Listing information sources at the end of a paper is an important part of professional scholarship and writing. Many disciplines have specific requirements for the layout of these references; in chemistry the standard is the *ACS Style Guide*, 3rd ed., Chapter 14.

This quick guide is not a substitute for the *ACS Style Guide*, but it does include some commonly used formats with the relevant page numbers from the *ACS Style Guide*. If the *ACS Style Guide* didn't have an exact example, one was created based on the most relevant examples available. Consult the *ACS Style Guide* for further examples and clarification of citing rules. If writing for publication also check the "guides for authors" for the journal in which you want to publish.

**BOOKS**
Whether or not the book is in a series, has an editor, is cited in its entirety or only in part, has different editions, etc, can all cause variations in the format.

**Book with authors (pp 300-304)**

**Book with editors (citing entire book; pp 300-304)**

**Book in a series (p 306)**
Books in a series may be cited using either the book format (first example) or the journal format (second example). If the latter is used, then the CASSI abbreviation for the series title should also be used.


**Organic Syntheses and Inorganic Syntheses (p 305)**
Cumulative volumes of *Organic Syntheses* are cited as books (first example); annual volumes of *Organic Syntheses* and *Inorganic Syntheses* are often cited as journals (second example).


**CONFERENCE PROCEEDINGS**
Print full paper (pp 307-308)

Print abstracts of papers (p 308)
Electronic conference abstracts (p 323)

DATA SETS
Print (pp 314-315)
TRC Spectral Data – Ultraviolet; Texas A&M University: College Station, TX, Apr 30, 1966; no. 969 (4-Methyl-1-phenyl-3-tiapentane).

Electronic (based on pp 314-315, 320-321)

DISSERTATIONS AND THESSES
Print (pp 309-310)

Electronic (p 321)

ENCYCLOPEDIAS
Print (pp 305-306)

Electronic (p 320)

JOURNALS
Article titles from print journals are usually not included in the citation. Journal titles use CASSI abbreviations. See also examples for early publication articles in the “Preprints” section.

Print (pp 291-296)


Electronic (p 317-319)
Note that the format for citing e-articles does include the article title.
MATERIAL SAFETY DATA SHEETS (p 315)

International Chemical Safety Cards can also fit in this format (see second example).


PATENTS

Print (pp 310-311)

Electronic (based on pp 310-311, 320-321)
Parser?Sect1=PTO1&Sect2=HITOFF&d=PALL&f=1&u=%2Fetahtml%2FPTO%2Fsearch.htm&r=1&f=G
 &l=50&s=5,958,879,PN, &OS=PN/5,958,879&RS=PN/5,958,879 (accessed Mar 23, 2007).


PREPRINTS

Early access (pp 318-319)
http://www.sciencedirect.com/science?_ob=PublicationURL&_tokey=%23TOC%2335289%2399999%23999990999%2399999%23FLA%23&cd=5289&_pubType=1&view=c&auth=y&acc=C000014439&version=1&
urlVersion=0&userid=2091810&md5=5c2e57f1a33f1d0d201397bd02d12a3c4 (accessed Apr 3, 2007) (Accepted manuscript, has not undergone final copyediting, typesetting, or proof review).

Preprint servers (p 319)

SCIFINDER SCHOLAR AND OTHER INDEXES

When citing abstracts from an indexing and abstracting source such as SciFinder Scholar or PubMed, the citation to the original publication follows the format for that type of publication (for example, journal articles, patents, conference proceedings, etc.)

Abstract from a print index (citation format for the reference and pp 298-299)

Abstract from electronic indexes (based on citation format for the reference and pp 298-299, 318-319)

Calculated properties data (p 324)

Experimental properties data (based on p 324 and citation format for reference listed)

Spectral data (based on calculated and experimental properties examples shown above)

WEB SITES (pp 320-321)

NOTE: JOURNAL (CASSI) ABBREVIATIONS
Chemists use a set of standard abbreviations for journal titles and the names of conference proceedings. These are published in CASSI, the Chemical Abstracts Service Source Index. The ACS Style Guide describes a sample CASSI record on p 340-341 and lists abbreviations for over 1000 heavily used chemistry journal abbreviations on pp 328-339.

NOTE: PERSONAL NAMES
Personal names often cause difficulties when preparing bibliographies or reference lists. Western European names generally are arranged with the given name first and the family name last. That means that when you are creating a bibliography, you would reverse the order, so that the family name would come first, followed by a comma and then the given name (or initial).

Not all Western European names follow this pattern exactly, however; and names of authors from other parts of the world certainly don’t! All the possible permutations of personal names are too numerous to list here. However, the Chicago Manual of Style has done an excellent job of providing rules for personal names (sections 8.5-8.20) and alphabetizing (sections 18.69-18.87).

RESOURCE LIST


This publication is available in alternative media on request.
Penn State is committed to affirmative action, equal opportunity, and the diversity of its workforce.

ACS Style/rev. Apr. 2007/njb2