How to Do Your Referencing: Numeric Style

This help sheet aims to give you basic guidance on referencing using Numeric style and is mainly used by some engineering students in LSBU. For other styles like Harvard system, please refer to Library Help Sheet 30. You should only use **one style consistently** all over your work. A good practice in keeping track of your research is to make a list of references you consulted when you BEGIN your research process.

This help sheet covers:

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A. Why reference? In brief

- Proves that substantial research has been done to support our analysis
- Enables others to follow up on our work
- Gives credit to other people's work
- Avoids charges of plagiarism. For more information on plagiarism, please refer to [Library Help Sheet 4](#).

B. Reference List and Bibliography

- **Reference list** – a list of sources we have cited in our text arranged in the order they appeared within the text. It is usually put at the end of our work but it can also appear as a footnote (at the bottom of the page), or endnote (at the end of each chapter) which serves a similar purpose.
- **Bibliography** – a separate list of sources we have consulted but not specifically cited in our work including background reading. It is arranged alphabetically by the author's surname.

C. There are two main differences between the Numeric and Harvard style

- The way material is cited in the text and at the end of the work. Numbers are used instead of the author's last name to identify a source in the text. The list of references at the end is arranged in numerical order.
- The position of the date.

D. Citing references within the text (i.e. in-text citations)

In the Numeric style, sources are identified by a number, starting with 1. These numbers relate to a numbered list of sources (reference list) at the end. See examples below:

Inside your essay:

Citing references within the text:

…………………the suggestion of technology in the home has been explored by Baron [13] extensively. It was echoed by Thomas who pointed out that the Internet and email would bring the office into the home [14 p.56] within the next year.

…….however, the solution mentioned by Baron [13 p.124] was too far from what the present technology can offer…..

In a recent discussion on technology at home, Steve Bass [15] commented that there is no need to rush into……..

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At the end of the essay:

Reference list:

12.…………

13. M. Baron. Technology in the home. *Computers Tomorrow*, 1996, 13(4), 123-125.

14. A. J. Thomas. *The electronic cottage*. Bristol: Petrie Press, 1995.

15. S. Bass. Home office: upgrade or buy new? Part 1. *PC World*. 8 September 2004. [Online] Available from: http://www.pcworld.com/article/id,117490-page,1-c,upgrading/article.html [Accessed 20 January 2005].

16.……………………

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Note when citing references within the text:

1. The numbers can be placed within brackets or as a superscript, e.g. **(1)** or **[1]** or **1**

2. Use the same number of the first citation if you refer to the same document again. Add page number(s) to indicate different parts if necessary.

3. When you are directly quoting from a source, use quotation marks **" "** or indent it if it is a long quote.

   > **Example:** Weber suggested that **"**the great success of plasma today can be .……..**"** (2, p.277)

4. If the source has one or two authors, list them all. If there are three or more authors, use the first author only with initials and surname followed by "*et al.*". However, please note that the IEEE style allows up to six authors, and your supervisor may have other preference. There is no fixed rule to this.

   > **Example:** Thomas *et al.* (5) suggested that science is……..

5. Never cite a source based on an abstract or you have not seen in full. You should always try to track down the original source. If this is

impossible and you wish to include findings of another author as reported in a piece of work, you must mention that piece of work in your text.

> **Example:** The findings by Colin Smith cited by Jones (13, p.167) indicated that……..

E. Listing references (citations) at the end of your work (i.e. Reference List)

This list is arranged in numerical order at the end of your work in the order they appeared in the text. Please refer to these examples for the citation elements.

Books / E-books

Format: Author's (or editor) initials and family name. *Title of book,* Edition (other than 1st). Place of publication: Publisher, year, page number of your quotation. If the book is **only** available as electronic version, then we will reference it as E-book by including the host information, URL address and the date of access.

> [10]. R.B. Peck. *Foundation engineering*, 2nd edition. New York: McGraw-Hill, 1972, pp.230–292.
>
> [11]. B. Jones (ed.) *Foundation engineering*, 4th edition. London: McGraw-Hill, 1998, p.123.
>
> [12]. B. Jones. *Foundation engineering*, 5th edition. London: McGraw-Hill, 2002, p.123. [Online] Available from Safari Tech Books Online: http://www.proquest.safaribooksonline.com. [Accessed 1 June 2003].
>
> [13]. B.C. Brown *et al. Foundation engineering*. London: Blackwell Publishing, 2002.

Chapter in book

Format: Author's initials and family name. Chapter title. *In:* Editor (ed.), *Title of book.* Edition (other than 1st). Place of publication: Publisher, year, page number.

> [7]. M. Farkas. Implementing network security in a local bank. *In:* R.

> Grande (ed.), *Enterprise resource planning system: a theoretical perspective*. 3rd ed. Oxford: Oxford University Press, 2003, pp.23-42.

Journal articles

If the same article is available in both print and online form (e.g. from a database host like ScienceDirect), treat it as the print edition. i.e.

Format: Author's initials and family name. Title of article. *Journal title*, Year, **volume** (issue number), page number of your quotation.

> [8]. L.A. Muth *et al*. **Robust separation of background and target signals in radar cross section measurements.** *IEEE transactions instrumentation and measurement*, 2005, **54** (6), p.2462.

E-journal article directly from the web

If the article is only available on the web, use the same format to cite a journal and include the web address and the date of access.

> [9]. S.D. Pattison. Paying living organ providers. *Web Journal of Current Legal Issues*. 2003 [Online] Available from: http://webjcli.ncl.ac.uk/2003/issue3/pattison3.html [Accessed 4 July 2004].
>
> [10]. C. Taylor. DVDs: They will survive. *Business 2.0,* 13 October 2006. [Online] Available from: http://money.cnn.com/2006/10/12/magazines/business2/dvds_future.biz2/ [Accessed 1 Jan 2007]

Conference proceedings

The proceedings of conferences are sometimes published as books, usually with an editor. Reference it as a book in this case. If you are giving reference to a paper within a proceeding, follow the general principle but add the details of the conference, i.e.

Format: Author's initials and family name. Title of paper. *In Title of conference*, location of conference, date of conference. Place of publication: publisher (if available), year, page number(s). Add online access details if relevant.

> [4]. S. Soliman and C. Wheatley. Frequency coordination between CDMA and non-CDMA systems. In *Proceedings of the MTT-S Symposium on technologies for wireless applications digest*, San Diego, CA, USA, 20-22

Feb. 1995, pp.123-130.

Standards

<u>Format:</u> Author of the standard (usually a corporate author). Standard number and year (separated by a colon). *Title of the standard.* Place of publication: Publisher, year.

[5]. British Standards Institution. BS 5605:1990. *Recommendations for citing and referencing published material.* London: BSI, 1990.

Thesis / Dissertations

<u>Format:</u> Author's initials and family name. *Title of thesis.*
Degree, awarding body, year.

[6]. A. Diessner. *Studies on Compressed Gas Insulation.* MSc Thesis, CA: Stanford University, 1969.

Websites

Try to reference to a **specific section** of the website instead of the general homepage. Look further than the page itself to investigate for the ownership of the website. Check the credits and the host of the page. **Corporate author** (e.g. BBC) can also be used if available, or the Title of the document. The organisation responsible for hosting the web page may be regarded as the publisher. If there is **no date** after a thorough investigation, put in [no date] as in the example below.

<u>Format:</u> Author (or editor). *Title of the website (or document),* year. [Online] Available from: URL address [Date accessed].

[7]. S. Hawking. The Beginning of Time. A public lecture. *Professor Stephen Hawking's website,* 2000. [Online] Available from: http://www.hawking.org.uk/home/hindex.html [Accessed 20 Nov 2006].

[8]. National Down Syndrome Society. *Associated medical conditions,* [no date]. National Down Syndrome Society. [Online] Available from: http://www.nds.org [Accessed 13 May 2005].

[9]. Matsushita Electric Industrial Co. *Panasonic develops the*

world's largest 103-inch 1080p plasma display panel. 5 Jan 2006. [Online] Available from: http://panasonic.co.jp/corp/news/official.data/data.dir/en060105-4/en060105-4.html [Accessed 28 Nov 2006].

Notes:
- Websites are more difficult to trace because of the dynamic nature of the Internet. We need to give as much information as possible for our readers to be able to track them down.
- A good web site should have sufficient ownership information to enable you to cite.

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Reports

They can be published by statutory authorities, professional bodies or commercial suppliers. In some cases, we can treat it as a book. If it was obtained from the Internet, we need to include the access information.

Format: Name of issuing body. *Title of publication*. Report number and other information where relevant. Place of publication: Publisher. Date of publication. Put any online access details if relevant.

> [10]. United Nations Conference on Trade and Development. *Information economy report 2005: prepared by the UNCTAD secretariat. UNCTAD/SDTE/ECB/2005/1*. New York: United Nations, 2006. [Online] Available from: http://www.unctad.org/ecommerce/ [Accessed 20 July 2007]
>
> [11]. Baxter (ed.) *Mobile phones market report 2005*. 6th ed. Middlesex: Key Note Ltd., 2005. p.87. [Online] Available from: http://www.keynote.co.uk [Accessed 10 November 2006].
>
> [12]. T. Siebert *et al*. *Analysis of advanced materials under load*, 2006. Bellingham, WA: The International Society for Optical Engineering. [Online] Available from: http://newsroom.spie.org/x4999.xml?highlight=x509 [Accessed 20 November 2006].

Patents

Format: Name of originator. *Title of patent document*. Patent code. Patent number and date.

> [10]. Philip Morris INC. *Optical perforating apparatus and system*. European patent application. 0021165 A1. 1st July 1981.

Government publications

Format: Author (usually a Government department). *Title of document*. Place of publication: Publisher (usually the Stationery Office), year.

> [14]. Great Britain. Department of Health. *Choosing health: making choices easier*. London: The Stationery Office, 2004.

Blackboard materials

Format: Lecturer's initials and surname. Title of the course notes. *Unit name and code.* Date of the document / lecture. Organization. [Online] Available from: URL address and the date you accessed.

> [10]. K. Viscardi. Managing human resources in engineering context. Lecture notes. *Professional Engineering in Context, Unit code: EIS_3_204.* 10 May 2006. London South Bank University, [Online] Available from: http://blackboard.lsbu.ac.uk [Accessed 29 October 2006]

Lectures / presentation

Format: Name of lecturer / speaker. Title of the lecture / presentation.
Lecture delivered in / Speech presented at
Unit name, Unit code / Conference name.
Place, Organiser / conference information, date of the lecture / presentation.

> [14]. C. Lunn. The basic properties of electronic circuits and systems. *Lecture delivered in Introduction To Electrical And Electronic Systems 1, Unit code: EEE_1_101.* London South Bank University, 30th Oct 2005.
>
> [15]. B. Brown. WiFi for everyone? *Speech presented at the Conference on wireless network in the future,* Frankfurt, Germany, 7 October 2006.

Note: It may be easier to use the slide as the reference point rather than the speech.

Personal email messages

Format: Name of sender. *Message subject / Title.* Personal e-mail to: name of recipient. Date of message.

> [6]. J. Darlington. *RE: New passwords for off-campus access.* Personal e-mail to: B. Smiths, 1 Nov, 2007.

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Weblogs (blogs)

Format: Author's initials and surname. Title of blog entry. *Title of the Blog* .
Date of the entry. [Blog entry] Available from: URL address [Accessed Date].

[10].   P. Sellwood. A room with a view! *The carbon challenge*. 22
February 2008. [Blog entry] Available from:
http://carbonchallenge.typepad.com/carbon_challenge/2008/02/a-
room-with-a-v.html. [Accessed 1 March 2008].

Note: When we use blogs, please evaluate the content carefully. Blogs
are user-contributed pages where the information has not been peer
reviewed.

Figures, illustrations, graphs, maps, charts and tables
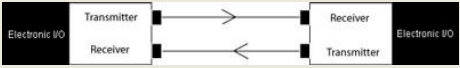
Figures are visual presentations of results which may include charts or graphs; Tables are text and data presented in columns and rows. They should be numbered and labelled with **captions** in your text. The **caption** should be able to explain the figure independently of the text. For examples:

Figure caption should be placed below the figure (Figures are usually read from the bottom up)	Table caption should be placed above the table (Tables are read from the top down)

………………..Fig. 1 illustrates that, as a result of the conversion, the speed of the turbine has gone up by 15%.............. Figure 1. Speed of turbine has increased after a conversion method was employed ………..	…………………….. A survey was done to find out what students' perceptions are on the current level of overdue fines (Table 1). It suggested that……..… Table 1: A survey on overdue fines

Table 1: A survey on overdue fines

	Too heavy	Too little	Just right
FESBE	803	471	327
BCIM	219	352	421
……	…….	…….	……

A **list of figures** (or Tables) should be compiled to indicate all figures you have included. See example below. If the figures are taken from elsewhere, they need to be **referenced** properly. For example:

Within the text:

……………………………………………
…………..
…………………… Fig. 2 below shows the communication between a receiver and a transmitter as illustrated by The Fiber Optic Association [11]
…………………………………

Figure 2. Fibre optic transmissions between receiver and transmitter [11]

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Reference list:

10…………

11. The Fiber Optic Association. *User's guide to fiber optic system design and installation: 2: Understanding fiber optic communications.* 2007. [Online] Available from: http://www.thefoa.org/user/ [Accessed 20 May 2008].

12…………..

List of Figures:

Figure 1. Speed of turbine after conversion
Figure 2. Fibre optic transmissions
between …….

List of Tables:

Table 1: A survey of overdue fines
Table 2: …………

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F. Note when compiling reference list at the end

1. Look for the copyright date © if there is no clear date available. If it cannot be traced at all after thorough investigation, state clearly 'no date'.
2. Some researchers prefer to put the surname first, e.g. **Lunn, C**. instead of **C. Lunn**. This is also acceptable by some lecturers. Please check with him/her. Whichever order you use, **be consistent**, i.e. always put the surname first, or always put the initial first.

G.   Bibliography

This list includes a list of readings you have done but not directly cited in your text. It is arranged alphabetically by the author's last name (because there are no corresponding numbers in the text!). The citation style remains the same. For example:

British Standards Institution. BS 5605: 1990. *Recommendations for citing and referencing published material.* London: BSI, 1990.

Leeds University Library. *References and citations explained, 22 Nov 2006.* Leeds: University of Leeds. [Online] Available from: http://www.leeds.ac.uk/library/training/referencing. [Accessed 28 November 2006].

Pears R. and Shields G. *Cite them right: the essential guide to referencing and plagiarism.* Whickham: Pear Tree Books, 2005.

H. Further help

Please contact your Faculty Information Adviser in the Library:

Faculty of Arts and Human Science: LLRahs@lsbu.ac.uk
Faculty of Business: LLRbus@lsbu.ac.uk
Faculty of Engineering, Science and the Built Environment: LLResbe@lsbu.ac.uk
Faculty of Health and Social Care: LLRhsc@lsbu.ac.uk

Students may also find the three references listed in **Section G. Bibliography** above useful. They are available from the BSI Online database, or in the Perry Library.