How to cite References

1. Introduction
This guide is based on the British Standard BS ISO 690:2010. You are recommended to follow these guidelines unless your Department or School has a different preferred form. Please check with your tutor or supervisor. BS ISO 690:2010 is available electronically via British Standards Online, accessible through the eLibrary Gateway.

The main reasons you should cite works correctly are:
- to acknowledge the work of other writers
- to enable anyone who reads your work to identify and locate your sources quickly and efficiently
- to avoid passing off someone else’s ideas as your own. This is known as plagiarism and is an academic offence.

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 printed materials

3.1. 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.
**Example:**

**Note:** Use the abbreviation ‘ed.’ to indicate an editor.

**Example:**

**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 all names if possible. If any are omitted, use *et al.* or *and others* to indicate there is more than one author
- the first author should be listed with surname first, followed by initial(s) or first name. Subsequent authors can be given with first name or initial(s) first, if desired.

**Examples:**

**Anonymous works**
If the work does not appear to have an author use *Anon*.

**Example:**

**Subsidiary author (e.g. translator)**
Subsidiary authors such as translators should be added after the title, with an indication of their role.

**Example**

**Translated title**
The original title of a translated information resource, or a translation of the title, may be supplied immediately after the original title.
Example:

Multiple place of publication
If the book has more than one place of publication, list only the first place name. If there is any ambiguity as to the geography of the place, insert clarifying information in brackets, for example, *London (Ontario)*.

3.2. Articles/chapters/papers in books
The elements required for each reference are:

Example:

3.3. Printed journal articles
The elements required for each reference are:
AUTHOR. Article title. *Journal title*, date, volume number (part), page numbers.

Example:

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
- multiple authors should be dealt with in the same way as in section 3.1 for multiple book authors.
3.4. Conferences
The elements required in each reference are:

AUTHOR or ORGANISATION. Conference Name/Title. Place: Publisher, date.
- 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.

Example:


Note: When you cite a conference paper, the first element is the author of the paper. Follow the guidelines for referencing articles in books in section

Example:


3.5. Theses
The elements required in each reference are:

AUTHOR. Title of the theses. Type of degree (PhD, MPhil, etc), the awarding body, date.

Example:


3.6. Reports
The elements required in each reference are:

AUTHOR. Title. Place: Publisher, date. Report number (if applicable).

Example:


Note: If the cited item is widely known or originally issued under a different title, this can be provided in brackets.
Example:
CENTRAL ADVISORY COUNCIL FOR EDUCATION (ENGLAND).  

3.7. Patents
The elements required in each reference are:
APPLICANT. Title. INVENTOR(S). Title. Patent application number: Publication date.

3.8. 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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3.9. 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.
4. Referencing Electronic/Online publications

4.1. Internet sources

**Entire website**

The elements required in each reference are:

*Title*. Publisher or Organisation, date [viewed date]. Available from <URL>

**Example:**

Words without borders: The online magazine for international literature. PEN American Center, 2005 [viewed 12 July 2006]. Available from: http://www.wordswithoutborders.org

**Individual works**

The elements required in each reference are:

AUTHOR. *Title* [online]. Place: Publisher, date [viewed date]. Available from: <URL>

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

**Example:**


4.2. Electronic journal articles

The elements required in each reference are:

AUTHOR. Article title. *Journal title* [Online]. Publisher. date, volume number (part), page numbers [viewed]. Available from: <doi>

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

**Note:** A DOI (digital identifier for any object of intellectual property) provides a means of persistently identifying a piece of intellectual property on a digital network. Most online journal articles will be supplied with a DOI.

**Example:**

4.3. Email discussion lists
The elements required in each reference are:
AUTHOR. Title of message. *Discussion list* [online]. day, month and year [viewed date]. Available from: <email address> or <URL>

**Example:**

5. Referencing films and broadcasts

5.1. Films
The elements required in each reference are:
Title [film]. DIRECTOR. Place of distribution: Distributor, Date

**Example:**

5.2. Broadcasts
The elements required in each reference are:
Title. Producer. Broadcast date.

**Example:**

6. References to items you have not read
You should always try to reference only those items that you have read. However, if it is not possible for you to see the original item, you must make this quite clear in the reference.
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.
7. Methods of citation
There are in general two different methods of referring from your text to the description of the documents you have used.

7.1. 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 the date placed immediately after the author's name.

Example: In the text:
Medieval Iceland has an important place in history (Byock 1988)
Or
Jesse Byock (1988) argues that...

Example: In the list of references:

If you need to cite more than one work by the same author published in the same year, add letters after the date.

Example:

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

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

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

Example: In the text:
Gwyn Jones³ states that...
Or
Gwyn Jones (3) states that....

Example: In the list of references:
Note: Numbers can also be used on their own:

Example:
It can be argued\(^3\)...
Or
It can be argued (3)

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

Example:
Jones \(^3\) p.55 states that...
Or
Jones (3 p.55) states that...

8. Further reading


BRITISH STANDARDS INSTITUTION. *Information and documentation – Guidelines for bibliographic references and citations to information resources.* London: British Standards Institution, 2010, BS ISO 690:2010


