

# Numerical



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**Citing and  
Referencing Guide:  
Numerical**

## Contents

What is it?	1
Why do it?	1
What is citing?	1
How to do it – citing	1
How to do it - footnote/endnote list	4
How to do it - layout for footnote/endnote list	5
Layout for:	
• Books	5
• chapters in books	5
• books that have been translated	6
• books written in a foreign language	6
• journal articles	6
• e-journal articles	7
• newspaper articles	7
• theses	8
• conference proceedings	8
• white and green papers	9
• statutory instruments	9
• patents	10
• reports	10
• maps	10
• WWW	11
• podcasts	11
• weblogs	11
• emails	12
• multimedia	12
• personal communication	13
• interviews	13
• presentations / lectures	14
Example of a footnote/endnote list	14
Bibliography	15

## What is it?

There are many different styles of referencing; this is a guide to the 'Numeric' style. Referencing is a way of acknowledging that you have used the ideas and written material belonging to another author. It demonstrates for example, that you have undertaken an appropriate literature search and that you have carried out appropriate reading. The following are examples of sources you might access and need to reference:

- Books
- Journal articles
- Electronic journal articles
- World Wide Web pages
- Emails
- Video, films, CD-ROMs & audio tape recordings
- Newspapers
- Conference papers
- Pamphlets
- Radio / TV broadcasts (you must check that your lecturer is happy for you to use this type of material in your assignment)
- Personal communication
- Interviews (If this is a personal interview, you must always ask permission of the interviewee before using such material)

## Why do it?

- So that anyone reading your assignments can trace the sources you have used in the development of your work.
- If you do not acknowledge another writer's work or ideas, you could be accused of plagiarism.
- Accurate referencing is good academic practice and enhances the presentation of your work.

## What is citing?

When you write an essay or a piece of coursework you will use many different sources of information. When you use someone else ideas from a book, journal article etc. you must acknowledge this in your text. We refer to this as 'citing'.

## How to do it – citing

### Citing in the body of the text

When you cite a piece of work you use a number which will correspond with the full details of the book, journal article etc which will be written in your reference list. You can use brackets or superscript.

#### Example

The report [1] emphasises that the research was ...

#### Example

The report <sup>1</sup> emphasises that the research done by Holstein was in direct conflict with that produced by Greene.

If your information you refer to in your sentence(s) has come from several sources you must cite all of them.

## Example

It has been proven that the research in this area is inconclusive <sup>1, 3, 6-8</sup> however Smith <sup>2</sup> declares ....

### TIP: Superscript

If you are using Microsoft Word you can either use the 'footnote' function – position your cursor where you want the number to be, then click on Insert / Referencing / Footnote

**or**

type a number and highlight it, then click on Format / Font / Superscript

## Quoting in the text

Often it is better to paraphrase than to use direct quotes. Paraphrasing is putting text from source material into your own words. This demonstrates that you have understood the meaning and context of what you have read. You must always reference paraphrased material. If a direct quote from a book, article etc. is used you must:

- Use quotation marks. Either **single** or **double** quotation marks may be used but you should always be consistent and not switch between the two.
- State the author
- If there is more than one author use 'et al.' after the first author
- State the page number

### Example – one author

**Simpson** <sup>12</sup> (p6) declared that “the explosive behaviour was unexpected.”

**or**

(**Simpson** <sup>12</sup> p6) declared that “the explosive behaviour was unexpected.”

### Example – more than one author

**Simpson, et al.** <sup>12</sup> (p6) declared that “the explosive behaviour was unexpected.”

**or**

(**Simpson, et al.** <sup>12</sup> p6) declared that “the explosive behaviour was unexpected.”

- Have a separate, indented paragraph for quotes over two lines.

### Example

**Boden** <sup>22</sup> (p72) states:

”The most common female crime prosecuted at the Quarter Sessions was that of battering men. This would suggest that women were not the passive and obedient members of society that men would have liked to believe they were.”

### **Alternatively...**

“The most common female crime prosecuted at the Quarter Sessions was that of battering men. This would suggest that women were not the passive and obedient members of society that men would have liked to believe they were.”

(Boden <sup>22</sup> p72)

### **Alternatively...**

Part of the original text may be omitted from the quotation as long as three dots are used to indicate this.

### **Example**

**Boden <sup>22</sup> (p72)** states:

“The most common female crime prosecuted at the Quarter Sessions was that of battering men ... women beating or dominating a man was a particularly sensitive issue as it threatened the perpetuation of the patriarchal society ...”

### **TIP: Consistency**

You can use [ ] **or** superscript

You can use **Simpson <sup>12</sup> (p6)** **or** **(Simpson <sup>12</sup> p6)**

**But do not switch between the two – always use the same format – be consistent!!**

Duplication of charts, diagrams, pictures etc. should be treated as direct quotes in that the author(s) should be acknowledged and page numbers shown.

## **Quoting from multi-media and online resources**

### **Electronic journal (e-journals) articles**

When quoting directly from an e-journal article it should be treated in the same way as a paper journal, using the author’s surname and the publication date.

### **World Wide Web (WWW)**

- If the website has an obvious author and date of publication, the information should be cited like a any other source
- If there is not an obvious author, but the work is situated on an organisational website, the organisation can be used as a ‘corporate author’.

### **Example**

**The Department of Health <sup>6</sup> (p3)** **or** **The Department of Health <sup>6</sup> (no page no)**

If there is no author or corporate author use the title of the document as the main point of reference.

## CD-ROMs

If there is not an obvious author use the title of the CD-ROM as the main point of reference.

### Example

**Encyclopaedia Britannica** <sup>6</sup>

## Multimedia

If a video recording or audio-cassette is cited, the series title should be used as the “author”.

### Example

**World in Action** <sup>3</sup>

## How to do it - footnote/endnote list

This is a list of all the sources that have been cited in the assignment. The list is inclusive showing books, journals etc. listed in one list, not in separate lists according to source type.

- The list should be in numerical order and each number matches and refers to the one in the text
- The list should be at the end of your paper on a separate page
- Books, paper journals articles, e-journal articles etc. are laid out in a particular format that must be followed.
- **Ibid.** can be used when the details of an item have been referred to directly before in the previous reference.
- **Op. Cit.** can be used when the details of an item have been referred to before but other references have occurred in between

### Example

[1] Picard, J. Logistics and the Borg, *Starbug Tribune*, 36, 2004, pp 44-49.

[2] Ibid. p 45

[3] Rymer, J. Smith, T. & Jones. E. *Nottingham Forest - Dream Team*, Blackwell, London, 2005. pp 67-98.

[4] *Asperger's Syndrome*. [Online] Available from: <http://www.autism.org/asperger.html> [Accessed 19th September 2002].

[5] Rymer, Op. Cit. p 94.

### **TIP: Footnote/endnote list**

It will save a lot of time and frustration if you create your reference list as you go along. If you have been using the footnote function in Microsoft Word then the numerical list will have automatically have been created for you. Remember a specific format for each source type is required.

## How to do it - layout for footnote/endnote list

What information must I collect about my source when I do my research?

When I have collected it, what layout should I use to present it in my footnote/endnote list?

### Layout for books

**Author / Editor** (if it is an editor always put **(ed)** after the name)

**Title** (this should be in italics)

**Series title and number** (if part of a series)

**Edition** (if not the first edition)

**Publisher**

**Place of publication** (if there is more than one place listed, use the first named)

**Year of publication**

**Page numbers** (use 'p' before a single page number and 'pp' where there are multiple pages)

You present that information as follows:

#### Example

Simpson, H. Jones, E. & Miles, C. *The History of Springfield*, 2nd edition.  
Bugle Press, Derby, 2002, pp 26 – 30.

### Layout for chapters in books

**Author of the chapter**

**Title of chapter followed by, In:**

**Editor** (if it is an editor always put **(ed)** after the name)

**Title of book** (this should be in italics)

**Series title and number** (if part of a series)

**Edition** (if not the first edition)

**Publisher**

**Place of publication** (if there is more than one place listed, use the first named)

**Year of publication**

**Page numbers** (use 'p' before a single page number and 'pp' where there are multiple pages)

You present that information as follows:

#### Example

Stone, T. Libraries in the Twenty-First Century, In: Woolley, M. (ed) *The Changing World of Information Retrieval*. UOL Press, Luton, 2002, pp 23 – 45.

## Layout for books that have been translated

**Author / Editor** (if it is an editor always put **(ed)** after the name)

**Title** (this should be in italics)

**Trans** (followed by the name of the person who translated the book)

**Series title and number** (if part of a series)

**Edition** (if not the first edition)

**Publisher**

**Place of publication** (if there is more than one place listed, use the first named)

**Year of publication**

**Page numbers** (use 'p' before a single page number and 'pp' where there are multiple pages)

You present that information as follows:

### Example

Kawanishi, M. *The History of Japan*, Trans. Bean, S. Hakodate Publishing, Hakodate, 2002, p 6.

## Layout for books in a foreign language

**Author / Editor** – (if it is an editor always put **(ed)** after the name)

**Title** (this should be in italics)

**[Title in original language]** (this should be in italics)

**Series title and number** (if part of a series)

**Edition** (if not the first edition)

**Publisher**

**Place of publication** (if there is more than one place listed, use the first named)

**Year of publication**

**Page numbers** (use 'p' before a single page number and 'pp' where there are multiple pages)

You present that information as follows:

### Example

Milani, F. *The Phantom of the Opera*, [*Le Fantome De L'Opera*] LeRoux, Paris, 2004, pp 6 – 13.

## Layout for journal articles

**Author / Editor**

**Title of journal article**

**Title of journal** (this should be in italics)

**Year of publication**

**Volume number**

**(Issue number)**

**Page numbers of the article** (use 'p' before a single page number and 'pp' where there are multiple pages)

You present that information as follows:

### Example

Picard, J. Logistics and the Borg, *Starbug Tribune*, 2002, 36 (3), pp 44 – 49.



## Layout for e-journal articles

**Author / Editor**  
**Title of journal article**  
**Title of journal** (this should be in italics)  
**[Online]**  
**Year of publication**  
**Volume number**  
**(Issue number)**  
**Page numbers of the article** (use 'p' before a single page number and 'pp' where there are multiple pages)  
**Available from: database name or URL**  
**[Date of access]**

You present that information as follows:

### Example

Smith, B. Time to go Home. *Journal of Hyperactivity*, [Online] 2005, 6 (4), pp 122 – 123. Available from: <http://www.alu.ac.uk> [Accessed 6<sup>th</sup> June, 2002].

### Alternatively

Smith, B. Time to go Home. *Journal of Hyperactivity*, [Online] 2005, 6 (4), pp 122 – 123. Available from: Pubmed [Accessed 6<sup>th</sup> June, 2002].

## Layout for newspaper articles

### Paper copy

**Reporter**  
**Title of article**  
**Title of newspaper** (this should be in italics)  
**Day, month and year of publication**  
**Page numbers of the article** (use 'p' before a single page number and 'pp' where there are multiple pages)

You present that information as follows:

### Example

Klingon, J. Starfleet Command, *Star Trek News* Friday 3<sup>rd</sup> October 2002, p 27.

### Online copy

**Reporter**  
**Title of article**  
**Title of Newspaper** (this should be in italics)  
**[Online]**  
**Day, month and year of publication**  
**Page numbers of the article – if available** (use 'p' before a single page number and 'pp' where there are multiple pages)  
**Available from: URL**  
**[Date of access]**

You present that information as follows:

### Example

Paakinen, Jouni. All Singing, All Dancing, *The Springfield Times*, [Online] Wednesday 16<sup>th</sup> October 2002, p 6. Available from: <http://www.snpp.com/news.html#songbook> [Accessed 15<sup>th</sup> November, 2002].

## Layout for theses

(Final written work by PhD and postgraduate students, dissertations, project reports, discourses and essays by any student.)

### Author

**Title** (this should be in italics)

**Type of thesis**

**Academic institution**

**Date of publication**

**Page numbers** (use 'p' before a single page number and 'pp' where there are multiple pages)

You present that information as follows:

### Example

Bodd, C. R. *Government in transition: 1989 – 1995*. PhD thesis, University of Utopia. 1999, pp 24-37.

## Layout Conference proceedings

**Published conference proceedings with author or editor(s):**

**Author / Editor** (if it is an editor always put **(ed)** after the name)

**Organisation**

**Title** (this should be in italics)

**Publisher**

**Place of publication**

**Date of publication**

**Page numbers** (use 'p' before a single page number and 'pp' where there are multiple pages)

You present that information as follows:

### Example of entire conference proceedings

Ryker, W. Federation Council, *The astrologics of warp engines*, FCP, Aberdeen, 2002, pp 67 – 69.

### Alternatively...

**Author**

**Title**

**In:**

**Author / Editor** - if it is an editor always put **(ed)** after the name

**Organisation**

**Title** (this should be in italics)

**Publisher**

**Place of publication**

**Date of publication**

**Page numbers** (use 'p' before a single page number and 'pp' where there are multiple pages)

You present that information as follows:

### **Example of individual paper from conference proceedings**

Grigio, P. Aphides and the Pasqua grape, In: Rosemount, T. WASS. *Proceedings of the 5<sup>th</sup> annual conference*, Florida Press, Florida, 2005, pp 56 –78.

### **Unpublished conference proceedings**

**Author / Editor** (if it is an editor always put **(ed)** after the name)

**Organisation**

**Title** (this should be in italics)

**Year of publication**

**Unpublished conference proceedings**

**Where the proceedings can be found**

You present that information as follows:

#### **Example**

Ryker, W. Federation Council, *The astrologics of warp engines, 2002*. Unpublished conference proceedings. Institution of Aerospace, London.

N.B. If no author or editor is given on the title page the name of the conference is cited first in italics.

### **Layout for White and Green papers**

(Government consultation papers to inform the debate on new policy and laws.)

**Government department**

**Title** (this should be in italics)

**Paper number**

**Publisher**

**Place of publication**

**Date of publication**

**Page numbers** (use 'p' before a single page number and 'pp' where there are multiple pages)

You present that information as follows:

#### **Example**

Department of Health. *Choosing Health: making healthier choices easier*, CM6374. Stationery Office, London, 2001, p 5.

### **Layout for Statutory Instruments**

(Documents detailing the rules written by the civil service under powers delegated from parliament.)

**Title** (this should be in italics)  
**The abbreviation: SI**  
**Statutory Instrument number**  
**Publisher**  
**Place of publication**  
**Date of publication**  
**Page numbers** (use 'p' before a single page number and 'pp' where there are multiple pages)

You present that information as follows:

**Example**

The *Public Contract Regulations 2006*. SI 2006/5, TSO (The Stationary Office), London, 2006, pp 45 – 46.

**Layout for patents**

**Author**  
**Title** (this should be in italics)  
**Patent number**  
**(Patent)**  
**Date of publication**  
**Page numbers** (use 'p' before a single page number and 'pp' where there are multiple pages)

You present that information as follows:

**Example**

Wetting, W. *Fluke board variant of surf board – has extension in shape of lobe of dolphin's tail attached by joint to underside of board*, DE4412911-A1 (Patent) 1995, p 9.

**Layout for reports**

**Author**  
**Title** (this should be in italics)  
**Organisation**  
**Report number:** (this should be followed by the actual number in figures)  
**Date of publication**  
**Page numbers** (use 'p' before a single page number and 'pp' where there are multiple pages)

You present that information as follows:

**Example**

Leatherwood, S. *Whales, dolphins, and porpoises of the western North Atlantic*, U.S. Dept. of Commerce. Report number: 63, 2001, p 18 – 19.

**Layout for maps**

**Author**  
**Title** (this should be in italics)  
**Scale**  
**Series title and number** (if part of a series)  
**Publisher**  
**Place of publication** (if there is more than one place listed, use the first named)  
**Date of publication**

You present that information as follows:

**Example**

*Geographical Survey of Great Britain, Brighton*, 1:50.000. AA Publishing, London, 1972.

**Layout for WWW**

**Author / Editor**

**Title** (this should be in italics)

**[Online]**

**Available from: URL**

**[Date of access]**

You present that information as follows:

**Example**

Edelson, S. *Asperger's Syndrome*, [Online] Available from: <http://www.autism.org/asperger.html>  
[Accessed 19th September 2002].

**Layout for podcasts**

**Title podcast** (this should be in italics)

**Date**

**[Online]**

**Available from: URL**

**[Date of access & GMT]** (this should include hour, minute & seconds)

You present that information as follows:

**Example**

*Nature podcast*, 2006, [Online] Available from: <http://www.nature.com/environmental/index.html>.  
[Accessed 19th April 2006. GMT 07:49:37].

**Layout for weblogs**

**Author / Corporate Author**

**Title** (this should be in italics)

**Day/Month/Year**

**Weblog**

**[Online]**

**Available from: URL**

**[Date of access & GMT]** (this should include hour, minute & seconds)

You present that information as follows:

**Example**

Tyler, R. *The Mechanical interface of the Tardis*, 16/06/2006, Weblog, [Online] Available from:  
<http://www.darlikcity.org/publication3.html>  
[Accessed 19th April 2006. GMT 07:49:37].

N.B. If there is no author or corporate author use the title of the document as the main point of reference.

## Layout for emails

**Sender**  
**(Sender's email address)**  
**Title of message** (this should be in italics)  
**E-mail to: recipients name**  
**(Recipient's email address)**  
**(Day/Month/Year)**

You present that information as follows:

### Example

Hornblower, H. ([h.hornblower@HMS.Renown.uk](mailto:h.hornblower@HMS.Renown.uk)) *Treaty of Luneville*, E-mail to: Pellew, C. ([c.pellew@HMS.Justinian.uk](mailto:c.pellew@HMS.Justinian.uk)), (16/09/05).

## Layout for multi-media

### Video recordings: recorded from the TV

#### Example

World in Action. *All work and no play*, [Video:VHS] London, ITV, 21st January 2002.

### Video recordings: commercial

#### Example

Fragile Earth, 5. *South American Wetland:Pantanal*, [Video:VHS] Henley, Watchword Video, 1998.

### Audio cassettes:

#### Example

British Diabetic Association. *Guidelines on Nutrition*, [Audio Cassette] London, BDA, 2005.

## CD-ROMs

**Author / Editor** (if no author is available use 'Anon')  
**Title of information used**  
**CD-ROM title** (this should be in italics)  
**[CD-ROM]**  
**Publisher**  
**Year of publication**

You present that information as follows:

### Example

Anon. Heart Attack, *Encyclopaedia Britannica*, Mass: Britannica, 2001.

## Films

**Title of film** (this should be in italics)  
**[Film]**  
**Director**  
**Production company and place of production**  
**Date**

You present that information as follows:

### Example

*Harry Potter and the Chamber of Secrets*, [Film] Directed by: Chris Columbus. Warner Brothers, USA, 2002.

## Layout for personal communication

**Name of Practitioner**  
**Occupation**  
**Date the information was provided**

You present that information as follows:

### Example

Law, James. Engineering consultant, 26 March 2004.

## Layout for interviews

### Broadcast interviews

**Name of person interviewed**  
**Interviewed by: Name of interviewer**  
**Title of interview** (if any)  
**Title of Program** (this should be in italics)  
**Production information**  
**Date and time**

You present that information as follows:

### Example

Kirk, T. Interviewed by: Picard, J. *News Night Live*, 10pm Channel 6, 24<sup>th</sup> June 2001.

### Personal interviews

**Name of person interviewed**  
**Interviewed by: Name of interviewer**  
**Date and time**

You present that information as follows:

### Example

Potter, P. Interviewed by: Snape, S. 24<sup>th</sup> June 2005.

## Layout for presentations / lectures

**Author**  
**Title of presentation / lecture**  
**Presented at the conference / meeting title** (this should be in italics)  
**Conference / meeting location**  
**Year**

You present that information as follows:

### Example

Yoda, M. Code of Ethics for the Jedi: are they outdated?, *Presented at the Annual Jedi Conference*. Coruscant, 2205.

## Online version

**Author**  
**Title of presentation / lecture**  
**Presented at the conference / meeting title** (this should be in italics)  
**Conference / meeting location**  
**[Online]**  
**Year**  
**Available from: URL**  
**[Date of access]**

You present that information as follows:

### Example

Solo, H. Light speed and prevailing problems, *Presented at the School of Aeronautics, London*, [Online] 2003. Available from: <http://starwars.org.uk> [Accessed 20th May 2005].

## Example of a footnote/endnote list

Your footnote/endnote list contains all the items you have cited or directly quoted from.

### Example

[1] Picard, J. Logistics and the Borg, *Starbug Tribune*, 36, 2004, pp 44-49.

[2] *Asperger's Syndrome*. [Online] Available from: <http://www.autism.org/asperger.html> [Accessed 19th September 2002].

[3] Picard, Op. Cit. p 46.

[4] Rymer, J. Smith, T. & Jones. E *Nottingham Forest - Dream Team*, Blackwell, London, 2005. pp 67-98.

[5] *Ibid*. p 95.

[6] Open University. *All work and no play*, [Video:VHS] London, ITV, 21st January 2003.



### **Alternatively**

<sup>1</sup> Picard, J. Logistics and the Borg, *Starbug Tribune*, 36, 2004, pp 44-49.

<sup>2</sup> *Asperger's Syndrome*. [Online] Available from: <http://www.autism.org/asperger.html> [Accessed 19th September 2002 ].

<sup>3</sup> Picard, Op. Cit. p 46.

<sup>4</sup> Rymer, J. Smith, T. & Jones. E *Nottingham Forest - Dream Team* , Blackwell, London, 2005. pp 67-98.

<sup>5</sup> Ibid. p 95.

<sup>6</sup> Open University. *All work and no play*, [Video:VHS] London, ITV, 21st January 2003.

### **Bibliography list**

There may be items which you have consulted for your work, but not cited. These can be listed at the end of your assignment in a 'bibliography'. These items should be listed in alphabetical order by author and laid out in the same way as items in your reference list.



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Information and Learning Services  
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