



# United States Department of the Interior

FISH AND WILDLIFE SERVICE  
Washington, D.C. 20240



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## Memorandum

To: Regional Director, Regions 1, 2, 3, 4, 5, 6, and 7  
California Nevada Operations Office Manager

From: Director *A Dale Hall*

Subject: Guidance for References for Endangered Species Federal Register Documents

The purpose of this memorandum is to provide guidance on the format for references cited in endangered species documents that publish in the Federal Register. It will be the Regional Office's responsibility to ensure that all endangered species documents forwarded to the Washington Office for publication in the Federal Register include, as part of each cited reference, the page number(s) specifically indicating where material was obtained. Additionally, when citing unpublished letters, memoranda, or personal interviews, these references should be formatted in the literature cited as described in this guidance.

For example, a peer reviewed scientific article may be used to cite information on genetic methodology for determining genetic structure of a species. The scientific article is 9 pages in length, as shown below, and the information on the methodology occurs on page 152 of the article. In this example, the sentence in the Federal Register text citing the reference might read, "Genetic methodology used was a specific testing method (Schilling et al. 1997, p. 152)," citing page number 152 where the material was found. The reference in the literature cited section would be as follows:

Schilling, C.N., N.A. Peters, and T.D. Johnson. 1997. Genetic structure of an endemic species. *Scientific Journal* 359:149-158.

Another example might occur when citing material that spans more than one page. In this instance, the reference should include the page numbers that are inclusive of the material specifically cited within the source. Using this example, a sentence citing the material within the reference below might read, "The species is known to occur on flat grassland landscapes (Adams and Stone 1997, pp. 11-33)." The reference in the literature cited section would be as follows:

Adams, F.G., and T.A. Stone. 1997. Ecology and landscape management as illustrated by a species. Report to the Natural History Society, 139 pp.

When referring to separate specific material in a source in different sections of a Federal Register document, include the page number(s) where the material is found in the source for the particular section of the Federal Register document where the information is being cited. Using this example, a sentence citing material found on page 15 within a reference might read, "The species has one known life history (Adams and Stone 1997, p. 15)." Then another sentence may cite information from the same source that is found on page 26 and on pages that span from 30 through 40. This sentence might read, "The species remains isolated from other nonnative species (Adams and Stone 1997, pp. 26, 30-40)." The reference in the literature cited section would be as follows:

Adams, F.G., and T.A. Stone. 1997. Ecology and landscape management as illustrated by a species. Report to the Natural History Society, 139 pp.

When citing unpublished letters and memoranda, the writer of the document and their address, including name, title, and institutional affiliation should be included in the literature cited section. Similarly, when citing an interview, include the information above, along with the location of the interview (phone or in-person location) in the literature cited section as shown below. In this example, the sentence which cited the reference below might read, "Field experiments indicated a sporadic distribution of the species (Jones 2006)."

Telephone interview with Dr. Mary Jones, Director of Natural Science, University of Biological Sciences of State, in City, State (Aug. 14, 2006).