

INCOSE Citation Quick Guide

(This guide is an abridged and adapted version from the “Chicago-Style Citation Quick Guide,” website of the *Chicago Manual of Style (CMOS)*, <http://www.chicagomanualofstyle.org>. This document is for informational use by authors submitting written content to INCOSE; it is not for reproduction or distribution.)

“*The Chicago Manual of Style*’s author-date system has long use by those in the physical, natural, and social sciences. In this system, authors cite sources briefly in the text, usually in parentheses, by the author’s last name and date of publication. The authors provide full citations in a list of references, where they provide full bibliographic information.”

Citation Considerations

- *Titles.* We capitalize all titles headline-style; italicize book titles, with article titles non-italicized and surrounded by quotation marks.
- *Articles with only one or two references.* We request that authors just use parenthetical citations in the text: for example, “A basic introduction to the discipline is in Eric Aslaken’s *Systems Engineering* (1991).”
- *Capitalization of hyphenated compounds* We capitalize both terms in a hyphenated compound in headline-style capitalization: for example, “An Introduction to Model-Based Systems Engineering.”

Sample Citations

“The following examples illustrate citations using the author-date system. We show each example of a reference list entry accompanied by an example of a corresponding parenthetical citation in the text. For more details and many more examples, see chapter 15 of *The Chicago Manual of Style*.”

Book

One author

Pollan, M. 2006. *The Omnivore’s Dilemma: A Natural History of Four Meals*. New York, US-NY: Penguin.
(Pollan 2006, 99–100)

Two or more authors

Ward, G. C., and K. Burns. 2007. *The War: An Intimate History, 1941–1945*. New York, US-NY: Knopf.
(Ward and Burns 2007, 52)

For four or more authors, list all of the authors in the reference list; in the text, list only the first author, followed by *et al.* (“and others”):
(Barnes et al. 2010)

Editor, translator, or compiler instead of the author

- Haskins, C., ed. 2007. *Systems Engineering Handbook: A Guide for System Life Cycle Processes and Activities*. Version 3.1. Revised by K. Forsberg and M. Krueger. San Diego, US-CA: INCOSE.
- . 2010. *Systems Engineering Handbook: A Guide for System Life Cycle Processes and Activities*. Version 3.2. Revised by M. Krueger, D. Walden, and R. D. Hamelin. San Diego, US-CA: INCOSE. [Note the three em-dashes for repeated author's name.]
- Lattimore, R., trans. 1951. *The Iliad of Homer*. Chicago, US-IL: University of Chicago Press.
- (Haskins 2007)
- (Haskins 2010)
- (Lattimore 1951, 91–92)

Editor, translator, or compiler in addition to author

- García Márquez, G. 1988. *Love in the Time of Cholera*. Translated by E. Grossman. London, GB: Cape.
- (García Márquez 1988, 242–55)

Chapter or other parts of a book

- Kelly, J. D. 2010. “Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War.” In *Anthropology and Global Counterinsurgency*, edited by J. D. Kelly, B. Jauregui, S. T. Mitchell, and J. Walton, 67–83. Chicago, US-IL: University of Chicago Press.
- Urie, A. 2005. “The Standardization Ecosystem: Understanding Organizational Complexity.” In *The Standards Edge: Future Generation*, edited by S. Bolin, 269–276. Ann Arbor, US-MI: Bolin Communications.
- (Kelly 2010, 77)
- (Urie 2005, 272)

Chapter of an edited volume originally published elsewhere (as in primary sources)

- Cicero, Quintus Tullius. 1986. “Handbook on Canvassing for the Consulship.” In *Rome: Late Republic and Principate*, edited by W. E. Kaegi Jr. and P. White. Vol. 2 of *University of Chicago Readings in Western Civilization*, edited by J. Boyer and J. Kirshner, 33–46. Chicago, US-IL: University of Chicago Press. Originally published in E. S. Shuckburgh, trans., *The Letters of Cicero*, vol. 1 (London, GB: George Bell & Sons, 1908).
- (Cicero 1986, 35)

Preface, foreword, introduction, or similar part of a book

- Rieger, J. 1982. Introduction to *Frankenstein; or, The Modern Prometheus*, by M. W. Shelley, xi–xxxvii. Chicago, US-IL: University of Chicago Press.
- (Rieger 1982, xx–xxi)

Book published electronically

If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL, include an access date only if required by your publisher or discipline. If no fixed page numbers are available, you can add a section title, a chapter, or another number.

Austen, J. 2007. *Pride and Prejudice*. New York, US-NY: Penguin Classics. Kindle edition.

Kurland, P. B., and R. Lerner, eds. 1987. *The Founders' Constitution*. Chicago, US-IL: University of Chicago Press. <http://press-pubs.uchicago.edu/founders/>.

(Austen 2007)

(Kurland and Lerner, chap. 10, doc. 19)

Journal article

Article in a print journal

In the text, list the specific page numbers consulted, if any. In the reference list entry, list the page range for the whole article.

Chiva-Gomez, R. 2003. "The Facilitating Factors for Organizational Learning: Bringing Ideas from Complex Adaptive Systems." *Knowledge and Process Management* 10 (2): 99–114.

Sheard, S. A. 2006. "Definition of the Sciences of Complex Systems." *INSIGHT* 9 (1): 25.

(Sheard 2006)

(Chiva-Gomez 2003, 100)

Article in an online journal

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, if you append to <http://dx.doi.org/> in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. There is no need to include an access date.

Kossinets, G., and D. J. Watts. 2009. "Origins of Homophily in an Evolving Social Network." *American Journal of Sociology* 115:405–50. DOI:10.1086/599247.

(Kossinets and Watts 2009, 411)

Article in a newspaper or popular magazine

You may cite newspaper and magazine articles in running text ("As Sheryl Stolberg and Robert Pear noted in a *New York Times* article on 27 February 2010, . . ."), we omit these from a reference list. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL; an access date is not necessary. If there is no author identified, begin the citation with the article title.

Mendelsohn, D. 2010. "But Enough About Me." *New Yorker*, 25 January.

Stolberg, S. G., and R. Pear. 2010. “Wary Centrists Posing Challenge in Health Care Vote.” *New York Times*, 27 February.
<http://www.nytimes.com/2010/02/28/us/politics/28health.html>.
(Mendelsohn 2010, 68)
(Stolberg and Pear 2010)

Book review

Kamp, D. 2006. “Deconstructing Dinner.” Review of *The Omnivore’s Dilemma: A Natural History of Four Meals*, by M. Pollan. *New York Times*, 23 April, Sunday Book Review. <http://www.nytimes.com/2006/04/23/books/review/23kamp.html>.
(Kamp 2006)

Thesis or dissertation

Choi, M. 2008. “Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty.” PhD diss., University of Chicago (Chicago, US-IL).
(Choi 2008)

Paper presented at a meeting or conference

Adelman, R. 2009. “‘Such Stuff as Dreams Are Made On’: God’s Footstool in the Aramaic Targumim and Midrashic Tradition.” Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, US-LA, 21–24 November.
Sheard, S. A. 1996. “Twelve Systems Engineering Roles.” Paper presented at the Sixth Annual International Symposium of INCOSE, Boston, US-MA, 7–11 July.
(Adelman 2009)
(Sheard 1996)

White paper

Mankins, J. C. 1995. “Technology Readiness Levels.” White paper, NASA Office of Space Access and Technology. <http://www.hq.nasa.gov/office/codeq/trl/trl.pdf>.
(Mankins 1995)

Website

You can limit citation to website content to a mention in the text (“A recent Internet search reveals the McDonald’s Corporation lists on its website . . .”). If you desire a more formal citation, you may style it as in the examples below
Google. 2009. “Google Privacy Policy.” <http://www.google.com/intl/en/privacypolicy.html>.
McDonald’s Corporation. 2008. “McDonald’s Happy Meal Toy Safety Facts.”
<http://www.mcdonalds.com/corp/about/factsheets.html>.

(Google 2009)
(McDonald’s 2008)

Blog entry or comment

You may cite log entries or comments in running text (“In a comment posted to *The Becker-Posner Blog* on February 23, 2010, . . .”), and we omit them from a reference

list. If you need a reference list entry, cite the blog in the reference list and mention comments in the text only.

Posner, R. 2010. “Double Exports in Five Years?” *The Becker-Posner Blog*, 21 February. <http://uchicagolaw.typepad.com/beckerposner/2010/02/double-exports-in-five-years-posner.html>.
(Posner 2010)

E-mail or text message

You may cite e-mail and text messages in running text (“In a text message to the author on March 1, 2010, John Doe revealed . . .”), and we do not list them in a reference list. In parenthetical citations, you can use the term *personal communication* (or *pers. comm.*).

(John Doe, e-mail message to author, 28 February 2010)
or
(John Doe, pers. comm.)

Item in a commercial database

For items retrieved from a commercial database, add the name of the database and an accession number following the facts of publication. In this example, the dissertation cited above is as it would be if one retrieved it from ProQuest’s database for dissertations and theses.

Choi, M. 2008. “Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty.” PhD diss., University of Chicago (Chicago, US-IL). ProQuest (AAT 3300426).

Standards* and Government Documents

* Always include the year with the standard number: IEC 60601-1:2005.

IEC (International Electrotechnical Commission). 2005. IEC 60601-1:2005. Medical Electrical Equipment—Part 1: General Requirements for Basic Safety and Essential Performance. Geneva, CH: IEC.
———. 2007. IEC 62366:2007. Medical Devices—Application of Usability Engineering to Medical Devices. Geneva, CH: IEC.
———. 2010. IEC 60601-1-6:2010. Medical Electrical Equipment—Part 1-6: General Requirements for Basic Safety and Essential Performance—Collateral standard: Usability. Geneva, CH: IEC.
ISO (International Organization for Standardization). 2007. ISO 14971:2007. Medical Devices—Application of Risk Management to Medical Devices. Geneva, CH: ISO.

Abbreviations of Standards, Correlated with Reference-List Citations

IEC 60601-1:2005 (IEC 2005), referred to as “the third edition”
IEC 60601-1-6:2010 (IEC 2010), a “collateral standard” to IEC 60601-1:2005 (IEC 2005)[AAC1]

IEC 62366:2007 (IEC 2007)
ISO 14971:2007 (ISO 2007)

In body text, formatting:

Now everyone has to follow IEC 60601-1:2005, the new standard for medical devices (IEC 2005).

The new standard is IEC 60601-1:2005, *Medical Electrical Equipment—Part 1: General Requirements for Basic Safety and Essential Performance* (IEC 2005).