to cite that specific source rather than the database.

Here is the ACS style for references for a database:

Database Title (accessed date). other identifying information to help someone find the exact record you saw.

Notes:
1. Enter the information manually.

Examples


Web of Science (accessed Sep 2, 2008).

Verify the following in RefWorks:

Ref Type selected is Web Page

Type the “other identifying information…” into the Author field. This is to make RefWorks work display the needed information.
Database (free) [RefWorks Web Page]

These are freely available on the web – no subscription is required. They contain facts, such as ChemFinder.com, Knovel critical tables, spectra databases, etc.

Here is the ACS style for references for a database:

Database Title. URL (accessed date). other identifying information to help someone find the exact record you saw.

Examples


Verify the following in RefWorks:

Ref Type selected is Web Page

Type the “other identifying information…” into the Author field. This is to make RefWorks work display the needed information.
Web page [RefWorks Web Page]

These are pages that can be accessed by searching google.com (or some other search engine. In other words, they are free.

Here is the ACS style for references for a web page:

Author (if any). Title of Site. URL (accessed date). other identifying information.

Notes:
1. Web pages may not clearly identify an author. If it doesn’t, then leave the field blank.
2. Authors can be individuals or committees or companies or organizations.
3. The title of the site can be found at the top of the window (above the url).
4. Sometimes the title on the top of the window does not agree with the title at the top of the web page. If that is the case, then write the top of the window as the Title of Site and the top of web page as other identifying information. (see first example)

Examples:


Verify the following in RefWorks:

Ref Type selected is Web Page

Accessed, Month/Day should read <day> <month> not xx/yy/zzzz
29 July not 7/29/2009
**Book – book authors & no editors [RefWorks Book]**

This is a print book you are very familiar with – the author(s) write the whole book.

Here is the ACS style for references for a print book that is not part of a series and every chapter is written by the same author(s) as those listed on the title page.

Author 1; Author 2; Author 3. *Book Title*, Edition number; Publisher: Place of Publication, Year; Volume Number, Pagination.

Notes:
1. If book has more than three authors then use the names of the first three then add et al. to the author portion of the citation.
2. If you want to cite the whole book then don’t include any page numbers.
3. If you want to cite a particular page or chapter then include the page or page numbers.

Examples:


Verify the following in RefWorks:

Ref Type selected is Book, Whole
Book series – book authors & no editors [RefWorks Journal Article]

Here is the ACS style for references for a print book that is part of a series and every chapter is written by the same author(s) as those listed on the title page.

Author 1; Author 2; Author 3. Book Title, Edition number; Series Information; Publisher: Place of Publication, Year; Volume Number, Pagination.

Notes:
1. If book has more than three authors then use the names of the first three then add et al. to the author portion of the citation.
2. If you want to cite the whole book then don’t include any page numbers.
3. If you want to cite a particular page or chapter then include the page or page numbers.

Examples:


Verify the following in RefWorks:

Ref Type selected is Journal Article

Find the title of the series (probably near the bottom of the RefWorks page in either the Title Secondary or Title Tertiary fields. Copy this series title and paste it into the Periodical, Abbrev field.

Find the book number in the series. Copy this number and paste it into the Volume field.
Book – chapter authors & book editors [RefWorks Book Section]

Here is the ACS style for references for a print book and each chapter is written by a different set of authors and there are editors for the book.

Author 1; Author 2; Author 3. Chapter Title. In Book Title, Edition Number; Editor 1, Editor 2, Editor 3, Eds.; Publisher: Place of Publication, Year; Volume Number.

Notes:
1. If the chapter has more than three authors then use the names of the first three then add et al. to the author portion of the citation.
2. If the book has more than three editors then use the names of the first three then add et al. to the editor portion of the citation.
3. If there is a chief or main editors then cite that editor and not the associate/assistant editors.
4. If you want to cite the whole book then don’t include any page numbers.
5. If you want to cite a particular page or chapter then include the page or page numbers.
6. Editor field is last name, first name.

Examples:


Verify the following in RefWorks:

Ref Type selected Book Section

Copy Author field into Editors field

Copy Section Title field into the Book Title field

Add the chapter title in the Section Title field

Add the chapter author(s) in the Authors field
Book series – chapter authors & book editors [RefWorks Book Section]

Here is the ACS style for references for a print book that is part of a series and each chapter is written by a different set of authors and there are editors for the book.

Author 1; Author 2; Author 3. Chapter Title. In Book Title, Edition Number; Editor 1, Editor 2, Editor 3, Eds.; Series Information; Publisher: Place of Publication, Year; Volume Number.

Notes:
1. If the chapter has more than three authors then use the names of the first three then add et al. to the author portion of the citation.
2. If the book has more than three editors then use the names of the first three then add et al. to the editor portion of the citation.
3. Don’t cite editors of the series.
4. If you want to cite the whole book then don’t include any page numbers.
5. If you want to cite a particular page or chapter then include the page or page numbers.
6. Editor field is last name, first name.

Examples:


Verify the following in RefWorks:

Ref Type selected Book Section

Copy Author field into Editors field

Copy Section Title field into the Book Title field OR Type in the name of the series followed by a comma and the book number in the series.

Add the chapter title in the Section Title field

Add the chapter author(s) in the Authors field
Books – editors and no authors [RefWorks Book Section]

Here is the ACS style for references for print items that are usually handbooks, dictionaries, and maybe encyclopedias.

*Book Title*, Edition Number; Editor 1, Editor 2, Editor 3, etc. Eds.; Publisher: Place of Publication, Year; Volume Number, Pagination.

Notes:
1. If the book has more than three editors then use the names of the first three then add et al. to the editor portion of the citation.
2. Don’t forget the edition number.
3. Don’t forget the volume number.
4. Editor field is last name, first name.

Examples:


Verify the following in RefWorks:

Ref Type selected Book, Section

Copy Author field into Editors field

Copy Section Title field into the Book Title field

Add the name of the compound in the Section Title field

Add Volume number and Page number to their respective fields