



# Numeric referencing guide

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## General principles

When you refer to another piece of work you must always acknowledge the source of that information. This enables you

- To avoid plagiarism.
- To give appropriate credit to the person who did the work you are using.
- To enable a reader to trace your sources and follow up your work.
- To enable a reader to distinguish your ideas from someone else's and show the range of your reading.
- To demonstrate the evidence supporting your arguments; this supports your ideas and theories and adds credibility.

The rules for how to reference are all there to support these principles, and to make sure that your references are clear and consistent so that it is easy for someone reading your work to follow them. It is more important to get the spirit of giving credit for other peoples' work right than to make sure all your commas are in the right places.

## Citations

When you refer to another document you must acknowledge this within the text of your work with a citation. The citation is a number in superscript<sup>123</sup>. The first item you cite is numbered <sup>1</sup> and the second numbered <sup>2</sup> and so on. For instructions on how to superscript numbers, see <https://support.office.com/en-gb/article/Make-text-superscript-or-subscript-5C413EE0-0171-40B1-AAD5-52A80E05FD10>

Sometimes you may need to refer to two documents at the same point in the text. Separate the citations with a comma <sup>2,3</sup>

Multiple citations are treated as a range<sup>2-4</sup>

If you need to cite an item more than once in your document, use the same number every time. You should use the smallest number – the one used when the item is first cited in the document.

Do not include the page numbers in the citation, even for a table or image.

## References

### Format of author's names

Authors' names should be formatted as family names (surnames) followed by the initials of the personal names.

Smith ASG, Khan M, Einstein A.

### Notes

- Do not use the full personal name (also known as given name or forename).
- There is no limit on the number of initials, they should be recorded as on the original source.
- Authors are listed in the order in which they appear on the original source.

### Number of authors named

- In general, all of the authors of the work should be listed, regardless of how many there are.
- In some areas it may be acceptable to list only the first five authors then add *et al.* Consult your programme handbook and lecturers for more guidance.

### Format of titles

You should use the full title of the source, including any subtitle.

Titles are written in "sentence case"- that is, you only use a capital letter for the first word in the title (except words that usually have capital letters in English, like people's names, placenames, and the names of organisations.)

Titles are in italics.

For example:

*Textbook on civil liberties and human rights*

*A dictionary of chemical engineering*

*New scientist*

*Journal of peace, conflict and development*

*Millennium: journal of international studies*

## Referencing different types of material

The following section gives guidelines for referencing different types of information. Some parts of the templates are optional: you can provide the information if you think it helps your reader to find your source but you will not be penalised for missing out the information if it is difficult to find.

## Books, electronic books and book chapters

### Books

#### Template

Author. *Title*. Edition. City of publication (**this is optional**): Publisher, Year.

#### Examples

Gabbay J. *Organisational innovation in health services: lessons from the NHS treatment centres*. Bristol: Policy Press, 2011.

Longmore JM, Wilkinson IB, Baldwin A, Wallin E. *Oxford handbook of clinical medicine*. 9th edition. Oxford University Press, 2014.

#### Notes

- If the book is a first edition, you do not include the edition number.
- The city or town of publication is an optional piece of information but can be included if it is useful.

### Electronic books

Electronic books should be referenced in the same way as paper books wherever possible. This may be difficult with certain types of electronic book. For instance:

- In Kindle eBooks, there are often no page numbers. When referencing a direct quote a location number can be used instead of a page number.
- For free online books, it is sometimes useful to provide a web address and access date. This is especially true for government publications, reports and policies accessed online

### Book chapter

#### Template

Authors of chapter. Chapter title. In Editors of book, editor. *Book title*. Edition. City of publication (**this is optional**): Publisher, Year: chapter start page–chapter end page.

#### Examples

Bass S. Working with forest stakeholders. In Evans J, editor. *The forests handbook Volume 2: applying forest science for sustainable management*. Blackwell Science, 2010: 221-233.

Tricco AC, Tetzlaff J, Moher D. Knowledge synthesis. In Straus SE, Tetroe J, Graham ID, editors. *Knowledge translation in health care: moving from evidence to practice*. 2nd edition. Wiley, 2013: 29-49.

## Notes

- To find the chapter details, look at the table of contents.
- If the book is a first edition, you do not include the edition number.
- The city of publication is an optional piece of information but can be included if it is useful to help your reader to identify the book that you read.

## Journal articles

### Template

Authors. Article title. *Journal title* Year; Volume:start page-end page.

### Example

Flint A, Clegg S, Macdonald, R. Exploring staff perceptions of student plagiarism. *Journal of further and higher education* 2010; 30:145-156.

## Notes

- You may use either the full or abbreviated journal title.

## Electronic journals

Electronic journals should be referenced in the same way as paper journals wherever possible. This may be difficult with certain types of electronic journals, for instance if the journal is online only, and not published in paper form, or if the article is “forthcoming” or “in press”, appearing electronically before it has been published in paper form.

### Examples

License S, Smith R, McGuigan MP, Earnest CP. Gait pattern alterations during walking, texting and walking and texting during cognitively distractive tasks while negotiating common pedestrian obstacles. *PLOS one* 2015; 0133281.

<http://journals.plos.org/plosone/article?id=10.1371/journal.pone>. Accessed 12 August 2015.

Heyden MLM, Sidhu JS, Volberda HW. The conjoint influence of top and middle management characteristics on management innovation. *Journal of management* 2015; Epub ahead of print.

<http://jom.sagepub.com/cgi/content/abstract/0149206315614373v1>. Accessed 12 September 2016.

## Cochrane reviews

Cochrane reviews should be referenced as electronic journal articles.

## Websites

### Template

Author/s . *Title of page*. Publisher (**this is optional**), Year. *Web address*. Date of access.

### Examples

Environment Agency. *Our climate change and energy policies*. 2010.  
*http://www.environment-agency.gov.uk/research/policy/116201*. Accessed 12 May 2014.

Centre for Pharmaceutical Engineering Science. *Process development*.  
University of Bradford, no date. *http://www.brad.ac.uk/research/rkt-centres/pharmaceutical-engineering/core-capabilities/process-development/*. Accessed 18 June 2015.

### Notes

- You can include a publisher if you feel the information will help your reader to identify the source: for instance when you have a personal author who is writing on behalf of an organisation.
- You will often have an organisation rather than a person as the author. This is perfectly acceptable.
- If you cannot find a date of publication or update, write “no date”

## Standard

### Template

Institution. *Title*. Standard Number. Publisher, Year. *Web address*. Date of access (**if accessed online**).

### Examples

BSI. *Information and documentation – guidelines for bibliographic references and citations to information resources*. BS ISO 690:2010. BSI, 2010.  
*https://bsol.bsigroup.com/*. Accessed 18 June 2015.

ANSI. *Determination of Occupational Noise Exposure and Estimation of Noise Induced Hearing Impairment*. American National Standard S3.44-1996 (R 2006). Acoustical Society of America, 2006.

### Notes

- The institution and the publisher will usually (but not always) be the same

## Patent

### Template

Inventor. *Title*. Patent Patent Number, Year. *Web address*. Date of access (if accessed online).

### Examples

Klingler F, Steigerwald M, Ehlenz R. *Enantioselective hydrogenation of intermediates for the synthesis of tipranavir*. Patent DE10313118A1, 2004.

Bernhardt T. *Antitheft system with digitally coded signal*. Patent US 4559529, 1985. <http://www.google.com/patents/US4559529>. Accessed 12 May 2014.

### Notes

- Include the word 'Patent' before the patent number

## Newspaper article

### Template

Reporter. Title. *Newspaper* Year Issue Date:Pages. *Web address*. Date of access (if accessed online).

### Example

Smithy Y. South Africa's economy faces urgent threats. *New York Times* 1985 13 July:18. <http://search.proquest.com/docview/425500230?> Accessed 14 June 2016.

### Notes

- You MUST include either page numbers or a web address. You may include both if you wish.

## Thesis or Dissertation

### Template

Author. *Title* [Degree]. University, Year. *Web address*. Date of access (if accessed online).

### Example

Ramsbotham O. *An analysis of defence policies : nuclear and non-nuclear options reviewed* [PhD]. University of Bradford, 1987. <http://ethos.bl.uk>. Accessed 20 August 2016.

## Acts of Parliament (statutes)

### Template

*Title of Act* Year. *Web address*. Date of access **(if accessed online)**.

### Example

*Health and Safety at Work Act* 2011. <http://www.gov.uk>. Accessed 20 September 2015

## Report

### Template

Author. *Title* Edition. Report Number. City of publication **(this is optional)**: Publisher, Year. *Web address*. Date of access **(if accessed online)**.

Example

Bevilacqua VLH, Rice JS, Madren-Whalley JS, Reilly LM, Rogers TJ, Schenning AM, et al. Ricin and staphylococcal enterotoxin B fate in water matrices. ECBC-TR-702. Edgewood: ECBC, 2009.  
<http://oai.dtic.mil/oai/oai?verb=getRecord&metadataPrefix=html&identifier=DA508555>. Accessed 4 December 2015

### Notes

- City of publication is optional

## Images (tables, photographs, illustrations etc.)

For a reference to any image from a print source such as a book (a photograph, diagram, illustration, table, figure, etc.), provide a reference for the book. On the in-text label for the image, note the page number from which it was taken. For images taken from online sources, reference the online source.

### Template for images from printed sources

Author. *Title* Edition. City of publication **(this is optional)**: Publisher, Year.

### Example



Handy RL, Spangler MG. *Geotechnical engineering*. 5th edition. London: McGraw-Hill, 2013.

## Conference papers

Conference papers should usually be referenced as though you have consulted the printed version. You should only use the web address if there is no printed version (or you're not sure).

### Printed conference paper

#### Template

Author(s) Paper title. In *Conference title, conference location and date*. Place of publication (**this is optional**): Publisher, Year of publication: Page numbers.

#### Example

Mendes L, Romeo T. Children as teachers. In *9th International Online Information Conference, London 3-5 December 2013*. Learned Information, 2014: 320-332.

### Online conference paper

#### Template

Author(s) Paper title. In *Conference title, conference location and date*. Place of publication (**this is optional**): Publisher, Year of publication. *Web address*. Date of access.

#### Example

Paul J, Stechele W, Kroehnert M, Asfour T. Improving efficiency of embedded multi-core platforms with scratchpad memories. In *27th International Conference on Architecture of Computing Systems (ARCS), Luebeck, 25-28 February*. VDE Verlag, 2014.  
<http://ieeexplore.ieee.org/stamp/stamp.jsp?tp=&arnumber=6775075>.  
Accessed 13 March 2016.

## Podcasts or other online audio files

Use this template to reference a podcast or other streaming or downloadable audio file.

#### Template

Presenter or Scriptwriter. *Title*. [Podcast] or [Audio File] Publisher (**this is optional**), Year. *Web address*. Date of access.

## Example

Harkness S. *Research methods*. [Podcast] University of the District of Columbia, 2015. <http://podcast.udc.edu/sharkness/feed.xml>. Accessed 1 January 2016.

## Online video

### Template

Author(s). *Title*. [Video] Publisher (**this is optional**), Year of production. *Web address*. Date of access.

### Example

King's Fund. *An alternative guide to the new NHS in England*. [Video] King's Fund, 2013. <https://www.youtube.com/watch?v=8CSp6HsQVtw>. Accessed 15 August 2014.

## Blog posts

### Template

Author. *Title including date*. Publisher, Year. *Web address*. Date accessed.

### Example

Barnes, A. *Enzyme could help Celiac Disease patients tolerate gluten:10 September*. The Dermatitis Herpetiformis Online Community Blog, 2010. <http://www.dermatitisherpetiformis.org.uk/dhocblog/2006/09/enzyme-could-help-celiac-disease.html>. Accessed 28 June 2014.

## Lectures and personal communications

### Lectures, presentations, study guides or handouts

It is generally considered to be poor practice to reference handouts and lectures if there are published sources available. Ask your lecturer if you want to reference their lecture and they may be able to guide you to more appropriate sources.

### Template

Author or Lecturer (Year) *Title. Module title and code*. Institution, Department Name, Year.

## Example

Keeble, D. Week 1: File Management and compression. *ENG0018M Information and Communication Technologies*. University of Bradford, Department of Computing and Electrical Engineering, 2014.

## Personal communications

Personal communications such as **conversations** should **not** generally be included in the reference list as they cannot be traced by the reader. However, there may be valid reasons to reference some forms of personal communication such as emails, interviews, or verbal surveys. Make sure that you ask the consent of the person you want to reference. You must anonymise their responses if they ask you to or it is in your ethics guidelines to do so.

For emails, it may be useful to copy the whole email and include it as an appendix to your work.

## Template

Interviewee name. *Title (include subject discussed or email title, and your name)*. [Personal communication] Day, month and year of communication.

## Example

Examples of references

Peters N. *Telephone interview on ward procedures with J. Stirling*. [Personal communication] 27 August 2015.

Stanley T. *Email to J. Stirling about widening participation*. [Personal communication] 18 June 2016.

## Reference list

A **reference list** contains the details of the material referred to in your assignment, listed in **numeric order** - the order in which the references appear in your document. It is required.

It should be formatted like this:

- 1 *British Pharmacopoeia*. BP Commission, 1989.  
<https://www.pharmacopoeia.com/>. Accessed 3 May 2016.
- 2 Beaney AM, NHS Pharmaceutical Quality Assurance Committee. *Quality assurance of aseptic preparation services*. 4th edition. London: Pharmaceutical Press, 2006.
- 3 Carrington PARC, Ramsbotham O. *Choices : nuclear and non-nuclear defence options*. London: Brassey's, 1987.

- 4 Raballo M, Trevisan M, Trinetta AF, Charrier L, Cavallo F, Porta M, et al. A study of patients' perceptions of diabetes care delivery and diabetes: propositional analysis in people with type 1 and 2 diabetes managed by group or usual care. *Diabetes Care* 2012; 35:242-7.
- 5 Ashton K, Deen D. Diabetes care and pharmacists. In Hark L, Ashton K, Deen D, editors. *The nurse practitioner's guide to nutrition*. 2nd edition. John Wiley & Sons, 2012:114-78.
- 6 Costigan A, Al-Shammari A. Endnote. In Quirk J, Rowland J, editors. *Managing drug supply*. London: Kumarian, 2012:123-24.
- 7 Bee D, Howard P. The carotid body: a review of its anatomy, physiology and clinical importance. *Monaldi Arch Chest Dis* 2001; 48:65789.  
<http://www.plosone.org/article/fetchObject.action?uri=info:doi/10.1371/journal.pone.0131533&representation=PDF>. Accessed 20 June 2016.
- 8 Bernhardt T. *Antitheft system with digitally coded signal*. Patent US 4559529, 1985.
- 10 British Standards Institution. *Information and documentation – guidelines for bibliographic references and citations to information resources*. BS ISO 690:2010. BSI, 2010. <http://bsigroup.com>. Accessed 1 July 2016.
- 11 ANSI. *Determination of Occupational Noise Exposure and Estimation of Noise Induced Hearing Impairment*; American National Standard S3.44-1996 (R 2006). Acoustical Society of America, 2006.
- 12 NHS Diabetes. *NHS Diabetes - supporting, improving, caring*. NHS Diabetes, 2012. <http://www.diabetes.nhs.uk/>. Accessed 26 March 2016.
- 13 Ramsbotham O. *An analysis of defence policies : nuclear and non-nuclear options reviewed* [PhD]. University of Bradford, 1987. <http://ethos.bl.uk>. Accessed 20 August 2016.
- 14 *Health and Safety at Work Act 2011*. <http://www.gov.uk>. Accessed 16 October 2014.
- 15 Bevilacqua VLH, Rice JS, Madren-Whalley JS, Reilly LM, Rogers TJ, Schenning AM, et al. *Ricin and staphylococcal enterotoxin B fate in water matrices*. ECBC-TR-702. Edgewood: ECBC, 2009.  
<http://oai.dtic.mil/oai/oai?verb=getRecord&metadataPrefix=html&identifier=ADA508555>. Accessed 20 August 2016.