

## 1.1 References

In-text citations are formatted as follows. The comma between author and date is a deviation from *Chicago* style.

According to Smith (1999) the flow can be determined by ...  
Smith indicated that the flow can be determined by ... (Smith, 1999).  
*Technical Memorandum No. 3* describes the design criteria ... (JA, 2006).  
The team determined that ... (*Title of Report*, JA, 2006).  
Research indicated that the ground ... (Edgerton et. al., 2003).

Reference lists are formatted, as much as possible, like the following examples. In Jacobs Associates documents, references included in footnotes are formatted in the same manner as those in reference lists (this is a deviation from *Chicago* style). Reference lists are alphabetized and are not numbered.

### 1.1.1 Books

One author:

Baxter, C. 1997. *Race equality in health care and education*. Philadelphia: Balliere Tindall.

Two authors:

Walker J.R., and T. Taylor. 1998. *The Columbia guide to online style*. New York: Columbia University Press.

Three or more authors (deviation from *Chicago* style in use of et al.):

Schellinger, Paul, Christopher Hudson, et al. 1998. *Encyclopedia of the novel*. Chicago: Fitzroy Dearborn.

### 1.1.2 Journals

Journal (In this example, 2 is the volume and 21 is the page):

Boellstorff, J. D. 1973. Fission-track ages of Pearlette family ash beds. *Geology* 2:21.

### 1.1.3 Papers Presented at Conferences

Heuer, R.E. and D.L. Virgens. 1987. Anticipated Behavior of Silty Sands in Tunneling. Paper presented at the Rapid Excavation and Tunneling Conference, Chicago.

### 1.1.4 Personal Communications

John Smith, e-mail message to author, April 2, 2007.

John Smith, personal conversation with author, April 2, 2007.

John Smith, letter to author, April 2, 2007.

### 1.1.5 Reports

Jacobs Associates. *Technical Memorandum No. 6: Seismicity*. April 2006.

### 1.1.6 Web Sites

Jacobs Associates. About Jacobs Associates. <http://www.jacobssf.com/about.html>.