

Properly citing our SSA Reports is much more than an administrative task; the action is fundamental to maintaining our authority as subject matter experts, to fulfilling our statutory requirements to use the best available scientific and commercial data when making decisions, and to legally defending our decisions.

We must provide a citation for all factual information that we use in our analysis. The analysis, on the other hand, is our own and does not require citation. The distinction can be fine, particularly in summary sections such as the Executive Summary or each chapter’s key findings section. In those situations, consider cross referencing the sections of the document where your analysis is recorded. In Table 1, we outline a few examples of statements that require or do not require citations. The table is illustrative, not exhaustive.

Table 1. Determining Whether Statements Require Citation

	Cite	Don't Cite
<p>I’m describing what this document (i.e. the SSA Report) does or how it is organized:</p> <p><i>This SSA provides a thorough assessment of biology and natural history and assesses demographic risks, factors, and limiting factors in the context of determining the viability for the species.</i></p>		X
<p>I’m stating a conclusion derived from our internal analysis:</p> <p><i>For the Nashville crayfish to maintain viability, its populations or some portion thereof must be resilient.</i></p> <p><i>The results of the SSA highlight that Nashville crayfish exhibits a high degree of resistance to disturbance, indicating the species has a low susceptibility to threats and a high degree of stability.</i></p>		X
<p>I’m summarizing information we gathered in our analysis that is discussed in further detail elsewhere in the SSA Report:</p> <p><i>Stochastic factors that have the potential to affect Nashville crayfish include impacts to water quality via runoff and catastrophic spills, particularly phosphorus loading, sedimentation, and significant alterations to dissolved oxygen.</i></p>		X
<p>I’m describing the SSA Framework:</p>	X	

	Cite	Don't Cite
<i>Using the SSA framework (Figure 1), we consider what the species needs to maintain viability by characterizing the status of the species in terms of its resiliency, redundancy, and representation (Wolf et al. 2015, entire).</i>		
I'm providing taxonomic information: <i>Hobbs described <i>O. shoupi</i> following close examination of a series of crayfishes from the Nashville area (Bouchard, 1984, from Barrociere, 1986).</i>	X	
I'm summarizing the literature: <i>Many authors have addressed the particular characters that distinguish the Nashville crayfish from others in Mill Creek and the region (Hobbs 1948; O'Bara et al. 1985; USFWS 1989; Williams 2001).</i>	X	
I'm describing scientific theories: <i>The species was thought to occur historically in a few locations outside of the Mill Creek watershed, including Big Creek in Giles County (Elk River drainage), the South Harpeth River in Davidson County (Harpeth River drainage), and Richland Creek in Davidson County (Cumberland River drainage) (USFWS 1987).</i> <i>Cover rocks of at least 0.02 m² (2.15 ft²) may be important habitats for females releasing broods and for protection during molting after releasing broods (USFWS 1987).</i>	X	

Much of our work relies on previous work product that we update for inclusion in the SSA Report. Part of your due diligence, both as a member of the science team and as one of the Report writers, is to assess the citations for timeliness. We have a statutory requirement to rely on the best available scientific and commercial data that we may unwittingly be violating by cutting and pasting language that cites older or outdated documents. Of particular significance are personal communications, unpublished drafts, and fast-changing research fields such as climate change. Check to see if these have been respectively documented, published, or updated.

Citations take two forms: in the text and on the reference list. The reference list appears at the document's end and consists of an alphabetical listing of all works referenced in the

text. Prior to publication, review the document to ensure that all references cited in the text are included on the reference list and that all references on the list are cited in the text.

Many regions provide guidance regarding citations. In the absence of region-specific guidance for your reference list, or to supplement such guidance when specific instances are not addressed, writers should follow the guidance provided by the [Council of Science Editor's Scientific Style and Format, 9th edition](#).

You may also choose to include either a Bibliography or a Further Reading list. These documents are appropriate when you reviewed a substantial number of documents that were not referenced in your Report. They supplement, but do not replace, the Reference list.

Citations in the body of the text can be formatted one of two ways: the name of the author can be referenced in the body of the sentence (an in-text citation), or the entire citation can be relegated to parentheses at the sentence's end (a parenthetical citation). Regardless, the in-text citation must include (1) the author's name, (2) the publication date, and (3) the page number. If the date or the page number is not available, indicate that fact using the abbreviations "n.d." or "n.p.," respectively. The term "entire" should be used sparingly.

In some cases, you may need to place a parenthetical citation in the sentence's interior. This practice is appropriate (1) when factual information concludes and a difference of opinion is introduced, (2) when multiple facts are referenced from different sources, or (3) when a conclusion is drawn that was NOT made in the referenced source.

Regardless whether the citation is in text or parenthetical, one citation covers one sentence. So, for example, if you have a paragraph with five sentences that each contain information that should be cited, and you save the citation for the last sentence in the paragraph, 80% (4/5 sentences) of the paragraph is uncited.

A common misconception is that the abbreviation "in litt." either carries more weight or refers to something other than a personal communication. In fact, "in litt." is an abbreviation for the Latin phrase "in litteris," referring to written, unpublished correspondence. We recommend using the abbreviation term "pers. comm." for such instances, which should always be documented in the administrative record. For documents that have not yet been published, use the designation "unpublished draft."



SSA Reports—Citations

Many of our sources are now available online, and we should provide web addresses for them. However, because these URLs are often lengthy, please save them for the Reference list and do not include them in the body of the document.