Use superscript numbers to cite material, e.g.,¹ not the author’s last name. The superscript number is inserted into the document immediately next to the fact, concept, or quotation being cited.

The data of Smith et al¹⁸ is further evidence of this effect.

Several interventions have been successful at increasing compliance.¹¹,¹⁴-¹⁶

**In-Text Examples**

Superscript numerals are placed outside commas and periods, and inside semicolons and colons. Use commas to separate multiple citation numbers.

Diabetes mellitus is associated with a high risk of foot ulcers.¹⁻³

As reported previously,¹,³⁻⁶

The results were as follows⁴:

**The order of numbering** is consecutive and will be contingent on the order in which you use that reference within your paper. In the References section, you will find the matching article listed as number 1.

If there is no author, start with the title.

Periodical **article titles** and book chapter titles **only the first word** is capitalized.

If there is no issue number specify month before the year.

For **Online Journal** citations the DOI number is preferred over the URL link.

**WHEN TO CITE**

Using a direct quotation, even if it is in quotation marks

Using facts that are NOT common knowledge (what the reader can reasonably be expected to know)

Paraphrasing or rewriting the author’s ideas

Summarizing the data or argument of an author

Using the key words or phrases from the author or using synonyms

Mentioning the author’s name in your text

Writing a sentence that mostly consists of your own thoughts, but you have made a reference to another author’s ideas

When in doubt, err on the side of caution, and cite.

**REFERENCES FORMAT**

Single-space within citations and double-spaces between citations.

**References not yet accepted** for publication or personal communications (oral, written, and electronic) ARE NOT listed in references and instead should be cited parenthetically in the text.