A guide to citing references

Contents

Citing References

Why do we need to cite references?
- To acknowledge other writers
- To demonstrate the range of sources used
- To enable readers of your work to locate and verify your sources
- To avoid plagiarism

Plagiarism , as defined by the Aston University Regulations for the Discipline of Students (REG/02/386 p.20), is "a form of cheating in which a student uses, without acknowledgement, the intellectual work of other people and presents it as his or her own."
Your School or Department will probably issue some detailed guidance on what is expected of you when you present your assignments. You will need to refer to these or to your student handbook.

It is good practice to keep detailed and accurate notes of every source of information you consult in the course of writing your assignments, this includes references to all books, journal articles (electronic and print), reports, internet sites, databases and even email correspondence.
Doing so will save you a lot of time and effort in the long term and help you to keep track of what is your own work and where you have taken ideas from the work of others.

For further information about citing references, please consult the Library's Information Skills Tutorial at
`http://www.aston.ac.uk/lis/infoskills/references/`

This includes a useful quiz to test how much you really know about referencing.

How to cite references

There are several systems for citing references. One of the most commonly used is the **Harvard System,** which is followed here.
Please check the guidance provided by your lecturers or in your handbook in case an alternative system is required. The University has separate guidelines for the layout of references in theses.

Referencing is not difficult if you follow the guidelines. The most important thing is to be consistent and follow just one system.

How to refer from your own work to the source you are using

Anything you have taken from another person's work, whether directly quoted, summarised or paraphrased **must** be cited, that includes all information from printed and electronic sources e.g. Internet sites. For factual information like statistics, it is exceptionally important as it gives the context in which the data was collected.

With the **Harvard system**, you must include the AUTHOR, DATE and (where relevant) PAGE NUMBER within the main text.

e.g.

As Wilson (1992) describes, the eruption of Krakatoa was an apocalyptic event.

Or if you are making a direct quote from the same text -

"On Krakatau the scene was apocalyptic" (Wilson, 1992 p. 17)

If the quotation is less than a line then it may be included in the body of your text, but for more substantial passages, it is usual to indent the whole quotation.

Diagrams, illustrations, statistics etc., when taken from a published work, should be referenced as though they were a quotation, including page number. e.g.

Dempsey and Heery (1997) shows that metadata use is gradually increasing (see Figure 1.1).

Figure 1.1 (based on a table in Dempsey & Heery 1997, p.10).
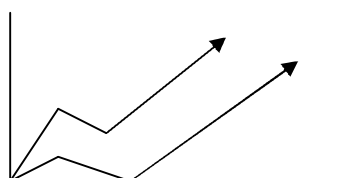
Make sure all tables, diagrams and graphs have adequate captions to say where the information came from.

Where to find the information you need to write your bibliography.

Books or Reports look on the title page in the front of the book. Publication details are often on the reverse of this page. Sometimes some of this information may be on the last page of the book. You should not simply take the details from the cover of the book.

Journals look on the front page or front cover of the journal. Sometimes it is printed on every page. If you are photocopying articles from journals, take care that you note down the journal title, issue and date if they do not appear on each page.

Conference papers look on the title page or its reverse. As with journals, make sure you have a note of the start and finishing page numbers for the article.

Electronic sources (databases, web pages etc) most of the information you need will be on the screen, including the date and the address of the site. Note these down at the time you first find the article as it can be difficult to find your way back to a site with only half the details! You will also need to

note the date and time you accessed the information, as this also needs to be included in the reference.
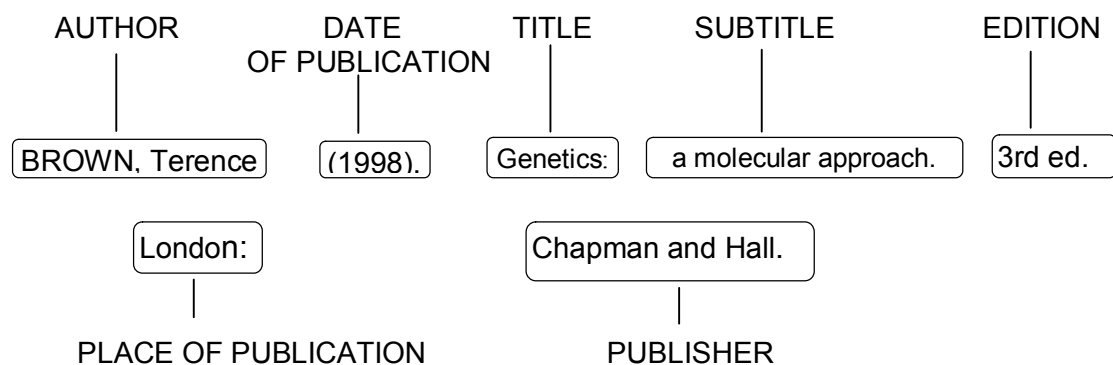
How to list your references

This is also referred to as a **bibliography** and should be included at the end of your piece of work.

Books (or reports)

The standard information in a book reference is -

Author or editor; Date; Book title and subtitle; Edition; Place of publication; Publisher

It is usually laid out in this way -

AUTHOR	DATE OF PUBLICATION	TITLE	SUBTITLE	EDITION
BROWN, Terence	(1998).	Genetics:	a molecular approach.	3rd ed.

London:		Chapman and Hall.
PLACE OF PUBLICATION		PUBLISHER

Sometimes a book is issued as part of a series. In that case, it is usual to include the series title, and the number of the book in that series.

Some books are a collection of chapters by various contributors. You cite them the same way as above, but the chapter is cited first, followed by the details of the book in which it appears -

WRIGHT, John K. (1996). A plea for the history of geography.
In: AGNEW, John (ed.), et al. (1996). *Human geography: an essential anthology.* Oxford: Blackwell, 243-269.

Because Agnew is the editor of the whole book, you use the abbreviation (ed.) after his name.

If the book (or chapter) has two authors, you list both their names as they appear in the book.

BELL, David and CRIDDLE, Byron (1994). *The French Communist Party in the fifth Republic.* Oxford: Clarendon Press.

If there are more than two authors, you use the abbreviation 'et al.'

BECKER, P.C., et al. (1999). *Erbium-doped fiber amplifiers: fundamentals and technology.* London: Academic Press.

Sometimes a book is written by a collection of people or an organisation, rather than named individuals. In such cases, you can treat the organisation as the author -

BRITISH PSYCHOLOGICAL SOCIETY (1990). *Teaching psychology: a handbook of resources.* Leicester: BPS.

When you cite something written by a government department, you should always put the name of the country before the name of the department, to avoid confusion with departments in other countries -
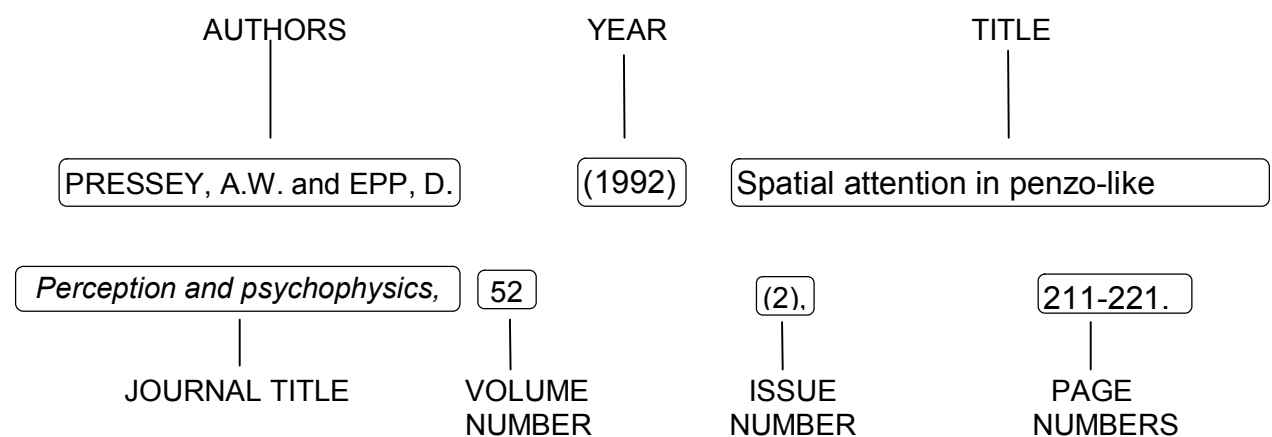
GREAT BRITAIN. Home Office. (1990). *Efficiency scrutiny of Government funding of the voluntary sector: profiting from partnership.* London: HMSO.

Journal articles (or newspaper articles)

The standard information in a journal reference is -
Author; Year of publication; Title of article; Title of journal; Volume number; Issue number (usually in brackets); Page numbers

Journal references are usually laid out like this -

AUTHORS	YEAR	TITLE
PRESSEY, A.W. and EPP, D.	(1992)	Spatial attention in penzo-like

Perception and psychophysics,	52	(2),	211-221.
JOURNAL TITLE	VOLUME NUMBER	ISSUE NUMBER	PAGE NUMBERS

If you come across a reference to a journal with an abbreviated title, you must know the full title of the journal in order to track it down. Library catalogues always work on the full title of a journal, not its abbreviation.

eg N H Rev. = *Natural History Review*

In the General Reference collection on ground floor, at class number GEN REF 050 PER, you will find most abbreviations used for journal titles in the following book -

ALKIRE, Leland G. (2003). *Periodical titles abbreviations.* 14th ed. Detroit: Gale Research. (2 vols.)

One volume is a list of abbreviations, giving you the full title of the journal. The other volume is a list of journal titles, and gives you acceptable abbreviations you can use for that title.

Electronic journal articles

References to electronic journals are usually laid out like this -

Author, Year, Title, Title of journal [online], Volume, Issue, Page numbers (if known), URL, Accessed date.

AUTHOR	YEAR	TITLE	JOURNAL	VOL (ISSUE)

THORPE, C.G.   (1999)   Comprehensive neurology.   *Brain* [online],   122(7),

PAGE NUMBERS   URL

p. 1391-2.   Available from: http://brain.oupjournals.org/current.shtml

ACCESSED DATE

[Accessed 2 Aug 1999].
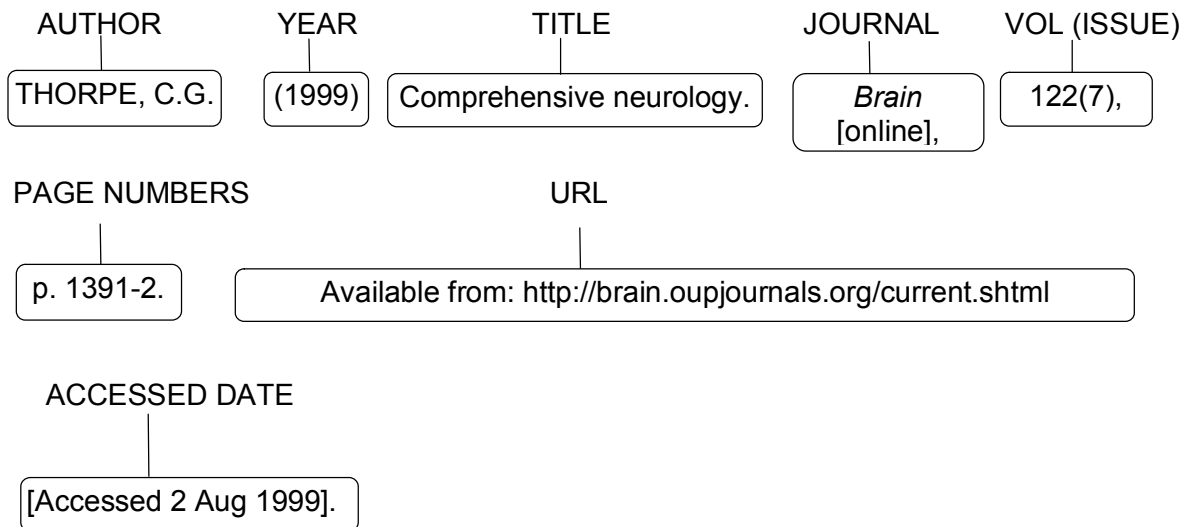
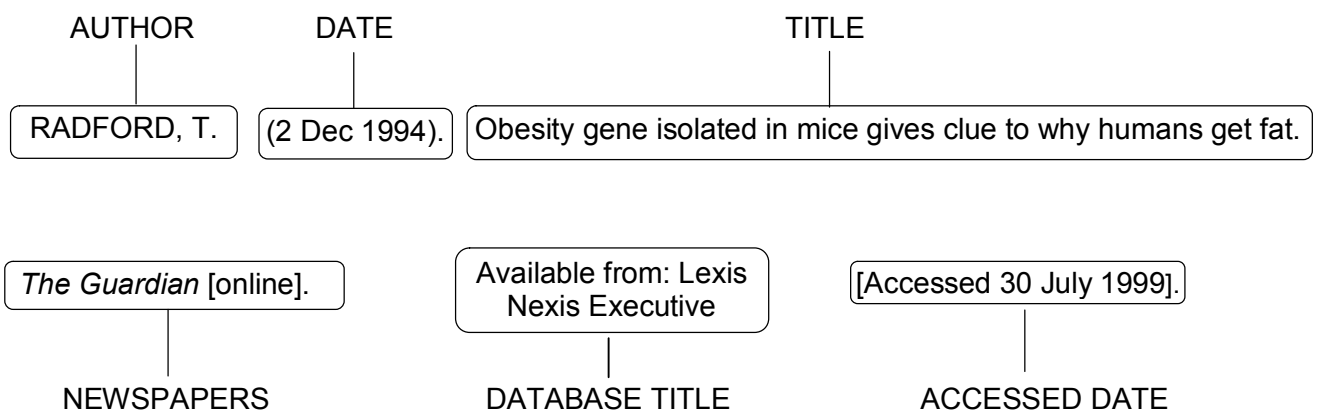If an e-journal appears identically in both printed form and on the Web, your reference can refer to the printed version. For example, if you download a journal article as a PDF from a database such as ScienceDirect, your reference can follow the pattern for a print journal article, as the electronic copy you downloaded is identical to the print version.

Full-text databases - newspaper articles

References to full-text newspaper articles are usually laid out like this -

Author, Date, Title of article, Newspaper, [online], Database name, Accessed date.

AUTHOR   DATE   TITLE

RADFORD, T.   (2 Dec 1994).   Obesity gene isolated in mice gives clue to why humans get fat.

The Guardian [online].   Available from: Lexis Nexis Executive   [Accessed 30 July 1999].

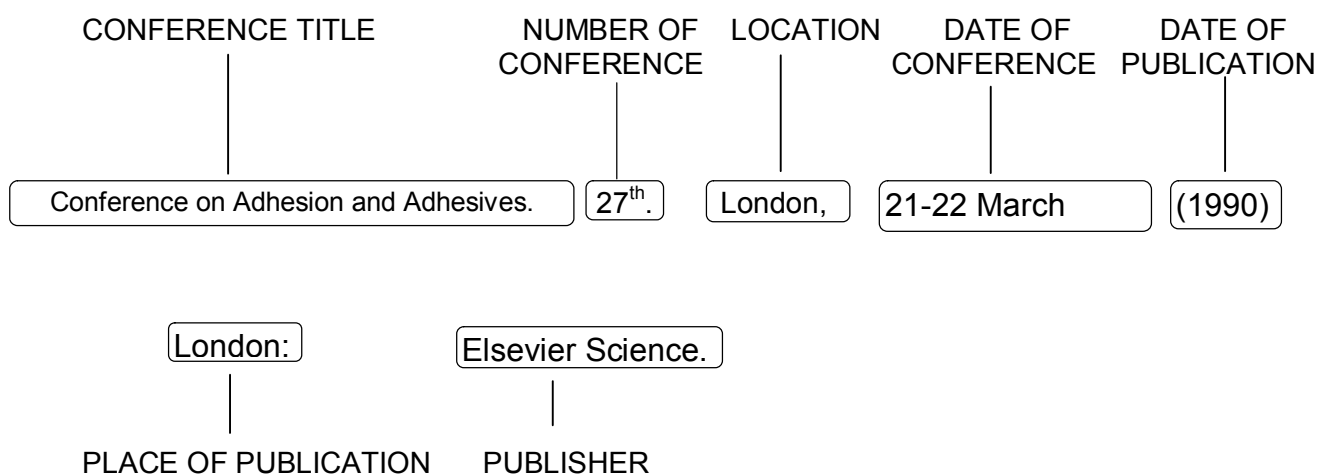NEWSPAPERS   DATABASE TITLE   ACCESSED DATE

Conferences and conference papers

The standard information in a conference reference is -

Conference title and number; Place held; Date of conference; Date of publication; Place of publication; Publisher.
Conference references are usually laid out like this -

CONFERENCE TITLE NUMBER OF CONFERENCE LOCATION DATE OF CONFERENCE DATE OF PUBLICATION

| Conference on Adhesion and Adhesives. | 27th. | London, | 21-22 March | (1990) |

| London: | Elsevier Science. |

PLACE OF PUBLICATION   PUBLISHER

If you want to check if the Library has the proceedings of a conference, select the AUTHOR search option and type in the conference name - *'Conference on Adhesion and Adhesives'* in this example.

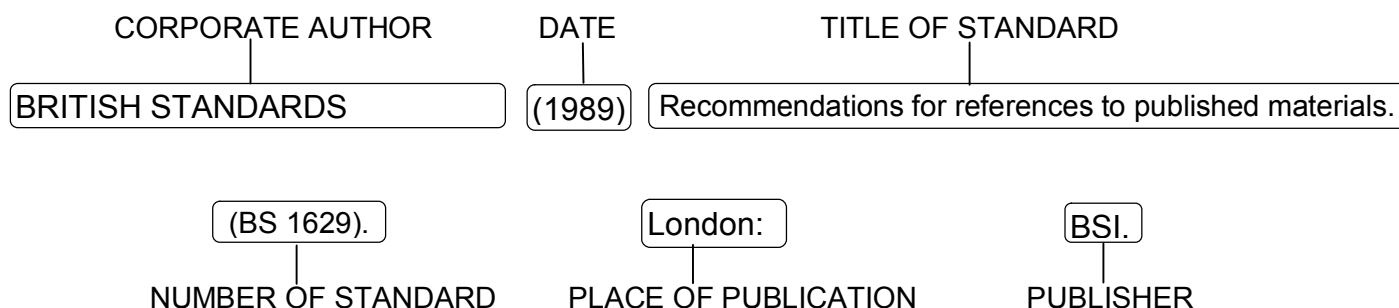To cite papers presented at a conference, give the details of the paper before the conference information, saying on which pages the paper appears -

> ANDREWS, P.R. and CROMPTON, J.S. (1990). Analysis of surface coating on aluminium.
> In: ALLEN, K (ed.), *Conference on Adhesion and Adhesives*. 27th. London, 21-22 March 1989.   London: Elsevier Science, 40-48.

Include the name of the person who edited the proceedings, if relevant.

Standards

References to standards are usually laid out like this -

CORPORATE AUTHOR   DATE   TITLE OF STANDARD

| BRITISH STANDARDS | (1989) | Recommendations for references to published materials. |

| (BS 1629). | London: | BSI. |

NUMBER OF STANDARD   PLACE OF PUBLICATION   PUBLISHER

Theses

References to theses are usually laid out like this -

AUTHOR   DATE   TITLE OF THESIS

WILTON, Andrew   (1996).   *Applications of fractals to image data compressions.*

PhD   Birmingham: Aston

DEGREE STATEMENT   PLACE   DEGREE AWARDING BODY
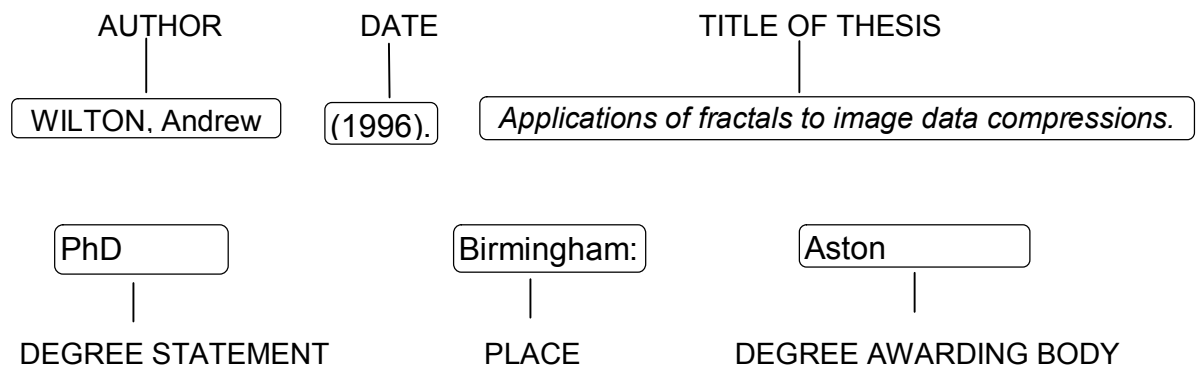
Unpublished material

Some printed materials are not produced by recognisable publishers, and may not be widely available.

> LAWLOR, C. (1987). *Childhood vaccinations*. Health promotion leaflet, Chester Group Practice (unpublished.)
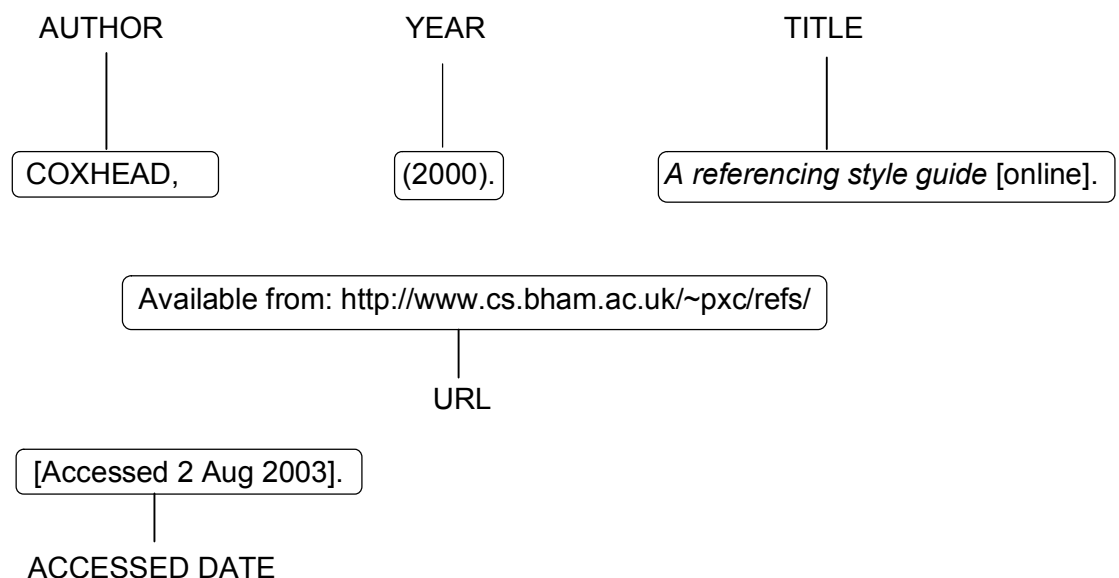
Not all of this information may be available, however it is important to cite as much as possible to enable it to be identified.

World Wide Web (WWW) and Internet sites

The standard information in a WWW reference is -
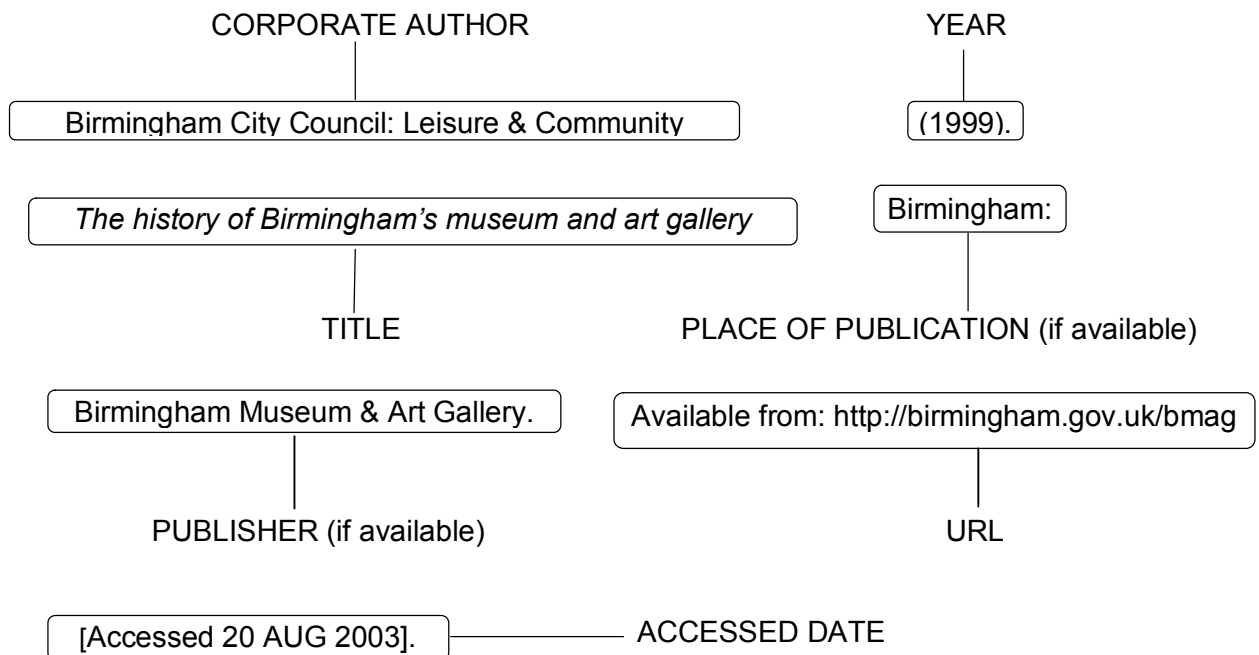
Author or corporate author; Year; Title [online]; Edition; Place of publication; Publisher; URL; Accessed date.

Where there is a named author it is usually laid out in this way -

AUTHOR   YEAR   TITLE

COXHEAD,   (2000).   *A referencing style guide* [online].

Available from: http://www.cs.bham.ac.uk/~pxc/refs/

URL

[Accessed 2 Aug 2003].

ACCESSED DATE

If there is no named author, or the author is an institution or company, the reference is usually laid out like this -

CORPORATE AUTHOR

Birmingham City Council: Leisure & Community

YEAR

(1999).

The history of Birmingham's museum and art gallery

Birmingham:

TITLE

PLACE OF PUBLICATION (if available)

Birmingham Museum & Art Gallery.

Available from: http://birmingham.gov.uk/bmag

PUBLISHER (if available)

URL

[Accessed 20 AUG 2003].   ACCESSED DATE

Sometimes with non-print media, some of the standard information about the reference is not available, so you may have to leave out some of the sections. If you are unsure of the date of publication, use square brackets eg [1999] instead of (1999).

The accessed date is the date on which you viewed or downloaded the document.

Personal email

References to personal emails are usually laid out like this -

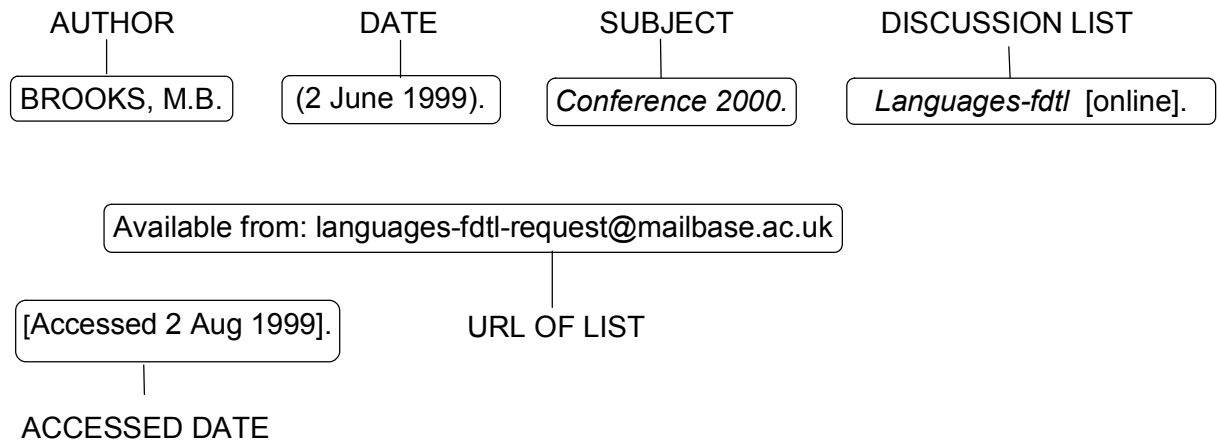Sender, Sender's email address, Date, Subject, Recipient, Recipient's email address.

SENDER   SENDER'S EMAIL ADDRESS   DATE   SUBJECT

JACKSON, M.   (M.Jackson@aston.ac.uk).   (12 April 1999).   *re >> Beilstein.*

E-mail to A.Smith   (Alison_Smith@hotmail.com).

RECIPIENT   RECIPIENT'S EMAIL ADDRESS

Remember you will need to obtain permission, if possible, from the sender of the email before citing it.

Discussion lists

References to discussion lists are usually laid out like this -

Author, Date, Subject, Discussion list [online], URL of list, Accessed date.

AUTHOR	DATE	SUBJECT	DISCUSSION LIST
BROOKS, M.B.	(2 June 1999).	*Conference 2000.*	*Languages-fdtl* [online].

Available from: languages-fdtl-request@mailbase.ac.uk

URL OF LIST

[Accessed 2 Aug 1999].

ACCESSED DATE

Common abbreviations

A few abbreviations are commonly used in texts citing references, and are quite difficult to guess. Some are based on Latin phrases. Here are some which appear most often -

et al. means and other authors - used when there are more than two authors for a work

f or ff means and following - when used with page numbers

ibid. means in the same place - the same place as the previous reference by that same author

idem means the same - used instead of an author's name, when quoting two separate references by the same author in one citation

in press means not yet published at the time of writing, but publication is/was imminent

infra means see below - that is, it refers to something later on in the work

loc.cit. means in the place cited - similar to op. cit.

op. cit. means in the cited work - if only one work by an particular author is being cited in an article, this is a shorthand way of referring to it many times

p or pp means page or pages

passim means throughout the work - it's a way to avoid quoting lots of individual page numbers

q.v. means see which - it usually refers to some other chapter or section of the work you're looking at

s.d. or n.d. means no date of publication given in the work

s.l. or n.p. means no place of publication given in the work

s.n. or n.p. means no publisher given in the work

supra means see above - that is, it refers to something earlier on in the work

Further information

Further information about using references can be found in -

HOLLAND, M. (2002). *Citing References* [online]. Bournemouth University. Available from:
`http://www.bournemouth.ac.uk/library/using/citing_references`
`.html`
[Accessed 27 June 2003].

BOSWORTH, D.P. (1994). *Citing your references, a guide for authors of journal articles and students writing theses or dissertations.* 2nd ed. Thirsk: Underhill Press. (Shelved at 029.6 BOS)

LI, X. (1996). *Electronic styles, a handbook for citing electronic information.* Medford, N. J. : Information Today. (Shelved at 029.6 LI)

Other books on academic writing can be found at 029.6 on 3rd floor, and many of them have sections on writing references and bibliographies.

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