PREPARING THE LITERATURE CITED SECTION

Whenever you cite sources to support statements, you must provide a separate Literature Cited section, giving the full citations for each source cited. This presentation enables the interested reader, including, perhaps, you, at a later date, to locate and examine the basis for factual statements made in your report. It occasionally happens that a reference is used incorrectly; your interpretation or recollection of what was said in a textbook, lecture, or journal article may be wrong. By giving the source of your information, the reader can more easily recognize such errors. If the reader is your instructor, this list of references may provide an opportunity for him or her to correct any misconceptions you may have acquired. If you fail to provide the source of your information, your instructor will have more difficulty in determining where you went wrong. Proper referencing is even more crucial in scientific publications. Misstatements of fact are readily propagated in the literature by others; the Literature Cited section of a report enables a reader to verify all factual statements made, and the careful scientist consults the listed references before accepting statements made by other authors.

Listing the References

Include only those references that you have actually read (see p. 69 for one exception to this rule) and that you specifically mention in your report or paper, and include all of the references that you cite. Unless you are told otherwise by your instructor, list references in alphabetical order according to the last name of the first author of each publi-
cation. If you cite several papers written by the same author, list them chronologically. If one author has published 2 papers in the same year, list them as, for example, Hentschel, B. 1995a, and Hentschel, B. 1995b.

Each listing must include the names of all authors, the year of publication, and the full title of the paper, article, or book.

In addition, when citing books, you must report the publisher, the place of publication, and the pages referred to, or the total number of pages in the book.

When citing journal articles, you must include the name of the journal, the volume number of the journal, and the page numbers of the article consulted.

When citing Internet sources, you must include the date that the material was posted (or the most recent revision date), the date you accessed the material, and the full URL for the Web site.

Unfortunately, there is no single acceptable format for preparing this section of a report; formats differ from journal to journal, despite the best efforts of the Council of Science Editors (CSE). A few rules, however, do apply to most journals:

Spell out only the last names of authors; initials are used for first and middle names.

Include the names of all authors, even though the names of only one or at most 2 authors (for example, Woodin et al., 1995; Svane and Havenhand, 1994) are cited in the text of the report.

Latin names, including species names, are italicized, or underlined to indicate italics.

Titles of journal articles are not enclosed within quotation marks.

Journal names are usually abbreviated. In particular, the word Journal is abbreviated as J., and words ending in -ology are usually abbreviated as -ol. The Journal of Zoology thus becomes J. Zool. Do not abbreviate the names of journals whose titles are single words (for example, Science or Evolution). Acceptable abbreviations for the titles of journals can usually be found within the journals themselves.

The most important rule in preparing the Literature Cited section is to provide all the information required and to be consistent in the manner in which you present it. When preparing a paper for publication, you should religiously follow the format used by the journal to which your entry will be submitted.
TECHNOLOGY TIP
Producing Hanging Indents

To produce the "hanging indent" format shown in the examples below, open the Format menu in the Word toolbar and then click on "Paragraph" and then on the arrow associated with the term "special" toward the right side of the layout. Then select "hanging indent" and specify how much you would like to indent (0.3" works well). Click OK to leave the menu and you're ready to roll—I mean indent. Alternatively, you can type all the references first, and then highlight them. Next open the Format menu, select Paragraph, open Special, and then choose the hanging indent option and specify the amount of indenting that you want.

The following examples should be helpful in preparing the Literature Cited section of your report. Note that the citation begins at the far left, and that subsequent lines are indented several spaces to the right. This format is called a "hanging indent" (see Technology Tip 2, above, to learn how to do this automatically in Microsoft Word).

LISTING JOURNAL REFERENCES

LISTING BOOK REFERENCES

LISTING AN ARTICLE FROM A BOOK

LISTING A LABORATORY MANUAL OR HANDOUT

Bernheim, H. 2002. Principles of physiology, using insects as models. II. Excretion of organic compounds by Malpighian tubules. Biology 50 Laboratory Handout. Tufts University, Medford, MA.

LISTING ITEMS FROM THE WORLD WIDE WEB
As explained in Chapter 2 (pp. 43, 46-47), information posted on Web sites is ephemeral and has usually not been peer-reviewed; avoid using Web pages as sources of information unless you are fully confident of the accuracy of the material presented. In general, this means relying only on peer-reviewed electronic journals or Web sites maintained by recognized scientific authorities, such as those associated with major museums and research institutions, or government organizations such as the U.S. Department of Agriculture (USDA), the National Oceanic and Atmospheric Administration (NOAA), and the World Health Organization (WHO).


If you know the author of the information, you should cite the author's name rather than the institutional name. For the latest information on citing Web sources, see http://www.councilscienceeditors.org/pubs_citing_internet.shtml and www.bedfordstmartins.com/online/cite8.html

SAMPLE LITERATURE CITED SECTION
A sample Literature Cited section follows, with items arranged alphabetically and chronologically. Your instructor may specify a different format for this section of your report, so check first if you are uncertain.
Literature Cited

cytological and biochemical index of stress in *Mytilus edulis* L.

16–23. College of Wooster, OH.

Eyster, L. S., Morse, M. P. 1984. Early shell formation during molluscan
embryogenesis, with new studies on the surf clam, *Spisula


Fox, D. S., Heitman, J. 2002. Good fungi gone bad: the corruption of
[accessed 1 Jan. 2003]

Haas, W., Haberli, B. 1997. Host recognition by trematode miracidia and
cercariae. In: *Advances in Trematode Biology* (B. Fried and T. L.

Havenhand, J. H. 1993. Egg to juvenile period, generation time, and the

to mode of development in marine prosobranch gastropods.

374–379.

Quinn, G. P., Keough, M. J. 2002. *Experimental design and data analysis

<http://tolweb.org/tree?group=Echinodermata&contgroup=
Metazoa>. [accessed 1 Jan. 2003]

Something that looks like a bad sentence can be the germ of a good one.
Ludwig Wittgenstein

What a very difficult thing it is to write correctly.
Charles Darwin, 1837

Much of this book concerns the reading, note-taking, thinking, synthesiz-
ing, and organizing that permit you to capture your thoughts and your ev-
idence in a first draft. This chapter concerns the revising that must follow,
in which you examine the first draft critically and diagnose and treat the
patient as necessary. I typically revise my own writing 4 or 5 times before
letting anyone else see it and several more times after it has been re-
viewed by others, so don’t feel inadequate for not producing flawless
prose on your first or second draft. Successful writers aren’t necessarily
more gifted than you are; most of them just revise more often.

Writing a first draft gives you the opportunity to get facts, ideas, and
phrasings on paper, where they won’t escape. Once you have captured
your thoughts, you can concentrate on reorganizing and rephrasing them
in the clearest, most logical way. **All writing benefits from revision.**
For one thing, the acts of writing and rereading what you have written
typically clarify your thinking. Then, too, there is the universal difficulty
in getting any point across (intact) to a reader, even when you finally
know precisely what it is that you want to say. Revising your work im-
proves communication and often leads you to a firmer understanding of
what you are writing about.

It is difficult to revise your own work effectively unless you can ex-
amine it with a fresh eye. After all, you know what you wanted to say;
without some distance from the work, you can’t really tell whether or not
you’ve actually said it. For this reason, **plan to complete your first
draft at least 3 days before the final product is due, to allow time
for careful revision.** Reading your paper aloud— and listening to your-
self as you read—often reveals weaknesses that you would otherwise
miss. It also helps to have one or more fellow students carefully read and