

# *LBJ Student Publishing Guide*

## **Chapter 3. Bibliography**

This chapter of the LBJ Student Publishing Guide describes the bibliographic style required for PRP reports published in the LBJ School’s printed series. If a PRP class chooses to include a bibliography in the PRP report (it is optional), the bibliography should appear at the end of the report and include all the references cited in each chapter. It may also include additional sources relevant to the report topic. The same information that appeared in the notes should be given in bibliographic form. Page numbers are not necessary except for journals, magazines, and newspapers. References are listed in alphabetical order and may be divided into categories (Books, Periodicals, Electronic Documents, etc.) if the list is long. The guidelines below are arranged alphabetically by topic.

### **Contents**

Articles (see Journals and Magazines; Newspapers).....	4
Books .....	4
Authoring Agency as Publisher.....	4
Chapter in a Book .....	4
Edition.....	4
Editor .....	4
Multiple Works by a Single Author/Entity.....	4
Reprint .....	5
Series.....	5
Brochures and Pamphlets .....	5
Class Presentations .....	5
Conference Papers .....	6

Databases (see Internet and Electronic Documents) .....	6
Dissertations .....	6
Government Documents and Reports.....	6
Congressional Documents .....	6
Congressional Research Service .....	7
Executive Branch Documents .....	7
Judicial Branch Documents.....	8
International Documents .....	8
Local Government Reports.....	8
Texas State Documents .....	9
Internet and Electronic Documents.....	10
Databases .....	10
Email.....	10
Government Reports and Documents (Online).....	10
Journal and Magazine Articles (Online).....	10
Lexis-Nexis.....	11
Websites.....	11
Interviews .....	11
Journals and Magazines.....	12
Annual Journal.....	12
Departments and Regular Features .....	12
Letters/Email (see also Presidential Archival Materials) .....	12
Memoranda.....	12
Microform Editions .....	12
Multiple Authors .....	13

Newsletters .....	13
Newspapers .....	13
Policy Research Project Reports .....	13
Presidential Archival Materials (LBJ Library).....	13
Professional Reports (LBJ School) .....	13
Published Reports .....	14
Special Project Reports .....	14
Speeches.....	14
Theses .....	14
Unpublished Materials .....	14

**Articles.** See **Journals and Magazines** and **Newspapers**.

## **Books**

Levy, Frank. *Dollars and Dreams: The Changing American Income Distribution*. New York: Basic Books, 1987.

Schott, Richard L., and Dagmar S. Hamilton. *People, Positions, and Power: The Political Appointments of Lyndon Johnson*. Chicago: University of Chicago Press, 1983.

## **Authoring Agency as Publisher**

If an agency is both author and publisher of a book or report, its name should go in the author slot and not be repeated after the place of publication.

Academy for State and Local Government. *Contrasting Approaches to Economic Growth*. Washington, D.C., April 1984.

## **Chapter in a Book**

Hill, Richard C. "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.

## **Edition**

Hazard, John N. *The Soviet System of Government*. 5th ed. Chicago: University of Chicago Press, 1980.

## **Editor**

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

Mill, John Stuart. *Autobiography and Literary Essays*. Edited by John M. Robson and Jack Stillinger. Toronto: University of Toronto Press, 1980.

## **Multiple Works by a Single Author/Entity**

In a bibliographic listing, two or more works by a single author or authoring entity should be alphabetized by title (not including "a" and "the"). Give the author's complete name in the first cite, and use five em-dashes and a period in place of the

author's name in subsequent cites. If the author is also the first name in a work by multiple authors, that cite should come after the single-author listings and should not use dashes.

Duncan, Robert A. *After the Crash: A Primer on Economics*. Trolley, Okla.: Oklahoma Press, Inc., 1996.

———. *Before the Next Crash: Reading Economic Indicators*. Trolley, Okla.: Oklahoma Press, Inc., 1998.

———. *A Look at Realities: Over the Hill in America*. New York: Penguin Press, 1985.

Duncan, Robert A., John S. Silver, and Maria Gant, eds. *A Century of Economic Chaos*. Boston: New Free Press, 1989.

### **Reprint**

Laszlo, Ervin, et al. *Goals for Mankind*. 1977. Reprint. New York: Signet, 1978.

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

### **Series**

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

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

### **Brochures and Pamphlets**

Chemical Manufacturers Association. *National Chemical Response and Information Center*. Washington, D.C., n.d. (Pamphlet).

### **Class Presentations**

Watson, Kirk. Mayor, City of Austin. Class presentation, Lyndon B. Johnson School of Public Affairs, Austin, Texas, October 19, 1997.

## **Conference Papers**

Bennett, J. "Public Confidence in Radioactive Waste Disposal." Paper presented to the Waste Management 1987 Panel, Tucson, Ariz., March 3, 1987.

Noyelle, Thierry J. "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 1984.

**Databases. See Internet and Electronic Documents.**

## **Dissertations**

Coffey, Bettye Morris. "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.

## **Government Documents and Reports**

### **Congressional Documents**

#### *Bills*

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).

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.]

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

#### *Congressional Record*

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

[Or, according to information provided:]

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

#### *Hearings*

U.S. Congress. House Committee on Energy and Commerce. *Transportation of Nuclear Waste: Hearings*. 99th Cong., 1st sess., August 1, 1985.

#### *Reports*

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.

#### *Speeches and Testimony*

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**

Segal, Migdon R. *Drunk Driving*. Washington, D.C.: Congressional Research Service, June 18, 1984.

#### **Executive Branch Documents**

U.S. Department of Education. *American Education: Making It Work*. By William J. Bennett. Washington, D.C., April 1988.

U.S. Department of Commerce. Bureau of the Census. *U.S.A. Statistics*. Washington, D.C., 1982.

[Because the Bureau of the Census is a well-known agency, it may appear without the U.S. Department of Commerce.]

Office of Management and Budget. *Budget of the U.S. Government*. Washington, D.C., 1989.

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

U.S. Water Resources Council. *The Nation's Water Resources 1975-2000, The Second National Water Assessment by the U.S. Water Resources Council, Summary*. Washington, D.C.: Government Printing Office, January 1979.

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.

### *Federal Register*

U.S. President. Proclamation. "Modifying the Implementation of the Generalized System of Preferences and the Caribbean Basin Economic Recovery Act." *Federal Register*, vol. 53, no. 58, March 25, 1988, pp. 9850-51.

[Or, according to information provided:]

*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.

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

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

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

### **International Documents**

United Nations. Intergovernmental Bureau of Informatics. "The Problems in Implementing Programmable Machinery: Lessons from U.S. Experience." By M. R. Kelley. March 1985.

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.

### **Local Government Reports**

City of Austin. Electric Utility Department. "User Information, 1993." Austin, Tex., January 1994. (Computer printout.)

## Texas State Documents

### *Bills*

Texas House Bill 744, 68th Legislature, 2nd Called Session (1983).

### *House and Senate Journals*

House Journal of Texas, 65th Legislature, Regular Session (1977), p. 1244.

Senate Journal of Texas, 67th Legislature, Regular Session (1981), pp. 1487, 1489-92.

### *Miscellaneous Documents*

Texas House of Representatives. House Study Group. *Special Legislative Report*. Study Paper 104, July 16, 1984.

[Second reference, Texas House of Representatives:]

———. Committee on Transportation. *Hazardous Transportation*. November 1986. (Draft.)

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.

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

### *Resolutions*

Texas House of Representatives. Joint Resolution 16. 70th Legislature (1987).

Texas House of Representatives. Concurrent Resolution 14. 69th Legislature (1985).

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.]

### *Statutes, Codified*

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

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

### *Texas Constitution*

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 editorial style) and the electronic access information second.

### **Databases**

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

### **Email**

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

### **Government Reports and Documents (Online)**

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.

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.

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](http://www.pswfs.gov/Tech_pub/Documents/RAR_96/RAR_fmatter.html). Accessed: November 21, 1997.

### **Journal and Magazine Articles (Online)**

Smith, John J. "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.

Dough, Jane P. "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**

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

## **Websites**

Texas Comptroller of Public Accounts. *Window on State Government*. Online. Available: <http://www.cpa.state.tx.us/>. Accessed: January 5, 1998.

## **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 should be identified as such; in these cases the place of interview is the interviewee's city and state. If a large number of interviews will be listed, they should appear separately, alphabetized according to person interviewed or organization in which multiple interviews took place.

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

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

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

Harding, Jonathan, 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. Telephone interviews (conference call) by Patricia Jones, February 10, 1998.

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

## **Journals and Magazines**

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

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

## **Annual Journal**

Levin, Henry, and Russell Rumberger. "The Low-Skill Future of High-Tech." *Technology Review*, no. 6 (1983), pp. 18-21.

## **Departments and Regular Features**

Letters to the Editor. *U.S. News & World Report* (July 11, 1996), p. 5.

## **Letters/Email. See also Presidential Archival Materials (LBJ Library).**

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

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

## **Memoranda**

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

## **Microform Editions**

Owensby, Walter L. "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.

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**

Smith, J. W., Lansing West, Jane R. Smith, and Robert S. Doe. *Growth Factors: Facts and Fiction*. New York: Random House, 1981.

## **Newsletters**

Institute for Social Research. "Employers and Wages." *ISR Newsletter*, Fall/Winter 1987-88, p. 10.

## **Newspapers**

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

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

If several issues of the same periodical are used, one bibliographical entry may list dates chronologically: August 10, 11, 22; September 4, 1992.

## **Policy Research Project Reports**

Lyndon B. Johnson School of Public Affairs. *Local Economic Development Policy*. Policy Research Project Report Series, no. 80. Austin, Tex., 1988.

## **Presidential Archival Materials (LBJ Library)**

Kennedy, Robert F. Memo to President. Undated. Ex FG 530/ST 49/A, WHCF, LBJ Library.

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

## **Professional Reports (LBJ School)**

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

## **Published Reports**

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

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.

## **Special Project Reports**

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

## **Speeches**

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

## **Theses**

Greenberg, Michael Eric. "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.

## **Unpublished Materials**

Brooks, H., L. Schneider, and K. Oshima. "Potential Impact of New Manufacturing Technology on Employment and Work." November 2, 1985. (Draft.)

City of Austin. Electric Utility Department. "User Information, 1992." Austin, Tex., January 1993. (Computer printout.)