

How to cite Reference

1. Introduction

This guide is based on the British Standard BS ISO 690:2010. You are recommended to follow these guidelines unless your Department or School has a different preferred form. Please check with your tutor or supervisor. BS ISO 690:2010 is available electronically via British Standards Online, accessible through the eLibrary Gateway.

The main reasons you should cite works correctly are:

- to acknowledge the work of other writers
- to enable anyone who reads your work to identify and locate your sources quickly and efficiently
- to avoid passing off someone else's ideas as your own. This is known as plagiarism and is an academic offence.

2. Definitions

Referencing: creating a bibliographic description (a reference) of each source used in an accurate and consistent way.

Citing: referring from the text to the sources used.

3. Referencing printed materials

3.1. Books

The elements required in each reference are:

AUTHOR. *Title*. Edition. Place: Publisher, date. Number of volumes (if more than one).

This information should be taken from the title page and the back of the title page, not from the cover of the book.

Author's name

- the name should be in the form which is used on the title page of the book
- forenames should not be abbreviated if they are given in full on the title page
- initials should not normally be expanded if they appear on the title page.

Note: The BS adopts a basic rule that you should not go beyond what is printed in the document. However, remember that overall consistency in your finished work is required.

Example:

SMITH, John E. *Biotechnology*. 2nd ed. London: Edward Arnold, 1988.

Note: Use the abbreviation 'ed.' to indicate an editor.

Example:

GARDNER, P., ed. *E. M. Forster: the critical heritage*. London: Routledge and Kegan Paul, 1973.

Multiple authors

- if there are two or three authors, give each one, in the order in which they appear on the title page
- if there are four or more, give all names if possible. If any are omitted, use **et al.** or **and others** to indicate there is more than one author
- the first author should be listed with surname first, followed by initial(s) or first name. Subsequent authors can be given with first name or initial(s) first, if desired.

Examples:

SCHNEIDER, Mark, Paul TESKE and Melissa MARSCHALL. *Choosing schools: consumer choice and the quality of American schools*. Princeton: Princeton University Press, 2000.

BURAWOY, Michael, et al. *Global ethnography: forces, connections, and imaginations in a post-modern world*. Berkeley: University of California Press, 2000.

Anonymous works

If the work does not appear to have an author use **Anon.**

Example:

ANON. *Primary colors: a novel of politics*. London: Chatto & Windus, 1996.

Subsidiary author (e.g. translator)

Subsidiary authors such as translators should be added after the title, with an indication of their role.

Example

BAARD, H.P. *Frans Hals*. Translated from the Dutch by George STUYCK. New York: H.N. Abrams, 1981.

Translated title

The original title of a translated information resource, or a translation of the title, may be supplied immediately after the original title.

Example:

GORKY, Maksim. *The Artamonovs* [Delo Artamonvykh]. Moscow: Foreign Languages Publishing House, 1948-1949.

Multiple place of publication

If the book has more than one place of publication, list only the first place name. If there is any ambiguity as to the geography of the place, insert clarifying information in brackets, for example, **London (Ontario)**.

3.2. Articles/chapters/papers in books

The elements required for each reference are:

AUTHOR of article/chapter/paper. Article title. In: AUTHOR or EDITOR of book. *Title of book*. Edition. Volume number (if more than one). Place: Publisher, date, page numbers.

Example:

SMITH, C. Problems of information studies in history. In: S. STONE, ed., *Humanities information research*. Sheffield: CRUS, 1980, pp. 27-30.

3.3. Printed journal articles

The elements required for each reference are:

AUTHOR. Article title. *Journal title*, date, volume number (part), page numbers.

Example:

BUNCE, J. A. Effects of humidity on photosynthesis. *Journal of experimental botany*, 1984, 35(158), 1245-1251.

Note: Volume numbers and page numbers

- the abbreviation **vol** is included in book references, but is excluded in journal article references
- pagination is indicated by the abbreviation 'pp.' in book article references, but can be excluded in journal article references
- volume numbers and part numbers should appear in Arabic numerals; however, page numbers in roman should remain in roman, as the preface is often distinguished from the text in this way
- multiple authors should be dealt with in the same way as in section 3.1 for multiple book authors.

3.4. Conferences

The elements required in each reference are:

AUTHOR or ORGANISATION. Conference Name/Title. Place: Publisher, date.

- the first element is the name of organisation or person responsible for editing the conference proceedings
- if this is not evident, begin with the name of the conference
- include the place and date of the conference.

Example:

PARTLOW, Robert B., Jr, and Harry T. MOORE, eds. *D. H. Lawrence, the man who lived: papers delivered at the D. H. Lawrence conference, Southern Illinois University, Carbondale, April 1979*. Carbondale: Southern Illinois University Press, 1980.

Note: When you cite a conference paper, the first element is the author of the paper. Follow the guidelines for referencing articles in books in section

Example:

SCHAARSCHMIDT, Gunter. Invariant and variable ordering in Slavic syntax. In: Zbigniew FOLEJEWSKI, et al, eds. *Canadian contributions to the Seventh International Congress of Slavists, Warsaw, August 21-27, 1973*. The Hague: Mouton, 1973, pp. 203-218.

3.5. Theses

The elements required in each reference are:

AUTHOR. *Title of the theses*. Type of degree (PhD, MPhil, etc), the awarding body, date.

Example:

JAMES, Veronica. *Care and work in nursing the dying: a participant study in a continuing care unit*. Ph.D. thesis, University of Aberdeen, 1986.

3.6. Reports

The elements required in each reference are:

AUTHOR. *Title*. Place: Publisher, date. Report number (if applicable).

Example:

BOULTER, P.G. and D. C. Webster. *Traffic calming and vehicle emissions: a literature review*. Crowthorne: Transport Research Laboratory, 1997. TRL-R-307.

Note: If the cited item is widely known or originally issued under a different title, this can be provided in brackets.

Example:

CENTRAL ADVISORY COUNCIL FOR EDUCATION (ENGLAND).
Children and their primary schools [Plowden Report]. London:
HMSO, 1967.

3.7. Patents

The elements required in each reference are:

APPLICANT. *Title*. INVENTOR(S). *Title*. Patent application number:
Publication date.

EASTMAN KODAK CO. *A high speed interpolation filter for television standards conversion*. Inventors: Keith R. HAILEY and John J. STOREY.
European patent application EP0453558 A1. 1991-10-30.

3.8. Manuscripts

There is no standard for manuscript citation. Follow your Departmental guidelines if available.

As with all other formats of document, it is important:

- to give sufficient, clear information about your sources so that others can retrieve them
- to be consistent

Moving from the general to the specific, the elements required in each reference are:

Name of Institution:

NUMD: Nottingham University Manuscripts Department

Name of Collection:

Newcastle Papers

Unique document reference:

Use upper/lower case and spacing as it appears on the document or in the catalogue

Ne C 368

Example: NUMD Newcastle Papers: Ne C 368

Note: If citing a manuscript volume, include folio number, recto or verso (denoting left or right hand folio).

Mi LM 6 f. 244v

3.9. Official publications

There are many different types, each with their own preferred form of citation. For examples of British official publications (command papers, House of Commons and House of Lords papers, bills, acts, statutory instruments, etc), EU publications and other jurisdictions.

4. Referencing Electronic/Online publications

4.1. Internet sources

Entire website

The elements required in each reference are:

Title. Publisher or Organisation, date [viewed date]. Available from <URL>

Example:

Words without borders: The online magazine for international literature. PEN American Center, 2005 [viewed 12 July 2006]. Available from: <http://www.wordswithoutborders.org>

Individual works

The elements required in each reference are:

AUTHOR. *Title* [online]. Place: Publisher, date [viewed date]. Available from: <URL>

It is often impossible to determine the place and publisher, and these elements should be viewed as optional.

It is essential to include the URL and the date you visited the site (viewed date), as internet documents are constantly changed, moved or removed.

Example:

PLUNKETT, Michael, ed. *Afro-American sources in Virginia: a guide to manuscripts* [online]. Charlottesville: University Press of Virginia, 1994 [viewed 27 May 2002]. Available from: <http://www.upress.virginia.edu/plunkett/mfp.html>

4.2. Electronic journal articles

The elements required in each reference are:

AUTHOR. Article title. *Journal title* [Online]. Publisher. date, volume number (part), page numbers [viewed]. Available from: <doi>

If volume number, part number and page numbers are not given, they can be omitted.

Note: A DOI (digital identifier for any object of intellectual property) provides a means of persistently identifying a piece of intellectual property on a digital network. Most online journal articles will be supplied with a DOI.

Example:

STRINGER, John A., et al. Reduction of RF-induced sample heating with a scroll coil resonator structure for solid-state NMR probes. *Journal of Magnetic Resonance* [online]. Elsevier. March 2005, vol. 173(1). 40-48 [viewed 18 July 2006]. Available from: doi:10.1016/j.jmr.2004.11.015.

4.3. Email discussion lists

The elements required in each reference are:

AUTHOR. Title of message. *Discussion list* [online]. day, month and year [viewed date]. Available from: <email address> or <URL>

Example:

LEE, Stuart. Bodley manuscript images. *Toebi* [online]. 12 October 1999 [viewed 22 June 2000]. Available from:
<http://www.mailbase.ac.uk/lists/toebi/1999-10/0001.html>

5. Referencing films and broadcasts

5.1. Films

The elements required in each reference are:

Title [film]. DIRECTOR. Place of distribution: Distributor, Date

Example:

Macbeth [film]. Directed by Orson WELLES. USA: Republic Pictures, 1948.

5.2. Broadcasts

The elements required in each reference are:

Title. Producer. Broadcast date.

Example:

Dave Allen at large. BBC TV, 25 February 2006.

6. References to items you have not read

You should always try to reference only those items that you have read. However, if it is not possible for you to see the original item, you must make this quite clear in the reference.

For example, if you have read an editorial in *The Lancet*, which refers to a book by B. Fisher, you could refer to this in your text:

The work of B. Fisher (*see The Lancet 1993, p.344*) raises...

In your list of references you should give the full details of the editorial in the *Lancet*, but not B. Fisher, because you have not read it.

7. Methods of citation

There are in general two different methods of referring from your text to the description of the documents you have used.

7.1. Harvard system (name and date)

In the text use the author's surname and the date. References should then be listed alphabetically by author at the end of the work, with the date placed immediately after the author's name.

Example: In the text:

Medieval Iceland has an important place in history (Byock 1988)

Or

Jesse Byock (1988) argues that...

Example: In the list of references:

BYOCK, Jesse L., 1988. *Medieval Iceland: society, sagas and power*. Berkeley: University of California Press.

If you need to cite more than one work by the same author published in the same year, add letters after the date.

Example:

Turner (1998a) and Turner (1998b).

If you are making precise reference to particular pages, you should identify the page numbers in the text.

Example:

The recommendations of the Royal Society (1974, p.12) suggest that we should...

7.2. Numeric system

Numbers appear in the text which refer to a numerical sequence of references at the end.

Example: In the text:

Gwyn Jones³ states that...

Or

Gwyn Jones (3) states that....

Example: In the list of references:

3. JONES, Gwyn. *A history of the Vikings*. 2nd ed. Oxford: Oxford University Press, 1984.

Note: Numbers can also be used on their own:

Example:

It can be argued³...

Or

It can be argued (3)

Page numbers can be given in the list of references or after the numbers in the text:

Example:

Jones ^{3 p.55} states that...

Or

Jones (3 p.55) states that...

8. Further reading

Bluebook: a uniform system of citation. 16th ed. Cambridge, Mass: Harvard Law Review, 1996.

BRITISH STANDARDS INSTITUTION. *Information and documentation – Guidelines for bibliographic references and citations to information resources*. London: British Standards Institution, 2010, BS ISO 690:2010

Chicago manual of style: the essential guide for writers, editors and publishers. 15th ed. Chicago: University of Chicago Press, 2003.

FRENCH, Derek. *How to cite legal authorities*. London: Blackstone Press, 1996.

GIBALDI, Joseph. *MLA handbook for writers of research papers*. 6th ed. New York: Modern Language Association of America, 2003.

LI, X. and N.B Crane. *Electronic style: a guide to citing electronic information*. Westport: Meckler, 1993.

NOTTINGHAM TRENT UNIVERSITY. *Citing references*, 7th revised edition [online]. Nottingham: Nottingham Trent University, August 2010 [viewed 26 August 2010]. Available from:

http://www.ntu.ac.uk/llr/document_uploads/66061.pdf

PRINCE, Mary Miles. *Bieber's dictionary of legal citations*. 5th ed. Buffalo: Hein, 1997.

RAISTRICK, Donald. *Index to legal citations and abbreviations*. 3rd ed. London: Sweet & Maxwell, 2008.

TURABIAN, Kate. *A manual for writers of research papers, theses, and dissertations*. 7th ed. Chicago: Chicago University Press, 2007.