The following is adapted from the ‘Author Guidelines’ from the *Biological Bulletin*:

**Conventions for citing references in main body of report:**
- cite each reference in the text using the surnames of the authors followed by the year, *e.g.* ‘(Walpole, 1985), 'Green and Brown (1990) found …'
- examples for citations
  - with one author: ‘According to Smith (1980)…' or '(Smith, 1980).'
  - with two authors: ‘Courtship behaviours of mallards...(Brown and Smith, 1976).’
  - with more than two authors: ‘A Marbled Murrelet juvenile ...(Winchester *et al.*, 1995).’
  - with unknown author: ‘This drug is used to …(American Heart Association, 2007).’
  - with multiple references: ‘Canopy arthropods form a discrete… (Nadkarni, 1993; Stork, 1994; Winchester, 1995)’
  - that are not uniquely identified by the authors’ names and year, use *a*, *b*, *c*, *etc.*, after the year, for example, Green 1983a, 1983b; Green and Brown 1988a, 1988b, for the text citation and in the reference list
- with no date: ‘(Miller, n.d.)

**Note:** *et al.* is short for *et alia*, Latin for ‘and others’. There should be a period after ‘al.’. If a reference has more than two authors, the citation in the main body of the report should give the name of the first author followed by ‘et al.’. The full reference (including all of the authors) is given in the References section.

**Conventions for listing references at the end of the report:**
- alphabetical order (not numbered) according to the last name of the first author
- single-spaced
- begin at the left margin with subsequent lines indented
- multiple references with the *same first author* are listed in the following order:
  1. papers with *one author only* are listed first in chronological order, beginning with the earliest paper
  2. papers with *dual authorship* follow and are listed in alphabetical order by the last name of the second author
  3. papers with *three or more authors* appear after the dual-authored papers and are arranged chronologically
- *when applicable, references to journal articles should include the issue number, which should be placed in parentheses after the volume number*
- unless required (*e.g.* genus), only the first letter of the first word in the title is capitalized

**Examples of types of references, including electronic references**

The following bibliographic references illustrate the punctuation, style, and abbreviations required in the reference section of the report:

**Journal article:**

Please note: the Biological Bulletin uses abbreviations for journal names, however, for the purpose of this course, you may use either the full journal name, as in the example above, or the abbreviated name. Visit https://www.journals.uchicago.edu/toc/bbl/current for examples.

**Journal article with more than 10 authors:**

**Book:**

**Book chapter:**

**Thesis:**

**Laboratory Manual:**
Mitchell, G. 2006. *Biology 190A laboratory manual*. Department of Biology, University of Victoria, Victoria, BC, Canada.

**Web document:**

**References that are available online:**

**In press article:**

**Unpublished reports, private communications, and in press references:**
Cite references ‘in press’ only if accepted by a named journal. All other references (including submitted papers and abstracts, personal communications and personal observations) must be cited in the text as unpublished (C. J. Frost & H. Liang, unpublished; R. J. Norby, personal communication) and should not be included in the reference list.