

Physics 391/491: Junior/Senior Seminar

Citations and Endnotes

There are numerous conventional formats for bibliographic references. For example, even different physics journals use slightly different formats. The differences are largely historically (rather than logically) based. Still, just as with a language and its historically defined words, half the value of a convention is that it *is* a convention – the author and reader communicate clearly and concisely thanks to their both knowing its rules. So, regardless of what bibliographic format you may *prefer*, it is important to learn how to do what is *specified* in a particular situation. For this class, you will be expected to follow a style similar to that expected for the *American Journal of Physics* (see <<http://ajp.dickinson.edu/Contributors/manFormat.html>>). There are a few minor differences, such as the formatting of the numbers in the endnotes.

In keeping with the AJP style, you will use endnotes, which are grouped together at the end of the manuscript (rather than foot notes which would be placed at the foot of each page.) Endnotes can include citations to sources (articles, books, ...) as well as explanatory notes. The latter is reserved for the rare situation in which the explanation is really worth giving but so tangential or secondary as to disrupt the typical audience member's reading if it had been included in the body of the text.

Rules for Referring to Endnotes from within the Body of the Manuscript

- The abstract must not contain references to endnotes because it will often be used separately.
- Within the body of the manuscript, references to endnotes usually appear as superscripts placed after punctuation (period, comma, semi-colon,...)

Correct: "... which Garfunkel demonstrated that winter.⁷"

Correct: "... which Garfunkel demonstrated that winter⁷."

Usually Incorrect: "... which Garfunkel⁷ demonstrated that winter."

This is partly a courtesy to your reader – at a punctuation mark there's a natural pause in the reading, so it's not too disruptive for the reader to pause there and flip to the endnotes to see just what reference 3 is. This is also partly for clarity sake – if the number appears after a punctuation mark, the implication is that the source it refers to pertains to the whole phrase or sentence that was terminated by that punctuation mark. With that in mind, there are rare occasions when it's more accurate to *not* wait until the nearest punctuation mark before planting the superscript.

- When appropriate, you may also use "online citations" (for example, "... as demonstrated in reference 5."); however, these are rarely a good choice since it makes for a bumpier read, and it makes it harder for the reader to skim through the text looking for the point at which a particular reference was used.
- If the *exact* same source is referenced additional times within the text, the original reference number is reused in the text.

Rules for Formatting the Endnotes at the End of the Manuscript

- The endnotes should appear in the same sequence that they *first* referenced in the text.
- Within the endnote section of your manuscript, each literature citation or explanatory note should be numbered.
- Keep the font size the same for the endnotes as it is for the body of the manuscript.

- All endnotes, including references, end with a period.
- For consistency, use initials for all authors, instead of first names.
- If there are three or fewer authors, list them all. If there are more than three authors, just give the first author's name followed by "*et al.*" This is an abbreviation for the Latin phrase meaning "and others" so it should be italicized.

Endnote Formats for Specific Types of Sources

The majority of your literature citations will probably be on of the following four types; the general format and an example is given for each one. When in doubt about how to format something, just grab a copy of the *American Journal of Physics* and flip through it to see if there's an example; there are several issues outside Dr. DeWeerd's office, and you have online access through the library (but only if you're on campus.)

1. Article in a periodical

Example: ¹ F. J. Dyson, "Feynman's proof of the Maxwell equations," *Am. J. Phys.* **58** (3), 209-211 (1990).

Format: CITATION_NUMBER. AUTHOR(S), "TITLE," *JOURNAL VOLUME_NUMBER* (ISSUE_NUMBER), START_PAGE-END_PAGE (YEAR).

Rules:

- The title of the article should be in double quotes. Use whatever capitalization the original does.
- The journal name should be abbreviated and italicized. Standard abbreviations for most relevant journal names can be found at <http://www.aip.org/pubser/s/style/4thed/appg.pdf>.
- The volume number is in boldface. If there is an issue number, include it (in parentheses) so that it is easier for the reader to track down a reference.
- Give the initial *and* final page numbers (knowing the full span is useful when requesting an article through interlibrary loan.)

2. Book

Example: ² D. J. Griffiths, *Introduction to Electrodynamics*, 2nd ed. (Prentice Hall, Englewood Cliffs, NJ, 1989), pp. 331–334.

Format: CITATION_NUMBER. AUTHOR(S), *TITLE*, (PUBLISHER, LOCATION, YEAR), pp. START_PAGE-END_PAGE.

Rules:

- Italicize the title.
- Include page number or numbers when appropriate.

3. Article in an edited volume

Example: 3. M. R. Flannery, “Elastic scattering,” in *Atomic, Molecular, and Optical Physics Handbook*, edited by G. W. F. Drake (AIP Press, NY, 1996), p. 520.

Format: CITATION_NUMBER. ARTICLE_AUTHOR(S), “ARTICLE_TITLE,” in *VOLUME_TITLE* edited by VOLUME_AUTHOR(S) (PUBLISHER, LOCATION, YEAR), pp. START_PAGE-END_PAGE.

Notes:

- The rules are a reasonable hybrid of those for a journal article and for a book.
- In this particular example, we’re imagining that only one page is being cited, thus the standard “pp. START_PAGE-END_PAGE.” format reduces to “p. PAGE.”

4. Online material

Example: 4. Formatting information is available in the “Information for Contributors” document at the *American Journal of Physics* site, <<http://ajp.dickinson.edu/Contributors/manFormat.html>>.

Format: CITATION_NUMBER. DESCRIPTION and/or “TITLE,” <URL>.

Rule:

- Always include a brief description, the title (in quotes), or both, not just the URL.

Here’s an example of applying some of the citation rules described above and followed by the *American Journal of Physics*.¹ You’ll find the endnotes, appropriately, on the last page of this document. As many physicists have done over the years, Richard Feynman once considered whether or not Maxwell’s four laws could be derived from something simpler and more concise.² Regardless of possible unification of these laws, they remain the most common foundation for the study of Electricity and Magnetism. One of the most clearly written texts on the subject is David Griffith’s.³ Many physicists are drawn to the elegance of the electric and magnetic field picture, but the true test of any theoretical model is in its ability explain and predict experimental observations. For example, the scattering of two charged particles can be understood in terms of their interaction with each other’s fields.⁴ Lest it seem remarkable that Feynman should muse on the origin of Maxwell’s laws or that it should be left to Dyson to posthumously publish an article outlining Feynman’s work,¹ Feynman was in the habit of deriving most results from first principles but he more often worked something out for his own deeper understanding than with any thought of publishing it.⁵

Make Endnotes in MS Word

I should start off by warning you that, while MS Word's built in "Citation & Bibliography" functions might *sound* like they'd be useful, as far as I can tell, you don't get to define the format, and the built-in ones do not correspond to anything used in the field of physics, so they're not too useful for us. Instead, you can use their Endnote functions. Select the "References" tab to view the "Footnotes" section (the second from the left) which includes the "Insert Endnote" option. (Dyson, 1990) With the cursor at the location in your text where you want the endnote to be referenced, click "Insert Endnote." The first time you do this, Word will probably use roman numerals rather than regular (Arabic) numerals; you can change that in the "Footnote and Endnote" dialogue box which is accessed by clicking the button in the lower left corner of the "Footnotes" section, this is circled in Figure 1.

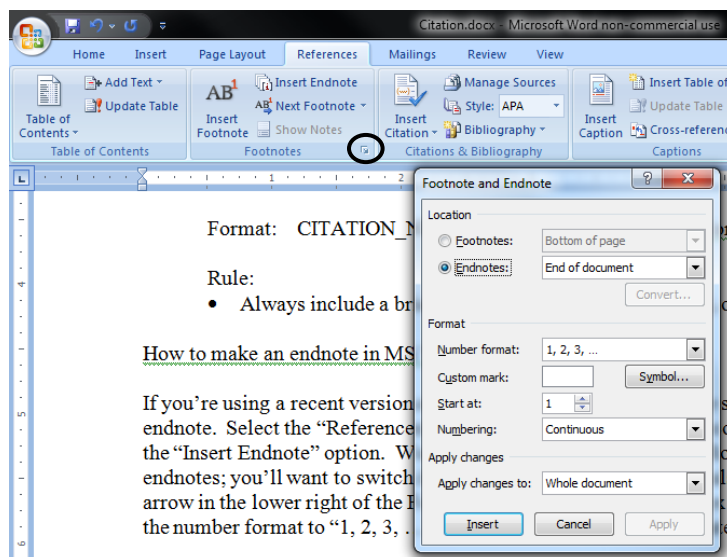


Figure 1. Formatting Endnotes in MS Word. Pressing the circled button activates the "Footnotes and Endnotes" dialogue box.

You'll also notice that MS Word writes its endnotes in a smaller font size than it uses for the rest of your manuscript. There's no way to change this default upfront, but once you can change the font size of anything typed in the Endnote section in the same way that you change font size anywhere else in your text. Similarly, the indenting isn't quite right (see the last page of this document for correct indenting), but you can change that just as you would for any bit of text.

If you happen to cite the same source more than once in your text, the second (third, fourth,...) time you cite it, you'll want to use the "Cross-reference" button found in the "Captions" section of the "References" tab. The number that it inserts into your text will *not* initially be superscripted, but you can easily highlight it and make it superscript. Note: The advantage of using the "Cross-reference" function (rather than just typing the appropriate citation number yourself) is that the "Cross-reference" number will automatically update should the endnote's number change.

-
- ¹ Formatting information is available in the “Information for Contributors” section of the *American Journal of Physics* site, <http://ajp.dickinson.edu/Contributors/manFormat.html>.
 - ² F. J. Dyson, “Feynman's proof of the Maxwell equations,” *Am. J. Phys.* **58** (3), 209-211 (1990).
 - ³ D. J. Griffiths, *Introduction to Electrodynamics*, 2nd ed. (Prentice Hall, Englewood Cliffs, NJ, 1989).
 - ⁴ Relevant material may or may not be found in M. R. Flannery, “Elastic scattering,” in *Atomic, Molecular, and Optical Physics Handbook*, edited by G. W. F. Drake (AIP Press, NY, 1996), p. 520.
 - ⁵ L. M. Krauss, *Quantum man: Richard Feynman's Life in Science (Great Discoveries)*, (W. M. Norton & Company, NY, 2011).