

Note: this page is only an introduction to the Vancouver referencing system. For an authoritative guide please refer to:

International Committee of Medical Journal Editors. Uniform requirements for manuscripts submitted to biomedical journals. Med Educ 1999;33:66-78. This is available online at <http://www.icmje.org/> with examples at http://www.nlm.nih.gov/bsd/uniform_requirements.html.

University of Western Australia Vancouver Referencing Guide: http://www.library.uwa.edu.au/education_training_and_support/guides/how_to_cite_your_sources/citing_your_sources_-_vancouver_style

University of Queensland Vancouver Referencing Guide
<http://www.library.uq.edu.au/training/citation/vancouv.pdf>

For a comprehensive guide, please refer to the American Medical Association's publication manual:

American Medical Association manual of style: a guide for authors and editors. 9th ed. Baltimore: Williams & Wilkins; 1998

It is very important that you check your department's or school's assignment guide as some details, eg punctuation, may vary from the guidelines on this page and the above sources do differ on some points. You may be penalised for not conforming to your school's requirements

What is Referencing?

Referencing is a standardised method of acknowledging sources of information and ideas that you have used in your assignment in a way that uniquely identifies their source. Direct quotations, facts and figures, as well as ideas and theories, from both published and unpublished works, must be referenced.

There are many acceptable forms of referencing. This information sheet provides a brief guide to the Vancouver referencing style. The Vancouver style of referencing is predominantly used in the medical field.

When referencing your work in the Vancouver style, it is very important that you use the right punctuation and that the order of details in the reference is also correct. In this style, the journal titles used in the references are abbreviated from an authoritative list (see below).

A reference list at the end of the assignment contains the full details of all the in-text citations.

Why Reference?

Referencing is necessary to avoid plagiarism, to verify quotations, and to enable readers to follow-up and read more fully the cited author's arguments.

Steps involved in Referencing

1. Note down the full bibliographic details including the page number(s) from which the information is taken.

In the case of a **book**, 'bibliographical details' refers to: author/editor, year of publication, title, edition, volume number, place of publication and publisher as found on the front and back of the title page. (Not all of these details will necessarily be applicable).

In the case of a **journal article** the details required include: author of the article, year of publication, title of the article, title of the journal, volume and issue number of the journal, and page numbers.

For all **electronic information**, in addition to the above you should note the date that you accessed the information, and database name or web address (URL).

2. Insert the citation at the appropriate place within the text of the document (see examples below).
3. Provide a reference list at the end of the document (see examples below).

In-Text Citations

In the Vancouver style, a consecutive number is allocated to each reference as it is cited for the first time in the text of the assignment. This number becomes the unique identifier of that source and if the source is cited again the same number is repeated. Numbers are inserted to the right of commas and full stops, and to the left of colons and semi-colons. Multiple sources can be listed at a single reference point. The numbers are then separated by commas and consecutive numbers are joined with a hyphen. Vancouver uses superscript numbers, or standard numbers in brackets, in the text, e.g. ^{1-4,10,12} or (1-4,10,12).

The references are listed at the end of your assignment in the numerical order in which they are cited in the text.

The main advantage of the Vancouver style is that the text reads more easily, without the intrusion of in-text citations which can be difficult to keep brief. The reader can also check the references as they read through the text, without having to search through the list alphabetically for the first author of a particular reference.

Use double quotation marks to enclose a direct quotation. Type [sic] after a misspelled word or an incorrect or apparently absurd statement in quoted material to indicate that this is an accurate rendition of the original source. Use single quotation marks for quotations within quotations.

If material quoted from texts or speeches is longer than 4 typewritten lines, the material should be set off in a block i.e. in reduced type and without the quotation marks. Space is often added both above and below these longer quotations.

How to Create a Reference List

In the Vancouver style, the reference list is arranged numerically in the order in which references are cited in the text.

When referencing your work in the Vancouver style, it is very important that you use the right punctuation and that the order of details in the reference is also correct.

Book and journal titles are not italicised or placed in quotation marks. Journal titles are abbreviated. A list of abbreviations for the titles is available online. Connect to PubMed at <http://www.ncbi.nih.gov/entrez/query.fcgi>, click on "Journals Database" and then enter the full journal title to view its abbreviation.

If you are using EndNote, you will need to import the journals term list so your journal titles will be abbreviated. The journal term list is a special list that allows you to include not only the name of a journal, but up to three different abbreviations as well. Bibliographic styles can be set to use any of the abbreviations in place of the full journal name. This is particularly useful for the Vancouver style.

EndNote includes 3 files of journal names and abbreviations appropriate for medical (Index Medicus format), chemical (CAS format) and humanities journals. The files are located in the Term Lists folder in the EndNote program folder.

- In EndNote, go to **Tools/Open Term Lists/Journals Term Lists**
- Click on the **Lists** tab then go to **Journals/Import List**. Choose **Medical.txt**.

To abbreviate the journal titles, complete the following:

- In EndNote, go to **Edit/Output Styles/Vancouver Curtin 2006/Journal Names**
- Select the **Abbreviation 1** button.

Journal titles should now be abbreviated in the reference list.

Examples of Referencing

Books	In-Text Example	Reference List Example	EndNote 9 (which reference type?)
<i>Single author</i>	The theory was first propounded in 1993 by Comfort ¹ that ... OR Comfort ¹ claimed that '...'	1. Comfort A. A good age. London: Mitchell Beazley; 1997.	Book
<i>2 – 6 authors</i>	'... new definition of disability.' ² OR Madden and Hogan have stated that '...' ²	2. Madden R, Hogan T. The definition of disability in Australia: moving towards national consistency. Canberra: Australian Institute of Health and Welfare; 1997.	Book
<i>More than 6 authors</i>	Numerous academic librarians ³	3. Rodgers P, Smith K, Williams D, Jones A, Brown W, Green B, et al. The way forward for Australian libraries. Perth: Wombat Press; 2002.	Book
<i>No author</i>	'...the most-accepted definition.' ⁴	4. Advertising in the Western Cape. Cape Town: ABC Publishers; 1990.	Book
<i>Multiple works by same author</i>	University research ⁵⁻⁶ has indicated that... [if not previously cited]	5. Brown P. Corals in the Capricorn group. Rockhampton: Central Queensland University; 1982. 6. Brown P. The effects of anchor on corals. Rockhampton: Central Queensland University; 1988.	Book
<i>Editor</i>	The most comprehensive work on the subject ⁷ ...	7. Kastenbaum R, editor. Encyclopedia of adult development. Phoenix: Oryx Press; 1993.	Edited Book
<i>Different Editions</i>	The latest preferred style ... ⁸	8. Renton N. Compendium of good writing. 3rd ed. Milton: John Wiley & Sons; 2004. An edition number is placed after the title of the work - this is not necessary for a first edition.	Book

<i>Encyclopedia or Dictionary</i>	'is defined as ...' ⁹	9. Oxford dictionary for scientific writers and editors. Oxford: Clarendon; 1991. Parabola; p.89. [include the definition looked up – in this case 'Parabola'.	Book (put Parabola in the <i>Accession Number</i> field).
<i>Article or chapter in a book</i>	As discussed by Blaxter ¹⁰ ...	10. Blaxter M. Social class and health inequalities. In: Carter C, Peel J, editors. Equalities and inequalities in health. London: Academic Press, 1976; p. 369-80.	Book Section
<i>Article or chapter in a book – no author</i>	Achieving a life of its own ¹¹ ...	11. Solving the Y2K problem. In: Bowd D, ed. Technology today and tomorrow. New York: Van Nostrand Reinhold, 1997; p. 27-40.	Book Section
<i>E-book</i>	Pettinger's work on the topic ¹² ...	12. Pettinger R. Global organizations [monograph online]. Oxford: Capstone Publishing; 2002 [cited 2004 Sep 28]. Available from: NetLibrary.	Electronic Book (put monograph online in the <i>Type of Medium</i> field, 2004 Sep 28 in <i>Date Accessed</i> , NetLibrary in <i>Name of Database</i>).
<i>Pamphlet</i>	The pamphlet produced by the Pharmaceutical Society of Australia ¹³	13. Pharmaceutical Society of Australia. Medicines and driving [pamphlet]. Sydney: Pharmaceutical Society of Australia; 1998.	Book (put pamphlet in <i>Short Title</i>).
<i>Thesis</i>	As discussed by Wood ¹⁴	14. Wood MA. A study of the perception of the impact of modelling on the development of commitment to action in decision conferencing [PhD thesis]. Perth (WA): Curtin University of Technology; 2004.	Thesis (put Perth (WA) in <i>City</i> , PhD in <i>Thesis Type</i>).

<i>Conference Proceeding</i>	This was discussed at the conference ¹⁵ ...	15. Harnden P, Joffe JK, Jones WG, editors. Germ cell tumours V. Proceedings of the 5th Germ Cell Tumour Conference; 2001 Sep 13-15; Leeds, UK. New York: Springer; 2002.	Conference Proceeding (put Harnden P, Joffe JK, Jones WG in <i>Editors</i> , Germ cell tumours V in <i>Title</i> , Proceedings of the 5 th Germ Cell Tumour Conference in <i>Conference Name</i> , 2001Sep 13 in <i>Year of Conference</i> , Leeds, UK in <i>Conference Location</i> , New York in <i>Accession Number</i> , Springer in <i>Publisher</i> , 2002 in <i>Date</i>).
<i>Image in a book</i>	The poster "Buy Australian Apples" ¹⁶	16. Cowle C, Walker D. The art of apple branding. Hobart: Apples from Oz; 2005.	Book
Print Journals	In-Text Example	Reference List Example	EndNote 9 (which reference type?)
<i>Article</i>	As mentioned by Wharton, ¹⁷ ...	17. Wharton N. Health and safety in outdoor activity centres. J Adventure Ed Outdoor Lead. 1996;12(4):8-9.	Journal Article
<i>Article – no author</i>	It's a growing problem in the U.K. ¹⁸ ...	18. Anorexia nervosa. Br Med J. 1969;2(1):529-30.	Journal Article
<i>Newspaper article – with or without author</i>	'... not responsible'. ¹⁹	19. Towers K. Doctor not at fault: coroner. The Australian 2000 Jan 18;3.	Newspaper Article (put 2000 in the <i>Year</i> field, Jan 24 in <i>Issue Date</i> , 3 in <i>Pages</i>).
<i>Newspaper article – no author</i>	'...not responsible.' ²⁰	20. Doctor cleared by coroner. Sydney Morning Herald 2000 Jan 24;12.	Newspaper Article
<i>Press release</i>	As stated by the company ²¹ ...	21. Watersmith C. BHP enters new era [press release]. Melbourne: BHP Limited; 2000 Mar 1.	Report (put press release in the <i>Type</i> field, BHP Limited in <i>Institution</i> , 2000 in <i>Year</i> , Mar 1 in <i>Date</i>).

Electronic Journals	In-Text Example	Reference List Example	EndNote 9 (which reference type?)
<i>Full text from an electronic database</i>	The economic policy issues raised by the Internet are discussed in detail by Madden ²² ...	22. Reid DB. Australasian association of doctors' health advisory services. Med J Australia [serial online]. 2005 [cited 2006 Mar 28];182(5):255. Available from: Health and Medical Complete.	Journal Article (put serial online in the <i>Type of Article</i> field, 2002 Oct 16 in <i>Access Date</i> , ABI/INFORM Global in <i>Name of Database</i>).
<i>Full text from an electronic database – no author</i>	The internet has had a huge impact on the Australian economy ²³ ...	23. Cell tropism of Salmonella enterica. Int J Med Microbiol [serial online]. 2004 [cited 2006 Mar 28]; 294(4):225-33. Available from: Health and Medical Complete.	Journal Article (put serial online in the <i>Type of Article</i> field, 2002 Oct 16 in <i>Access Date</i> , ABI/INFORM Global in <i>Name of Database</i>).
<i>Full text newspaper, newswire or magazine from an electronic database – no author</i>	Promoted as a 'frontier state' ²⁴ , Western Australia is seen by overseas tourists as ...	24. WA packed with overseas appeal. The West Australian [serial online]. 2003 [cited 2004 Nov 13] Nov 12; 47. Available from: Factiva.	Newspaper Article (put serial online in the <i>Type of Article</i> field, 2004 Nov 13 in <i>Access Date</i> , Factiva in <i>Name of Database</i>).
<i>Full text from the internet</i>	Recreational venues of a seasonal nature can still be profitable ²⁵ ...	25. Sopensky E. Ice rink becomes hot business. Austin Business Journal [serial on the Internet]. 2002 [cited 2002 Oct 16]; 10(4). Available from: http://www.bizjournals.com/austin/stories/2002/10/14/smallb1.html .	Journal Article (put serial on the Internet in the <i>Type of Article</i> field, 2002 Oct 16 in <i>Access Date</i> , http://www.bizjournals.com/austin/stories/2002/10/14/smallb1.html in <i>Name of Database</i>).

<i>Article from Curtin E-Reserve</i>	'...tips on speaking to groups of health care professionals.' ²⁶	26. . Bodeker G, Kronenberg F. A public health agenda for traditional, complimentary, and alternative medicine. Am. J. Public Health [serial online]. 2002 [cited 2006 Mar 29] 92(10):1582-91. Available from: Curtin Library and Information Service E-Reserve.	Journal Article (put serial online in the <i>Type of Article</i> field, 2002 Oct 16 in <i>Access Date</i> , Curtin University Library and Information Service E-Reserve in <i>Name of Database</i>).
<i>Article from a CD-ROM (BPO)</i>	Marketing is money well spent, even in hard times, according to La Rosa. ²⁷	27. La Rosa SM. Marketing slays the downsizing dragon. Information Today [serial on CD-ROM] 1992 [cited 2002 Oct 16]; 9(3):58-9. Available from: UMI Business Periodicals Ondisc.	Journal Article (put serial on CD-ROM in the <i>Type of Article</i> field, 2002 Oct 16 in <i>Access Date</i> , UMI Business Periodicals Ondisc in <i>Name of Database</i>).
<i>Cochrane Review</i>	This is debated by Iver, Farquhar and Jepson ²⁸	28. Iyer V, Farquhar C, Jepson R. The effectiveness of oral contraceptive pills versus placebo or any other medical treatment for menorrhagia. [Cochrane review] In: The Cochrane Library, Issue 4, 1998. Oxford: Update Software.	Generic (put The effectiveness for oral contraceptive pills...in <i>Secondary Title</i> , Cochrane Review in <i>Type of Work</i> , The Cochrane Library in <i>Title</i> , 4 in <i>Number</i> , Oxford in <i>Place Published</i> , Update Software in <i>Publisher</i>).
World Wide Web	In-Text Example	Reference List Example	EndNote 9 (which reference type?)
<i>Document on WWW</i>	A good example of how students can learn online about referencing at their own pace can found at Curtin University. ²⁹	29. Department of Health. Creutzfeldt Jakob disease: guidance for healthcare workers [homepage on the Internet]. c2003 [updated 2003 Mar 23; cited 2003 Nov 9]. Available from http://www.doh.gov.uk/pdfs/cjdguidance.pdf	Electronic Source (put homepage on the Internet in the <i>Type of Medium</i> field, c2003 in <i>Year</i> , 2003 Mar 23 in <i>Last Update Date</i> , 2003 Nov 9 in <i>Access Date</i> , http://www.doh.gov.uk/pdfs/cjdguidance.pdf in <i>URL</i>).

<i>Document on WWW – no article title</i>	... Curtin University Library launched an improved version of their homepage. ³⁰	30. Curtin University of Technology [homepage on the Internet]. Perth: Curtin University; c2004 [updated 2004 May 21; cited 2004 Dec 21]. Available from: http://www.curtin.edu.au/	Electronic Source (put Curtin University of Technology in <i>Title</i> , homepage on the Internet in the <i>Type of Medium</i> field, Perth in <i>City</i> , Curtin University in <i>Publisher</i> , c2004 in <i>Year</i> , 2004 May 21 in <i>Last Update Date</i> , 2004 Dec 21 in <i>Access Date</i> , http://www.curtin.edu.au in <i>URL</i>).
<i>Document on WWW – No author</i>	Both Leafy Seadragons and Weedy Seadragons are protected species. ³¹	31. Leafy seadragons and weedy seadragons [homepage on the Internet]. c2001 [updated 2001 Aug 1; cited 2004 Dec 10]. Available from: http://www.windspeed.net.au/~jenny/seadragons/ .	Electronic Source (put Leafy seadragons and weedy seadragons in <i>Title</i> , homepage on the Internet in the <i>Type of Medium</i> field, c2001 in <i>Year</i> , 2001 Aug 1 in <i>Last Update Date</i> , 2004, Dec 10 in <i>Access Date</i> , http://www.windspeed.net.au/~jenny/seadragons/ in <i>URL</i>).
<i>Document on WWW – No date</i>	A link between these conditions has been noted by McCook. ³²	32. McCook A. Pre-diabetic condition linked to memory loss [homepage on the Internet]. No date [cited 2003 Feb 7]. Available from: http://www.nlm.nih.gov/medlineplus/news_11531.html	Electronic Source (put homepage on the Internet in the <i>Type of Medium</i> field, No date in <i>Year</i> , 2003 Feb 7 in <i>Access Date</i> , http://www.nlm.nih.gov/medlineplus/news_11531.html in <i>URL</i>)
<i>Image on the web</i>	The image of the bleached coral ³³	33. Great Barrier Reef Marine Park Authority [image on the Internet]. c2002 [updated 2006 Jan 28; cited 2006 Feb 15]. Available from: http://www.gbrmpa.gov.au/corp_site/info_services/science/bleaching/	Electronic Source (put Great Barrier Reef Marine Park Authority in <i>Title</i> , image on the Internet in <i>Type of Medium</i> , c2002 in <i>Year</i> , 2006 Jan 28 in <i>Last Update Date</i> , 2006 Feb 15 in <i>Access Date</i>).

Government Publications	In-Text Example	Reference List Example	EndNote 9 (which reference type?)
<i>Acts of Parliament</i>	The <i>Environmental Protection Act</i> 1986 ³⁴ ...	34. Environmental Protection Act of 1986, WA [statute on the Internet]. c2002 [cited 2004 Dec 21]. Available from: State Law Publisher.	Electronic Source (put Environmental Protection Act of 1986, WA in the <i>Title</i> field, statute on the Internet in <i>Type of Medium</i> , c2002 in <i>Year</i> , 2004 Dec 21 in <i>Access Date</i> , State Law Publisher in <i>URL</i>).
<i>Cases</i>	State-federal relations in this issue were tested in court as far back as 1915 ³⁵ ...	35. The State of New South Wales v. The Commonwealth (1915) 20 CLR 5.	Case (put The State of New South Wales v. The Commonwealth in the <i>Case Name</i> field, 1915 in <i>Year</i> , 20 CLR 5 in <i>Abbreviated Case Name</i>).
<i>Australian Bureau of Statistics Bulletin</i>	... change from the figures published in 1999 by the ABS. ³⁶	36. Australian Bureau of Statistics. Disability, ageing and carers: summary of findings. Canberra: ABS; 1999. ABS publication 4430.0.	Book (put ABS publication 4430.0 in the <i>Accession Number</i> field).
<i>Australian Bureau of Statistics from AusStats</i>	... change from the figures published in 1999 by the ABS. ³⁷	37. Australian Bureau of Statistics. Disability, ageing and carers: summary of findings [serial online]. c1999 [cited 2004 Oct 14]; ABS publication 4430.0. Available from: AusStats.	Electronic Source (put serial online in the <i>Type of Medium</i> field, c1999 in <i>Year</i> , 2004 Oct 14 in <i>Access Date</i> , ABS publication 4430.0 in <i>Accession Number</i> , AusStats in <i>URL</i>).
<i>Census Information</i>	... information from the 2001 census now becoming dated. ³⁸	38. Australian Bureau of Statistics. Census of population and housing: 2001 Census Basic Community Profiles and Snapshots: Postal Areas: postal area 6050: B01 selected characteristics. First release processing [data table online]. c2001 [cited 2002 Nov 20]. Available from: AusStats.	Electronic Source (put Census of population and housing: 2001 Census Basic Community Profiles and Snapshots: Postal Areas: postal area 6050: B01 selected characteristics. First release processing in the <i>Title</i> field, data table online in <i>Type of Medium</i> , c2001 in <i>Year</i> , AusStats in <i>URL</i>).

<i>Government Reports</i>	... a new approach to resource assessment on the macro level. ³⁹	39. Resource Assessment Commission. Forest and timber enquiry. Volume 1. Draft report. Canberra: Australian Government Publishing Service; 1991.	Report (put Forest and timber enquiry. Volume 1 in <i>Title</i> , Draft report in <i>Type</i>).
<i>Patent</i>	US Patent 20020103498 ⁴⁰	40. Pagedas AC, inventor; Ancel Surgical R&D Inc., assignee. Flexible endoscopic grasping and cutting device and positioning tool assembly. United States patent 20020103498. 2002 Aug 1.	Patent (put United States in <i>Country</i> , 20020103498 in <i>Patent Number</i> , 2002 in <i>Year</i> , Aug 1 in <i>Date</i>).
<i>Online Standard</i>	from Standards Australia ⁴¹	41. Standards Australia. Size clothing scheme for infants' and children's clothing – underwear and outerwear [standard online]. c1997 [cited 2006 Feb 22]; AS 1182-1997. Available from: Standards Australia Online.	Electronic Source (put standard online in <i>Type of Medium</i> , c1997 in <i>Year</i> , 2006 Feb 22 in <i>Access Date</i> , AS 1182-1997 in <i>Accession Number</i> , Standards Australia Online in <i>URL</i>).
Other Sources	In-Text Example	Reference List Example	
<i>Personal communication, e-mail, discussion lists (no web archive)</i>	This was later confirmed (Savieri S 1999, personal communication, April 24) that an outbreak occurred in London at this time.	Not included in reference list as they cannot be traced by the reader.	
<i>Films and videorecordings</i>	... as seen in the Lonergan film, <i>You Can Count on Me</i> . ⁴²	42. Scorsese M, producer; Lonergan K, director. You can count on me [motion picture]. United States: Paramount Pictures; 2000.	Film or Broadcast (put motion picture in the <i>Medium</i> field, Paramount Pictures in <i>Distributor</i>).

Television and radio programmes	...then AMA chief, in a television interview. ⁴³	43. The medical profession in the 1990s [television broadcast]. The MacNeil/Lehrer news hour. New York, Washington D.C.: Public Broadcasting Service; 1993 Oct 11.	Film or Broadcast (put television broadcast in the <i>Medium</i> field, The MacNeil/Lehrer news hour in <i>Series</i> , New York, Washington D.C. in <i>Country</i> , Public Broadcasting Service in <i>Distributor</i> , 1993 in <i>Year</i> , Oct 11 in <i>Date Released</i>).
Podcast	...in <i>The Wings of a Butterfly – Children, Teenagers and Anxiety</i> ⁴⁴	44. The wings of a butterfly – children, teenagers and anxiety [podcast on the Internet]. Sydney: ABC Radio National; c2005 [updated 2005 Sep 10; cited 2005 Sep 16]. Available from: http://www.abc.net.au/podcast/default.htm#mind .	Film or Broadcast (put podcast on the Internet in <i>Type of Medium</i> , Sydney in <i>City</i> , ABC Radio National in <i>Publisher</i> , c2005 in <i>Year</i> , 2005 Sep 10 in <i>Last Update Date</i> , 2005 Sep 16 in <i>Access Date</i> , http://www.abc.net.au/podcast/default.htm#mind in <i>URL</i>).
CD-ROM	...in <i>Anderson's Electronic Atlas of Haematology</i> ⁴⁵	45. Anderson SC, Poulsen KB. Anderson's electronic atlas of haematology [CD-ROM]. Philadelphia: Lippincott Williams and Wilkins; 2002.	Computer Program (put CD-ROM in <i>Type</i>).
ERIC document (microfiche)	...examined the advantages and disadvantages of country education. ⁴⁶	46. Davis RK, Lombardi TP. The quality of life of rural high school special education graduates [microfiche]. In: Rural goals 2000: Building programs that work. ERIC document No.: ED394765.	Generic (put The quality of life of rural high school special education graduates in <i>Secondary Title</i> , Rural goals 2000: Building programs that work in <i>Title</i> , microfiche in <i>Type of Work</i> , ERIC document No.: ED394765 in <i>Publisher</i>).

<p><i>E-mail discussion list – web archive</i></p>	<p>... as discussed by Little. ⁴⁷</p>	<p>47. Little L. Two new policy briefs. ECPOLICY [discussion list on the Internet]. 2002 Apr 16 [cited 2002 Nov 13]. Available from: http://www.askeric.org/Virtual_Listserv_Archives/ECPOLICY/2002/Apr_2002/Msg0003.html</p>	<p>Journal Article</p> <p>(put ECPOLICY in the <i>Journal</i> field, discussion list on the Internet in <i>Type of Article</i>, 2002 Apr 16 in <i>Year</i>, 2002 Nov 13 in <i>Access Date</i>, http://www.askeric.org/Virtual_Listserv_Archives/ECPOLICY/2002/Apr_2002/Msg0003.html in <i>Name of Database</i>).</p>
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It is very important that you check your department's or school's assignment guide as some details, e.g. punctuation, may vary from the guidelines on this page. You may be penalised for not conforming to your school's requirements