

Style and Reference Guidelines for Environmental Practicum Reports, Memos, and Notes

Please follow these style guidelines carefully in preparing reports, memos and notes. Pay particular attention to the citations section—our citation formats may be different from what you are used to. Above all, strive for internal consistency within your documents.

I. Required Information

All reports and memos should include the following information on the first page:

I.A. Reports

Title
Author name(s)
Date (do not set the date to update automatically whenever the document is opened)
Draft (First or final)
Environmental Practicum
University of Georgia

I.B. Memos

To: Client name, agency or organization
From: Author name, University of Georgia Environmental Practicum
Date: Date of memo (do not set the date to update automatically whenever the document is opened)
Re: Subject of memo
Draft (first or final)

II. Format

All reports should use the format described in this section and illustrated in this document. Staff at the RBC will format your document for web and print, so do not attempt to apply complex formatting in what you prepare—put your energy into the content and organization, not the appearance.

II. A. Font

Please use Times New Roman 12 point.

II. B. Style

In MS Word, use the “Normal” style. Note that if you paste in text from another document or program, Word may assign it a different style so you may need to change it. Also, if you include bulleted or numbered lists in your document, don’t try to assign the “Normal” style to those, or you will lose the list formatting.

II. C. Line Spacing

Please use single spacing.

II. D. Section Headings

Please use an outline format for your section headings so it's easy to keep track of sections and subsections. Use title case capitalization in the first two levels (see below). This tactic will make it easy to assemble a table of contents. You can, but don't need to, use boldface to distinguish headings:

I. Main Section Title

I. A. Subsection Title

I. A. 1. Sub-subsection title

I. A. 1. a. Sub-sub-subsection title

I. A. 1. a. i. Sub-sub-sub-subsection title

There isn't usually a good reason to have a document with more than five levels, so these should be sufficient.

II. E. Titles and Foreign Terms

Please use italics rather than underlining to indicate titles or foreign terms.

II. F. Numbers and Symbols

II. F. 1. Numbers

Please use numerals rather than spelling out numbers (except when the number starts a sentence).

II. F. 2. Symbols

Please use the % symbol rather than spelling out the word "percent."

II. G. Document Footer

Please insert page numbers in the document footer.

III. Citations

Standard legal and scientific citation styles are light years apart in terms of style and conventions, which makes it a challenge to have one consistent approach for Practicum memos and reports. For documents written for a legal audience, it is critical to follow *The Bluebook* rules for legal citation; similarly, for documents written for a scientific audience, the scientific style is clearer and far more efficient than the legal conventions. For documents written for local government officials and general audiences, both can be confusing, so the style should avoid abbreviations and be as intuitive as possible.

Because of differences in audiences, three different citation styles are acceptable for Practicum reports and memos, although **each document may only employ one style, which all co-authors must apply consistently**. The choice of style depends on the audience and is not arbitrary. If the intended audience consists primarily of legal professionals, use *The Bluebook* legal citation style (III.A.). If the intended audience consists primarily of scientists, use the scientific citation style (III.B.). If the audience is general, or if the document consists of a mix of legal and

scientific references, use the general citation style (III.C.). Consult with Practicum faculty if you are unsure which of these to use, and make sure you have agreement within your group.

III. A. *The Bluebook* Legal Citation Style

Use this style for memos and short reports that are directed at legal professionals. Refer to either the latest edition of *The Bluebook* or the *ALWD Citation Manual* for detailed citation style rules. What follows is just a guide to some of the more commonly cited materials.

Citations are indicated with a superscript Arabic numeral and run sequentially. References should appear in endnotes rather than footnotes. Short citation formats are commonly employed after the initial long citation form. These can use *id.* or *supra* to refer to previously cited materials.

Follow these examples from the *ALWD Citation Manual*. Attached to this document are additional examples from the same source.

III. A. 1. Cases

This example is for the United States Supreme Court.

Tenn. v. Lane, 541 U.S. 509 (2004).

II. A. 2. Statutory codes

This example is for the full citation format for United States Code.

19 U.S.C. § 2411 (2000).

II. A. 3. Federal administrative and executive materials

This example is for the Code of Federal Regulations.

31 C.F.R. § 515.329 (2005).

II. A. 4. State administrative and executive materials

This example is for state administrative code.

2 Va. Admin. Code 5-150-100 (2005).

II. A. 5. Legal periodicals

This example is for a law review article.

Cass R. Sunstein. *Affirmative Action, Caste, and Cultural Comparisons*, 97 Mich. L. Rev. 1311, 1315 (1999).

III. B. Scientific Citation Style

Use this citation style for documents that are directed at a scientific audience.

References are cited parenthetically, with the last name of the author(s) followed by the year of publication. Use *et al.* for more than two authors; separate multiple citations with a comma. List multiple citations in alphabetical order. Example:

Other authors (Cunningham and Lindenmayer 2005, Warton 2005, Welsh et al. 1996) have suggested using a truncated Poisson...

List all references at the end of the report under the heading "References."

Follow these examples in formatting the references.

III. B. 1. Articles

Joy, M. K., and R. G. Death. 2004. Predictive modeling and spatial mapping of freshwater fish and decapod assemblages using GIS and neural networks. *Freshwater Biology* 49:1036-1052.

Ridout, M., C. G. B. Demetrio, and J. Hinde. 1998. Models for count data with many zeros. *International Biometric Conference*: 2-13.

III. B. 2. Books

Burnham, K. P., and D. R. Anderson. 2002. *Model Selection and Multimodel Inference: A Practical Information-Theoretic Approach*. Springer-Verlag, New York.

III. B. 3. Book chapters

Burkhead, N. M., S. J. Walsh, B. J. Freeman, and J. D. Williams. 1997. Status and restoration of the Etowah River, an imperiled southern Appalachian ecosystem. Pages 375-444 in: *Aquatic Fauna in Peril: the Southeastern Perspective* (editors: Benz, G. W. and D.E. Collins). Special Publication 1, Southeast Aquatic Research Institute, Lenz Design & Communications, Decatur, GA.

III. B. 4. Report or other publication available online

Etowah HCP Advisory Committee. 2007. Etowah Aquatic Habitat Conservation Plan. University of Georgia River Basin Center, Athens, GA. Available online at: <http://www.etowahhcp.org>. Accessed 1/21/2008.

III. B. 5. Web pages

(for example, to cite the mission statement of the River Basin Center)

River Basin Center (RBC). 2008. *About Us*. <http://www.rivercenter.uga.edu/aboutus.htm>. Accessed 1/21/2008.

Note that here the year is the year the site was accessed since most web pages don't include dates. Also note that, if the cited information appears in a report or publication on the web page, cite the document rather than the web page but include the location where the document was accessed.

III. B. 6. Newspaper articles

Kleffman, S. "County Supervisors Target 'Super-sized' Retail Stores," *Contra Costa Times*, June 4, 2003. Available online at:
http://www.bayarea.com/mld/cctimes/news/local/states/california/counties/contra_costa_county/6010221.htm.

III. B. 7. Software

Spiegelhalter, D. J., A. Thomas, N. G. Best, and D. Lunn. 2003. WinBUGS Version 1.4 MRC Biostatistics Unit, Cambridge, UK.

III. B. 8. Personal communications

Include personal communications within the document body, not in the references section. Include the name of the source, the title if available, and the date. For example:

Robust redhorse are not known from the North Oconee River (Byron Freeman, Director of the GA Museum of Natural History, 7/12/2007).

III. B. 9. What if the document is scientific but contains just a few legal citations?

In such a case, insert the full citations parenthetically into the text of the document itself, not in the reference section. For example:

Athens-Clarke County prioritizes water use during designated periods of water shortage (Athens-Clarke County Code Ord. § 5-3-94).

Use this model only for ordinances, laws, bills, legal cases, and other items of a legal nature.

III. B. 10. Scientific citation style versus a third category

If the document contains more than a few legal citations or is directed at a general audience, local government officials, or other non-scientific audience, use the general citation format described in the next section.

III. C. General Citation Format

This format is a hybrid between the legal and the scientific format. Use this version for general audiences and for documents that mix legal and scientific citations.

III. C. 1. Differences from *The Bluebook* legal style

This format is nearly identical to *The Bluebook* legal style. Citations are indicated by a superscript Arabic numeral and run sequentially. References appear in endnotes. The key differences between this version and *The Bluebook* style are:

- Non-legal documents are formatted without abbreviations and designed to be more readable to non-lawyers.
- For short citation format, instead of *id.* and *supra*, write “See note.” A pinpoint citation can also be included, as in “Dunston at 811. See note 1.” Although most legal references will still be incomprehensible to many readers, this tactic should make it easier for non-lawyers to understand abbreviated references that refer to earlier notes.

III. C. 2. Differences from scientific citations

This organization of citations is very different from the scientific format and will be a bit challenging for scientists. We apologize for this handicap but haven’t thought of a great way around it. Key differences between this version and standard scientific format include:

- A single endnote may have multiple citations.
- If references are used more than once, they are abbreviated the second time, and the endnote for the first citation is referenced.

III. C. 3. Scientific citations in the general citation format

Here’s an example of some scientific text with these types of references:

In the past, zero-inflated models have been recommended as appropriate for rare species¹, although studies have shown that a negative binomial model can also provide a good fit to apparently zero-inflated data sets². We believe that rarity alone is not sufficient grounds for selecting a zero-inflated model, and we agree with Warton³ that negative binomial and other distributions without zero-inflation terms should also be considered as alternatives.

Notes

1. Cunningham, R.B., and D.B. Lindenmayer. 2005. Modeling count data of rare species: Some statistical issues. *Ecology* 86: 1135-1142. Welsh, A. H., R. B. Cunningham, C.F. Donnelly, and D.B. Lindenmayer. 1996. Modelling the abundance of rare species: statistical models for counts with extra zeros. *Ecological Modelling* 88: 297-308.
2. Warton, D.I. 2005. Many zeros does not mean zero inflation: comparing the goodness-of-fit of parametric models to multivariate abundance data. *Environmetrics* 16: 275-289.
3. Warton, D.I. 2005. See note 2.

III. C. 4. Legal citations in the general citation format

Legal citations include court cases, statutes, regulations, codes, bills and opinions, as well as law review articles. All these should be formatted in *The Bluebook* legal style except that short citation format should use “see note” to refer to the endnote that includes the full reference.

III. C. 5. All other citations in the general citation format

All other citations should be formatted according to the scientific format described in section III. B on Scientific Citation Style.

III. C. 6. Short citations in the general citation format

After the first time an article is cited, only an abbreviated citation is necessary for subsequent references. For articles, books, reports, web pages and similar items, the short citation is the last name(s) and publication year. For legal documents, this is the short citation format that includes part of the case name or the code section or other abbreviated form of the original citation, as appropriate. Do not use *id.* or *supra.* Always use the phrase “See note X” (where X is the endnote with the full citation). Examples:

1. Ridout, M., C. G. B. Demetrio, and J. Hinde. 1998. Models for count data with many zeros. *International Biometric Conference*: 2-13.
2. Burnham, K. P., and D. R. Anderson. 2002. *Model Selection and Multimodel Inference: A Practical Information-Theoretic Approach*. Springer-Verlag, New York.
3. Burkhead, N. M., S. J. Walsh, B. J. Freeman, and J. D. Williams. 1997. Status and restoration of the Etowah River, an imperiled southern Appalachian ecosystem. Pages 375-444 in: *Aquatic Fauna in Peril: the Southeastern Perspective* (editors: Benz, G. W. and D.E. Collins). Special Publication 1, Southeast Aquatic Research Institute, Lenz Design & Communications, Decatur, GA.
4. Etowah HCP Advisory Committee. 2007. Etowah Aquatic Habitat Conservation Plan. University of Georgia River Basin Center, Athens, GA. Available online at: <http://www.etowahhcp.org>. Accessed 1/21/2008.
5. 19 U.S.C. § 2411 (2000).
6. *Tenn. v. Lane*, 541 U.S. 509 (2004).
7. Ridout et al. 1998. See note 1.
8. Burnham and Anderson 2002. See note 2.
9. Burkhead et al. 1997. See note 3.
10. Etowah HCP Advisory Committee 2007. See note 4.
11. 19 U.S.C. § 2411. See note 5.
12. *Tenn v. Lane* at 510. See note 6.