

## Electronic Material

Electronic material needs additional information to be cited, particularly the web address / URL.

### *Examples:*

- Cochrane Collaboration. Cochrane Library (database on CD-ROM and disk). Issue 2. Oxford: Update Software; 1996.
- Ministry of Health. Health Policy Agreement. 1996. URL: <http://www.moh.govt.nz/policy.htm>
- Toft, S. (18 November 2012 13:50) Internet discussion. E-mail from: [suzanne.toft@nhs.net](mailto:suzanne.toft@nhs.net) to [caroline.white15@nhs.net](mailto:caroline.white15@nhs.net)

## Unpublished Material

This type of material is often found through personal contacts, but should still be acknowledged if used.

### *Example:*

- Leshner A I. Molecular mechanisms of cocaine addiction. N Eng J Med. In press 1996.
- (The NLM prefers the wording "forthcoming" to "in press").

For further information regarding references and citations, borrow one of our books on referencing:



Alternatively, contact one of the Clinical Librarians:

Suzanne Toft:  
(01283) 511511 ext. 6486  
[Suzanne.toft@nhs.net](mailto:Suzanne.toft@nhs.net)

Lisa Lawrence:  
(01332) 788155  
[Lisa.lawrence4@nhs.net](mailto:Lisa.lawrence4@nhs.net)

Lindsay Snell:  
(01332) 788148  
[Lindsay.snell@nhs.net](mailto:Lindsay.snell@nhs.net)

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Updated: October 2021



# Guide to References and Citations



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## Background

- When writing a paper for a journal or a book it is important to give good accurate citations.
- Enough detail should be included to identify the work easily.
- Inadequate references will cause the paper to be delayed.

Beware of plagiarism. It is a serious offence even if done unintentionally. Keeping orderly references throughout your research (even if you do not eventually use them) will avoid a lot of work later on.



## References

This is a brief guide to some of the styles of referencing in use today.

Established guidelines for the format of manuscripts submitted to biomedical journals are published in a number of the journals. The guidelines are not covered by copyright so may be freely copied for non-profit purposes.

It is essential to be consistent when producing a bibliography.

There is no one correct way to cite references, although most medical and scientific papers use the Vancouver style, and art papers tend to use the Harvard style.

Some publishers will accept either style, check with the publisher first.

## Vancouver Style

References are numbered in the order in which they appear in the text, either in parentheses (2) or a superior number<sup>2</sup>. The articles are then given in full at the end of the article. For a book, the references can be given either at the end of the chapter or at the end of the book. If the text refers to the same reference twice or more the same number is used.

*Example:*

Impicciatore P (1) states that...

*As it appears in the text.*

1. Impicciatore P, Pandolfini C, Casella N, Bonati M. Reliability of health information for the public on the world wide web: systematic survey of advice on managing fever in children at home. *BMJ* 1997 314:1875-9.

*As it appears in the list of references.*

## Harvard APA Style

In this system the names and dates are given in the text, and the complete reference appears alphabetically at the end of the article.

*Example:*

Lynch (1995) states that...

*As it appears in the text.*

Lynch, M. (1995). Effect of practice and patient population characteristics on the uptake of childhood immunizations. *British Journal of General Practice*, April, 45(393), 205-208.

*As it appears in the list of alphabetical references.*

**\*Avoid the system which numbers the references afresh at the bottom of each page. This system is awkward and generally not used today.**

## Citations

Listed below are examples of how to set out the citation using the Vancouver style.

### Journal Articles

List the first six authors; if there are more than six, follow with et al. The titles of the journals should be abbreviated according to the style used by the NLM in 'List of Journals Indexed in Index Medicus'. If you are unsure how to set out a particular reference, please enquire with the Library staff who will be able to help.

*Examples:*

- Stirrat, C.R. Metacarpophalangeal joints in rheumatoid arthritis of the hand. *Hand Clin* 1996;Aug 12(3):515-29
- International Committee of Medical Journal Editors. Uniform requirements for manuscripts submitted to biomedical journals. *JAMA* 1997;277:927-34
- Cancer in South Africa (Editorial). *S Afr Med J* 1994;84:15.

### Books

1. List the author's name first.
2. List the title in full, followed by a full stop.
3. List the place of publishing followed by a colon.
4. List the publisher details followed by a comma.
5. List the publication date.

*Examples:*

- Kubler-Ross E. On death and dying. London: Routledge, 1989
- Smith Peter. Editor. Guide to the guidelines: disease management made easy. 3rd ed. Oxford: Radcliffe Medical Press; 1997