15 Referencing: Text Citations and the List of References

This chapter covers:

- **How to cite your sources** (**called *references***) **in the text**. The types of sources include the following:
  - Works on paper (books, journals, etc.)
  - Electronic sources (e.g. Internet material, electronic databases)
  - Other types (e.g. video and audio material)
- **How to present the section called *References*** or ***List of References*** and/or a *Bibliography.*

Note: This chapter assumes no prior knowledge of this area.

You may feel inadequately prepared for referencing. It is one of the most convention-ridden areas of scientific and technological writing. Many course notes give only bare outlines of how to do it.

This chapter assumes you have no previous knowledge of referencing. The aim is to give you all of the competency needed in this area.

General Guidelines

What is referencing?

Referencing is a system of referring to other people's work in a document that you're writing. Many authors of professional reports need to do this.

Why you have to be exact when you document?

It is essential that the sources of all your factual material are acknowledged in an accepted format. It's very easy to get the details wrong.

Most staff assessors are extremely meticulous about the way sources are referenced in assignments and will check your work very thoroughly.

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Why use referencing?

- To acknowledge other people's work or ideas in relation to your own.
- To enable readers of your document to find your source material.
- To avoid plagiarism or literary theft.

Failure to acknowledge sources is plagiarism and is a form of stealing. People who do not fully acknowledge their sources, or copy text word for word from them, are implicitly claiming that the work is their own. Universities have strict disciplinary procedures regarding plagiarism. You risk failing your assignment, exclusion from the course and, sometimes, suspension from university (see page 188, *this chapter: How to Avoid Plagiarism*).

When will you need to use referencing?

You need to use references in the following situations:

1. **When you write documents – such as reports – that refer to factual material taken from other sources**. This is the commonest form of documentation in a science or engineering assignment. It is the form used almost exclusively when you write papers for journals and is therefore the form that is monitored the most critically by staff.The sources may include the following:
   a. **Material on paper** (many of which are also online) such as:
      - Papers in professional journals and conferences
      - Books or book chapters
      - Theses
      - Lecture or laboratory documents
      - Magazine articles
      - Newspaper articles
      - An organisation's publicity material
      - Engineering standards and specifications
      - Government documents, such as Acts of Parliament and reports of committees
      - Others
   b. **Electronic sources** such as:
      - Internet (web) pages
      - Databases
   c. **Visual and audio material** such as:
      - Movie clips, DVDs
      - CDs
2. **When you need to quote word-for-word from another work** (see page 186 *Using Direct Quotations*).
3. **Differences in Documentation Between Arts-Related Subjects and the Sciences**

In arts-related subjects, you may have written essays that required a footnoting system using *ibid*. and *op. cit.* to cross-refer to previously cited sources. This system is not used in the referencing process for scientific and technological literature. Neither are footnotes, except in very rare cases.

Why must documentation be so thorough?

- **To avoid plagiarism.** If you include factual material in your writing that has been taken from sources such as books, the Web, magazines, etc., and you do not say where you got it, your reader/assessor is justified in the following actions:
  - Not trusting the material because there is no verifiable source of it.
  - Accusing you of plagiarism, or literary theft. People who do not fully acknowledge their sources are copying the work of others and implicitly claiming that the work is their own. Students risk failing their assignment, exclusion from their course and, sometimes, suspension from university (see page 188, *this chapter: How to avoid plagiarism*).
- **To put your work in context**. All scientific and technological work must be put in the context of other work in the field. Your reader needs to know that you are familiar with the literature in your area and that you can assess your work in relation to it.
- **To enable other people to follow up the reference** if they wish. This means it must be cited accurately and in detail.

What is a bibliography?

A Bibliography is a list of all the sources you have consulted while writing your document, only some of which are cited in the text.

Most institutions in science and engineering require a *References* section and very rarely ask for a Bibliography. A *References* section shows that you are familiar with the literature and can cite it appropriately in your own work. **It is essential to find out what your institution or journal requires**.

The Basics of Referencing

1. **There are two linked elements to referencing a technical document:**
   - **The sources that you used in preparing your document** (websites, books, articles, etc.) **are cited at the appropriate places in the text**.
   - **All the sources are then listed at the end of your document in a section called *List of References*** (can also be called *References*).
2. **There are two basic systems of referencing technical documents used in science and engineering:**
   - The author/date (Harvard or APA) system
   - The numbering system

   Note: Librarians will refer to these systems and their variations by various names. However, this book uses for the two broad systems the names *Author/date* and *Numbering* because the format of each is easily understood from the names.
4. **Referencing is one of the most convention-ridden areas of scientific and technical documentation**. Many assessors expect the conventions to be observed in the minutest detail.

The two main systems of referencing

There are two main systems commonly used in technical documentation for cross-referencing citations in the text with the full reference in the *List of References*. The two systems are described in overview in Table 15.1.

Most institutions prefer one or the other system. The following are two very important points concerning these systems:

1. **Always use the system that the journal or your journal or institution requires.**
2. **Never use a mixture of the two systems in any one assignment.** It is essential that you use only *one* system of referencing in a document – *either* author/date *or* numbering.

Table 15.1 Overview of the Two Referencing Systems

Author/Date System	Numbering System
In the text of the document • Surname of the author and the date of publication placed in parentheses. *For example*: (Brown, 2012).	**In the text of the document** • Each citation in the text is given a unique number, either in square brackets, e.g. [5], or superscripted, e.g. ^{5}. Each is numbered in the order in which it appears in the text. • If you need to cite a reference more than once in the text, the number of its first appearance (its unique number) is used each time you cite it.
List of References • Listed in alphabetical order of the surnames of the authors.	***List of References*** • Not listed alphabetically. It is a list numbered from 1 to *n*, the number of each listing corresponding to the unique number that each source was assigned in the text.

Choosing between referencing systems

Table 15.2 provides the pros and cons of the two systems.

Table 15.2 Advantages and Disadvantages of the Two Referencing Systems

Author/Date System	Numbering System
Advantages • Allows the source to be recognised by author and date in context within the text of the report (*Note: This is seen as a considerable advantage by people familiar with the literature.*) • Provides an alphabetical list at the end of the document. • Inserting an extra reference into the text is easy.	**Advantages** • The text of the document is not interrupted by wordy citations. • Only a number needs to be repeated: prevents repetition in the text of the same wordy citations.

Table 15.2 (Continued)	
Author/Date System	**Numbering System**
Disadvantages • Can create disruption to the text when there are many citations in one place.	**Disadvantages** • While reading the text, readers familiar with the literature cannot recognise the work that you are citing. They have to turn to the *List of References* to match a numerical reference to its source. • It can be difficult to add another citation and renumber all successive ones. But this can be overcome by using endnoting software. • The numbers give no information about the work, and it is easy to forget to use the earlier number when you need to refer to it again later in your report. Again, endnoting software will overcome this.

Citing references in the text

Author-date system

Overview:

- The sources cited in the text are in the form of (*Author, date*) e.g. **…as has been previously noted (Brown, 2012)**

or

- If the author's name occurs in the text, the date follows it in brackets e.g. **…as previously noted by Brown (2012)**

Author's surname and date are placed in brackets.	Tewari (2012) showed that sulphur deficiency caused paling of the youngest emerging leaves.
Author's surname is cited in the text.	McGill (2012) has proposed that all six unified theories use the same three rules or assertions to describe a stochastic geometry of biodiversity.
References are precisely placed.	This runoff has also introduced heavy metals (Davies, 2012), pesticides (Schultz, 1998), pathogens (Cox, 2006), sediments (Horb, 2001), and rubbish (Williams, 2009).
The source is by two authors.	Martin and Zubek (1993) compiled a comprehensive list of dust activity on Mars, from 1983 to 1990. Regular dispersion patterns will result if communities comprise groups of organisms that use different components of the physical space (Henderson and Magurran, 2012).

The source is by more than two authors. Cite the surname of the first author and add "et al." (italicised in some house styles).	Zuidema et al. (2012) have shown that recruitment subsidies can be crucial for maintaining subpopulations of tropical tree species.
Several sources are cited within one set of brackets. Depending on house style: separate them by semicolons, and cite them in order of *either* (1) publication date *or* (2) by alphabetical order of the author.	The locomotion activity of a given species may be a source of considerable error in estimating energy budgets (Boisclair and Sirois, 1993; Facey and Grossman, 1990; Hansen et al., 1993; Lucas et al., 1993; Ney, 1993; Ware, 1975).
Two or more papers are written in different years by the same author.	If the interfacial shear stress is assumed to be constant, the recovery length is related to the maximum shear stress in the fibre (Curtin, 1991, 1993).
The author has written several papers in one year. Distinguish between them by adding a lowercase letter to each paper. These letters must be added to the listing's date in the *List of References*.	Previous analysis of the *Clock* gene in mice (King et al., 1997a, b) has shown that *Clock* is expressed in a manner consistent with its role in circadian organisation. In mice (King et al., 1997b) the CLOCK locus lies distal to…
There is a large body of work, but you are citing only a few representative examples. Use e.g. within the brackets.	Martian dust storms, also called Martian yellow storms or Martian yellow clouds, have been observed for a long time (e.g. Antoniadi, 1930; Peters and Petrenko, 2009).
Reference a large body of information contained in a review paper.	Zebra fish generate large numbers of transparent embryos that develop synchronously to a free-swimming hatchling in a period of three days (for review, see Driever et al., 1994).
Cite a major source a number of times (e.g. a textbook).	… (Clarkson, 2002, p. 51)
Although it is not part of the conventions, it is useful to the reader if the individual page numbers are cited with each text reference.	*or* Clarkson (2002, p. 52) stated that…
You have been unable to obtain the original reference but have seen it cited in another paper.	*Smith (1928) as cited by Brown (2001)*… would be appropriate if you learnt about Smith's paper through Brown's, but have been unable to read Smith's.
It is acceptable to cite the secondary source provided the primary source is included.	In the *List of References*, give full citation details of both.
Different authors with the same surname have published in the same year.	It has been shown by Smith, C.W. (2008)… However, Smith, J.G., (2008) reported that…

You only know the publication date of the source approximately. Use a small c before the date.	All the branches of a tree at any degree of height, if put together, are equal to the cross-section of its trunk (Leonardo da Vinci, c. 1497).
The author is not stated in the source, including electronic sources with no cited author (see the section on *Electronic Sources*, page 181). Use the first few words of the title and the date if known. For example, where the citation is: • Avon River Intake Feasibility Report (2012). Roberts Consultants Ltd., Contract TKA 2012/101. Prepared for Middletown Central Electricity Generation. • *The Virtual Trebuchet*. Retrieved May 8, 2012 from http://heim.ifi.uio.no/~oddharry/blide/vtreb.html • Hazelnuts worldwide (undated). Hazelnuts International S.A.	 … (Avon River Intake) … (*The Virtual Trebuchet*) … (Hazelnuts worldwide)
The material is undated. Use *(undated)*.	Rivers and streams in the Hutchison Ranges (undated). Middletown City Council.

Copying or adapting illustrations (when using the author/date system)

At the end of the title for the figure, insert the appropriate phrase as shown below:

You have used an exact copy of an illustration from someone else's work.	**Figure 4** Schematic of the production line at FlatPack Furniture Ltd. (Reproduced from Pinkerton, 2012).
You have redrawn an illustration from someone else's work.	**Figure 1.2** Schematic of the production line at FlatPack Furniture Ltd. (Redrawn from Pinkerton, 2012).
You have adapted someone else's data or figure, and incorporated it into a figure or table of your own.	**Figure 3.** Schematic of the production line at FlatPack Furniture Ltd. (Adapted from Pinkerton, 2012).

Personal communications

If someone has told you or written a note to you about an aspect of your work, it is quoted as *pers. comm*. Cite the initials and the surname. Note: Personal communications are not usually included in the *List of References* section.

The sample was maintained at 25°C and pH 5.0 (D.J. Wilson, pers. comm.).

However, if you have a number of them and to give them authenticity, it may be appropriate to have a separate section for them. Place it after the *List of References*, headed *List of Personal Communications*. This should list in alphabetical order the surnames, initials and places of work of the people cited. You may also want to include the means of communication and its date.

Example:

List of Personal Communications

1. Broom, J.D. Department of Chemistry, University of Middletown. By email, 14/4/2012.
2. Simmonds, W.G., Department of Sport Science, University of Technology, Middletown. In discussion, 23/4/2012.
3. etc.

Numbering system

Overview	
• Each source cited in the text is given a unique number, in the order in which each is cited. • If you need to cite a reference more than once in the text, the number of its first appearance – its unique number – is used each time you cite it.	The wind velocity and behaviour of a geographical region is a function of altitude, season and hour of measurement [1]. Mylona [2] has analysed changes in sulphur dioxide and sulphate concentrations in air over a seven-year period. *or* The wind velocity and behaviour of a geographical region is a function of altitude, season and hour of measurement[1]. Mylona[2] has analysed changes in sulphur dioxide and sulphate concentrations in air over a seven-year period.

How to Compile the *List of References* Section

The *List of References* section is made up of a list of the papers, books, articles etc. that you have cited in the text of your work. It is placed at the end of your document, before any appendices (see Chapter 2: *The Core Chapter*).

Author/date system: List the references in alphabetical order of the surname of the author or first author if there is more than one. Sample text and *List of References*: page 182.

Numbering system: List the references in numerical order according to the unique number each source has been assigned in the text. Sample text and *List of References*: page 184.

Points to note:

- **Each reference is listed only once**. This is important.
- **There are minor variations** in the way the lists are cited for different house styles, for example, in the position of the date, the use of italics, quote marks and so on.

It is important to find out exactly the form that your institution requires and to stick to it rigidly.

- **Be sure that every full-stop or comma is in the right place, and all other aspects of the formatting are correct**. Formatting of references is riddled with convention, and academic staff members often check this area very thoroughly.
- **There are standard abbreviations for the journals.**

Don't make them up. The following two useful sites provide the information you need:

1. Science and Engineering Journal Papers: http://www.library.ubc.ca/scieng/coden.html
2. Journal Title Abbreviations: http://library.caltech.edu/reference/abbreviations/

Examples of how to list the various types of sources

A generalised scheme is shown here. But be aware that there can be minor variations in order and formatting of the individual items; it depends on the house style of the institution or journal.

Books

- **Surname and initials** of the author(s) or editor(s) (surname first, followed by the initials). If editor, place Ed. after the initials.
- The **year** of publication.
- **Title** of the book underlined or in italics, and with the 'main' words (everything except articles, prepositions and conjunctions) capitalised. For the conventions, see *Written Style for Headings*, Chapter 16: *Conventions Used in Scientific and Technical Writing*, page 196.
- If there is a **subtitle**, it is separated from the main title by a colon (:)
- **Title of series**, if applicable.
- **Volume number** or number of volumes, if applicable.
- **Edition**, if other than the first.
- **Publisher.**
- **Place of publication** (city or town).
- **Page numbers** of the material cited (if applicable).

Book with one author	Cassedy, E.S. (2006) *Prospects for Sustainable Energy*. Cambridge University Press, Cambridge.
Book with more than one author	Mitchell, W.J., Borroni-Bird, C.E., and Burns, L.D. (2012) *Reinventing the automobile: personal urban mobility for the 21st century*. MIT Press, Cambridge, Mass.
Book with one or more editors	Draelos, Z.D. (Ed) (2012) *Cosmetic dermatology: products and procedures*. Wiley-Blackwell, Chichester.
One volume of a multi-volume work	Erdélyi, A. Ed (1955) *Higher Transcendental Functions*. Vol. 3. McGraw-Hill, New York.
Second or later edition of the book	Barrett, C.S. and Massalski, T.B. (1980) *Structure of Metals: Crystallographic Methods, Principles and Data*. Third edition. Pergamon Press, Oxford.
A chapter or article in an edited book	Kenzel, W. and Opper, M. (1991) 'Dynamics of learning'. In: *Models of Neural Networks*. Eds: Domany, E., van Hemmen, J.L. and Schukten, K. Springer-Verlag, Berlin, pages 99–120.

- The chapter title is enclosed in quotation marks.
- The name of the book is preceded by In:.
- Starting and ending page numbers of the chapter are given.

Journal papers

- **Surname and initials** of the author(s) (surname first, followed by the initials).
- The **year** of publication in parentheses ( ).
- **Title** of the paper.
- The **name of the journal**, *in italics* in its correctly abbreviated form (see Points to note, page 177, above).
- The **volume number** of the journal, usually in **boldface** (with the issue number, if there is one, in brackets; *see examples 2–3 below*).
- The **numbers of the pages** on which the paper begins and ends. ***Note***: The actual page from which your information is taken is not cited.

Single author	Amos, A.J. (1958) Some lower Carboniferous brachiopods from the Volcan Formation, San Juan, Argentina. *J. Paleontol.*, **32**, 838–845.
Two authors	Franceschini, S. and Tsai, C.W. (2012) Assessment of uncertainty sources in water quality modelling in the Niagara River. *Adv. Water Res*, **33** (4), 493–503.
Multiple authors	Walsh, C. J., Roy, A.H., Feminella, J.W., Cottingham, P.D., Groffman, P.M., Morgan, R.P. (2005) The urban stream syndrome: current knowledge and the search for a cure. *J. N. Am. Benthol. Soc.*, **24** (3), 706–723
Paper in the proceedings of a conference As for a journal paper but in addition, state the **number** of the conference, its **title theme**, the **place it was held** and the **date**.	Bhattacharya, B., Egyd, P., and Toussaint, G.T. (1991) Computing the wingspan of a butterfly. Proc. Third Canadian Conference in Computational Geometry (Vancouver), Aug 6-10, 88–91.
Paper in language other than English, not translated	Schmutz Schaller, P. (2000) Platonische Koerper, Kugelpackungen und hyperbolische Geometrie, *Math. Semesterber.* **47**, 75–87 (in German).
Put (in *language*) at end of the citation. The title may remain in the original language, or be translated into English.	Gorb S.N. (1989) Functional morphology of the arrester-system in Odonata. *Vestn. Zool.* **89**, 62–67 (in Russian).

Other types of sources

Note: If the author is not stated, do the following:

Describe the source as fully as possible, in the style of the following relevant examples. The order of the items cited is given here:

1. The title of the document
2. Date (when possible)
3. The organisation/institution that produced the document
4. Any identifying number, such as designation code, or contract number

For citation in the text: Use an abbreviated form of the title (see above, page 177).

Thesis	Johnson, C.E. (2001) A Study of Residual Stresses in Titanium Metal Matrix Composites. PhD Thesis, University of Middletown.
Student project	Young, E.A. (2002) Mathematical modelling of land-mine detection. Engineering Science project, School of Engineering, The University of Middletown.
Lecture material	If the writer's name is stated: Carter, R. (2002) Robotics. Lecture handout, *Engineering and Society*, The University of Middletown. If the writer is unknown: Wetlands (2002). Lecture handout, *Conservation Ecology*, The University of Middletown.
Laboratory manual	Strain measurement (2002). Year Two Mechanical Engineering Laboratory Manual, The University of Middletown, 46–49.
Newspaper article	*Author is known*: Nicholson-Lord, D. (1995) Does work make you stupid? Independent on Sunday, 29 January, p 21. *Author is unknown:* Could alcohol be good for your liver? The Week, 13 November 1999.
Magazine article	*Author is known:* Crystal, D. (1999) The death of language. Prospect, November 1999, 12–14. *Author is unknown:* How clean is your water? (2002). Water News, Number 15, 19–21.
Technical report	Hilley, M.E. Ed. (1971) Residual Stress Measurement by X-Ray Diffraction. SAE Information Report J784a, Society of Automotive Engineers, New York.
Microfiche	Buckley, D.H. (1985) Tribological Properties of Structural Ceramics. NASA, Washington DC. Microfiche.

Government and legal documents • The first element of information is the government department, committee or body. The last two may also be referenced by the name of the chairperson. • Include the complete title.	CORINAIR Working Group on Emission Factors for Calculating 1990 Emissions from Road Traffic, 1 (1993). Commission of the European Committees (Office for Official Publications, Luxembourg).
Section of an Act of Parliament	Risk assessment and notification requirements (1990) Environment Protection Act 1990 (c. 43), Part VI – Genetically Modified Organisms, Section 108. Act of Parliament, United Kingdom. Her Majesty's Stationery Office, London.
Report by a professional body	Recycling Household Waste – The Way Ahead (1991). Association of Municipal Engineers, The Institution of Civil Engineers, London.
Engineering codes	Building Code Requirements for Reinforced Concrete and Commentary (1989). ACI Committee 318, American Concrete Institute, Detroit.
Standard specification	Standard Specification for Urea-Formaldehyde Molding Compounds (1994). Designation D705-94. American Society for the Testing of Materials, Annual Book of ASTM Standards 1999. **08.01** *Plastics (I)*, 92–93.
Standard test method	Standard Test Methods for Thermoplastic Insulations and Jackets for Wire and Cable (1996). Designation D2633-96. American Society for the Testing of Materials, Annual Book of ASTM Standards, 1998, **10.02** *Electrical Insulation (II)*, 25–38.
Standard practice	Standard Practice for Algal Growth Potential Testing with *Selenastrum capricornutum* (1993). Designation D-3978-80 (Reapproved 1993). American Society for the Testing of Materials, Annual Book of ASTM Standards 1997, **11.05**, *Biological Effects and Environmental Fate; Biotechnology; Pesticides*, 29–33.
Patent	Kuhn, K. J., Wehner, W., Zinke, H. (2000) Stabilizer combination for chlorine-containing polymers. US Patent number 6 013 703.
Map	Swansea and The Gower (1974) Ordnance Survey Sheet 159, 1:50 000, First Series. Director General of the Ordnance Survey, Southampton.
Consulting report Include **name of consulting firm**, **contract number** and **for whom** the report was prepared.	Wylie Stream Intake Feasibility Report (2012). James Consultants Ltd., Contract TKA 97/101. Prepared for Middletown Central Electricity Generation.

Undated documents Put (*undated*) where the date is normally placed.	Predicting Traffic Accidents from Roadway Elements on Urban Extensions of State Highways (undated). Bulletin 201, Welsh Highway Research Board.
No author, undated e.g. fact/data sheet, small brochure	Twintex TPP fact sheet (undated). Verdex International S.A.
Video or audio cassette State whether a CD, or video or audio cassette.	Frozen Planet (2011). BBC Natural History Unit Production. Video-cassette.
When none of the above applies	Do what you can to cite enough information to make the source traceable. If there is an author: cite it first. If there is no author, first cite its title (if any), then other relevant details such as the organisation that produced it and any reference number.

Electronic sources

A few notes of caution if you are doing the usual thing of Googling to find sources you can quote in your documents. When you follow a source up, be sure that any source you cite in your report is valid. Academic staff members tend not to regard as credible any citation that does not come from a reputable online source such as a respected institution or organization.

Wikipedia: Don't quote Wikipedia as a source. To quote Wikipedia itself (http://en.wikipedia.org/wiki/Wikipedia:Academic_use):

> *Wikipedia is not considered a credible source. Wikipedia is increasingly used by people in the academic community, from first-year students to professors, as an easily accessible tertiary source for information about anything and everything. However, citation of Wikipedia in research papers may not be considered acceptable, because Wikipedia is not considered a credible source. This is especially true considering anyone can edit the information given at any time.*

However, many Wikipedia articles have references at the end of them. These are worth following up.

Web pages

Conventions for citing web pages are simple. You need to state the following in this sequence:

- **If the site has a stated author:**
  Author (*Family name, followed by initials of given names*). Title of the web page (*in italics*). Retrieved (*date*) from (*URL*).
  Example:

  Siano, D. *The algorithmic beauty of the trebuchet*. Retrieved December 14, 2012 from http://www.algobeautytreb.com/

- **If the site has no stated author:**
  Title of the web page (*in italics*). If possible, the authority under which it appears (this will give credibility to your use of the source). Retrieved (*date*) from (*URL*). The whole URL should be cited, even if it seems very long.
  Example:

  ***An introduction to stand-alone wind energy systems*. Natural Resources Canada. Retrieved August 11, 2012 from http://canmetenergy-canmetenergie.nrcan-rncan.gc.ca/fichier.php/codectec/En/M27-01-1246E/Intro_WindEnergy_ENG.pdf**

If you are using the author/date system, and you need to cite an unauthored source in the text, use the first few words of the title, e.g. See Section 9, sample texts (*The virtual trebuchet*).

Online conference proceedings; an online journal article; abstracts from databases; discussion lists

Use the same system as for a web page.

Emails

Emails are not usually authoritative enough to cite in reports. List them instead as personal communications (see page 175).

Information obtained from an interview

In the text: Treat it as a normal text citation: either [4] or (Atkins, 2012).
In the *List of References*:
Robson, T.G. Robotic Handling Ltd, (2012) In interview with the author.

Example (Both Systems): Text and Corresponding List of References

Author/date system

Note: You don't have to include this column when writing a referenced document; the notes are here just for your information	**Text**
Electronic sources: four with cited authors, one with no cited author.	The recent upsurge of interest in the mechanical efficiency of medieval hurling devices has resulted in their use as student construction projects in engineering (O'Connor, 1994). There is also a wealth of web-based material: for instance, graphics and information (Miners, 2012), desktop models (Toms, 2012), and computer simulations of trebuchets (Siano, 2012; *The virtual trebuchet*, 2012).

Repeat of a previously cited reference

Author mentioned in text

Three references in a series, placed in chronological order, separated by semicolons

An 'et al.' reference – more than two authors

Precise placing of references in the text; one referring to the palintonon, and another to the onager.

Used in ancient times to hurl everything from rocks to plague-ridden carcasses of horses (O'Leary, 1994) and – in a modern four-storey-high reconstruction – dead pigs, Hillman cars and pianos (O'Connor, 1994), the trebuchet relied on the potential energy of a raised weight. Its mechanical efficiency has been compared unfavourably by Gordon (1988) with that of the palintonon, the Greek hurling device, which could hurl 40 kg stone spheres over 400 metres (Hacker, 1968; Marsden, 1969; Soedel and Foley, 1979). This device incorporated huge twisted skeins of tendon, a biomaterial that can be extended reversibly to strains of about 4% (Wainwright et al., 1992). The palintonon used the principle of stored elastic strain energy, the fact that when a material is unloaded after it has been deformed, it returns to its undeformed state due to the release of stored energy (Benham et al., 1996). The motion of the palintonon (Hart, 1982) and that of its Roman equivalent, the onager (Hart and Lewis, 1986), has been analysed by use of the energy principle applied to the finite torsion of elastic cylinders.

Note: Sources are listed in alphabetical order of first author's surname.

List of References

Book. Note publisher, place of publication (Harlow) and relevant page(s)

Benham, P.P., Crawford, R.J. and Armstrong, C.G. (1996) *Mechanics of Engineering Materials.* Second edition. Longman, Harlow, page 67.

Book

Gordon, J.E. (1981) *Structures or Why Things Don't Fall Down*. Penguin, Harmondsworth, pages 78–89.

Chapter in book. The book is Volume 9 of a series called Technology and Culture. An 'In:' reference.

Hacker, B.C. (1968) 'Greek catapults and catapult technology: science, technology and war in the ancient world.' In: *Technology and Culture*, **9**, pages 34–50.

Paper in journal

Hart, V.G. (1982) The law of the Greek catapult. *Bull. Inst. Math. Appl.*, **18**, 58–68.

Paper in journal

Hart, V.G. and Lewis, M.J.T. (1986) Mechanics of the onager. *J. Eng. Math.*, **20**, 345–365.

Book

Marsden, E.W. (1969) *Greek and Roman Artillery*. Clarendon Press, Oxford, pages 86–98.

Electronic source with cited author

Miners, R. *The Grey Company Trebuchet Page.* Retrieved May 17, 2012 from http://members.iinet.net.au/~rmine/gctrebs.html

Article in journal, no volume number	O'Connor, L. (1994) Building a better trebuchet. *Mechanical Engineering*, January, 66–69.
Editorial in journal	O'Leary, J. (1994) Reversing the siege mentality. *Mechanical Engineering*, January, 4.
Web page with cited author	Siano, D. *The algorithmic beauty of the trebuchet*. Retrieved August 17, 2012 from http://www.algobeautytreb.com/
Article in magazine	Soedel, W. and Foley, V. (1979) Ancient catapults. *Scientific American*, **240**, 150–160.
Web page, no cited author	*The Virtual Trebuchet.* Retrieved August 18, 2012 from http://heim.ifi.uio.no/~oddharry/blide/vtreb.html
Web page with cited author	Toms, R. *Trebuchet.com.* Retrieved August 21, 2012 from http://www.trebuchet.com/
More than two authors. An 'et al.' reference in the text	Wainwright, S.A., Biggs, W.D., Currey, J.D. and Gosline, J.M. (1992) *Mechanical Design in Organisms*. Second edition. Longman, Harlow. Page 83.

Numbering system

Note: You don't have to include this column when writing a referenced document; the notes are here just for your information.	
	The recent upsurge of interest in the mechanical efficiency of medieval hurling devices has resulted in their use as subjects for student construction projects in engineering [1]. There is also a wealth of web-based material: for instance, graphics and information [2], applications such as desktop models [3], and computer simulations of a trebuchet [4, 5].
A second reference to Source Number 1. Note: It is not assigned a new number	Used in ancient times to hurl everything from rocks to plague-ridden carcasses of horses [5] and, in a modern four-storey-high reconstruction, dead pigs, Hillman cars and pianos [1], the trebuchet relied on the potential energy of a raised weight.
Author mentioned in text	Its mechanical efficiency has been compared unfavourably by Gordon [6] with that of the palintonon, the Greek hurling device, which could
Three references in a series, separated by commas	hurl 40 kg stone spheres over 400 metres [7, 8, 9]. This device incorporated huge twisted skeins of tendon, a biomaterial that can be extended reversibly to strains of about 4% [10]. The palintonon utilised the principle of stored elastic strain energy – the fact that when a material is unloaded after it has been deformed, it returns to its undeformed state due to the release of stored energy [11]. The motion of the palintonon [12]
Precise placing of references in the text; one referring to the palintonon, and another to the onager.	and that of its Roman equivalent, the onager [13], has been analysed by use of the energy principle applied to the finite torsion of elastic cylinders.

Note: Sources are listed by number in the order in which they appear in the text of the document.	***List of References***
1: Article in journal, no volume number	**1** O'Connor, L. (1994) Building a better trebuchet. *Mechanical Engineering*, January, 66–69.
	2 Miners, R. *The Grey Company Trebuchet Page.* Retrieved May 17, 2012 from http://members.iinet.net.au/~rmine/gctrebs.html
2, 3, 4: electronic sources, each with a cited author	**3** Toms, R. *Trebuchet.com.* Retrieved May 17, 2012 from http://www.trebuchet.com/
	4 Siano, D. *The algorithmic beauty of the trebuchet.* Retrieved May 17, 2012 from http://www.algobeautytreb.com/
5: Electronic source, with no cited author	**5** *The Virtual Trebuchet.* Retrieved February 1, 2012 from http://heim.ifi.uio.no/~oddharry/blide/vtreb.html
6: Editorial in journal	**6** O'Leary, J. (1994) Reversing the siege mentality. *Mechanical Engineering*, January, 4.
7: Book. Note publisher, place of publication and relevant page number(s).	**7** Gordon, J.E. (1981) *Structures or Why Things Don't Fall Down*. Penguin, Harmondsworth, pages 78–89.
8: Article in magazine	**8** Soedel, W. and Foley, V. (1979) Ancient catapults. *Scientific American*, **240**, 150–160.
9: Chapter in book	**9** Hacker, B.C. (1968) 'Greek catapults and catapult technology: science, technology and war in the ancient world.' In: *Technology and Culture*, **9**, pages 34–50.
10: Book	**10** Marsden, E.W. (1969) *Greek and Roman Artillery*. Clarendon Press, Oxford, pages 86–98.
11: Book with four authors	**11** Wainwright, S.A., Biggs, W.D., Currey, J.D. and Gosline, J.M. (1992) *Mechanical Design in Organisms*. Second edition. Longman, Harlow. Page 83.
12: Book with three authors	**12** Benham, P.P., Crawford, R.J. and Armstrong, C.G. (1996) *Mechanics of Engineering Materials.* Second edition. Longman, Harlow, page 67.
13: Paper in journal	**13** Hart, V.G. (1982) The law of the Greek catapult. *Bull. Inst. Math. Appl.*, **18**, 58–68.
14: Paper in journal	**14** Hart, V.G. and Lewis, M.J.T. (1986) Mechanics of the onager. *J. Eng. Math.*, **20**, 345–365.

Using direct quotations

You may occasionally need to quote word for word from another source. This may be particularly so in essays where you are writing about contentious issues and feel that the exact words are relevant to your discussion. These quotations need to be enclosed in quotation marks.

Do not make the naive mistake of thinking you can avoid plagiarism by including from another source large amounts of word-for-word text contained between quotation marks. This convention applies only to direct quotations that are necessary to your argument.

Conventions for direct quotations

A direct quotation Enclose it in quotation marks ("…").	According to Huxley, "science is nothing but trained and organised common sense".
Where very slight changes are needed to a quotation so that it fits into your prose:	Pratchett (1993) has noted that '[she] lived in the kind of poverty that was only available to the very rich, a poverty approached from the other side'. (The original quote: 'Sybil Ramkin lived in…'.)
For example, a capital letter may need to be changed to lowercase, or a noun substituted for a pronoun, or a noun or phrase inserted, so that it makes more sense. These changes are indicated by square brackets [ ].	Gould (1985) has stated that "[t]he history [of human races] is largely a tale of division – an account of barriers and ranks erected to maintain the power and hegemony of those on top". (*The original quote: "The history is largely…".*)
Where part of a quote needs to be omitted because it is irrelevant to your document:	Watson (1968) has stated "… I had chosen the wrong tautomeric forms of guanine and thymine".
Use three dots to show the omission. It is important that the sense of a quotation is not altered by the omission.	

Compiling a bibliography

The conventions used for compiling a *Bibliography* are given here:

- Use the same method of writing out each item as you would for a *List of References* section (see pages 177–182).
- The items are listed in alphabetical order according to the first author's surname, or the title of the reference if the author is unknown.
- The list is not numbered.
- It is common practice to indent each line of a reference after the first. Use the hanging indent function on a word processor.

Example:

Bibliography

Benham, P.P., Crawford, R.J. and Armstrong, C.G. (1996) *Mechanics of Engineering Materials.* Second edition. Longman, Harlow, page 67.

Siano, D. *The algorithmic beauty of the trebuchet*. Retrieved August 17, 2012 from http://www.algobeautytreb.com/

The Virtual Trebuchet. Retrieved August 18, 2012 from http://heim.ifi.uio.no/~oddharry/blide/vtreb.html

Toms, R. *Trebuchet.com*. Retrieved August 21, 2012 from http://www.trebuchet.com/

Wainwright, S.A., Biggs, W.D., Currey, J.D. and Gosline, J.M. (1992) *Mechanical Design in Organisms*. Second edition. Longman, Harlow.

Plagiarism and how to avoid it

Plagiarism is literary theft. It occurs when you do the following:

- Copy material from books, the Web and other sources.
- Quote any piece of information that is not common knowledge.
- Use another person's theory or opinion without crediting that person.
- Lightly paraphrase (slightly reword) another person's written or spoken words.

Examples

1. When you make a statement that your reader needs to know is valid, you must cite the source:
   Wind energy is the world's fastest growing energy source.
   Who says so? Can your reader trust this information that you've given? Answer: The reader can only trust this information when you state from which source you got your material. You must therefore cite the source in your document and list it in your *References* section.
2. When you block-copy material from the Web or books without citing the source. Many students have block-copied web material for assignments, believing that their assessor will not notice it, or in ignorance of the fact that it shouldn't be done. By doing this, you are implying that the material is your own. You need to (1) rewrite it (that is, paraphrase it) and (2) cite the source. Be careful: You should *not* just alter a few words here and there. To avoid plagiarism, you need to substantially rewrite it in your own words.

The following passage has been block-copied from the web page of the US Department of Energy's Wind Energy Program web page (http://www.eren.doe.gov/wind/web.html).

> *What causes the wind to blow? Wind is a form of solar energy. Winds are caused by the uneven heating of the atmosphere by the sun, the irregularities of the earth's surface, and rotation of the earth. Wind flow patterns are modified by the earth's terrain, bodies of water, and vegetative cover. This wind flow, or motion energy, when "harvested" by modern wind turbines can be used to generate electricity.*

Here's an unacceptable paraphrase that is **plagiarism:**

> *Wind flow, or motion energy, when "harvested" by modern wind turbines can be used to generate electricity. What makes the wind blow? Wind, a form of solar energy, is caused by the uneven heating of the earth's atmosphere by the sun, the earth's irregular surface, and its rotation. Wind flow patterns are modified by the earth's terrain, seas or large lakes, and vegetative cover.*

Why is this passage plagiarism?
It is considered to be plagiarism for two reasons:

1. The writer has changed around only a few words and phrases, or changed the order of the original paragraph's sentences.
2. The writer has failed to cite a source for any of the facts.

If you do either or both of these things, you are plagiarising.
Here is an acceptable paraphrase:

> Wind has three causes: uneven heating of the earth's atmosphere by the sun, the topography of the earth's surface, and the earth's rotation. Wind can be used to generate electricity; however, because flow patterns are modified by topography, oceans and the amount of plant cover, wind flow can be very variable [12].

Why is this passage acceptable?
This is acceptable paraphrasing because the writer does the following:

- Accurately transmits the original information in a substantially rewritten form.
- Cites the source of the information.

3. **Downloading diagrams from the Web.** Make sure that each of your diagrams in your report has its own figure number, a title of your own making (even if the diagram comes off the Web with its own title), and that the source is cited at the end of the title. For example:

   Figure 4 Cost of wind-generated electricity, 1980–2005 [15]

   For the citation conventions when copying, adapting or redrawing diagrams, see page 175, in this chapter.

4. **If you need to quote something word for word**, use the conventions for quotation marks (see page 186, in this chapter), and cite the source.

How to avoid plagiarism

- Don't copy word-for-word material out of books, off the Web or from other sources.
- Paraphrase the material (substantially rewrite it and express it differently), and cite the source.
- Diagrams: devise your own title for the diagram. Cite the source at the end of the title.

Common mistakes

1. Citing a reference in the text and leaving it out of the *List of References*.
2. Citing a reference in the *List of References* and making no mention of it in the text.
3. The date of the text citation does not correspond with that of the listing in the *List of References*.

These three mistakes above tend to be regarded as unforgivable by most university staff.

In the *List of References* section:

1. Using non-standard abbreviations for a journal.
2. Giving insufficient details in the *References* section; in particular, omitting the publisher and place of publication of a book, omitting the date.
3. Using inconsistent formatting.
4. Using incorrect volume and page numbers.
5. Giving unobtainable references.

Checklist: Referencing

- ☐ References are needed in the following situations:
  - ☐ You cite factual material from the literature.
  - ☐ You quote directly from another work.
- ☐ Decide whether you need a *References* section or a *Bibliography*. Most institutions need a *References* section.
- ☐ ***References* section:** the two main systems – there are minor variations – of citing references are listed here:
  1. Author/date system
  2. Numbering system

Use the one recommended by the institution or journal for which you are writing the document

Use one system or the other consistently. Never use a mixture of the two.

- ☐ Whichever of these systems you use, you must have a section called ***List of References*** at the end of your document:
- ☐ In the **author-date system**, the sources are listed alphabetically by the surname of the first author.
- ☐ In the **numbering system**, they are listed sequentially according to the number given them in the text.
- ☐ A reference should appear only once in the *References* section.
- ☐ Make sure each reference is formatted consistently and accurately.
- ☐ **In the text**, cite each reference according to the conventions of the system you are using.
- ☐ For a **Bibliography**, use the same conventions for writing out each of the full references. Then list them alphabetically.

Then check the following:

- ☐ For each one of your text citations, is there a corresponding reference in the *References* section? And vice versa?
- ☐ Does the date of the text citation match the date in the full reference in the *References* section?
- ☐ Are all of the references in the *References* section formatted consistently?
- ☐ Are all of the necessary details there?

Avoiding Plagiarism

- ☐ Have you avoided copying word-for-word material out of books, off the Web or from other sources?
- ☐ Have you substantially rewritten the material and cited the source?
- ☐ Does each figure have its own figure number and its own title? Is the source cited at the end of the title?