Vancouver (Numbering) Referencing Handbook

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#

## What is referencing?

The University has adopted the ‘Cite Them Right’ ([www.citethemrightonline.com](http://www.citethemrightonline.com)) style of referencing and according to the co-authors, Graham Shields and Richard Pears, referencing is;

“…the process of acknowledging the sources you have used in writing your essay, assignment or piece of work. It allows the reader to access your source documents as quickly and easily as possible in order to verify, if necessary, the validity of your arguments and the evidence on which they are based. You identify these sources by citing them in the text of your assignment (called citations or in-text citations) and referencing them at the end of your assignment (called the reference list or end-text citations). The reference list only includes the sources cited in your text. It is not the same thing as a bibliography, which uses the same referencing style, but also includes all material, for example background readings, used in the preparation of your work.” (<http://www.citethemrightonline.com/Basics/what-is-referencing>)

## Copyrighted sources

At present copyright law allows only small extracts of items to be copied legally provided that they are referenced (and following the guidance herein fulfills that perfectly!). Only copy what is completely necessary, and only where the use falls into one or more of the following categories:

* personal private study
* non-commercial research
* criticism and review
* illustration for instruction
* parody pastiche or caricature
* or quotation

Students’ use will fall under personal private study, criticism and review, illustration, and/or quotation. For further information, go to; [https://intranet.birmingham.ac.uk/copyright](https://owa03.bham.ac.uk/owa/redir.aspx?SURL=FA48pKlGAn73c2-S3urMBAAzoTlODzc60dSqDFL50NYdhcXJ5pvSCGgAdAB0AHAAcwA6AC8ALwBpAG4AdAByAGEAbgBlAHQALgBiAGkAcgBtAGkAbgBnAGgAYQBtAC4AYQBjAC4AdQBrAC8AYwBvAHAAeQByAGkAZwBoAHQA&URL=https%3a%2f%2fintranet.birmingham.ac.uk%2fcopyright)

## Why should I reference?

* Whatever else they disagree upon, all historians insist upon referencing, and there are certain rules that we all follow. There are four good reasons for referencing*,* and for referencing properly, which underpin our own work, and should also underpin yours:
* To let anybody check where you got your information.
* So that you can come back to your own work and know where you found a particular quotation or piece of information.
* To avoid accusations of plagiarism.
* To prevent you using outdated and inaccurate books, articles, or websites.
* While it is certainly possible to produce respectable work which contains no references (most textbooks, for instance), as a general rule you should not put your trust in any resource which does not give references.

## What should I reference?

The level of referencing will depend on the nature of the piece of work you are writing: a coursework essay for a first-year survey module will probably require less than a third-year dissertation. There is no maximum level of referencing, but do not let referencing become a fetish. If you have worries about the amount of referencing which would be appropriate, seek advice from your module tutor.

As a general minimum, you should include a reference when:

* You quote or paraphrase from a primary source or secondary work
* You make use of a statistic
* You paraphrase or otherwise refer to the ideas or writings of a named or identifiable historian

For most modules you will not be required to give references for basic factual material – only at dissertation level is it the guiding rule that ‘every substantive statement requires a reference’. Where facts are contested, and you are taking sides in an argument, you must then indicate the source of your own ideas, and if appropriate acknowledge the opposing camp(s) with references as well.

## How should I reference?

There are many different ways to reference, but the style that this guide will be using is the Vancouver (Numbering) style. As of the creation of this handbook, the courses at the University that use this method include;

* Chemistry
* Physics and Astronomy
* PGRs in biomedical areas
* SportEX
* Medicine
* Maths and Stats
* Dentistry (BDS)

## Setting out citations

Vancouver uses numeric references in the text, either numbers in brackets (1) or superscript (9). These are then often linked to full citations in footnotes. However, many tutors do not like using footnotes and simply use the reference list system itself, with no footnotes. The same citation number is used whenever a source is cited in your text. These in-text numbers are matched to full, numbered references for each publication in a reference list. The reference list lists publications in the order they appeared in the text, *not* alphabetically.

The key thing to remember is that the name of the journal must be abbreviated according to the style used by the NLM Catalog (these titles can be found at this link - <http://www.ncbi.nlm.nih.gov/nlmcatalog/journals>).

The reference list should only include sources you have cited in your text. List any sources you read but did not cite in your work in a separate bibliography. Usually, the reference list is included in your word count, whereas your bibliography is **not**. However, it is best to check with your subject supervisor or lecturer before beginning your work.

## Setting out quotations

Any quotations used should be relevant to the argument you are making. Short quotations (1-2 lines) can be set in quotation marks and included within the body of the text.

## Secondary referencing

“From time to time, you might find evidence of other research cited in the source you are reading. A secondary reference is when you quote or paraphrase from a source which is mentioned in another text. If you do happen to use a secondary reference in your essay or dissertation, you need to distinguish between the source you have read, and the one you are indirectly referring to by quoting their work. The latter is called a secondary source. The secondary source is presented first in an in-text reference, followed by the words ‘as cited by' to show that it is cited in another source. The source which you have read, or the original source, is then given with the appropriate citation number in brackets.”

(found on; <http://www2.le.ac.uk/offices/ld/resources/writing/vancouver/vancouver-contents/1.6-secondary-reference>)

## Points to look out for

### Multiple authors

Many science publications are the result of collaborative work, resulting in multiple authors who require citation. If you have six authors or fewer, list all of them. If there are more than six authors, cite the six authors followed by et al.

### Organisations as authors

Names of organisations are spelt out, not abbreviated.

### No authors identified

If no authors or editors are listed, use the title of the book, journal article or website.

### Edition

The abbreviation ed. is used for edition.

### Author names

Authors should be cited by family name, then initials.

### Journal titles

Journal titles are abbreviated. If the correct abbreviation is not included in the journal article you have used, check <http://www.nlm.nih.gov/tsd/serials/lsiou.html>. Use a capital letter for each word of the abbreviated title.

### Book titles

Only the first word and any proper nouns or acronyms are capitalised and the title is neither underlined nor italicised.

# PART TWO - REFERENCES

## BOOKS

### Printed books

#### Printed book with one author

In-text citation:

According to Guy, the Zulus faced many grave dangers when confronting the British. (1) (p37)

Reference list:

Guy J. The view across the river: Harriette Colenso and the Zulu struggle against imperialism. Charlottesville, Virginia: University Press of Virginia; 2001.

Author/editor

Title (capitalise only the first letter of the first word and any proper nouns)

Edition (only include the edition number if it is not the first edition)

Place of publication: publisher;

Year of publication

#### Printed book with two or three authors

In-text citation:

Banerjee and Watson (2) have suggested…

Reference list:

Banerjee A, Watson TF. Pickard’s manual of operative dentistry. 9th ed. Oxford: Oxford University Press; 2011.

Author/editor

Title (capitalise only the first letter of the first word and any proper nouns)

Edition (only include the edition number if it is not the first edition)

Place of publication: publisher;

Year of publication

#### Printed book with more than three authors

In-text citation:

This was proved in ‘Engineering design’. (3)

Reference list:

Dym CL, Little P, Orwin EJ, Spjut RE. Engineering design: a project-based introduction. 3rd ed. Hoboken, NJ: Wiley; 2009.

Author/editor

Title (capitalise only the first letter of the first word and any proper nouns)

Edition (only include the edition number if it is not the first edition)

Place of publication: publisher;

Year of publication

#### Printed book with an editor

In-text citation:

This was clearly shown in Al-Sabbagh. (3)

Reference list:

Al-Sabbagh M, editor. Complications in implant dentistry. Philadelphia, Pennsylvania: Elsevier; 2015. Series: Dental clinics of North America; v. 59, no. 1.

Author/editor

Title (capitalise only the first letter of the first word and any proper nouns)

Edition (only include the edition number if it is not the first edition)

Place of publication: publisher;

Year of publication

#### Printed book with authors and editors

In-text citation:

Lucas (5) remarks that

Reference list:

Lucas G. The wonders of the Universe. 2nd ed. Jones F, Smith J, Bradley, T, editors. London: Smiths; 2004.

Author/editor

Title (capitalise only the first letter of the first word and any proper nouns)

Edition (only include the edition number if it is not the first edition)

Place of publication: publisher;

Year of publication

#### Printed book with no author

In-text citation:

It is maintained that medicine has greatly improved over time. (6)

Reference list:

Medicine in old age. 2nd ed. London: British Medical Association; 1985.

Author/editor

Title (capitalise only the first letter of the first word and any proper nouns)

Edition (only include the edition number if it is not the first edition)

Place of publication: publisher;

Year of publication

### Electronic books (ebooks)

#### E-Book

In-text citation:

Within English medicine, there were a great many changes. (3)

Reference list:

3. Wear A. Knowledge and practice in English medicine [internet]. Cambridge: Cambridge University Press; 2000 [cited 2015 June 17]. Available from: <http://site.ebrary.com/lib/bham/detail.action?docID=5004608>.

Author/editor
Title of book
[internet]
Publication details
[cited…]
Available from: URL

### Multi-Volume works

In-text citation:

Jones (6) suggests that…

Reference list:

Jones D, editor. Definitions of life. London: Pirate Publishers; 1999.

Author/editor
(author/editor)
Title
Publication details
Volumes (if relevant)

#### Collected Works

In-text citation:

In his collected works, Geddy Lee (5) explains…

Reference list:

5. Lee G, editor. Rush: the early years (vols 1-30). Toronto: Toronto Press; 1976-90.

Author/editor
(author/editor)
Title
Vols (in brackets)
Publication details

### Sacred texts

#### Bible

In-text citation:

It was found in the Beatitudes. (4)

Reference list:

4. The Holy Bible. King James Version. Oxford: Oxford University Press; 2013. Matthew 5:3-12.

Holy Bible
Version of the Bible
Publication details
Book of the Bible
Chapter:verse

#### Torah

In-text citation:

It is said that ‘a righteous man falls down seven times and gets up’. (8) (p. 47)

Reference list:

The Torah. London: Kuperard Publishers; 2010. Proverbs 24:16.

Torah
Publication details
Book
Chapter: verse

#### Qur’an

In-text citation:

‘Nothing is hidden from Allah, whether on Earth or in Heaven’. (5)

Reference list:

5. Qur’an.14:38.

Qur’an
Surah: verse
Publication details (if relevant)

### More books

#### Ancient Texts

In-text citation:

The epic tale by Homer (9)…

Reference list:

Homer. The Iliad. In Davies J, translator. London: Dover Publications; 1997.

Author
Title
In… translator… (if relevant)
Publication details
Series and volume number (if relevant)

#### Anthologies

In-text citation:

In their collection of poems, Mead and Tranter (7)…

Reference list:

7. Mead C, Tranter J, editors. The penguin book of modern Australian poetry. London: Bloodaxe Books; 1991.

Editor/editors
Title
Publication details

#### Atlases

In-text citation:

As illustrated in the text (6)…

Reference list:

6. Oxford School Atlas.3rd ed. Oxford: Oxford University Press; 2012.

Author/editor (if relevant)
Edition
Publication details
Series and volume number (where relevant)

### Audiobooks

In-text citation:

Fry (8) was emphatic in his description of the beast.

Reference list:

Fry S. The Hippopotamus [audiobook]. 2004 [cited 2015 Jun 3]. Available from: <http://www.audiobookstore.com/uk/>.

Author/editor
Title
[audiobook]
Year/date of release
Available from:
[cited…]

#### Book illustrations, figures, diagrams, logos and tables

In-text citation:

Jones’ painting illustrated his immense skill (9)…

Reference list:

Bevin A. Lost Welsh Treasures. London: Davies Publishers; 1997. Figure 17, p. 77-78.

Author of book
Title
Publication details
illus./fig./diagram/logo/table

Page reference

#### Bibliographies

In-text citation:

Lifeson (6) noted the key research…

Reference list:

6. Lifeson A. Select bibliography of Canadian autobiographies. Toronto: University of Toronto, School of Librarianship; 1981.

Author/editor
Title
Edition (if relevant)
Publication details
Series and volume number (where relevant)

**Books in languages other than English**

In-text citation:

Napoleon was a natural leader. (5)

Reference list:

5. Maria Dell’Isola. Napoleon. [Napoléon].Paris: R. Helleu; 1934.

Author/editor
Title (italics)
[title in the foreign language] (in italics)
Publication details

#### Historical books in online collections

In-text citation:

James’ measured plans (2)…

Reference list:

2. James P. Ruins of the palace at Thermopylae. London: printed for the author; 1654 [cited 18 June 2015]. Available from: <http://site.ebrary.com/lib/birmingham>

Author/editor
Title
Publication details
[cited…]
Available from: URL

#### Lines in plays/scripts

In-text citation:

‘I prithee do not mock me fellow student’ (8)…

Reference list:

8. Shakespeare W. Hamlet. In Bryant K (editor). London: Penguin; 1998.

Author
Title
In…Editor/Translator
Publication details

#### Manuscripts

In-text citation:

The evidence (4) points to…

Reference list:

4. Simpson J. 6/57/896 [manuscript]. Birmingham, UK: Birmingham University Library; 1865.

Author
Manuscript numeric details – reference number
[manuscript]
Location of manuscript
Name of collection containing manuscript
Year (if relevant)

#### Magazine Articles

In-text citation:

Stevens discusses this clearly (9)…

Reference list:

9. Stevens N. Circular motion*.* Physics monthly. 2011; November: p8-15.

Author
Title of article (in italics)
Title of journal
Year of publication
Month of publication
Page references

#### Pamphlets

In-text citation:

The pamphlet (7)…

Reference list:

7. Royal College of Physicians, British Geriatrics Society, British Pain Society. The assessment of pain in younger people: local guidelines [pamphlet]. Concise guidance to good practice series,No. 9. London: RCP; 2008.

Author/editor
Title
[pamphlet]
Title of pamphlet (if relevant)
Series and volume number (where relevant)
Publication details

**Reprint editions**

In-text citation:

One of the very first historians (9)…

Reference list:

9. Seaman D. The king of the truth [reprint]. London: B.Y. Jove; 1998/1945.

Author/editor
Title
[reprint]
Publication details for reprint publication and publisher
Year of reprint/year of original print

#### Translated books

In-text citation:

Ludwig (7) feared the worst for Napoleon…

Reference list:

7. Ludwig E. Napoleon*.* Paul E and Paul C (translators). London: Book Jungle; 2005.

Author/editor
Title (in italics)
Translators
Publication details

## JOURNALS

### Journal articles

### Print journal

In-text citation:

In their review of the literature (7)…

Reference list:

7. Knapik JJ, Cosio-Lima LM, Reynolds KL. Efficacy of functional movement screening for predicting injuries in coast guard cadets. J Strength Cond Res 2015; 29 (5): 1157-1162.

#### E-Journal

7. Knapik JJ, Cosio-Lima LM, Reynolds KL. Efficacy of functional movement screening for predicting injuries in coast guard cadets. J Strength Cond Res [internet]. 2015 [cited 2015 June 23]; 29(5): 1157-1162. Available from: <http://journals.lww.com/jscr/Abstract/2015>.

Author(s)

Title of article

Title of journal (capitalise all initial letters)

[internet]

Date of publication as year month day

[cited year month day];

Volume (issue):

Page numbers (not preceded by p.)

Available from: URL or Digital Object Identifier (doi)

#### Journal articles (accessed via VLE)

In-text citation:

In their review of the literature (9) (p. 1158)…

Reference list:

9. Knapik JJ, Cosio-Lima LM, Reynolds KL. (2015) Efficacy of functional movement screening for predicting injuries in coast guard cadets. J Strength Cond Res, 29 (5), p1157-1162. EDUC 1028: E-learning.Available at: <http://intranet.bir.ac.uk> [cited 2015 June 25].

Author(s)
Year of publication (in round brackets)
Title of article (in single quotation marks)
Journal article
Volume, issue, page number
Page references
Module code: module title (in italics)
Available at: URL
[cited…]

#### Prepublication journal articles

In-text citation:

Several scientists have encountered a problem in this area. (6)

Reference list:

6. Jones J, Kree J, Rigby P. Aerobic capacity. To be published in J Strength and Cond Res.[Preprint]. 2015 [cited 2015 June 23]. Available from: <http://journals.lww.com/jscr/Abstract/2015>.

Author(s).

Title of article.

Title of journal [cited year month day];

Epub year month day.

Volume (issue):

Page numbers.

Available from: URL OR doi: doi number.

Journal with more than six authors

**In-text citation:**

Bangladesh has treated its patients with a new drug. (4)

**Reference list:**

4. Meakin CJ, King DA, White J, Scott JM, Handley H, Griffiths A, et al. Screening for depression in the medically ill. J Nerv Ment Dis 1991; 12: 45-53.

Author(s)
Title of article
Title of journal
Date of publication as year month day;
Volume (issue):
Page numbers (not preceded by p.)

#### NICE/NHS Guideline

In-text citation:

This topic is covered by NICE Guideline NG28. (9)…

Reference list:

9. National Institute for Health and Care Excellence. Type 2 diabetes in adults: management. NICE guidelines NG28 [internet]. London: National Institute for Health and Care Excellence; 2015 [cited 2016 Jan 6]. Available from: <http://www.nice.org.uk/guidance/ng28>

Author(s)
Title of guideline
[internet]
Place: publisher; year of publication
[cited]

Available from:

#### Cochrane Library Reviews

In-text citation:

There was clear evidence (10) to suggest that…

Reference list:

McDonald S, Page MJ, Beringer K, Wasiak J, Sprowson A. Preoperative education for hip or knee replacement. Cochrane Database of Systematic Reviews. [internet]. 2014 [cited 2015 Jun 23]; Issue 5. Art. No.: CD003526. DOI: 10.1002/14651858.CD003526.pub3.

Author(s)
Title of publication
Database name
Year of publication
Issue number
Article Number (Art. No.:…)
Report number (CD…)

#### Magazine Articles

In-text citation:

Stevens discusses this clearly (9)…

Reference list:

9. Stevens N. Circular motion.Physics monthly. 2011; November: p8-15.

Author
Title of article (in italics)
Title of journal
Year of publication
Month of publication
Page references

## DIGITAL AND INTERNET

### The internet

#### Blog

In-text citation:

No evidence was suggested (9) in the wake of the bombings.

Reference list:

9. Davidson A. The Saudi Marathon Man. The New Yorker.Weblog. [internet] Available from: <http://www.newyorker.com/news/daily-comment/the-saudi-marathon-man> [cited 2015 June 22].

Author of message
Title of message
Title of internet site
Weblog
[online]
Available from: URL
[cited…]

#### Facebook

In-text citation:

The University of Birmingham is soon to have a new library. (2)

Reference list:

2. University of Birmingham. New for 2016 on campus will be a fabulous library, filled with new and emerging technologies. [Facebook]. 2015 June 9 [cited 2015 June 18]. Available from: <https://www.facebook.com/unibirmingham>.

Author
Message (or in brief if the post is longer than a short sentence)
URL
[Facebook]
Date posted
[cited…]
Available from: URL

#### Twitter

In-text citation:

The University of Birmingham are well accomplished in using social media. (19)

Reference list:

19. University of Birmingham. We hope our alumni are having a great time today at the Alumni Sports Day via @unibirmingham <https://twitter.com/unibirmingham/status/609691694762627072> [Twitter]. 13 June 2015 [Cited 2015 June 17]. Available from: <https://twitter.com/unibirmingham>.

Author of message
Message (or in brief if it is longer than a short sentence)
via Twitter handle
URL
[Twitter]
Date of post
[cited…]
Available from: URL

#### Internet – Wiki

In-text citation:

Rush originated from the Willowdale neighbourhood of Toronto, Ontario. (4)

Reference list:

4. Wikipedia: the free encyclopaedia [Internet]. Rush (band); [modified 2015 June 18; cited 2015 June 18]. Available from: <https://en.wikipedia.org/?title=Rush_(band)>.

Title of Wiki
[internet]
Title of article
[last modified, cited…]
Available from: URL

## Web pages

### Web page – individual author

In-text citation:

“Millions of soldiers died on the Western Front” in World War One. (15)

Reference list:

15. Snow D. How did so many soldiers survive the trenches? [internet]. 2014 [cited 2015 July 18]. Available from: http://www.bbc.co.uk/guides/z3kgjxs

Author
Title of web page
URL
[cited…]

#### Web page – organisation as the author

In-text citation:

During WW1 (5)…

Reference list:

5. BBC News. ‘Lights out’ ends day of WW1 centenary commemorations. [internet]. 2014 [cited 2014 June 18]. Available from: <http://www.bbc.co.uk/news/uk-28632223>.

Organisation
Title of page
[internet]
Year of publication
[cited…]
Available from: URL

#### Web page – no authors or titles

In-text citation:

Thunderstorms have become increasingly common. (8)

Reference list:

8. [2015; cited 2015 June 18]. Available from: <http://www.blitzortung.org/Webpages/index.php?lang=en&page=1>.

[Year of publication; cited…]
Available from: URL

#### Web page – no authors

In-text citation:

Millions of men died on the Western Front. (8)

Reference list:

8. *How did so many soldiers survive the trenches?* [internet]. 2014 [cited 2015 July 18]. Available from: <http://www.bbc.co.uk/guides/z3kgjxs>

Title of page (in italics)
URL
[cited…]

#### Web page – no dates

In-text citation:

He was seen by many to be a great man. (43)

Reference list:

43. BBC History. Duke of Wellington (1769-1852). [internet]. [2014] [cited 2015 June 18]. Available from: <http://www.bbc.co.uk/history/historic_figures/wellington_duke_of.shtml>

Author
Title
URL
[cited…]

#### Radio and internet radio

In-text citation:

According to the latest research (8) …

Reference list:

8. *The Sun.* BBC Radio 4 [radio broadcast]. 2015 Jan 1.

8. *The Sun.* BBC Radio 4 [radio broadcast]. 2015 Jan 1. Available at <http://www.bbc.co.uk/programmes/b048nlfb#auto> [cited 2015 Jan 23].

Title of programme (in italics)
Name of channel
[radio broadcast]
Date of transmission
Available at: URL
[cited…]

#### Photographs from the internet

In-text citation:

The great photograph (5) …

Reference list:

5. Jarvis C. Blue [Photograph]. 2015 [cited 2015 June 18]. Available from: <http://www.chasejarvis.com/#s=10&mi=2&pt=1&pi=10000&p=8&a=0&at=0>

Photographer
Title of photograph
[photograph]
Year of publication
[cited…]
Available from: URL

#### Papers from conference proceedings published on the internet

In-text citation:

Jones (3) explained…

Reference list:

3. Jones D. ‘Developing big business’, Large firms policy and research conference (University of Birmingham, 1999 Dec 18-19) [cited 2014 Jan 19]. Leeds: Institute for Large Businesses; 1999. Available from: <http://www.bigbusinesses.co.uk/jonesd>

Author
Title of paper (in single quotation marks)
Title of conference
(location and date of conference)
[cited…]
Publisher
Available from: URL

#### Television programmes viewed on the internet

In-text citation:

…Napoleon was defeated. (9)

Reference list:

9. *Napoleon.* BBC 2 [television broadcast]. 2015 June 17. Available at: <http://www.bbc.co.uk/iplayer/episode/b05zq7xf/napoleon-episode-2> [cited 2015 Jun 18].

Title of programme (in italics)
Channel
[television broadcast]
Date published
Available at: URL
[cited…]

#### Video or films on YouTube

In-text citation:

The video produced by the University of Birmingham (4) shows…

Reference list:

4. The University of Birmingham. The University of Birmingham experience [YouTube]. 2010 Dec 15 [cited 2015 June 18]. Available from: <http://www.youtube.com/birm17936443620vsaieu278>.

Name of person/organisation posting the video
Title of video
[YouTube]
Date of video’s publication
[cited…]
Available from: URL

### Digital repositories

#### Books in digital repositories

In-text citation:

Several PhD candidates gave useful advice (18) …

Reference list:

18. Davids E, Wright I. Doing referencing*.* Birmingham: Reference-works; 1999.

Reference books and journal articles in repositories should be referenced as you would for the corresponding print versions.

#### Conference papers in digital repositories

In-text citation:

Jones (9) revoked the theory…

Reference list:

9. Jones S. Is there a correct way to reference? *Workshop on referencing in universities,* Main Library, University of Birmingham, UK; 2003 Mar 30-Apr 2.

Author
Title of paper
Title of conference (in italics)
Organisation or company
Location and date of conference

### CD-ROMs or DVD-ROMs

#### CD-ROM

In-text citation:

The music industry has expanded greatly, and the ‘Now That’s What I Call Music’ series has proved this. (17)

Reference list:

17. Now that’s what I call music 91 [CD-ROM]. London: EMI Group Limited; 2015.

Title of publication
[CD-ROM]
Publication details

#### DVD-ROM

In-text citation:

It was evident that (13) …

Reference list:

Saving Private Ryan [DVD]. Hollywood: Paramount Pictures; 1998.

Title of publication
[DVD]
Publication details

### Computer games and programs

#### Computer Games

In-text citation:

Games such as *Rome: Total War* (4)…

Reference list:

4. The Creative Assembly. Rome: Total War [computer game]. London: The Game Company; 2004.

Author (if given)
Title of game
[computer game]
Publication details

#### Computer Programmes

In-text citation:

It has been found (28) that…

Reference list:

28. Epi Info [computer program]. Version 6. Atlanta (GA): Centres for Disease Control and Prevention; 1994.

Author
[computer program]
Version
Publication details

### Personal and virtual learning environments

#### Journal articles (accessed via VLE)

In-text citation:

In their review of the literature (9, p. 1158) …

Reference list:

9. Knapik JJ, Cosio-Lima LM, Reynolds KL. Efficacy of functional movement screening for predicting injuries in coast guard cadets. J Strength Cond Res. 2015 [cited 2015 Jun 25]; 29 (5), p1157-1162. EDUC 1028: E-learning.Available at: <http://intranet.bir.ac.uk> .

Author(s)
Year of publication (in round brackets)
Title of article (in single quotation marks)
Journal article
Volume, issue, page number
Page references
Module code: module title (in italics)
Available at: URL
[cited…]

#### PowerPoint presentations

In-text citation:

The great presentation (4) …

Reference list:

4. Whittingham D. History of warfare [PowerPoint presentation] (2014) [cited 2014 Jun 7]. Available at: <https://intranet.bham.ac.uk>

Author or tutor
Title of presentation
[PowerPoint presentation]
Year of publication (in round brackets)
[cited…]
Available at: URL

#### Tutors’ lecture notes in VLEs/intranet

In-text citation:

The tutor’s notes (15) …

Reference list:

15. Whittingham D. Zulu warriors. University of Birmingham: unpublished notes; 2015.

Author or tutor
Title of notes
Establishment
unpublished notes
Year of access

**MEDIA AND ART**

*Newspaper articles*

In-text citation:

Businesses and organisations around York are showing their support. (9, p. 6)

Reference list:

9. Lewis S. Rainbow support for York pride. The Press, York. 2015 Thursday June 18,

Author/byline
Title of article
Title of newspaper
Date of publication: page references (if relevant)

### Live performances

#### Concerts

In-text citation:

Rush (35) wowed the audience…

Reference list:

35. Rush. Bishopthorpe Social Club, York, UK [concert]; 19 Mar 2015.

Composer
Location of performance
[concert]
Date of performance

#### Plays

In-text citation:

It was a spectacular piece of engineering (9) …

Reference list:

9. Smith D, director. Romeo and Juliet [play]. Theatre Royal, York, UK; 2013.

Director
(director)
Title of play
[play]
Location of play: year seen

### Visual sources

#### Book illustrations, figures, diagrams, logos and tables

In-text citation:

Jones’ painting illustrated his immense skill (9) …

Reference list:

9. Bevin A. Lost Welsh Treasures. London: Davies Publishers; 1997. Figure 17, p77-78.

Author of book
Title
Publication details
illus./fig./diagram/logo/table

Page reference

#### Cartoons

In-text citation:

Joe Bloggs (17) highlighted the issue…

Reference list:

17. Bloggs J. The key issue [Cartoon]. The Times.2013 Jan 20 [cited 2015 July 25]. Available at: <http://www.times.co.uk/world/cartoon/2013/jan/20/bloggs>.

Artist
Title of cartoon
[cartoon]
Paper published in
Date published [cited …]
Available at: URL

#### Comics

In-text citation:

Dennis the Menace is still going strong (3)…

Reference list:

3. The wrath of Gnasher. The Beano. London: Beano Publishing, 25 July 2015. p. 40-42.

Author (where available)
Title of comic strip
Title of comic
Publication details
Page reference

#### Displays

In-text citation:

It is obvious (3) that…

Reference list:

3. Paintings of John Doe[display board]. Pontefract, UK: Alex Davids Art Gallery exhibition; 2012 [cited 2015 Apr 28].

Title
[Display board]
Year published (if relevant)
Location of display

[cited…]

#### Exhibitions

In-text citation:

The acclaimed exhibition in London is one to behold (2) …

Reference list:

2. Pre-Raphaelites: Victorian avant-garde [exhibition]. London: Tate Modern; 2012 Sept 12 – 2013 Jan 13 [cited 5 Dec 2012].

Title of exhibition
[exhibition]
Location and dates of exhibition
[cited…]

#### Installations

In-text citation:

It was clear (18) that…

Reference list:

18. Thompson J. My house [installation]. London: Tate Modern; 2009 Jan 4.

Artist
Title of installation
[installation]
Gallery of location, date viewed

#### Graffiti

In-text citation:

The graffiti (9) was very bold…

Reference list:

9. Unknown artist. Jimmy no! [graffiti]. 15 West Street, York, UK; 2015 Jun 23.

Artist (or unknown artist)
Title or description
[graffiti]
Location of graffiti
Date viewed

### Inscriptions

#### On monuments

In-text citation:

The gravestone of the man (6) showed him to be the man he truly was.

Reference list:

6. ‘James Smith’ [monument inscription]. St Andrews Churchyard, Bishopthorpe York; 2014 [cited 2015 Jun 22].

Name of deceased (in single quotation marks)
[monument inscription]
Location of monument
Date created
[cited…]

#### On Buildings

In-text citation:

The exterior inscription by Stevens (7) …

Reference list:

7. Stevens G. Inscription on English development centre [inscription on building]. Jubbergate, York, UK; 2005 [cited 2008 Mar 17].

Author (if known)
Inscription on…
[inscription on building]
Location of inscription
Year created (if relevant)
[cited…]

### Maps

#### Ordnance survey maps

In-text citation:

Archaeological sites are clearly shown (9) …

Reference list:

9. Ordnance survey. York [map]. Southampton: Ordnance Survey; 2002. 1:50 000. Landranger series; 56.

Ordnance survey
Title
[map]
Place of publication: publisher; year of publication
Scale

Series; sheet number

#### Geological survey maps

In-text citation:

The landscape has changed quite significantly. (8)

Reference list:

8. Ordnance survey. Castleford [map]. Southampton: Ordnance Survey, Geological Survey of Great Britain [England and Wales]; 1988. 1:50 000. Sheet 16.

Corporate author and publisher
Title
(Sheet number and scale)
Place of publication: publisher; year of publication
Scale

Series; sheet number

#### Online maps

In-text citation:

The social club is close to the playing field (5) …

Reference list:

Ordnance survey. Ferry lane [map]. 2010 [cited 2014 Jun 8]. Tile sp15nw, 1:10 000. Available at: <http://edina.ac.iuk/digimap/>

Map publisher
Title of map section
(Sheet number or tile, scale)
Year of publication
[cited…]
Available at: URL

#### Medical images

In-text citation:

The X-ray (5) evidently showed…

Reference list:

5. The femur [X-ray] 2014 [cited 2015 Jun 25]. Available from: <http://www.anatomy.tv/femur>

Image title
[X-ray]
Year of publication (in round brackets)
[cited…]
Available from: URL

#### Mood boards

In-text citation:

The mood board (4) …

Reference list:

4. Smith D. Hello [mood board] 2012 [cited 2015 Jun 19]. Available from: <http://www.flickr.com/photos/hello/57647>

Artist (if known)
Title
[mood board]
Year of publication
[cited…]
Available from: URL

#### Packaging

In-text citation:

The packaging (9) made it clear that…

Reference list:

9. Mars Incorporated. Mars Bar [wrapper] (2013).

Manufacturer
Title of package
[medium of package]
Year of production

#### Paintings/drawings

In-text citation:

Works by Dali (2) are fascinating.

Reference list:

2. Dali S. Madonna [oil on canvas]. London; Tate Gallery; 1958.

Artist
Title of work
[Medium of work]
Institution or collection that houses the work
Year (if available)

### Photographs/images

### Prints or slides

In-text citation:

It is ever so clear (3) that…

Reference list:

3. Tebow T. York at night [photograph]. York: Here and There Publishing; 2009.

Photographer
Title of photograph
[photograph]
Place of publication: publisher
Year of publication

#### Photographs from the internet

In-text citation:

The great photograph (5)…

Reference list:

5. Jarvis C. Blue [Photograph]. 2015 [cited 2015 June 18]. Available from: <http://www.chasejarvis.com/#s=10&mi=2&pt=1&pi=10000&p=8&a=0&at=0>

Photographer
Title of photograph
[photograph]
Year of publication
[cited…]
Available from: URL

#### Clip art

In-text citation:

The image of the dinosaur(56) …

Reference list:

56. Dinosaur [clip art] [cited 2015 Jun 17]. Available from: <http://www.clipart.co.uk/cgibin/dinosaur>

Title of clip art
[clip art]
[cited…]
Available from: URL

#### Postcards

In-text citation:

The shore was beautiful. (6)

Reference list:

6. Terrence T. Tintagel [postcard]. England: Cornwall Gallery; no date.

Artist (if available)
Title of postcard
[postcard]
Place of publication: publisher
Year (if available)

#### Posters

In-text citation:

The image (9)…

Reference list:

9. Severn J. Le Joue [poster]. London: Early Morning Publishers; no date.

Artist (if known)
Title
[poster]
Publication details
Year (if known)

#### PowerPoint presentations

In-text citation:

The great presentation (4)…

Reference list:

4. Whittingham D. History of warfare [PowerPoint presentation] (2014) [cited 2014 Jun 7]. Available at: <https://intranet.bham.ac.uk>

Author or tutor
Title of presentation
[PowerPoint presentation]
Year of publication (in round brackets)
[cited…]
Available at: URL

#### War Memorials

In-text citation:

The memorial (5)…

Reference list:

5. Boorman D. For your tomorrow [war memorial]. York Minster, Deangate, York, UK; 1995 [cited 2014 Jun 22].

Name of architect (if known)
Title of memorial
[war memorial]
Location of memorial
Date of construction
[cited…]

### Audiovisual material

#### CD-ROM

In-text citation:

The music industry has expanded greatly, and the ‘Now That’s What I Call Music’ series has proved this. (17)

Reference list:

17. Now that’s what I call music 91 [CD-ROM]. London: EMI Group Limited; 2015.

Title of publication
[CD-ROM]
Publication details

#### DVD-ROM

In-text citation:

It was evident that (13)…

Reference list:

Saving Private Ryan [DVD]. Hollywood: Paramount Pictures; 1998.

Title of publication
[DVD]
Publication details

#### Microform

In-text citation:

Data from Jones (9)…

Reference list:

12. Jones P. The Jones collection [microform]. York, UK: Jones Physiological Association; 1997.

Author
Title of microform
[microform]
Place of publication: publisher
Year of publication

#### Phonecasts

In-text citation:

Zuckerberg created his website (89) …

Reference list:

89. *A conversation with Mark Zuckerberg* [phonecast] (2007) [cited 2014 Jun 27]. Available from: <http://www.phonecasting.com/Channel/View/Channel.aspx>

Title of phonecast (in italics)
[phonecast]
Year of publication (in round brackets)
[cited…]
Available from: URL

#### Podcasts

In-text citation:

It was clear that George Osborne was well out of his depth. (81)

Reference list:

81. 18th June 15 [BBC podcast]. London: BBC; 2015 [cited 2015 June 19]. Available from: <http://www.bbc.co.uk/programmes/p02tys33>.

Author/presenter (if known, otherwise use title)
[medium]
Publication details
[cited…]
Available from: URL

#### Screencasts

In-text citation:

An online video (9) showed this.

Reference list:

9. *Learning rails the zombie way* [screencast]. no date [cited 2014 Jan 12]. Available from: <http://www.rubyonrails.org>

Title of screencast (in italics)
[screencast]
date
[cited…]
Available from: URL

#### Video Podcasts

In-text citation:

The vodcast (19)…

Reference list:

19. *Bob Saget: Norm Macdonald Live: Video Podcast Network.* Vodcast. [internet]. 2015 [cited 2015 June 22]. Available from: <https://www.youtube.com/watch?v=peDLWyHegfI>.

Author (if known, otherwise use title in italics)
Vodcast
[online]
Available from: URL
[cited…]

#### Interviews with film directors

In-text citation:

The directors were incredibly pleased with the outcome (7)…

Reference list:

7. Wachowski L. Interview with L. Wachowski (interviewed by Laurence Smith on ‘The Matrix Reloaded’ [DVD]). Los Angeles: Warner Brothers Inc.; 2003.

Name of person interviewed
Interview with…
(interviewed by… on… [DVD])
Publication details

### Reviews

#### Book Review

In-text citation:

Stevens (13) thought the book…

Reference list:

Stevens H. Biology of birds [Review of ‘the birds and the bees’ by David Bills]. *Journal of Hist of Bio,* 50(2), 190-92.

Name of the reviewer
Title of the review
[Review of… by…]
Where review was found (usually in a book or journal, include page references)
Publication details (if relevant)

#### Drama Review

In-text citation:

One reviewer (4) wrote…

Reference list:

4. Smith U. The big finale [review of ‘heaven help me’, by Tony Jones] in The Times; 2007 Jul 8.

Name of the reviewer
Title of review
[Review of… by….]
in…
Date published

#### Film review

In-text citation:

Barnes (8) believed it to be a great film.

Reference list:

8. Barnes J. Citizen Kane [review of ‘Citizen Kane’, directed by Orson Welles]. In Empire magazine; 1989 Oct 9, p. 25-29.

Name of the reviewer
Title of review
[review of…, directed by…]
In…
Date of publication
Page references (where relevant)

#### Musical performance review

In-text citation:

Jubb (15) thought the performance was incredible.

Bibliography:

Jubb A. Absolute magic [review of ‘Clockwork Angels’ by Rush, York, UK]. In The Press (review section); 2015 Mar 29, p. 91.

Name of the reviewer
Title of review
[review of…, by…]
In…
Date of publication
Page references (where relevant)

### Interviews

#### Newspaper Interview

In-text citation:

Jones (6) believed…

Reference list:

6. Jones K. Interview with Kevin Jones. Interview by Steven Poulter for The Times; 2009 Jul 7, p. 88.

Name of person interviewed
Title of interview
Interview by… for…
Date of publication
Page reference (where relevant)

#### TV interview

In-text citation:

Jones was clearly out of his depth (3), and struggled greatly.

Reference list:

3. Jones K. Interview with Kevin Jones. Interviewed by Steven Poulter for Newsnight. London: BBC Two Television; 5 February 2009.

Name of person interviewed
Title of interview
Interviewed by… for…
Publication details
Date of transmission

#### Internet interview

In-text citation:

Jones was clearly out of his depth. (9)

Reference list:

9. Jones K. Interview with Kevin Jones. Interviewed by Steven Poulter for Newsnight, 2009 Mar 7 [cited 2015 Jun 17]. [internet]. Available from: <http://iplayer.co.uk/Newsnight/march7>

Name of person interviewed
Title of interview
Interviewed by… for…
Date of transmission
[cited…]
Available from: URL

## RESEARCH

### Unpublished or confidential information

#### Confidential information

In-text citation:

The records they produced (19)…

Reference list:

19. [Placement hospital]. [Placement hospital] examination criteria for patients with dementia. London: [Placement hospital]; 2014.

Anonymised institution/agency (in square brackets)
Anonymised title (in italics with square brackets for anonymised part)
Location: [anonymised producer]
Year produced

#### Internal reports

In-text citation:

Recommendations in the report (6)…

Reference list:

6. Hegenbath L. Focus group recommendations. Internal LGU report: unpublished; 2014.

Author/organisation
Title of report
Internal report (including name of institution)
unpublished; year produced

### Unpublished academic work

#### Students’ own work

In-text citation:

The topic of the essay (5)…

Reference list:

5. Jubb A. Did the Allies win the battle of the Atlantic because of superior air power? University of Birmingham: unpublished essay; 2014.

Student name
Title of essay/assignment
Institution: unpublished essay/assignment
Year of submission

#### Theses/Dissertations

In-text citation:

As discussed by Gregory (8)…

Reference list:

8. Gregory S. English military intervention in the Dutch revolt [B.A. thesis]. Birmingham (UK): University of Birmingham; 1970.

Author
Title of thesis
[thesis/dissertation]
Location
Degree-awarding body
Year of submission

### Tutors’ handouts

In-text citation:

The tutor’s handout (8)…

Reference list:

8. Whittingham D. Zulu Warriors. University of Birmingham: unpublished handout; 2015.

Tutor
Title of handout
Institution: unpublished handout
Year of distribution

#### Tutors’ lecture notes in VLEs/intranet

In-text citation:

The tutor’s notes (15)…

Reference list:

Whittingham D. Zulu warriors. University of Birmingham: unpublished notes; 2015.

Author or tutor
Title of notes
Establishment
unpublished notes
Year of access

### Reports

#### Company annual reports

In-text citation:

The company expanded massively during the first half of the year (8)…

Reference list:

8. BSkyB Ltd. Annual report 2012. [internet]. 2012 [cited 2013 Jan 9]. Available from: <http://annualreview2012.sky.com>

Author/organisation
Title of report
Year of publication (in round brackets)
[cited…]
Available from: URL

#### Financial reports from online databases

In-text citation:

BSkyB’s profit margin rose by over 7 per cent in the financial year 2011-12. (19)

Reference list:

19. Bureau van Dijk. BSkyB PLC company report. [internet]. 2012 [cited 2013 Jan 8]. Available from: <http://fame.bvdep.com/bskyb>

Publishing organisation
Title of extract

[internet]

Publication date
[cited…]
Available from: URL

#### Internal reports

In-text citation:

Recommendations in the report (6)…

Reference list:

6. Hegenbath L. Focus group recommendations. Internal LGU report: unpublished; 2014.

Author/organisation
Title of report
Internal report (including name of institution)
unpublished; year produced

#### Market research reports from online databases

In-text citation:

Mintel Oxygen (9) noticed problems in the market.

Reference list:

9. Mintel Oxygen. Van insurance Wales. [internet]. 2014 [cited 2014 Jul 18]. Available from: <http://academic.minteloxygen.com>

Author/organisation
Title of report
Year of publication (in round brackets)
[cited…]
Available from: URL

#### Research reports

In-text citation:

The minimum cost of living in Yorkshire is £15 000.(2)

Bibliography:

2. Friedland B. A minimum income standard for Yorkshire: what people think [research report] [cited 2015 Jun 19]. Available from: <http://www.jrf.org.uk/yorkshireresearch>

Author/organisation
Title of report
[medium]
[cited…]
Available from: URL

### Genealogical sources

#### Birth, marriage and death certificates

In-text citation:

Jayne was born in Pontefract (8)…

Reference list:

8. ‘Jayne Seaman’. Certified copy of birth certificate for Jayne Seaman, 1966 Dec 20 (application number 5001977/D). Pontefract Register Office, UK; 1966.

Name of person (in single quotation marks)
Certified copy of… certificate for…
Full name of person
Date of event
application number (in round brackets)
Location of Register Office
Year of event

#### Censuses

In-text citation:

Mark Jones moved to York in the 1950s. (7)

Reference list:

7. ‘Mark Jones’. Census return for Leeds Road, Bishopthorpe, York subdistrict, North Yorkshire. Public Record Office: PRO YO9/3765, folio 89, p. 8 (1956) [cited 2015 Jun 23]. Available from: <http://www.ancestry.co.uk>

Name of person (in single quotation marks)
Census return for… Street, place, county
Public Record Office: Piece number, folio number, page number
Year of census (in round brackets)
[cited…]
Available from: URL

#### Military records

In-text citation:

Private Hunsley fought valiantly (3)…

Reference list:

3. ‘Richard Hunsley VC’. Commonwealth War Graves Commission casualty details. [internet]. 1956 [cited 2015 Jun 21]. Available from: <http://www.cwgc.org/search/casualty/hunsleyvc>

Name of person (in single quotation marks)
Title of publication
Year of publication
[cited…]
Available from: URL

#### Parish registers

In-text citation:

Alex and Alice’s wedding (2)…

Reference list:

2. ‘Alex Jones and Alice Roberts’ (Marriage of Alex Jones and Alice Roberts, 1934 May 5). St Andrew’s Church Bishopthorpe, York marriage register 1900-1950 [cited 2015 Mar 29]. Available from: <http://www.genuki.org.uk/bishopthorpe>

Name of person/people (in single quotation marks)
Baptism, marriage or burial of…, full names, date of event (all in round brackets)
Title of register
[cited…]
Available from: URL

#### Wills

In-text citation:

They inherited a great wealth (3) …

Reference list:

3. Will of Jamie Blackburn of York Abbey, North Yorkshire. The National Archives: Public Record Office (catalogue reference: PROB/15/1980).

Title of document (in italics)
Name of archive or repository
Reference number (in brackets).
[cited… (if relevant)]

#### Manuscripts

In-text citation:

The evidence (4) points to…

Reference list:

4. Simpson J. 6/57/896 [manuscript]. Birmingham, UK: Birmingham University Library; 1865.

Author
Manuscript numeric details – reference number
[manuscript]
Location of manuscript
Name of collection containing manuscript
Year (if relevant)

### Scientific and technical information

#### Graphs

In-text citation:

The effects of the atoms (5)…

Reference list:

5. Gray A. How to reference scientific papers. Oxford: Oxford University Press; 1987, p. 87 [graph].

Author
Title of book
Publication details
Page reference
[graph]

#### Scientific datasets

In-text citation:

The data (2) …

Reference list:

2. Shevchenko A. Na levels holdings. [internet]. 2014 [cited 2015 Jan 9]. Available from: <http://physics.nist.gov/ajh5>

Author
Title of data
Year of publication (in round brackets)
[cited…]
Available from: URL

#### British standards

In-text citation:

Attic conversions are subject to strict controls (6)…

Reference list:

6. British Standards Institution. BS5678-9.8: structural use of timber – ceiling binders. [internet]. 2014 [cited 2014 Jun 5]. Available from: <http://www.standardsuk.com/>

Name of authoring organisation
Number and title of standard
[cited…]
Available from: URL

### Mathematical equations

In-text citation:

James (8) notes that…

Reference list:

8. James J. Some functional equations. Advances in Algebra. [internet]. 2014 Oct [cited 2015 Jan 19];315(8): 1880-1899. Available from: <http://www.mathematicjournals.co.uk/James>

Author
Title of article
Title of journal
Year, month of journal publication
[cited…]
Volume, issue, page numbers
Available from: URL

#### Patents

In-text citation:

Fredericks proposed a solution. (3)

Reference list:

3. Fredericks F. Vinyl cleaning tool (UK Intellectual Property Office Patent no. GB2468906). [internet]. 2012 Nov 20 [cited 2013 Jun 5]. Available from: <http://www.ipo.gov.uk/p/find-publication>

Inventor
Title
Authorising organisation and patent number (in round brackets)
Available from: URL

#### Requests for Comments

In-text citation:

A number of comments were made relating to the document. (6)

Reference list:

6. Hoff D. The Baywatch years (Nos: FYA 19 and RFC 5879) [cited 2009 Oct 20]. Available from: <http://tools.ietf.org/hoff>

Author/editor
Title
Document number (in round brackets)
[cited…]
Available from: URL

#### Scientific or Technical Reports

In-text citation:

Jones has found (9)…

Reference list:

9. Jones B. Methods in tumour research. Vol 7. Close analysis of case studies. National Agency for Tumour Research, Manchester, UK; 1997. IARC Scientific Publication no. 46.

Author
Title of report
Volume
Publishing Organisation, place of publication
Year of publication
Report Series and number

### LEGAL MATERIAL

#### House of Commons and House of Lords Papers

In-text citation:

Parliamentary reports for the year included renewable energy (8) and…

Reference list:

8. House of Lords. Electricity from renewables: the first report (HL 2003-2004 (19)). London: The Stationary Office; 2004.

House of…
Title
Paper number (in round brackets)
Publication details

#### Hansard

In-text citation:

Dr Sugar expressed his views quite clearly (14)…

Reference list:

14. House of Commons. House of Commons debate (2009 Jan 20, vol 500 col 1990) [cited 2010 Aug 19]. Available from: <http://www.publications.parliament.uk/pa/hcdeb1990>

House of…
House of… debate
Date of debate, volume number, column number (round brackets)
[cited…]
Available from: URL

#### Legislation from UK devolved assemblies

In-text citation:

In the legislation (10)…

Reference list:

Budget (Wales) Act 2008 (asp 2) [cited 2009 Mar 19]. Available from: <http://www.legislation.gov.uk/asp/2008/2/contents>

Title of Act
asp number (in round brackets)
[cited…]
Available from: URL

### More legal material

#### Bills from House of Commons/Lords

In-text citation:

It is clear that the Green Belt Bill (17) is inadequate.

Reference list:

House of Commons. Green Belt Bill (Bills 1999-2000 9). London: The Stationary Office; 2009.

House of…
Title
Bill number (in round brackets)
Publication details
Year of publication

#### Command Papers – Green and White Papers

In-text citation:

Useful advice (9) includes…

Reference list:

9. Lord Chancellor’s Department. Government policy on referencing (Cm 4517). London: The Stationery Office; 2000.

Name of committee or Royal Commission
Title
Paper number (in round brackets)
Publication details

#### Law commission reports and consultation papers

In-text citation:

The report (2)…

Reference list:

2. Crime Commission. Prosecution appeals (Law Com No 567, Cm 8906). London: The Stationery Office; 2012.

Law Commission
Title of report or consultation paper
Number of report or consultation paper, command paper number (in round brackets)
Publication details
Year of publication

#### Statutory instruments

In-text citation:

It was made clear (7) that…

Reference list:

7. Terrorism Order 2004 (SI 2004/3554). [internet]. [cited 2013 Jan 19]. Available from: <http://www.legislation.gov.uk/uksi/2004/3354/contents/made>

Name (in italics)

[internet]
SI year and number (in round brackets)
[cited…]
Available from:URL

## GOVERNMENT & EU

### European Union publications

In-text citation:

The predicted migration of labour (1) …

Reference list:

European Commission. Making globalisation profitable. Luxembourg: Office for Official Publications of the European Communities; 2007.

Name of EU institution
Title
Publication details
Year of publication

### Government publications

#### Command Papers – Green and White Papers

In-text citation:

Useful advice (9) includes…

Reference list:

9. Lord Chancellor’s Department. Government policy on referencing (Cm 4517). London: The Stationery Office; 2000.

Name of committee or Royal Commission
Title
Paper number (in round brackets)
Publication details

### Departmental publications

#### Publications of internal organisations

In-text citation:

Reports (12) suggested…

Reference list:

12. International Chamber of Commerce, Commission for Air Transport. The need for greater liberalization. [internet]. 2010 [cited 2014 Feb 8]. Available from: <http://www.iccwbo.org/liberalization>

Name of organisation or institution
Title
Year of publication (in round brackets)
[cited…]
Available from: URL

## COMMUNICATIONS

### Conferences

#### Full conference proceedings

In-text citation:

The conference (9)…

Reference list:

9. Institute for Large Businesses. Large firms policy and research conference (University of Birmingham, 1999 Dec 18-19). Leeds: Institute for Large Businesses; 1999.

Author/editor
Title of conference
Location and date of conference (in round brackets)
Publication details
Year of publication

#### Individual conference papers

In-text citation:

Jones (2) explained…

Reference list:

Jones D. ‘Developing big business’, Large firms policy and research conference (University of Birmingham, 1999 Dec 18-19). Leeds: Institute for Large Businesses; 1999.

Author/Editor
Title of paper (in single quotation marks)
Title of paper
Location and date of conference (in round brackets)
Publication details
Year of publication

#### Papers from conference proceedings published on the internet

In-text citation:

Jones (3) explained…

Reference list:

Jones D. ‘Developing big business’, Large firms policy and research conference (University of Birmingham, 1999 Dec 18-19) [cited 2014 Jan 19]. Leeds: Institute for Large Businesses; 1999. Available from: <http://www.bigbusinesses.co.uk/jonesd>

Author
Title of paper (in single quotation marks)
Title of conference
(location and date of conference)
[cited…]
Publisher
Available from: URL

### Public communications

#### Electronic Discussion groups and bulletin boards

In-text citation:

This was discussed by Jameson (23)…

Reference list:

23. Jameson A. ‘International queries’, British business schools librarians group discussion list (2014 Mar 13). Available email: lisbusinessschools@gmail.com

Author of message
Subject of the message (in single quotation marks)
Discussion group or bulletin board
Date posted (in round brackets)
Available email: URL

#### RSS feeds

In-text citation:

The library extension will be completed in 2016 (32)…

Reference list:

32. University of Birmingham Library. Library opening [RSS] (2015 Jan 26) [cited 2015 Feb 18]. Available from: <https://www.bham.ac.uk/feeds/news/178>

Author/organisation
Title of communication
[RSS]
Date (in round brackets)
[cited…]
Available from: URL

### Advertisements & PR

#### Advertisements

In-text citation:

The advertisement by British Telecom (3)…

Reference list:

British Telecom. Office relocation gremlins [advertisement on ITV3 Television] (2012 Nov 19).

Author/organisation
Title of advert/brief description of advert
[advertisement on…]
Date seen (in round brackets)

#### Press releases and announcements

In-text citation:

This development (2)…

Reference list:

2. Google Inc. Google Maps changes forever [press release] (2015 Dec 29) [cited 2015 Dec 30]. Available from: <http://www.google.com/intl/en/news>

Author/organisation
Title of communication
[press release]
[Date released]
[cited…]
Available from: URL

#### Displays

In-text citation:

It is obvious (3) that…

Reference list:

3. Paintings of John Doe[display board] (2012) [cited 2015 Apr 28]. Pontefract, UK: Alex Davids Art Gallery exhibition.

Title (in italics)
[display board]
Year published (if relevant)
[cited…]
Location of display

#### Leaflets

In-text citation:

Barclays Bank (9)…

Reference list:

9. Barclays Bank PLC. Mortgages [leaflet] no date [cited 2015 Jun 8].

Author (individual or corporate)
Title
[leaflet]
Date (if relevant)
[cited…]

#### Minutes of meetings

In-text citation:

The library staff committee (12) suggested…

Reference list:

12. Library staff committee. ‘Item 4.2: developing technology’, Minutes of library staff committee meeting 2014 Jan 24. Main Library, University of Birmingham; 2014.

Author (individual or group if identified)
Item being referenced (in single quotation marks)
Title and date of meeting (in italics)
Organisation
Location of meeting
Year of publication

#### Personal communications

In-text citation:

This was disputed by Smith. (3)

Reference list:

Smith D. Conversation with Steven Jones (2012 Aug 13).

Smith D. Letter to Steven Jones, (2012 Jan 23).

Smith D. Email to Steven Jones, (2012 Aug 14).

Smith D. Telephone conversation with Steven Jones, (2012 Dec 25).

Smith D. Skype conversation with Steven Jones, (2012 Jun 21).

Smith D. Text message to Steven Jones, (2012 Jun 14).

Smith D. Fax to Steven Jones, (2012 Dec 17).

Sender/speaker/author
Medium of communication
Receiver of communication
Date of communication (in round brackets)

# FURTHER REFERENCING HELP

A **reference list** is the detailed list of references that are cited in your work. Therefore, it includes the full bibliographical information on sources, so that the reader can identify and then locate the source. A **bibliography** is a detailed list of references but also includes background readings or other material that you may have read but not actually cited. Different courses may require just a reference list, just a bibliography, or even both. It is better to check with your tutor first. Both the reference list and the bibliography are located at the end of the work. When using the Vancouver style of referencing, both the bibliography and the reference list are arranged in the order in which they are referenced in the text, not alphabetical order. Usually, the reference list is included in your word count, whereas your bibliography is **not**. However, it is best to check with your subject supervisor or lecturer before beginning your work.

## Sample Reference List

British Telecom. Office relocation gremlins [advertisement on ITV3 Television] (2012 Nov 19).

Dym CL, Little P, Orwin EJ, Spjut RE. Engineering design: a project-based introduction. 3rd ed. Hoboken, NJ: Wiley; 2009.

Institute for Large Businesses. Large firms policy and research conference (University of Birmingham, 1999 Dec 18-19). Leeds: Institute for Large Businesses; 1999.

James J. Some functional equations. Advances in Algebra. 2014 Oct [cited 2015 Jan 19];315(8): 1880-1899. Available from: <http://www.mathematicjournals.co.uk/James>

Ordnance survey. York (sheet 56, 1:50 000). Southampton: Ordnance Survey (Landranger series); 2002.

Lord Chancellor’s Department. Government policy on referencing (Cm 4517). London: The Stationery Office; 2000.

Paintings of John Doe[display board] (2012) [cited 2015 Apr 28]. Pontefract, UK: Alex Davids Art Gallery exhibition.

## Sample Bibliography

Crime Commission. Prosecution appeals (Law Com No 567, Cm 8906). London: The Stationery Office; 2012.

Lucas G. The wonders of the Universe. 2nd ed. Jones F, Smith J, Bradley, T, editors. London: Smiths; 2004.

Jameson A. ‘International queries’, British business schools librarians group discussion list (2014 Mar 13). Available email: lisbusinessschools@gmail.com

Jones D. ‘Developing big business’, Large firms policy and research conference (University of Birmingham, 1999 Dec 18-19). Leeds: Institute for Large Businesses; 1999.

Whittingham D. Zulu Warriors. University of Birmingham: unpublished handout; 2015.

## Hints and tips

**Be aware:** if you don't already know, check with your tutor which referencing style you are expected to use

**Be positive:** used properly, references strengthen your writing, demonstrating that you have spent time researching and digesting material and produced your own opinions and arguments

**Be decisive** about the best way to cite your sources and how you balance your use of direct quotations, paraphrasing and summarising (read about these in the introductory [Basics](http://www.citethemrightonline.com/Basics/) sections of *Cite them right online*)

**Be willing to ask for help:** library/learning resource staff offer support with referencing and academic skills. Contact the Academic Skills Centre: <http://intranet.birmingham.ac.uk/asc>.

**Be organised:** prepare well and keep a record of all potentially useful sources as you find them

**Be prepared:** read the [Basics](http://www.citethemrightonline.com/Basics/) sections of *Cite them right online* before you begin your first assignment

**Be consistent:** once you have established the referencing style required, use it consistently throughout your piece of work

**Be patient:** make time and take your time to ensure that your referencing is accurate

**Be clear:** clarify the type of source you are referencing and check *Cite them right online* for examples

**Be thorough:** check through your work and your references before you submit your assignment, ensuring that your citations all match with a full reference and vice versa.

(*What is referencing and why is it important?* (2015) Available at: <http://www.citethemrightonline.com/Basics/top-ten-tips>)

## FAQs

**What is the difference between a reference list and a bibliography?**

A **reference list** is the detailed list of references that are cited in your work. Therefore, it includes the full bibliographical information on sources, so that the reader can identify and then locate the source. A **bibliography** is a detailed list of references but also includes background readings or other material that you may have read but not actually cited. Different courses may require just a reference list, just a bibliography, or even both. It is better to check with your tutor first. Both the reference list and the bibliography are located at the end of the work. When using the Vancouver style of referencing, both the bibliography and the reference list are arranged in the order in which they are referenced in the text, not alphabetical order.

**What do I do if the publication has no date?**

You simply write ‘no date’ in brackets. For example, (no date).

**Can I mix referencing styles?**

No, you should never mix referencing styles. Always be consistent.

**When should I omit page numbers?**

If you are summarising what an author has argued in a book or article, you do not need to give page numbers.

**Does the full stop go before or after in-text citations?**

Even when quoting, do not use a full stop until after your in-text citation in brackets because the in-text citation is part of your sentence.

**Can I cite lots of sources in the same sentence?**

Yes, but only cite more than one author in the same sentence if they make similar points or use similar methods or evidence. If this cannot be avoided, separate each one with a comma. For example, (9,10). If there are more than three authors, use the format (9-11).

**Are in-text citations included in my word count?**

Yes, they **are** counted in your word count. However, your reference list and bibliography **are not** counted in your word count.

**What are DOIs?**

DOIs are digital object identifiers – a character string used to uniquely identify a digital object.

**What sources can I legally use?**

At present copyright law allows only small extracts of items to be copied legally provided that they are referenced correctly. Only copy what is completely necessary, and only when the use falls into one or more of the following categories:
personal private study;
non-commercial research;
criticism and review;
illustration for instruction;
parody pastiche or caricature;
or quotation.
Students’ use will fall under personal private study, criticism and review, illustration, and/or quotation. For further information, go to; [https://intranet.birmingham.ac.uk/copyright](https://owa03.bham.ac.uk/owa/redir.aspx?SURL=FA48pKlGAn73c2-S3urMBAAzoTlODzc60dSqDFL50NYdhcXJ5pvSCGgAdAB0AHAAcwA6AC8ALwBpAG4AdAByAGEAbgBlAHQALgBiAGkAcgBtAGkAbgBnAGgAYQBtAC4AYQBjAC4AdQBrAC8AYwBvAHAAeQByAGkAZwBoAHQA&URL=https%3a%2f%2fintranet.birmingham.ac.uk%2fcopyright)

## Further information and useful websites

A useful website with many different source examples;

<https://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/vancouver-style/your-reference-list/>

A useful website with many examples of the less-used citations;

<http://www.york.ac.uk/integrity/vancouver_other_accordian.html>

The abbreviations of the vast majority of scientific journals;

<http://www.ncbi.nlm.nih.gov/nlmcatalog/journals>

## Any questions?

If you have a query that is not answered within this Guide, and the answer is still not found on any of the other useful websites that are linked further up, please speak to your tutor or subject advisor. Always refer back to the Cite them right online website if you are still unsure.

# Glossary (from Cite them right online)

**Bibliography**: A list of all the sources you consulted for your work arranged in alphabetical order by author's surname or, when there is no author, by title. For web pages where no author or title is apparent, the URL of the web page would be used.

**Common knowledge**: Facts that are generally known.

**Digital Object Identifier (doi)**: A numbered tag used to identify individual digital (online) sources, such as journal articles and conference papers.

**Direct quotation**: The actual words used by an author, in exactly the same order as in their original work, and with the original spelling.

**Ellipsis**: The omission of words from speech or writing. A set of three dots (...) shows where the original words have been omitted.

**End-text citation**: An entry in the reference list at the end of your work, which contains the full (bibliographical) details of information for the in-text citation.

***et al.***: (From the Latin *et alia* meaning 'and others'.) A term most commonly used (for example Harvard author-date system) for works having more than three authors. The citation gives the first surname listed in the publication, followed by *et al*.

**Paraphrase**: A restating of someone else's thoughts or ideas in your own words. You must always cite your source when paraphrasing.

**Peer-review**: A process used in academic publishing to check the accuracy and quality of a work intended for publication. The author's draft of a book or article is sent by an editor (usually anonymously) to experts in the subject, who suggest amendments or corrections. This process is seen as a guarantee of academic quality and is a major distinction between traditional forms of publishing, such as books and journals, and information in web pages, which can be written by anyone, even if they have no expertise in a subject.

**Plagiarism**: Taking and using another person's thoughts, writings or inventions as your own without acknowledging or citing the source of the ideas and expressions. In the case of copyrighted material, plagiarism is illegal.

**Proper noun**: The name of an individual person, place or organisation, having an initial capital letter.

**Quotation**: The words or sentences from another information source used within your text.

**Reference**: The full publication details of the work cited.

**Reference list**: A list of references at the end of your assignment that includes the full information for your citations so that the reader can easily identify and retrieve each work (journal articles, books, web pages and so on).

**Secondary referencing**: Citing/referencing a work that has been mentioned or quoted in the work you are reading.

***sic***: (From the Latin meaning 'so, thus'.) A term used after a quoted or copied word to show that the original word has been written exactly as it appears in the original text, and usually highlights an error or misspelling of the word.

**Summarise**: Similar to paraphrasing, summarising provides a brief account of someone else's ideas or work, covering only the main points and leaving out the details.

**URL**: The abbreviation for Uniform (or Universal) Resource Locator, the address of documents and other information sources on the internet (for example http://...).

**Virtual learning environment (VLE)**: An online teaching environment (also known as online learning environment – OLE) that allows interaction between tutors and students, and the storage of course documents and teaching materials.