Bibliographies
Standard Operating Procedure
Version 5, 9/2003

1.0 Introduction

1.1 Policies

1. Bibliography materials must be readily available to HQ personnel, contractors and visitors through library holdings, online databases, or NASA center libraries.
2. Standard Library policies apply on circulation, the use of databases, retrieval, printing, and transmission of bibliography materials.
3. Materials available in the HQ Library or through databases accessible from headquarters should form the core materials for the bibliographies.
4. Catalogued, circulating materials from other NASA libraries may be included to fill out bibliographies.

1.2 Organization

1. Each bibliography may have a brief introduction to the topic.
2. Introduction may include:
   - an overview of issues or history associated with the topic.
   - a definition of the topic from an authoritative source (an established publication held in ready reference or a resource listed within the bibliography).
   - reference to related bibliography topics.

- LC subject headings or common subject terms used in online databases. If bibliography includes "Databases" category, create a "Database Search Term" category (see 7.0 Database Search Terms below).

3. A standard disclaimer ends the introduction and precedes the categories: "All items, except as noted, are available at the Headquarters Library. NASA Headquarters employees and contractors: call (358-0172) or email Library@hq.nasa.gov for information on borrowing or in-library use of any of these items. Members of the public, contact your Local Library for the availability of these items."
4. Each cited item is placed into one of three primary categories: "Articles," "Books," and "Internet Resources." Bibliographies may include an optional "Databases" category (see 6.0 Databases below).
5. Within each category, arrange entries alphabetically by author, then by title. Corporate author names are written out in full and alphabetized accordingly (i.e. NASA appears as National Aeronautics and Space Administration).

1.3 PPM/Management Bibliographies

Management bibliographies cover topics of concern to NASA headquarters program and project managers. The PPM liaison creates new bibliographies to address management issues as needed or requested. The liaison is also responsible for reviewing existing bibliographies and updating them periodically to ensure that bibliographies provide current and accurate information about the materials available through the Library. The discontinuation of any bibliography must be approved by the Library Manager.

2.0 Articles

2.1 Selection

1. Include in this category any articles originally published in journals, newspapers, magazines, conferences, technical reports, or newsletters regardless of their current format (print, microfiche, online).
2. Arrange entries alphabetically by author. Corporate author names are written out in full and alphabetized accordingly (i.e. NASA appears as National Aeronautics and Space Administration).
3. If technical reports are included in the bibliography, change the title to "Articles and Technical Reports" and include the reports in alphabetical order by author.
4. Only include materials immediately available in full-text.

2.2 Citation Format

1. Use the Chicago Manual Style citation format (14th Edition, **Z253 .U69 1993 Ready Reference**).
2. For materials accessed through online databases, follow the citation on a new line with the database provider and name in **boldface type** enclosed within parentheses.
3. For materials on microfiche, follow the citation on a new line the document and Lektreiver numbers in **boldface type** enclosed within parentheses.
4. Always include the Date (month, season, etc.) of the Issue (if available) since most users look for that information rather than volume/issue information.
5. Examples

• *Resource Held in Library:*
Nyström, Harry. "The Post Modern Challenge - From Economic to Creative Management." *Creativity and Innovation Management.* 9, no. 2 (June 2000): 109-114.

• *Resource from a Conference*
Spencer, David B. and W. Spencer Campbell. "Space Debris Research in the US Department of Defense." In *Proceedings of the 2nd European Conference on Space Debris*, Dornstadt, Germany, March 1997.
(ASAP: 19980005880)

• *Resource Available in Online Database:*
Frantzen, Dirk. "R&D, International Technical Diffusion and Total Factor Productivity." *Kyklos.* 4 no. 5 (1998): 489-507.
(Dialog: ABI/Inform)

• *Resource Available Online, originally published in a Print Source*:*
Williams, Ron. "Self-Directed Work Teams: A Competitive Advantage." *Quality Digest.* 15, no. 11 (November 1995) [cited 17 January 2001]. <http://www.qualitydigest.com/nov95/html/self-dir.html>
(**Include original page numbers where available*)

3.0 Technical Reports (optional)

3.1 Selection

1. Applies to government or organization monographs, usually scientific or technical in nature, published in numerical series .
2. Technical reports that have been cataloged and shelved in the Library collection should be included here with both the call number and document number.
3. Online materials must be full-image (common file formats include: Acrobat (.pdf), TIFF (.tif), PostScript (.ps), and Microsoft Word (.doc)).
4. Include technical reports within the "Articles" category and adjust name to reflect the inclusion (ex. Articles and Technical Reports).

3.2 Citation Format

1. Use the Chicago Manual Style citation format (14th Edition, **Z253 .U69 1993 Ready Reference**).
2. Arrange entries alphabetically by author, then by title. Corporate author names are written out in full and alphabetized accordingly (i.e. NASA appears as National Aeronautics and Space Administration).
3. For technical reports held as part of the Library's collection, follow the citation on a new line with the full LC call number and collection location in **boldface type**.
4. For materials available in full-text through online databases, CD-ROM, microfiche, the internet, or the uncatalogued Library holdings (primarily the NACA Stacks), follow the citation (or the Library's LC call number if catalogued) on a new line with the technical report/note number, accession number, or document ID number in **boldface type**, a colon and all access methods.

5. Use the technical report/technical note, the accession number, or document ID number that is most widely used. Arrange access methods in the order they are listed below, which is the according to their availability to the general public. Separate access methods with a semi-colon. *In the posted bibliography, make any online resources active links directly to the documents or to the login page of the database.*
   NTRS (NASA Technical Report Server)-(widely available through publicly accessible database) Material must be available in full-image. Provide a link directly to the document (if available) or to the NTRS Search Form. If the file is available through a Center Technical Report Server, identify using the common acronym for the Center (e.g. **MSFC TRS**) and provide a link directly to the document (if available) or to the TRS Search Form.
   NACA STACKS- (locally available, accessible without technological intervention) Uncatalogued material in the NACA STACKS section of the Library. Not all of these materials are NACA publications.
   CD-ROM-(locally available, requires a computer to access file) This refers to the uncataloged NASA STI CD-ROMs held at the Library front desk. Include the month and year of the CD-ROM (see example below).
   Lektriever (identify as *Lek1 or Lek2*)-(locally available, requires physical access to microfiche reader).
   Restricted NASA Databases (NASA Aeronautics & Space Database ASD or the)-(unavailable to general public; requires individual account) If the document is available in more than one database, cite only the more current database. Provide a link to the database login page.
6. If the report is on the web, add the web address after the call number, as is done with books. Material must be available in full-image in its final form (neither a draft version nor an edited form) and posted on a NASA domain website (http:// … nasa.gov) that is accessible by the public. Do not include web sources if it cannot be determined whether the document is in its final unexpunged form.

7. Examples:

   • *Resource Held in Library Collection and the Aeronautics & Space Access Page:*
   Shishko, Robert, Robert G. Chamberlain, Robert Aster, et al. *NASA Systems Engineering Handbook.* NASA-SP-6105. Washington, DC: National Aeronautics and Space Administration, Jun 1, 1995.
   TL870 .S35 1995
   (19960002194: ASD)

   • *Resource Held in Library Collection and on the web:*
   Johnston, Richard S., Lawrence F. Dietlein, and Charles A. Berry, eds. *Biomedical Results of Apollo.* NASA-SP-368. Washington, DC: National Aeronautics and Space Administration, 1975.
   RC1135 .B57 1975
   <http://history.nasa.gov/SP-368/sp368.htm>

• *Resource Available through NTRS, uncatalogued NACA holdings, and the Aeronautics & Space Database:*
Harrison, L. P. *Lightning Discharges to Aircraft and Associated Meteorological Conditions*. NACA-TN-1001. Washington, DC: National Advisory Committee for Aeronautics, Subcommittee on Lightning Hazards to Aircraft, May 1946.
(NACATN1001: NTRS; NACA STACKS; ASD)

• *Resource Held in Lektriever:*
Hill, A. S. and C. L. Ladson. *Aerodynamics of a Model of the HL-10 Flight- Test Vehicle at Mach 0.35 to 1.80*. NASA-TN-D-6018. NASA Hampton, VA: Langley Research Center, Feb 1, 1971.
(71N19270: Lek 1)

• *Resource Available through a Center TRS, CD-ROM and the Aeronautics & Space Database:*
Borowski, Stanley K., Leonard A. Dudzinski, and Melissa L. McGuire. *Vehicle and Mission Design Options for the Human Exploration of Mars/Phobos Using 'Bimodal' NTR and LANTR Propulsion*. NASA TM-1998-208834/REV1. Cleveland, OH: NASA John H. Glenn Research Center, Dec 2002.
(20030014643: GRC TRS; CD-ROM (Feb. 2003); ASD)

4.0 Books

4.1 Selection

1. Books applies to all materials catalogued and shelved in NASA Libraries.
2. Arrange entries alphabetically by author, then by title. Corporate author names are written out in full and alphabetized accordingly (i.e. NASA appears as National Aeronautics and Space Administration).
3. Modify the title of the category to indicate the presence of video or electronic materials in the bibliography (ex. Books, Videos and CD-ROMs).
4. Include articles or chapters found within catalogued resources under the Books category.

4.2 Citation Format

1. Use the Chicago Manual Style citation format (14th Edition, **Z253 .U69 1993 Ready Reference**).
2. Following the citation, include full LC call number and collection location or center library on a new line in **boldface type**.
3. Examples

• *Book:*
Dodgson, Mark, and John Bessant. *Effective Innovation Policy: A New Approach*. Boston: International Thomson Business Press, 1996.
HC79.T4 D63 1996 GODDARD

• *Book Available through Online Database:*
Lafrance, Martin and Jérôme Doutriaux. "Sustained Success through the Management of Core Competencies: An Empirical Analysis" (pp. 141-144). *Technology Management: The New International Language*. Dundar

Kocaoglu and Kiyoshi Niwa (eds.) New York: Institute of Electrical and Electronics Engineers, 1991.

- *Chapter Within a Book:*

Akao, Yoji, Akira Harada and Kazuo Matsumoto. "Quality Function Deployment and Technology Deployment." In Chapter 6, *Quality Function Deployment*. Edited by Yoji Akao. Cambridge, MA: Productivity Press, 1990.
TS156 .A3713 1990 PPM-STACKS

- *Non-Book Library Holding:*

Best Manufacturing Practices Centers of Excellence. *Producibility System Guidelines: -The Five Steps to Success*. CD-ROM. College Park, MD: Best Manufacturing Practices Program, Office of Naval Research, 1999. Also available in PDF format at: <http://www.bmpcoe.org/guidelines/pdf/Producibility.pdf>
TS176 .P76 1999 Ref-Desk
(IEEE)

5.0 Internet Resources

5.1 Selection

1. Refers to materials, information, and resources available free-of-charge through the internet.
2. Some books, articles, and technical reports held by the Library may be available in full-text or full-image through the internet. Cite these materials under the appropriate print category and include the web address at the end of the citation (see Producibility System Guidelines example 2.2.3).
3. Carefully select materials from websites that are likely to be maintained.
4. Due to the impermanence of the medium, internet resources should not constitute a major portion of the bibliography.
5. Do **NOT** select internet resources with addresses ending in **.asp* or **.cfm* as these are impermanent dynamic address formats.

5.2 Citation Format

1. Use the International Standards Organization style (ISO 690-2) accepted by the Chicago Manual (see http://www.nlc-bnc.ca/iso/tc46sc9/standard/690-2e.htm).
2. Online resources must include the date the page was last accessed.
3. Modify the ISO format by removing the sentence, "Available from Internet" from the citation.
4. Examples

- *Internet:*

Noetzel, Jim. *Bell Rocket Belt*. 17 December 2000 [cited 16 November 2000]. <http://www.shreve.net/~jnuts/fly/old/rocket_belt.html>

- *Article Posted on Webpage:*

Lynch, Tim. "DS9 Trials and Tribble-ations Review." In *Psi Phi: Bradley's Science Fiction Club* . Peoria, IL: Bradley University, 1996 [cited 8 October 1997]. <http://www.bradley.edu/campusorg/psiphi/DS9/ep/503r.html>

6.0 Databases (optional)

6.1 Selection

1. Refers to an entire database that specifically addresses the focus of a bibliography.
2. Databases may be publicly accessible internet databases or commercial databases provided by Library service agreement.

6.2 Citation Format, Publicly Accessible Internet Databases

1. Use the International Standards Organization style (ISO 690-2) accepted by the Chicago Manual (see http://www.nlc-bnc.ca/iso/tc46sc9/standard/690-2e.htm) for publicly accessible internet databases.
2. Online resources must include the date the page was last accessed.
3. Modify the ISO format by removing the sentence, "Available from Internet" from the citation. Beginning on a separate line, provide a brief description of database and relevance to bibliography topic.
4. Example (from a bibliography on instrumentation):

   The NASA Astrophysics Data System . Cambridge, MA: Harvard University [cited 8 January 2001]. <http://adsabs.harvard.edu/abstract_service.html> NASA-funded project whose main resource is an Abstract Service on a variety of topics including *instrumentation.* Includes links to abstracts or full text of articles appearing in most of the major astronomical journals.

6.3 Citation Format, Commercial Databases

1. Provide database provider name and database name or file number
2. Briefly describe content of database.
3. Conclude citation with, "NASA Headquarters employees may request searches in this database by contacting NASA Headquarters Library."
4. Example (from a bibliography on public opinion of NASA):

   DIALOG File 468:Public Opinion and LEXIS-NEXIS Roper Center Poll from 1936 are identical databases that contain the full text of public opinion surveys conducted in the United States by the major polling firms and the news media. NASA Headquarters employees may request searches in these databases by contacting NASA Headquarters Library.

7.0 Search Terms (optional)

7.1 May be added to any bibliography in lieu of listing possible search terms in the introduction (see 1.2 above). Recommended when topic of bibliography presents significant search difficulties.

7.2 Category must be included when "Database" category is used

7.3 Example (from a bibliography on space debris):

Suggested Terms:

orbital debris	spacecraft debris	micrometeoroids
orbiting debris	meteoroids	space junk
space debris		