



# How to cite references

This is a quick guide to academic referencing. For more detail we recommend the book: Pears, R. and Shields, G. (2016) *Cite them right: the essential referencing guide*. 10<sup>th</sup> edn. London: Macmillan. Now also available in an online format: *Cite them right online*: [www.citethemrightonline.com/](http://www.citethemrightonline.com/)

When you write a piece of work for your course or for publication, you will almost certainly refer to other people's ideas as well as your own. You must acknowledge the authors of these ideas in the text and include a list of references at the end of your work. Your readers will then be able to locate the original publications.

## Why cite?

- Academic credibility: show that you have researched your subject
- Readers can find the original information and check its accuracy and context
- Avoid plagiarism: acknowledge other people's ideas

A reference tells the reader where the original information was published. It may refer to a whole item, such as a book or to a part, such as a chapter or journal article.

## Plagiarism

Plagiarism means presenting someone else's ideas as if they were your own. It is a serious academic offence. To avoid any suggestion of plagiarism, it is worth the effort to cite and reference correctly.

## How to cite

Use a standard referencing style to help your readers find the information easily.

Include a citation in your text at the point where you refer to the other person's work. Include a **reference list** at the end

(works you cite in the text) and/or a **bibliography** (works you have consulted but may not have referred to in the text).

If you reproduce images or other copyrighted materials within your work, you may need to obtain permission from the original author or publishers.

## Paraphrasing

Do not use direct quotations in scientific writing. Paraphrase or summarise the idea, but you must still acknowledge the original author.

## Secondary referencing

It is best to avoid citing a work which you know about only because it has been referenced in another source. You should normally only cite items you have read in full. If this is impossible, you should cite the work which cites the original item. Write 'cited in...' and only include the citing work in your reference list.

## Styles

Standard styles make it easier for readers to find the details they need. The most commonly used styles are author-date (usually **Harvard**) and numerical (**Vancouver**). Check with your course lecturers which one you should use.

## Author-Date (Harvard)

In the text, include the author's surname and the year of publication (Weber 2010, p. 41). If you include the author's name in

the sentence, you can simply put the year in brackets, with the relevant page number:

'... as discussed by Parham (2009, p.25) in the context of apoptosis...'

If there are more than three authors, use *et al* when citing in the text, e.g. Campbell *et al* 2011, p.86.

Omit the page number if you are referring to the whole work.

## Reference list

Arrange your reference list alphabetically in order of authors' surnames. Include all the authors in the order they appear on the title page (books) or under the title (journal articles). Show editors using (ed.) or (eds.) If there is no author, just use the title of the work.

## Book

Author/editor, initials. (year) Title Edition  
Place: Publisher.

Cann, A.J. (2012) *Principles of molecular virology* Amsterdam: Elsevier Academic Press.

You can find the place of publication on the title page of the book. Use capitals for the first letter of each word of the title, except *and*, *or*, *in* etc.

## Book chapter

Author(s) of chapter, initials. (year) 'Chapter title', in Authors/editors of book, initials. Book title. Place: Publisher, pp. page numbers

Amaral D. and Lavenex P. (2007) 'Hippocampal neuroanatomy' in Andersen C., Morris R., Amaral D., Bliss T., O'Keefe, J. (eds.) *The hippocampus book*. Oxford: Oxford University Press, pp.4-33.

## Journal article

Author(s), initials. (year) 'Article title.'  
Journal Name volume number (issue number or issue name or date) pp. page numbers.

Nicholson L.B., Raveney B.J., Munder M. (2009) 'Monocyte dependent regulation of autoimmune inflammation.' *Current Molecular Medicine* **9**(1) pp.23-29.

Use a capital letter for the first letter of the first word of the article title, lower case for the rest. For the journal title, capitalise the first letter of each word, except *the*, *a*, *of*, etc.

## Journal article only available online

If the journal article is available in print, cite as before. If it is only available online:

Author(s), initials. (year) 'Article title.'  
*Journal Name* **volume number** (issue number or date etc.) [Online]. Available at: URL (Accessed: date of access)

Brennan PA. (2010) 'On the scent of sexual attraction.' *BMC Biology* **8** (71) [Online]. Available at: <http://www.biomedcentral.com/1741-7007/8/71> (accessed: 4 July 2014)

## Web pages

Author (year published/last updated) Title of web page. Available at: URL (Accessed: date of access)

National Health Service (2014) *Behind the headlines*. Available at: <http://www.nhs.uk/news/Pages/NewsIndex.aspx> (accessed 4 July 2014)

If the author is a person, use their name instead of an organisational name. If there is no obvious author, omit this information.

## Multiple sources

If you refer to two or more works, separate them with semicolons:

... this has sparked some lively debate (Dawkins 2006; Eagleton 2009)

If you refer to more than one work by the same author, include them in the reference list in date order. If they come from the same year, use *a*, *b*, *c* to identify them (Phillips 2003a, pp. 69-76), then later (Phillips 2003b, pp. 83-87). Include the letter with the year in the reference list.

Phillips, A. (2012a) *Scientific writing for students* Bristol: Homerton Press.

Phillips, A. (2012b) *Plagiarism in the Internet Age* Bristol: Homerton Press.

If different authors have the same surname, include their initials, e.g. (Freud, A. 1966); (Freud, S. 1899)

**Footnotes** and **endnotes** are not used in author-date referencing.

For a comprehensive list of different publication types and how to cite and reference them, see Pears, R. and Shields, G. (2013) *Cite them right*. 9<sup>th</sup> edn. Basingstoke: Palgrave Macmillan.

## Numerical (Vancouver)

In-text citations are indicated numerically, in order, using brackets (7) or superscript<sup>7</sup>. If you cite more than two numbers together, use hyphens or commas: (1, 7, 8-11). If you refer to the same item more than once, use the same number each time.

## Reference list

Arrange your reference list in the same order as each reference appears in the

text. If there are more than six authors, use 'et al' after the sixth name.

Use **standard abbreviations** of journal titles in the reference list. These are listed in PubMed's journals database:

**www.pubmed.gov** – then click on the Journals link.

If two or more consecutive items come from the same source, use *ibid*.

1. Kandel, E.R. Psychiatry, psychoanalysis, and the new biology of mind. London: American Psychiatric Publishing 2005, p.4
2. *Ibid.*, p.28
3. *Ibid.*, p.207

Use *op. cit.* where you refer again to the same reference, but have made references to other sources, in between.

Levene, S.L. and Donnelly, R. Management of type 2 diabetes: a practical guide. 2<sup>nd</sup> ed. Edinburgh: Elsevier Butterworth Heinemann, 2008, p.10

Mol, A. The logic of care: health and the problem of patient choice. Abingdon: Routledge, 2008, p.18

Levene, S.L. and Donnelly, R. *op. cit.* p.64

## Book

Author/Editor Initials. Title. Edition Place: Publisher; Year

Cann, A.J. Principles of molecular virology 5<sup>th</sup> ed. Amsterdam: Elsevier Academic Press; 2012

You can find the place of publication on the title page of the book. The first word of the title starts with a capital letter, but the others do not unless they are proper nouns.

## Book chapter

Author(s) of chapter, initials. Title of chapter. In Editors of book, initials, editors. Title of book. Place: Publisher; Year, p. page numbers.

Amaral D, Lavenex P. Hippocampal neuroanatomy. In Anderson P, Morris R, Amaral D, Bliss T, O'Keefe J, editors. The hippocampus book. Oxford: Oxford University Press; 2007, p.4-33.

## Journal article

Author(s) initials. Title of article. Journal title using standard abbreviation Date of publication volume (issue): page numbers not preceded by p.

Include month and day if available.

Nicholson LB, Raveney BJ, Munder M. Monocyte dependent regulation of autoimmune inflammation. *Curr Mol Med*. 2009 9(1):23-9.

## Journal article only available online

If the journal article is available in print, cite as before. If it is only available online:

Authors Initials. Article title. Journal title using standard abbreviation [internet]. Publication date [cited year month day]; volume(issue): page numbers not preceded by p. Available from: URL or Digital Object Identifier

Brennan PA. On the scent of sexual attraction. *BMC Biol* [internet]. 2010 [cited 2014 Jul 4] 8(71) . Available from:  
<http://www.biomedcentral.com/1741-7007/8/71>

## Web pages

Author, initials. Title of web page.

[internet]. Year published/last updated; [cited year month day]; [number of screens or pages]. Available from: URL

National Health Service. Behind the Headlines. [internet]. 2014 [cited 2014 Jul 4]; [10 screens]. Available from:  
<http://www.nhs.uk/news/Pages/NewsIndex.aspx>

If there are no authors, use the title of the web page. If there is no title, just use the URL.



For a comprehensive list of different publication types and how to cite and reference them, see Pears R and Shields G Cite them right 9<sup>th</sup> ed. Basingstoke: Palgrave Macmillan; 2013.

## Bibliographic software

EndNote enables you to create an electronic list of references, which you can add to as you find more. It can also insert citations into your text and generate a reference list or bibliography, formatted correctly for the appropriate style. For more information, check the EndNote web pages on the Library web site.

## More information

You will find more information about plagiarism and referencing on the Library web pages. Several books on referencing are available in the libraries and give much more detailed advice. Some of the examples in this guide are fictional.

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