

## HOW TO CITE REFERENCES — GUIDELINES FOR UNDERGRADUATES

### THE NUMERIC SYSTEM

#### Introduction

When producing any piece of written work, it is essential that you acknowledge or cite your sources of information and the works you have used. This allows the reader to trace your original sources and satisfy him/herself that you have understood and reported them correctly. If you do not cite your sources clearly, there is a danger that you may be accused of plagiarism (stealing someone else's work or ideas) or poor academic practice.

There are many manuals and 'style sheets' describing different methods of citing references and you will come across examples of different practice in your reading. However, there are two main systems: the Harvard or Name and Date system; and the Numeric or Vancouver system. These are standards for the order and content of information to be included in the reference rather than for layout. Whatever layout you use, you should be consistent.

You should use whichever of these two systems your department recommends. Whichever system you use, any source to which you refer should be clearly identifiable in the list of references at the end of your work.

These guidelines provide advice on how to cite the more common types of information according to the Numeric system. They do not advise you on how to cite patents, maps, published music, illustrations or sound recordings etc. In these cases consult your School Librarian or a member of teaching staff.

#### 1. REFERENCES WITHIN YOUR TEXT

##### 1.1 How to cite sources

Each time you refer to a book, journal article or other information source give it a number in sequential order and put it in superscript or round brackets. You do not have to specify the author's name in the text, but, if you do, the citation number should immediately follow the reference in your text. For example:

Reynolds describes the Wik case for aboriginal rights in the 1990s.<sup>1</sup>

Attacks on art and cultural identity in Afghanistan, Iraq, Israel and the Occupied Territories have been recorded (2).

If you paraphrase or quote directly, you should give the page number or numbers in your list of references. Examples are given in 2.1.

## 1.2 Citing more than one source at the same place in the text:

It is quite common to cite more than one source at the same place in your text. If you wish to do this, simply place one citation number in superscript or in round brackets at the end of the relevant passage in your text, as when citing a single source:

Recent works argue that economic factors are of much greater significance than cultural factors when trying to understand why these political decisions were taken.<sup>5</sup>

or

Recent works argue that economic factors are of much greater significance than cultural factors when trying to understand why these political decisions were taken.(5)

In this instance, your fifth reference should detail the relevant sources to which you are referring at this passage of your written work, separating each one with a semi-colon as follows:

Reynolds, Henry *Why Weren't We Told? A Personal Search for the Truth about Our History*. Harmondsworth: Penguin, 1999, pp.20-21; Hallam, Elizabeth ed. *Chronicles of the Crusades: Eye-witness Accounts of the Wars between Christianity and Islam*. London: Guild Publishing, 1989, p.6.

## 1.3 Citing Internet sources

As with books and other sources, full details of internet sources are given in your list of references — see 2.6 below. In your text give a clear link to these details, but do not include the web address. For example, if you want to cite The World Court of Justice website in your text just place a reference number in superscript or round brackets.

The World Court of Justice (10) sets out details of the two types of service....

You then provide a full reference with the web address in your reading list, as in 2.6 below.

## 2. REFERENCES AT THE END OF YOUR TEXT OR AT THE BOTTOM OF EACH PAGE

At the end of your text, or at the bottom of each page, you should provide a list of 'References' that describes fully all the items you have cited in your text. This should be arranged in the number order you have given each reference.

### 2.1 Books

For a book give the following details – taken from the title page or its reverse. Cover details are sometimes different, and should only be used when the information is not supplied on the title page:

Author(s) *Title: Subtitle*. Edition – if not first edition. City of publication: Publisher, Year of publication. (Series – if necessary).

Author(s)/editor(s) — give names in the order they appear on the title page, and put the surname before the initials (or first name, depending on how it appears on the title page). For second or other authors or editors, write the initials first followed by surname. After editor(s), add *ed.* or *eds.*

Page numbers — if your reference is to part of a book, you will need to give page references. Use the abbreviation p. for a single page and pp. for inclusive pages.

### **A book by a single author**

1. Reynolds, Henry *Why Weren't We Told? A Personal Search for the Truth about Our History*. Harmondsworth: Penguin, 1999.

or – if you are referring to part of the book:

2. Reynolds, Henry *Why Weren't We Told? A Personal Search for the Truth about Our History*. Harmondsworth: Penguin, 1999, pp.205-242.

### **An edited book**

3. Hallam, Elizabeth *ed. Chronicles of the Crusades: Eyewitness Accounts of the Wars between Christianity and Islam*. London: Guild Publishing, 1989.

### **A book with two authors**

4. Bächtmann, Oskar and P. Griener *Hans Holbein*. London: Reaktion Books, 1997.

### **A book with more than two authors**

Give the name of the first author followed by *et al.* For example, *Theatre Histories: an Introduction* by Phillip B. Zarrilli, Bruce McConachie, Gary Jay Williams and Carol Fisher Sorgenfrei would be listed as:

5. Zarrilli, Phillip B *et al. Theatre Histories: an Introduction*. London: Routledge, 2006.

### **If there is no personal author**

Give the name of any organisation or body involved in place of the author. If the body is also the publisher, there is no need to give this information twice.

6. Royal Academy of Arts *Masterpieces from Dresden: Mantegna and Durer to Rubens and Canaletto: [Exhibition Catalogue]* in collaboration with the Dresden State Art Collections. London, 2003.

(Note: the square brackets indicate that you have added an important piece of information about the book concerned, although this information is not on the title page.)

### If a work is better known by its title

This should be substituted for the author.

7. *Encyclopedia of German Literature*, 2 vols; edited by Matthias Konzett. Chicago: Fitzroy Dearborn, 2000.

(Note that this encyclopedia is a two volume work, and so this information is recorded after the title.)

### If no author is given

If no author is given, and the work is not better known by its title, substitute 'Anon' – for Anonymous – for the author's name. If the book is undated, indicate this as follows.

8. Anon (undated) *St. Mary's, Redwick*. Unpublished Church Pamphlet.

### A book that is not a first edition

(Note that you should provide the information as given on the title page — e.g. 3<sup>rd</sup> ed., Revised ed., New enlarged edition.)

9. Schonberg, Harold C *The Lives of the Great Composers*. 3<sup>rd</sup> ed. London: Abacus, 1998, pp.19-40.

### If the name of a series in which a book is published helps to identify it

Supply this information in round brackets

10. Ford, Boris *ed. From Dickens to Hardy*. Rev. ed. Harmondsworth: Penguin, 1982 (New Pelican Guide to English Literature).

### If you want to refer to a book more than once:

You can either give the full details each time, or use the abbreviation 'ibid.' – meaning 'the same' – or use a shortened title of a work which you have already cited. You may use 'ibid.' if you are referring to the same source as in the reference that immediately precedes it. For instance:

11. *ibid.* p.82.

12. Reynolds, *Why Weren't We Told?* pp.7-9.

## 2.2 e-books

Give the following details:

Author(s) *Title: subtitle*. Edition — if not first edition. City of publication: Publisher and/or Host, year of publication. (Series — if necessary), page numbers. [e-book accessed: date of access].

13. McNair, Brian *News and journalism in the UK*. 4<sup>th</sup> ed. London: Routledge, 2003. Available from: <http://oldsite.bathspa.ac.uk/departments/library/ebooks/default.asp> [e-book accessed 2.5.2006].

### 2.3 Chapters in books

Give the following details:

Author(s) of chapter 'Title of chapter.' *In*: Author(s)/Editor(s) of book. *Title of book*. Edition - if not first edition. City of publication. Publisher, year of publication, page numbers of chapter.

14. Soane, John 'The Renaissance of Dresden after 1985'. *In*: Clayton, A. and S. Russell eds. *Dresden: a City Reborn*. Oxford: Berg, 1999, pp. 93-116.

### 2.4 For a journal article

Give the following details:

Author(s) of article 'Title of article.' *Title of Journal*, volume number (Issue/part number, if given), year of publication, page number(s) of article, if given.

15. Spark, David 'The Man who tried to stop the Dresden raids'. *History Today*, 55, (3), 2005, pp. 55-57.

If you read the article online add: [Online], available from: full URL (site address) [Accessed: – give actual date you visited the site] OR — if the article has been accessed through a database of articles (e.g., *Academic Search Elite*) – [Online] Available from: the database name (article number in round brackets) OR, if one, the 'stable URL'.

16. Roggla, Georg 'Prescription Fiddle in Germany's Lower Saxony exposed'. *Lancet*, 356, (9231), 2000, p. 746. [Online] Available from: *Psychology and Behavioural Sciences Collection* (AN 3503893) [Accessed: 4.4.2006].

17. Friedman, Michael Jay 'Congress, the President and the Battle of Ideas: Vietnam Policy 1965-1969.' *Essays in History*, 41, (2), 1999. [Online] Available from: <http://etext.lib.virginia.edu/Journals/EH/EH41/Friedman41.htm> [Accessed: 3.4.2006].

### 2.5 Reports, theses and conference proceedings

Give details as you would for a book with the following exceptions:

#### Reports

Add the report series and number(s) in round brackets at the end. For example:

18. Matthews, Graham *Disaster Management in British libraries: Project Report with Guideline for Library Managers*. London: British Library, 1996. (Library and Information Research Report 109).

## Thesis

Add the award and the institution after the title. For example:

19. Reid, Fiona *Have you forgotten yet?: Shell Shock, Trauma and the Memory of the Great War in Britain, 1914-1930*. Ph.D. thesis. Bristol: University of the West of England, 2005.

## Conference proceedings

Follow the guidelines for journal articles in 2.4 above. For example:

20. Revall, D H 'Developing a Quality Instrument.'. *Proceedings of the Northumbria International Conference on Performance Measurement in Libraries and International Services*. First, 1995, pp. 301-302.

## 2.6 Internet Sources

Give the following details. (For e-books and electronic journal articles, follow the guidelines in 2.2 and 2.4 above respectively.)

Author(s)/editor(s) if given or, if not given, title (Note: the 'author' may be an organisation if no personal author is given.) *Title of page or site consulted*, Year of publication/creation if given. [Online]. Publisher or organisation. Available from: full URL address [Accessed: – give actual date you visited the site].

21. The World Court of Justice *The World Court of Justice: the Alternative to Wars, Terrorism and Politics*, 2001. [Online] Available from: <http://www.worldjustice.org/> [Accessed 3.4.2006].

22. *Key Skills Online* 2000. [Online] Available from: <https://externalapps.bathspa.ac.uk/kso/entersite.html> [Accessed 3.4.2006].

## 2.7 Newspaper articles

Give the following details in your list of references:

Author(s) of article (if given) *or* title of newspaper 'Title of article'. *Title of newspaper* (if not given above). Date of publication – day, month and year, page number(s) and the column number (alphabetically in lower case) in which the article begins.

23. Fisk, Robert 'Another brick in the wall'. *Independent on Sunday*. 2 April 2006, p. 33a.

## 2.8 Films, DVD or Video

Give the following details in your list of references:

*Title: subtitle* – if any Medium (video, DVD or film); director. Length – in minutes. Place of first release: Originating organisation/publisher, Year of first release (with DVD release date in round brackets).

Place it alphabetically by title in the list of references. For films use the date of release in the country where the film was produced. Sometimes you will need to give the country, rather than city, where it was first released.

24. *Jean de Florette* DVD; directed by Claude Berri. 116 minutes. France: AMLF, 1986 (2001).

25. *Heimat: a Chronicle of Germany* DVD. [6 Disc special edition with an introductory booklet by David Parkinson]; directed by Edgar Reitz. 925 minutes. Munich: Edgar Rice Films Productions in association with WDR Cologne and SSB Berlin, 1984 (2005).

(Note: additional relevant information for the second of these examples has been supplied in square brackets.)

## 2.9 Personal communications

Give the following details. The precise information required depends on whether you are citing an interview, telephone conversation, email or discussion list.

### Interview

Author *Interview with name of interviewee*. Date.

26. Sandbrook, Martin *Interview with Nick Drew*. 22.5.2006.

### Telephone conversation

Author *Telephone conversation with name of interviewee*. Date.

27. Sandbrook, Martin *Telephone conversation with Nick Drew*. 22.5.2006.

### Email

Author. Email address of sender. *Subject*. Email to Name of recipient, date written. Email address of recipient

28. Sandbrook, Martin m.sandbrook@bathspa.ac.uk. *Library Induction*. Email to Nick Drew, 22.5.2006. n.drew@bathspa.ac.uk

## 2.10 Discussion list

Author. 'Title of discussion'. Date posted. Discussion List. [Online]. *Location of Discussion List*. Available from: URL [Accessed – give actual date you visited the site].

29. Sandbrook, Martin. 'Use of Fishbone Diagrams'. 31.5.2006. Discussion List. [Online]. *Minerva* Available from: <https://Minerva.bathspa.ac.uk/webapps/portal/busstuds/diagramsmodule> [Accessed 26.2.2007]

You should obtain permission before using this sort of information.

### 3. SECONDARY REFERENCING – CITING A REFERENCE WITHIN A REFERENCE

Sometimes you will need to refer to a source that you have been unable to read directly. You should avoid this whenever possible, but when it is necessary make sure that you do not mislead your reader into believing that you have read the original source if you have not. Thus, in the example below, where your quotation comes from a book written by Kennan but you have read it in a book by Chomsky, rather than in the original book, use the phrase 'cited in' in your reference:

Sentence in essay:

George F. Kennan stated of the United States in 1948, 'We have about 50 percent of the world's wealth, but only 6.3 percent of its population'.<sup>30</sup>

Reference:

30. Kennan, George F. *US Foreign Policy* New York: Heinemann, 1948, pp 34-35, cited in Chomsky, N *Latin America: From Colonization to Globalization* Melbourne: Ocean, 1999, p.17.

In this instance Chomsky's book must be listed in your bibliography, but Kennan's must not, as you have not read the latter work.

### 4. BIBLIOGRAPHY

This should be a list of all the sources of information that you have consulted in your research, including background reading. Books and articles should be listed in alphabetical order of authors' surnames. Websites should be listed in a separate section from other sources.