
This guide discusses how to cite references.

<http://www.nottingham.ac.uk/is>

1. Introduction

This guide is based on the British Standards BS 1629 and BS 5605. You are recommended to follow these guidelines unless your department or School has a different preferred form. Please check with your tutor or supervisor.

The reasons for correct citation are:

- to acknowledge the work of other writers
- to enable anyone who reads your work to identify and locate your sources quickly and efficiently.

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 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.

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

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

Gardner, Philip, 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 only the one listed first and use 'et al'.

Schneider, Mark, Teske, Paul, and Marschall, Melissa. *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 postmodern world*. Berkeley: University of California Press, 2000.

Anonymous works

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

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

Conferences

- 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.

Partlow, Robert B, Jr, and Moore, Harry T., 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. (See below.)

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

Theses

References for theses or dissertations must include the type of degree (PhD, MPhil, etc), the awarding body, and the date.

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

4. Referencing articles/chapters/papers in books

The elements required 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.

Brown, E. K. E. M. Forster and the contemplative novel. In: Gardner, Philip, ed. *E. M. Forster: the critical heritage*. London: Routledge and Kegan Paul, 1973, pp. 369-378.

5. Other types of material

Reports

Author. *Title*. Place: Publisher, date, (Report number).

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

Patents

Inventor(s). Assignee. *Title*. Year. Patent number.

Hailey, Keith R., and Storey, John J. Eastman Kodak Co. *A high speed interpolation filter for television standards conversion*. 1991. EP0453558.

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).

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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 see **Further reading**.

Law reports and journals

The elements required are:

Author Article title (year) Volume number
Journal title/Law report series
(abbreviated) Page number

Hughes v. Kingston-upon-Hull City Council
(1999) 31 HLR 779

Note: The elements are cited in a different order to non-legal publications. For fuller details and a list of standard abbreviations for legal journal titles see **Further reading**.

6. Referencing journal articles

The elements required are:

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

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.

7. References to items you have not read

If you refer to an item you have not read you must make it quite clear you have not seen the original.

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.

8. Electronic publications

There is still no single reliable set of guidelines for referencing electronic sources. Once again, 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.

9. Internet sources

Individual works

The elements of a reference are:

Author. *Title* [online]. Place: Publisher, date. Available at: <URL> [Accessed date]

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 (accessed date), as internet documents are constantly changed, moved or removed.

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

Electronic journal articles

Author. Title. *Journal title* [online], date, volume number (part). Available at: <URL> [Accessed date]

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

Lakowski, Romual Ian. Geography and the More Circle: John Rastell, Thomas More and the 'New World'. *Renaissance forum* [online], 1999, 4(1). Available at: <http://www.hull.ac.uk/renforum/v4no1/lakowski.htm> [27 May 2002]

10. CD-ROM

This format covers a wide range of resources, including books, conference proceedings, encyclopaedias, dictionaries, bibliographic databases, newspapers, catalogues, etc.

Individual works

In general follow the guidelines for printed materials and indicate after the title the type of medium.

Preiss, Byron, and Hixson, Jeff. *The ultimate Frank Lloyd Wright: America's architect* [CD-ROM]. New York: Byron Press Multimedia, 1994.

Electronic journal articles

The elements required are the same in general terms as those required for internet electronic journal articles.

Author. Title. *Journal title* [CD-ROM], date, volume (part), pages (if given). Available from: database title [Accessed date]

Picardie, Justine. I can never say goodbye. *The Observer* [CD-ROM], 1998, 20 September, 1. Available from: The Guardian and The Observer on CD-ROM [16 June 2000]

11. Email

Discussion lists

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

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

12. Methods of citation

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

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 date placed immediately after the author's name.

In the text:

Jesse Byock (1988) argues that...

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:

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

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

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

Numeric system

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

In the text:

Gwyn Jones³ states that...

In the list of references:

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

Numbers can also be used on their own:

it can be argued³...

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

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

13. Further reading

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

British Standards Institution. *Recommendations for references to published materials*. London: British Standards Institution, 1989, BS 1629.

British Standards Institution. *Recommendations for citing and referencing published material*. London: British Standards Institution, 1990, BS 5605.

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

FISHER, David, and HANSTOCK, Terry.
Citing references. Nottingham:
Nottingham Trent University,
5th edition
[http://www2.ntu.ac.uk/llr/library/citingrefs
.htm](http://www2.ntu.ac.uk/llr/library/citingrefs.htm) [12 August 2004].

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 Crane, N.B. *Electronic style: a
guide to citing electronic information*. 2nd
ed. Medford, NJ: Information Today,
1996.

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

Raistrick, Donald. *Index to legal citations
and abbreviations*. 2nd ed. London:
Bowker-Saur, 1993.

Shields, Graham, and Walton, Graham.
Cite them right: referencing made easy
Richard Pears and Graham Shields
Newcastle: Northumbria University Press,
2004 Available at:
<http://www.unn.ac.uk/central/isd/cite>
[12 July 2004].

Turabian, Kate. *A manual for writers of
term papers, theses and dissertations*. 6th
ed. Chicago: Chicago University Press,
1996.