

TECHNICAL NOTES

MO-1 Technical Note Number 41

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Re: Manuscripts - Electronic Documents

The following guidelines should be used for citing electronic documents in soil survey manuscripts.

1. The electronic medium should be described. Examples are online, CD-ROM, online database, telnet, and email. A notation describing the type of media should be included after the title. Note that electronic access is becoming so commonplace, it might not be necessary to specify "online" when "http://" is included. Only those sources that can easily be found should be cited. References to emails, for example, should be discouraged because they can be difficult to find.
2. The citation should provide all information needed to find the data. For internet sources, the reader typically needs the URL and access data. Sources that cannot be accessed with a standard Internet browser should include access information, such as login information.
3. The citation should conform to the style used for the other references. Generally, the style used for printed sources in the list of references provided with the prewritten material should also be used for electronic sources.

Examples of citations for electronic sources:

Website

United States Department of Agriculture, Natural Resources Conservation Service. 2000. List of published soil surveys [online]. Available: (<http://www.statlab.iastate.edu/soils/soildiv/sslists/sslisthome.html>).

Online database

United States Department of Agriculture, Natural Resources Conservation Service. [cited March 31, 2000]. Soil Survey Laboratory Database. [database online]. Available: <http://vmhost.cdp.state.ne.us/~nslsoil/soil.html>.

CD-ROM

United States Department of Agriculture, Natural Resources Conservation Service. 1999. Soil taxonomy: A basic system of soil classification for making and interpreting soil surveys. 2nd edition. [CD-ROM]. Soil Survey Staff. U.S. Department of Agriculture Handbook 436.