

For your reference

The thought of compiling a reference list can cause some authors to panic, but that doesn't need to be the case. Begin by keeping a list of references consulted as you perform your research. The goal of each reference is to give enough information so that the source is easy to locate. The title, authors, and year published are always necessary, but there is more to a reference than that. Following are other tips to help you compile your next reference list:

- **Articles:** For periodical articles, the citation needs to include both the article or paper title and the periodical title. Other identifiers that help the reader are the volume number, the issue number, and the page numbers.
- **Books:** Citations of books should include the edition (if relevant), publisher location, and publisher name. This information is usually listed at the beginning of a book.
- **Lectures and proceedings:** If the information was obtained from a live presentation, *The Chicago Manual of Style* advises that the sponsorship, location, and date of the meeting follow the paper or lecture title as such: "Paper presented at the PCI Convention and National Bridge Conference, Nashville, TN, March 2016." If the paper is from proceedings, it is treated like a chapter in a book, with the paper title listed in quotation marks and the proceedings title following that in italics. If the paper was part of proceedings from a CD or DVD, you merely indicate the source at the end of the chapter-style citation with a simple "CD-ROM" or "DVD-ROM."
- **Italics or quotation marks:** Titles of larger works, such as books and journals, are set in italics. Their subparts, such as chapters and articles, are enclosed in quotation marks. Unpublished works also appear in quotation marks, for the most part.
- **Page numbers:** Include page numbers when referring to a specific portion of a work, such as a chapter or article. They are unnecessary when citing an entire work.
- **URLs and DOIs:** These are noted at the end of a reference, if applicable.
- **Editions:** Create a separate reference for each edition of a work. Variations exist among editions, so it is important to distinguish among them.

When in doubt, leave a note for the editor. He or she will be happy to help you find the best way to style your reference.

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journal@pci.org or Precast/
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Institute, c/o *PCI Journal*,
200 West Adams Street,
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K. Michelle Burgess
Managing Editor