Numeric referencing guide

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General principles

When you refer to another piece of work you must always acknowledge the source of that information. This enables you

- To avoid plagiarism.
- To give appropriate credit to the person who did the work you are using.
- To enable a reader to trace your sources and follow up your work.
- To enable a reader to distinguish your ideas from someone else’s and show the range of your reading.
- To demonstrate the evidence supporting your arguments; this supports your ideas and theories and adds credibility.

The rules for how to reference are all there to support these principles, and to make sure that your references are clear and consistent so that it is easy for someone reading your work to follow them. It is more important to get the spirit of giving credit for other peoples’ work right than to make sure all your commas are in the right places.

Citations

When you refer to another document you must acknowledge this within the text of your work with a citation. The citation is a number in superscript\(^1\). The first item you cite is numbered \(^1\) and the second numbered \(^2\) and so on. For instructions on how to superscript numbers, see [https://support.office.com/en-gb/article/Make-text-superscript-or-subscript-SC413EE0-0171-40B1-AAD5-52A80E05FD10](https://support.office.com/en-gb/article/Make-text-superscript-or-subscript-SC413EE0-0171-40B1-AAD5-52A80E05FD10)

Sometimes you may need to refer to two documents at the same point in the text. Separate the citations by a space \(^2\). \(^3\)

Multiple citations are treated as a range\(^2\)\(^4\).

If you need to cite an item more than once in your document, use the same number every time. You should use the smallest number – the one used when the item is first cited in the document.

Do not include the page numbers in the citation, even for a table or image.
References

Format of author’s names
Authors’ names should be formatted as family names (surnames) followed by the initials of the personal names.

Smith ASG, Khan M, Einstein A.

Notes

- Do not use the full personal name (also known as given name or forename).
- There is no limit on the number of initials, they should be recorded as on the original source.
- Authors are listed in the order in which they appear on the original source.

Number of authors named

- In general, all of the authors of the work should be listed, regardless of how many there are.
- In some areas it may be acceptable to list only the first five authors then add et al. Consult your programme handbook and lecturers for more guidance.

Format of titles

You should use the full title of the source, including any subtitle.

Titles are written in “sentence case” - that is, you only use a capital letter for the first word in the title (except words that usually have capital letters in English, like people’s names, placenames, and the names of organisations.)

Titles are in italics.

For example:

- Textbook on civil liberties and human rights
- A dictionary of chemical engineering
- New scientist
- Journal of peace, conflict and development
- Millennium: journal of international studies

Referencing different types of material

The following section gives guidelines for referencing different types of information. Some parts of the templates are optional: you can provide the information if you think it helps your reader to find your source but you will not be penalised for missing out the information if it is difficult to find.
Books, electronic books and book chapters

Books

Template

Author. Title. Edition. City of publication (this is optional): Publisher, Year.

Examples


Notes

- If the book is a first edition, you do not include the edition number.
- The city or town of publication is an optional piece of information but can be included if it is useful.

Electronic books

Electronic books should be referenced in the same way as paper books wherever possible. This may be difficult with certain types of electronic book. For instance:

- In Kindle eBooks, there are often no page numbers. When referencing a direct quote a location number can be used instead of a page number.
- For free online books, it is sometimes useful to provide a web address and access date. This is especially true for government publications, reports and policies accessed online.

Book chapter

Template


Examples


Notes

- To find the chapter details, look at the table of contents.
- If the book is a first edition, you do not include the edition number.
- The city of publication is an optional piece of information but can be included if it is useful to help your reader to identify the book that you read.

Journal articles

Template

Authors. Article title. Journal title Year; Volume:start page-end page.

Example


Notes

- You may use either the full or abbreviated journal title.

Electronic journals

Electronic journals should be referenced in the same way as paper journals wherever possible. This may be difficult with certain types of electronic journals, for instance if the journal is online only, and not published in paper form, or if the article is “forthcoming” or “in press”, appearing electronically before it has been published in paper form.

Examples


Cochrane reviews

Cochrane reviews should be referenced as electronic journal articles.
Websites

Template

Author/s. Title of page. Publisher (this is optional), Year. Web address. Date of access.

Examples


Notes

- You can include a publisher if you feel the information will help your reader to identify the source: for instance when you have a personal author who is writing on behalf of an organisation.
- You will often have an organisation rather than a person as the author. This is perfectly acceptable.
- If you cannot find a date of publication or update, write “no date”

Standard

Template

Institution. Title. Standard Number. Publisher, Year. Web address. Date of access (if accessed online).

Examples


Notes

- The institution and the publisher will usually (but not always) be the same
**Patent**

**Template**


**Examples**


**Notes**

- Include the word 'Patent' before the patent number

**Newspaper article**

**Template**

Reporter. *Title*. *Newspaper* Year Issue Date:Pages. *Web address*. Date of access (if accessed online).

**Example**


**Notes**

- You MUST include either page numbers or a web address. You may include both if you wish.

**Thesis or Dissertation**

**Template**

Author. *Title* [Degree]. University, Year. *Web address*. Date of access (if accessed online).

**Example**

**Acts of Parliament (statutes)**

**Template**

*Title of Act* Year. *Web address*. Date of access *(if accessed online)*.

**Example**


**Report**

**Template**

Author. *Title* Edition. Report Number. City of publication *(this is optional)*: Publisher, Year. *Web address*. Date of access *(if accessed online)*.

**Example**


**Notes**

- City of publication is optional

**Images (tables, photographs, illustrations etc.)**

For a reference to any image from a print source such as a book (a photograph, diagram, illustration, table, figure, etc.), provide a reference for the book. On the in-text label for the image, note the page number from which it was taken. For images taken from online sources, reference the online source.

**Template for images from printed sources**

Author. *Title* Edition. City of publication *(this is optional)*: Publisher, Year.

**Example**

**Conference papers**

Conference papers should usually be referenced as though you have consulted the printed version. You should only use the web address if there is no printed version (or you’re not sure).

**Printed conference paper**

**Template**

Author(s) Paper title. In *Conference title, conference location and date*. Place of publication *(this is optional)*: Publisher, Year of publication: Page numbers.

**Example**


**Online conference paper**

**Template**

Author(s) Paper title. In *Conference title, conference location and date*. Place of publication *(this is optional)*: Publisher, Year of publication. *Web address*. Date of access.

**Example**


**Podcasts or other online audio files**

Use this template to reference a podcast or other streaming or downloadable audio file.

**Template**
Presenter or Scriptwriter. Title. [Podcast] or [Audio File] Publisher (this is optional), Year. Web address. Date of access.

Example


Online video

Template

Author(s). Title. [Video] Publisher (this is optional), Year of production. Web address. Date of access.

Example


Blog posts

Template

Author. Title including date. Publisher, Year. Web address. Date accessed.

Example


Lectures and personal communications

Lectures, presentations, study guides or handouts

It is generally considered to be poor practice to reference handouts and lectures if there are published sources available. Ask your lecturer if you want to reference their lecture and they may be able to guide you to more appropriate sources.

Template

Author or Lecturer (Year) Title. Module title and code. Institution, Department Name, Year.
Example


Personal communications

Personal communications such as *conversations* should not generally be included in the reference list as they cannot be traced by the reader. However, there may be valid reasons to reference some forms of personal communication such as emails, interviews, or verbal surveys. Make sure that you ask the consent of the person you want to reference. You must anonymise their responses if they ask you to or it is in your ethics guidelines to do so.

For emails, it may be useful to copy the whole email and include it as an appendix to your work.

Template

Interviewee name. *Title (include subject discussed or email title, and your name)*. [Personal communication] Day, month and year of communication.

Example

Examples of references

Peters N. *Telephone interview on ward procedures with J. Stirling*. [Personal communication] 27 August 2015.


Reference list

A *reference list* contains the details of the material referred to in your assignment, listed in *numeric order* - the order in which the references appear in your document. It is required.

It should be formatted like this:


