



**Scientific Research Skills &
Ethics (NDC 1000)**

Citation and Reference Styles

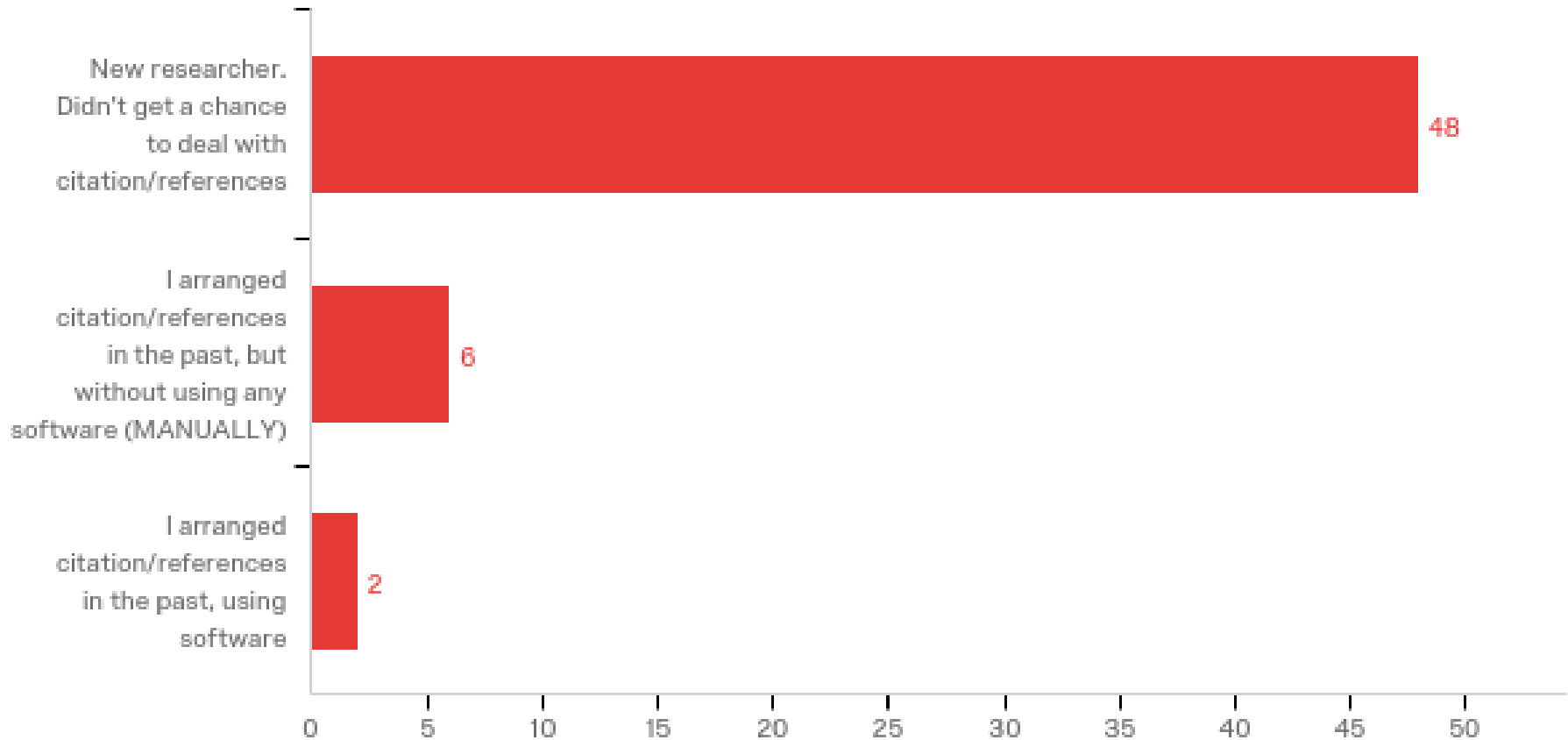
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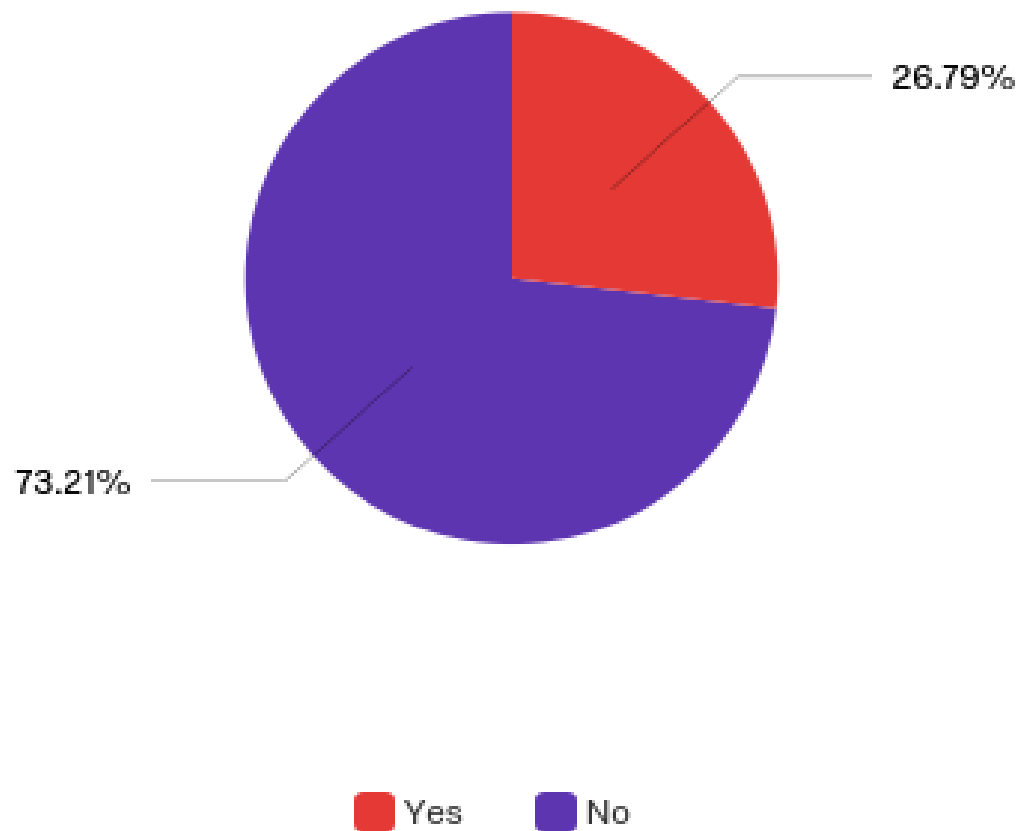
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December 17th, 2019

I want to know how familiar you are with citation/reference management. Please choose the most suitable statement for your experience.



Did you recently attend any workshop about EndNote?



Examples

Teachers are expected to play a greater part in assessing students and use of valuable information to aid their instructions (Bailey, 2004). Cizek and Fitzgerald (1996) asserted that teachers are required to at least understand different purposes of different types of assessment, know how to construct appropriate and useful assessment as well as know how to accurately interpret and appropriately use assessment results.

Citations

References

- Bailey, K. M. (2004). *Learning about language assessment: Dilemmas, decisions and directions*. New York, USA: Heinle & Heinle Publishers.
- Cizek, G., & Fitzgerald, S. (1996). Teachers' assessment practices: Preparation, isolation, and the kitchen sink. *Educational Assessment*, 3(2), 159-179.

the S1 protein is associated with virus-neutralizing epitopes, thereby inducing a strain-specific neutralizing antibody (de Wit et al., 2011; Hofstad, 1981). In Thailand, commercially available IBV vaccines are

References

de Wit, J.J., Cook, J.K.A., Heijden, H.M.J.F., 2011. Infectious bronchitis virus variants: a review of the history, current situation and control measures. *Avian Pathology* 40, 223–235.

Hofstad, M.S., 1981. Cross-immunity in chickens using seven isolates of avian infectious bronchitis virus. *Avian Diseases* 25, 650–654.

Examples

Author Surname(s)
Page(s)
(Tuten and Solomon 2018, 62-63)
Year of Publication,

Author(s).
Title.
Place of Publication: Publisher.
Tuten, Tracy L., and Michael R. Solomon. 2018. *Social Media Marketing*. 3rd ed. Los Angeles, CA: Sage.
Year of Publication.
Edition.

What Is Referencing?

- A method used to demonstrate to your readers that you have conducted a thorough and appropriate literature search and reading.
 - An acknowledgement that you have used the ideas and written material belonging to other authors in your own work.
 - You should include a reference for **all the sources of information** that you use when writing.
- There are two parts: **citing**, and the **reference list**.

Why Should I Reference?

1. It shows that your writing is **based on knowledge** and informed by appropriate academic reading.
2. Anyone reading your work can **trace the sources** you have used in the development of your work, and give you credit for your research efforts and quality.
3. If you do not acknowledge another person's work or ideas, you could be accused of **plagiarism**.

Accurate citation → ensure that:

- The right reference is cited in the right place
 - All information in every citation is accurate
 - Content from the cited sources is accurately reported.
-
- Some of the referees (**peer reviewers**) chosen by editors are researchers whose work your paper cites.
 - If your reference section lists their writings inaccurately, or if your text misrepresents their findings or conclusions, they might well question whether you are a careful researcher.
 - Take the same care with your references that you do with other aspects of your work.

What Is A Citation?

- ❑ When you use another person's work in your own work, either by *referring to their ideas*, or by *including a direct quotation*, you must acknowledge this **in the text** of your work.
- ❑ This acknowledgement is called a **citation**.
- ❑ When you are using the **Harvard style**, your citation should include:
 - 1.The **author or editor** of the cited work
 - 2.The **year of publication** of the cited work

Citations In The Text

Many authors use careless (bad habits) methods in citing literature

1- “handwaving reference,” in which the reader is referred to “Smith’s elegant contribution” without:

- any hint of what Smith reported
- how Smith’s results relate to the present author’s results.

If a reference is worth citing, the reader should be told why.

2- Insulting the authors of previous studies.

❑ It is all right to say:

“Smith (2015) did not study ”

❑ It is not all right to say:

“Smith (2015) totally overlooked,..... ”

“Smith (2015) ignored,”

“Smith (2015) failed to..... ”

Citations In The Text

Many authors use careless (bad habits) methods in citing literature

3- Putting all citations at the end of sentences.

The reference should be placed at that point in the sentence to which it applies.

Example:

We have examined a digital method of spread-spectrum modulation for multiple-access satellite communication and for digital mobile radiotelephony.^{1,2}

We have examined a digital method of spread-spectrum modulation for use with Smith's development of multiple-access communication¹ and with Brown's technique of digital mobile radiotelephony.²

Styles For Citing And Listing References

APA

Journal Article

Pattern:

[Author Last Name], [Author First/Middle Name Initial(s)]. ([Publication Year]). [Title of the article]. [*Name of the Journal*], [Volume Number]([Issue Number]), [Page number starts]-[ends]. [<https://doi.org/Digital Object Identifier>]

Example:

Crainer S., & Dearlove D. (2003). Windfall economics. *Business Strategy Review*, 14(4), 68-72.
<https://doi.org/10.1111/j.2003.00288.x>

Styles For Citing And Listing References

Harvard: Author-Date Style

Journal Article

Pattern:

[Author Last Name], [Author First/Middle Name Initial(s)]. ([Publication Year]) '[Title of the article]', [*Name of the Journal*], [Volume Number], ([Issue Number]), pp. [Page number starts]-[ends]. [Digital Object Identifier] or Available at: [URL] (Accessed: [Access Date]).

Example:

Crainer, S. and Dearlove, D. (2003) 'Windfall economics', *Business Strategy Review*, 14(4), pp. 68-72. doi: 10.1111/j.2003.00288.x.

Styles For Citing And Listing References

Harvard: Australian Style

Journal Article

Pattern:

[Author Last Name], [Author First/Middle Name Initial(s)] [Publication Year], '[Title of the article]', [*Name of the Journal*], vol. [Volume Number], no. [Issue Number], pp. [Page number starts]-[ends], viewed [Access Date], [Digital Object Identifier or URL].

Example:

Crainer, S & Dearlove, D 2003, 'Windfall economics', *Business Strategy Review*, vol. 14, no. 4, pp. 68–72, viewed 22 March 2019, doi.org/10.1111/j.2003.00288.x.

Styles For Citing And Listing References

Chicago: Author-Date Style

Journal Article

Pattern:

[Author Last Name], [Author First/Middle Name(s)], and [Author First/Middle Name(s)] [Author Last Name].
[Publication Year]. "[Title of the Article]." *[Name of the Journal]* [Volume Number], no. [Issue Number]: [Page
number starts]-[ends]. [[https://doi.org/Digital Object identifier \(preferred\) or URL](https://doi.org/Digital Object identifier (preferred) or URL)].

Example:

Crainer, Stuart, and Des Dearlove. 2003. "Windfall Economics." *Business Strategy Review* 14, no. 4: 68-72.
<https://doi.org/10.1111/j.2003.00288.x>.

Styles For Citing And Listing References

O'Connor (1978) looked at 52 scientific journals and found **33** different styles for listing references.

There is a wide variety of reference styles, most journals **cite references** in one of three general ways, referred to as:

- 1. Name and year**
- 2. Alphabet-number**
- 3. Citation order**

1- Name and Year System

- often called the **Harvard system**
- Its big **advantage** is convenience to the author (easy to use).
- ✓ No matter how many times the reference list is modified,
“Smith and Jones (2015)” remains exactly that.
- ✓ If there are two or more “Smith and Jones (2015)” references, the problem is easily handled by listing:
 - the first as “Smith and Jones (2015^a),”
 - the second as “Smith and Jones (2015^b),” and so on.

1- Name and Year System

- The disadvantage to the reader

- Sometimes in the introduction, many references must be cited within one sentence or paragraph.
- The reader must jump over several lines of parenthetical references before he or she can again pick up the text.

- The disadvantage to the publisher

- Increased cost.

When “Higginbotham, Hernandez, and Chowdhary (2015)” can be converted to “(7),” printing costs can be reduced.

1- Name and Year System

Order of references list

Álvarez GA, Suter D, and Kaiser R. 2015. Localization delocalization transition in the dynamics of dipolar-coupled nuclear spins. *Science* 349:846– 848.

Bern C. 2015. Chagas' disease. *N. Engl. J. Med.* 373:456–466.

Shipman WM. 2015. Handbook for science public information officers. Chicago: University of Chicago Press.

2- Alphabet-Number System

- Citation by number from an alphabetized list of references, is a **modification of the name and year** system.
- Citation by numbers **keeps printing expenses within bounds**
- The alphabetized list, particularly if it is long, is **relatively easy** for authors to prepare and readers to use.
- Some authors who have habitually used name and year tend to dislike the alphabet-number system, claiming that:
 - ✓ the citation of numbers cheats the reader.
 - ✓ the reader should be told, the name of the person associated with the phenomenon
 - ✓ the reader should also be told the date, on the grounds that a 1914 reference might be viewed differently than a 2014 reference.

2- Alphabet-Number System

- These arguments can be overcome.
- As you cite references in the text, decide whether names or dates are important.

❑ If they are not, use only the reference number:

“Pretyrosine is quantitatively converted to phenylalanine under these conditions (13).”

❑ If you want to feature the name of the author, do it within the context of the sentence:

“The role of the carotid sinus in the regulation of respiration was discovered by Heymans (13).”

❑ If you want to feature the date, you can also do that within the sentence:

“Streptomycin was first used in the treatment of tuberculosis in 1945 (13).”

2- Alphabet-Number System

Order of references list

1. Álvarez, G. A., D. Suter, and R. Kaiser. 2015. Localization-delocalization transition in the dynamics of dipolar-coupled nuclear spins. *Science* 349:846–848.
2. Bern, C. 2015. Chagas' disease. *N. Engl. J. Med.* 373:456–466.
3. Shipman, W. M. 2015. *Handbook for science public information officers*. Chicago: University of Chicago Press.

3- Citation Order System

- A system of citing the references (by number) in the order in which they appear in the paper.

Introduction

Infectious bronchitis (IB) is an acute, highly contagious viral disease of chickens. IB affects chickens of all ages and based on the organ system affected the disease is manifested in three major clinical forms—respiratory, renal and reproductive. IB causes great economic losses in the poultry industry worldwide [1, 2]. Infectious bronchitis virus (IBV) is a member of the genus *Gammacoronavirus* in the family *Coronaviridae*. The viral genome is

in length [3]. The 5'-two-third of the viral genome codes for the non-structural proteins responsible for RNA replication and transcription. The 3'-one-third of the viral genome codes for four structural proteins, namely, spike (S), envelope (E), membrane (M) and nucleocapsid (N) proteins, in addition to several non-structural proteins [3].

The S protein of IBV is heavily glycosylated and plays a major role in eliciting protective immune responses. It is located on the surface of the virion and contains several B-cell dependent epitopes [4]. The S protein is post-translationally modified by host cell machinery (e.g., glycosylation, phosphorylation, palmitoylation, etc.) and is composed of two non-covalent subunits (S₁ and S₂) (S₁ is a non-glycosylated, globular head domain) subunits [5–7]. The

References

1. Cook JK, Jackwood M, Jones RC (2012) The long view: 40 years of infectious bronchitis research. *Avian Pathol* 41:239–250
2. Jackwood MW (2012) Review of infectious bronchitis virus around the world. *Avian Dis* 56:634–641
3. Masters PS, Perlman S (2013) *Coronaviridae*. In: Knipe DM, Howley P (eds) *Fields virology*, vol 1. Wolters kluwer health. Philadelphia, PA, pp 825–858
4. Cavanagh D (1995) The coronavirus surface glycoprotein. In: Siddell SG (ed) *The coronaviridae*, 5. Springer, US, pp 73–113
5. Belouzard S, Millet JK, Licitra BN, Whittaker GR (2012) Mechanisms of coronavirus cell entry mediated by the viral spike protein. *Viruses* 4:1011–1033
6. Cavanagh D (2007) Coronavirus avian infectious bronchitis virus. *Vet Res* 38:281–297
7. Bosch BJ, van der Zee R, de Haan CA, Rottier PJ (2003) The coronavirus spike protein is a class I virus fusion protein: structural and functional

3- Citation Order System

- This system avoids the substantial printing expense of the name and year system
- **Readers often like it** because they can quickly refer to the references, in one-two-three order as they come to them in the text.
- It is a useful system for a journal that is basically a “note” journal, each paper containing only a few references.
- For long papers, with many references, citation order might not be a good system.
- It might **not be good for the author** because of the substantial renumbering chore that can result from adding or deleting references.

3- Citation Order System

Order of references list

- 1- Bern C. Chagas' disease. N Engl J Med. 2015;373:456–66.
- 2- Shipman WM. Handbook for science public information officers. Chicago: University of Chicago Press, 2015.
- 3- Álvarez GA, Suter D, Kaiser R. Localization-delocalization transition in the dynamics of dipolar-coupled nuclear spins. Science. 2015;349:846–48.

Rules

- ✓ Ensure that all parts of every reference are accurate
- ✓ Checking every reference against the original publication before the manuscript is submitted
- ✓ There are far more mistakes in the references section of a paper than anywhere else
- ✓ Ensure that all references cited in the text are indeed listed in the literature cited
- ✓ All references listed in the literature cited are indeed cited somewhere in the text

Electronic Aids To Citation

- Checking that every reference is accurate, and that all cited items appear in the reference list, has become **much easier** in the electronic era.
- Citation-management software—such as EndNote, Mendeley,—lets a researcher develop a database of references and use it to create reference lists in the formats of many journals.
- Once the information is accurately entered, it should remain correct whenever it appears in a reference.
- Using such software can especially **save you time** if you will cite some of the same references in multiple publications or if journals in your field have a variety of reference styles.

Online Citation Builders

- [Citefast](#)

Free - MLA, APA, Chicago, 13 source types, point and click, copy and paste

- [Son of Citation Machine](#)

Free - fill in the blanks. MLA, APA, Chicago, & Turabian styles. Multiple source types, including book, encyclopedia, journal article, and web document. Includes in-text parenthetical and bibliographic citations.

- [BibMe](#)

• Free - finds your source from external databases, fills in the information, and then formats the citation. Members can save bibliographies. MLA, APA, Chicago, & Turabian styles

- [EasyBib](#)

• Free for MLA - APA and Turabian require a paid subscription. Finds your source from external databases, fills in the information, and then formats the citation. 30+ source types to choose from. Members can save bibliographies and export to Word.

- [NoodleBib Express](#) Free - MLA, APA, Chicago styles. 40+ source types. Guided process is thorough but takes longer. Can also subscribe to NoodleBib for citation saving and bibliography generation

Citation Management Software

RefWorks

<https://refworks.proquest.com/researcher/>

Cite4me

<https://cite4me.org/bibliography/acs/website/>

JabRef

<http://www.jabref.org/>

CiteULike

<http://www.citeulike.org/>

Paperpile

<https://paperpile.com/features>

wizdom.ai

<https://www.wizdom.ai/>

Qiqqa

<http://www.qiqqa.com/>

ReadCube Papers

<https://www.papersapp.com/>

Figshare

<https://figshare.com/>

Pybliographer

<https://pybliographer.org/>

SciRef

<https://sci-progs.com/index.php?page=download>

WIKINDX

<https://wikindx.sourceforge.io/>

Docear

<http://www.docear.org/>

Bebop

<http://people.alari.ch/derino/Software/Bebop/>

BibSonomy

<https://www.bibsonomy.org>

Referencer

<https://launchpad.net/referencer/>

Cite This For Me (formerly RefME)

<http://www.citethisforme.com/us>

Citation Management Software

Rebase

http://www.rebase.net/index.php/Web_Reference_Database

Bibus

http://bibus-biblio.sourceforge.net/wiki/index.php/Main_Page

RefDB

<http://refdb.sourceforge.net/features.html>

OpenConf

<https://www.openconf.com/editions/>

MyBib

<https://www.mybib.com/>

BibDesk

<https://bibdesk.sourceforge.io/>

BibBase

<https://bibbase.org/>

psMOBILE

<https://pshealth.co.uk/>

Aigaion

<https://sourceforge.net/projects/aigaion/>

Sorc'd

<https://www.sorcd.com/about-us>

Citavi

<https://www.citavi.com/en>

Biblioscape

<https://www.g2.com/products/biblioscape/reviews>

RecFind 6

<https://www.knowledgeonecorp.com/>

Bookends

<https://www.sonnysoftware.com/bookends/bookends.htm>

Citation Management Software

Top 10 Reference Management Software

- Mendeley
- EasyBib.com
- EndNote
- Zotero
- RefWorks
- F1000 Workspace
- cite4me.org
- JabRef
- Paperpile
- Reference Manager

https://www.g2.com/categories/reference-management?order=g2_score&page=2#product-list

Citation Management Software

EndNote has more citation styles than any other program, more flexibility, ability to customize styles.

Choosing the Right Citation Management Tool: Endnote, Mendeley, Refworks, or Zotero

[J Med Libr Assoc](#). 2018 Jul; 106(3): 399–403

CONCLUSION

- ☐ All four of the tools reviewed here are usable for standard reference manager functions, and each has strengths and weaknesses.
- ☐ EndNote offered the most choices for searching databases within the tool
- ☐ Since users are not limited to the citation managers supported by their institutions, information **professionals need to be familiar with all popular choices** in order to guide and support their users effectively.

Harvard Citation Guide

<https://www.mendeley.com/guides/harvard-citation-guide>

HOW DO I WRITE CITATIONS USING THE HARVARD STYLE?

1. Citing one author

A recent study investigated the effectiveness of using Google Scholar to find medical research (Henderson, 2005).

or

Henderson (2005) has investigated the effectiveness of Google Scholar in finding medical research.

HOW DO I WRITE CITATIONS USING THE HARVARD STYLE?

2. Citing two or three authors

If the work has two or three authors, include all names in your citation.

Recent research indicates that the number of duplicate papers being published is increasing (Arrami & Garner, 2008).

Evidence shows that providing virtual laboratory exercises as well as practical laboratory experience enhances the learning process (Barros, Read & Verdejo, 2008).

HOW DO I WRITE CITATIONS USING THE HARVARD STYLE?

3. Citing four or more authors

If the work has four or more authors/editors the abbreviation 'et al' should be used after the first author's name. It is also acceptable to use 'et al' after the first author if the work has three authors.

Social acceptance of carbon capture and storage is necessary for the introduction of technologies (van Alphen et al, 2007).

4. Citing works by the same author written in the same year

If you cite a new work which has the same author and was written in the same year as an earlier citation, you must use a lower case letter after the date to differentiate between the works.

Communication of science in the media has increasingly come under focus, particularly where reporting of facts and research is inaccurate (Goldacre, 2008a; Goldacre, 2008b).

5. Citing from chapters written by different authors

Some books may contain chapters written by different authors. When citing work from such a book, the author who wrote the chapter should be cited, not the editor of the book.

6. Secondary referencing

Secondary references are when an author refers to another author's work and the primary source is not available. When citing such work the author of the primary source and the author of the work it was cited in should be used.

According to Colluzzi and Pappagallo (2005) as cited by Holding et al (2008) most patients given opiates do not become addicted to such drugs.

You are advised that secondary referencing should be avoided wherever possible and you should always try to find the original work.

7. Citing a direct quotation

If a direct quote from a book, article, etc., is used you must:

- Use single quotation marks (double quotation marks are usually used for quoting direct speech)
- State the page number

Simons, Menzies and Matthews (2001) state that the principle of effective stress is ‘imperfectly known and understood by many practising engineers’ (p.4).

8. Citing an image/illustration/table/diagram/photograph/figure/picture

You should provide an in-text citation for any images, illustrations, photographs, diagrams, tables or figures that you reproduce in your work, and provide a full reference as with any other type of work.

They should be treated as direct quotes in that the author(s) should be acknowledged and page numbers shown; both in your text where the diagram is discussed or introduced, and in the caption you write for it.

In-text citation:

Table illustrating checklist of information for common sources (Pears and Shields, 2008:p.22).

or

‘Geological map of the easternmost region of São Nicolau’ (Ramalho et al, 2010:p.532).

9. Citing from works with no obvious author

If you need to cite a piece of work which does not have an obvious author, you should use what is called a 'corporate' author. For example, many online publications will not have individually named authors, and in many cases the author will be an organisation or company.

The number of dementia sufferers in the UK has been recently estimated at 570,000 (Department of Health, 2008).

If you are unable to find either a named or corporate author, you should use 'Anon' as the author name. Be careful: if you cannot find an author for online work, it is not a good idea to use this work as part of your research. It is essential that you know where a piece of work has originated, because you need to be sure of the quality and reliability of any information you use.

10. Citing from multimedia works

If you need to cite a multimedia work, you would usually use the title of the TV programme (including online broadcasts) or video recording, or title of the film (whether on DVD, online, or video) as the author. This would include, for example, videos posted on YouTube or other video-streaming web services.

Therefore, your citation should use the title that you identify as the author.

11. Citing from an interview or personal communication

Always use the surname of the interviewee/practitioner as the author.

5.12 Tips on good quotation practice

Quotations longer than two lines should be inserted as a separate, indented paragraph.

Smith (2004) summarises the importance of mathematics to society and the knowledge economy, stating that:

‘Mathematics provides a powerful universal language and intellectual toolkit for abstraction, generalization and synthesis. It is the language of science and technology. It enables us to probe the natural universe and to develop new technologies that have helped us control and master our environment, and change societal expectations and standards of living.’ (p.11)

or

A recent UK report summarised the importance of mathematics to society and the knowledge economy, stating that:

‘Mathematics provides a powerful universal language and intellectual toolkit for abstraction, generalization and synthesis. It is the language of science and technology. It enables us to probe the natural universe and to develop new technologies that have helped us control and master our environment, and change societal expectations and standards of living.’

(Smith 2004: p. 11)

If you want to insert a long quotation (over two lines) but do not want include all of the text, you can remove the unnecessary text and replace with ‘...’.

As summarised by Smith (2004):

‘Mathematics provides a powerful universal language and intellectual toolkit for abstraction, generalization and synthesis . . . It enables us to probe the natural universe and to develop

new technologies that have helped us control and master our environment, and change societal expectations and standards of living.’ (p. 11)

You should only do this when you use a quotation taken from one paragraph.

When you use quotations within your text, sometimes you may want to insert one or two words in the quotation so that your complete sentence is grammatically correct. To indicate that you have inserted words into a quotation, these have to be enclosed in square brackets.

Smith (2004) provides a number of reasons as to why mathematics is important, stating that it is:

‘a powerful universal language and intellectual toolkit for abstraction, generalization and synthesis ... [and] enables us to probe the natural universe and to develop new technologies that have helped us control and master our environment, and change societal expectations and standards of living.’ (p. 11)

Writing skills: at your academic level you will be expected to develop your writing skills, and this includes being able to discuss and demonstrate an understanding of other people’s work and ideas in your own words. This is called paraphrasing. It is much better to paraphrase than to use many quotations when you write.

6. HOW DO I WRITE A REFERENCE?

To write your own references you need different bits of information about each item that you read when you are researching a piece of work. These bits of information are called ‘bibliographic’ information.

For all types of references the key bits of information you need to start with are:

1. Author or editor
2. Date of publication/broadcast/recording
3. Title of the item

This will form the basis of each reference you have to write. You may find that some items are not as straightforward as others, so be aware of the following:

1. Author/editor: This means the primary (main) person who produced the item you are using.

If you are using a website or web page, and there isn’t an author, you can use what is called a ‘corporate author’. This will usually be the name of the organisation or company to whom the website or web page belongs.

2. Date of publication/broadcast/recording: This means the date the item was produced. It is usually a year, but if you are using a newspaper article, an email, or a television recording, you will have to include a full date (day/month/year) in your reference.

3. Title of the item: This means the primary (main) title of the item you are using. That sounds very obvious, but have a look at a web page and try to work out what the main title is. We would advise common sense in this situation – you have to identify the key piece of information that describes what you have used, and will allow the reader of your work to identify that information.

The following table tells you about some of the variations you should look for when you are collecting your reference information.

	1. Primary author/editor	2. Date of publication	3. Primary title of item
Email	Name of the person who wrote the email	The full date the email was sent: day/month/year	Subject of the email. This may include RE: or FWD
Journal article	Name of the person or persons who wrote the article	The year the journal issue was published	Title of the article (not the title of the journal)
Newspaper article	Name of the journalist, or if there is no journalist name, the name of the newspaper	The full date on which the article was published: day/month/year	Title of the article (not the title of the newspaper)
Website	This can be tricky. Use an individual name if you can find one, or the name of the organisation or company to whom the website belongs	Usually the current year, the year when the website was last updated, or the latest date next to the copyright statement/symbol	Title of the website
Web page	This can be tricky. Use an individual name if you can find one, or the name of the organisation or company to whom the website belongs	Usually the current year, but if the web page has a full date of publication, you may also need that: day/month/year	Title of the web page. You will need to use the title of the website if the web page doesn't have an individual title

	1. Primary author/editor	2. Date of publication	3. Primary title of item
TV broadcast	Title of the programme, or if the programme is part of a series, use the series title	The year the programme was broadcast	Title of the programme (it does not need to be written twice if you used it as the author information)
Personal interview	Name of the person being interviewed	The full date on which the interview took place: day/month/year	No title needed
Book chapter	Name of the author of the chapter	The year the book was published	Title of the book chapter (not the title of the book)

Depending on the type of material you want to reference you will also need other bits of information, such as:

- Name of publisher
- Place of publication
- Page numbers
- Volume number
- Issue number
- URL (website or web page address)
- DOI (link for journal articles)
- Title of conference proceedings
- Report number
- Book or conference editor (if not your primary author)
- Book or conference title (if not your primary title)
- Journal title (the journal article title will be your primary title)
- Date of access (for online material)

The more references you have to write, the more familiar you will be with what you need to know. If you are unsure, check our guides, ask us, or check with your lecturers.

7. HOW DO I WRITE A REFERENCE LIST?

This is your 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 alphabetical order by author/editor.
- Books, paper or electronic journal articles, etc., are written in a particular format that must be followed.
- Your reference list contains all the items you have cited or directly quoted from.
- When you have used more than one piece of work by the same author, in your reference list you should list the works in date order, beginning with the most recently published work.

8. EXAMPLE OF A REFERENCE LIST

Arrami, M. & Garner, H. (2008) A tale of two citations. *Nature*, 451 (7177), 397-399.

Barros, B., Read, T. & Verdejo, M. F. (2008) Virtual collaborative experimentation: an approach combining remote and local labs. *IEEE Transactions on Education*, [Online] 51 (2), 242-250 Available from: doi:10.1109/TE.2007.908071 [Accessed 29th June 2010].

Department of Health. (2008) *More help for people with dementia*. [Online] Available from: <http://nds.coi.gov.uk/content/detail.asp?NewsAreaID=2&ReleaseID=371217> [Accessed 20th June 2008].

Goldacre, B. (2008a) Dore - the media's miracle cure for dyslexia. *Bad Science*. Weblog. [Online] Available from: <http://www.badsience.net/2008/05/dore-the-medias-miracle-cure-for-dyslexia/#more-705> [Accessed 19th June 2008].

Goldacre, B. (2008b) Trivial Disputes. *Bad Science*. Weblog. [Online] Available from: <http://www.badscience.net/2008/02/trivial-disputes-2/> [Accessed 19th June 2008].

Henderson, J. (2005) Google Scholar: A source for clinicians? *Canadian Medical Association Journal*, 172 (12), 1549-1550.

Holding, M. Y., Saulino, M. F., Overton, E. A., Kornbluth, I. D. & Freedman, M. K. (2008) Interventions in Chronic Pain Management. 1. Update on Important Definitions in Pain Management. *Archives of Physical Medicine and Rehabilitation*, 89 (3, Supplement 1), S38-S40.

Pears, R. & Shields, G. (2008) *Cite them right: the essential referencing guide*. 3rd ed. Durham, Pear Tree Books.

Ramalho, R., Helffrich, G., Schmidt, D.N. & Vance, D. (2010) Tracers of uplift and subsidence in the Cape Verde archipelago. *Journal of the Geological Society*. [Online] 167 (3), 519-538. Available from: doi:10.1144/0016-76492009-056 [Accessed: 14th June 2010].

Simons, N. E., Menzies, B. & Matthews, M. (2001) *A Short Course in Soil and Rock Slope Engineering*. [Online] London, Thomas Telford Publishing. Available from: <http://www.myilibrary.com?ID=93941> [Accessed 18th June 2008].

Smith, A. (2004) *Making mathematics count: the report of Professor Adrian Smith's inquiry into post-14 mathematics education*. London, The Stationery Office.

Van Alphen, K., Voorst, Q. V. T., Kekkert, M. P. & Smits, R.E.H.M. (2007) Societal acceptance of carbon capture and storage technologies. *Energy Policy*, 35 (8), 4368-4380.

The layout for each type of publication can be found on the following pages. If you are using the bibliographic software RefWorks, you should use the 'Imperial College London – Harvard' style which follows the same format as this guide.

10. HOW TO WRITE REFERENCES FOR YOUR REFERENCE LIST AND BIBLIOGRAPHY: HARVARD STYLE

Remember: Your lecturers consider accurate and consistent referencing to be an important part of your academic work. Always check your course guidelines so you know which style of referencing to use, and always use the help guides especially if you're using a new style.

The examples on the following pages are in two parts:

- the information you should collect about each piece of work you use; and
- how this information is presented when you write a full reference.

If you cannot find the type of work you need to provide a reference for, please contact your librarian for more help (see section 11).

Book: print

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

(Year of publication)

Title (this should be in italics)

Series title and number (if part of a series)

Edition (if not the first edition)

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

Publisher

Simons, N. E., Menzies, B. & Matthews, M. (2001) *A Short Course in Soil and Rock Slope Engineering*. London, Thomas Telford Publishing.

Book: online/electronic

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

(Year of publication)

Title (this should be in italics)

Edition (if not the first edition)

[Online]

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

Publisher

Available from: URL

[Date of access]

Simons, N. E., Menzies, B. & Matthews, M. (2001) *A Short Course in Soil and Rock Slope Engineering*. [Online] London, Thomas Telford Publishing. Available from: <http://www.myilibrary.com?ID=93941> [Accessed 18th June 2008].

Book: chapter in an edited book

Author of the chapter

(Year of publication)

Title of chapter followed by In:

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)

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

Publisher

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

Partridge, H. & Hallam, G. (2007) Evidence-based practice and information literacy. In: Lipu, S., Williamson, K. & Lloyd, A. (eds.) *Exploring methods in information literacy research*. Wagga Wagga, Australia, Centre for Information Studies, pp. 149-170.

Journal article: print

Author
(Year of publication)
Title of journal article
Title of journal (this should be in italics)
Volume number
Issue number
Page numbers of the article (do not use 'p'. before the page numbers)

Chhibber, P. K. & Majumdar, S. K. (1999) Foreign ownership and profitability: Property rights, control, and the performance of firms in Indian industry. *Journal of Law & Economics*, 42 (1), 209-238.

Journal article: online/electronic

If an electronic journal article has a DOI (digital object identifier), you can use this instead of the URL. The DOI is a permanent identifier provided by publishers so that the article can always be found online. Your lecturer may ask you to include the DOI, not a direct URL, in your written references.

To find the DOI, when you read an article online, check the article details as you will usually find the DOI at the start of the article. For more help, contact your librarian.

If you read the article in a full-text database service, such as Factiva or EBSCO, and do not have a DOI or direct URL to the article you should use the database URL.

Author
 (Year of publication)
 Title of journal article
 Title of journal (this should be in italics)
 [Online]
 Volume number
 Issue number
 Page numbers of the article (do not use 'p'. before the page numbers)
 Available from: URL or DOI
 [Date of access]

Arrami, M. & Garner, H. (2008) A tale of two citations. *Nature*. [Online] 451 (7177), 397-399. Available from: <http://www.nature.com/nature/journal/v451/n7177/full/451397a.html> [Accessed 20th January 2008].

or

Wang, F., Maidment, G., Missenden, J. & Tozer, R. (2007) The novel use of phase change materials in refrigeration plant. Part 1: Experimental investigation. *Applied Thermal Engineering*. [Online] 27 (17-18), 2893-2901. Available from: doi:10.1016/j.applthermaleng.2005.06.011 [Accessed 15th July 2008].

or

Read, B. (2008) Anti-cheating crusader vexes some professors. *Chronicle of Higher Education*. [Online] 54 (25). Available from: <http://global.factiva.com/> [Accessed 18th June 2009].

Note: articles published online may not have page numbers.

Conference proceeding: individual paper

Author

(Year of publication)

Title of conference paper followed by, In:

Editor/Organisation (if it is an editor always put (ed.) after the name)

Title of conference proceeding (this should be in italics)

Place of publication

Publisher

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

Wittke, M. (2006) Design, construction, supervision and long-term behaviour of tunnels in swelling rock. In: Van Cotthem, A., Charlier, R., Thimus, J.-F. and Tshibangu, J.-P. (eds.) *Eurock 2006: Multiphysics coupling and long term behaviour in rock mechanics: Proceedings of the International Symposium of the International Society for Rock Mechanics, EUROCK 2006, 9-12 May 2006, Liège, Belgium*. London, Taylor & Francis. pp. 211-216.

Standard

Name of Standard Body/Institution

(Year of publication)

Standard number

Title (this should be in italics)

Place of publication

Publisher

British Standards Institution (2003) BS 5950-8:2003. *Structural use of steelwork in building: code of practice for fire resistant design*. London, BSI.

Report

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

(Year of publication)

Title (this should be in italics)

Organisation

Report number: followed by the number of the report (if part of a report series)

Leatherwood, S. (2001) *Whales, dolphins, and porpoises of the western North Atlantic*. U.S. Dept. of Commerce. Report number: 63.

Map

Author (usually the organisation responsible for publishing the map)

(Year of publication)

Title (this should be in italics)

Scale

Series title and number (if part of a series)

Place of publication

British Geological Survey (1998) *South London*, 270. 1: 50 000. London.

Web page/website

Author/Editor (use the corporate author if no individual author or editor is named)

(Year of publication) (if available; if there is no date, use the abbreviation n.d.)

Title (this should be in italics)

[Online]

Available from: URL

[Date of access]

European Space Agency. (2008) *ESA: Missions, Earth Observation: ENVISAT*. [Online] Available from: <http://envisat.esa.int/>
[Accessed 3rd July 2008].

Email: (personal)

Personal emails should be referenced as personal communication, unless you have permission from the sender and receiver to include their details in your reference list.

Sender

(Year of communication)

Email sent to

Name of receiver

Date and month of communication

Harrison, R. (2009) Email sent to Mimi Weiss Johnson, 10th June.

Personal communication

Name of practitioner

Occupation

(Personal communication, followed by the date when the information was provided)

Law, James. Engineering consultant. (Personal communication, 26th April 2004).

Lecture/presentation

Name of lecturer/presenter

(Year of lecture/presentation)

Title of lecture/presentation (this should be in italics)

[Lecture/Presentation]

Title of module/degree course (if appropriate)

Name of institution or location

Date of lecture/presentation (day month)

Wagner, G. (2006) *Structural and functional studies of protein interactions in gene expression*. [Lecture] Imperial College London, 12th December.