

# **Endnote Manual for ACGIH Publications**

**Compiled by ACGIH Staff  
November 2023**

## Notes

Blue fields in the technical elements indicate the information that Endnote will automatically populate for those particular fields.

There are optional fields in some sections, but they should be filled in if the information is available.

### ***Organization as Author***

When an organization is an author, spell out the organization with their acronym at the end in parentheses, including the country if it is not included within the organization name. One comma is needed after a single author. If there are multiple authors, 2 commas should appear after the 1<sup>st</sup> organization and 1 after the following ones.

#### *Single Authors*

American Conference of Governmental Industrial Hygienists (ACGIH),

Centers for Disease Control and Prevention (CDC,, US)

#### *Multiple Authors*

Each author must be on a separate line.

US Department of Health and Human Services (DHHS),,  
Centers for Disease Control and Prevention (CDC),

## ***Dates***

Dates are spelled out by month, day, and year.

June 27, 1938

In Endnote, there are several different places to put dates. You may see Access Date, Date Accessed, Date, Epub Date, Year Cited, Year Published, or Year. Please ensure you're using the correct date category for the reference type, as indicated in the technical elements.

### ***Non-English Language Publications***

For publications that are in a language other than English, place the language information in brackets after the title. For example, Solubility of desflurane (I-653), sevoflurane, isoflurane, and halothane in human blood [article in Japanese].

## **Technical Elements for End References**

### ***Audiovisual Material***

Title [Type]. Name of Database. Publisher. Year, Edition. [Accessed Access Date]. URL.

Lumen Learning. Boundless biology: Viruses -- Prions and viroids. 2022 [Accessed August 23, 2023]. <https://courses.lumenlearning.com/boundless-biology/chapter/prions-and-viroids/>.

### ***Blog***

Author. Title of Entry [Type of Medium]. Title of WebLog. Date. [Accessed Access Date]. URL.

Brosseau L, Berry Ann R. N95 respirators and surgical masks [blog]. NIOSH Science Blog. October 14, 2009. [Accessed May 20, 2021]. <https://blogs.cdc.gov/niosh-science-blog/2009/10/14/n95/>.

## **Book**

Author. Title. **Vol.** Volume (optional), Series Title (optional). Edition **ed** (optional). Editor, **editor(s)** (optional). Place Published: Publisher; Year. [**Accessed** Access Date] (optional). URL (optional).

American Conference of Governmental Industrial Hygienists (ACGIH). Bioaerosols: assessment and control. Macher J, **editor**. Cincinnati (OH): ACGIH; 1999.

## **Book Section**

Author. **Chapter** Chapter, Title. **In:** Editor, **editor(s)**. Book Title. **Vol.** Volume, Series Title. Edition **ed**. Place Published: Publisher; Year. **p.** Pages (optional). [**Accessed** Access Date]. URL (optional).

Lindsay WG, Green BJ, Blachere FM, Martin SB, Law BF, Jensen PA, **et al.** Sampling and characterization of bioaerosols. **In:** Andrews R, O'Connor PF, **editors**. NIOSH manual of analytical methods. 5th **ed**. Cincinnati (OH): National Institute for Occupational Safety and Health; 2017. **p.** BA-1-BA-115.

## **Conference Paper**

Author. Title. **In:** Editor, **editor(s)** (optional). Session. Conference Name; Date (optional); Conference Location. Place Published: Publisher; **c**Year. **p.** Pages (optional). [**Accessed** Access Date] (optional). URL (optional).

Riazanov V. The Effects of Whole-body Vibration on the Female Organism. Criteria of Evaluation of the Effects of Whole-Body Vibration on Man; March 12-16, 1984; Moscow (RU). Academy of Medical Sciences, Institute of Industrial Hygiene and Occupational Diseases; **c**1985.

## **Conference Proceedings**

Editor, **editor(s)**. Title. Conference Name; Date; Conference Location. Place Published: Publisher; **c**Year of Conference. **p.** Pages. [**Accessed** Access Date] (optional). URL (optional).

Jaakkola JJ, Seppaenen T, Ilmarinen R, **editors**. Assessment of fungal growth on ceiling tiles under environmentally characterized conditions. Indoor Air 1993; Helsinki (FI). Herndon (VA): International Society of Indoor Air Quality and Climate; **c**1993. **p.** 357-362.

## **Drug Label**

Manufacturer. Brand Name (generic name) [**package insert**]. Publisher. [**Revised** Date; **Accessed** Access Date]. URL.

Baxter Healthcare International. Suprane (desflurane) [**package insert**]. US Food and Drug Administration. [**Revised** April 2017; **Accessed** November 30, 2023]. [https://www.baxter.ca/sites/g/files/ebysai1431/files/2018-11/SUPRANE\\_PM\\_ENG.pdf](https://www.baxter.ca/sites/g/files/ebysai1431/files/2018-11/SUPRANE_PM_ENG.pdf).

## **Edited Book**

Editor(s). Year. Title. Translator, **translator(s)**. Place Published: Publisher.

Martuzzi M, Tickner JA, World Health Organization. 2004. The precautionary principle: Protecting public health, the environment and the future of our children. Geneva (CH): World Health Organization.

### **Electronic Article**

Author. Year. Title. Periodical Title (Edition). [[Accessed](#) Date Accessed];Volume(Issue):Pages. URL.  
[doi](#):DOI.

Woo YH, Ansari H, Otto TD, Klinger CM, Kolisko M, Michálek J, et al. 2015. Chromerid genomes reveal the evolutionary path from photosynthetic algae to obligate intracellular parasites. *eLife*. [Accessed October 13, 2023];4:e06974. <https://elifesciences.org/articles/6974>.  
<https://elifesciences.org/articles/6974>.

### **Electronic Book**

Author. Year. Title. Edition [ed](#). Place Published: Publisher; [[Accessed](#) Date Accessed]. URL.

National Research Council. 2015. Acute exposure guideline levels for selected airborne chemicals. Washington (DC): National Academies Press; [Accessed June 23, 2023].  
<https://nap.nationalacademies.org/read/21701/chapter/1#ii>.

### **Figure**

Created By. Title [Type of Image] (optional). Place Published: Publisher. [[Accessed](#) Access Date] (optional). URL. (optional)

PubChem. PubChem CID: 92433. Bethesda (MD): National Library of Medicine (US), National Center for Biotechnology Information. <https://pubchem.ncbi.nlm.nih.gov/compound/92433#section=2D-Structure>.

### **Government Document**

Author. Title. Edition. [ed](#) (optional). [Version](#) Volume (optional). Report Number (optional). [p](#). Pages. Place Published: Publisher. Year. URL

Centers for Disease Control and Prevention (CDC, US). 2018 Model aquatic health code. 3rd. [ed](#). [p](#). 183. Atlanta (GA): CDC. 2018. <https://www.cdc.gov/mahc/editions/current.html>

### **Hearing**

Title: [Hearings Before the Subcomm. on Committee of the House Comm. on Legislative Body](#), Congress Number [Cong.](#), Session [Sess.](#) (Date).

Assessing the biological weapons threat: Russia and beyond: Hearings Before the Subcomm. on Europe, Eurasia, and Emerging Threats of the Committee on Foreign Affairs of the House Comm. on US House of Representatives, One Hundred Thirteenth Congress Cong., Second session Sess. (May 7, 2014).

### **Journal Article**

Author. Title. Journal. Year; Volume(Issue):Pages. [doi](#): DOI.

Ahmadkhaniha R, Ghoochani M, Rastkari N. Application of biological monitoring for exposure assessment of 1,3 Butadiene. *J Environ Health Sci Eng*. 2020; 18(2):1265-1269. [doi](#): 10.1007/s40201-020-00544-2.

### **Legal Rule of Regulation**

Title, Pub. L. No. Title Number, Session Number Stat. Rule Number (Date of Code Edition).

Personal protective equipment, 29 C.F.R. Sect. 1910.132 <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.132>.

### **Newspaper Article**

Reporter. Title. Newspaper. Issue Date;Sect. Section:Pages (col. Column).

Ya'ar C. IDF kicks off 'Orange Flame': Medical personnel, police and IDF soldiers will converge in central Israel Tuesday as the IDF kicks off its annual 'Orange Flame' biological drill. Israel National News. November 8, 2010.

### **Online Database**

Name of Database. Title. Report Number (optional). Place Published: Publisher. Year [Accessed Date Accessed]. URL.

PubChem. Glyphosate. Bethesda (MD): US National Center for Biotechnology Information. 2004 [Accessed December 1, 2021]. <https://pubchem.ncbi.nlm.nih.gov/compound/Glyphosate>.

### **Online Multimedia**

Title [Type of Work]. Name of Database (optional). Distributor. Year, Time Stamp (optional). [Accessed Year Cited]. URL.

2020\_COVID-19\_Aerosol\_Transmission\_Estimator [Google Sheets]. University of Colorado-Boulder. 2020. [Accessed 2021]. <https://docs.google.com/spreadsheets/d/16K1OQkLD4BjgBdO8ePj6ytf-RpPMIJ6aXFg3PrIQBbQ/edit#gid=519189277>.

### **Patent**

Inventor, inventor(s); Assignee, assignee. Title. Country patent Patent Version Number. Date.

Beatty RL, Wyman FH, inventors; Atlantic Richfield Company, assignee. Continuous silicon carbide whisker production. United States patent US 4,637,924. January 20, 1987.

### **Report**

Author. Title. Edition (optional). Place Published: Publisher; Year. Type Report No.: Report Number. [Accessed Date]; URL. Notes (optional).

Lent EM. Toxicology study no. S.0055513-18, protocol no. 99-IV18-05-01, in vitro dermal absorption proficiency demonstration, May 2018. Aberdeen Proving Ground, (MD): US Army Public Health Center; 2019. Report No.: S.0055513-18, May 2018. [Accessed September 28, 2023]; <https://apps.dtic.mil/sti/pdfs/AD1067469.pdf>

### **Standard**

Institution. Title. Place Published: Publisher. Year. URL.

International Organization for Standardization (ISO). Mechanical vibration - Laboratory method for evaluating vehicle seat vibration - Part 1: Basic requirements. Geneva (CH): ISO. 1992. <https://www.iso.org/standard/18374.html>.

### **Statute**

Name of Act, Code C.F.R. Sect. Sections (Year). URL.

Data requirements for pesticides, 40 C.F.R. Sect. 158.300 (2007). <https://www.ecfr.gov/current/title-40/chapter-I/subchapter-E/part-158>.

### ***Thesis***

Author. Title [Type, e.g. thesis, dissertation, etc.]. Place Published: University; Date. URL.

Checkai MJ. Risk assessment for occupational exposure to isoflurane in pharmaceutical research and veterinary facilities in San Diego, California [master's thesis]. San Diego (CA): San Diego State University; Spring 2014. <https://digitallibrary.sdsu.edu/islandora/object/sdsu%3A2736>.

### ***Web page***

Author. Title. Place Published: Publisher; Year. [[Accessed](#) Access Date]. URL.

European Chemicals Agency (ECHA). Sodium benzoate - physical & chemical properties: endpoint summary. Helsinki (FI): ECHA; 2019. [[Accessed](#) 2019 Dec 12]. <https://echa.europa.eu/registration-dossier/-/registered-dossier/14966/4/1>.