

Reference Formatting in RESPIRATORY CARE

References must be listed and numbered in the sequence in which each referenced document is first cited in the text, tables, and figures. Authors are responsible for the accuracy and completeness of the citations. Regarding the use of citation management software in your word processing files, The EndNote Styles collection contains the style for RESPIRATORY CARE. It can be downloaded at <http://www.endnote.com/support/enstyles.asp>. Authors can download this style and designate it as the Output Style from within Endnote, which allows formatting of the manuscripts using EndNote. Because EndNote always adds the references to the very end of the document, it may be necessary to cut and paste them to the correct place in the manuscript. EndNote formats the references single-spaced, so it is also necessary to double space the references using your word processing software.

The following examples show the Journal's style for the most common types of references.

Manuscript accepted but not yet published:

Hess DR. New therapies for asthma. *Respir Care* (2008, in press).

One copy of manuscripts cited as "in press" should be uploaded onto Manuscript Central as supplementary material.

Article in a journal carrying pagination throughout the volume; for citations with multiple authors, list the first 6 authors, and then "et al": (Exception: in the case of a paper with a total of 7 authors, list all seven.)
Stoller JK, Kester L, Roberts VT, Orens DK, Babic MD, Lemin ME, et al. An analysis of features of respiratory therapy departments that are avid for change. *Respir Care* 2008;53(7):871-884.

Corporate author journal article:

Pérez-Padilla R, Vázquez-García JC, Márquez MN, Menez AMB on behalf of the PLATINO Group. Spirometry quality-control strategies in a multinational study of the prevalence of chronic obstructive pulmonary disease. *Respir Care* 2008;53(8):1054-1080.

Article in journal supplement (journals differ in numbering and identifying supplements. Supply information sufficient to allow retrieval):

Shields MD, Bush A, Everard ML, McKenzie S, Primhak R; British Thoracic Society Cough Guideline Group.

BTS guidelines: Recommendations for the assessment and management of cough in children. *Thorax* 2008;63(Suppl 3):iii1-iii15.

Abstract in journal (citing abstracts is discouraged, but permissible; those more than 3 years old should not be cited):

Brown MK, Willms DC. A comparison of heliox consumption in three ventilators (abstract). *Respir Care* 2007;52(11):1610.

Editorial in a journal:

Doherty DE. Documentation of airflow obstruction is essential to confirm the diagnosis of COPD: are handheld spirometers in an office setting valid? (editorial). *Respir Care* 2008;53(4):429-430.

Editorial with no author given:

Allergic rhinitis: common, costly, and neglected (editorial). *Lancet* 2008;371(9630):2057.

Letter in journal:

Labeau SO, Vandijck DM, Vandewoude KH, Blot SI. Obstacles to implementing evidence-based guidelines (letter). *Respir Care* 2008;53(4):505-506; author reply 506.

Book (specific pages should be cited whenever reference is made to specific statements or other content):

White GC. Respiratory notes: respiratory therapist's pocket guide. Philadelphia: FA Davis; 2008: 230.

Corporate author book:

Committee on Implementation of Antiviral Medication Strategies for an Influenza Pandemic, Institute of Medicine. Antivirals for pandemic influenza: guidance on developing a distribution and dispensing program. Washington DC: National Academies Press; 2008.

Chapter in book with editor(s):

Clini EM, Trianni L, Ambrosino N. Nutrition in the ICU. In: Goldstein N, Goldstein RS, editors. Ventilatory support for chronic respiratory failure. Lung Biology in Health and Diseases, Vol 225. New York: Informa; 2008:401-413.

Internet Material:

Static Internet material should be listed in the references and used only when a printed citation is not available (such as when citing an online journal). Always include the digital object identifier (DOI). Because the citation is static, there is no need to include the access date,

Ehrenstein BP. Pandemic influenza: are we prepared to face our obligations? *Critical Care* 2008;12:165. doi:10.1186/cc6938.

Published articles ahead of print should be cited in the same manner, including the DOI, or if that is lacking, add "[epub ahead of print]". Update the pagination data when available upon final publication of the cited paper.

Frequently changing Internet material used only as a background source can be cited in the text, using only the URL and access date, and does not need to be added to the reference list, eg, "...as recommended by the American Lung Association (<http://www.lungusa.org/>, Accessed July 16, 2008) ..."

General news sources can be cited as a URL within the text, with the date last accessed.

(Aisen CF. Taking action against hospital acquired infection. *Medical News Today*: July 2, 2008. Available at <http://www.medicalnewstoday.com/articles/113508.php>. Accessed July 16, 2008.)

Unpublished Work:

If research has not yet been accepted for publication, it should not be cited in the reference list but may be cited in full parenthetically within the text as a personal communication, Example: "Recently, Jones et al found this treatment effective in 45 of 83 patients (Jones HI, personal communication, 2008)." You must obtain written permission from the author to cite his or her unpublished data. Permission to cite unpublished work as a personal communication ensures that this information is not misrepresented, either in error or intentionally, or included without the knowledge and approval of the individuals providing the information. Reference to your own unpublished work that has not been accepted for publication should not be included in the reference list but must be mentioned as follows: "Recently, we found that this type of aerosol is no more effective than placebo (unpublished data)."