

A GUIDE TO CITING REFERENCES

When you are writing a piece of academic work, you will need to refer from within your text to material written by other researchers. These references should allow anyone reading your work to identify and find the material to which you have referred. You need to be consistent in the way you reference your sources by following international standards and rules for reference and citation.

This handout introduces the two internationally recognised referencing systems that are recommended by the University of Bath (Harvard and Numeric systems). It explains:

- how to refer from your text to your references listed in a bibliography at the end of the text
- how to set out your bibliography
- how to structure the references to different types of document
- the problem of plagiarism
- reference management software available to students of the University of Bath.

Please be aware that this handout is intended to provide you with general guidelines for good practice, but for definitive instructions on the particular referencing style required of you, it is essential that you consult your academic department.

WHICH SYSTEM SHOULD I USE?

For **essays, project reports, dissertations** and **theses**, ask your Department or School which system they want you to use. If they do not recommend a system, then you can choose either the Harvard or Numeric system as you prefer.

If you are writing a **paper for an academic journal**, use the house style that they recommend: they will supply you with full instructions. If you use bibliographic software (see below) you can use the 'cite as you write' feature to set up your references in the journal's house style.

HARVARD SYSTEM

Using this system, cite your sources within your text by giving the author's surname(s), year of publication, and (when appropriate) page numbers. This brief citation tells the reader that there is a full reference to the work in the bibliography at the end of your text (see section on *The Bibliography* below).

1. If the **author's name occurs naturally within your text**, give the year, and page numbers if needed, in parentheses.
Although first prepared by Benedikt (1879), it was not until much later that Osborn and Jay (1975) confirmed its structure.
2. If the **author's name does not occur naturally within your text**, give both name and year, and page numbers if needed, in parentheses. Give page numbers when citing a chapter of a book or a direct quotation.
Although it was first prepared in the later nineteenth century (Benedikt 1879), its structure was not confirmed until much later (Osborn and Jay 1975).
3. If there are **two authors**, cite both surnames.
James and Peters (2003, p.73) have argued that...
4. If there are **more than two authors**, give the first author's name only, followed by *et al.*, but list ALL the authors in the reference in your bibliography.
The opposing view has been admirably summarised in a more recent work (Andersen *et al.* 2004, pp.23-27).
5. If you want to cite **multiple works by one author published in the same year**, then differentiate between them by adding lower case letters (a, b, c) after the year.
Tavernor's initial review of Palladio's work (2001a) is extended and examined in much more detail in his later work (2001b, pp.135-227)
6. If the work has **no named author**, then use 'Anon', except when you are referring to a **web article** or a **newspaper article with no named author**, in which case you can use the name of the website or newspaper.
In a recent review in *New Scientist* (Anon 2003, p.21) it was noted that...
Contrary to popular perception, violent crime has been shown to be decreasing (*The Times* 2004, p.7)
7. If you want to cite **a work that has been quoted in another work**, then cite both in the text.
An early study (Walters 1962, cited by Jones 1987, p.73) demonstrated that...
In this case you would list only the work by Jones (i.e. the work that you have actually read!) in your bibliography.
8. If you want to cite **a personal communication** (i.e. something someone has told you), just give the details within the text. As you have no published documentary source, there will be no corresponding reference in your bibliography.
Local people refer to Holy Well as the Starwell (S. Hunt, *pers. comm.*, 24th June 1994).

NUMERIC SYSTEM

The Numeric system is simpler to use, as each citation is given a number in parentheses, e.g.

Although first prepared by Benedikt (1) its structure was not confirmed until much later (2). It has recently been shown that it is a good chlorinating agent (3).

List the references at the end of your text in citation number order. Each time you cite an individual reference, use the number you first assigned to it, e.g. each time you cite the work by Benedikt from the example above, you would use (1) to point the reader to the first entry in your bibliography.

THE BIBLIOGRAPHY

At the end of your piece of work, you will list the references to the documents you have cited in your text. You can head up this section either *Bibliography* or *References*. If you have been asked to list other works that you have read but not cited in your text, then give those in a separate listing under a heading such as *Further Reading*.

HARVARD SYSTEM. List your references alphabetically by author's surname:-

Barratt, A., 1987. *Between two worlds: a critical introduction to 'The Master and Margarita'*. Oxford: Clarendon.
Ericson, E.E., 1991. *The apocalyptic vision of Mikhail Bulgakov's 'The Master and Margarita'*. New York: Edwin Mellen.
Milne, L., 1977. *'The Master and Margarita': a comedy of victory*. Birmingham: University of Birmingham.

If you have more than one work by the same author, list them in date order (earliest first); and if you have more than one work in the same year by the same author, list them in date and letter order (2003a, 2003b etc).

NUMERIC SYSTEM. List your references in numerical order, based on the number you have given each citation within the text, so the list of references might appear like this:

- (1) Ericson, E.E., 1991. *The apocalyptic vision of Mikhail Bulgakov's 'The Master and Margarita'*. New York: Edwin Mellen.
- (2) Milne, L., 1977. *'The Master and Margarita': a comedy of victory*. Birmingham: University of Birmingham.
- (3) Barratt, A., 1987 *Between two worlds: a critical introduction to 'The Master and Margarita'*. Oxford: Clarendon Press.

REFERENCING DIFFERENT TYPES OF DOCUMENT

There are standard reference formats for most types of document, including non-book media. Below are some examples of the more common types of document you might want to reference. Each gives the standard format for the reference, followed by an example.

NB Remember to give ALL authors' surnames in each entry in the bibliography (see 4. above). So in all cases where Author's surname, INITIALS appears below, you would enter the surnames and initials of ALL contributing authors.

1. Book

Author's surname, INITIALS., Year. *Title*. Edition (if not the first). Place of publication: Publisher.

Wells, A.F., 1975. *Structural inorganic chemistry*. 4th ed. Oxford: Clarendon Press.

2. Book with two authors/editors

Authors names, Year. *Title*. Place of publication: Publisher.

Fineman, S. and Gabriel, Y., 1996. *Experiencing organizations*. London: Sage.

3. Book with editor(s) instead of author(s)

Editor's surname, INITIALS., ed., Year. *Title*. Edition (if not the first). Place of publication: Publisher.

Wisemen, S., ed., 1967. *Intelligence and ability*. Harmondsworth: Penguin.

4. Book with corporate author

Corporate author, Year. *Title*. Edition (if not the first). Place of publication: Publisher.

Open University, 1972. *Electricity and magnetism*. Bletchley: Open University Press.

5. Book usually known by its title

Title, Year. Edition (if not the first). Place of publication: Publisher.

Oxford English Dictionary, 1989. 2nd ed. Oxford: Clarendon Press.

6. One paper from a collection in a book

Author of paper's surname, INITIALS., Year. Title of paper. *In*: INITIALS. Surname of author/editor of book, followed by ed. or eds if relevant. *Title of book*. Place of publication: Publisher, page numbers of paper.

Reid, D.R., 1967. Physical testing of polymer films. *In*: S.H. Pinner, ed. *Modern packaging films*. London: Butterworths, pp.143-183.

7. Journal article

Author's surname, INITIALS., Year. Title of article. *Title of journal*, Volume number (part), page numbers.

Brunner, F.H., 1949. Synthetic gasoline from natural gas. *Industrial and engineering chemistry*, 41(3), pp.251-255.

Note: Use this format for PDF versions of print journals

8. Conference paper (when proceedings have a named editor)

Author of paper's surname, INITIALS., year. Title of paper. *In*: INITIALS. surname of editor, ed. *Title of conference proceedings*, full date and place of conference. Place of publication: Publisher, page numbers of paper.

Crawford, G.I., 1965. Oxygen in metals. *In*: J.M.A. Lenihan and S.J. Thompson, eds. *Activation analysis: proceedings of a NATO Advanced Study Institute, 2-4 August 100964 Glasgow*. London: Academic Press, pp.113-118.

9. Conference paper (when proceedings have no named editor or are part of a major series)

Author of paper's surname, INITIALS., year. Title of paper. *Title of conference proceedings*, full date and place of conference. Place of publication: Publisher, page numbers of paper.

Soper, D., 1972. Review of bracken control experiments with asulam. *Proceedings of the 11th British Weed Control Conference, 15-17 November 1972, Brighton*. Brighton: University of Sussex, pp.24-31.

10. Newspaper article

Author's surname, INITIALS. (or newspaper title if author unknown), Year. Title of article. *Title of newspaper*, Day and Month, page number/s and column letter.

Haurant, S, 2004. Britain's borrowing hits £1 trillion. *Guardian*, 29 July, p.16c.
Independent, 1992. Picking up the bills. *Independent*, 4 June, p.28a.

11. Thesis/dissertation

Author's surname, INITIALS., Year. *Title*. Designation (type). Name of institution.

Burrell, J.G., 1973. *The importance of school tours in education*. Thesis (M.A.). Queen's University, Belfast.

12. Report

Author, Year. *Title*. Place of publication: Publisher, (Report number).

UNESCO, 1993. *General information programme and UNISIST*. Paris: UNESCO, (PGI-93/WS/22).

13. Government publication

Author, Year. *Title*. Place of publication: Publisher.

Department for Culture, Media and Sport: Architecture and Historic Environment Division, 2004.
Review of heritage protection: the way forward. London: HMSO.

Note: If an individual or company has been commissioned to write the document for the government, then use that as the author. In all other cases use the name of the government department responsible. This can make for a very long author, particularly if there is a division to name as well, as in this case.

14. Patent

Originator (name of applicant), Year. *Title of patent*. Series designation which may include full date.

Phillipp Morris Inc., 1981. *Optical perforating apparatus and system*. European patent application 0021165A1. 1981-01-07.

15. Standard

Standard number: Year. *Title*. Standards Issuing Body.

BS 5605:1990. *Recommendations for citing and referencing published material*. BSI.

16. Map

Originator's surname, first name or INITIALS, Year. *Title*, Scale. Place of publication : Publisher.

Andrews, J. and Dury, A., 1773. *Map of Wiltshire, 1 inch to 2 miles*. Devizes: Wiltshire Record Society.

17. Film, video or DVD

Title, Year of release. Material designation. Subsidiary originator (usually director). Production details
i.e. Place: Organisation.

Macbeth, 1948. Film. Directed by Orson Welles. USA: Republic Pictures

18. Television or radio broadcast

Series title: Episode number, Title of episode, Year. Medium. Transmitting organisation and channel, full date. Time of transmission.

Rick Stein's French Odyssey: Episode 5, 2006. TV. BBC2, 23 August. 20.30 hrs.
The Archers, 2006. Radio. BBC Radio 4, 23 August. 19.02 hrs.

19. Music scores

Composer, Year. *Title of work*. Edition. Place of publication: Publisher.

Beethoven, L. van, 1950. *Symphony no.1 in C, Op.21*. Harmondsworth: Penguin.

20. Illustrations, images (see also no. 24 below)

Illustrator, Year. *Title*. Material type. At: Location. Archive/register number (if available).

Williams, S., 1805. *Portrait of Major John Norton (Teyoninhokarawen)*. At: Canadian War Museum, Ottawa.
AN: 18850096-001.

21. Webpages and e-books

Author's surname, INITIALS., Year (if known). *Title* [online]. (Edition if known). Place of publication: Publisher (if known). Available from: URL [Accessed date].

Holland, M., 2002. Guide to citing Internet sources [online]. Poole: Bournemouth University. Available from: http://www.bournemouth.ac.uk/library/using/guide_to_citing_internet_sourc.html [Accessed 4 November 2002].

22. E-journal articles

Author's surname, INITIALS., Year. *Title*. *Journal title* [online], volume (issue). Available from: URL [Accessed date].

Williams, F., 1997. Electronic Document Delivery: a trial in an academic library. *Ariadne* [online], 10. Available from: <http://www.ariadne.ac.uk/issue10/edd/> [Accessed 5 December 1997].

Note: PDF versions of print journal articles are direct copies of the print edition, the same in every respect, so treat them just like print journals – see no. 7 above.

23. Article from *Wikipedia* (or other web-only encyclopaedia)

Title of work, Year if known. Title of article. In: *Title of work* [online]. Place of publication: Publisher. Available from: URL. [Accessed date].

Wikipedia, n.d. Methadone. In: *Wikipedia: the free encyclopedia* [online]. St Petersburg, Florida: Wikimedia Foundation. Available from: <http://en.wikipedia.org/wiki/Methadone> [Accessed 2 November 2005].

Note: *Wikipedia* is a 'book usually known by its title' as in section 5 above. It is a work that is being continually written so there is no one date of publication. In this situation we use n.d. meaning 'no date'. Then we use the basic format for e-books and web pages as in no. 21 above. But we are citing an entry from the encyclopaedia so we must treat that as a 'paper from a large book', as in section 6 above, putting *In:* before the encyclopaedia title. All these elements combined give us the recommended format above.

24. Illustration from *Wikipedia* (or other web-only encyclopaedia)

In your bibliography use the format for an article from *Wikipedia* in no. 23 above, and in your text show that you are citing the illustration in that article e.g. '...the diagram of Methodone (Wikipedia, n.d.)...'

Note: Remember that it is a breach of copyright to include pictures from the web in a piece of work unless:
a) The website gives you permission to do so (e.g. *Wikipedia*) OR b) You get permission from the rights holder

25. Email discussion lists (jiscmail/listserv etc)

Author's surname, INITIALS., Day Month Year. Subject of message. *Discussion List* [online]. Available from: list email address [Accessed date].

Clark, T., 5 July 2004. A European UK Libraries Plus? *Lis-link* [online]. Available from: lis-link@jiscmail.ac.uk [Accessed 30 July 2004].

26. Personal emails

Sender's surname, INITIALS., (Sender's email address), Day Month Year. *Subject of Message*. Email to Recipient's Initials. Surname (Recipient's email address).

Alston, S., (S.J.Alston@bath.ac.uk), 19 July 2004. *Society of Architectural Historians of GB*. Email to K.M. Jordan (K.M.Jordan@bath.ac.uk).

27. CD-ROMs (applies to works in their own right, not bibliographic databases)

Author's surname, INITIALS., Year. *Title* [CD-ROM]. (Edition). Place of Publication: Publisher (if known).

Hawking, S.W., 1994. *A brief history of time: an interactive adventure*. [CD-ROM]. London: Crunch Media.

28. Unpublished material held in a public archive

Author, Year(s). *Title*. Archive name, Archive number.

Woodborough C.E. School, 1873–1917. *Log book*. Wiltshire & Swindon Record Office, F8/500/297/1/1.
Post Office, 1870-1925. *Appointments of rural postmen (Wiltshire)*. Wiltshire & Swindon Record Office, 3144/2/2.

29. Unpublished material (see also no. 8 on p. 2)

e.g. notes collected by you during interviews or lectures, comments made to you during conversations etc.

These are your own notes, unpublished and inaccessible to your readers. Because they are unpublished and inaccessible, there is effectively nothing to reference. All you can do is to cite them in your text as a 'personal comment' using their name (if they are willing to give it), (*pers.comm.*), and the date of the comment e.g.

"The Vice-Chancellor of one HE institution asserted that the recent rise in student numbers is having a detrimental effect on many aspects of university life, in particular forcing staff and student to attend teaching sessions after 6pm (Anon. (*pers.comm.*) 30 August 2006)."

Note: if you are citing notes by e.g. your lecturer where they have been published on a public webpage, then you can reference them using the format for a webpage in section 21 above.

REFERENCE MANAGEMENT

Use bibliographic management software packages, like *Endnote* and *Endnote Web*, to set up your own databases to store and organise references. You can enter references manually, but the software can also retrieve references directly from electronic journals and databases. Then it inserts these stored references into pieces of academic work.

University of Bath Students Union coordinates training on these packages for undergraduates as part of its SORTED initiative. You can find more information at <http://www.bathstudent.com/>

University of Bath Computing Services (BUCS) offer courses on these packages for postgraduates and members of staff. You can find more information at <http://www.bath.ac.uk/bucs/training/>

The 'cite as you write' facility of reference management software lets you include stored references in your work using the citation style of your choice. This is particularly useful if you are submitting a piece of work to a publisher whose citation method is different from the most common styles.

You can find more information about reference management software on the Library website:
<http://www.bath.ac.uk/library/infoskills/endnote/index.html>

PLAGIARISM

Plagiarism is the practice of presenting another person's work as if it were your own. If you take data or concepts from any source, and include them in your own work without citing that source, you might be accused of deliberate plagiarism and serious misconduct (as in University regulation 7.4(h)). Citing your sources systematically and fully, every time you refer to them in your text, will ensure that you do not inadvertently plagiarise anybody else's work.

Please see the Library website for more advice on avoiding plagiarism:

<http://www.bath.ac.uk/library/infoskills/referencing-plagiarism>

The JISC Plagiarism Advisory Service also provides some helpful guidelines at <http://www.jiscpas.ac.uk>

JOURNAL TITLE ABBREVIATIONS

If you need to abbreviate journal titles (this is common practice in scientific journals) then make sure you use internationally recognised abbreviations. The Library website has a page of links to online listings of standard journal title abbreviations at <http://www.bath.ac.uk/library/guides/abbreviations.htm>

LATIN ABBREVIATIONS

You may come across these in references in academic publications.

ibid. = in the same place

et al. = and others

loc. cit. = in the [identical] passage [previously] quoted

op. cit. = in the work [previously] quoted

MORE HELP AND GUIDANCE

BS 5605:1990. *Recommendations for citing and referencing published material*. 2nd ed. BSI. This is available on the *British Standards Online* service.

BS 6371:1983. *Citation of unpublished documents*. BSI. This is available on the *British Standards Online* service.

Chicago Manual of Style, 2006. 15th ed. Chicago: University of Chicago Press. This is available in the Reference Collection on Level 3 of the Library at 808 CHI.

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