

## CITING ETHICAL AND LEGAL STANDARDS

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### Citing an Ethics Textbook

**Question:** What date should be listed for the 10th edition of the ethics textbook written by Gerald Gorey and associates? Should it be listed as 2019, 2018, or 2017, or 2015?

2018 is the date listed on the copyright page of the book itself, although 2015 is also listed as the copyright of the book. On that same page, which technically would be page ii if it were enumerated in the same manner as done on page iv (which starts the actual pagination), the first print date is actually listed as 2017, although the first print was actually not available until the first quarter of 2018. As an aside, it is interesting how a publisher can apparently have a copyright date that is two years after the first print date.

Which of the following styles would be correct?

- A. Corey, G., Corey, M. S., & Corey, C. (2019). *Issues and ethics in the helping professions* (10th ed.). Boston, MA: Cengage Learning.
- B. Corey, G., Corey, M. S., & Corey, C. (2018). *Issues and ethics in the helping professions* (10th ed.). Boston, MA: Cengage Learning.
- C. Corey, G., Corey, M. S., & Corey, C. (2017). *Issues and ethics in the helping professions* (10th ed.). Boston, MA: Cengage Learning.
- D. Corey, G., Corey, M. S., & Corey, C. (2015). *Issues and ethics in the helping professions* (10th ed.). Boston, MA: Cengage Learning.

**Answer:** A useful answer has been provided by one of the Style Experts of the American Psychological Association (APA). According to APA Style Expert Stefanie Lazer (personal communication, May 11, 2018), who consulted the catalog of the Library of Congress, the library provide the publication date of 2018. Therefore, Stefanie recommends Option B, using the 2018 publication date:

Corey, G., Corey, M. S., & Corey, C. (2018). *Issues and ethics in the helping professions* (10th ed.). Boston, MA: Cengage Learning.

**Citing Ethics Codes.** An ethics *code* is a compilation of ethical *standards*. For the citation of references in the text of a paper, see the section titled “Reference Citations in Text” (pp. 174-179) in the *Publication Manual of the American Psychological Association* (APA; 2010), hereinafter referred to as the *Publication Manual*. For guidelines in citing references in the reference list, see pages 180-192 in the APA (2010) *Publication Manual*. As a shortcut, look at the way ethical standards are cited in Corey, Corey, & Corey (2018), which was generally edited in accord with APA (2010) guidelines. However, the *APA Publication Manual* governs style.

To understand the reference format for citing ethics codes, start with the APA’s preferred reference format for its code of ethics (retrieved online) as it is currently cited in APA journals:

American Psychological Association. (2017). *Ethical principles of psychologists and code of conduct* (2002, Amended June 1, 2010 and January 1, 2017). Retrieved from <http://www.apa.org/ethics/code/index.aspx>

The above title is italicized because the code is a stand-alone document like a report rather than a part of a greater whole like an article or book chapter (see Section 7.03 in the *Manual* and p. 32 or the *APA Guide to Electronic References*; further guidance available at <http://blog.apastyle.org/apastyle/2012/03/how-to-capitalize-and-format-reference-titles-in-apa-style.html>). The additional publication information in parentheses is included similarly to how report numbers are included after reports (see p. 185 of the *Publication Manual*).

For the *ACA Code of Ethics*, follow the same model. On the ACA website (<http://www.counseling.org/knowledge-center/ethics>), ACA provides a reference example with the reference information they prefer readers to use.

American Counseling Association (2014). *ACA Code of Ethics*. Alexandria, VA: Author.

The above ACA example is neither formatted in APA style nor does ACA claim that this reference example is in APA Style. To format this reference list entry in APA style, a few changes are needed to make it a properly formatted reference list entry. First, a period should be placed at the end of the author’s name. Second, the title should be italicized. Third, the title should be placed in sentence case rather than title case. Finally, use the retrieval information that leads to the version of the source you used. If you accessed a print version, then include the location and publisher info. If you used the PDF available from the ACA website, use the URL as the retrieval information in place of publisher information (see p. 16 of the *Guide to Electronic References*). In summary, an APA-style reference list entry for the ACA code of ethics would look like either format below:

American Counseling Association. (2014). *ACA code of ethics*. Alexandria, VA: Author.

American Counseling Association. (2014). *ACA code of ethics*. Retrieved from <http://www.counseling.org/docs/ethics/2014-aca-code-of-ethics.pdf>

**Citing Legal Codes.** Treat legal references like references with no author; that is, alphabetize legal references by the first significant item in the entry (word or abbreviation). See pages 216-224 in the APA (2010) *Publication Manual* for the format of references for legal materials and the ways to cite them in the text of your paper.

### **A7.03 Court Decisions (*Bluebook* Rule 10)**

A typical reference form for court decisions includes (a) the title or name of the case (usually the one party versus another); (b) the citation, usually to a volume and page of one of the various sets of books (called *reporters*, which usually contain decisions of courts in particular political divisions or *jurisdictions*) where published cases can be found (e.g., the Federal Reporter, Second Series); and finally (c) the precise jurisdiction of the court writing the decision (e.g., the New York Court of Appeals), in parentheses, including the date of the decision.

The following guidelines are from APA (2010, p. 217): “In text, cite the name of the case (italicized) and the year of the decision. If two or more years are given, cite those years as well. Court cases often have several years, each of which reflects a specific stage in the case’s history.”

#### **Text citation form for cases:**

*Name v. Name* (Court Date).

#### **Reference entry form for cases:**

Name v. Name, Volume Source Page (Court Date).

### **A7.04 Statutes (*Bluebook* Rule 12)**

According to the current APA (2010) *Publication Manual*, “In text, give the popular or official name of the act (if any) and the year of the act. In the reference list entry, include the source and section number of the statute, and in parentheses, give the publication date of the statutory compilation, which may be different from the year in the name of the act” (p. 219).

According to the current APA (2010) *Publication Manual*, “Abbreviate the source as specified in the *Bluebook*. A few states use chapter or article numbers instead of section numbers; use abbreviations or symbols as shown in the *Bluebook*” (p. 220).

#### **Reference form for statutes:**

Name of Act, Volume Source § section number (year).

## EXAMPLES

### FEDERAL LAW

**Named regulations:** The in-text citation format for a named regulation follows the standard name–date format used in APA Style. Here’s the format and a sample citation taken from the APA blog (<http://blog.apastyle.org/apastyle/2013/07/the-rules-for-federal-regulations-i-code-of-federal-regulations.html>):

#### **In-Text Citation**

Name (Year) or (Name, Year)

Certain Activities Relating to Material Constituting or Containing Child  
Pornography (2002)

or

(Certain Activities Relating to Material Constituting or Containing Child  
Pornography, 2002)

If the name is particularly long, you can shorten it, provided that the shortened name clearly identifies the appropriate reference list entry

#### **Reference List Entry**

Certain Activities Relating to Material Constituting or Containing Child  
Pornography, U.S.C. § 18-1-110-2252A (2002).

**Unnamed regulations:** The in-text citation format for unnamed regulations and a sample citation are below

#### **In-Text Citation**

Title number Source § xxx (Year) or (Title number Source § xxx, Year)

18 USC § 2252A (2002) or (18 USC § 2252A, 2002)

Note: The above text citation refers to the United States Code, Title 18, Part I,  
Chapter 110, § 2252A.

#### **Reference List Entry**

18 USC § 2252A (2002)

Note: § = section symbol

## EXAMPLES

### FEDERAL REGULATIONS

The information below is quoted from Melissa (as posted by Chelsea Lee) on the APA style blog (<http://blog.apastyle.org/apastyle/2013/07/the-rules-for-federal-regulations-i-code-of-federal-regulations.html>). Melissa's content has been reorganized. Some added content (indicated in brackets) has been added to illustrate an example of a long name and a shortened name.

#### Reference Elements

1. **Name of the regulation.** Start the reference with the name of the regulation if the regulation is commonly identified by its name. It is acceptable to include the abbreviated name of the agency that issued the regulation as part of the name (e.g., FDA Prescription Drug Advertising Rule).
2. **Title number.** The *Code of Federal Regulations* is divided into numbered titles. Include that number in the reference. If the reference doesn't begin with the regulation's name, then the title number is the first element of the reference.
3. **Abbreviated name of the source.** Use the abbreviation C.F.R. for the *Code of Federal Regulations*.
4. **Section number.** For a single section number, use the section symbol (§) and the section number in the reference. For a range of section numbers, use a doubled section symbol (§§) before the numbers and separate the numbers with an en dash.
5. **Date.** End the reference with the edition year of the *Code of Federal Regulations*.

**Named regulations:** The Code of Federal Regulations (CFR) is the primary source for federal regulations.

#### In-Text Citation

**Named regulations.** The in-text citation format for a named regulation follows the standard name–date format used in APA Style. Here's the format and a sample citation:

Name (Year) or (Name, Year)  
Financial Assistance to Individuals (2012) or (Financial Assistance to  
Individuals, 2012)

If the name is particularly long, you can shorten it, provided that the shortened name clearly identifies the appropriate reference list entry.

[Example of long name]: Schedules of Controlled Substances: Rescheduling of the Food and Drug Administration Approved Product Containing Synthetic Dronabinol [(-)-D9-(trans)-Tetrahydrocannabinol] in Sesame Oil and Encapsulated in Soft Gelatin Capsules From Schedule II to Schedule III, 21 CFR Parts 1308, 1312 (1999).

[Example of shortened name]: Schedules of Controlled Substances, 21 C.F.R. § 1308, 1312 (1999).

**Unnamed regulations.** The in-text citation format for unnamed regulations and a sample citation are below.

Title number Source § xxx (Year) or (Title number Source § xxx, Year)  
7 C.F.R. § 319 (2000) or (7 C.F.R. § 319, 2000)

## FEDERAL REGULATIONS (con't)

### Reference List Entry

The basic reference formats for the *Code of Federal Regulations* appear below. Use the first format for named regulations, and use the second format for unnamed regulations.

Name, Title number Source § xxx (Year).

Title number Source § xxx (Year).

Financial Assistance to Individuals, 45 C.F.R. § 234 (2012).

7 C.F.R. § 319 (2000).

To learn more about citing federal regulations, consult section A7.06 (pp. 223–224) of the sixth edition of the *APA Publication Manual* or consult the most recent edition of *The Bluebook: A Uniform System of Citation*.

Source: Melissa. (2013, July23). *The Rules for Federal Regulations: I. The Code of Federal Regulations* [Posted by Chesea Lee]. Retrieved from <http://blog.apastyle.org/apastyle/2013/07/the-rules-for-federal-regulations-i-code-of-federal-regulations.html>

## EXAMPLES

### STATE LAW

#### In-Text Citations

Ga. Code § 16-12-100.2 (2018)

Ga. Code § 19-7-5 (2018)

#### Reference List Entry

Computer Pornography and Child Exploitation Prevention Act, Ga. Code § 16-12-100.2 (2018).

Reporting of Child Abuse, Ga. Code § 19-7-5 (2018).

## § 2-300. How to Cite Constitutions, Statutes, and Similar Materials

### § 2-320. Statute Citations – Most Common Form

The core of a citation to a codified state statutory provision consists of three elements:

Element (a) - The name of code (abbreviated)

Element (b) - The number of the section or part, using the division identifiers of the jurisdiction's code (In some states major divisions of the code are designated by name rather than by number.)

Element (c) - An indication of the currency of the compilation relied upon, in parentheses. (With print compilations, this has traditionally been simply the year the volume or base volume and updating supplement relied upon were published. With electronic compilations, updated at least annually, this can be the year of the compilation relied upon. If the cited statutory provisions have been or may be volatile, an even more precise current "through" date is desirable whether print or electronic media are used. The precise form this takes will be governed by the form in which the compilation relied upon presents currency information. Westlaw furnishes the effective date of the most recent amendment to the cited provision included in its compiled version rather than a "through" date.)

Retrieved from [http://www.law.cornell.edu/citation/2-300.htm#2-320\\_2\\_c](http://www.law.cornell.edu/citation/2-300.htm#2-320_2_c)

### Examples

Ga. Code Ann. § 19-7-5 (currency information)

Ga. Code Ann. § 19-7-5 (West currency information)

\* Both The Bluebook and the 2014 *ALWD Guide to Legal Citation* (<http://www.alwd.org/>) call for identification of the publisher or brand of any commercial compilation used, not prepared under direct supervision of the state - West in the second example. Both also call for adding the designation "Ann." when the compilation's name includes the word "annotated." The American Association of Law Libraries (AALL; 2014) *Universal Citation Guide* (<http://www.aallnet.org/>) would not include the publisher in any case nor would it indicate whether the version used was annotated.

### OR

O.C.G.A. § 19-7-5

\*\* Within Georgia, this more economical statutory citation format is used in decisions of the state's own courts and submissions to them, under circumstances where there is little ambiguity about which jurisdiction's statutes and which version are referred to. See Ga. Code Ann. § 19-7-5(e) (2013).

Retrieved from [http://www.law.cornell.edu/citation/3-300.htm#3-320\\_Georgia](http://www.law.cornell.edu/citation/3-300.htm#3-320_Georgia)

## CITING GEORGIA STATUTES

### REFERENCE LIST ENTRY

Cite the statute as found in the Official Code of Georgia Annotated.

#### Basic form

Name of law (if available), State Abbreviation Code Abbreviation § section numbers(s) (Year if available)

Ga. Code Ann. ch. Chapter number, § Section number.  
Reporting of Child Abuse, Ga. Code § 19-7-5 (2018)

#### Examples

Ga. Code Ann. Ch.19, § 7  
Reporting of Child Abuse, Ga. Code Ann. Ch.19, § 7

### TEXT CITATION

#### Basic form (from Official Code of Georgia Annotated)

Ga. Code Ann. Ch.19, § 7 (2018)  
(Reporting of Child Abuse, Ga. Code Ann. Ch.19, § 7, 2018)

#### Examples

Ga. Code Ann. Ch.19, § 7 (2018) requires mandated reporting of child abuse.

Georgia law requires mandated reporting of child abuse (Reporting of Child Abuse, Ga. Code Ann. Ch.19, § 7, 2018)

### References

Adapted from California State University, Stanislaus. (2017). Citing legal materials in APA style. Last updated 2017, by John Brandt, Electronic Resources Librarian, University Library. Retrieved from <https://library.csustan.edu/apalegal>

Adapted from Westfield State University. (2018). APA style: Citing legal materials. Last updated March 05, 2018, by Oliver Zeff, Ely Library. Retrieved from <http://lib.westfield.ma.edu/cite>

### Official Code of Georgia Annotated

Title, Chapter, Article, Part

#### Statutory Code

Official Code of Georgia Annotated  
Georgia Code Annotated [Unofficial]

#### Abbreviation

Ga. Code Ann.  
Ga. Code Ann. (Harrison)

Retrieved from <http://www.legalcitation.net/>

## CITING GEORGIA ADMINISTRATIVE RULES

### REFERENCE LIST ENTRY

Cite the statute as found in the Georgia Comprehensive Rules and Regulations

#### Basic form

Name of chapter, Chapter number (ch.)  
Code of ethics, Ga. Comp. R. & Regs. r. 135-7

#### Examples

Ga. Comp. R. & Regs. r. 135-7  
Ga. Comp. R. & Regs. r. 510-4-.02

### TEXT CITATION

#### Basic form

Ga. Comp. R. & Regs. r. 135-7  
(Code of Ethics, Ga. Comp. R. & Regs. r. 135-7)

#### Examples

Georgia administrative rules for professional counselors allow disclosure of confidential information “where there is clear and imminent danger to the client or others” (Ga. Comp. R. & Regs. r. 135-7-.03 [2] [a] [4]). In such circumstances, however, “the licensee shall take whatever reasonable steps are necessary to protect those at risk including, but not limited to, warning any identified victims and informing the responsible authorities” (Ga. Comp. R. & Regs. r. 135-7-.03 [2] [a] [4]).

As adopted from APA (2010) Ethical Standard 4.05 (Disclosures), Georgia administrative rules for psychologists allow disclosure of confidential information to “where permitted by law for a valid purpose such as to . . . protect the client/patient, psychologist, or others from harm” (Ga. Comp. R. & Regs. r. 510-4-.02 [e] [2] [b]).

### Official Code of Georgia Annotated

#### Statutory Code

Georgia Rules and Regulations  
Ga. Comp. R. & Regs. r. 510-4  
Ga. Comp. R. & Regs. r. 135-7-.03 (2) (a) (4)

#### Abbreviation

Ga. Comp. R. & Regs.

Retrieved from <http://rules.sos.ga.gov/>

## Terminology

**U. S. Code:** Official compilation of federal laws passed by Congress and signed by President.

**Code of Federal Regulations (CFR):** Official compilation of federal regulations that are created by various federal agencies. These regulations provide specificity regarding the interpretation of federal laws.

Examples:

U.S. Department of Health and Human Services (HHS) writes regulations that interpret the Health Insurance Portability and Accountability Act of 1996 (HIPAA), which is based on Pub. L. No. 104-191, 110 Stat. 1936 (1996), codified at 42 U.S.C. § 300gg and 29 U.S.C § 1181 *et seq.* and 45 CFR 144 Purpose & Definitions. HHS writes the federal regulations that interpret HIPAA. Some of these regulations include the following:

45 CFR 162 Transaction Standards and Security Regulations

45 CFR 164 Security and Privacy Regulations

Federal tax law begins with the Internal Revenue Code (IRC), enacted by Congress in Title 26 of the United States Code (26 U.S.C.). The Internal Revenue Service (IRS) is the government agency within the U.S. Department of Treasury that interprets the federal tax laws through IRS regulations, which provide guidance about how tax laws are applied.

**Federal Registry:** An official daily report of between 30 and 50 pages that reports new federal regulations.

## **Licensing Board Rules [Georgia]**

### **Composite Board**

Chapter 135-1	Organization
Chapter 135-2	Fees
Chapter 135-3	Application for Licensure
Chapter 135-4	Procedural Rules
Chapter 135-5	Requirements for Licensure
Chapter 135-6	Regulation of Licenses
Chapter 135-7	Code of Ethics
Chapter 135-8	Disciplinary Actions and Procedures
Chapter 135-9	Continuing Education
Chapter 135-10	Advertising

**Citation:** Georgia Rules and Regulations, Department 135, Georgia Composite Board of Professional Counselors, Social Workers and Marriage and Family Therapists. Retrieved from <http://rules.sos.ga.gov/gac/135>

### **Psychology Board**

Chapter 510-1	Organization
Chapter 510-2	Licensure by Examination
Chapter 510-3	Licensure by Endorsement
Chapter 510-4	Code of Ethics
Chapter 510-5	Supplemental Code of Conduct
Chapter 510-6	Disciplinary Hearings
Chapter 510-7	Renewal, Reinstatement, Inactive License
Chapter 510-8	Continuing Education Requirements
Chapter 510-9	Licenses of Limited Duration
Chapter 510-10	Unlicensed Practice

**Citation:** Georgia Rules and Regulations, Department 510, Georgia State Board of Examiners of Psychologists  
Retrieved from <http://rules.sos.ga.gov/gac/510>

### **Rule 510-1-.07 Rules and Regulations Numbering System**

The State of Georgia adopted an organized system of numbering Rules in 1981 that was filed as Rule 590-1-.02. This specific numbering system is required for coding all rules and regulations. The system as applied in the Psychology Licensure Rules is as follows:

- (1) (Main paragraph);
  - (a) Subparagraph under main paragraph);
    - 1. (Subparagraph under (a));
      - (i) (Subparagraph under 1.);
        - (I) (Subparagraph under (i)); [The I is a Roman numeral]
        - A. Subparagraph under (I); [The I is a Roman numeral]

**Cite as Ga. Comp. R. & Regs. R. 510-1-.07**

**Authority: O.C.G.A. Sec. 50-13-1**

**History.** Original Rule entitled “Rules and Regulations Numbering System” adopted. F. Oct. 29, 2003; eff. Nov. 18, 2003

## References

- American Association of Law Libraries. (2014) *AALL Universal Citation Guide* (3rd ed.) Buffalo, NY: William S. Hein & Company.
- American Counseling Association. (2014). *ACA code of ethics*. Alexandria, VA: Author.
- American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.
- American Psychological Association. (2017). *Ethical principles of psychologists and code of conduct* (2002, Amended June 1, 2010 and January 1, 2017). Retrieved from <http://www.apa.org/ethics/code/index.aspx>
- Association of Legal Writing Directors (ALWD), & Barger, Colleen. M. (2014). (2014). *ALWD Guide to Legal Citation* (5th ed.). New York: NY: Wolters Kluwer Law and Business (Aspen Publishers).
- California State University, Stanislaus. (2017). Citing legal materials in APA style. Last updated 2017, by John Brandt, Electronic Resources Librarian, University Library. Retrieved from <https://library.csustan.edu/apalegal>
- Columbia Law Review (Compiler), Harvard Law Review (Compiler), University of Pennsylvania Law Review (Compiler), & Yale Law Journal Company, Inc. (Compiler). (2010). *The Blue Book: A Uniform System of Citation* (19th ed.). Cambridge, MA: Harvard Law Review Association.
- Columbia Law Review Association (Compiler), Harvard Law Review Association (Compiler), University of Pennsylvania Law Review (Compiler), & Yale Law Journal Company, Inc. (Compiler). (2015). *The Bluebook: A uniform system of citation* (20th ed.). Harvard Law Review Association.
- Corey, G., Corey, M. S., & Corey, C. (2018). *Issues and ethics in the helping professions* (10th ed.). Stamford, CT: Cengage Learning.
- Melissa. (2013, July 3). *The Rules for Federal Regulations: I. The Code of Federal Regulations* [Posted by Chesea Lee]. Retrieved from <http://blog.apastyle.org/apastyle/2013/07/the-rules-for-federal-regulations-i-code-of-federal-regulations.html>
- Victor, D. (2017, March 16). Lack of Oxford comma could cost Maine company millions in overtime dispute. *New York Times*. Retrieved from <https://www.nytimes.com/2017/03/16/us/oxford-comma-lawsuit.html>
- Westfield State University. (2018). APA style: Citing legal materials. Last updated March 05, 2018, by Oliver Zeff, Ely Library. Retrieved from <http://lib.westfield.ma.edu/cite>

## **Appendix A: Why Punctuation Commas Matter**

### **Why the Serial Comma Matters in Litigation**

In a 2017 decision by the U.S. Court of Appeals for the First Circuit, the simple omission of a serial comma could cost a dairy company in Portland, Maine an estimated \$10 million in overtime related to a 2014 lawsuit filed by three truck drivers of Oakhurst Dairies (Victor, 2017).

### **Why the Serial Comma Matters in Forensic Reporting**

The use of serial commas separates the three subjects of this sentence:

Her professional counselor, sexual partner, and father of Maria's first child confirmed that Jane had in fact suffered abuse as a child.

The missing serial comma creates a non-restrictive clause that completely changes the meaning:

Her professional counselor, sexual partner and father of Maria's first child, confirmed that Jane had in fact suffered abuse as a child.

### **Why the Serial Comma Matters in Politics**

The use of serial commas separates the three subjects of this sentence:

He had lunch with his parents, the president, and vice-president.

The missing serial comma creates a non-restrictive clause that completely changes the meaning:

He had lunch with his parents, the president and vice-president.

### **Why the Serial Comma Matters in Reviews of the Literature**

The serial comma is used to separate three or more elements that do not have internal commas:

Maté (2010), Flores (2008), and Nakken (1996) view addiction in part as an attachment disorder.

In contrast, there is no serial comma in this instance, because there is no series of three or more elements. The comma is used after the introductory adverbial phrase:

Like Maté (2010), Flores (2008) and Nakken (1996) view addiction in part as an attachment disorder.

## **Correct Citation for Reference Entry**

The reference entry correct citation styles for this document are illustrated below. Students should defer to the style preferences of their individual course instructors to determine whether the course instructor has preferences that are more specific than those shown below:

### **American Psychological Association**

Doverspike, W. F. (2013). Citing ethical and legal standards. Retrieved from <http://drwilliamdoverspike.com/>

### **Chicago Manual of Style / Kate Turabian**

Doverspike, William, "Citing ethical and legal standards," November 12, 2018.  
<http://drwilliamdoverspike.com/>

Note: According to the Chicago Manual of Style, blog posts are typically not included in bibliographies, but can be cited in the running text and/or notes. However, if a blog is cited frequently, you may include it in the bibliography.

### **Modern Language Association**

Doverspike, William F. "Citing Ethical and Legal Standards" 12 Nov. 2018 [Date accessed]

Note: MLA guidelines assume that readers can track down most online sources by entering the author, title, or other identifying information in a search engine or a database. Consequently, MLA does not require a URL in citations for online sources such as websites. However, some instructors still ask for it, so check with your instructor to determine his or her preference.