After finding the references you need for your research, it is important that they are cited accurately and in some standard manner. Some examples of common reference practices that should be utilized for environmental papers and reports are provided below.

A. **Endnote**

**We recommend that you use EndNote for managing your references and citations. You can direct EndNote to use the Ecology formatting style, but it is always good to look over your citations to make sure that everything is formatted properly. For information about using EndNote at Colby, visit [http://libguides.colby.edu/research-help](http://libguides.colby.edu/research-help). EndNote is installed on all of the ES and library computers at Colby.**

B. **Citing Authors in Body of Text**

Footnotes are rarely used in environmental writing for citing references. Instead, the reference is noted in the body of the text by author(s) and date of publication. The authors of your reference may be used as the subject of your sentence or may be noted at the end of the sentence in parentheses. If one or two authors have written a paper, list their last names in the text followed by the date of publication. If the article is coauthored by three or more persons, list only the first author in the text followed by “et al.” and the date of publication:

Predation and competition are the primary determinants of the structure and functioning of ecological systems (Sih and Boyle 1998).

According to Lamberti and Resh (1983), insect grazers limit algal growth in many but not all streams.

To test the effect of oil on Alaskan caribou, experimental groups of animals was doused with crude oil while controls were sprayed only with water (Shell et al. 1970).

If more than one paper has been published about a given topic, list all relevant authors, but separate authors of different papers by commas and order the papers by date. Within a particular year, order the papers alphabetically by author:

Species-specific traits can directly influence the soil environment, biochemical cycles, and interactions with other plant and animal species (Wardle et al. 1998, Eviner and Chapin 2003, Smith 2003)

If you cite two or more papers written by an author(s) in the same year, place a small letter after the date to distinguish between papers – do this both in-text and in the Literature Cited:

The shape and power of tarsus, toes, and talons are generally considered adaptations to the type and size of prey taken by birds of prey (Orr 1971, Brown 1976a). For example, an increase in tarsus length provides an advantage to the Collared Sparrowhawk by enabling the greatest reach possible in the final lunge to snatch prey (Brown 1976b).
C. Literature Cited Section

All sources cited in the body of your paper/report must be completely referenced in a section at the end entitled LITERATURE CITED. List alphabetically in the Literature Cited only those papers, books, or web sources that you mentioned in the text. If you found 294 articles pertaining to your subject matter, but only reported on three of them in the paper, then the Literature Cited will contain three entries. If you cite more than one paper written by the same author(s) in different years, list these publications chronologically. References for books should not be separated from those for journals. Use the complete names of journals when listing a citation in the literature cited section.

Cite journal articles in the following manner:


The above citation indicates that the paper appeared in Ecology in 2007, Volume 88, pages 2415 through 2426.

For multiple authors, see below. Note that the order of the authors’ last names and initials switch after the first author:


A correct citation for information published in a book should include: publisher’s name, location of publisher, and total number of pages in the book:


If your reference is an article published in a book as one of a number of articles by different authors, cite it as follows:


Cite web sites in the following manner. Make sure to remove hyperlinks:

With author:

Without author:


There are now a few open-source journals that publish on the web and, as a result, do not follow the volume/page number format for citations. They are cited as follows:


Government reports can be cited as follows:


Increasingly, journals require authors to cite statistics programs:


B. Evaluating Web Pages
The web is a wonderful resource and provides access to a tremendous wealth of information. However, you must be careful to evaluate the quality of the information you obtain from this source. The Colby library page provides a link to helpful information you can utilize to evaluate the web sites you discover (http://bcs.bedfordstmartins.com/resdoc5e/). You should assess the quality and reliability of any information found on the web before including it in your reports/papers.

If you deem the web information you find appropriate for inclusion in your report after proper evaluation, the web site must be cited in your text. Use the web page title and date to cite the web site in the text of your report/paper (in a similar way to the author-date system described above) and use the format shown below for listing your source in the Literature Cited section.

D. Other Resources for Literature Citations
Other rules govern citations such as articles and books written by authors with foreign names and literature published by private organizations. If you are confronted with one or more of these problems consult the ES 271 Library Course Guide available on the Science Library Website.

You could also look in recent issues of the journal Ecology or Ecological Applications for formatting examples.