

LBJ Student Publishing Guide

Chapter 2. Endnotes

This section of the LBJ Student Publishing Guide describes the endnote style required for PRP reports published in the LBJ School’s printed series. (Instructions for setting up a WORD document to insert endnotes are provided in Chapter 5.) Categories are arranged alphabetically.

Contents

Acronyms.....	4
Articles (see Journals and Magazines; Newspapers).....	4
Books	4
Authoring Agency as Publisher.....	4
Chapter in a Book	5
Edition.....	5
Editor	5
Reprint	5
Series.....	5
Brochures and Pamphlets	5
Class Presentations	6
Conference Papers	6
Databases (see Internet and Electronic Documents)	6
Dissertations	6
Government Documents and Reports.....	6
Congressional Documents.....	6

Executive Branch Documents	7
Judicial Branch Documents.....	8
International Documents	9
Local Government Documents.....	9
Texas State Documents	9
Internet and Electronic Documents.....	10
Databases	10
Email.....	10
Government Reports and Documents (Online).....	10
Journal and Magazine Articles (Online).....	11
Lexis-Nexis.....	11
Websites.....	11
Interviews	11
Journals and Magazines.....	12
General Rules.....	12
Annual Journal.....	13
Departments and Regular Features	13
Letters/Email (see also Presidential Archival Materials)	13
Memoranda.....	13
Microform Editions	14
Multiple Authors	14
Multiple References	14
Newsletters	15
Newspapers.....	15
Policy Research Project Reports	15

Presidential Archival Material (LBJ Library)	15
Press Releases.....	16
Professional Reports (LBJ School)	16
Published Reports.....	16
Quotes	16
Second or Later References.....	17
Special Project Reports	18
Speeches.....	19
Surveys.....	19
Theses	19
Unpublished Materials	19

Acronyms

Acronyms may be used for agency names if used consistently. The full name, followed by the acronym, should appear in the endnotes the first time the source is cited. After that the acronym alone may be used in the endnotes, even when a different source is cited and even in a different context.

First Reference

¹ U.S. Advisory Commission on Intergovernmental Relations (USACIR), *Significant Features of Fiscal Federalism, 1985-86* (Washington, D.C.: Government Printing Office, 1986), p. 10.

Later References

⁵ USACIR, *Significant Features*, p. 10.

⁷ USACIR, *Report on Commission Activities for 1994* (Washington, D.C.: Government Printing Office, 1995), p. 25.

Articles. See Journals and Magazines and Newspapers.

Books

The complete name of the author(s) (or editors) and the full title should be listed the first time a work is cited. Provide the city of publication (and the state if not generally known), the publisher (unless it is the same as the authoring organization), the date of publication as it appears on the copyright page, and the relevant page numbers. Remember that page numbers *must be provided* for quoted material; they should also be provided for paraphrased material unless the reference is to the entire book. General format:

¹ Frank Levy, *Dollars and Dreams: The Changing American Income Distribution* (New York: Basic Books, 1987), p. 5.

Authoring Agency as Publisher

If the sponsoring entity is both author and publisher, do not repeat the name after the place of publication.

¹ Academy for State and Local Government, *Contrasting Approaches to Economic Growth* (Washington, D.C., April 1984), p. 2.

Chapter in a Book

The author of a chapter or essay in a book edited by someone else appears first in the note.

¹ Richard C. Hill, "Crisis in the Motor City: The Politics of Economic Development in Detroit," in *Restructuring the City: The Political Economy of Urban Redevelopment*, ed. Norman I. and Susan S. Fainstein (New York: Longman, Inc., 1986), pp. 80-125.

Edition

¹ John N. Hazard, *The Soviet System of Government*, 5th ed. (Chicago: University of Chicago Press, 1980), p. 25.

Editor

¹ Robert H. McBride, ed., *Mexico and the United States: Energy, Trade, Investment, Immigration, Tourism* (Englewood Cliffs, N.J.: Prentice-Hall, Inc., 1981), p. 164.

² John Stuart Mill, *Autobiography and Literary Essays*, ed. John M. Robson and Jack Stillinger (Toronto: University of Toronto Press, 1980), p. 15.

Reprint

¹ Ervin Laszlo et al., *Goals for Mankind* (1977; reprint, New York: Signet, 1978), pp. 15-19.

[For the original edition, only the date is necessary.]

Series

¹ M. David Gelfand, *State and Local Government Debt Financing*, 2 vols. (Wilmette, Ill.: Callaghan and Company, 1986-87), vol. 2, chap. 12, p. 23.

² Peter Nijkamp, ed., *Handbook of Regional and Urban Affairs*, Handbooks in Economics, vol. 1 (Amsterdam: Elsevier Science Publishers, 1986), p. 594.

Brochures and Pamphlets

As the amount of information available in materials such as brochures and pamphlets varies widely, the rule of thumb is to provide as many facts as possible, including a descriptive phrase such as "pamphlet," "promotional flyer," or "circular."

¹ Chemical Manufacturers Association, *National Chemical Response and Information Center*, Washington, D.C. (pamphlet).

Class Presentations

¹ Class presentation by Kirk Watson, Mayor, City of Austin, at the Lyndon B. Johnson School of Public Affairs, Austin, Texas, October 4, 1997.

Conference Papers

¹ James Bennett, “Public Confidence in Radioactive Waste Disposal” (paper presented to the Waste Management 1997 Panel, Tucson, Ariz., March 3, 1997), p. 10.

² Thierry J. Noyelle, “Services, Urban Economic Development, and Industrial Policy: Some Critical Linkages” (paper presented at a conference on “The Industrial Policy Questions: State and Local Issues,” at the University of North Carolina at Chapel Hill, May 1994), p. 25.

Databases. See Internet and Electronic Documents.

Dissertations

¹ Bettye Morris Coffey, “Determination of the Intent, Purpose, and Strategies of the Teacher Appraisal Portion of the Texas House Bill 72” (Ph.D. Diss., The University of Texas at Austin, 1987), p. 10.

Government Documents and Reports

References to public documents and government reports should include all information needed to find them in a library catalog.

Congressional Documents

Bills

¹ U.S. Congress, House, *A Bill to Authorize the Secretary of Energy to Enter into an Incentive Agreement with States and Affected Indian Tribes for the Acceptance of High-Level Nuclear Waste*, Senate Bill 839, 100th Congress, 1st session (1987).

² U.S. Congress, Senate, *Family Health Services Amendments, 1988*, , Senate Bill 2385, 100th Congress, 2nd session (1988).

[If you prefer, the form below may be used, if used consistently throughout the report.]

³ *Nuclear Waste Policy Act of 1982*, PR 97-425, 96 Stat. 2201 (1983).

Congressional Record

¹ U.S. Congress, Senate, Senator De Concini speaking for reenactment of the Orphan Drug Act of 1983, Senate Resolution 3459, 100th Congress, 2nd session (May 20, 1988), *Congressional Record*, vol. 134, no. 72, p. 6387.

[Or, according to information provided:]

² *Congressional Record*, 100th Congress, 2nd session (May 20, 1988), vol. 134, no. 72, p. 6387.

Hearings

¹ U.S. Congress, House Committee on Energy and Commerce, *Transportation of Nuclear Waste: Hearings*, 99th Congress, 1st session (August 1, 1985), pp. 341-42.

Reports

¹ U.S. Congress, Joint Economic Committee, "The Economic Future of the Baby Boom," report prepared by Frank Levy and Richard Michel, Washington, D.C., December 5, 1985, pp. 85-86.

Speeches and Testimony

¹ U.S. Congress, Senate Committee on Labor and Human Resources and House Committee on Education and Labor, "Early Intervention to Prevent Lifelong Damage: Lessons from Current Research," testimony by David Hamburg, September 9, 1987.

Congressional Research Service

¹ Migdon R. Segal, *Drunk Driving* (Washington, D.C.: Congressional Research Service, June 18, 1984), p. 4.

Executive Branch Documents

General Rules

Departmental publications should be listed by agency name. The names of individual authors, if known, should follow the report title. Do not repeat the name of the agency after place of publication if the document is both authored and published by the agency.

¹ U.S. Department of Education, *American Education: Making It Work*, by William J. Bennett (Washington, D.C., April 1988), pp. 9-10.

² U.S. Department of Commerce, Bureau of the Census, *Statistical Abstracts of the U.S., 1987* (Washington, D.C., 1987), p. 5.

[In the above example, the Bureau of the Census may appear without the U.S. Department of Commerce.]

³ U.S. Comptroller General, *Sixteen Air and Water Pollution Issues Facing the Nation*, Appendix to the Report to the Congress, CED-78-148C (Washington, D.C.: General Accounting Office, October 1978), p. 88.

⁴ Office of Management and Budget, *Budget of the U.S. Government* (Washington, D.C., 1989), pp. 5-121.

⁵ Office of the President, *Background Paper on Greater Opportunities through Work* (president's proposal for welfare reform, Washington, D.C., 1987), p. 23.

Published by the U.S. Government Printing Office

¹ National Commission for Manpower Policy, "The Attitudes of Employers and Business Professionals toward Government Manpower Programs," by David Robison, in *Increasing Job Opportunities in the Private Sector: A Conference Report* (Washington, D.C.: Government Printing Office, 1978), p. 152.

[If used consistently throughout notes, "GPO" can replace "Government Printing Office."]

Federal Register

¹ U.S. Department of Education, "Early Intervention Program for Infants and Toddlers with Handicaps," *Federal Register*, vol. 54, no. 119, June 22, 1989, pp. 26306-48.

[Or, according to information provided:]

² *Federal Register*, vol. 53, no. 58, March 25, 1988, pp. 9850-51.

Judicial Branch Documents

In citing court cases, use the *Bluebook: A Uniform System of Citation*, 15th ed. (Cambridge, Mass.: Harvard Law Review Association, 1994). The *Bluebook* includes information on when a case may be cited to a computer database.

¹ *FCC v. League of Women Voters of California*, 468 U.S. 364, 380 (1984).

² *Keeton v. State of Texas*, 749 S.W. 2d 861 (Tex. Crim. App. 1988).

³ *Traynor v. Turnage*, 108 S.Ct. 1372 (1988).

International Documents

¹ United Nations, Intergovernmental Bureau of Informatics, “The Problems in Implementing Programmable Machinery: Lessons from U.S. Experience,” by M. R. Kelley, March 1985.

² Organization for Economic Cooperation and Development (OECD), Nuclear Energy Agency, *Geological Disposal of Radioactive Waste: An Overview of the Current Status of Understanding and Development* (Paris, February 1984), p. 9.

Local Government Documents

¹ City of Austin, Electric Utility Department, “User Information, 1993,” Austin, Tex., January 1994 (computer printout).

² City of Austin, Electric Utility Department, “Getting the Most Power for Your Money,” Austin, Tex., n.d. (mimeographed flyer).

[Use “n.d.” if no date is available.]

³ City of Austin, Hazardous Materials Transportation Committee, “Hazardous Materials Transportation Report,” Austin, Tex., November 26, 1986, pp. 2-3.

Texas State Documents

Bills

¹ Texas House Bill 744, 68th Legislature, 2nd called session (1983).

House and Senate Journals

¹ House Journal of Texas, 65th Legislature, regular session (1977), p. 1244.

² Senate Journal of Texas, 67th Legislature, regular session (1981), pp. 1487, 1489-92.

Miscellaneous

¹ Texas House of Representatives, House Study Group, *Special Legislative Report*, Study Paper 104 (Austin, Tex., July 16, 1994), p. 17.

² Texas Department of Agriculture, *Economic Effects of a High-Level Nuclear Waste Repository: A Survey of Businesses in Deaf Smith, Oldham, and Swisher Counties*, by Julie Brody and Christine Galavotti (Austin, Tex., 1985).

³ Office of the Governor, State of Texas, *Texas Trends: Texas 2000 Project*, HUD sec. 701 (Austin, Tex., August 1995), p. 193.

Resolutions

¹ Texas House of Representatives, Joint Resolution 16, 70th Legislature (1986).

² Texas Senate, Concurrent Resolution 14, 75th Legislature (1995) (energy conservation resolution). [Note: If the content of the resolution is not clear in the text discussion, a descriptive note may be added in parentheses as shown here.]

Codified Statutes

¹ Texas Natural Resources Code Annotated, ch. 117, sec. 117.051.

² Texas Agriculture Code Annotated, ch. 11, secs. 11.01–11.05.

Texas Constitution

¹ Texas Constitution, art. III, sec. 1.

Internet and Electronic Documents

Documentation of electronic sources should provide all the information a reader needs to find the source itself. When citing electronic material, keep in mind how you found the source and include the necessary information in your citation. It is also important to include the date you obtained the information, as electronic sources are by nature subject to change. If an article or book is available in both hard copy and electronic forms, put the hard copy publishing data first (using LBJ School style) and the electronic access information second. URLs should not be printed with highlighting, shading, or underscoring, i.e., no “hypertext links.” (This WORD feature should be deactivated for your document.) Specific URLs should not be so long or tenuous that they will not permit ready user access; if in doubt, use the main “home” URL as your default address.

Databases

¹ Texas Legislative Council, “1996 Statewide Election Returns” database. Online. Available: <http://www.tlc.state.tx.us>. Accessed: March 15, 1997.

Email

¹ Email from Suzanne Elkins, CEO, Gulf Coast Universal Export, “Federal Regulations Regarding Firearms Exports,” to Gerry Felton, June 14, 1999.

Government Reports and Documents (Online)

¹ Texas Legislative Budget Board, *Federal Funds Watch*, vol. III, no. 9 (November 21, 1997). Online. Available: <http://www.lbb.state.tx.us/WEB.NSF>. Accessed: January 14, 1998.

² Office of the Attorney General of Texas, *A Brief Summary of the Open Records and Open Meetings Acts*. Online. Available: <http://www.oag.state.tx.us/WEBSITE/OPENGOVT/adminlaw.htm#OPEN>. Accessed: August 1, 1998.

³ U.S. Department of Agriculture, Forest Service, Pacific Southwest Research Station, *Research Attainment Report: Fiscal Year 1996* (Albany, Calif., 1996). Online. Available: http://www.pswfs.gov/Tech_pub/Documents/RAR_96/RAR_fmatter.html. Accessed: November 21, 1997.

Journal and Magazine Articles (Online)

¹ John J. Smith, "A Matter of Form: Public Perceptions versus Political Realities," *Popular Public Journal*, vol. 1, no. 3 (1996), pp. 62-66. Online. Available: <http://www.cac.psu.edu/ppj.html>. Accessed: October 31, 1996.

² Jane P. Dough, "Understanding Soft Media When Times Are Hard," *Education Report*, vol. 21, no. 1 (1995), introduction. CD-ROM: 1996 ERS, *ERS 1996 Education News*, vol. 4, art. 31. Accessed: September 30, 1997.

Lexis-Nexis

¹ "Slow Response to Twisters Sparks Outrage among Farmers." *Omaha World Herald* (June 24, 1998), p. 8M. Online. Available: Lexis-Nexis Academic Universe, <http://web.lexis-nexis.com/universe/>. Accessed: December 7, 1998.

Websites

¹ Texas Comptroller of Public Accounts, *Window on State Government*. Online. Available: <http://www.cpa.state.tx.us/>. Accessed: January 5, 1997.

Interviews

In citing interviews, always include the name, title, and affiliation of the person interviewed, place of interview (list city and state unless the city is well known), and date. In PRP reports that do not list authors for individual chapters, the interviewer should be listed also. Telephone interviews and written interviews (including email) should be identified as such; in these cases the place of interview is the interviewee's

city and state. When citing interviews, dates and locations are spelled out in full, not abbreviated.

¹ Interview with J. Randel Hill, Chief Counsel, Surface Mining and Reclamation Division, Texas Railroad Commission, Austin, Texas, February 7, 1997.

² Interview by James McDermott with Robert Farley, Water Supply Division, Environmental Protection Agency, Washington, D.C., January 20, 1997.

³ Farmers' State Bank, Barrett, Nebraska, interviews with a selected list of depositors, August 1996.

⁴ Telephone interview by Jane Jones with Susan Smith, Personnel Department, City of El Paso, Texas, November 10, 1997.

[Later reference]

⁶ Smith interview.

[If citing more than one interview with an individual, include dates in later references.]

⁷ Telephone interviews (conference call) by Patricia Jones with Jonathan Harding, Project Cope Regional Coordinator, Region 2, Norman, Oklahoma; Jennifer Hall-Stallings, Project Cope Regional Coordinator, Region 3, Atlanta, Georgia; and David Stone, Project Cope Regional Coordinator, Region 4, El Paso, Texas, February 10, 1998.

[Later reference]

⁹ Harding et al. interviews.

Journals and Magazines

General Rules

The first time an article is cited in a chapter, always provide the complete name(s) of the author(s), given name first, followed by the complete name of the article, the name of the journal or magazine, volume and/or issue, number, date, and specific page or pages on which the referenced material is located. Subsequent references to a given article may be abbreviated (see Second or Later References).

If an author is not listed, begin the citation with the name of the article. A committee, panel, or agency may be listed as author.

Examples:

¹ Ben Dunlap, "Allentown No Longer Singing the Blues," *Advertising Age*, vol. 57, no. 51 (September 29, 1986), pp. S12-S15.

² "Health Care Problems and Priorities: A Symposium," *Executive*, vol. 3 (Fall 1976), pp. 5-42.

³ John J. Honor and Faith Barlow, "The Face of Time," *Time*, vol. 152, no. 8 (March 1, 1998), p. 6.

Annual Journal

Annual journals frequently lack volume numbers and months.

¹ Henry Levin and Russell Rumberger, "The Low-Skill Future of High-Tech," *Technology Review* (1983), pp. 18-21.

Departments and Regular Features

Titles of regular departments or features of a magazine are capitalized, but not enclosed in italics or quotation marks.

¹ Letters to the Editor, *U.S. News & World Report*, July 11, 1980, p. 5.

Letters/Email. See also Presidential Archival Materials.

¹ Letter from David Nezenholtz, Governor's Office of Economic Development, State of Texas, to Governor Mark White, June 4, 1984.

[Later reference]

²Nezenholtz letter.

¹Email from Suzanne Elkins, CEO, Gulf Coast Universal Export, "Federal Regulations Regarding Firearms Exports," to Gerry Felton, June 14, 1999.

[Later reference]

²Elkins email.

Memoranda

¹ Memorandum from Edwin Dorn, Dean, Lyndon B. Johnson School of Public Affairs, to Peter Flawn, Interim President, The University of Texas at Austin, September 28, 1997.

¹ Memorandum from Steve McIntyre, Director, Bureau of Railroads and Harbors, WisDOT, "Freight Railroad Infrastructure Improvement Program," to Caroline Munro, January 16, 1998.

[Later reference]

² McIntyre memorandum.

Microform Editions

Materials issued in microfilm, microfiche, or text-fiche (printed text and microfiche illustrations issued together) are cited much like books, except that the form of publication is placed in parentheses at the end of the entry (if it is not given in the name of the publisher). Microfilm used only to preserve newspaper files and other printed materials in a library are usually not labeled as such in a citation; treat the source as you would its original printed version.

¹ Walter L. Owensby, "The Role of the Multinational Corporations in the Transfer of Manufacturing Technology: The Mexican Case," Ph.D. Diss., University of Wisconsin, Madison (Ann Arbor, Mich.: University Microfilms, 1979), p. 6055.

² U.S. Congress, Senate, *Social Security Disability Act of 1987*, S. 178, 100th Cong., 1st sess. (Washington, D.C.: Government Printing Office, 1988) (microfiche).

Multiple Authors

If a source has more than three authors, use the first name listed on the cover page, followed by "et al." ("and others"). (Note: all names should be listed in the bibliographical reference.) In most cases, studies with seven or more authors should be cited using the sponsoring agency as author.

¹ J. W. Smith et al., *Growth Factors: Facts and Fiction* (New York: Random House, 1981), p. 56.

Multiple References

Two or more references given together are separated by semicolons:

¹ Douglas W. Dunham, "Inmates' Rights and the Privatization of Prisons," *Columbia Law Review* (February 1987), p. 1480; and Judith C. Hackett, *Issues in Contracting for the Private Operation of Prisons and Jails* (Lexington, Ky.: Council of State Governments, 1986), p. 7.

² Bela Balassa, *The Newly Industrializing Countries in the World Economy* (Elmsford, N.Y.: Pergamon Press, 1981), pp. 9-10; Vivian Carlys et al., eds., *Economic Handbook of the World* (New York: McGraw-Hill, 1982), pp. 27-42; and W. W. Rostow, *The World Economy: History and Prospect* (Austin, Tex.: University of Texas Press, 1978), pp. 10-33.

Newsletters

¹ Institute for Social Research, "Employers and Wages," *ISR Newsletter* (Fall/Winter 1987-88), pp. 10-11.

² Lyndon B. Johnson School of Public Affairs, "Children in Crisis Forum Urges Reform," *Record*, no. 126 (Fall 1992), pp. 1-2 (newsletter).

[In the second example, the word "newsletter" was added in parentheses for clarity.]

Newspapers

In references to daily newspapers, always include the title of the article, name of the newspaper (omitting "The"), day, month, year, and page number(s). Include the author's name if citing a syndicated column, editorial, or feature article. For an article in a large city paper that prints several editions a day, the name of the edition is useful because the article may not appear in all editions. If section and page numbers are included, use "sec." and "p." to avoid ambiguity. Note that *section* is spelled out when not followed by a number.

¹ "Doubts Laid to Rest in Vote Recount," *New York Times*, Midwest edition (November 10, 1984), p. 10.

² William F. Buckley, "The Tax Reform Bill: Who's the Winner?" *Austin American-Statesman* (August 26, 1986), p. B-3.

³ Editorial, *Chicago Sun-Times* (July 29, 1981), sec. 3, p. 4.

⁴ "Panel Reworks 1986 Tax Code," *Daily Texan*, World & Nation section (July 15, 1988), p. 3.

Policy Research Project Reports

¹ Lyndon B. Johnson School of Public Affairs, *Local Economic Development Policy*, Policy Research Project Report Series, no. 80 (Austin, Tex., 1988), pp. 235-36.

Presidential Archival Materials (LBJ Library)

¹ Letter, David Rabinovitz to Lawrence O'Brien, January 14, 1964, Ex FG 530/ST 49/A, WHCF, Lyndon B. Johnson Library.

² Memo, Robert F. Kennedy to President, undated, Ex FG 530/ST 49/A, WHCF, Lyndon B. Johnson Library.

Press Releases

¹ "University Announces We're Texas Campaign," Office of Public Affairs, University of Texas at Austin, September 5, 1997 (press release).

Professional Reports (LBJ School)

¹ Linda J. Adams, "Maintaining Privacy in a Technological Era" (Professional Report, Lyndon B. Johnson School of Public Affairs, The University of Texas at Austin, 1986), p. 72.

Published Reports

¹ Leonard U. Wilson, *State Water Policy Issues*, RM-652 (Lexington, Ky.: Council of State Governments, November 1978), p. 3.

² Texas Department of Water Resources, *Ground-Water Development in the El Paso Region, Texas with Emphasis on the Lower El Paso Valley*, report no. 246 (Austin, Tex., June 1980), p. 329.

Quotes

It is extremely important that material quoted verbatim from another work be quoted accurately and that all information, including page number(s), be included in the citation.

When using a direct quotation from a source that also borrowed the quote, you should cite the source from which you obtained the material rather than the original source of the quote. For example, if you consult a source by John Smith that cites a work by Susan Jones, Smith's work should be cited in your own reference.

Occasionally the context of the discussion or the inaccessibility of the secondary source may dictate that the primary source be cited. In these cases the reference should take the following form:

¹ Harold L. Jameson, *Cities and Their Fiscal Crises* (Austin, Tex.: University of Texas Press, 1980), p. 88, as cited in Eloise Harmon, "An Analysis of City Governments in the Midwestern United States," *Public Forum*, vol. 17, no. 2 (December 1982), p. 75.

Second or Later References

After a work has been cited once in complete form, further references to it in a chapter are made in abbreviated forms. Remember that a complete citation should again be given the first time a reference appears in subsequent chapters.

The abbreviation *ibid.* is used when references follow one another immediately, with no intervening reference. Use *ibid.* to replace as much of the preceding reference as is repeated.

¹ Barbara Ferman, *Governing the Ungovernable City: Political Skill, Leadership, and the Modern Mayor* (Philadelphia: Temple University Press, 1985), p. 33.

² *Ibid.*

³ *Ibid.*, p. 35.

If reference is made to a book or article that has been fully cited once, with at least one interceding reference, it should be shortened by using the author's last name, a shortened form of the title, and the page number(s).

First Reference

¹ C. F. Sabel, *Work and Politics: The Division of Labor in Industry* (New York: Cambridge University Press, 1982), p. 50.

Later Reference

³ Sabel, *Work and Politics*, p. 59.

In other forms of references, repeat the author or sponsoring agency and enough information to lead the reader back to the original reference.

First Reference

¹ U.S. Department of Energy (DOE), *Handbook of Solar Energy Applications* (Washington, D.C., 1980), p. 10.

Later Reference

³ DOE, *Solar Energy Applications*, p. 10.

Magazine and newspaper articles are treated similarly, with later references repeating the last name of the author (if listed) and an abbreviated title.

First Reference

¹ Joey Freeman, "Antarctica and the Public Policy Trail: Cold and Getting Colder," *Public Domain*, vol. 3, no. 1 (Spring 1994), pp. 17-21.

Later Reference

³ Freeman, "Antarctica," p. 20.

First Reference

¹ "Starr Continues to Pursue Clinton Aides Despite Criticisms," *Washington Post* (April 1, 1998), p. A-1.

Later Reference

³ "Starr Continues to Pursue Clinton Aides," p. A-2.

Internet references are treated similarly.

First Reference

¹ Enterprise Florida, Inc., *Doing Business in Florida*. Online. Available: <http://www.floridabusiness.com/progress.html>. Accessed: February 12, 1999.

Second Reference

² Enterprise Florida, Inc., *Doing Business in Florida* (online).

Interviews are abbreviated to the bare minimum; care should be taken to include the date or location if interviews with the same person occurred at various times or places.

First Reference

¹ Interview by Mary Oakley with Margaret Cone, Head Start Center, Fort Worth, Texas, October 31, 1999.

Second Reference

³Cone interview.

Special Project Reports

¹Lyndon B. Johnson School of Public Affairs, *Disclosure in Life Insurance*, Special Project Report (Austin, TX, 2000), p. 9.

Speeches

¹Speech by the Honorable Derek Burney, Canadian Ambassador to the United States, to the British Studies Program, The University of Texas at Austin, Austin, Texas, March 4, 1991.

Surveys

¹ Lyndon B. Johnson School of Public Affairs, Survey of Project Citizen State Coordinators, December 1997.

² Texas Parks and Wildlife Department, Texas Natural Areas Survey, June 1992 to April 1993.

When citing a survey that has no formal name, provide the name of organization or person who conducted the survey, a general description of the survey, and the date(s) it was conducted.

¹ Lyndon B. Johnson School of Public Affairs, student surveys of residents of San Miguel de Allende, Mexico, November 1997.

² Samuel J. Andrews, survey of political party preferences among nursing home residents in Travis County, Texas, June–August 1998.

Theses

¹ Michael Eric Greenberg, “Correlates of More: Supply, Demand, and the Growth of American State Spending, 1959 to 1981” (Master’s Thesis, The University of Texas at Austin, 1987), p. 29.

Unpublished Materials

The title of an unpublished paper (manuscript, typescript, photocopy) is treated like the title of a journal article: in roman type and with quotation marks. The word *unpublished* is unnecessary. Location or sponsoring body or both as well as a date should be given if not included in the title, and descriptive information such as “mimeograph,” “draft proposal,” or “computer printout” should be noted in parentheses for the readers’ information.

¹ Blair T. Bower, “Appraisal of Approaches Used to Forecast Water Demands,” Arlington, Va., February 1980, p. 100.

² Barry Bluestone, “Whither the Middle Class? Labor Prospects for the Decade Ahead,” University of Michigan, November 1984 (mimeograph).

³ H. Brooks, L. Schneider, and K. Oshima, “Potential Impact of New Manufacturing Technology on Employment and Work,” November 2, 1985 (draft).

⁴ City of Austin, Electric Utility Department, “User Information, 1992,” Austin, January 1993 (computer printout).