
General Notes about References

- Purpose of references: documentation, acknowledgement, & directing/linking the reader to more information
- ALL authors are responsible for ALL reference citations
- Always consult primary source and never cite a reference you yourself have not read

Formatting Citations

- Each reference is separated into bibliographic groups by a period. Within each group, commas, semi-colons, or colons are used.
- Include as much information as you have. If the information is not available, leave it out.
- **Authors**: Use authors’ surname followed by their initials without periods. If there are < 6 authors, all should be named. If there are > 6 authors, list the first 3 followed by “et al.” Roman numerals and “Jr/Sr” follow the initials. Original spelling and capitalization of surnames with prefixes or particles (eg, von, de, La, van) are retained. **Only use commas between names, not “and”**. Author groups may be named instead of or in addition to individuals. Do not include articles (ie, “the”). If individuals listed first, use semicolon before group name.
- **Titles**: Retain the spelling, abbreviations, style (eg, capitalization) of the original title (including numbers). Exception: numbers at the beginning of the title should be spelled out (except specific years (eg, 1948).
  - Information about abbreviated titles: https://www.nlm.nih.gov/tsd/cataloging/contructitleabbre.html. If title not found in search, use full journal name.
- AMA does not provide official guidance for formatting citations on curriculum vitaeas (CVs). Presentations and posters that are part of academic coursework may be appropriate for pharmacy students to include on their CV. For consistency, Concordia University Wisconsin School of Pharmacy (CUW SOP) students should follow the recommended formats below on their CV.
- **NOTABLE CHANGES WITH 11TH EDITION:**
  - URLs and DOIs at end of citations with no periods; DOIs preferred over URLs
  - **Place** of publication no longer required
  - Do not state “published” in front of published date except when “published online” ahead of print
  - Use “forthcoming” instead of “in press” for books or other media accepted but not yet published

<table>
<thead>
<tr>
<th>Citation Type</th>
<th>Format</th>
<th>Example(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Author(s). Title. Published online [date]. DOI *Use a URL that takes reader directly to citation. Do not use long search string or short general URL.</td>
<td>Tamburini S, Shen N, Chih Wu H, Clemente JC. The microbiome in early life: implications for health outcomes. <em>Nat Med</em>. Published online July 7, 2016. doi:10.1038/nm.4142</td>
</tr>
<tr>
<td>(print/online same as above)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Artificial Intelligence Tools</td>
<td>Name of Tool/LLM; response to question from author; Date.</td>
<td>ChatGPT; response to question from author; November 15, 2024.</td>
</tr>
<tr>
<td>Citation Type</td>
<td>Format</td>
<td>Example(s)</td>
</tr>
<tr>
<td>---------------</td>
<td>--------</td>
<td>------------</td>
</tr>
<tr>
<td><strong>Conference Presentations (including online videos, webinars, transcripts, etc.)</strong></td>
<td>Author(s). Title. Poster/Paper presented at: Meeting name; Date(s); Location. Accessed [date]. URL</td>
<td>Weber KJ, Lee J, Decresce R, Subjasis M, Prinz R. Intraoperative PTH monitoring in parathyroid hyperplasia requires stricter criteria for success. Paper presented at: 25th Annual American Association of Endocrine Surgeons Meeting; April 6, 2004; Charlottesville, VA.</td>
</tr>
<tr>
<td><strong>Presentations in an Academic Course (eg, posters, oral presentations) [FOR CV USE ONLY]</strong></td>
<td>Author(s)*. Title. Poster/Paper presented to Audience for Course Number and Course Title; Date(s); Location.</td>
<td>Smith J, Jones T, Peterson G, Johnson C, Martin M, Carlson P. Great Plantain and Helichrysum Italicum: Bosnian Alternative Therapies. Presentation to faculty and students in CUW SOP Phar 382 IPPE-2 course; April 2016; Mequon, WI.</td>
</tr>
</tbody>
</table>

*If using editor names, end with “…, ed(s)”.
*Options: Package insert, Prescribing information, Patient information
*Chapter format: “chap #”
*Department should be abbreviated “Dept”
List references in numerical order (ie, consecutively as they appear in the document/presentation; NOT alphabetical order)


Aldosterone is known to be important in the pathophysiology of heart failure.\footnote{Hall; Weber (1991); Weber (1993); Barr} Many clinicians have assumed that angiotensin-converting enzyme (ACE) inhibitors, by inhibiting the conversion of angiotensin I to angiotensin II, inhibit the production of aldosterone. Increasing evidence, however, suggests that currently recommended and usual doses of ACE inhibitors do not completely suppress aldosterone production.\footnote{Staessen}

Another helpful option to stay organized during the draft phase of your document is to use a reference management software program, which allows you to manage references by helping you to enter/import, retrieve, format, and export citations. Some programs are available for free and others require a subscription. The most common examples of reference management software programs used in pharmacy are: Mendeley, Zotero, EndNote, and Refworks.

Number references consecutively with superscript Arabic numerals, including text, tables, or figures

For 2 or more references cited at a given place:
- Use \textit{hyphens} to join the first and last numbers of a closed series
- Use \textit{commas} without a space to separate other parts of a multiple citation
- If a multiple citation involves many references and creates the appearance of a hole (usually 20-25 characters or more), use an \textit{asterisk} in the text and give the citation in a footnote

Place superscript numerals \textit{outside periods and commas}, \textit{inside colons and semicolons}

Do NOT place a superscript reference immediately after a number or abbreviated unit of measure

You may cite page numbers within superscript reference

Be sure to cite often enough throughout the document/presentation so that the reader can know where you got the information, but be careful not to cite too often (ie, do not only include your list of references and not cite throughout; if several \textit{consecutive} sentences are from the same reference, you may only cite the first sentence)
In-Text Citations

Citations for references not yet accepted for publication or personal communications (oral, written, and electronic) should NOT be included in the reference list, but should be included parenthetically in the text.

As described in recent literature (H. E. Marman, MD, unpublished data, July 2019)...

In a conversation with Dr. Smith (March 2019)...

According to Dr. Kostrzewa (Introduction to Tertiary References lecture, September 2018, Concordia University Wisconsin, School of Pharmacy)...

Other in-text citations for references that should be included in a reference list are not common in most professional documents (except presentations, see below) and should be reserved for circumstances where reference lists are not used (eg, news articles).

PowerPoint Presentations

AMA does not provide official guidance on PowerPoint presentations. However, just like any other piece of work, it is important to give credit to your sources.

At a minimum, all presentations should include a reference slide at the end with AMA formatted citations.

(Kostrzewa, Geriatric Psychiatry, April 2014, Concordia University Wisconsin, School of Pharmacy)

Ideally, you should also cite individual slides. There are several ways to do this. Make sure to ask your instructor what they prefer before formatting your citations. Two possible examples are given here:

**Superscript**
(in numerical order; much correspond with reference list)  
**In-text**
(Bottom of slide; in parentheses; may be smaller font)

Book: (Author*, Year, Page(s))  
*Surname only; if 2, list both; if > 2, list first + “et al”  
Journal: (Journal [abbreviated], Year;Volume(Issue):Page(s))
Follow AMA rules above. Typically, there is a reference section in the bottom left or right corner of the poster and the font size is often smaller than the rest of the poster text.

References


If you have any questions about referencing or the AMA format, please contact your course coordinator or Audrey Kostrzewa, PharmD, MPH, BCPS at audrey.kostrzewa@cuw.edu or 262-243-2750

Updated May 2024