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*. 10th edn. London: Macmillan. Now also available in an online format: *Cite them right online*: 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.


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


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


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)


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


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.


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. 9th edn. Basingstoke: Palgrave Macmillan.

Numerical (Vancouver)

In-text citations are indicated numerically, in order, using brackets (7) or superscript7. 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.

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. op. cit. p.64

Book

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


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.


**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.


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


**Web pages**
Author, initials. Title of web page.

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 website.

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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Medical Librarians
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