

PART 4: TEXT AND REFERENCE STYLE

Text Style

Investigators are encouraged to contact the Senior Editorial Manager to discuss the publishing conventions specific to the topic or nomenclature of the report.

- **Do not number sections, but rather use appropriate subheads.** Use the section subhead as the identifier for any cross-references in text (e.g., “see the section ‘Statistical Analyses’ for a full discussion”). Clearly indicate heading level through use of uppercase and lowercase letters, italics, or boldface, or a combination of these.
- **Avoid overuse of abbreviations and acronyms.** For those abbreviations and acronyms deemed necessary, spell out a term at its first mention, followed by the abbreviation in parentheses, and then use the abbreviation consistently throughout the remainder of the text. All such terms should be listed in the section Abbreviations and Other Terms. For plural abbreviations, add a lower case “s” (as in PAH and PAHs).
- **Spell out chemical compounds at the first text reference.** The formula should immediately follow in parentheses (for example, “nitrogen dioxide (NO₂)”).
- **Number tables sequentially in the order mentioned in the text.** Use cardinal numbers, not decimal numbers (1, 2, 3, 4; not 1.1, 1.2, 1.3, etc.). Please add a descriptive title and include descriptive headings for all columns and rows. The information in the table should be complete enough to allow it to be understood separately from the main text.
- **Number figures sequentially in the order mentioned in the text.** Use cardinal numbers, not decimal numbers (1, 2, 3, 4; not 1.1, 1.2, 1.3, etc.). Ensure that figure captions are complete enough to allow illustrations to be understood separately from the main text.
- **Do not use engineering notations** (e.g., 7.3E-05 should be changed to 7.3×10^{-5} ; 2.6E+03 to 2.6×10^3).
- **Make sure the number of significant digits is consistent for all values in a table.** Note that Excel cuts off the last 0 to the right of the decimal unless you set the program up not to do that.

Reference Style

References should be formatted according to HEI's style (see below). (HEI's style is very similar to that used by the journal *Environmental Health Perspectives*. Many reference manager programs, such as EndNote, include *EHP* style as an option.)

Only references that are cited in the report should appear in the reference list. Please check that (1) all cited references are listed and (2) those not cited have been deleted. **Authors are responsible for the accuracy of their references, including spelling, diacritical marks, symbols, subscripts and superscripts, italics, and date accessed for URLs (e.g., databases and PDFs).**

IN-TEXT REFERENCE CITATIONS

For in-text citations, use the name and date format in parentheses with no comma.

- Single author: (Brook 2008).
- Two authors: (Mauderly and Garshik 2009).
- Three or more authors: (McDonald et al. 2004).
- Multiple reference citations in text at one spot: List alphabetically. Separate publications by the same author(s) with commas and those by different authors with semicolons: (Dockery et al. 2001; Pope et al. 2004, 2008; van Eeden et al. 2001a, 2001b).
- Multiple sources with different first authors but the same last name and date: Use the first author's last name plus initial(s): (Wong CM 2002; Wong TW 2002).
- Place URL addresses in the reference list (not in text) with full reference information. Cite author and date in text.

Any items that must be cited but are not accessible to the public (e.g., manuscripts submitted but not yet accepted, unpublished data, and personal communications) should appear in the text in parentheses but should not be listed in the references: for example, (Geiser N, personal communication, January 2011) or (Smith M, unpublished data).

REFERENCE LIST

All references must include the following:

- Author/editor last name plus initial(s) or authoring agency (if there are more than six authors, use "et al." after the sixth).
- Year of publication.
- Full title of article or chapter (sentence case).

- Title of journal (abbreviated according to Index Medicus or PubMed) or book/proceedings in title case.
- For books and meeting reports, city/state/country of publication and name of publisher.
- Volume and inclusive page numbers separated by an en dash (–). These are not required if a URL or a DOI number is provided.
- Either a DOI number or a URL address is required for articles published online only (without volume and page numbers).
- Date accessed for any URLs (e.g., databases or PDFs of documents).

The list should be arranged alphabetically by the authors' surnames. If the author has more than one publication, list references in alphabetical order (letter by letter) of subsequent authors. If the first author shares the last name with another first author (Wong CW vs. Wong TW), alphabetize by initials. If you list more than one publication by the same author/group of authors, arrange by date (early to late). Assign suffixes (a, b, etc.) after the date to distinguish two or more works by the same author or authors in the same year.

In all reference citations, notice that no commas are used between the author's last name and initials and that no periods are used after initials or journal abbreviations.

REFERENCE CITATION EXAMPLES

Journal article — conventional reference

Davi G, Patrono C. 2007. Platelet activation and atherothrombosis. *N Engl J Med* 357:2482–2494.

Journal article with DOI reference

Anderson HR, Butland BK, van Donkelaar A, Brauer M, Strachan DP, Clayton T, et al. 2012. Satellite-based estimates of ambient air pollution and global variations in childhood asthma prevalence. *Environ Health Perspect*; 10.1289/ehp.1104724.

Journal article “in press”

Burn HJ, Dinsdale D, Smith T, Grigg J. In press. Ultrafine particles in alveolar macrophages from normal children. *Thorax*.

Book

Covello VT, Merkhofer MW. 1993. *Risk Assessment Methods: Approaches for Assessing Health and Environmental Risks*. New York:Plenum Press.

Book, edited

Wilson SH, Suk WA, eds. 2002. *Biomarkers of Environmentally Associated Disease: Technologies, Concepts, and Perspectives*. Washington, DC:Lewis Publishers.

Chapter in book, edited

Hill A, Whitley M. 2003. Quality control of expression profiling data. In: An Introduction to Toxicogenomics (Burczynski ME, ed). Washington, DC: CRC Press, 29–43.

HEI report

Brunekreef B, Janssen NAH, de Hartog JJ, Oldenwening M, Meliefste K, Hoek G, et al. 2005. Personal, Indoor, and Outdoor Exposures to PM_{2.5} and Its Components for Groups of Cardiovascular Patients in Amsterdam and Helsinki. Research Report 127. Boston, MA: Health Effects Institute.

Government document

U.S. EPA (U.S. Environmental Protection Agency). 2004. Air Quality Criteria for Particulate Matter (Final Report). EPA/600/P-99/002aF-bF. Washington, DC: U.S. EPA.

Proceedings

When citing proceedings or a presentation, include the name, city, and state of the sponsoring organization or publisher so a reader can obtain a copy of the material cited.

Vo-Dinh T, Miller GH. 1983. A new passive monitor for direct detection of PAH vapors. In: Proceedings of the International Symposium on Polyaromatic Hydrocarbons, 26–28 October 1983, Columbus, OH (Smith J, Jones E, eds). Columbus, OH: Battelle Laboratories, 66–72.

Web pages, PDFs of documents, and interactive databases or reports

Italicize all URLs. Include the date accessed.

CDC (U.S. Centers for Disease Control and Prevention). 2003. Environmental Public Health Indicators Project. Available: *www.cdc.gov/nceh/indicators/default.htm* [accessed 18 August 2003].