

Computers outside the United States usually have host names ending in a two-letter country code. For example:

.ca	Canada	.fr	France	.jp	Japan
.cl	Chile	.gr	Greece	.ru	Russia
.cn	China	.ie	Ireland	.sa	Saudi Arabia
.de	Germany	.it	Italy	.uk	United Kingdom

The following URL for the government of Tasmania reveals that the host computer is located in Australia:

<http://www.tas.gov.au>

- c. File Name.** A URL may also provide a file name as the final element. For example, the following URL directs a Web browser to retrieve a file named *iway.html* from a host computer named *www.cc.web.com* using the hypertext transfer protocol.

Protocol **Host Name** **File Name**

<http://www.cc.web.com/iway.html>

NOTE: A *swung dash* (~)—also referred to as a *tilde*—is sometimes used to introduce a file name. For example:

<http://www.netaxs.com/~harrington>

- d. Path.** A URL may also include one or more elements between the host name and the file name. These elements indicate the electronic path to be taken (after the host computer is reached) in order to locate the desired file. For example:

Protocol **Host Name** **Path** **File Name**

http://www.yahoo.com/Computers/World_Wide_Web/HTML_Editors/

- e.** URLs are usually typed all in lowercase letters, but when capital letters appear, follow the style of the particular URL exactly as shown (as in the example in *d* above). Also note that spaces between words in any part of a URL have to be signified by means of an underline (as in the example above) or some other mark of punctuation such as a hyphen (as in the example below).

<http://www.cis.ohio-state.edu/hypertext/faq/usenet/FAQ-List.html>

- f.** When Web-based URLs are given in documents and publications aimed at computer professionals, the protocol *http://* is often omitted; the fact that the host name begins with *www* makes it clear to knowledgeable readers which protocol is to be used. When constructing your own online citations, consider how much your readers know. As a general rule, it is safer to insert the protocol at the start of a URL, even if it was omitted in your source.

Dealing With E-Mail Addresses

- 1509** An e-mail address consists of several elements. Consider the following examples:

mshneider@attbi.com

lcomerford@earthlink.net

The first part (*mshneider* or *lcomerford*) is the user's name, and it is followed by an *at* sign (@). The second part (*attbi* or *earthlink*) is the name of the host computer. The

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third part (.com or .net) is the *top-level domain* (TLD), and it is always preceded by a dot. TLDs indicate the type of organization that owns the host computer or the geographical location in which the host computer is located. (For a list of the most commonly used TLDs, see ¶1508b.)

➡ For a detailed discussion of e-mail, see ¶¶1375–1389.

Dividing Online Addresses

1510 a. URLs. Always try to fit a URL on one line. If it becomes necessary to divide a URL at the end of a line, observe the following guidelines.

- (1) Never insert a hyphen within an online address to signify an end-of-line break.
- (2) You may break after the double slash (//) that marks the end of a protocol (but not within the protocol itself).

Acceptable Line Ending

http://

(NOT: http:)

Next Line

www.nowonder.com

(NOT: //www.nowonder.com)

- (3) You may break *before* (but never after) a dot (.), a single slash (/), a hyphen (-), an underline (_), or any other mark of punctuation.

Acceptable Line Ending

http://www

(NOT: http://www.)

http://www.mcgraw

(NOT: http://www.mcgraw-)

http://www.senate.gov

(NOT: http://www.senate.gov/)

Next Line

.pbs.org

(NOT: pbs.org)

-hill.com/

(NOT: hill.com/)

/~hagel

(NOT: ~hagel)

NOTE: Some authorities now allow a URL to be broken *after* a single slash.

b. E-Mail Addresses. Always try to fit an e-mail address on one line. If it becomes necessary to divide it at the end of a line, observe the following guidelines.

- (1) Never insert a hyphen within an e-mail address to signify an end-of-line break.
- (2) You may break before the *at* symbol (@) or before a dot.

Acceptable Line Ending

wryter6290

(NOT: wryter6290@)

pbenner@lincoln

(NOT: pbenner@lincoln.)

Next Line

@aol.com

(NOT: aol.com)

.midcoast.com

(NOT: midcoast.com)

Making Use of Online Sources

1511 Making use of online sources can pose special problems. After you have quoted or made reference to certain online materials in your report or your manuscript, the person who originally posted the material may later decide to change it or transfer