Referencing Handbook

Vancouver

2nd edition
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Introduction

You need to reference:

• to acknowledge the work and ideas of other authors
• to demonstrate that you have undertaken research for your academic work
• to avoid accusations of plagiarism
• to provide evidence to support factual statements

Referencing is an academic convention which enables your readers to distinguish between your work and the work of others.

There are many systems of referencing available; this guide will focus on the Vancouver style.

The guide provides examples of different information sources and includes a reference list entry, as well as a checklist outlining what to include in your reference.

Vancouver referencing style

A referencing style is important because it allows your reader to trace and locate the sources you have used, and ensures that all the essential details are included for consistency.

Vancouver is a numeric system and has two parts:

1. A source is acknowledged within the body of the text with a citation number in square brackets []
2. Full details of the source are then listed, in ascending numerical order, in a reference list at the end of the document

Each in-text citation should have a corresponding entry in your reference list, and the reference list should only contain sources which have been referred to in the text.

Your in-text citations should be in ascending numerical order [1], [2], [3] etc. The exception to this is when the same source is used repeatedly, in which case the original number should be repeated, and placed in your text where required. Each source should then appear just once in your reference list.

In-text citations

Sources should be acknowledged with a citation number in square brackets []. The citation number should be placed directly after the reference and within the punctuation, e.g.

...increases the chance and frequency of allergic reactions [36].

According to a recent study [35], greyhounds...
You may also use the name of the author to introduce the reference, e.g.

Bauman [4] indicates that...

**Using page numbers**

In addition to the citation number you should include a page number if:

- You are quoting a passage directly from the source
- You are referring to a specific example, theory, data set or equation

Page numbers should be written in full, and included within the square brackets, e.g.

[5, p.10]
[34, p.2594-2595]

**Citing multiple sources**

You may need to use a number of sources to make a specific point or to provide evidence for an argument. In this case you should separate the citation numbers with a comma within the same square brackets, or use a hyphen for more than two sources that are numbered consecutively, e.g.

…selecting the most appropriate method [8, 73].
…building on legislation [40-42]...

**Citing the same source**

If you need to refer to the same source more than once repeat the original citation number each time the source is used.

**Reference list entries**

**Citation numbers**

- Each entry in the reference list should begin with a citation number in square brackets which corresponds with the relevant in-text citation number. The numbers should run consecutively in the list.

**Author/editor names**

- Use a maximum of two initials for an author’s name
- Do not use any punctuation between the author’s surname and initials
- For sources with one author, give the surname followed by the initial(s) Put a full stop after the initials e.g. Bauman RW.
• For sources with two to six authors, give each author’s surname followed by the initial(s). Separate each author with a comma and put a full stop after the last author e.g. Hardin J, Kleinsmith LJ, Becker WM, Bertoni G.

• For sources with more than six authors, list the first six authors. Give the surnames followed by the initials. Separate each author with a comma, then after the sixth author put a comma then et al. in italics (Latin for and others) e.g. Campbell NA, Reece JB, Urry L, Cain ML, Wasserman, SA, Minorsky, PV, et al.

• For editor(s) type the word in full after the editor(s) name(s) e.g. Anderson DT, editor.

• If there is no author or editor given, use the title of resource instead. Do not use anon. or anonymous

• Acronyms such as NHS (National Health Service) can be given either in full or as the acronym, but you need to be consistent

Titles
• Titles should be in sentence case, with main titles being separated from subtitles by a colon (or hyphen, whichever is given in the title) e.g. Biology: a global approach. There are two exceptions to this:
  1. All major words in journal titles have an initial capital, e.g. Journal of Chemical Ecology
  2. Proper nouns should keep their capital letter, e.g. Prevalence and risk factors for medical events following exercise at Australian greyhound race meetings

• Journal titles should be given in full and not abbreviated

Edition
• List the edition of a book (only do this if it is not the first edition) with the number of the edition followed by ed. e.g. 9th ed.

Place of publication
• If multiple locations are given for the place of publication, only use the first listed
• For U.S. and Canadian locations provide the city and the two letter abbreviation of the state (U.S.), territory or province (Canada) e.g. Detroit, MI. For all other locations provide the city and the country e.g. London, UK

Publication date
• If the information source does not state a year of publication put no date
• If a day and month is required for the publication date, it should be written in the format 5 July 2018

Date of access
• Date of access is the date that you looked at an online source and should be given in the format 5 Jul 2018 with the month abbreviated to three letters e.g. [accessed 5 Jul 2018]
Plagiarism

Plagiarism is the use of another author’s ideas and words, either intentionally or unintentionally, without acknowledging the source of the information. It is an academic offence and will be treated seriously by the University (see University General Regulations).

You can avoid plagiarism by referencing correctly; all sources of information, whether books, articles or internet sites, should be acknowledged and clearly attributed, following the appropriate style guide. For more advice on how to avoid plagiarism go to the Library’s tutorial: https://guides.library.lincoln.ac.uk/learn/referencing.

Turnitin is software that detects plagiarism and may be used by your tutor to ensure academic integrity. Please contact your School for more details.

Acknowledging sources

It is important to make sure that you support key points with evidence from recognised sources. There should be a balance of your own work and that of other authors.

Do not include references to sources just because you have read them - only reference papers that you have read in full (not just the abstract), and make sure that the material you reference is directly relevant to your discussion.

The quickest and easiest way to reference your work is to record the necessary information at the time of using it. This record should include details of the source you are using and any notes about the content.

When to reference

You should always include a reference if you:

- Paraphrase or summarise other peoples’ opinions or observations
- Include a direct quotation in your work
- Discuss a theory or model by a particular author
- Analyse a case study undertaken at a particular company
- Include any statistical data, images or diagrams
Quotations
Quoting is copying a short section of text, word for word, directly from an information source into your work. Quotations are used rarely in academic work, and are particularly discouraged in science subjects, so you should always try to paraphrase or summarise the source material. On the rare occasions that you do include quotes, you should comment on, and illustrate how, the quoted text applies in that particular case.

Short quotations should be introduced with a brief phrase, and highlighted by using double quotation marks to enclose the copied text, e.g.

> In his book on scientific method Davies states “science is a structure built upon facts” [80, p.8].

Longer quotations should not be used in science, so you would always need to paraphrase or summarise your source material.

Paraphrasing
When you put a short section of text from an information source into your own words, you are paraphrasing. Although the words are your own, you are still using ideas from the original text, so you must give an in-text citation to acknowledge the source.

Summarising
When you concisely describe, in your own words, the main ideas of an information source, you are providing a broad overview of that source. This is known as summarising, and you must give an in-text citation to acknowledge the source.

Secondary referencing (citing a source within another source)
A secondary reference is when you refer to a source that has been cited in another source, but that you have not read directly yourself. For example, referring to the work of Barr-Gillespie that you have read about in McPherson.

You should avoid secondary referencing wherever possible as it is generally considered to be poor academic practice - you should always try to obtain and read the original work instead. If you are unable to locate the original source you should refer to both sources in your text, but only provide a citation and reference list entry for the source that you have read.

For example, in the text:

Barr-Gillespie, cited in McPherson [38, p.2], indicates…

In the reference list:

[38] McPherson DR…
Quality of sources

Academic work requires you to critically analyse your sources of information. It is important to make sure you understand and are aware of any potential bias in the information you are using.

- Be selective: your references should be directly relevant to your argument or discussion. Make sure you refer to a range of resources and do not rely solely on one source of information. In particular, don’t reference Wikipedia.

- Be critical: if you are using a paper or leaflet written by a specific company or organisation, make sure you understand any influences on the company and their motives for writing the paper. For all sources, consider who it was written for, why it was written and when it was published.

- Consider the quality: does the writer have the authority and subject-expertise to write about the subject? Try to use peer-reviewed academic journals and conference papers where possible.

Referencing tips

1. Record details and make notes on your sources as you research.
2. Make a note of page numbers if you intend to refer to specific points.
3. Never cite what you have not seen.
4. Every citation in the text needs a corresponding entry in the reference list.
5. The key to good referencing is to be consistent and accurate.

Help with referencing

If you need help with your referencing, or have any questions, contact your Academic Subject Librarian: https://guides.library.lincoln.ac.uk/asl.
1.1 Online

Reference list example:

Available from: https://www.youtube.com/user/UniversityofLincoln

Checklist:

- Advertiser, followed by a full stop
- Short description of the advert
- In square brackets put advertisement, followed by a semicolon
- Year of publication, followed by a full stop
- In square brackets put accessed and the date you saw the advert, followed by a full stop
- Put Available from, followed by a colon, followed by the web address
1 Advertisements

1.2  Print

Reference list example:


Checklist:

☐ Advertiser, followed by a full stop
☐ Headline of the advertisement (or short description if more appropriate)
☐ In square brackets put advertisement, followed by a full stop
☐ Title of the publication where you found the advert, followed by a comma
☐ Volume, issue or part number, followed by a colon
☐ p. followed by page number(s), followed by a semicolon
☐ Date of publication, followed by a full stop

1.3  Broadcast

Reference list example:


Checklist:

☐ Advertiser, followed by a full stop
☐ Short description of the advert
☐ In square brackets put advertisement, followed by a full stop
☐ Broadcast channel where you saw/heard the advert, followed by a semicolon
☐ Date of broadcast, followed by a full stop
2.1  **Book with a single author**

Reference list example:

1. Citation number  2. Author  3. Title


**Checklist:**

- Author (surname and initials), followed by a full stop
- Title (and subtitle if applicable) of book, followed by a full stop
- Edition (only if not first edition), followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a semicolon
- Year of publication, followed by a full stop

2.2  **Book with two to six authors**

Reference list example:

2 Books

Checklist:
- Authors (surnames and initials), followed by a full stop
- Title (and subtitle if applicable) of book, followed by a full stop
- Edition (only if not first edition), followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a semicolon
- Year of publication, followed by a full stop

2.3 Book with more than six authors

Reference list example:


Checklist:
- List the first six authors (surnames and initials), followed by a comma then et al. after the sixth author
- Title (and subtitle if applicable) of book, followed by a full stop
- Edition (only if not first edition), followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a semicolon
- Year of publication, followed by a full stop
2.4 Edited book

Reference list example:


Notes:
• If there are more than six editors, list the first six editors (surnames and initials), followed by a comma then *et al.* editors after the sixth editor, followed by a full stop

Checklist:
- Editor(s) (surnames and initials), followed by a comma then editor(s), followed by a full stop
- Title (and subtitle if applicable) of book, followed by a full stop
- Edition (only if not first edition), followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a semicolon
- Year of publication, followed by a full stop
2.5 Chapter in an edited book

Reference list example:


Checklist:

- Chapter author(s) (surnames and initials), followed by a full stop
- Chapter title, followed by a full stop
- In, followed by a colon
- Editor(s) (surnames and initials), followed by a comma then editor(s), followed by a full stop
- Title (and subtitle if applicable) of book, followed by a full stop
- Edition (only if not first edition), followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a semicolon
- Year of publication, followed by a full stop
- p. followed by page range, followed by a full stop
2.6  **Book that is part of a multi-volume set**

Reference list example:


**Checklist:**

- Author(s) (surnames and initials), followed by a full stop
- Title of work, followed by a full stop
- Edition (only if not first edition), followed by a full stop
- Vol. number followed by a colon and name of volume (if applicable), followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a semicolon
- Year of publication, followed by a full stop

2.7  **Translated book**

Reference list example:


**Checklist:**

- Author (surname and initials), followed by a full stop
- Title of work, followed by a full stop
- Edition (only if not first edition), followed by a full stop
- Translator (surname and initials), followed by a comma then translator, followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a semicolon
- Year of publication, followed by a full stop
2.8 **Ebook**

Reference list example:


**Checklist:**

- Author (surname and initials), followed by a full stop
- Title (and subtitle if applicable) of book
- In square brackets put ebook, followed by a full stop
- Edition (only if not first edition), followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a semicolon
- Year of publication, followed by a full stop
- In square brackets put accessed and the date you accessed the ebook, followed by a full stop
- Put Available from, followed by a colon, followed by the web address
2.9 Chapter in an edited ebook

Reference list example:


Checklist:

☐ Chapter author (surname and initials), followed by a full stop
☐ Chapter title, followed by a full stop
☐ In, followed by a colon
☐ Editor (surname and initials), followed by a comma then editor(s), followed by a full stop
☐ Title (and subtitle if applicable) of book
☐ In square brackets put ebook, followed by a full stop
☐ Edition (only if not first edition), followed by a full stop
☐ Place of publication, followed by a colon
☐ Publisher, followed by a semicolon
☐ Year of publication, followed by a full stop
☐ p. followed by page range, followed by a full stop
☐ In square brackets put accessed and the date you accessed the ebook, followed by a full stop
☐ Put Available from, followed by a colon, followed by the web address
2.10 Pamphlet

Reference list example:


Checklist:

☐ Author (surnames and initials) or company, organisation or professional body, followed by a full stop
☐ Title (and subtitle if applicable) of pamphlet
☐ In square brackets put pamphlet, followed by a full stop
☐ If part of series, put series title, followed by a comma, then volume number, followed by a full stop
☐ Place of publication, followed by a colon
☐ Publisher, followed by a semicolon
☐ Year of publication, followed by a full stop
☐ If accessed online:
  • In square brackets put accessed and the date you accessed the pamphlet, followed by a full stop
  • Put Available from, followed by a colon, followed by the web address
Reference list example:

1. Citation number
2. Author
3. Title
4. In
5. Place of publication
6. Publisher
7. Date accessed
8. Web address


Checklist:

☐ Author (please note: BNF (Joint Formulary Committee), and BNF for Children (Royal Pharmaceutical Society), have different authors), followed by a full stop

☐ Title of drug (or guidance/treatment if applicable), followed by a full stop

☐ In, followed by a colon, then title of publication, followed by a full stop

☐ If citing the print version
  • Edition number, followed by a full stop

☐ Place of publication, followed by a colon

☐ Publisher, followed by a full stop

☐ If accessed online:
  • In square brackets put accessed and the date you accessed the guidance, followed by a full stop
  • Put Available from, followed by a colon, followed by the web address
### Reference list example:


### Checklist:

- Author (surname and initials), followed by a full stop
- Title (and subtitle if applicable), followed by a full stop
- Title of database, followed by a full stop
- Year of publication, followed by a semicolon
- Issue (if applicable), followed by the issue number, followed by a full stop
- Art. No. (if applicable), followed by a colon, followed by the report number, followed by a full stop
- In square brackets put accessed and the date you accessed the review, followed by a full stop
- Put Available from, followed by a colon, followed by the DOI (or URL if there is no DOI)
5.1 Conference paper

Reference list example:


Checklist:

- Author (surname and initials), followed by a full stop
- Title (and subtitle if applicable) of conference paper, followed by a full stop
- In, followed by a colon
- If editor(s) are given, put their name(s) (surname and initials), followed by a comma then editor(s), followed by a full stop
- Title of conference, followed by a semicolon
- Year, month and day(s) of conference, followed by a semicolon
- Place of conference, followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a semicolon
- Year of publication, followed by a full stop
- p. followed by page range, followed by a full stop
- If accessed online:
  - In square brackets put accessed and the date you accessed the conference paper, followed by a full stop
  - Put Available from, followed by a colon, followed by the web address
5.2 Conference poster

Reference list example:


Checklist:

☐ Author (surname and initials), followed by a full stop
☐ Title (and subtitle if applicable) of conference poster, followed by a full stop
☐ Poster session presented at, followed by a colon
☐ Title of conference, followed by a semicolon
☐ Year, month and day(s) of conference, followed by a semicolon
☐ Place of conference, followed by a full stop
☐ If accessed online:
  • In square brackets put accessed and the date you accessed the conference poster, followed by a full stop
  • Put Available from, followed by a colon, followed by the web address
5.3 **Conference presentation**

Reference list example:


**Checklist:**

- Author (surname and initials), followed by a full stop
- Title (and subtitle if applicable) of conference presentation, followed by a full stop
- In, followed by a colon
- Title of conference, followed by a semicolon
- Year, month and day(s) of conference, followed by a semicolon
- Place of conference, followed by a full stop
- If accessed online:
  - In square brackets put accessed and the date you accessed the conference presentation, followed by a full stop
  - Put Available from, followed by a colon, followed by the web address
6.1 Email

You should get permission from the sender before referring to personal emails in your academic work.

Reference list example:


Checklist:

- Sender (surname and initials), followed by a full stop
- Subject line of email, or short description if more appropriate
- In square brackets put email, followed by a full stop
- Sent to, the recipient(s) initial(s), followed by their surname(s), followed by a semicolon
- Date the email was sent, followed by a full stop
6.2 Letter

You should get permission from the sender before referring to unpublished, personal letters in your academic work.

Reference list example:


Checklist:

- Sender (surname and initials), followed by a full stop
- Short description of letter
- In square brackets put letter, followed by a full stop
- Sent to, followed by the organisation or personal recipient, followed by semicolon
- Date the letter was sent, followed by a full stop
- If the letter is in a collection put location of collection, followed by a colon
- Name of the collection (if applicable) or publisher, followed by a full stop
- If accessed online
  - In square brackets put accessed and the date you accessed the letter, followed by a full stop
  - Put Available from, followed by a colon, followed by the web address
6.3 Mailing list

Reference list example:


Checklist:

☐ Sender (surname and initials), followed by a full stop
☐ Subject line or short description
☐ In square brackets put mailing list, followed by a full stop
☐ Sent to, followed by the mailing list name, followed by a semicolon
☐ Date of the post, followed by a full stop
☐ In square brackets put accessed and the date you accessed the mailing list, followed by a full stop
☐ Put Available from, followed by a colon, followed by the web address
Diagrams, images and tables

If you reproduce any diagrams, figures, images or tables you should provide a description underneath, acknowledging the source. The description should include the title of the diagram, figure, image or table and a citation number for the source. You should also give the page number the item appears on and the figure or table number.

Your reference list should then include full citation details according to the type of source you are using.

For example, if you reproduced figure 3.1 from page 34 in Experimental Design for the Life Sciences, by Ruxton GD and Colegrave N, your description would be:

Properties of high-temperature metals-SI units [22, p.34, fig 3.1]

7.1 Print source

Reference list example:

1. Citation number  2. Authors  3. Book title
Figure 3.1, p.34.

8. Diagram/figure/image/table number  9. Page number

Checklist:

- Author (surname and initials), followed by a full stop
- Title of book, followed by a full stop
- Edition (only if not first edition), followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a semicolon
- Year of publication, followed by a full stop
- Volume, issue number (if applicable), followed by a full stop
- Diagram/figure/image/table number, followed by a comma
- p. followed by page number, followed by a full stop
7.2 Online source with author

Reference list example:


Checklist:

- Author (surname and initials), followed by a full stop
- Title of article, followed by a full stop
- Title of journal, followed by a full stop
- Year of publication, followed by a semicolon
- Volume, issue number (if applicable), followed by a full stop
- Diagram/figure/image/table number, followed by a comma
- p. followed by page number, followed by a full stop
- In square brackets put accessed and the date you accessed the article, followed by a full stop
- Put Available from, followed by a colon, followed by the web address
7.3 Medical image database

Reference list example:


Checklist:

- Title of image (and subtitle if applicable), followed by a full stop
- Title of database, and collection if applicable, followed by a full stop
- In square brackets put accessed and the date you accessed the image, followed by a full stop
- Put Available from, followed by a colon, followed by the web address
Dictionaries and encyclopedias

If the dictionary/encyclopedia has no obvious author/editor then you can omit this element.

8.1 Dictionary entry

Reference list example:

1. Citation number
2. Title of entry
3. In:
4. Editor
5. Title of dictionary
6. Edition
7. Place of publication
8. Publisher
9. Year
10. Page number


Checklist:

- Title of dictionary entry, followed by a full stop
- In, followed by a colon
- Author/editor (surname and initials), followed by a full stop
- If the dictionary has an editor, put a comma then editor after the editor’s name (or editors if more than one editor), followed by a full stop
- Title of dictionary, followed by a full stop
- Edition (only if not first edition), followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a semicolon
- Year of publication, followed by a full stop
- p. followed by page number(s), followed by a full stop

8.2 Encyclopedia

Reference list example:

Checklist:

- Author/editor (surname and initials), followed by a full stop
- If the encyclopedia has an editor, put a comma then editor after the editor’s name (or editors if more than one editor), followed by a full stop
- Title of encyclopedia, followed by a full stop
- Edition (only if not first edition), followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a semicolon
- Year of publication, followed by a full stop

8.3 Encyclopedia entry

Reference list example:


Checklist:

- Author of entry (surname and initials), followed by a full stop
- Title of encyclopedia entry, followed by a full stop
- In, followed by a colon
- Editor(s) (surnames and initials), followed by a comma then editor(s), followed by a full stop
- Title of encyclopedia, followed by a full stop
- Edition (only if not first edition), followed by a full stop
- Vol. number (if applicable), followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a semicolon
- Year of publication, followed by a full stop
- p. followed by page number(s), followed by a full stop
9.1 Film

The example below is a film on dvd. Change the information in square brackets to the format you are viewing e.g. download, film, or film viewed at a cinema.

Reference list example:

1. Citation number
2. Director
3. Title
4. DVD, film or download
5. Place of publication
6. Distributor
7. Year


Checklist:

- Director of film (surname and initials), followed by a full stop
- Title of film (and subtitle if applicable)
- In square brackets put dvd/film/download/cinema, followed by a full stop
- Location of distributor, if known, followed by a colon
- Distributor, if known, followed by a semicolon
- Date released, followed by a full stop
- If accessed online
  - In square brackets put accessed and the date you accessed the film, followed by a full stop
  - Put Available from, followed by a colon, followed by the web address
9.2 Radio or television programme

Reference list example:


Checklist:

☐ Title of programme (and subtitle if applicable)
☐ In square brackets put radio or television, followed by a full stop
☐ Broadcast channel, followed by a semicolon
☐ Date of broadcast, followed by a full stop

9.3 Radio or television series

Reference list example:


Checklist:

☐ Title of programme (and episode title if applicable)
☐ In square brackets put radio/television/dvd/download, followed by a full stop
☐ Season/series/episode, followed by the number (if applicable), followed by a full stop
☐ Broadcast channel (if available/applicable), followed by a semicolon
☐ Year of broadcast/publication date, followed by a full stop
9.4 **Radio or television programme in an online archive**

This is an example from BoB (Box of Broadcasts), which is available from https://guides.library.lincoln.ac.uk/databases.

**Reference list example:**


**Checklist:**

- Title of programme (and episode title/subtitle if applicable)
- In square brackets put radio/television, followed by a full stop
- Season/series/episode followed by the number (if applicable), followed by a full stop
- Broadcast channel, followed by a semicolon
- Date of original transmission, followed by a full stop
- In square brackets put accessed and the date you accessed the programme, followed by a full stop
- Put Available from, followed by a colon, followed by the web address
10.1 Interview on radio or television

This example focuses on the person being interviewed. If you want to reference the television programme, follow the checklist for a radio/television programme.

Reference list example:

1. Citation number
2. Interviewee
3. Interviewed by
4. Title of programme
5. Broadcast channel
6. Date


Checklist:

- Interviewee (surname and initials), followed by a full stop
- Interviewed by, followed by the interviewer’s initial(s) then surname, followed by a full stop
- Programme name, followed by a full stop
- Broadcast channel, followed by a semicolon
- Date of interview, followed by a full stop
- If accessed online
  - In square brackets put accessed and the date you accessed the interview, followed by a full stop
  - Put Available from, followed by a colon, followed by the web address
10.2 Personal interview

You should get permission from the interviewee/interviewer before referring to a personal interview in your academic work.

Reference list example:


Checklist:

- Interviewee (surname and initials), followed by a full stop
- Interviewed by, followed by the interviewer’s initial(s) then surname, followed by a full stop
- Short description of interview, followed by a semicolon
- Date of interview, followed by a full stop
Most journal articles are available in both print and electronic format, and whilst you will generally access articles online, your reference should follow the print format, and include the volume number, issue number, and page range, but not the web address/DOI.

The e-journal format should only be used for articles from purely online sources (i.e. those that have never existed in print form – these will only have a DOI or URL, and not a page range).

### 11.1 Print journal article with a single author

Reference list example:

1. Citation number
   
2. Author
   
3. Title of article
   
4. Title of journal
   
5. Year
   
6. Volume
   
7. Issue number
   
8. Page range


**Checklist:**

- Author (surname and initials), followed by a full stop
- Title (and subtitle if applicable) of article, followed by a full stop
- Title of journal, followed by a full stop
- Year of publication, followed by a semicolon
- Volume number, followed by a colon if there is no issue/part number
- If there is also an issue/part number, put this information in round brackets, followed by a colon
- Page range of the whole article, followed a full stop
11.2  Print journal article with two to six authors

Reference list example:


Checklist:

☐ Authors (surnames and initials), followed by a full stop
☐ Title (and subtitle if applicable) of article, followed by a full stop
☐ Title of journal, followed by a full stop
☐ Year of publication, followed by a semicolon
☐ Volume number, followed by a colon if there is no issue/part number
☐ If there is also an issue/part number, put this information in round brackets, followed by a colon
☐ Page range of the whole article, followed by a full stop

11.3  Print journal article with more than six authors

Reference list example:

11.4 E-journal article

Reference list example:


Checklist:

- Author (surname and initials), followed by a full stop
- Title (and subtitle if applicable) of article, followed by a full stop
- Title of journal, followed by a full stop
- Year of publication, followed by a semicolon
- Volume number
- If there is also an issue/part/article number, put this information in round brackets
- If there is no page range put a full stop
- If there is page range put a colon
- Page range of the whole article, followed by a full stop
- In square brackets put accessed and the date you accessed the article, followed by a full stop
- Put Available from, followed by a colon, followed by the DOI (or URL if there is no DOI)
11.5 Preprint journal article

You may find articles in a repository or on a publisher's website, which have been made available online before they have been submitted for peer review or published in a journal.

Reference list example:


Checklist:

- Author (surname and initials), followed by a full stop
- Title (and subtitle if applicable) of article, followed by a full stop
- To be published in or Submitted to (as appropriate), followed by title of journal
- In square brackets put preprint, followed by a full stop
- Year of submission, followed by a full stop
- In square brackets put accessed and the date you accessed the article, followed by a full stop
- Put Available from, followed by a colon, followed by the DOI (or URL if there is no DOI)
In general, it is not considered good academic practice to reference your lectures, however if material is presented in lectures/seminars that is not available elsewhere then your lecture/seminar can be referenced, otherwise you will need to locate and reference the original material.

Reference list example:


Checklist:

- Lecturer (surname and initials), followed by a full stop
- Title, or short description of the lecture/seminar
- In square brackets put lecture/seminar, followed by a full stop
- Module title and code, followed by a full stop
- Education institution, followed by a semicolon
- Date of lecture (if known), followed by a full stop
- If accessed online
  - In square brackets put accessed and the date you accessed the lecture/seminar, followed by a full stop
  - Put Available from, followed by a colon, followed by the web address
13.1 Act of Parliament (Statute)

Reference list example:


Checklist:

- Title of the Act
- In rounded brackets put c. then the chapter number, followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a full stop
- If accessed online
  - In square brackets put accessed and the date you accessed the Act, followed by a full stop
  - Put Available from, followed by a colon, followed by the web address

13.2 Statutory Instrument (SI)

Reference list example:

13.3 Bill before Parliament

Reference list example:

1. Citation number
2. House of Commons/Lords
3. Title of Bill
4. Bill number
5. Place of publication
6. Publisher
7. Year of publication

13.4  Legislation from UK devolved assemblies

Reference list example:


Checklist:

☐ Title of the Act
☐ In rounded brackets put the asp (Act of the Scottish Parliament) or nawm (Measure of the National Welsh Assembly) number, followed by a full stop
☐ Place of publication, followed by a colon
☐ Publisher, followed by a full stop
☐ If accessed online
  • In square brackets put accessed and the date you accessed the Act, followed by a full stop
  • Put Available from, followed by a colon, followed by the web address

13.5  Green, White and Command Papers

Reference list example:


Checklist:

☐ Name of Government department, committee or Royal Commission, followed by a full stop
☐ Title of paper (and subtitle if applicable)
☐ In rounded brackets put paper number, followed by a full stop
☐ Place of publication, followed by a colon
☐ Publisher, followed by a semicolon
☐ Date of publication, followed by a full stop
☐ If accessed online
  • In square brackets put accessed and the date you accessed the Paper, followed by a full stop
  • Put Available from, followed by a colon, followed by the web address
13.6 Hansard

Reference list example:


Checklist:

☐ Hansard, followed by a colon, then House of Commons/Lords debate
☐ Subject of debate
☐ In rounded brackets put the date of the debate, followed by a comma, then the vol. number, followed by a comma, and then the column number
☐ After the brackets put a full stop
☐ If accessed online
  • In square brackets put the date you accessed the material, followed by a full stop
  • Put Available from, followed by a colon, followed by the web address

13.7 Government publications

Reference list example:

Checklist:

- Government department, followed by a full stop
- Title of publication (and subtitle if applicable), followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a semicolon
- Date of publication, followed by a full stop
- If accessed online
  - In square brackets put accessed and the date you accessed the publication, followed by a full stop
  - Put Available from, followed by a colon, followed by the web address

13.8 European Union publications

Reference list example:


Checklist:

- Name of EU institution, followed by a full stop
- Title of publication (and subtitle if applicable), followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a semicolon
- Publication date, followed by a full stop
- If accessed online
  - In square brackets put the date you accessed the material, followed by a full stop
  - Put Available from, followed by a colon, followed by the web address
13.9 Treaties

Reference list example:


Checklist:

☐ Author of treaty, followed by a full stop
☐ Title of treaty, followed by a full stop
☐ Date of treaty, followed by a full stop
☐ If accessed online
  • In square brackets put accessed and the date you accessed the treaty, followed by a full stop
  • Put Available from, followed by a colon, followed by the web address
If the map has no obvious company author or editor then you can omit this element.

14.1 **Ordnance Survey map**

Reference list example:

1. Citation number

2. Ordnance Survey

3. Title

4. Sheet number, scale

5. Place of publication

6. Publisher

7. Series

8. Year


**Checklist:**

- Corporate author/publisher, followed by a full stop
- Title of map
- In rounded brackets put the sheet number, followed by a comma and then the scale
- Put a full stop after the brackets
- Place of publication, followed by a colon
- Publisher, followed by a comma
- In rounded brackets put the series, followed by a semicolon
- Year of publication, followed by a full stop

14.2 **Geological survey map**

Reference list example:

**Checklist:**

- Corporate author/publisher, followed by a full stop
- Title of map
- In rounded brackets put the sheet number or title, followed by a comma and then the scale
- Put a full stop after the brackets
- Place of publication, followed by a colon
- Publisher, followed by a comma
- In rounded brackets put the series, followed by a semicolon
- Year of publication, followed by a full stop

### 14.3 Online map

Reference list example:


**Checklist:**

- Corporate author/publisher, followed by a full stop
- Title of map
- In rounded brackets put the sheet number or title, followed by a comma and then the scale
- Put a semicolon after the brackets
- Year of publication, followed by a full stop
- In square brackets put accessed and the date you accessed the map
- Put Available from, followed by a colon, followed by the web address
15.1 Contemporary track

Reference list example:

1. Citation number
2. Artist’s name
3. Track title
4. CD, vinyl or download
5. Album title
6. Place of production
7. Record label
8. Year of release
9. Date accessed
10. Web address


Checklist:

- Artist(s)’ stage name, followed by a full stop
- Title of track
- In square brackets put cd/vinyl/download, followed by a full stop
- Title of album, followed by a full stop
- Place of production, if known, followed by a colon
- Record label, followed by a semicolon
- Year of release, followed by a full stop
- If accessed online
  - In square brackets put accessed and the date you accessed the music track, followed by a full stop
  - Put Available from, followed by a colon, followed by the web address
15.2 Contemporary album

Reference list example:


Checklist:

- Artist(s)’ stage name, followed by a full stop
- Title of album
- In square brackets put cd/vinyl/download, followed by a full stop
- Place of production, if known, followed by a colon
- Record label, followed by a semicolon
- Year of release, followed by a full stop
- If accessed online
  - In square brackets put accessed and the date you accessed the album, followed by a full stop
  - Put Available from, followed by a colon, followed by the web address

15.3 Classical track

Reference list example:


Checklist:

- Composer (surname and initials), followed by a full stop
- Title of track
- In square brackets put cd/vinyl/download, followed by a full stop
- Title of album (if applicable), followed by a full stop
- If the performer is significant put performed by, followed by the performer(s) name (first initial, then surname), followed by a full stop
- Place of production, if known, followed by a colon
- Record label, followed by a semicolon
- Year of release, followed by a full stop
- If accessed online
  - In square brackets put accessed and the date you accessed the music track, followed by a full stop
  - Put Available from, followed by a colon, followed by the web address
15.4 Classical album

Reference list example:


Checklist:

- Composer (surname and initials), followed by a full stop
- Title of album
- In square brackets put cd/vinyl/download, followed by a full stop
- If the performer/composer is significant put performed/conducted by, followed by the performer/conductor’s name (first initial, then surname), followed by a full stop
- Place of production, if known, followed by a colon
- Record label, followed by a semicolon
- Year of release, followed by a full stop
- If accessed online
  - In square brackets put accessed and the date you accessed the album, followed by a full stop
  - Put Available from, followed by a colon, followed by the web address
16.1 Online newspaper article

Reference list example:


Checklist:

- Journalist (surname and initials), followed by a full stop
- Headline of the article, followed by a full stop
- Title of the newspaper
- In square brackets put online, followed by a semicolon
- Date of publication, followed by a full stop
- In square brackets put accessed and the date you accessed the article, followed by a full stop
- Put Available from, followed by a colon, followed by the web address
16.2 Print newspaper article

Reference list example:


Checklist:

☐ Journalist (surname and initials), followed by a full stop
☐ Headline of the article, followed by a full stop
☐ Title of the newspaper, followed by a comma
☐ p. followed by page number, followed by a semicolon
☐ Date of publication, followed by a full stop
Reference list example:


Checklist:

- Author (National Institute for Health and Care Excellence), followed by a full stop
- Title of guidance (and subtitle if applicable), followed by a full stop
- NICE reference number (if applicable), followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a semicolon
- Year last updated, followed by a full stop
- If accessed online
  - In square brackets put accessed and the date you accessed the guidance, followed by a full stop
  - Put Available from, followed by a colon, followed by the web address
18.1 Blog and vlog

Reference list example:


Checklist:

- Contributor(s) (surname and initials), followed by a full stop
- Title, or short description of the blog entry
- In square brackets put blog/vlog, followed by a semicolon
- Date of entry, followed by a full stop
- In square brackets put accessed and the date you accessed the blog/vlog entry, followed by a full stop
- Put Available from, followed by a colon, followed by the web address
18.2 Facebook

You should get permission from the owner before referring to a personal Facebook page, unless they have made their information fully accessible to the public.

Reference list example:


Checklist:

- Contributor(s), followed by a full stop
- Short description of post
- In square brackets put Facebook, followed by a semicolon
- Date of post, followed by a full stop
- In square brackets put accessed and the date you accessed the Facebook post, followed by a full stop
- Put Available from, followed by a colon, followed by the web address

18.3 Image sharing website

Reference list example:


Checklist:

- Contributor(s), followed by a full stop
- Short description of image
- In square brackets put source of image, followed by a semicolon
- Date image created, followed by a full stop
- In square brackets put accessed and the date you accessed the image, followed by a full stop
- Put Available from, followed by a colon, followed by the web address
18.4 Podcast, vidcast and vodcast

Reference list example:


Checklist:

- Contributor(s), followed by a full stop
- Title of podcast
- In square brackets put podcast/vidcast/vodcast, followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a semicolon
- Date of release, followed by a full stop
- In square brackets put accessed and the date you accessed the podcast, followed by a full stop
- Put Available from, followed by a colon, followed by the web address
18.5 **Twitter**

Reference list example:


**Checklist:**

- Contributor(s), followed by a full stop
- Short description of tweet
- In square brackets put Twitter, followed by a semicolon
- Date of tweet, followed by a full stop
- In square brackets put accessed and the date you accessed the tweet, followed by a full stop
- Put Available from, followed by a colon, followed by the web address

18.6 **Video sharing website**

Reference list example:


**Checklist:**

- Contributor(s), followed by a full stop
- Short description of video
- In square brackets put YouTube (or other video sharing site), followed by a semicolon
- Date of video upload, followed by a full stop
- In square brackets put accessed and the date you accessed the video, followed by a full stop
- Put Available from, followed by a colon, followed by the web address
19.1 App

Reference list example:

1. Citation number
2. Title
3. App
4. Version
5. Place of publication
6. Publisher
7. Publication date
8. Date accessed
9. Web address


Checklist:

- Title of app
- In square brackets put app, followed by a full stop
- Version of app (if applicable), followed by a full stop
- Place of publication, followed by a colon
- Publisher or developer, followed by a semicolon
- Year of publication, followed by a full stop
- In square brackets put accessed and the date you accessed the app, followed by a full stop
- Put Available from, followed by a colon, followed by the web address

19.2 Online game

Reference list example:

Checklist:

- Title of game
- In square brackets put game, followed by a full stop
- Version, followed by number (if applicable)
- Place of publication, followed by a colon
- Publisher, followed by a semicolon
- Year of publication, followed by a full stop
- In square brackets put accessed and the date you accessed the game, followed by a full stop
- Put Available from, followed by a colon, followed by the web address

19.3 Software

You do not need to reference commonly used engineering software such as MATLAB or AutoCAD.

Reference list example:


Checklist:

- Title of software
- In square brackets put software, followed by a full stop
- Version of software (if applicable), followed by a full stop
- Place of publication, followed by a colon
- Publisher or developer, followed by a semicolon
- Year of publication, followed by a full stop
20.1 British Standard

Reference list example:


Checklist:

☐ Corporate author, followed by a full stop
☐ Title of standard (and subtitle if applicable), followed by a full stop
☐ Standard number, followed by a full stop
☐ Place of publication, followed by a colon
☐ Publisher, followed by a semicolon
☐ Year of publication, followed by a full stop
☐ If accessed online
  • In square brackets put accessed and the date you accessed the standard, followed by a full stop
  • Put Available from, followed by a colon, followed by the web address
20.2 Draft Standard

Reference list example:


Checklist:

- Corporate author, followed by a full stop
- Title of standard (and subtitle if applicable), followed by a full stop
- Draft, followed by the standard number, followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a semicolon
- Year of publication, followed by a full stop
- If accessed online
  - In square brackets put accessed and the date you accessed the standard, followed by a full stop
  - Put Available from, followed by a colon, followed by the web address

20.3 International Standard

Reference list example:

Checklist:

☐ Corporate author (either in full or abbreviated), followed by a full stop
☐ Title of standard (and subtitle if applicable), followed by a full stop
☐ Standard number, followed by a full stop
☐ Place of publication, followed by a colon
☐ Publisher, followed by a semicolon
☐ Year of publication, followed by a full stop
☐ If accessed online
  • In square brackets put accessed and the date you accessed the standard, followed by a full stop
  • Put Available from, followed by a colon, followed by the web address

20.4 Patent

Reference list example:

1. Citation number
2. Inventors
3. Title


Checklist:

☐ Inventor(s), followed by a full stop
☐ Title of patent (and subtitle if applicable), followed by a full stop
☐ Patent number (or status if an application is pending), followed by a semicolon
☐ Year of publication, followed by a full stop
☐ If accessed online
  • In square brackets put accessed and the date you accessed the patent, followed by a full stop
  • Put Available from, followed by a colon, followed by the web address
20.5 Manual/handbook

Reference list example:


Checklist:

☐ Title of manual, followed by a full stop
☐ Edition (if applicable), followed by a full stop
☐ Location of company, followed by a colon
☐ Company, followed by a semicolon
☐ Year of publication, followed by a full stop
☐ If accessed online
  • In square brackets put accessed and the date you accessed the manual/handbook, followed by a full stop
  • Put Available from, followed by a colon, followed by the web address
Reference list example:


Checklist:

- Author (surnames and initials), followed by a full stop
- Title (and subtitle if applicable)
- In square brackets put thesis/dissertation type, followed by a full stop
- Place of publication, followed by a colon
- Higher education institution/publisher, followed by a semicolon
- Year of submission, followed by a full stop
- If accessed online
  - In square brackets put accessed and the date you accessed the dissertation/thesis, followed by a full stop
  - Put Available from, followed by a colon, followed by the web address
22.1 Speech

Reference list example:


Checklist:

- Speaker (surname and initials), followed by a full stop
- Title of speech
- In square brackets put speech, followed by a full stop
- Place where speech delivered, followed by a semicolon
- Date of speech, followed by a full stop
- If accessed online
  - In square brackets put accessed and the date you accessed the speech, followed by a full stop
  - Put Available from, followed by a colon, followed by the web address

22.2 Personal conversation

You should get permission from the participants before referring to conversations in your academic work.

Reference list example:


Checklist:

- Participant initiating conversation (surname and initials), followed by a full stop
- Short description of conversation
- Conversation with, followed by participant’s initial(s) and surname, followed by a semicolon
- Date conversation took place, followed by a full stop
Websites

For the date of publication for a website, use the date the website was last updated, if this is given, otherwise use the copyright year (this can usually be found at the bottom of the webpage).

23.1 Website for a company, organisation or professional body

Reference list example:

1. Citation number
2. Company, organisation or professional body
3. Title
4. Online
5. Year
6. Date accessed
7. Web address


Checklist:

- Company, organisation, or professional body, followed by a full stop
- Title (and subtitle if applicable) of the website
- In square brackets put online, followed by a semicolon
- Date of publication, followed by a full stop
- In square brackets put accessed and the date you accessed the website, followed by a full stop
- Put Available from, followed by a colon, followed by the web address
23.2 **Website with a personal author**

Reference list example:


**Checklist:**

- Author (surname and initials), followed by a full stop
- Title (and subtitle if applicable) of the website
- In square brackets put online, followed by a semicolon
- Date of publication, followed by a full stop
- In square brackets put accessed and the date you accessed the website, followed by a full stop
- Put Available from, followed by a colon, followed by the web address

23.3 **Online presentation**

If there is no obvious author for the presentation give the associated username instead.

Reference list example:


5. Title of website
6. Date posted
7. Date accessed
8. Web address
Checklist:

- Author (surname and initials/username), followed by a full stop
- Title of presentation
- In square brackets put online presentation, followed by a full stop
- Title of website, followed by a semicolon
- Date of posting, followed by a full stop
- In square brackets put accessed and the date you accessed the presentation, followed by a full stop
- Put Available from, followed by a colon, followed by the web address

23.4 Webinar/online lecture

Reference list example:


Checklist:

- Personal (surname and initials) or company author, followed by a full stop
- Title of webinar
- In square brackets put online seminar, followed by a semicolon
- Date of webinar, followed by a full stop
- In square brackets put the date you accessed the webinar, followed by a full stop
- Put Available from, followed by a colon, followed by the web address
Reference list


