How to Reference: Numeric Style

This help sheet provides guidance on how to reference in the numeric style. For the Harvard style, please refer to Library Helpsheet 30. Check with your lecturer which style they want you to follow. Numeric style is mainly used by some engineering students at LSBU. You should only use **one style consistently** within your work. A good practice in keeping track of your research is to write references to sources as soon as you start taking notes from them.

Contents

Why do we need to reference?

Referencing:

- shows evidence of your research and supports your arguments and analysis,
- enables readers of your work to identify and locate the sources you've used,
- gives credit to other people's work and helps you avoid plagiarising the work of others.

For more information about plagiarism please refer to Library Helpsheet 4

The difference between a Reference List and a Bibliography

Reference list – a list of sources cited in the text arranged in the order they appeared within the text. It is usually put at the end but references could also appear in a footnote (at the bottom of the page), or endnote (at the end of each chapter).

Bibliography – a separate list of sources consulted but not specifically cited in the work including background reading. References in a bibliography are arranged alphabetically by the author's surname.

How Numeric style differs from Harvard style

There are two main differences:

1. The way material is cited in the text and at the end of the work. In Numeric style, numbers are used instead of the author's last name to identify a source in the text and the list of references at the end is arranged in numerical order rather than alphabetically by author.
2. The position of the date.

Citing references within the text (i.e. in-text citations)

1. In the Numeric style, sources are identified by a number, starting with 1. These numbers relate to a numbered list of sources (reference list) at the end.
2. The numbers can be placed within brackets or as a superscript, e.g. **(1)** or **[1]** or [1]
3. Use the same number of the first citation if you refer to the source again. Add page number(s) to indicate different parts if necessary e.g. (1, p. 10).
4. When you are directly quoting from a source, use quotation marks **" "** or indent it, if it is a long quote.

> *Example:* Weber suggested that **"**the great success of plasma today can be ...**"** (2, p. 277)

5. Use *et al.* to indicate a source with three or more authors.

> *Example:* Thomas *et al.* (5) suggested that science is …

6. If you want to cite a person's work which you read in another work, you should try and track down the original. However, if this isn't possible, make it clear in your text where you found the information and only include a reference to the document you read.

> *Example:* The findings by Colin Smith cited by Jones (13, p. 167) indicated that ..
>
> **In your reference list you would only include a reference to *Jones*.**

Here is an illustration of the numeric style:

Inside your essay:

At the end of the essay:

Citing references within the text:

………….……the suggestion of technology in the home has been explored by Baron [13] extensively. It was echoed by Thomas who pointed out that the Internet and email would bring the office into the home [14 p. 56] within the next year.

…….however, the solution mentioned by Baron [13 p. 124] was too far from what the present technology can offer…..

It a recent discussion on technology at home, Steve Bass [15] commented that there is no need to rush into……..

Reference list:

12.………..

13. M. Baron. Technology in the home. *Computers Tomorrow*, 1996, 13 (4), pp. 123-125.

14. A. J. Thomas. *The electronic cottage*. Bristol: Petrie Press, 1995.

15. S. Bass. Home office: upgrade or buy new? Part 1. *PC World*, 8 September, 2004. [Online] Available from: http://www.pcworld.com/article/id,117490-page,1-c,upgrading/article.html

[Accessed 20 January 2005].

16.…………………

Listing references at the end of your work

At the end of your work under the heading "Reference List", arrange in numerical order a list of full references. The guidelines below show how to reference common types of sources.

Books

Format:

> Author's (or editor's) initials and surname. *Title of book,* Edition (other than 1st). Place of publication: Publisher, year.

If referring to an edited book, put (ed.) after the Editor's surname.

> *Example:*
>
> (1)   R.B. Peck. *Foundation engineering*, 2nd ed. New York: McGraw-Hill, 1972.
> (2)   B. Jones (ed.) *Foundation engineering*, 4th ed. London: McGraw-Hill, 1998.

For books with two or three authors, list them all. For books with more than three authors, use the first author only followed by "*et al.*". However, please check with your lecturer as some prefer you to list all authors. The IEEE style, for example, allows up to six authors.

> *Example:*
>
> (3)   B.C. Brown *et al. Foundation engineering*. London: Blackwell, 2002.

E-Books

For an ebook, in addition to all the elements for a print version, you indicate it's online and include the core URL (core URL = enough of the URL to take you to the database's homepage or search page) and date you accessed the book:

Format:

> Author's initials and surname. *Title of book,* Edition (other than 1st). Place of publication: Publisher, year. [Online] Available from: core URL. [Accessed dd month year].

> *Example:*
>
> (4)   B. Jones. *Foundation engineering*, 5th ed. London: McGraw-Hill, 2002.
> [Online] Available from: http://www.proquest.safaribooksonline.com
> [Accessed 1 June 2011].

Chapter in book

Format:

Author's initials and surname. Chapter title. In: Editor (ed.) *Title of book.* Edition (other than 1st). Place of publication: Publisher, year, page range of chapter.

> *Example:*
>
> (5)   M. Farkas. Implementing network security in a local bank. In: R. Grande (ed.) *Enterprise resource planning system: a theoretical perspective*, 3rd ed. Oxford: Oxford University Press, 2003, pp. 23-42.

Journal articles

Format:

Author's initials and surname. Title of article. *Journal title*, Year, volume (issue number), page range of article.

> *Example:*
>
> (6)   L.A. Muth *et al*. Robust separation of background and target signals in radar cross section measurements. *IEEE transactions instrumentation and measurement*, 2005, 54 (6), pp. 2462-2472.

E-journal article available from a database host

As with an ebook, indicate that the journal article is online and provide the core URL and the access date.

Format:

Author's initials and surname. Title of article. *Journal title*, Year, volume (issue number), page range of article. [Online] Available from: core URL [Accessed dd month year].

> *Example:*
>
> (7)   S. V. Serebryannikov. The Moscow power engineering institute (Technical University): from 1930 to 2010. *Thermal engineering*, 2010, 57 (12), pp.12-30. [Online] Available from: http://www.springerlink.com [Accessed 3 Mar 2011].

Note: It the article is available as both print and electronic versions, it is acceptable to cite the print version without the need to quote the online address and the accessed date. IEEE journals and transactions are normally available as both versions.

E-journal article directly from the web

If the article is not from any specific database host and is available on the free web, include the full URL or alternatively, the DOI (digital object identifier).

Examples:

(8) S. V. Serebryannikov. The Moscow power engineering institute (Technical University): from 1930 to 2010. *Thermal engineering*, 2010, 57 (12), pp.12-30. [Online] DOI: 10.1134/S0040601510120025 [Accessed 3 Mar 2011].

(9) S.D. Pattison. Paying living organ providers. *Web journal of current legal issues*, 2003. [Online] Available from: http://webjcli.ncl.ac.uk/2003/issue3/pattison3.html [Accessed 4 July 2011].

(10) C. Taylor. DVDs: They will survive. *Business 2.0,* 13 October 2006. [Online] Available from: http://money.cnn.com/2006/10/12/magazines/business2/dvds_future.biz2/ [Accessed 1 Jan 2011]

Websites

Note: Websites can be difficult to trace because of the dynamic nature of the Internet; provide as much information as possible for readers to track them down.

- Remember that anyone can publish anything on the web, so free web material may not be academic or even trustworthy. Signs of academic content include references, evidence and qualifications of the author.

- A good web site should have sufficient ownership information to enable you to cite. However, a corporate author can be used and if no author is available you can begin with the title of the document.

Format:

Author (or editor). *Title of the website*, year or exact date if available. [Online] Available from: URL address [Date accessed].

Examples:

(11) National Down Syndrome Society. *Associated medical conditions*, [no date]. [Online] Available from: http://www.nds.org [Accessed 13 May 2011].

(12) Matsushita Electric Industrial Co. *Panasonic develops the world's largest, 103-inch 1080p plasma display panel*, 5 Jan 2006. [Online] Available from: http://panasonic.co.jp/corp/news/official.data/data.dir/en060105-4/en060105-4.html [Accessed 28 Nov 2011].

(13) S. Hawking. The Beginning of Time. A public lecture. *Professor Stephen Hawking's website,* 2000. [Online] Available from: http://www.hawking.org.uk/home/hindex.html [Accessed 20 Nov 2011].

Reports

Reports can be published by statutory authorities, professional bodies or commercial suppliers. In some cases, you can reference a report as you would a book.

Format:

Name of issuing body. *Title of publication.* Report number and other information where relevant. Place of publication: Publisher, Date of publication. Put any online access details if relevant.

Examples:

(14) United Nations Conference on Trade and Development. *Information economy report 2005: prepared by the UNCTAD secretariat. UNCTAD/SDTE/ECB/2005/1.* New York: United Nations, 2006. [Online] Available from: http://www.unctad.org/ecommerce/ [Accessed 20 July 2011].

(15) J. Baxter (ed.) *Mobile phones market report 2005*, 6th ed. Middlesex: Key Note, 2005, p. 87. [Online] Available from: http://www.keynote.co.uk [Accessed 10 November 2011].

(16) T. Siebert *et al. Analysis of advanced materials under load.* Bellingham, WA: The International Society for Optical Engineering, 2006. [Online] Available from: http://newsroom.spie.org/x4999.xml?highlight=x509 [Accessed 20 November 2011].

Theses / Dissertations

Format:

Author's initials and surname. *Title of thesis.* Degree, awarding body, year. (Include the location of the institution if it is not clear from the name alone).

Example:

(17) Brenner, A-A. *Automated NDT robotic system for inspection of test objects with unknown geometry.* PhD Thesis, London South Bank University, 2008.

Conference papers

The proceedings of conferences are sometimes published as books, usually with an editor. If this is the case, reference a paper the same way you would reference a chapter within an edited book but include the location and date of the conference.

Format:

Author's initials and surname. Title of paper. In: Editor's initials and surname (ed.) (if available). *Title of conference*, location of conference, date of conference. Place

of publication: publisher (if available), year, page number(s). Add online access details if relevant.

> *Example:*
>
> (18)   S. Soliman and C. Wheatley. Frequency coordination between CDMA and non-CDMA systems. In: *Proceedings of the MTT-S Symposium on technologies for wireless applications digest*, San Diego, CA, USA, 20-22 Feb, 1995, pp. 123-130.

Patents

Format:

Name of originator. *Title of patent document*. Patent code. Patent number and date.

> *Example:*
>
> (19)   Philip Morris INC. *Optical perforating apparatus and system*. European patent application. 0021165 A1, 1st July 1981.

Standards

Format:

Author of the standard (usually a corporate author). Standard number and year (separated by a colon)*. Title of the standard*. Place of publication: Publisher, year.

> *Example:*
>
> (20)   British Standards Institution. BS 5605:1990. *Recommendations for citing and referencing published material.* London: BSI, 1990.

Government publications

Format:

Author (usually a Government department). *Title of document*. Place of publication: Publisher (usually the Stationery Office), year.

> *Example:*
>
> (21)   Great Britain. Department of Health. *Choosing health: making choices easier.* London: The Stationery Office, 2004.

Blackboard materials

Note: If referring to a scanned journal article or book chapter that's been uploaded onto Blackboard, just refer to the original version.

Format:

Lecturer's initials and surname. Title of the course notes. *Unit name and code.* Organisation, date of the document / lecture. [Online] Available from: URL address and the date you accessed.

> *Example:*
>
> (22) K. Viscardi. Managing human resources in engineering context. Lecture notes. *Professional engineering in context, unit code: EIS_3_204.* London South Bank University, 10 May 2006. [Online] Available from: http://blackboard.lsbu.ac.uk [Accessed 29 October 2006].

Lectures / presentation

Format:

Name of lecturer / speaker. Title of the lecture / presentation. Lecture delivered in / Speech presented at *Unit name, Unit code / Conference name.* Place, Organiser / conference information, date of the lecture / presentation.

> *Examples:*
>
> (23) C. Lunn. The basic properties of electronic circuits and systems. Lecture delivered in *Introduction to electrical and electronic systems 1, unit code: EEE_1_101.* London South Bank University, 30 Oct 2005.
>
> (24) B. Brown. WiFi for everyone? Speech presented at the *Conference on wireless network in the future*, Frankfurt, Germany, 7 October 2006.

Personal email messages

Format:

Name of sender. *Message subject / Title.* Personal e-mail to: name of recipient, date of message.

> *Example:*
>
> (25) J. Darlington. *RE: New passwords for off-campus access.* Personal e-mail to: B. Smiths, 1 Nov, 2007.

Weblogs (blogs)

Note: Evaluate carefully the contents of blogs before referencing them. Blogs are user-contributed pages where the information has not been peer reviewed.

Format:

> Author's initials and surname. Title of blog entry. *Title of the blog*, date of the entry. [Blog entry] Available from: URL address [Accessed Date].

Example:

P. Sellwood. A room with a view! *The carbon challenge*, 22 February 2008. [Blog entry] Available from: http://carbonchallenge.typepad.com/carbon_challenge/2008/02/a-room-with-a-v.html. [Accessed 1 March 2008].

Figures, illustrations, graphs, maps, charts and tables

Figures are visual presentations of results which may include charts or graphs; tables are text and data presented in columns and rows. They should be numbered and labeled with captions in your text. The caption should be able to explain the figure independently of the text. For example:

Figure caption should be placed below the figure (Figures are usually read from the bottom up)

Table caption should be placed above the table (Tables are read from the top down)

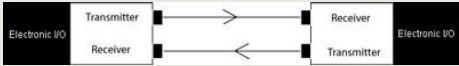………………..Fig. 1 illustrates that, as a result of the conversion, the speed of the turbine has gone up by 15%..............

Figure 1. Speed of turbine has increased after a conversion method was employed ………..

…………………….. A survey was done to find out what students' perceptions are on the current level of overdue fines (Table 1). It suggested that………..…

Table 1: A survey on overdue fines

	Too heavy	Too little	Just right
FESBE	803	471	327
BCIM	219	352	421
……	…….	…….	……

A list of figures (or tables) should be compiled to indicate all figures you have included. See example below. If the figures are taken from elsewhere, they need to be referenced properly, For example:

Within the text:

……………………… Fig. 2 below shows the communication between a receiver and a transmitter as illustrated by The Fiber Optic Association [11] ——————

…………………………………

Figure 2. Fibre optic transmissions between receiver and transmitter [11]

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Reference list:

10…………

11. The Fiber Optic Association. *User's guide to fiber optic system design and installation: 2: Understanding fiber optic communications*, 2007. [Online] Available from: http://www.thefoa.org/user/ [Accessed 20 May 2008].

12…………..

List of Figures:

Figure 1. Speed of turbine after conversion

Figure 2. Fibre optic transmissions between …….

List of Tables:

Table 1: A survey of overdue fines

Table 2: …………

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Note when compiling Reference List

1. When trying to find the date of a source, look for the copyright © date. If there is no date available, state **[no date]** in the reference where you'd normally put the date.

2. Some researchers prefer to put the surname first, e.g. **Lunn, C**. instead of **C. Lunn**. This is also acceptable by some lecturers. Please check with your lecturer.

Bibliography

This is a list of sources that you have read during your research but which you've not directly cited in your text. Not all lecturers may require you to include a bibliography in addition to a reference list so check any instructions you receive from them.

The bibliography is arranged alphabetically by the author's last name. Otherwise, the citation style remains the same. For example:

Farkas, F. Implementing network security in a local bank. In: R. Grande (ed.) *Enterprise resource planning system: a theoretical perspective*, 3rd ed. Oxford: Oxford University Press, 2003, pp. 23-42.

Great Britain. Department of Health. *Choosing health: making choices easier*. London: The Stationery Office, 2004.

Pears, R. and Shields, G. *Cite them right: the essential referencing guide*, 8th ed. Basingstoke: Palgrave Macmillan, 2010.

Further help

1. Please contact your Faculty Information Adviser in the Library:

   Faculty of Arts and Human Science: LLRahs@lsbu.ac.uk

   Faculty of Business: LLRbus@lsbu.ac.uk

   Faculty of Engineering, Science and the Built Environment: LLResbe@lsbu.ac.uk

   Faculty of Health and Social Care: LLRhsc@lsbu.ac.uk

2. You may also find it useful to consult the following book which is available in the LSBU library:

   Pears, R. and Shields, G. *Cite them right: the essential referencing guide*, 8th ed. Basingstoke: Palgrave Macmillan, 2010.

3. Guides to Referencing Management Tools such as RefWorks and Mendeley are available on My LSBU > Library > How to Reference Your Work.

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