

Guidelines on citations and references

WHAT IS REFERENCING?

Referencing is the technique used to direct readers of a piece of written work to the sources of information that have been used in the preparation of the written work.

WHY REFERENCE?

When preparing written work there are many sources of information from which an author may draw including: books, journal papers, reports, conference proceedings, the Worldwide Web, etc. There are several reasons for referencing these sources of information when they have been used within a piece of work:

- to acknowledge other people's work and/or ideas - and thus avoiding accusations of plagiarism;
- to provide evidence for a statement;
- to show that you are not just giving your opinions but have also including other people's;
- to illustrate a point or offer support for an argument/idea you want to make;
- to enable readers of your work to find the source material, e.g. for a particular methodology you have used; and
- to direct readers to further information sources.

When preparing reports, essays, etc. for assignments at Hartpury (and later, once in employment) if you wish to refer to something you have read you **MUST** give a reference for this material.

REFERENCING STYLES

There are a number of different referencing systems in use. Each one has been developed to suit the particular needs of specific users.

The system commonly used by scientists is the 'Harvard System'. In the text the name(s) of the author(s) is given followed by the year of publication (Note that with books the year of publication should be used, not the year of reprinting). For example:

The resulting development of coarse, species-poor, vegetation and the invasion of scrub (Boorman 1989a, b; Doody 1989) reduces the ecological value of such sites.

With this system the name(s) of the author(s) and year of publication are clear and the reader can make a more informed judgement of the text knowing these details. In addition, the reader can decide whether it would be worthwhile looking at the reference list for further information on the source reference, perhaps because the author's name is well known, or the year of publication is recent.

All reference systems have a recognised convention when listing references within text as well as in the reference list. It is important to follow these conventions in written work. The following sections deal with the convention for the Harvard System and should be followed faithfully when undertaking written work at Hartpury.

CITING REFERENCES IN TEXT

When citing references within text it is vital to realise that the references are part of a sentence. Good citing is learnt over time; at Level 1 an attempt at correct referencing is acceptable. However by Level 3 it is expected that all students have a thorough understanding of how to reference correctly and show evidence of this in their written assignments. Students failing to show such evidence will lose marks.

Below are three examples of references being cited within text.

Doody (1991) identified 120 sand dune sites, many of which are listed as sites of Special Scientific Interest and consequently protected under the Wildlife and Countryside Act 1981.

As with other grassland and heathland habitats (Ausden & Treweek 1995; Dolman & Land 1995), succession in dune areas can be expected to result in the development of some type of woodland.

The management of succession, coupled with the management of instability and recreation was one of the principle conclusions and recommendations of the sand dune vegetation survey of England (Radley 1994).

NOTE (1) that it is important that the references are incorporated within the sentence to which they refer, i.e. they are cited before the full-stop.

NOTE (2) that initials are NEVER given when citing references within the text.

NOTE (3) if the author's name occurs naturally in a sentence then only the year is given in brackets, if not then both author's name and year are in brackets (as shown above).

CITING IN THE TEXT - MULTIPLE REFERENCES

When more than one reference is referred to, e.g. to support a statement, they should be listed in chronological and then alphabetical order, thus:

Transect counts, typically at dawn, dusk or night, have been used extensively to assess rabbit numbers over large areas (Rogers & Myers 1980; Wood 1980; King & Wheeler 1981; Rogers 1981a, b; Soriguer & Rogers 1981; Tittensor 1981; Beltran 1991; Trout *et al.* 1992; Gibb & Williams 1994).

NOTE that the references by different authors are separated by a semi-colon.

CITING IN THE TEXT - SINGLE AUTHOR, MULTIPLE REFERENCES

If one author has written many papers, etc., which have been referred to the author should be listed followed by a chronological order of years, for example:

(Le Sueur 1973, 1976, 1984)

NOTE these years are separated by a comma.

If you refer to more than one publication by an author(s) within a given year, the relevant references should be arranged in your reference list in the order in which they are initially mentioned in the text. Successive lower case letters of the alphabet should be consistently suffixed to the date in both text and reference list to differentiate between the publications:

(Rogers 1981a, b)

NOTE (1) that these letters are separated by a comma.

NOTE (2) that if these papers, etc., are referred to individually they should still be identified with a letter (as they should in the reference list at the end of the document), for example:

(Rogers 1981a)..... (Rogers 1981b)

CITING IN THE TEXT - MULTIPLE AUTHORS

References with two authors should be written using an and when not in brackets, for example:

Dolman and Sutherland (1992)

When the authors and year are in brackets an ampersand (&) should be used, for example:

(Dolman & Sutherland, 1992)

If there are more than two authors for a reference the first author is listed followed by *et al.* (which means *et alia*, and others) and the year. The *et al.* should be in italics and the *al* followed by a full stop and comma. For example:

(Rees *et al.*, 1985)

As opposed to:

(Rees, Ross, Cowan, Tittensor & Trout 1985)!

If the author's names form part of a natural sentence then the comma after the full stop is not required. For example:

Rees *et al.* (1985)

CITING IN THE TEXT – INTERNET/WEB SITES

Citing internet sites in the text is as for single or multiple authors (i.e. author(s) name, year of 'publication'). However if no author's name is evident then it is acceptable to give the organisation as the author.

NOTE (1) never give the full web site address in the text, this is wrong!

NOTE (2) if no year of 'publication' is evident then put n.d. (no date) – see Addition Referencing Conventions below

NOTE (3) if no author or organisation is obvious then it is unlikely that the site is defensible and therefore should not be referenced.

REFERENCE FORMAT - THE REFERENCE LIST

The reference list should come at the end of the document (but before any appendices) and material should be listed alphabetically by author(s)/editor(s). If an author has written more than one document which you have referenced these should be listed chronologically.

NOTE that there is a difference between a Reference List and a Bibliography. A Reference List contains details of any material you have referred to or quoted in your document. A bibliography is a list of items you have used to prepare your document, but not referred to in your text. Few scientific documents require a bibliography but you may find it useful to include when you wish to indicate the background reading you have done, e.g. when preparing a project proposal. If you do prepare both, the reference list normally precedes the bibliography and any appendices.

The format of a reference list is somewhat more complicated as each type of material (paper, book, etc.) is formatted in a slightly different way to ensure that all the information required is included. Examples of the different formats are given below:

Journal or periodical articles/papers:

Author(s) name, initials, year of publication (in parenthesis), title, name of journal/ periodical (in italics), volume number (in bold), part/issue number (in parenthesis), page range.

For example:

Litvaitis, J.A., Sherburne, J.A., & Bissonette, J.A. (1985b). Influence of understory characteristics on snowshoe hare habitat use and density. *Journal of Wildlife Management* **49**(4): 866-873.

NOTE that when listing more than one reference by the same author(s) within a given year the years should be suffixed by a lower case letter to identify which reference in the text refers to which reference in the reference list (as already mentioned above).

Books:

Author(s) name, initials, year of publication (in parenthesis), title (in italics), edition (if later than first), name of publisher, city of publication

For example:

Amlaner, C.J. & Macdonald, D.W. (eds.) (1980). *A handbook of biotelemetry and radio tracking*. Pergamon Press, Oxford

A chapter within a book written by specific authors (if you have referred to information in a particular chapter of a book you should provide a separate reference for each chapter used):

Macdonald, D.W., Ball, F.G. & Hough, N.G. (1980). The evaluation of home range size and configuration using radio tracking data. In: Amlaner, C.J. & Macdonald, D.W. (eds.). *A handbook of biotelemetry and radio tracking*. Pergamon Press, Oxford, pp405-424.

NOTE (1) that it is only the book title which is in italics and not the chapter title.

NOTE (2) it is critical to give the page numbers of the chapter.

Papers in conference proceedings are referenced similarly to chapters in books:

King, D.R. & Wheeler, S.H. (1981). Ecology of the rabbit in Western Australia. In: Myers, K. & Machines, C.D. (eds.). *Proceedings of the world lagomorph conference, August 12-16, 1979*. University of Guelph, Ontario, pp858-869.

Government report or other publication:

Department of the Environment, Ministry of Agriculture, Fisheries and Food. Rural England: *A Nation Committed to a Living Countryside*. HMSO. 1995.

Acts of Parliament (these should be referred to by their title and year in your text and then located in your reference list in alphabetical order under their titles):

Great Britain. Parliament (1990). *Environmental Protection Act 1990*. HMSO.

Leaflets (often difficult to reference, the key is to give full and clear information. The organisation which published the leaflet is commonly regarded as the author):

The Netherlands Society for Nature Conservation and Environment, Foundation for International Environmental Law and Development (1994). *Freedom of Access to Information on the Environment in the United Kingdom: A User's Guide to the Environmental Information Regulations and EU Directive 90/313*. The Netherlands Society for Nature Conservation and Environment, Foundation for International Environmental Law and Development.

Television and radio programmes:

channel of transmission, date of transmission (in parenthesis), title of programme (in italics), producer of material, format (in parenthesis)

For example:

BBC 2 (1994). *Life in the Freezer*. 7 July. BBC (videocassette)

Internet sources (a Worldwide Web page will have an author, either an individual or an organisation. As the information may change you must give the date when the page was visited as well as the URL, Unique Resource Locator):

Walker, J.R. (1995). *MLA - style citations of electronic sources*. <http://www.cas.usf.edu/english/walker/mla.html> (22 May 1996).

NOTE that if there is no date for when the web site was written then put n.d. (no date) – see Additional Referencing Conventions below.

Unpublished reports (many reports may be produced for internal consumption, however, they should still be referenced):

Coffin, J. (1991). *Report of work carried out to investigate the rabbit population dynamics on Les Quennevais and Les Blanches Banques sand dunes September 1990 - May 1991*. Unpublished report for the University of East Anglia, England and the Island Development Committee, Jersey.

PhD/MSc theses (when undertaking research projects these can be worth obtaining as they can contain information which has not been published, therefore they need to be referenced):

Macdonald, I.C. (1989). *Social organisation and behaviour of free-living European rabbits Oryctolagus cuniculus L.* Unpublished PhD thesis. University of Newcastle-upon-Tyne, Newcastle-upon-Tyne, England.

ADDITIONAL REFERENCING CONVENTIONS

At times you will need to reference material from sources other than publications, TV/radio programmes or the internet. These too, have their conventions to ensure that everyone knows their source and can weigh-up their importance. These are outlined below, however, it should be noted that such sources should not form the bulk of referenced material in any document and preferably should be used very rarely.

If you want to reference information given to you verbally use:

pers. comm. = personal communication

For example:

Following completion of this survey, a polecat was trapped in a cage trap set for badgers during a field study in Gloucestershire (L. Rogers, pers. comm.).

NOTE never reference information given to you in lectures, this should be checked against written literature sources and these referenced.

If you want to reference information given to you in written communication, e.g. in a letter use:

in lit. = in literature, i.e. in a letter

For example:

The only indication of breeding season of *C thomensis* is de Naurois finding several juveniles in a nest of dead leaves twigs and debris in December 1971 (Heim de Balsac & Hutterer 1982; R. Hutterer *in lit*).

If you want to reference information given to you which is being prepared for publication use:

in prep. = in preparation

For example:

The endemic Sao Tome white-toothed shrew, also listed by the IUCN, has also found to be less rare than originally thought (Atkinson *et al.* 1994; Dutton & Haff *in prep.*).

If you referred to data which has not been published use:

unpublished data

For example:

In contrast, other researchers have found that more rabbits are observed during dusk transect counts (G. Hartley, unpublished data).

If no author is identifiable for the reference you wish to quote use:

Anon = anonymous (which shows you have looked for the author(s) but none were given)

NOTE that the exception are websites when the company/organisation name may be given if a specific author is not identifiable

If the reference you wish to refer to has no date use:

n.d. = no date (which shows you have checked for a date but none was given)

If you are unable to obtain a reference which has been quoted by another author(s) you can refer to it by using:

cited by

For example:

For example the ant, *Lasius flavus*, deserted its ant hills as increased sward height, caused by the cessation of rabbit grazing, resulted in shading causing a decrease in temperature to below that for optimum brood production (Pontin 1955, cited by Smith 1980).

NOTE (1) that you should make every effort to obtain the reference as the author(s) who has cited it may have missed an important aspect, taken the reference out of context, or it may contain additional information which you may find valuable.

NOTE (2) the reference in which the original reference is cited should be listed in the reference list, *not* the original reference.

QUOTATIONS

Quotations from other authors' work should be used sparingly. However if the use of quotations is necessary then the correct convention must be followed.

For quotations of less than three lines the quote is placed within the text and must be in quotation marks and italics.

For example:

...the lack of information is often constraining, Dutton (1994) found that lack of data made it "*impossible to draw any firm conclusions regarding the impact of introduced mammals on the native biota of São Tomé and Príncipe.*" Evidence from historical events.....

Quotations of three or more lines long must be blocked, single spaced, indented, in quotation marks and in italics.

For example:

It is without doubt difficult to develop strategies by which to deal with the impact of introduced non-native species, especially in regions where scientific data are lacking. However, recommendations have been made by several authors based on the known impacts of such species:

"Sensitive core areas should be identified, both within as well as outside the Zona Ecologicas. These may need special protection and possible active management. It may also be necessary to consider ways of excluding some species, especially domestic, semi-domestic and feral mammals from these sensitive areas." (Dutton 1994).

The implementation of such recommendations is often difficult, the lack of resources (especially financial and appropriately trained personnel) and the logistical practicalities.....

NOTE (1) that quotations must be referenced appropriately

NOTE (2) that the use of excessively long quotations should be avoided as assignments are meant to reflect your own work.

NOTE (3) that unreferenced quotations will be treated as plagiarism.

REFERENCES

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Northledge, A, Thomas, J., Lane, A. & Peasgood, A. (1997). *The sciences good study guide.*The Open University.