

MMS Style Guide: Offshore Scientific and Technical Publications

Excerpt from *Pen to Press*

Field Draft: August 1989

Compiled by the Subcommittee on
Handbook for Offshore Scientific and
Technical Publications, Committee for
Scientific and Technical Publications

BIBLIOGRAPHY

Introduction

References listed in reports may include books, periodicals, and unpublished materials (oral or written communication, administrative reports, theses, in-press items, data files, etc.). Although there are many styles for preparing bibliographic listings, the main objective of a bibliography is to give the reader enough information to be able to locate the material in a library, bookstore, or corporate organization. Whichever style is chosen, it should be used consistently throughout the document. The accuracy of bibliographic listings is the responsibility of the author, so it's a good idea for the author to verify the information against the original sources before the list is typed.

This section provides some guidelines for the most common situations in compiling a bibliography. Following these guidelines are **two optional styles that may be used in Offshore MMS publications**: *Suggestions to Authors (STA)* and the *Chicago Manual of Style (Chicago)*.

These two styles use the format that lists the author and then the year published. This format is favored by many scientific publishers. In the section on each style, there is a breakdown of the elements in an entry for a book, periodical, and unpublished material. There are also sample entries for each style.

Note: Most of the guidelines that immediately follow apply to both styles, but notice that the examples shown are formatted according to the STA style just for simplicity. (See B.17 for examples of formatting in Chicago style.)

Guidelines

Text Reference

B.1. Most bibliographic styles use the **author and year system** for citing works within the text. Including the specific page on which the information is found is a courtesy so the reader doesn't have to search for the information. *Chicago* style does not include the page number and uses *et al.* instead of *and others* for four or more authors.

STA Style

One author: Morse (1983, p. 43) or (Morse, 1983, p. 43)

Two authors: Morse and Han (1986, p. 33) or (Morse and Han, 1986, p. 33)

Three or more authors: Morse and others (1987, p. 77) or (Morse and others, 1987, p. 77)

Chicago Style

Three authors: Cooper, Jolings, and Jones (1988)

Four or more authors: Lowe et al. (1988)

Note: In text, separate multiple references in text with semicolons.

Morse, 1983, p. 43; Peters, 1987, p. 9.

BIBLIOGRAPHY

B.2. If the author is an organization or government agency, use the following example as a guide. Abbreviations may be used in text references, but make sure the abbreviation is enclosed in parentheses after the spelled-out name in the bibliography. (See also B.8.)

(Minerals Management Service, 1987, p. 14) or (MMS, 1987, p. 14)

B.3. If two or more publications have the same author(s) and year, distinguish between them by adding lowercase letters (a, b, c . . .) after the year. Add the letters to the text references and to the corresponding bibliographic entries.

(Morse, 1986a, p. 44)

(Morse, 1986b, p. 73)

(Morse and others, 1987a, p. 45)

(Morse and others, 1987b, p. 88)

B.4. Unpublished material and personal correspondence may be expressed as the following in text references. (Both *STA* and *Chicago* styles agree that oral and written communication is best cited in text, tables, illustrations, and figure captions, but not in the bibliography. Unpublished reports kept in a file or depository may be listed in the bibliography if a collection/depository name is given.)

(Ewing, oral comm., 1982)

(Bailes, written comm., 1984)

Note: STA style uses commun., but comm. is a condensed alternative.

Repeated Author Names

B.5. If several publications by the same author (or same group of authors or same corporate authors) are listed in the bibliography, a 3-em dash (a long dash) may be inserted to avoid repeating the names. (On a typewriter or most word processors, the long dash is formatted by using five hyphens.) The dash indicates that the author for that publication is identical to the author listed in the previous entry. Many dashed entries make the listing difficult to read, so in extreme cases consider spelling out the repeated author names.

Cornwell, J. A., 1981, Feasibility study phase 1, part A.1, Southern California Coastal Pipeline: Maryland, Harwood Press, 45 p.

—1985, Feasibility study phase 4, part A.1, Southern California Coastal Pipeline: Maryland, Harwood Press, 78 p.

Note: Do not begin a new page with a dashed entry. When an author's publications continue to the next page, spell the name out again.

BIBLIOGRAPHY

B.6. If a co-author is added, do not use the dash; spell out the name.

Dellagiarino, George, 1986, Offshore resource evaluation program: Background & function: Reston, Virginia, USDO, Minerals Management Service OCS Report, MMS 85-0091, 42 p.

Dellagiarino, George, and Cooke, L. W., 1988, Estimates of undiscovered oil and gas resources for the Outer Continental Shelf as of January 1987: Reston, Virginia, USDO, Minerals Management Service [in review].

Government Agency as Corporate Author

B.7. Offshore MMS publications that are written by individual authors are listed under those authors' names. For publications that do not have individual authors on the title page, the Minerals Management Service is considered the corporate author.

Minerals Management Service, 1985, Final reports, publications, and presentations, offshore environmental studies program: Reston, Virginia, USDO, Minerals Management Service OCS Report, MMS 85-0112, 65 p.

B.8. Some bibliographic styles encourage working from the largest organizational unit to the smallest, such as *U.S. Department of the Interior, Minerals Management Service*. This format is appropriate for publications with widespread audiences, such as environmental impact statements and congressional reports.

U.S. Department of the Interior, Minerals Management Service, Alaska OCS Region, 1985, Final environmental impact statement, proposed St. George Basin Sale 89: Anchorage, Alaska: Minerals Management Service OCS EIS, MMS 85-0029, 866 p.

—1986, Beaufort Sea Sale 97, draft environmental impact statement: Anchorage, Alaska: Minerals Management Service OCS EIS/EA, MMS 86-0042, 670 p.

For publications with a specified or limited audience, listing *Minerals Management Service* as author instead of *U.S. Department of the Interior, Minerals Management Service* will help readers identify references quickly, especially if there is a long list of agencies or bureaus under the same department. This usage also helps distinguish publications in text references if two or more agencies (as authors) in the same department list the same date. To determine which usage is appropriate, consider your publication and its audience. (See the following examples.)

BIBLIOGRAPHY

B.8. (cont.)

Bureau of Land Management, 1985, [Title, etc.]
—1987, [Title, etc.]
Minerals Management Service, 1985, [Title, etc.]
—1987, [Title, etc.]

or

U.S. Department of the Interior, Bureau of Land Management, 1985, [Title, etc.]
—1987, [Title, etc.]
U.S. Department of the Interior, Minerals Management Service, 1985, [Title, etc.]
—1987, [Title, etc.]

Note: For references in text, the abbreviated style may be used because it is less distracting (or interrupting) to the reader than the spelled-out form would be, especially if the reference is used frequently or if the bibliography is extensive. Make sure the abbreviation is enclosed in parentheses after the spelled-out name in the bibliography. (See also B.2 and B.14-15.)

(BLM, 1985, p. 34) and (MMS, 1985, p. 47)

or

(USDOI, BLM, 1985, p. 34) and (USDOI, MMS, 1985, p. 47)

References or Bibliography--Which Title to Use?

B.9. The two styles presented in this section basically agree on the following: Use the heading *References Cited* or *References* if all the entries listed are cited in the text. Use *Selected Bibliography* or *Selected References* if the list is more extensive. Use *Bibliography* if the list is exhaustive.

Alphabetical and Chronological Order

B.10. If you use the **author and date system**, arrange the listing alphabetically by author and then chronologically when two or more entries have identical authors. If you use the **author and title system**, alphabetize the listing by author first and then by title, if necessary. In either case, a **single-author entry is listed before a multiauthor entry beginning with the same name**. In bibliographies, as opposed to reference lists, an author's own work usually precedes a publication that the author has edited.

Richardson, G. M., 1986. . .
—1987. . .
Richardson, G. M., ed., 1985. . .
Richardson, G. M., and Barber, A. J., 1985. . .
Richardson, G. M., Stanford, A. M., and Barber, A. J., 1984. . .
—1988. . .

BIBLIOGRAPHY

B.11. Publications by the **same author(s) and published in the same year** are distinguished by letters after the date (e.g., *1987a, 1987b*). After the author(s) name is used once, it may be replaced by a 3-em dash (or five hyphens) instead of spelling out the name(s) for successive entries by the same author(s).

King, L. N., 1988a. . .
—1988b. . .

Chapters or Sections in a Book or Larger Work

B.12. Specific chapters or sections in a book or larger work may be referenced using the following format.

Author(s), year published, title of chapter, ch. no. (if any)
in author(s), ed(s). (if any), title of book: place
published, publisher, select pages.

Note: If the larger work has no specified author, insert the title of the publication after the word in. Of the two styles described in this section, only the Chicago style encloses the chapter titles in quotation marks.

B.13. Do **not** use the *in* form of citation for **articles in periodicals**. See the examples for periodicals under the *STA* and *Chicago* bibliographic styles below.

Recommended MMS Bibliographic Styles

Below are the two optional styles that may be used in Offshore MMS publications: the *Suggestions to Authors (STA)* style and the *Chicago* style. These two styles were chosen because of their current use in MMS. **Whichever style you choose, use it consistently throughout the publication.**

In the section on each style, there is a breakdown of the elements required in the entries, some hints on determining elements, and a list of sample entries. For more details, see the books themselves or consult the Technical Publications Unit for copies.

The *Chicago Style Manual* reminds us that **references to public documents** should include those elements necessary for a reader to locate them in a library catalog. Sometimes you will need to determine what information is necessary in order for the reader to obtain the references. The elements, in general, should include the following (as adapted from *Chicago*, 13 ed., p. 470).

- County, State, city, or government division issuing the document.
- Legislative body, executive department, court, bureau, board, commission, or committee.
- Subsidiary division, regional offices, etc.
- Title, if any, of document or collection.
- Individual author (editor, compiler) if given.
- Report number or any other useful identification needed to find the document.
- Publisher, if different from the issuing body.
- Date.

BIBLIOGRAPHY

B.14. All of these elements may not be necessary; for example, in government publications where *U.S.* is referenced many times, *U.S.* may **be omitted**. The department may also be abbreviated (*i.e.*, *DOI*, *DOE*). (See also B.8 and B.15.)

B.15. *Chicago* style recommends that the author decides which element to begin with (e.g., whether to use the *Minerals Management Service* or the *Department of the Interior*). This determination is made at the author's discretion (or with the editor's suggestion) as to suitability with respect to the subject matter being referenced. Whichever element is used, the **shortened form may be used in text and the full form in the reference list**, but **be sure to begin each with the same element**. If the shortened form is used in text, add the abbreviation after the full name in the list.

<i>If This Form is Used in Text</i>	<i>Use This Form in the Reference List</i>
(DOI, 1983)	Department of the Interior (DOI) . . .
(USDOI, 1980)	U.S. Department of the Interior (USDOI) . . .
(MMS, 1985)	Minerals Management Service (MMS)
<i>not</i>	
(MMS, 1986)	Department of the Interior, Minerals Management Service. . .
(USDOI, 1980)	Department of the Interior. . .

STA Style

B.16. The USGS's *A Supplement to Suggestions to Authors (STA)* provides detailed guidance for bibliographic entries. The *STA* style offers the **option of using periods instead of commas** to separate elements. The required elements for types of publications are listed below.

- Books:**
- Name of author(s)
 - Year published
 - Title of book
 - Volume (if any)
 - Edition (if any)
 - Place published
 - Total pages

BIBLIOGRAPHY

B.16. (cont.)

Periodicals:

- Name of author(s)
- Year published
- Title of article
- Title of periodical or series
- Place published
- Volume and number
- Pages occupied by articles

Unpublished materials:

These are unpublished or administrative reports (maps, notes, etc.) kept on file in a depository or collection, in-press reports, items that have not yet received the Director's approval.

- Name of author(s) (if known)
- Year
- Identifying title
- Collection (if any)
- Location of material
- Type of unpublished material

Note: In STA style, oral or written communication should be cited only in text, tables, and illustrations. Try to avoid citing them in bibliographical listings. (See also the note to B.17)

Description of STA Style Elements

Author:

Personal author, editor (ed.), compiler (comp.), or corporate author. Use the author's surname and first and middle initials. If only the first name is given, spell out the first name. Insert one space between initials. For additional authors, list the surnames first and then the initials. Use a comma to separate each additional author.

Year:

If the date is known but is not shown on the title page, give it in brackets. If the actual date is known to be different from the date shown on the title page, give the date shown followed by the known date in brackets; for example, 1985 [1987].

Title:

Use the title from the title page--capitalize only the first word and proper words. Do not enclose titles of articles in quotation marks. Include the subtitle, if any. A colon follows the title.

Volume:

For books, include the volume number (e.g., v. 6) between the title and colon. For periodicals, give the volume and number in Arabic numerals.

BIBLIOGRAPHY

Edition:

Give the edition number for other than the first edition. Enclose the abbreviated edition in parentheses after the title and before the colon (e.g., 2d ed.).

Place published:

For books, give the city name. If the city is not well known, include the abbreviated State name. Use standard, not postal, abbreviations (e.g., N.Y. not NY). For periodicals, give the place of publication and publisher's name if needed to identify the publication.

Pages:

Include the total number of pages in the book, excluding preliminary pages numbered in Roman numerals (e.g., 298 p.). For periodicals, give the pages the article occupies (e.g., p. 345-367).

Note: Suggestions to Authors (p. 76-78) provides more details on the above elements.

Example of STA Style

Alaska Consultants, Inc., Courtnage, C. S., and S. Braund and Associates, 1984, Barrow Arch socioeconomic and sociocultural description, technical report 101: Anchorage, Alaska, 600 p.

Bendock, T. N., 1977, Beaufort Sea estuarine fishery study, environmental assessment of the continental shelf, final reports of principal investigators, RU 233: Boulder, Colo., 253 p.

Craig, P. C., 1984, Fish resources, *in* Proceedings of a synthesis meeting: The Barrow Arch environment and possible consequences of planned offshore oil and gas development, Girdwood, Alaska, October 30-November 1, 1983, p. 240-266.

Finley, K., and Gibb, E., 1982, Summer diet of the narwhal (*monodon monoceros*) in Pond Inlet, Northern Baffin Island: Canadian Journal of Zoology, v. 60, p. 3353-3363.

Hooks, McCloskey and Associates, Inc., 1984, Environmental report (exploration) for proposed exploratory drilling operations in the Norton Sound OCS Lease Sale No. 57 area offshore Alaska: prepared for ARCO Alaska, Inc.

Lentfer, Jan, 1975, Polar bear denning on drifting sea ice: Journal of Mammalogy, v. 56, no. 3, p. 716-718.

Lowry, L. F., and Frost, K. G., eds., 1981, Ecological processes, sensitivities, and issues of the sale 71 region, *in* Norton, D. W., and Sackinger, W. M., eds., Proceedings of a synthesis meeting: Beaufort Sea sale 71 synthesis report, Chena Hot Springs, Alaska, April 21-23, 1981.

*Minerals Management Service, Alaska OCS Region, 1984, Proposed Diapir Field lease offering (June 1984) (sale 87), v. 1 of final environmental impact statement: Anchorage, Alaska, USDOl.

BIBLIOGRAPHY

Roby, D. D., 1978, Behavioral patterns of barren-ground caribou of the central arctic herd adjacent to the trans-Alaska pipeline: Fairbanks, Alaska, University of Alaska, M.A. thesis, 53 p.

State of Alaska, Department of Natural Resources, 1983, Notice: State of Alaska competitive oil and gas Lease Sale 39, Beaufort Sea: Anchorage, Alaska.

*The author for this entry is shown as USDOJ in the adaptation example of Chicago style. The *STA* style allows for a permanent government agency to be listed as the author.

Chicago Style

B.17. The *Chicago Style Manual* offers two styles: style *A*, favored in literature and history works, and style *B* favored in natural and social sciences. Chicago style *B* is detailed below. Some MMS regions have adapted the Chicago style (primarily style *B*) to meet specific needs. For example, the Alaska OCS Region has been using its adaption to create a large working bibliography for its environmental and program documents. So as not to create inconsistencies, the Alaska style has been approved as an optional variation of Chicago style. Adaptations are in fact encouraged by the Chicago manual, which states that either style *A* or *B*--and sometimes a variation using elements of each--is acceptable when used consistently throughout a bibliography. Sample entries in both Chicago and Alaska adaptation styles are shown below. Immediately following is a listing of the required elements for the types of publications.

Books:

- Name of author(s)
- Year published
- Title of book
- Volumes (if any)
- Edition (if any)
- Place published
- Publisher

Periodicals:

- Name of author(s)
- Year published
- Title of article
- Title of periodical or series
- Volume number (sometimes issue number)
- Select pages

Unpublished material:

Dissertation or thesis, paper read at meeting, administrative documents.

- Name of author(s)
- Year
- Identifying title (if any)
- Type of unpublished material
- Location of material (or meeting name and date)

BIBLIOGRAPHY

Note: Do not use the word "unpublished" in these entries. When personal communications are listed in a bibliography, they begin with the name of the letter writer or caller. Such communications are, however, best cited in text, tables, and illustrations only.

Description of Chicago Style Elements

Author:

Personal author, editor (ed.), compiler (comp.), translator (trans.), or corporate author. Either use initials or spell out names, but do not write in the names for authors who always use only initials. Insert one space between initials. For additional authors, list the initials (or first name) and then the surname. Separate additional authors with commas.

Year:

Use *n.d.* if no date is specified on either the title or copyright page.

Title:

Place book titles and names of periodicals in italics, if available. (Note that titles within italicized titles are either not italicized or they are set off by quotation marks.) Capitalize only the first word and proper words. Include the subtitle, if any.

Volume:

Use Arabic figures for both book and journal volume numbers.

Edition:

Include for other than first editions. Place edition after the title and abbreviate: *rev. ed.*; *2d ed.*; *2d ed., rev. and enl.*; *2 vols. in 1*; etc.

Pages:

Don't include the total number of pages; however, select (inclusive) page numbers may be given. For a book, the pages follow the references to the book and its author/editor. For a periodical, they are formatted as shown in the following examples and in the *Chicago* manual. Use the *Chicago* style for inclusive numbers: 3-17, 23-26, 100-103, 104-7, 124-28, 1115-20.

Place published:

Use State names after cities that are not well known. Use the standard abbreviation, not the postal abbreviation; for example, *Menasha, Wis.*, or *Englewood Cliffs, N.J.*

Note: For government publications, the U.S. may be omitted, or the Department name may be omitted if the agency or bureau name is well known.

BIBLIOGRAPHY

Example of Chicago Style

- Alaska Consultants, Inc., C.S., Courtnege and S. Braund and Associates. 1984. Barrow Arch socioeconomic and sociocultural description. Technical Report No. 101. Anchorage, Alaska: U.S. Department of the Interior, Minerals Management Service, Alaska OCS Social and Economic Studies Program.
- Bendock, T. N. 1977. Beaufort Sea estuarine fishery study. Environmental assessment of the continental shelf. Final reports of principal investigators, research unit 233. Boulder, Colo.: U.S. Department of Commerce, National Oceanographic and Atmospheric Administration, Outer Continental Shelf Environmental Assessment Program, and U.S. Department of the Interior, Bureau of Land Management.
- Craig, P. C. "Fish resources." In Proceedings of a synthesis meeting: The Barrow Arch environment and possible consequences of planned offshore oil and gas development, Girdwood, Alaska, October 30-November 1, 1983, 240-66. Anchorage, Alaska: U.S. Department of Commerce, National Oceanic and Atmospheric Administration, Outer Continental Shelf Environmental Assessment Program, and U.S. Department of the Interior, Minerals Management Service.
- Finley, K., and E. Gibb. 1982. Summer diet of the narwhal (*monodon monoceros*) in Pond Inlet, Northern Baffin Island. *Canadian Journal of Zoology* 60:3353-63.
- Hooks, McCloskey and Associates, Inc. 1984. Environmental report (exploration) for proposed exploratory drilling operations in the Norton Sound OCS Lease Sale No. 57 are offshore Alaska. Radnor, Pa.: prepared for ARCO Alaska, Inc.
- Lentfer, Jan. 1985. Polar bear denning on drifting sea ice. *Journal of Mammalogy* 56(3):716-18.
- Lowry, L. F., and K. G. Frost, eds. 1981. "Ecological processes, sensitivities, and issues of the sale 71 region." In Proceedings of a synthesis meeting: Beaufort Sea sale 71 synthesis report, Chena Hot Springs, Alaska, April 21-23, 1981. Ed. D. W. Norton and W. M. Sackinger. Juneau, Alaska: U.S. Department of Commerce, National Oceanic and Atmospheric Administration, Outer Continental Shelf Environmental Assessment Program.
- Roby, D. D. 1978. Behavioral patterns of barren-ground caribou of the central arctic herd adjacent to the trans-Alaska pipeline: Master's thesis, University of Alaska, Fairbanks, Alaska.
- State of Alaska. Department of Natural Resources. 1983. Notice: State of Alaska competitive oil and gas Lease Sale 39, Beaufort Sea. Anchorage, Alaska: State of Alaska, Department of Natural Resources.
- *U.S. Department of the Interior. Minerals Management Service. Alaska OCS Region. 1984. Proposed Diapir Field lease offering (June 1984) (sale 87) (final environmental impact statement). 2 vols. OCS EIS MMS 84-0009. Anchorage, Alaska: U.S. Department of the Interior, Minerals Management Service, Alaska OCS Region.

*Chicago (16.142 and 16.146) allows the option of omitting the U.S. or the department name from government publications.

BIBLIOGRAPHY

An Adaptation of Chicago Style

To further demonstrate that there are many styles for preparing a bibliography, examine the following adaptation of the *Chicago* style. Note that the major differences include:

- (1) no space between initials
- (2) two-letter postal abbreviations used for State names
- (3) all page numbers (and not just those for journal articles appear at the end of each citation (when applicable)
- (4) *ed.* or *eds.* (as appropriate) follows names(s)
- (5) *in* is underlined (or in italics, if available)
- (6) all words in title are capitalized

Alaska Consultants, Inc., C.S. Courtnege, and S. Braund and Associates. 1984. Barrow Arch Socioeconomic and Sociocultural Description. Technical Report No. 101. Anchorage, AK: USDO, MMS, Alaska OCS Region, Alaska OCS Social and Economic Studies Program.

Bendock, T.N. 1977. Beaufort Sea Estuarine Fishery Study. Environmental Assessment of the Continental Shelf. Final Reports of Principal Investigators, RU 233. Boulder, CO: USDOC, NOAA, OCSEAP, and USDO, BLM, 45 pp.

Craig, P.C. Fish Resources. In: Proceedings of a Synthesis Meeting: The Barrow Arch Environment and Possible Consequences of Planned Offshore Oil and Gas Development, Girdwood, Alaska, October 30-November 1, 1983. Anchorage, Alaska: USDOC, NOAA, OCSEAP, and USDO, MMS, pp. 240-266.

Finley, K. and E. Gibb. 1982. Summer Diet of the Narwhal (Mondon monoceros) in Pond Inlet, Northern Baffin Island. Canadian Journal of Zoology 60:3353-3363.

Hooks, McCloskey and Associates, Inc. 1984. Environmental Report (Exploration) for Proposed Exploratory Drilling Operations in the Norton Sound OCS Lease Sale No. 57 Area Offshore Alaska. Radnor, PA: Prepared for ARCO Alaska, Inc.

Lentfer, Jan. 1985. Polar Bear Denning on Drifting Sea Ice. Journal of Mammalogy 56(3):716-718.

Lowry, L.F. and K.G. Frost, eds. 1981. Ecological Processes, Sensitivities, and Issues of the Sale 71 Region. Chapter 4 in: Proceedings of a Synthesis Meeting: Beaufort Sea Sale 71 Synthesis Report, Chena Hot Springs, Alaska. April 21-23, 1981, D.W. Norton and W.M. Sackinger, eds. Juneau, AK: USDOC, NOAA, OCSEAP.

Roby, D.D. 1978. Behavioral Patterns of Barren-Ground Caribou of the Central Arctic Herd Adjacent to the Trans-Alaska Pipeline. M.S. Thesis, unpublished. Fairbanks, AK: University of Alaska.

State of Alaska, Dept. of Natural Resources. 1983. Notice: State of Alaska Competitive Oil and Gas Lease Sale 39. Beaufort Sea. Anchorage, AK.

USDO, MMS, Alaska OCS Region. 1984. Proposed Diapir Field Lease Offering (June 1984) (Sale 87). Final Environmental Impact Statement. OCS EIS MMS 84-0009, 2 vols. Anchorage, AK: USDO, MMS, Alaska OCS Region.